

CRISIS RESPONSE PLAN

SAINT CHRISTOPHER SCHOOL
570 BREWER ST.
EAST HARTFORD, CT 06118

860-568-4100



UPDATED SEPTEMBER 2009

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The Saint Christopher School Faculty and Staff are committed to creating and maintaining a safe environment for its students. This Crisis Response Plan attempts to offer direction to the various emergencies that could occur before, during and after school hours. This Plan is as comprehensive as possible and is subject to editing when new or additional information is made available. While recognized as comprehensive, not every emergency can be anticipated and it is expected that the Faculty and Staff will use common sense and rely on past experience to meet any emergency that may create an unsafe situation for our students. A twice-yearly review by the Faculty and Staff of is a component of the Crisis Response Plan.

EMERGENCY PHONE NUMBERS

- General Emergency 911
- Police, Non-Emergency Number 860-528-4401
- Fire, Non-Emergency Number 860-528-4171
- Northeast Utilities/CL&P 860-947-2000
800-286-2000
- CT Natural Gas 860-246-5325
- Metropolitan District Commission 860-247-6487
- Poison Control 800-343-2722

CONTACT PEOPLE

- Principal - Kathleen Madej 860-568-4100(School)

- Pastor St. Christopher Church
 - Fr. Vincent Curran 860-568-5240

- Office of Catholic Schools
 - Mr. Dale Hoyt (superintendent) 860-242-4362 ext. 133
 - Maria Maynard(assist. super.) 860-242-4362 ext. 128

- East Hartford Public Schools
 - Mark Zito (superintendent) 860-622-5107
 - George Simons (bus) 860-622- 5139
 - First Student Bus Co. 860-282-8100

- Goodwin School (Safe Haven)
 - Main Office 860-622-5420
 - Principal - Daniel Brodeur 860-622-5421
 - Nurse – Jill Gauthier 860-622-5423

- O’Connell School Psychologist (available for consultation)
 - O’Connell School 860-622-5460
Kristine Rickards-Schlichting

- EHPS Nursing Supervisor
 - Peggy DeVito 860-622-5118

- Sodexo Services
 - Marci Nogueira 860-622-5257

NEIGHBORHOOD HAZARDS AND HAVENS

Identified Hazard

Pratt-Whitney
400Main St.
East Hartford
860-565-4321

Pratt-Whitney manufactures jet engines, including engines for the military.

Sexual Offenders

As of August 2009 there are forty sex offenders in the 06118 zip code area. Twelve were convicted of risk of injury and impairing the morals of a child.

Haven

Goodwin School
1235 Forbes Street
East Hartford
860-622-5420

CRISIS RESPONSE TEAM

Team Leader

Principal

Kathleen Madej

860-568-4100 (school)

Responsibilities:

- Assess situation
- Call team into action
- Gather necessary information
- Emergency Kit – located in principal’s coat closet
- Determine needs of facility usage
- Give necessary directions to staff/students
- Act as liaison with outside agency
- Communicate with parents/guardians

Team Members

Administrative Assistant

Audrey Cesana

860-568-4100 (school)

Responsibilities:

- Call emergency personnel
- Call members of the Crisis Response Team
- Call Goodwin School, if needed
- Assist principal with communications
- Monitor weather reports (if appropriate)

School Nurse

Pamela D'Amore

860-568-4100 (school)

Responsibilities

- Take student emergency information cards
- Assist injured or ill student, teacher, staff member
- Evaluate medical situation, recommend call to 911

Teacher

Sr. Ellen McAdam

Responsibilities

- Assist principal
- Assist teachers as necessary
- Keep those not involved in the emergency from entering the building
- Act as a liaison with principal and parents

Custodian

Deb Grob

860-568-4100 (school)

Responsibilities

- Check restrooms
- Secure exits, as needed
- Direct Emergency Personnel
- Clean any blood/body fluids when cleared to do so

ALARM SIGNALS

- **Bell Signals**

- **Fire Bell**

- Fire bell indicates fire or other emergency requiring immediate evacuation of school building.

