



CATHOLIC SCHOOLS *in the*
ARCHDIOCESE *of* NEW YORK

Faith-Based.Future-Focused.



SCHOOL EMERGENCIES - A RESOURCE GUIDE

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CPR/FIRST AID/EVACUATION SITE

In all emergency situations, calling 911 must be a priority.

First Aid

*Place Label Here with Name/Phone Number of School Nurse,
Trained Personnel or Local Hospital*

Primary Evacuation Site

*Place Label Here with Name/Phone Number/Location
of Primary Evacuation Site*

CPR

*Place Label Here with Name/Phone Number of School Nurse,
Trained Personnel or Local Hospital*

Secondary Evacuation Site

*Place Label Here with Name/Phone Number/Location
of Secondary Evacuation Site*

CPR/FIRST AID/EVACUATION SITE

COMMUNICABLE DISEASES

COMMUNICABLE DISEASES ARE THOSE DISEASES THAT MAY BE TRANSMITTED FROM PERSON TO PERSON, FOOD, WATER AND/OR ANIMALS AND ARE THE MOST COMMON CAUSE OF SCHOOL ABSENTEEISM.

Faculty/Staff Action:

1. If a school employee has reason to believe that a student has a communicable disease he/she shall immediately report this information to his/her Principal or Designee.
2. Remove student from the classroom and arrange for a safe, isolated and comfortable setting.

Administrator or Designee:

1. Remove the student from the classroom and arrange safe placement.
2. Consult with the school nurse (if available).
3. Notify the Custodial Parents/Guardians and recommend that the student see a physician, if not already seen for this condition.
4. Ask Custodial Parents/Guardians to provide a note from a health care provider indicating the student is no longer contagious and may return to school.
5. Contact Pastor/Host Pastor.
6. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
7. If required by the local government, notify the Department of Health.
8. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

COMMUNICABLE DISEASES

EMERGENCY ANNOUNCEMENTS / INSTRUCTIONS

**“FACULTY ONLY” ANNOUNCEMENTS CAN BE MADE USING PRE-DETERMINED CODES.
ANNOUNCEMENTS SHOULD BE MADE IN A CLEAR, PRACTICED VOICE SO AS NOT TO CAUSE UNDUE ALARM BUT TO INFORM
FACULTY/STAFF AND STUDENTS TO THE SPECIFIC NATURE OF THE SITUATION AND ACTION TO BE TAKEN.
AS WITH FIRE DRILLS, EMERGENCY ANNOUNCEMENTS SHOULD BE PRACTICED.**

Nature of Announcement	Instructions to Faculty/Staff	Instructions to Students
<p>EVACUATE: (Fire Alarm or Directions)</p> <p>ANNOUNCEMENT (Sound fire alarm and say): “ATTENTION” (then follow with specific directions)</p>	<ol style="list-style-type: none"> 1) Grab Emergency/Evacuation Folder, lead students to evacuation location and take attendance. 2) Notify Principal/Designee/First Responders if there are injuries, problems, missing or extra students. 3) Remind students that the use of electronic devices is prohibited. 	<ol style="list-style-type: none"> 1) Leave your items behind. 2) Form a line, remain quiet and listen to directions from your teacher.
<p>LOCKDOWN: (Soft or Hard Lockdown)</p> <p>ANNOUNCEMENT: <i>“We are now in a soft/hard lockdown, take proper action”</i></p>	<ol style="list-style-type: none"> 1) Quickly retrieve any students in hallway and lock the classroom door, turn lights off and keep window shades open. If possible, cover glass panel on classroom door(s). 2) Move all out of sight, maintain silence and take attendance. Report missing/extra students to main office. 3) Wait for responders to open the door (or) await the “all clear” announcement: “The lockdown has been lifted” 	<ol style="list-style-type: none"> 1) Remain silent and quickly move out of sight and away from the door.
<p>SHELTER-IN: (The threat is outside of the building)</p> <p>REMEMBER: NO ONE WILL BE PERMITTED TO ENTER OR LEAVE THE BUILDING DURING SHELTER-IN</p>	<ol style="list-style-type: none"> 1) Increase situational awareness. 2) Conduct business as usual. 3) The Shelter-In directive will remain in effect until hearing the “ALL CLEAR” message “THE SHELTER-IN HAS BEEN LIFTED.” Followed by specific directives. 	<ol style="list-style-type: none"> 1) Remain inside the building and follow directions of faculty/staff. 2) Conduct business as usual.

