

Our Mother of Consolation Parish School

All Hazards Emergency School Safety Plan

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**(Practice Situational Awareness)**

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### School Emergency Response Team

Robert Bazzoli OSFS – Pastor (Point of Contact)  
Theresa Schmidt – School Principal (Point of Contact)  
Mark Plaushin OSFS – Priest in Residence  
Sue Lasek – School Administrative Assistant  
Nancy Weir – Norwood Captain  
Megan Kletzel – Presbyterian Captain

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All procedures are rehearsed by classrooms teachers at the beginning of the school year and as needed. Formal exercises for fire drill, evacuation, lockdown and shelter-in-place are held at least twice a year.

# **General School Safety Practices**

*(The Administrative Assistant will first call 911 in all emergency situations and will supply the complete address including cross streets to the dispatcher)*

- I. Take cell phones and class lists with you when exiting the building.
- II. Check all outside doors and make sure they are closed and locked
- III. At every opportunity test an outside door. If it is found to be unlocked – lock it!
- IV. Regularly remind students that they are not to open an outside door for anyone without teacher permission.
- V. Always keep your class lists, charged cell phone and this document in clear view on your desk for easy access.
- VI. **Keep the locks on your doors at all times.** The classroom doors can be open during the school day but the locks should always be on them.
- VII. Stairwell doors must remain closed at all times in case of a fire.
- VIII. Test your classroom call button periodically to insure proper communication with the Main Office in an emergency.
- IX. Regularly review the contents and functionality of your classroom Emergency Bin equipment. Request materials as needed.
- X. **Specials teacher:** Keep your children with you if we are on Lockdown. See procedures for Lockdown. In the case of immediate Evacuation, keep children with you, escape the building via the nearest exit and follow other classes to the most easily accessed safe area.

## **Evacuation Procedures (Peek first)\***

*(The Administrative Assistant call 911 and proceeds to the Parish Office with cell phone)*

**Note: If any route listed here is blocked use the nearest, safest alternate route**

1. If the **Fire Alarm** is heard, students and staff will report to their designated areas:
  - *Students and staff on **bottom floor** depart the nearest exit, proceed across the parking lot to the edge at Norwood Avenue, turn and line up facing the school.*
  - *Students and staff on the **main floor** will depart the building via the front doors, line up on the sidewalk in front of the Church.*
  - *7<sup>th</sup> & 8<sup>th</sup> on the **top floor** will depart the building via the back fire escape; proceed behind the school building across the parking lot to the edge at Norwood Avenue, turn and line up facing the school. 5<sup>th</sup> & 6<sup>th</sup> go down the inside stairs, exit the front door and line up in front of the convent*
  - *Students and staff in the playground at the time of evacuation will not re-enter the building to join their class but will proceed to their designated area under the guidance of the staff.*
  - *If the situation warrants withdrawal to a farther location, staff will guide students to the **safe locations listed below**.*
  
2. In the event an announcement is made to “**Evacuate the building**”, staff and students will depart the building in the aforementioned manner or via the safest exit and continue to flee the area of the school to the following **safe locations**:
  - ***Students and staff on the bottom floor** will go out the nearest, safe exit across the parking lot to the lower entrance, down the drive and down along Norwood Avenue to **Norwood- Fontbonne School**. They will enter the Fontbonne Building where the road turns to the left. Students will sequester in the **Gymnasium**.*
  - ***All students on the upper floor** will exit via the fire escape and walk along the Church to Chestnut Hill Avenue, turn right towards Germantown Avenue, turn right on Germantown Avenue pass Chestnut Hill Hospital and continue to **Chestnut Hill Presbyterian Church**. Students and staff will sequester in **Widener Hall after first reporting to Office Entrance**.*
  - ***Students and staff on the main floor** will exit the front door, turn right immediately to go along the Church and follow the path above to the **Chestnut Hill Presbyterian Church**.*
  
3. It is vital that teachers carry their **Class Lists and Cell Phones** with them during all emergency procedures. Therefore, teachers must always keep class lists visible on top of their desks for quick access upon evacuation. Homeroom teachers will connect with their class at their safe location to take roll in the event the class was in a special class at the time of evacuation. The Administrative Assistant will contact teachers via cell phone.

4. It is possible, that a class may be spilt in 2 different areas of the school when an evacuation is called. Consequently, part of the class may end up at Norwood and another part may end up a the Presbyterian Church. Once the students have been secured in their Safe Locations, Captains must communicate with each other via cell phone to ensure that all students in a grade are accounted for.