- **Internal Bell**

- Prolonged ringing of bell indicates any emergency requiring immediate evacuation of the school building.

- **Flashing of Hallway or Classroom Lights**

- Indicates the need for immediate silence.

- **Code Word or Phrases**

- **Intruder in the Building**

- *Fr. Moscus is in the building.*

- **Hand Signals**

- Appropriate hand signals are used to indicate quiet, stop, go forward, or turn around.

SYSTEM LOCATIONS

FIRE ALARM SYSTEM LOCATION

- Fire Alarm System control box:
 - Located in the front foyer of the school building
 - Lock Box for Fire Department access located outside main entrance

ELECTRICAL PANEL LOCATION

- Main Electrical System Panel box:
 - Located in the Custodian's Room – back hall
 - Access through gym or back hallway
 - Door at delivery entrance allows for access

- Circuit breakers located in the following areas:
 - On the stage
 - Access from gym or stage door from hallway
 - In the handicap bathroom
 - In the kitchen
 - In the preschool utility closet

NATURAL GAS SHUT OFF

- Location outside of building by the garage

COMMUNICATION SYSTEM

- Intercom Control Box
 - Located in the main office

WATER SYSTEM SHUT OFF VALVE

- Custodian's room in the back hall

BOILER SYSTEM SHUT OFF SWITCH

- Located in the boiler room on left at the end of main corridor (near faculty room)
 - Right hand side upon entering room – RED Switch

General Information

- ❖ All classrooms must display Fire Drill Exit procedure.
- ❖ Teachers are responsible for all students under their supervision during drill or actual emergency procedures.
- ❖ ALL PERSONS in the building must respond to the first sounding of the alarm by evacuating to designated areas.
- ❖ If the PA system is inoperable information will be passed by the most expeditious means, including the use of the bullhorn.
- ❖ Teachers are responsible for their class throughout the emergency until the “ALL CLEAR” is given.
- ❖ Students at lunch:
 - Teachers will return to the cafeteria as quickly as possible
 - Staff will help students exit the building
 - Students will leave their lunches on the table
 - Students will line up in the designated area
 - Teachers will meet their class, if they were not present to help students exit the building
- ❖ Students at recess:
 - Supervising teachers will direct students to the designated area
 - Students will line up in the designate area
 - All teachers will join their class as quickly as possible upon hearing the alarm
- ❖ Students not in the classroom:
 - Leave by the nearest exit to the designated area
 - Report to the teacher they have evacuated from the building
 - Remain in line with their classroom

CALLING EMERGENCY SERVICES PROCEDURE

To facilitate reports, have the following information available:

- Your name
- School involved
- Description of incident
- Names of people involved
- Grade of students involved
- What action school taken thus far
- Provide school telephone numbers:
 - Main Number: 860-568-4100
 - Nurse's Number: 860-568-4860
- If emergency or other personnel are necessary,
give directions and other pertinent information

Emergency Procedures

The major responsibility of any evacuation procedure is the safety and protection of the students, not of property. With any movement, within the building or to an outside destination/location, students should be instructed to move silently, orderly, and in lines at all times.

Evacuation Procedure

- Evacuation location for *on site* presence:
 - St. Christopher Church
543 Brewer St.
Across parking lot from school

- *General Directions and Information for On-site Presence:*
 - Close classroom windows/doors
 - Take:
 - Class List
 - Personal Items

- *Students and staff will enter church building:*
 - Grades Pre-Kindergarten - 4 will enter through the front door on Brewer St.
 - Grades 5 and 6 will enter through the side door closest to the parking lot.
 - Grades 7 and 8 will walk behind the church and enter through doors closest to the rectory.
 - All students will sit in assigned pews with Pre-K sitting in front of the Kindergarten class.
 - Students will remain quiet waiting for directions.
 - Remain in place until the “All Clear” is given.

