

Emergency Telephone Numbers

(This sheet should be laminated and posted in a prominent place in the school office)

EMERGENCIES – 911

Police Department		508-799-8600
Fire Department		508-799-1816
Academy Director	Steve Colorio	508-799-7500 x3063
American Red Cross		508-756-5711
Attorney for the Charter Board	George Tetler	508-791-3511
Board of Trustees Chariman	Carlton Watson	508-799-0702
City View	Al Gannon	508-799-3670
WPS Transportation	John Hennesey	508-799-3152
Durham Buses	Robin Collins	508-757-1463
Department of Children and Families		508-929-2000
Electrical Power Company		800-322-3223
Emergency Rooms	U Mass- Lake Ave	508-334-3511
	U Mass- Memorial	508-334-6481
Gas Company		800-572-9300
Guidance Counselor	Lisa Dirsa	508-799-7500 x1108
Hazardous Materials		508-799-8576
Hospitals	St. Vincent's- Med City	508-363-5000
	U Mass- both Campus	508-334-1000
Local News Agencies	Telegram & Gazette	508-793-9100
Mental Health Department		508-798-8171
Mt. Carmel	Joe Suma	508-797-4546
Nurse	Nicole Yang	508-799-7500 x1117
Poison Control Center		800-682-9211
Radio Stations	WTAG	508-795-0580
	WSRS	508-757-9696
SHCPS Police Liaison	Angel Rodriguez	508-799-8684
School Safety Officer	Robin Roy	508-799-7500 x1131
Superintendent	Krista Piazza	508-304-4730
Telephone – line trouble		508-555-1515
Television Stations	WCVB – 5	781-433-0505
	WBZ – 4	617-562-5098
	Fox 25-6	781-467-1308
	WHDH – 7	617-725-0628
Weather Bureau		508-976-6200
Willis Contact/Insurance Broker	Bill Glenn	865.583.3724
United Way First Call for Help		508-755-1234

Emergency Response Codes

Green: Dangerous (or Armed) Person in Building

Blue: Privacy Needed

Blue Team – Location: CPI Support Needed (Possible Restraint)

Brown: Missing Student

Pink: Civil Disturbance or Neighborhood Hazard

Yellow: Severe Weather

Orange: Hazardous Material (Outside Building)

Red: Bomb Threat, Hazardous Material (Inside Building)

Code Green

- ❖ Anyone in hallway should go to the nearest room.
- ❖ Doors to remain closed and locked.
- ❖ All students under desks, staff stay on floor.
- ❖ Close window blinds.
- ❖ Cover door window.
- ❖ Shut off lights and be quiet.
- ❖ Stay away from all exits.
- ❖ Take Attendance.
- ❖ Call x1122 to report missing or extra people in room.
- ❖ NO outside calls to be made.

Code Blue

- ❖ No classes transition.
- ❖ No students or staff leave classroom until announced to do so.
- ❖ All students or staff stay away from windows.
 - Code Blue Team – Location
 - Remove Audience
 - Follow instruction of CPI team leader

Code Brown

- ❖ Page Code Brown and missing student to report to main office.
- ❖ Exit monitors report to stations.
- ❖ Sweep Team checks areas and reports back to Command Central.

Code Pink

- ❖ All students and staff quickly re-enter school.
- ❖ Report to classroom. Stay away from windows.
- ❖ Take attendance.
- ❖ Call x1122 to report missing or extra people in room.

Code Yellow

- ❖ Report to assigned areas with your classes
 - K and 1 – basement: fill the classrooms and hallways.
 - JA – gym
 - Third floor - JA hallway where the bathrooms are
 - Fourth floor - other JA hallway
- ❖ Take attendance and raise hand for missing or extra student.
- ❖ No outside calls to be made.

Code Orange

- ❖ All Staff and Student to nearest room or office.
- ❖ Take attendance.
- ❖ Call x1122 to report missing or extra people in room.
- ❖ Close all windows and doors, tape any cracks.
- ❖ Stuff gaps under doorway and turn of AC.
- ❖ No one leaves classroom; stay away from doors and windows.

Code Red

- ❖ Grab ERT bag.
- ❖ All staff and students use fire exit and walk to Mount Carmel.
 - PA to Stage, EA to Exterior Wall, JA to Bleachers
 - Alternate site = City View.
- ❖ Take attendance. Raise hand for extra or missing student.
- ❖ Follow instructions for emergency dismissal of students.

ERT Team

ALL MEMBERS REPORT TO COMMAND CENTRAL (Main Office) ANY TIME A CODE (except green, brown or red) IS CALLED. BRING SUPPLIES. (Green = Follow classroom protocols, Red = Meet on Gage St.)