EMERGENCY ANNOUNCEMENTS / INSTRUCTIONS

BUS / TRANSPORTATION ACCIDENT

IF THE SCHOOL RECEIVES INFORMATION REGARDING AN ACCIDENT INVOLVING ONE OF THEIR SCHOOL BUSES:

Faculty/Staff Action:

1. Confirm with caller if 911 has been notified.
2. Get exact address/location/cross-street of accident, number of victims, any hazards involved and callback number of person reporting the accident.
- 3. If 911 has not been notified – call 911 immediately.**
4. Call Principal or Designee.
5. Remind faculty/staff onsite (at the scene of the accident) to stay with their classes and account for all students (especially those removed to hospital).

Administrator or Designee:

1. Contact Pastor/Host Pastor.
2. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
- 3. Report accident to Catholic Mutual Group at 646-228-3020 (afterhours: 800-228-6108).**
4. Contact transportation dispatcher for details.
5. Determine injuries if any and location of hospitals being used.
6. School administrators and designees to contact Custodial Parents/Guardians.
7. Prepare for students that may be returning to the school site (blankets, water, snacks, etc.).
8. Provide **Student Accident Insurance Form** to Custodial Parents/Guardians of injured student(s).
9. In consultation with Regional Superintendent, assemble the BRT (Building Response Team) and determine specific BRT members to:
 - Remain at school as communications contact person
 - Report to scene of accident **AND/OR** report to hospital(s)
- 10. Report school personnel injuries to:
Tritan Risk Management Group - First Report of Injury at 631-549-8561 ext. 226.**

BUS / TRANSPORTATION ACCIDENT

HOSTAGE CRISIS

IF A HOSTAGE SITUATION DEVELOPS WITH OR WITHOUT PRESENTING A WEAPON:

Faculty/Staff Action:

1. Notify Principal or Designee (if possible).
2. Remain calm – keep a safe, non-intimidating distance.
3. Clear all students and personnel from hallways.
4. Secure building.
5. Avoid heroics – don't threaten.
6. Avoid abrupt movements.
7. If imminent serious injuries are inevitable, look for a place to dive, jump or escape.
8. Negotiate minimally until Principal or Designee or law enforcement arrives.
9. Take NOTICE of clothing, speech, height, accent, behavior and other distinguishing features.
10. Ask permission to let students leave the classroom.
11. Leave no student behind.

Administrator or Designee:

1. **Call 911.**
2. Initiate a lockdown of the school until law enforcement arrive. (Soft/Hard lockdown procedures should be established and practiced for situations where a general alarm may exacerbate a tense situation i.e., do not use PA system – instead go room-to-room).
3. If appropriate, assemble the BRT (Building Response Team: Principal/ Designees).
4. Contact Pastor/Host Pastor.
5. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
6. Provide as much information as possible to law enforcement (number and names of people involved, location, floor plans, etc.).
7. Follow instructions of law enforcement regarding negotiations, evacuations, etc.
8. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

HOSTAGE CRISIS

ALCOHOL AND DRUGS

SUSPECTED USE OF ALCOHOL AND DRUGS:

Faculty/Staff Action:

1. If possible, meet with student(s) individually to assess situation.
2. Express concern. Ask if student has taken any substance. Questions should include what, when and how much.
3. If student confirms suspicion or appears unstable, bring student to School Nurse or Administrator.
4. Assess if 911 should be contacted.

Administrator:

1. Follow above procedures if you have first contact with student.
2. Notify Custodial Parent/Guardian.
3. Contact ADAPP at 718-904-1333 to get referral if needed.
4. Contact Regional Superintendent.
5. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

SUSPECTED POSSESSION OF ALCOHOL AND DRUGS:

Faculty/Staff Action:

1. Meet with student(s) individually to assess situations.
2. Confiscate substance (limit the number of personnel/faculty/staff to have access to the substance to maintain proper custody).
3. Assess student and ask if student has taken any substances. Questions should include what, when, how much and if other students have taken substances.
4. Accompany student to School Nurse or Administrator depending on assessment.

Administrator:

1. Follow above procedures if you have first contact with student.
2. Contact Custodial Parent/Guardian.
3. Contact law enforcement if student is in possession of illegal substance or prescription drugs.
4. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

ALCOHOL AND DRUGS

FIGHTING

IF STUDENTS ARE ENGAGED IN A FIGHT OR ALTERCATION:

Faculty/Staff /Administrator:

DO NOT PHYSICALLY INTERVENE IF PERSONAL HARM CAN COME TO YOU.