Evacuation location for *off-site* presence:

- Goodwin School
1235 Forbes St.
860-622-5421
- *Evacuation Procedure:*
 - Goodwin School principal notified by appropriate authorities.
 - Children may leave with coats, as time allows.
 - Exit building using fire drill procedures.
 - Teachers and students walk to corner of Brewer St. and Forbes St.
 - Cross Street.
 - Proceed to Goodwin School.
 - Follow directions given by Goodwin School's principal.
 - Teachers will take attendance upon arrival.
 - Report any missing student to St. Christopher School principal immediately.

- *Directions for Evacuation due to Bomb Threat*
 - Open windows.
 - Leave classroom doors open.
 - Leave lights/computer on.
 - Do not use radios, telephones, cell phones, television, or computer.
 - Follow evacuation procedures as directed by appropriate authority.

The following are notified in the event of evacuation and relocation:

- Pastor 860-568-5240 or from school phone #60
 - Notified by:
 - Administrative Assistant
 - Team Member
 - Teacher

- Office of Catholic Schools –860- 242-4362
 - Notified by:
 - Principal
 - Administrative Assistant
 - Team Member

- Parents
 - Notified by:
 - Teachers
 - Teacher Assistants
 - Other available adults

Response to questions from the media:

No member of the staff or students should respond or make formal statements to members of the media, without permission from the pastor or principal. The proper response is: information will be given by either the pastor or principal. Avoid responding, “No Comment!”

Lock-down Procedures

In the event it is necessary that a classroom lock-down is necessary the procedure is:

If the intruder is in the building:

1. Classroom doors are locked.
2. If classroom doors cannot be locked, chairs or desks are to be placed across the doorways.
3. Children are to be gathered in the wall area near the closets.
4. Coats and backpacks should be removed to make room for as many students as possible
5. Children can be lined up in more than one row
6. Children should be kept as quiet as possible.
7. If a child was outside the classroom press the call button as soon as this is identified.
8. Teachers and students will remain in this position unless directed to leave the building.
9. Emergency exit windows should be used in this instance.
10. Leave windows open and shades up so police can see into the building.

If intruder is outside the building:

1. Listen for instructions from principal or safety officers.
2. Close windows and shades, if possible.
3. Escort children to the window side of the room.
4. Children should be kept as quiet as possible.
5. Instructions may include escorting children to hall areas, listen for explicit instructions.

SPECIFIC EMERGENCIES

Accident or Serious Injury on the Playground

✓ **Signal** None

✓ **Steps of Action**

1. Adult remains with the injured student
2. Sends one student to the nurse
3. Sends another student to the front office
4. All other students directed to remain where they are
5. Follow directions of nurse concerning injury
6. Other students return to their classrooms

Responsibilities of Personnel

✓ **Nurse**

- Evaluates the extent of the injury
- Directs school personnel to call 911, if necessary
- Following emergency call, parents/guardians are notified
- Remains with the student until EMS or other emergency personnel arrive

✓ **Principal**

- Confers with the nurse as to the extent of the injury
- Directs school personnel or makes the 911 call
- Contacts parents
- Travels with the student, if transfer to a hospital is necessary

Teachers

- Escort students to their respective classrooms
- Assures students that appropriate measures have been taken to help the injured student

Bomb Threat, Bomb, or Suspicious Object

Avoid any action that will cause a spark.

✓ **Signal Code:**

Please Evacuate the Building in an Orderly Manner.

✓ **Steps of Action**

1. Open windows.
2. Leave classroom doors open.
3. Leave lights/computer on.
4. Do not use radios, telephones, cell phones, television, or computer.
5. Follow evacuation procedures as directed by appropriate authority.

Responsibilities of Personnel

1. Individual Receiving Bomb Threat of Notice of Presence of Bomb in the Building

1. Keep caller on the phone as long as possible.
2. If possible, signal for someone to listen with you.
3. Signal to someone to alert the principal's office.
4. Write down everything the caller says.
5. Use Bomb Threat Checklist, located in the back of Crisis Response Plan.
6. Identify background noises.
7. Write down impression of caller.

Bus Accident

Bus accident information received from First Student Bus Co. or from George Simons, East Hartford Public Schools.

