

CRISIS MANAGEMENT PLAN

St. James–St. John School
New Bedford

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GENERAL RESPONSE TO ANY EMERGENCY

- * Summon help (nearest adult or student if necessary)
- * Notify the Principal/designee or teacher
(Principal notifies Superintendent/CEC office when warranted)
- * Call 911 (if necessary)
- * Notify CPR/first aid certified persons in school building if it is a medical emergency
(Certified personnel are listed in the Crisis Team section)
- * Seal off high-risk area
- * Take charge of area until incident is contained or you are relieved by the appropriate officials
- * Assemble Crisis Team
- * Preserve evidence. Keep detailed notes of incidents.
- * Refer media to the Principal. Do not discuss the situation with the public and do not release any information to the media. The Principal is responsible for all communication with the public and media.

STAFF RESPONSIBILITY IN EMERGENCY

ADMINISTRATORS

- * Verify information
- * Take steps to ensure safety
- * Call 911, if necessary
- * Secure crisis area
- * Assemble Crisis Team and implement response procedures
- * Notify Superintendent or CEC office (505-678-2828)
- * Notify Staff / Students (depending on nature of emergency)
- * Evacuate (Full/Partial), if necessary
- * Lockdown, if necessary
- * Refer media to spokesperson or designee
- * Notify community agencies, if necessary
- * Implement post-crisis procedures
- * Keep detailed notes of crisis event

TEACHERS

- * Verify information
- * Warn students, if necessary
- * Take class roster
- * Account for all students
- * Stay with students during emergency
- * Listen for Codes/Directives (follow procedure for code carefully)
- * Refer media to principal (never speak to media)

CRISIS TEAM

School Crisis Team

<u>POSITION</u>	<u>NAME</u>	<u>WORK #</u>	<u>HOME #</u>
Principal	Cristina Raposo	508-996-0534	508-636-7304 Cell- 508-989-2053
Pastor	Fr. Richard Wilson	508-992-9408	Cell- 617-939-7056
	Fr. Jack Oliveira	508-992-7727 St. John Rectory	508-993-4704 OLMC Rectory
1 st in charge	Judy Bernier	508-996-0534	508-758-4951 Cell-508-287-2846
2 nd in charge	Dennis Malloy	508-996-0534	508-742-5051
Nurse	Anna Manny	508-996-0534	508-763-0967 Cell-508-264-7017
Secretary	Mary Mitchell	508-996-0534	508-993-3742 Cell-508-272-8466

Crisis Team Resource Personnel

Custodian	Chuck Ferreira	508-996-0534	508-998-1213
Diocesan Superintendent/CEC Office 508-678-2828			

Life Team

EMS City of New Bedford- 911

CRISIS TEAM (Cont.)

CPR/AED Trained Faculty and Staff

Anna Manny	Karen Walsh
Cristina Raposo	Deb Burchill
Mary Mitchell	Leslie Vicente
Brenda Bourque	Susan Wilson
Jeanette Maltais	Sharon Hudon
Margaret deSousa	Anita Tavares
Christine Medeiros	Charlie Klemmer
Carol Campini	Dennis Malloy
Ann Marco	Annette Farias
Robin Benoit	
Judy Bernier	

Epi-Pen Trained Faculty and Staff

Anna Manny	Katy Mays
Cristina Raposo	Chuck Ferreira
Mary Mitchell	Sharon Hudon
Brenda Bourque	Anita Tavares
Jeanette Maltais	Kelly Machado
Margaret deSousa	Leslie Vicente
Christine Medeiros	Susan Wilson
Carol Campini	Jennifer Vescio
Ann Marco	Leslie Pirtle
Robin Benoit	Ashley Medeiros
Judy Bernier	
Annette Farias	
Charlie Klemmer	
Dennis Malloy	

EMERGENCY ALERT STATIONS (EAS)

Listen to the following media stations for information regarding a potential or impending emergency:

TELEVISION

WBZ Channel 4
WCVB Channel 5
WLNE Channel 6
WHDH Channel 7
WJAR Channel 10

RADIO

WBZ 1030 AM
WBSM 1420 AM
WFHN 107 FM

MEDICAL PROBLEM

The teacher/person in attendance will:

- * Contact the Principal's office for medical assistance
- * Contact the nurse
- * Call 911, if necessary
- * If possible, isolate affected student/staff member
- * Keep the student as stable as possible until help arrives

The Principal will:

- * Call 911, if necessary
- * Notify parent(s) or guardian(s) of affected student

FIELD TRIP INCIDENT

A teacher must follow Field Trip procedures as outlined in the Faculty Guidebook and on the Field Trip Approval Form including, but not limited to, conferring with the school nurse/designee any potential medical needs. Bring the signed permission slips and a cell phone (if available) on the day of the field trip.

The person in attendance will:

- * Attend to any medical needs if there are any injuries or complaints of pain.
- * Notify Police/Fire/EMT department if appropriate – Call 911
- * Contact Principal/designee and provide an update and action being taken
- * Contact parents if injury is a serious threat to health or safety. If injury is less serious, contact the Principal who will in turn determine who will contact the parents.
- * Write a detailed incident report and complete accident form (if necessary) upon return to school.

The Principal or designee will:

- * Send school personnel to the scene, if appropriate
- * Contact Superintendent and provide an update of actions being taken
- * Contact parents/guardians with update and action being taken if they have not already been contacted by the teacher
- * Assure that a report is on file and the accident report is faxed to the Superintendent's office and insurance office.

If a student is missing during a field trip, please refer to the “Missing Child” section of this guidebook.

SERIOUS INJURY/DEATH

IF THE INCIDENT OCCURRED IN THE BUILDING

The person in attendance will:

NOT MOVE THE VICTIM UNLESS THE LOCATION IS DANGEROUS

- * Call 911
- * Notify CPR/First Aid certified persons in school building of medical emergency (names of qualified personnel are listed in Crisis Team Members section).
- * Notify Principal/designee
- * If possible, isolate affected student/staff member

The Principal/designee will:

- * Activate school Crisis Team. Designate staff person to accompany injured/ill person to hospital
- * Notify parent(s) or guardian(s) of affected student
- * Notify Superintendent's office
- * Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to school psychologist/counselor.
- * Notify Chaplain
- * Determine method of notifying students and parents. Announce availability of counseling.

IF THE INCIDENT OCCURRED OUTSIDE OF THE BUILDING

The Principal/designee will:

- * Confirm the accuracy of the report with law enforcement officials or family.
- * Activate school Crisis Team, if appropriate
- * Notify staff before normal operating hours (if possible)
- * Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.

SERIOUS INJURY/DEATH (Cont.)

POST-CRISIS INTERVENTION

- * Meet with school counseling staff, Crisis Team members, and other Administrators to determine the level of intervention for staff and students.
- * Designate rooms as private counseling areas
- * Escort affected student's siblings and close friends and other "highly stressed" students to counselors.
- * Assess stress level to staff. Recommend counseling to overly stressed staff members.
- * Follow-up with students and staff who receive counseling.
- * Designate staff person(s) to attend funeral, hospital, or home.
- * Allow for changes in normal routines or test schedules to address injury or death.

SUICIDE/ATTEMPT

Suicide Attempt in School

- * Verify information
- * Call 911, if person requires medical attention, has a weapon, or needs to be restrained
- * Principal/designee shall call Superintendent's office, parent(s) guardian(s) if suicidal person is a student
- * Notify (CSS) or outside psychologist/counselor
- * Principal may schedule a meeting with parents and school psychologist/counselor to determine course of action
- * Calm suicidal person
- * Try to isolate the suicidal person from others
- * Stay with person until counselor/suicide intervention arrives.
- * **Do not leave person alone**
- * Determine method of notifying staff, parents, if necessary and as appropriate. Hold daily staff debriefings before and after normal operation hours, as needed
- * Activate school crisis team to implement Post-Crisis Intervention (see below)
- * Determine level of intervention