***\*IMPORTANT* -Teachers can employ any other actions that may better suit a situation at hand and which they determine will more effectively lead to child safety.**

## Lockdowns\*

In the event a situation exists inside or outside the building “**Lockdown**” will be announced. A **Lockdown** is typically defined as students locked in their classroom and seated out of sight of windows and doors. Lights are turned off and no teaching is done. The class is silent. This is a response to an intruder inside or outside the building and escape is not possible. When the “**Lockdown**” announcement is made The Principal and/or the Administrative Assistant will immediately call 911 and then the Parish Office .They will then call Norwood-Fontbonne and the Presbyterian Church to request assistance in sequestering the students when they arrive.

1. If it is not obvious that there is an intruder in the immediate vicinity, the teacher will secure the students and then will take “**quick peek**” to check the hall and stairwell.. *If it is apparent that the intruder is not in the area, the following escape procedures can be taken:*

***Students and staff on the bottom floor** will go out the nearest safe exit, across the Parking Lot to the lower entrance, and down to the left along Norwood Avenue to Norwood-Fontbonne School. Students will sequester in the **school gym**.*

***Students and staff on the upper floor** will exit via the fire escape and walk to Chestnut Hill Avenue, turn right toward Germantown Avenue turn right on Germantown Avenue, pass Chestnut Hill Avenue and proceed to **Chestnut Hill Presbyterian Church**.*

***Students and staff on the main floor** will exit via the front door, go up the side walk and follow the path above to the **Chestnut Hill Presbyterian Church**.*

***Teachers must take their class lists and cell phone with you.***

Teachers in classes that cannot escape due to imminent danger take the following steps:

- a. Close and lock classroom doors.
- b. Move all students to a position of cover and concealment
- c. Take immediate roll and make a list of students not with you.
- e. **DO NOT OPEN THE DOOR FOR ANYONE**
- f. If safe, the Principal will check that all doors are secured, check hallways and bathrooms for students and chain hallway doors if the situation warrants such action.
- g. When safe the Main Office will contact each room via the intercom to get a report on student roll in each room.
- h. As is possible the Main Office will report roll status and communicate to the Principal via cell phone.
- i. Restrict student movement by not allowing anyone within, in or out of the room.

**NOTE:** *Teachers not in a classroom will immediately usher any students not in a classroom to a sheltered area either in the building or to the aforementioned sequester areas as per the situation.*

***“All clear”*** will be announced when a lockdown is over.

2. **For an incident outside the building.** Teachers will also go into **Lockdown** and move students to a position of concealment. Students are to be concealed so that they cannot be seen from outside the building. Do not try to retreat further or move to another location unless sure of a safe route.
3. All LOCKDOWN procedures remain in place until the “All Clear” announcement. If the LOCKDOWN extends beyond dismissal time, this then becomes a Shelter-in-Place situation – either in the sequester area or in the classroom. Teachers in classrooms are advised to have activities available for students and may need to utilize the contents of the Shelter-in-Place kits.

***\*IMPORTANT*** –Teachers may employ any other procedures that may better suit a situation at hand and which they determine will more effectively lead to child safety.

**NOTE** –THE DECISION TO EVACUATE OR GO TO LOCKDOWN BECOMES THE DECISION OF THE CLASSROOM TEACHER AS PER THE IMMEDIATE CIRCUMSTANCES.

## Shelter-in-Place

*(For use in: Chemical release, Regional explosion, or Life threatening weather)*

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1. The announcement of **Shelter-in-Place DOWN or UP** will be made over the P.A. System, and the Principal or Administrative Assistant will notify the Parish Office and Office of Catholic Education. *NOTE: This is not like a Fire Drill. Teachers are to move their classes along but also make sure all materials are gathered and that the classroom is properly secured as per these instructions.*
  