Responsibilities of Personnel

**Principal is the primary responder.
Individual appointed by the principal in her absence is responsible.**

1. Determine the severity of the accident.
2. If necessary, principal will go to the scene of the accident.
3. Principal will accompany any students who are taken to the hospital.
4. Principal will contact administrative assistant regarding accident.
5. Administrative assistant will contact the Office of Catholic Schools
6. Administrative assistant will contact parents as necessary.
7. A letter will be sent to all parents concerning the accident.

Death of Student or Staff Member, including Suicide

Responsibilities of Personnel

Personnel informed of death of a student or staff member should immediately contact the principal.

1. Principal will inform the pastor and the Office of Catholic Schools, as necessary.
2. Principal will initiate the calling tree to inform faculty and staff.
3. Principal and pastor will address the media, if necessary.
4. Principal will address students if determined necessary.
5. Principal will contact East Hartford Public Schools if counseling is deemed necessary.
6. Principal will contact D'Esopo Funeral Home if grief counseling is needed.

Respect for the privacy of the family is considered in all decisions made.

Drive-By-Shooting/Shots Fired

✓ Responsibilities of Personnel

1. Upon hearing shots, personnel yells:
“Drop to the Ground”
or
“Drop to the Floor”
2. If outside have students enter the building
staying as close to the ground as possible,
once vehicle has left the area.
3. Notify Principal’s Office immediately.
4. Report any injuries.
5. Remain with injured student(s) until
medical help arrives.
6. Return to classroom, take attendance,
report any missing students.

Fire or Explosion

- ✓ **Signal:** Loud and prolonged fire alarm
OR
Prolonged ringing of bells

- ✓ **Steps of Action**
 1. Close classroom windows/doors
 2. Leave lights/computers as they are
 3. Take a Class List
 4. Take cell phone, if possible
 5. Check lavatories on the way out of the building
 6. Students assemble in designated areas
 7. Report attendance to principal
 8. Remain with students until “ALL CLEAR” is given
 9. Accompany students back to class and take attendance

Responsibilities of Personnel

- ✓ **Principal**
 - Supervises evacuation
 - Directs fire personnel to the area of the fire

- ✓ **Nurse**
 - Brings Emergency Kit to evacuation area
 - Brings Yellow Emergency Cards to evacuation area

- ✓ **Teachers**
 - Evacuate students in an orderly manner.
 - Supervises children, waiting for further direction by principal or fire personnel
 - Brings children in to the Church following the established guidelines

✓ **Custodian**

- Checks bathrooms
- Directs fire personnel to the area of the fire, if principal unable to do so

Gas Leak

Avoid any action that could cause a spark.

✓ **Signal:** Principal, Administrative Assistant and Custodian will make the announcement in individual classes, indicating the proper course of action.

✓ **Steps of Action**

1. Detect a strong odor of gas, evacuate the classroom
2. Notify the Principal
3. DO NOT operate any electrical switches or turn any equipment of/on.
4. DO NOT use a cell phone
5. Follow the identified evacuation route
6. Follow standard on site evacuation procedures

Hazardous Material Release

A hazardous material release can include a chemical truck overturning, a chemical spill in class, an outside gas leak, or an industrial chemical release.

- ✓ **Signal** Announcement over the PA

- ✓ **Steps of Action**
 1. Release in a classroom
 - a. PULL FIRE ALARM
 - b. Evacuate the area immediately
 - c. Shut the door
 - d. Notify the Office
 2. Give information about the product spilled
 - a. Volume spilled
 - b. Indicate contamination with other chemicals
 3. Release outside of the classroom
 - a. Shut all windows and doors
 - b. Turn off air conditioners
 - c. Remain in the classroom, unless otherwise directed

Hostage Situation or Intruder

✓ **Signal Fr. Moscus is in the building**

✓ **Steps to Action**

1. Limit access to the area
2. Remove all non-participants, if possible
3. Close door to the area
4. Do everything the captor says to do
5. Be especially careful during the first five minutes
6. Speak only when spoken to
7. Do NOT make wisecracks
8. Sit down, if possible
9. Act relaxed
10. Have faith in negotiators
11. Hide or get rid of personal effects
12. Do NOT make suggestions to hostage taker
13. Do not turn away from captor, unless specifically told to do so
14. Try to keep eye contact without staring
15. Be Patient

Responsibilities of Personnel

First person Aware of the Situation

- Reports to the principal as soon as possible
- Secures the safety of the students

Principal/Administrative Assistant

- Reports to the police as soon as informed
- Reports to the pastor as soon as possible
- Reports to the Office of Catholic Schools as soon as possible

All other personnel

- Follows instructions given by police or negotiators
- Secures the safety of all students in the area

Missing or Runaway Student

Student Missing during School Hours

- ✓ **Signal: No general signal given**

- ✓ **Steps to Action**
 1. Contact principal/administrative assistant as soon as student is discovered missing
 2. Check all areas of the classroom to ascertain student is not hiding in the area
 3. Have all students remain in the classroom until notified otherwise
 4. Ask friends of student if they know of the whereabouts of the student

Responsibilities of Personnel

If student is not located after a brief search:

Principal:

- Will notify the police
- Will call the parents
- Will notify the pastor
- Will notify the Office of Catholic Schools

Administrative Assistant

- Will maintain a timeline of events

Those individuals involved will maintain a written report of the incident involved.

Power Outage

- ✓ **Signal** Announcement over the PA, if possible
 Announcement using the bullhorn, if necessary

- ✓ **Steps of Action**

1. Follow instructions from principal or other designated person.
2. Turn off equipment, including computers, to avoid a power surge when power is restored.

Responsibilities of Personnel

- ✓ **Principal or Custodian**

- Bring a flashlight to areas where emergency lighting may not exist or has not come on.
- Escort students back to the classroom or other area identified as a gathering place

- ✓ **Administrative Assistant**

- Call Northeast Utilities to report the outage
- Determines if the outage is expected to be long term
- Reports information to the principal
- Notifies George Simmons if early dismissal is required
- Notifies the First Student if early dismissal is required
- Calls the media to inform them about the early dismissal
- Contacts staff to call parents in grades K through 4.

✓ **Teachers**

- Report any power outages immediately to the office.
- Identify any students who may be out of the classroom at the time of the outage.
- Notify office if any students need to use the lavatory, during the time of the outage.
- Assist in contacting parents, if early dismissal is required.

Student Abduction

- ✓ **Signal:** All students and teachers return to your classrooms, please.

- ✓ **Steps to Action**
 1. Notify the office immediately
 2. Be aware of custodial issues involving the student
 3. Note any identifying traits of the abductor

Responsibilities of Personnel

Principal

- Notify the police
- Notify the parents/guardians
- Notify the pastor
- Notify the Office of Catholic Schools

Weather Related Emergencies

This includes severe storms or tornadoes.

- ✓ **Signal:** Announcement made over the PA.
- ✓ **Steps to Action:**
 1. Close windows and shades
 2. Escort students to inside hallway areas, away from windows
 3. Bring Class List
 4. If necessary take “Drop and Tuck” position
 5. Remain in place until “all clear” is given
 6. Take attendance
 7. Report any injuries and provide appropriate first aid.
 8. Await further instructions

“Drop and Tuck” position: Students are in a crouch position with hands interlocked over head.

*** If there is no warning for the storm, students should be directed to “Drop and Tuck” under tables/desks.**

After-Crisis Procedure

Faculty:

- ❖ Principal will assemble the faculty and staff for meeting after the specific crisis
- ❖ A review of the procedures followed will be discussed
- ❖ Revisions to the procedures will be implemented, as identified
- ❖ An After-Crisis Student Assembly will be planned

Parents

- ❖ Letters will be mailed to the parents regarding the specific crisis
- ❖ A meeting will be arranged between parents, staff and faculty as deemed necessary
- ❖ Parents will be provided information regarding how best to support their child/children regarding the specific crisis
- ❖ Individual meetings with parents will be arranged, if deemed necessary

Students

- ❖ Principal will meet with individual classes, as appropriate
- ❖ Teachers will return to regular classroom routine as soon as appropriate
- ❖ East Hartford Public Schools consultative services will be