Suicide Death/Serious Injury

- * Verify information
- * Activate School Crisis Team
- * Notify Superintendent's office
- * Notify Staff in advance of next school day following suicide or attempted suicide
- * Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic
- * Protect privacy of the family
- * Implement post-crisis intervention

Post-Crisis Intervention

- * Meet with school counseling staff and determine the level of intervention for staff and students
- * Designate rooms as private counseling areas
- * Escort siblings, close friends, and "highly stressed" students to counselors

SUICIDE/ATTEMPT (Cont.)

- * Assess stress level of staff
- * Refer media to the Principal
- * **DO NOT LET MEDIA SPEAK TO STUDENTS AND STAFF**
- * Follow-up with students and staff who received counseling
- * Resume normal routines as soon as possible

Additional Information: (following an attempted suicide)

- * The family must submit to the Principal an official document from the physician/therapist authorizing the student's return to school
- * The family must sign a release allowing the school to contact the physician/therapist.
- * If the family refuses to obtain appropriate services, the Principal, in consultation with CSS, may need to file a 51A.

ASSAULTS/FIGHTS

Faculty Member in attendance of event will:

- * Diffuse situation if safe to do so
- * Ensure the safety of students and staff
- * Notify Principal/ Person in charge
- * Notify School Nurse/designee if injuries require attention
- * Document the incident and file a report before leaving for the day

The Principal/Person in charge will:

- * Call 911, if necessary
- * Notify School nurse/ designee if this has not already been done
- * Seal off area where the assault took place
- * Speak to witnesses and get victim/participant/witness accounts
- * Assemble Crisis Team, if necessary
- * Inform Superintendent, if necessary
- * Assess counseling needs of victim(s) or witness(es). Implement post crisis procedures.
- * Notify police if weapon was used or if victim has physical injury causing substantial pain or physical impairment.

SEXUAL MISCONDUCT OR HARASSMENT

Refer to Diocesan policy and procedure On Sexual Misconduct and Harassment and follow notification guidelines.

WEAPONS/HOSTAGE SITUATION

The Staff member or student who is aware of a weapon brought to school will:

- * Notify the Principal/designee immediately
- * Tell the Principal or teacher the name of the suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself
- * If teacher suspects the weapon is in the classroom, he/she should confidentially notify a neighboring teacher. The teacher should not leave the classroom.
- * If possible, move students to a safe area away from the crisis area.

The Principal or designee will:

- * Initiate CODE, if necessary
- * Call the Police if a weapon is suspected to be in school – Call 911
- * Enlist the assistance of other teachers, if necessary
- * Ask another staff member to assist in questioning the suspected student or staff member
- * If feasible, accompany the suspect to a private office to wait for the Police
- * If the situation warrants, isolate suspect/area until police arrive
- * Assign a person to keep detailed notes of all events and why search was conducted,
- * Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search
- * Notify the Superintendent's office
- * Take disciplinary action, if appropriate
- * Send pertinent information home to parents as soon as possible

All school staff must:

- * Account for students
- * Wait for instructions
- * Hold all students in place until instructed otherwise
- * Ignore all fire alarms unless instructed otherwise

If taken hostage:

- * Do not try to disarm the intruder
- * Keep calm and follow the instructions of hostage taker
- * Try not to panic, calm students if they are present

WEAPONS/HOSTAGE SITUATION (Cont.)

- * Treat the hostage taker as normal as possible. Be respectful to the hostage taker
- * Ask permission to speak. Do not argue or make suggestions
- * If possible, direct students to be quiet and sit away from intruder, windows and exits
- * Be aware that Police may be able to hear what is taking place and may enter the room at any time
- * Follow police instructions

INTRUDER/HOSTAGE SITUATION

INTRUDER: AN UNAUTHORIZED PERSON WHO ENTERS SCHOOL PROPERTY

The staff person who encounters the intruder will:

- * Notify Principal/designee, if possible
- * Ask another staff person to accompany you before approaching the intruder
- * Politely greet intruder and identify yourself
- * Inform intruder that all visitors must report to and sign in at the main office
- * If intruder's purpose is not legitimate, ask him or her to leave and accompany the person to the exit.