2. **Remove all students to the following Shelter- in-Place areas:**  
*NOTE: Students should bring coats with them; teachers should bring class lists, cell phones and emergency bin. Windows and doors in all rooms are to be closed prior to leaving the room.*
  - A **Shelter-in-Place DOWN** announcement indicates an explosion (nuclear) or life threatening weather – Students will proceed to the bottom floor. Pre K will be in the kitchen. K, 1 and 2 will be in the hallway outside the 1<sup>st</sup> and 2<sup>nd</sup> grade classrooms. 3<sup>rd</sup> and 4<sup>th</sup> will go into the boiler room area. 5<sup>th</sup> and 6<sup>th</sup> will be in the hallway outside the boys’ bathroom and kitchen. 7<sup>th</sup> and 8<sup>th</sup> will be in the area at the bottom of the stairs.
    - 1<sup>st</sup> and 2<sup>nd</sup> grade teachers will tape doors and windows in their hallway.
    - 5<sup>th</sup> and 6<sup>th</sup> grades teachers will tape doors and windows in their hallway.
  - A **Shelter-in-Place UP** announcement indicates a chemical release – Students will proceed to the top floor. Pre K goes to the Elwyn room. 7<sup>th</sup> and 8<sup>th</sup> will gather in the back hallway. 5<sup>th</sup> and 6<sup>th</sup> will gather in the hallway outside the computer room and 8<sup>th</sup> grade. 4<sup>th</sup> grade will gather outside 7<sup>th</sup> grade. K and 1<sup>st</sup> will gather in the area at the top of the stairs. 2<sup>nd</sup> and 3<sup>rd</sup> will sit on the top set of steps.
    - 7<sup>th</sup> and 8<sup>th</sup> grade teachers will tape all windows and doors in their hallway
    - 5<sup>th</sup> and 6<sup>th</sup> grade teachers will tape all windows and doors in their part of the hallway
    - 4<sup>th</sup> and 1<sup>st</sup> grade teachers will tape all windows and doors in their areas.
  
3. **Once students are in place, teachers will take roll.** The Principal and/or the Administrative Assistant will contact teachers to acquire roll report.

4. **Teachers will be prepared for/to:**

- establish & maintain communications with Family Assistance Center (FAC)
- conduct initial accountability & report same to FAC
- maintain accountability
- supervise those students who may not be able to go home immediately
- implement a personal hygiene plan immediately
- prepare to implement a sleep plan if necessary
- connect with outside news sources
- keep students informed and continue developmental activities

5. Staff and students are not to leave their designated areas until they receive direct instructions from the police or fire department that Shelter-in-Place is over. If the “**All Clear**” announcement is made after normal dismissal time, staff will be notified by the Principal and/or Administrative Assistant regarding bus and car pick-up procedures for students.

***\*IMPORTANT -Teachers may employ any other procedures that may better suit a situation at hand and which they determine will more effectively lead to child safety.***

## **Family Assistance Center and Reunification\***

*(Either the Principal or Administrative Assistant will first call 911 first in all emergency situations. They will supply complete the address including cross streets to the dispatcher)*

1. The **Family Assistance Center (FAC)** will operate out of the Parish Office in the case of **school evacuation** or **school fire**. In either case, *upon evacuation the Administrative Assistant will flee to the Parish Office to inform the Pastor of the situation.* In the case of **Lockdown** or **Shelter-in-Place** the FAC will remain in the school building unless circumstances warrant relocation to the Parish Office
2. The Point of Contact person at the FAC is the Principal and if he or she is indisposed - the Pastor
3. If the event requires **evacuation of the building but not fleeing** to the designated safe locations, staff and students may re-enter the school building when given the “all clear” by police or fire authorities in coordination with the Principal. The **Safe Location Captain** will report the grades present in his or her location . Teachers will take roll and report to the **Safe Location Captain** any students missing. The Safe Location Captain who will in turn report all of the above to the **Point of Contact Person(s)**.
4. In the event of an “**evacuate the building**” situation, staff and students will evacuate the building as quickly as possible.. The FAC will make contact with those at those locations by calling staff cell phones and/or the location contact personnel at the locations- whichever is most immediately accessible.
5. *It is important that Parish employees or volunteers do NOT provide information to families, no matter how well intended the effort, unless the Point of Contact Person gives approval to do so in cooperation with the fire or law enforcement incident commander. It is equally important that no presumption be made, or speculation offered about the disposition of missing persons. In the absence of a fire or law enforcement authority, only the Pastor can approve the distribution of information..*
6. The **School Reach Emergency System (MSP)** will be used to communicate events with families. Procedures for how, where and when parental reunification with children can be expedited will be communicated via this system.
7. Teachers will remain in their safe locations and will be notified by the FAC via cell phone (SEE Appendix 1 for numbers) or through the safe location contact person as to the procedures for releasing children to their families from their location or alternatively bringing their children back to the school building.
8. In all situations students are absolutely forbidden to use their cell phones. The Pastor or Principal are the only persons authorized to grant permission.