Administrator-in-Charge: Coordinates emergency response effort. Ensures that necessary notifications are made. **Remains in the Command Center and manages the crisis. JESSICA MINOR / SHERRY TRAINQUE**

First-Aid Responders: Provide emergency first aid until medical assistance arrives. Inform ERT of students with special needs or disabilities. **NICOLE YANG / PAT WHEELER**

Site Coordinators: Respond to site of emergency and control access to the affected area. If necessary, preserve crime scene until police arrive and assume control. **STEVE COLORIO / ANTHONY ROY – Secure Front Door in Code Brown**

Police/Fire/Medical Coordinator: Will meet emergency personnel and direct them to the scene. Return to front of school and direct media, parents, and central office personnel to appropriate locations. **ROBIN ROY / TASHA GRIFFIN Secure Playground Side Door in Code Brown**

Sweep Team Coordinators: Will assemble adults who do not have supervisory duties of students into three-person sweep teams who will check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up “missing or added student” lists from each teacher in their assigned sweep area. Coordinators will assemble the lists of missing students and forward them to the Command Center. **SALLY USTAITIS (sweep B, 1st floor)/ KIM WRIGHT (sweep JA) /CHRISSEY COX (secure E. Ave. Door in Code Brown / JANICE YICK-CUADRA (sweep gr. 2-3 floor) / DAVID ROSARIO (sweep gr. 4-5 floor)**

Student Information Manager: Will bring attendance lists, dismissal logs and class lists with emergency contact information to Command Center. **MARILYN ROSARIO / JEN BURGOUS**

Student / Staff Support: Will monitor student and staff well being and offer counseling or support. After the incident, prepare materials for students, staff and parents to use to debrief the experience. Connect school members with outside counseling or support services. **LAUREN KOLAROS (sweep gr. k, 1 in Code Brown) /STEPHANIE RAPA**

Media Coordinator: Will meet with the media and arrange for their needs. Will assist in preparation of a news statement and arrange interviews. **NOBODY ELSE IS AUTHORIZED TO SPEAK TO MEDIA W/O PERMISSION FIRST. CINDY KRACKOVIC / KRISTA PIAZZA**

Coordinator of Parents: Will be responsible for dealing with parents who may respond to the school. They will advise parents of the situation and advise them if their child is or isn't involved in the emergency. After the Code has been rescinded, assist those parents who wish to take their children home. **LISA DIRSA / LATISHA AMBROISE Secure PA Side Door -Code Brown**

Recorder: Will be responsible for recording the time notifications made and who was notified, and maintain a log of the sequence of events. **MAILYN ROSARIO / JESSICA MINOR**

Support Staff: Will report to Command Central and follow directions as needed. **JOSH COYNE**

Please note: The first person listed for each area is the first responder. The second person is the back up in case the first person is absent or unavailable.

Certified Responders:

CPR / First Aid:

Nicole Yang
Patricia Wheeler

Jessica Minor
Sam FanFan

Krista Piazza
Pat Bogosian

Epi Pen:

All Staff

Physical Restraint:

All Staff

Emergency Response Procedures:

All ERT members should report to Command Central (Main Office) in the event that any code (except green, red, brown) is called. Instructions will be given at that time.

If an ERT member has children with him / her, he / she should take the children to the nearest classroom to be under the care of that classroom teacher until the incident is concluded.

In the case of a Code Green, all staff members, including ERT members should report to nearest room and follow classroom procedures.

In the case of a Code Red, the meeting point will be on Gage Street.

In the case of a Code Brown, ERT members should report directly their site to secure doors or begin sweep. When sweep is completed or student is located, notify front office and Command Central.

If you are calling a code blue and need a restraint. Page a code blue team and announce your location in the building.

If a fire alarm is sounded, ERT members should exit the building and follow regular drill procedures.

In the case of a telephone or electrical outage, teachers should use red attendance sheets to report attendance.

ERT members should bring the following items to Command Central:

Administrator in Charge:	Walkie Talkies
First Aid Responders:	School Nurse will bring emergency medical kit and bag with inhalers, diabetic supplies and necessary meds.
Site Coordinator:	Bring bag with building plans, caution tape, flashlight, first aide kit, spare master keys, cell phone
Police, Fire, Medical Coordinator:	Walkie Talkies, Notebook and Pen
Sweep Team Members:	Bring ERT bag containing a master key, walkie talkies, first aid kit.
SIM:	Bring ERT bag containing daily attendance list, dismissal log, class lists, emergency contact cards, principal's photo album, epi pens walkie talkies, flashlight.
Student / Staff Support:	Walkie talkie, notebook and pen
Media Coordinator:	Notebook and Pen
Parent Coordinator:	Notebook and Pen
Recorders:	Timer, Logbook (contains reporting sheet, log sheet, incident Reports)

Every Classroom and Office Should Contain:

Evacuation Route Postings

ERT Packet

First Aid Kit (contains bandaids, gauze, gloves, baggies, universal precaution instruction)

ERT Bag (contains flashlight, tape, paper, rags, class list, red attendance sheets, water)

EMERGENCY CODE ATTENDANCE FORM

When a code is called, report any extra or missing students or staff members to X1144. Leave a message.

If phone service is not working, record information on this form and slide it under your door. ERT members will collect forms when it is safe to do so. If you have no missing or extra people, please still complete the form by writing "None."

Date/Time: _____ Teacher: _____ Room: _____

The following students or staff members were not in this room as expected when the code was declared. Note: If you have knowledge as to where s/he went, please make note of it.

MISSING STUDENTS / STAFF MEMBERS:

The following students or adults joined this room when the code was declared or were present in this room even though it is not his/her usual place to be at this time.

EXTRA STUDENTS / STAFF MEMBERS:

Additional information or questions:
