

Saint Joseph School Emergency Response Manual

Updated 10/31/2022

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PURPOSE

The purpose of the Saint Joseph School Emergency Response Crisis Manual is to provide each staff member at Saint Joseph School with the information and procedures regarding everyone's role and responsibility during various emergencies and crisis situations. Implicit in this plan is the notion that EVERY adult in the school is responsible for ALL of the children in our building.

CRISIS TEAM MEMBERS

Principal - PreK-8	Robert Chevrier
Father Paul Sullivan	Pastor, Medford Collaborative
School Nurse	Michele D'Ampolo
School Counselor	Thomas Mahoney
Special Education Leader	Maureen Felch
Administrative Assistant	Anne Campbell
Custodian	Roman Valdez

Teachers will take attendance whenever students need to be *evacuated*. Teachers will report to Check-In Leader / Crisis Team when all students are accounted for, or if there are any problems.

Exploratory/Specialist Assignments

If you are not teaching a class during an evacuation, please leave the building immediately and report/call/walkie-talkie a Crisis Team member so that you can be accounted for in the building attendance and be assigned a duty and location with a group of children; assist with taking attendance, supervising students, and maintaining order.

School Safety Procedures: General Procedures

School Plant

1. All doors will be locked at 7:50am. Signs directing visitors to the Main Office are visible as you enter the building.
2. Staff members and custodial staff will periodically check doors to see that they are closed and in a locked position.
3. Visitors will be asked to sign a visitors' sign-in sheet requiring their name, destination, and time of entrance and exit. Teachers will ask each visitor for a pass. They will ask any visitor who has no pass to obtain one in the Main Office and will call the office to report the visitor.
4. The school principal is the authorized representative in charge of safety.

Staff

1. All teachers are aware of the school safety plan as well as of the emergency fire drill signals and procedures.
2. School personnel will keep all bulletins concerning emergency drills and a class roster together in a folder available for reference or for a substitute to follow in case of an emergency.
3. Classrooms should be equipped with directions on how to respond in different emergency situations
4. All staff will receive training in violence prevention/physical restraint policy according to regulations put forth by the Massachusetts DOE. Staff is responsible for reviewing the Crisis Response Manual and the Physical Restraint Policy.
5. At the beginning of each term, teachers will review with their students the student handbook, basic safety measures and emergency signals and procedures.
6. Teachers will report any intruders to the office.
7. The principal will be responsible for removing the intruders from the school building and will contact police if necessary.
8. The lunch and custodial staff are informed of our safety procedures.

Students

1. Students will be given instructions regarding the school's safety procedures and emergency drill signals at the beginning of each school year.
2. Students are instructed as to which entrances, exits and stairways they are to use during the morning, lunch, afternoon hours and during emergencies.
3. Students are instructed by their teachers to avoid contact with strangers that they may encounter to and from school.

4. Students are to review the code of conduct and sign the student handbook. Students are expected to help create a safe school climate by following the rules and regulations in the handbook.

Parents and Community

1. Parents are asked to have their children arrive to school from 7:30-7:45am for students in PreK-Gr. 8. There is no supervision available before that time.

2. Parents will provide the school with basic data (Home Contact Card), including their home telephone number, work number, and emergency number, and their physician's name and number. It is the parent's responsibility to notify the school of any change in contact information as soon as possible.

3. Community safety and health personnel have been consulted in designing the school safety plan.

4. The fire department and building department will make periodic inspections of the building.

Crisis Response Levels

Fire Drill

Rooms A101 and A102 ~ Leave through the door that exits to the stairwell, then exit the school through the side Door B, turn left in the driveway and make your way to the fence at the end of the school yard.

Rooms A201, A202, A301 and A302 ~ Leave the classroom through the door that exits to the stairwell, then exit the school through the side Door B. Turn right in the driveway and make your way past the apartment building on High Street.

Rooms A205, A206, A305, A306 ~ Leave the classroom through the door that exits to the stairwell, go down the stairs and go through the double doors next to the 6th grade Room A105 past the office, and exit the school through the front door. Proceed toward the gym on High Street.

Rooms A104 and A105 ~ Leave the classroom through the door by the office, exit the school through the front door and proceed toward the gym on High Street.

Room M-B101 ~ Leave the classroom through the door by the stairwell, go down the stairs, take a right and exit the building through Door C. Proceed down High Street to the gym.

Room A007~ Leave the classroom through the door in the room and go directly to the fence in the schoolyard.

Rooms B001 and B002 ~ Leave the classroom and exit the building through door D Stand at the fence furthest from the building.

Gym Room B4~ Leave through the Gym Foyer, exit the building through the foyer Door E, proceed towards the church on High Street.

Cafeteria B7 - Go out exit door F to the left of the stage, go out through the blue door, turn right, walk to the front of Saint Joseph Church.

Lockdown

In several situations it may be necessary to lockdown the school building. These situations may include an intruder in the building, weapons incident, national/local emergency, sexual assault, or a kidnapping. A lockdown will be announced over the PA system.

Announcement to initiate lockdown: ***“Mr. Master Lock is in the building.”***

Termination of lockdown: Only a law enforcement official may release you from a lock-down.

Teacher/Staff/Student Response:

1. **“Mr. Master Lock is in the building”** is announced over the intercom
2. Teachers will take their walkie-talkies.
3. If safe to do so, check hallway/immediate area for students to take into your room.
4. Lock doors, shut off lights and draw shades
5. Position students in coatrooms or out of sight from any windows
6. Students in cafeteria will go to kitchen area. Kitchen staff will lock doors.
7. Students in gym will go downstairs to the corridor near the science lab.
8. The nurse and custodian will check the bathrooms
9. Attendance issues will be addressed via Walkie-Talkies.
10. The only way a lockdown is released is when an officer announces him/herself and unlocks your door with further instructions.

11. As soon as possible, the principal will debrief the entire staff as to the status of the situation and our response and plans for continued/additional response if necessary.

12. Only the principal or Father Sullivan may meet with members of the media to discuss a news release or statement.

Crisis Team Response: Principal, Secretary, Nurse and Counselor

During Crisis:

1. Crisis Team goes to designated positions.
2. Assist anyone not aware of the crisis and instruct him/her to the nearest room.
3. Stay in contact with other crisis team members and the Main Office.
4. Secure area, classes, and/or individuals.
5. Contact authorities.

Post Crisis:

1. Update Archdiocese on information for media.
2. Contact parents of students involved or injured.
3. Debrief staff and give instruction as to how teachers are to debrief students.
4. Direct memo to staff by the end of the day.
5. Call an emergency faculty meeting.
6. Crisis team will meet to evaluate response and document incident.

Shelter in Place

Situations may occur outside of the Saint Joseph School building that require those inside to seek “shelter in place” within the school building. These situations may include: a weather disturbance or an outside threat that does not pose immediate danger to the students, teachers or staff inside of the school. In the occurrence of such an event, a “shelter in place” will be announced over the PA system.

Announcement to initiate shelter in place: **“At this time we are going to shelter in place. Please continue your routines and await further instructions. Again, currently we are going to shelter in place. Please await further instructions while continuing your routines.”**

Termination of shelter in place: The principal or designee will announce the end of a shelter in place instructions.

Teacher/Staff/Student Response:

1. “At this time we are going to shelter in place. Please continue your routines and await further instructions. Again, at this time we are going to shelter in place. Please await further instructions while continuing your routines.” is announced over the intercom
2. All outdoor activities will be suspended until the shelter in place is lifted.
3. Indoor class/normal routines will continue.
4. Be ready for further instructions.
5. USE COMMON SENSE!!!
6. As soon as possible, the Crisis Team will debrief the entire staff as to the status of the situation and our response and plans for continued/additional response if necessary. Only the principal may meet with members of the media to discuss a news release or statement.

Crisis Team Response: Principal, Secretary, Nurse, Counselor and Custodian
During Crisis:

1. Crisis Team goes to designated positions.
2. Assist anyone not aware of the ‘Shelter in Place’.
3. Stay in contact with other crisis team members and the Main Office.
4. Secure area, classes, and/or individuals.
5. Remain in contact with the principal, as needed.

Post Crisis:

1. Update and confer with Father Sullivan on information and determine level of parent outreach
2. Debrief staff and give instruction as to how teachers are to debrief students.
3. Direct memo to staff by the end of the day.
4. Crisis team will meet to evaluate response and document incident.

Evacuation

In a number of situations, it may be necessary to evacuate a school building. These situations may include fire, smoke, bomb threats, or chemical spills. Sounding of a fire alarm should signal this evacuation. These steps are to be followed:

Code: Fire Alarm (Any staff member can pull the alarm if they believe there is a fire/bomb/chemical spill in the building)

Teacher/Staff/Student Response:

1. Evacuation maps shall be posted in all classrooms.
2. Teachers with student who needs assistance, will immediately contact the main office using the call button. A crisis team member will assist the student.
3. Teachers will bring their “Emergency Manual Packets” with them when evacuating their classroom/building.
4. Teachers will lead students under their care out of the building, following mapped plan on display in room. Teachers should ensure all students are out of the classroom and adjoining bathrooms.
5. Classes will proceed to the pre-designated safety points outside. (Church and/or library). Once there, teachers should also maintain order.
6. Teachers should remain with their classes until the all-clear signal is given or an administrator gives other instructions.
7. If your class was in an exploratory period, teachers should check in with their Crisis Team member and then may meet their students outside in the pre-designated safety points.
8. Exploratory teachers, specialists, and administrative staff should check in with a Crisis Team Member.
9. Students should NOT be allowed to leave with guardians during an evacuation without communicating first with the principal or administrator in charge.

Crisis Team Response:

1. A Staff person who needs to remain with a student must contact the Crisis Team of a change in duties.
2. The following Crisis Team Members will meet with Grades 5 through 8 and serve as Check in Leaders – Gr. 8 Teacher and/or counselor.
3. The following Crisis Team Members will meet with Grades K through 4 and serve as Check in Leaders in the designated area – Nurse, PreK2 teacher, Gr.1 and Grade 3 teacher
4. Crisis team leaders will determine need for services or pass information from Crisis Team members to the principal.

Evacuation Check-Ins

Crisis Teams/Check-In Leaders
Classroom Teachers
Who: PreK1- Gr. 4
Where: Left side of Church

Crisis Teams/ Check In Leaders
Classroom Teachers
Who: Grades 5-8
Where: Right side of Church

Classrooms Pre-K4

Maria Von Euw – Pre-K1
Debbie Hurley – Paraprofessional
Martha Whitman – Pre-K2
Janice Boyer - Pre-K2
Leah O’Keefe - Kindergarten
Lisa Van Winkle - Gr. 1
Danielle Malone - Gr. 2
Nicole Sullo - Gr. 3
Melissa Trenga - Gr. 4

Classrooms 5-8

Christopher Doyle – Gr. 5
Pam McMahon/Willie Snow – Gr. 6
English
John Demeo – Gr. 7 Math
Lauren Fiore – Gr. 8 Science
Heather Keefe - Art
Maria Serfes - Spanish
Ian Comack – Physical Education
Mary Pagliarulo – Music
Maureen Feltch – Reading Specialist

Medical Emergencies

In several situations it may be necessary to call for medical assistance. These situations may include: Accidental injury, physical assault, physical restraint involving student or staff injury, or a serious risk of self-harm or threat to another individual’s safety. These steps are to be followed in case of a medical emergency:
Code: Call to the nurses’ office (via walkie-talkie) and the main office (via walkie-talkie) to let report the medical emergency.

Teacher/Staff/Student Response:

1. Teachers should contact the nursing office via the phone system. If no one responds in the nurses’ office, contact the main office to notify the secretary that there is a medical emergency. Please provide the following information:
 - a. Site of injury (e.g., room number)
 - b. Number of people injured
 - c. Details of injury
 - d. If there is a risk of another injury
 - e. If there is a potential need for a physical restraint

2. Teachers should not attempt to move the injured individual. Remove uninjured individuals so that the emergency personnel can attend to the injured individual. An adult should remain with the injured individual in order to provide support and report the information to the emergency personnel when they arrive.
3. The nurse will use the stairwell located next to the nursing office. Please send a reliable individual to meet the nurse and take him/her to the emergency site. This individual may be a Crisis Team member if they are readily available.
4. The nurse and school administrators shall determine if a 911 call needs to be made. Once the call has been placed, the nurse will remain at the emergency site and the crisis team members will cover the nurse's office. If a 911 call has been made, a Crisis Team member will greet the emergency personnel and take them to the site of the injury.

Crisis Team Response:

During Crisis:

1. Crisis Team members will greet the emergency personnel and escort them to the site of the incident.
2. Crisis Team members contact parent of injured child.
3. Crisis Team members will be available to assist the teacher in monitoring students and stabilizing the classroom.
4. Crisis Team members will stay in contact with other crisis team members and the Main Office.
5. Crisis Team members will secure area, classes, and/or individuals, if necessary.
6. Crisis Team members will cover nurse's station as needed.

Post Crisis:

1. Update the pastor and principal on information and determine level of parent outreach.
2. Debrief appropriate staff and give instruction as to how to debrief students.
3. Crisis team will meet to evaluate response and document incident.

Reportable Incidents

The following incidents must be reported to the people indicated below. Reporting **MUST** occur as soon as possible, and within 24 hours. Any of these incidents must be followed up with a written Incident Report within 24 hours.

Fire/Gas Leak

- Pull fire alarm immediately. Follow evacuation procedure.

Spills

- Contact the principal or a Crisis Team member immediately. Remain in your classroom until further notice.

51-As

- ALL teachers are **required**, by Massachusetts law Ch.119, sections 51A-E, to report any instance where abuse or neglect of a child is *suspected*.
- Immediately contact the school principal and counselor
- The pastor and/or principal will determine how to proceed in the investigation of such incident with DSS.
- Teacher input will be required to make a complete report to DSS.
- A call will be placed to the DSS hotline and will be followed by a written report within 48 hours.
- You have the right to follow-up with the principal and counselor regarding the process and outcome of the 51-A investigation.
- Regardless of the school's decision to file or not, you have the right to make a voluntary, anonymous report to the Department of Social Services by calling Intake at (781) 388-7100.

Physical and/or Sexual Assault

- If you notice or are made aware of any situation involving physical or sexual assault of a student or staff member, it must be immediately reported to the principal.

Threats/Harassment

- If you observe adults or students mistreating, disrespecting or bullying/harassing others, you **MUST** speak out. Incidents must be reported immediately to the principal.

Weapons & Drugs Possession

- The presence of drugs or alcohol in a school building or at a school event is a state and federal criminal offense. In the case of any student found under the influence of, possessing, selling, exchanging, or giving illegal and/or harmful drugs, narcotics, or alcohol in school, on school grounds, or at any school-sponsored events regardless of location or time, he/she will be suspended¹²

immediately from school and their parents notified. The student also may be subject to a school expulsion.

Procedures for Informing Media and Parents

1. The pastor or principal will be the media response person. Only the designated spokesperson is authorized to talk with the news media.
2. Crisis team members will assist in preparing a press release for the media. In the case of a suicide, a fact sheet concerning appropriate reporting of the death may be given to the media.
3. Designated personnel must handle incoming phone calls only. All staff members should refer information and questions to the Main Office/Control Center. Staff members may be asked to assist in the Control Center.
4. Crisis Team members will prepare a memorandum for teachers including the announcement to be read to the students, suggestions for being helpful to the students, and forms to list names of students referred for counseling or who may need monitoring for adverse reactions to the death/crisis.
5. The pastor and/or principal will decide on a procedure for sharing information with parents.

Emergency Contacts

In case of emergency, you should call 9-911 first. Please familiarize yourself with the list of individuals who have outside lines on your floor. You can also use the two-way call button to notify the office. Listed below are contact numbers for a non-emergency call.

Fire	911 or 781- 396-9400
Police	911 or 781-395-1212 (Dispatch)
Massachusetts State Police	781-396-0100 (Medford)
Ambulance	911 or 617-625-0126
DSS	1-800-388-792-5200 1/8/23
Poison Control	1-800-222-1222

Incident Report

To: _____ Date: _____

From: _____

Re: _____

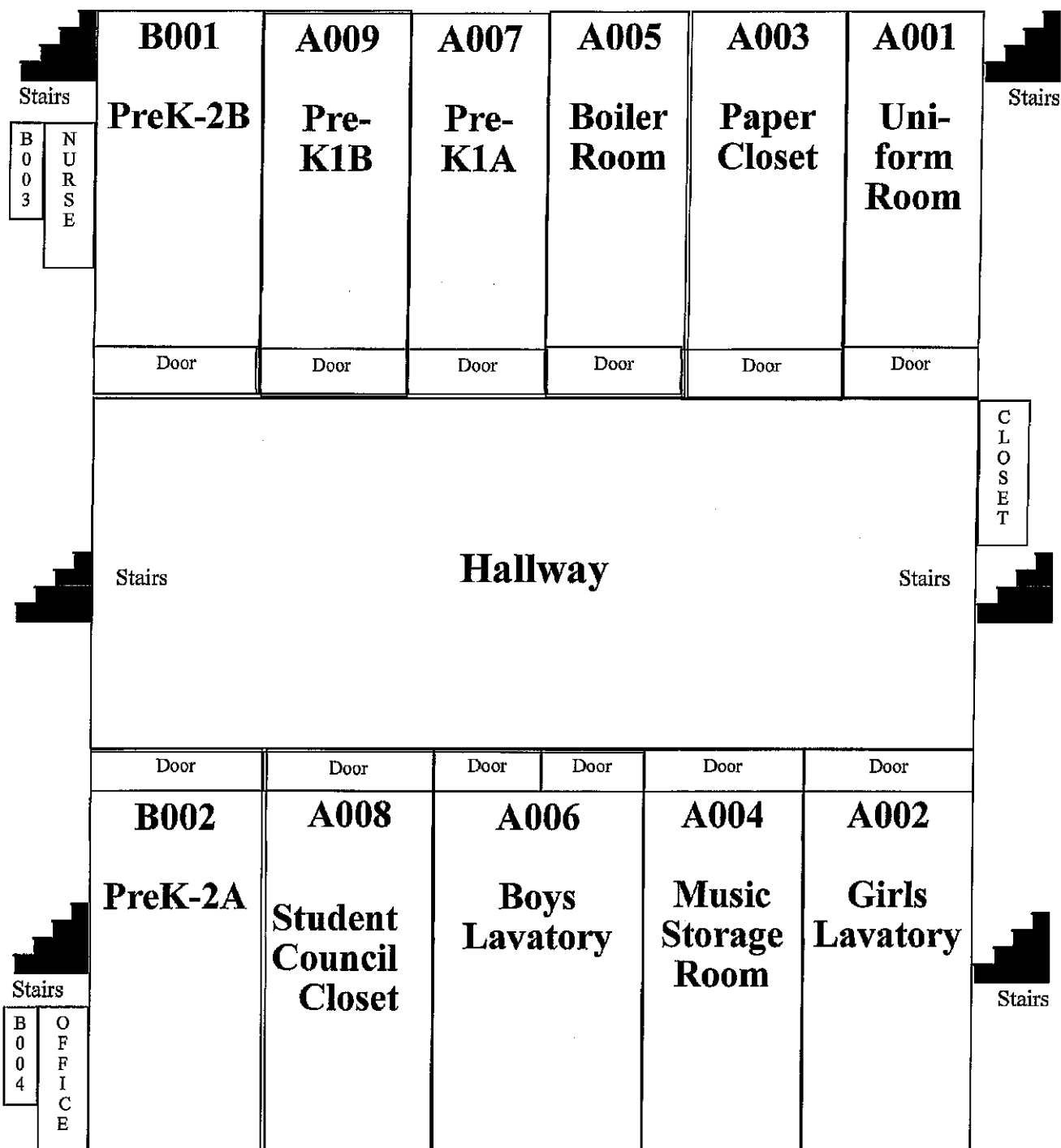
Nature of Problem:

Summary:

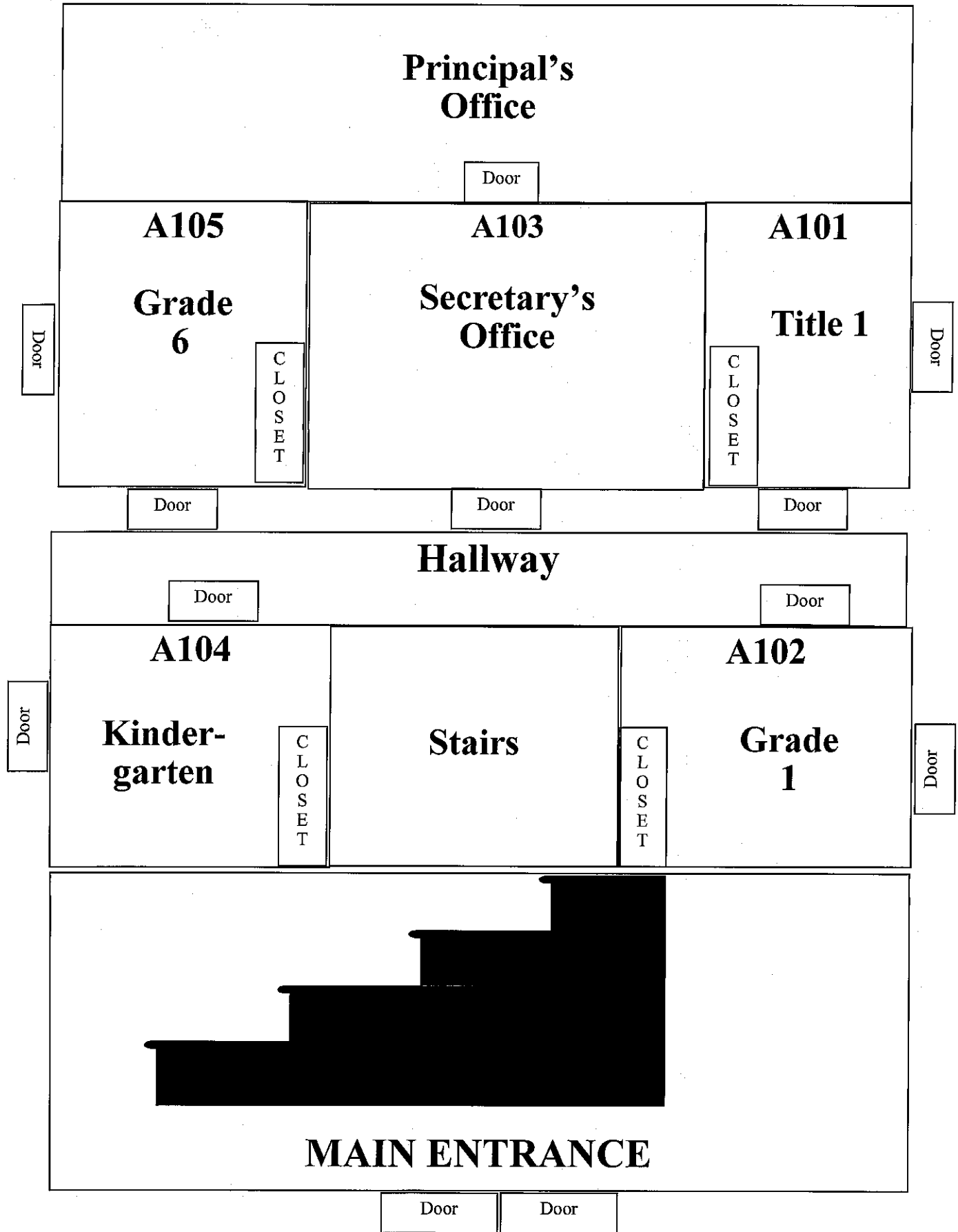
Signature: _____

Specialist Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:55-8:48	Art-Gr.6&7 Spanish-Gr.8	Spanish-Gr. 6&7 Art -8	P.E.Gr.-1	P.E.Gr.4 Music-Gr.3	Music-Gr. 2
8:50-9:35	Span. PreK-1	Art-PreK-1	P. E.-K Spanish -Gr. 5	Music- PreK-1	Music-PreK-2-A
9:35-10:20	Art-PreK-2B Spanish-Gr.4	Art-PK-2A	P.E.- PK-2-B	P.E.- Gr.2	Music -PreK-2B P.E. -PreK1
10:20-11:05	Spanish-PK-2-A Art-K	Art-Gr.4 Spanish-Gr.1	P.E.-Gr. 3 Spanish-Gr.2	Music-K P.E. PreK-2A	Music-PreK-1 P.E. Gr.5 Art-K
11:05-11:50	Art-Gr.1	Art-Gr.3 Spanish - PK-2-B	P.E. Gr. 4	Music-Gr.1 P.E. PreK-2B	P.E.-Gr.3 Music- Gr.4 Art-Gr.1
11:37-12:02	LUNCH-1 (Gr. 6-8)	LUNCH-1 (Gr. 6-8)	LUNCH-1 (Gr. 6-8)	LUNCH-1 (Gr. 6-8)	LUNCH-1 (Gr. 6-8)
12:03- 12:18	Recess (Gr. 5-8)	Recess (Gr. 5-8)	Recess (Gr. 5-8)	Recess (Gr. 5-8)	Recess (Gr. 5-8)
11:50-12:15	Lunch-Specialists 11:50-12:15	Lunch-Specialists 11:50-12:15	Lunch-Specialists 11:50-12:15	Lunch-Specialists 11:50-12:15	Lunch-Specialists 11:50-12:15
12:05-12:30	LUNCH-2 (PreK- Gr. 4)	LUNCH-2 (PreK-Gr.4)	LUNCH-2 (PreK-Gr.4)	LUNCH-2 (PreK-Gr.4)	LUNCH-2 (PreK-Gr.4)
12:32-12:47	Recess GR. 1-4	Recess GR. 1-4	Recess GR. 1-4	Recess GR. 1-4	Recess GR. 1-4
12:20-1:15	Art-Gr. 5	Spanish-Gr.5		Music-Grade 5	
1:15-2:05	Art-Gr.2 Spanish-Gr.3	Spanish -K Art-Gr. 2	Span. -Gr. 8 P.E.-PK-2A	P.E. Gr.6 &7 Music-Gr.8	Music-Gr. 6 &7 P.E. -Gr. 8
2:08-2:15 locker/ dismissal					

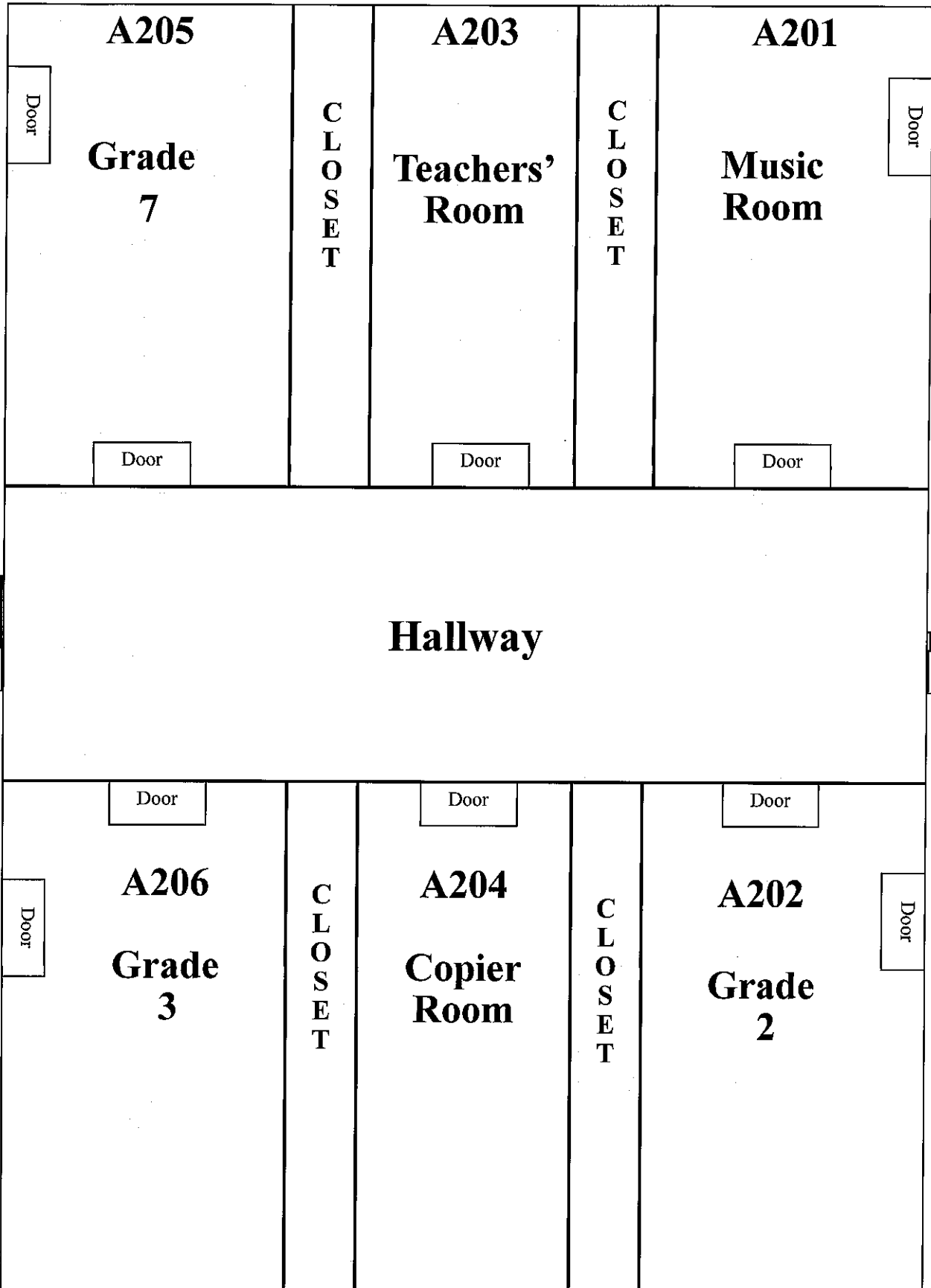
Lower Level



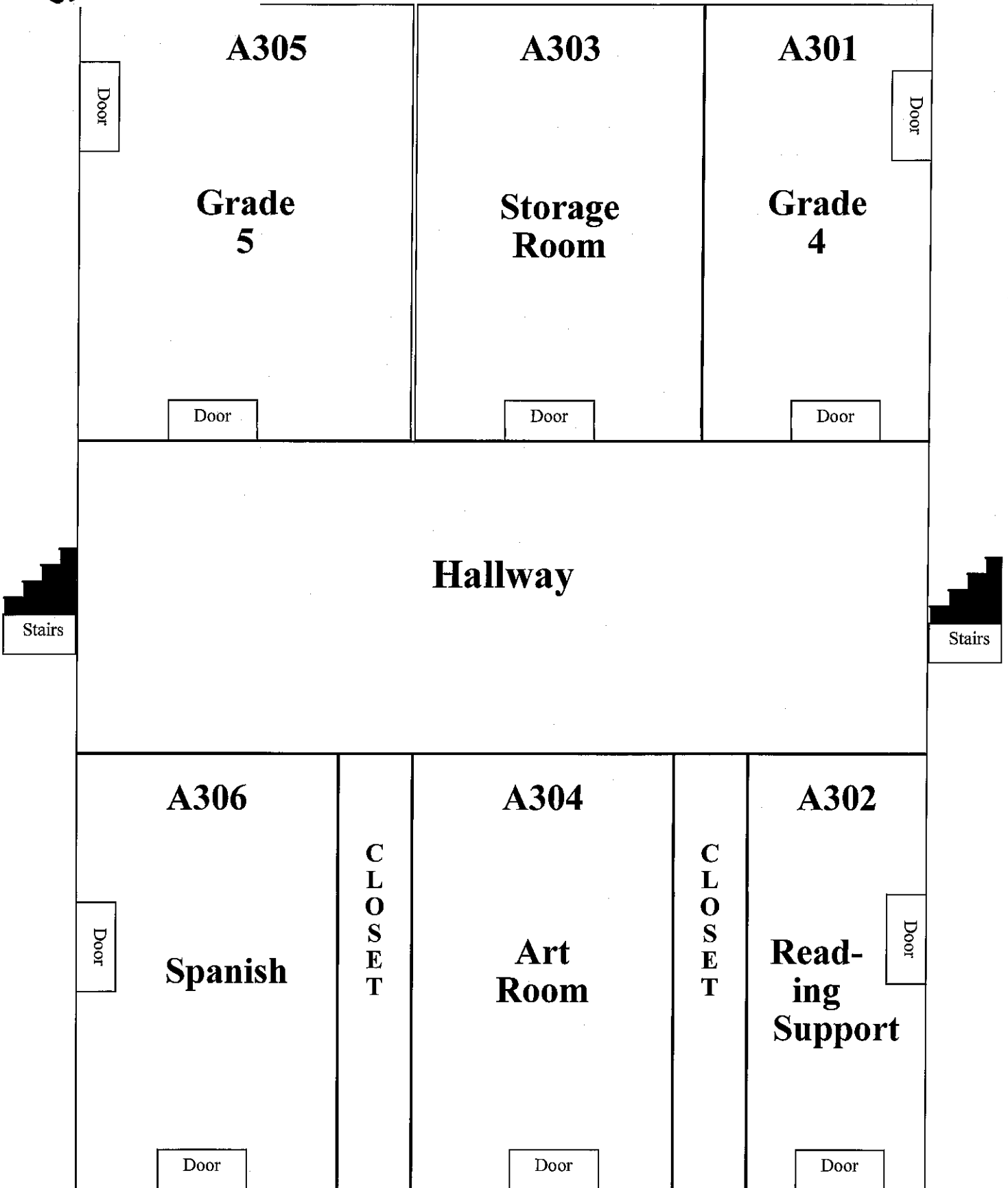
First Floor



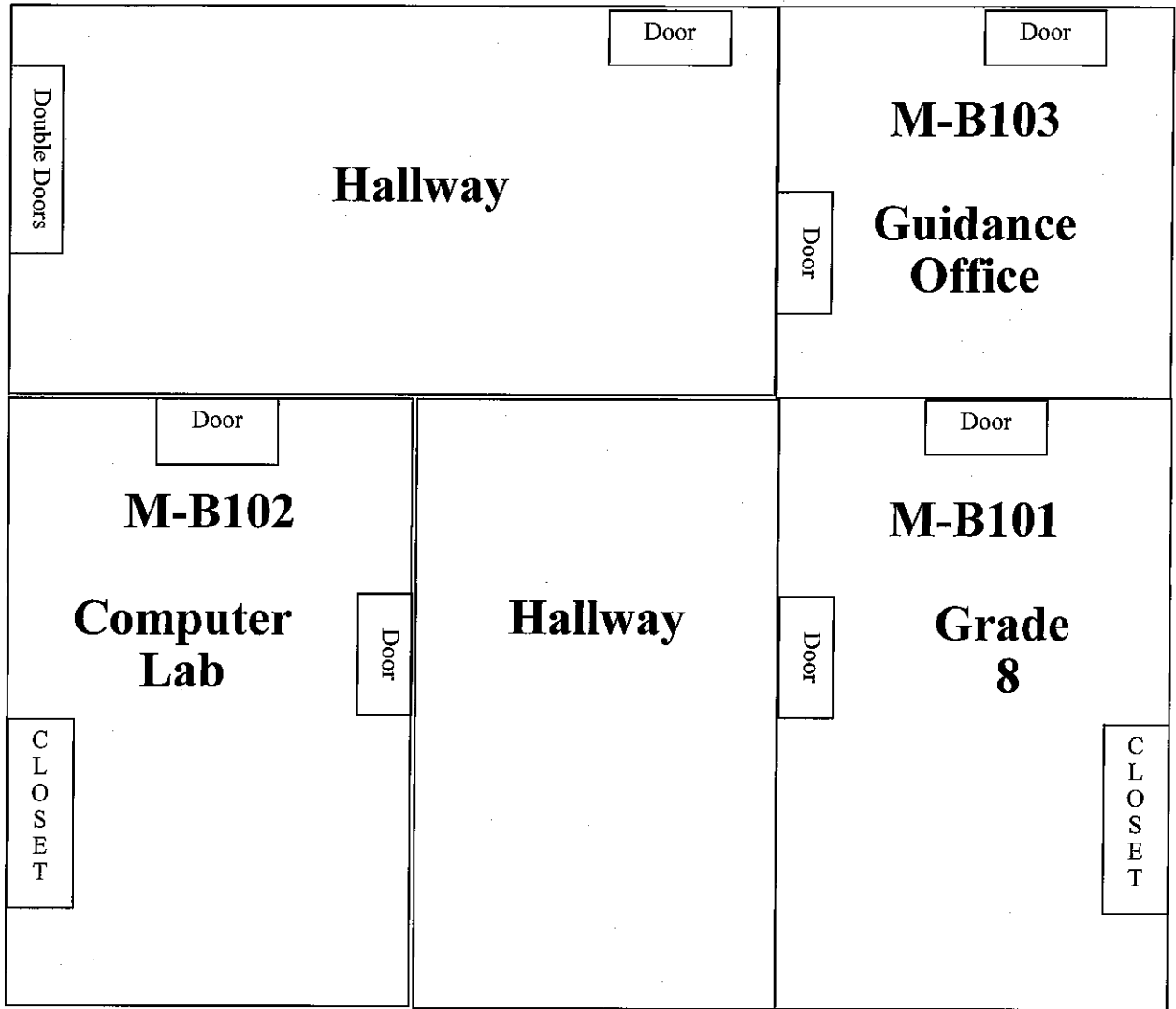
Second Floor



Third Floor



Grade 8—Guidance Area Diagram



Double Doors

**Main Floor
 Hallway**