If the intruder refuses to leave

The staff person will:

- * Warn intruder of consequences of staying on school property. Inform him/her that you will call police.
- * Notify Police and Principal if intruder still refuses to leave
- * Give Police full description of intruder
- * Walk away from (back off) intruder if he/she indicates a potential for violence
- * Be aware of intruder's action at this time (where he/she located in the school, whether he/she is carrying a weapon or package)

The Principal or designee will:

- * Call 911, if this had not already been done
- * Issue Lockdown, if necessary
- * Notify Superintendent/CEC office

Hostage:

- * If hostage taker is unaware of your presence, do not intervene
- * Call 911 give details of situation
- * Notify Principal/designee
- * Seal off area near hostage scene

INTRUDER/HOSTAGE SITUATION (Cont.)

The Principal or designee will:

- * Call 911, if this has not already been done
- * Issue any Codes that may be necessary
- * Assemble the Crisis Team, if possible
- * Notify the Superintendent/CEC office
- * Give control of scene to Police and Hostage negotiation efforts
- * Determine method of notifying parents. Announce availability of counseling services for those who need assistance

If taken hostage:

- * Do not try to disarm the intruder
- * Keep calm and follow the instructions of hostage taker.
- * Try no to panic. Calm students if they are present
- * Treat the hostage taker as normal as possible. Be respectful to the hostage taker.
- * Ask permission to speak. Do not argue or make suggestions
- * If possible, direct students to be quiet and sit away from intruder, windows, and exits
- * Be aware that Police may be able to hear what is taking place and may enter the room at any time
- * Follow police instructions

GANG/GROUP VIOLENCE

The person discovering the incident will:

- * Report gang identifiers (clothing, signs, colors, street names) to the Principal or designee
- * Report all rumors of violence or gang-like activity to the Principal

Immediate action:

- * Immediately report acts of violence to the Principal
- * Keep students in class away from crisis area
- * Close and lock classroom doors and windows
- * Take attendance
- * Wait for further instructions

The Principal or designee will:

- * Make a code announcement, if appropriate
- * Notify the Police Department (if emergency, call 911)
- * Notify the Superintendent's office
- * Take immediate school disciplinary action
- * Provide for the safety of victim(s) or witness(es)
- * Notify parents, if appropriate
- * Brief staff as appropriate about gang/group violence signs

The Principal or Superintendent will:

- * Convene the Crisis Team,
 - * Convene a parent support group
 - * Coordinate media effort with the Police Department
- * Do not discuss the situation with the public or release any information to the media.**
- * The Principal/designee or Superintendent is responsible for all communications with the public and media.**

LOCKDOWN PROCEDURES

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- * The Principal/designee issues lockdown procedures by:
 - announcing a coded warning over the PA system
 - or
 - sending a message to each classroom

(Refer to Warning/Code and Notification section of this manual for specific codes and signals)

Teacher's will:

- * Quickly survey the hallway by their classroom and order any students in hall or restroom, staff and visitors into classroom
- * Lock all classroom doors. All other locations where people may be located should be locked immediately.
- * Move students to a corner of the room away from windows and out of sight of the entry door. Have students sit on the floor and keep quiet.
- * Cover door windows. Close all windows and shut blinds.
- * Turn off lights
- * Open door only to a police officer and follow his instructions.
- * If told to evacuate, take student rosters
- * Allow no one out of classrooms until Principal/designee issues **ALL CLEAR** signal.
- * If students are outside and teacher receives a "Lockdown" message, the teacher will blow air horn and direct students to go to the front of the CYO building or to the evacuation site if necessary. **DO NOT** re-enter building.

EVACUATION PROCEDURE

The Principal or designee will:

- * Call 911, if necessary
- * Determine the appropriate evacuation site (on or off campus)
 - Off campus site: St. John's Church Hall
- * Notify relocation center, if evacuating
- * Announce the evacuation site and route
- * Press into service the appropriate personnel
- * Ensure appropriate communications
- * Turn off lights (except in the case of a bomb scare – leave lights on), electrical equipment, gas, water faucets, air conditioning and heating system

Administrators will:

- * Report to assigned location
 - Principal will remain at the building site to coordinate with emergency personnel
 - Principal will report to evacuation site to take charge of site
 - collect information regarding attendance concerns
 - keep Principal informed
 - coordinate communication with parents
 - coordinate dismissal, if necessary
 - 1st and 2nd in charge will report to evacuation site to assist the principal

All Teachers will:

- * Direct all students to follow all fire drill procedures. Unless altered by the Principal, use Evacuation routes that are posted in each classroom. If the exit is blocked, use the next closest exit away from the emergency.
- * Close doors and turn off lights (except in a bomb scare – leave lights on)
- * Move to assigned evacuation location
- * Avoid downed power lines, open gas lines, or other unsafe conditions.
- * Accompany students and remain with them
- * Take students rosters, paper and pencil
- * Take attendance to determine if students are missing
- * Report missing students to nearest administrator
- * Report any injuries or damage to nearest administrator

EVACUATION PROCEDURE (Cont.)

- * Unattached students should report to the nearest teacher. Teachers should note student additions and report the information to the nearest administrator.
- * Remain with students and wait for further instruction. Take attendance again at evacuations site.

ADDITIONAL INFORMATION

- * In extreme cases, you may be advised by the Principal or designee to ignore fire alarms.

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within the school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

Safe areas include:

Individual locked classrooms, school basement/cafeteria, St. John's Church hall

The Principal or designee will:

- * Warn students and staff to assemble in safe areas
- * Escort any person outside of building into building safe area
- * Assemble the Crisis Team, if appropriate
- * Notify appropriate emergency personnel of situation
- * Notify Superintendent/CEC office
- * Give all clear signal at the end of the crisis

The teachers will:

- * Take class roster
- * Escort students to safe area and remain with students
- * Follow all instructions of the Principal/designee or emergency responders
(If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.)
- * Account for all students after arriving in safe area
- * Report any attendance concerns to the Principal/designee
- * Remain in safe area until notified by Principal/designee or emergency responders of all clear

Once in safe area available Staff will be directed to: (if appropriate)

- * Close all exterior doors and windows
- * Cover up all food not in containers and store in refrigerators
- * Turn off any ventilation leading outdoors

FIRE/SMOKE/GAS LEAK

- * Pull fire alarm if fire and smoke are visible or if there is a strong gas odor.
- * Evacuate immediately if in danger

The Principal or designee will:

- * Call 911
- * Notify superintendent/CEC office
- * Report incident to fire department
- * Determine if relocation to evacuation site is necessary. Notify administrators who will in turn inform teachers and students.
- * Notify students/staff when “**ALL CLEAR**” for reentry into building

The Principal and People in charge will:

- * Report to their assigned location for supervision
 - **Principal** - floating to locations as needed
 - **First person in charge** - back of the school
 - **Second person in charge**- front of the school
- * Check with all teachers in your area for attendance concerns and report to the Principal
- * Relay order to evacuate, if it has been given

The Teachers will:

- * Evacuate using normal fire drill route unless directed otherwise or if route is too dangerous for passage
- * Take class roster and take attendance after evacuation
- * Report any missing students to administrator
- * Remain with students throughout emergency
- * Not reenter until entire building is declared safe. The Principal or designee will consult with fire and police personnel to make this determination.

If evacuation results in relocation, follow procedures outlined on Evacuation page of the handbook.

HAZARDOUS MATERIALS

INTERNAL:

The person discovering the material/spill will:

- * Report the nature and location of the spill to the Principal/designee
- * Report injured and location of injured (if applicable) to School Nurse/designee
- * Remove students from area

The Principal/designee will:

- * Call 911
- * Notify the School Nurse if appropriate/designee
- * Secure the area
- * Inform Superintendent
- * Evacuate the school if necessary
- * Determine whether students need to be relocated off of school site
- * Activate notification of parents if students are relocated to evacuation site

The Administrator will:

- * Assist as determined by the Principal if students are kept on site.
- * Report to relocation center and follow evacuation procedures if evacuated.

The Teachers will:

- * Evacuate students, as directed, away from the incident
- * Take rosters and take student attendance
- * Report missing students to Principal
- * Follow directions of emergency personnel
- * Follow Evacuation Procedure if directed to off campus site

EXTERNAL

Fire Department or Police will notify the Principal/designee. Fire officer in charge of scene will recommend shelter or evacuation actions. If evacuated, follow procedures for evacuation. Notify parents if students are evacuated. Resume normal operations after consulting with fire officials.

BOMB THREAT

ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY AND IMMEDIATELY REPORTED.

The person who receives the threat will:

- * Attempt to keep the caller on the line
- * Use bomb threat checklist below:
 - Ask where the bomb is located
 - When it will go off
 - What materials are in the bomb
 - Who is calling
 - Why is caller doing this
- * Listen carefully to the caller's voice and speech patterns and to noises in the background
- * Notify Principal/designee

The Principal/designee will:

- * Assemble Administrators and give instructions for evacuation procedure.
- * Warn students and staff and order evacuation of all persons in the school building(s).
 - Do not mention "Bomb Threat".

Use standard fire drill procedures or issue code word. (See Codes)

- * Evacuate to a safe distance (suggested at least 1000 ft. outside of school building). If necessary, use evacuation site.
- * Call 911
- * Notify Superintendent
- * Notify staff and students of termination of emergency. Resume normal operations.

The Administrator will:

- * Report to fire evacuation location assignment and convey instructions to staff as they exit with students. If evacuation to off campus site is determined, administrators should then report to their assigned duty at the site.

The Teachers will:

- * Warn students if told to do so by the Principal
- * Evacuate students following normal fire evacuation procedures (Do not turn off lights.)

BOMB THREAT (Cont.)

- * Listen to Principal/designee at exit doors for special instructions
- * Take roster and take attendance
- * Inform Principal/designee of any attendance concern
- * Remain with students
- * If evacuated to off campus site, follow evacuation procedures.

No one may re-enter building until entire building is declared safe by fire or police personnel.

VIOLENT WEATHER

The Principal/designee will:

- * Monitor the situation-Radio/TV
 - “Watch” – Severe conditions expected in the area
 - “Warning” – Severe conditions are in the area
- * Call 911, if necessary
- * Convene the evacuation team, if appropriate
- * Assess the situation and instruct staff/students to do one of the following:
 - Evacuate the building
 - Remain in place – if remaining in the building, escort all students/faculty/visitors to designated safe area
 - Relocate to designated holding areas – away from windows and preferably in low center of building (when able)
- * Attend to all student/staff safety issues
- * Shut-off gas, if necessary

The Teachers will:

- * Remain calm
- * Follow all directives of the administration
- * Unless directed otherwise, stay indoors, close windows and blinds/drapes, and, if necessary, instruct students to take cover under desks and tables, against inside walls, doorways or in interior hallways. Stay away from windows.
- * Account for all students
- * Stay in safe area until **ALL CLEAR** is given

SUSPECTED CHILD ABUSE/NEGLECT

The Teacher will:

* Report any suspected abuse or neglect of a student's physical or mental health or welfare to the principal and the school nurse

The Principal will:

* Contact Catholic Social Services

MISSING CHILD

The person who suspects that a child is missing will:

- * Immediately notify the Principal or designee

The Principal or designee will enlist the help of the faculty to:

- * (If necessary, announce **CODE** during search.)
- * Locate the student in school; determine if student has been dismissed; who last saw the student, and under what circumstances
- * Contact the bus company if the child is missing while en route to or from school.
- * Gather the following information:
 - Child's name and address
 - Age and gender of child
 - Description of clothing worn today
 - Bus stop, bus driver, list of others students at that stop
 - Names of friends and classmates
 - Try to determine the presence of strangers near area where child was last seen
 - Try to determine (from Emergency Form) if Restraint Order or any special circumstances exist.
- * Notify the Police Department
- * Communicate with parents (or guardians)
- * Notify the Superintendent's office

If Kidnapping is witnessed/suspected, the person who is aware of this will:

- * Call 911, if able
- * Notify the Principal/designee immediately
- * Get names of witnesses and attempt to secure the area
- * Send the witnesses to the office

The Principal or Diocesan Superintendent will:

- * Notify the Police Department – Call 911
- * Convene Crisis Team, if appropriate
- * Coordinate the media effort with the Police Department

MEDIA

During an emergency adhere to the following procedure:

- * Principal/designee relays all factual information to Superintendent
- * Select a spokesperson, if the Principal is not going to be the spokesperson
- * Prepare a written statement
- * Establish a media information center away from the school
- * Update the media regularly. **Do not** say, “No Comment”. Respond that information is being gathered and a statement will be made as soon as possible
- * **Do not** argue with the media
- * Maintain a log of telephone inquiries, use scripted responses to inquiries
- * Ask for identification from those with whom you speak

Media Statement; (a general statement of verified facts) (See below)

- * Do not speculate, exaggerate, or deal with rumor.
- * Respect privacy of victim(s) and family of victims(s)
- * **Do not release names to media**
- * Emphasize safety of students and staff first.
- * Briefly describe the school’s planned response to an emergency

GENERIC INITIAL STATEMENT

“At approximately _____ a.m./p.m. on _____
(Time) (Date)

the following occurred at _____:
(School) (Factual description of event)

which resulted in _____
(Physical results of event)

In response and consistent with existing emergency procedures, the following action was taken: _____

(Response)

The actions were taken to provide for the well being of our students and staff. As of this time, the information we have provided constitutes the sum of the verified facts. As further verifiable factual information becomes available, we will periodically provide it to you.”

Do not speak with attorney

EMERGENCY PHONE NUMBERS

Fire, Ambulance, Police 911
Local Police, Alternate Emergency Number 508-991-6350
Local Fire 508-991-6105
Mass State Police 508-993-8373
St. Luke's Hospital 508-997-1515

Catholic Agencies

Superintendent of Catholic Schools 508-678-2828
Chancery 508-675-1311
Catholic Social Services
 New Bedford 508-997-7337
 Fall River 508-674-4681
 Taunton 508-884-3271

Dept. Social Services 508-910-1000
Child Abuse/Neglect- Boston 800-632-8188
Mass Prevention Cruelty to Children 617-587-1500

New Bedford Board of Health 508-984-0601
Environmental Health 508-991-6273
Dept. Environmental Protection 800-462-0444
Poison Control 800-222-1222
American Red Cross New Bedford 508-996-8286
Emergency Management New Bedford 508-961-3060
NSTAR 800-592-2000

Tremblay Bus Company 508-999-6436
S. Howard Bus Company 508-677-0099

WARNING/CODES AND NOTIFICATION

Emergency

Code

Lockdown

“Please lockdown”

Lockdown- students are outside

Air horn will sound

Missing child

“Amber Alert”

Fire

Fire drill will sound

Hostage/Intruder

“Please lockdown”

Weapon/Hostage

“It is time to proceed to St. John’s Church hall for a presentation”

Evacuation

“Please evacuate the building and proceed to St. John’s church hall” or follow other safe evacuation area instructions

Sheltering

Follow verbal instructions to safe areas

Bomb threat

Fire drill will sound