1. Request additional adult assistance immediately. Either notify Principal's office by intercom/phone in classroom **OR** send a responsible student messenger to nearest teacher or Principal's office.
2. Appraise situation:
 - Verbal
 - Pushing/Shoving
 - Blows or Body Contact
 - Weapons
3. Take charge:
 - Address combatants by name, if known. Talk calmly, telling them to separate.
 - Disperse crowd. Tell loitering students (by name, if known) to leave the scene and report to a specific location.
 - Separate combatants, respecting personal space.
 - Settle down the aggressor, remaining calm, rational, and professional.
4. When other teachers are available to assist with crowds and/or cover your class, escort combatants to the office.
5. **Contact the Regional Superintendent (if unavailable contact the Office of the Superintendent), Office of Legal Affairs (646-794-2560) and Director of Communications (646-794-2889) if altercation is serious or otherwise warranted.**
6. **Contact the Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108) to report any fights resulting in injuries to students or personnel.**
7. **DO NOT SEND COMBATANTS TO THE OFFICE WITHOUT AN ESCORT.**
8. Provide Student **Accident Insurance Claim Form** to Custodial Parent/Guardian of injured student, if applicable.
9. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

FIGHTING

CHILD MISSING

IN A CASE OF ABDUCTION (If a witness steps forward and reports the *abduction* of a child):

Faculty/Staff Action:

1. Retain witness in school office if possible. If not possible, obtain witness contact information and write down as much detail as possible regarding the incident (descriptions of people and vehicles, what was said by abductor and/or child, ask if there were other witnesses, attempt to identify abductor: parent/guardian/relative/stranger, etc.).

2. Call 911 immediately.

3. Contact Principal or Designee.

Administrator or Designee:

1. **Call 911** if not already called.

2. If available, view video immediately.

3. If applicable, a thorough and strategic search of the entire premise needs to be conducted and determine who saw the child and where the child was last seen.

4. Contact classroom teacher.

5. Check school records to confirm Custodial Parent/Guardian.

6. Notify Custodial Parent/Guardian.

7. Contact Pastor/Host Pastor.

8. Contact Regional Superintendent (if unavailable, contact the office of the Superintendent).

9. Contact the Office of Legal Affairs for the Archdiocese at 646-794-2560.

10. Contact Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).

11. When law enforcement arrives, they will take control and work closely with school officials and relatives.

12. Provide, if possible, a description of the student (school picture, description of clothing/uniform, etc.).

13. Contact ADAPP (718-904-1333) for assistance with Crisis Management and Counseling.

14. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

IF CHILD DOES NOT REPORT TO SCHOOL:

Faculty/Staff or Administrator Action:

1. School faculty/staff should follow pre-determined procedure for children who do not report to school and have not been reported as absent by a Custodial Parent/Guardian. This procedure can be found in the Parent Student Handbook.

2. Procedures, including responsible faculty/staff involved, should be formally established and practiced.

3. Procedures should be age/grade appropriate with unaccounted younger children requiring a more urgent response.

IF CHILD GOES MISSING DURING SCHOOL DAY:

Administrator or Designee:

1. **Call 911.**

2. Assemble the BRT (Building Response Team: Principal/Designees) and initiate a Lockdown of the school until law enforcement arrives.

3. A thorough and strategic search of the entire premise needs to be conducted and determine who saw the child and where the child was last seen.

4. If available, view video immediately.

5. Provide the following information to Emergency Responders: height and approximate weight, ethnicity, complexion, hair color, attire and distinguishing features, special needs, and primary language spoken.

6. Contact Custodial Parent/Guardian.

7. Contact Pastor/Host Pastor.

8. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).

9. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

CHILD MISSING

STRANGERS / INTRUDERS

IF YOU OBSERVE A STRANGER/INTRUDER ON SCHOOL GROUNDS OR IN THE SCHOOL BUILDING:

Faculty/Staff Action:

1. Notify Principal or Designee.
2. Provide the Principal or Designee with as much information as possible including the time, location, activity of the stranger and a physical description.
3. Secure your classroom until further notice.
4. Take attendance of students. If a student is missing, alert Principal or Designee.
5. Await further instruction from Principal or Designee.

Administrator or Designee:

1. Assemble the BRT (Building Response Team: Principal/Designees). At least two people should respond to location and assess the situation.
2. Carry a cell phone.
3. Calmly approach the person if found, identify yourself and ask the person to identify himself.
4. If the person **is not a threat** (custodial parent, maintenance worker, etc.), resolve the situation.
5. In non-confrontational manner, advise intruder/abductor of cameras.
6. Inform the reporting teacher that the issue has been resolved and to proceed normally.
7. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

IF A THREAT IS MADE/SUSPECTED OR IF YOU CANNOT LOCATE THE INTRUDER:

Administrator or Designee:

1. Order an immediate school-wide hard lockdown.
2. **Use your cell phone to call 911.**
3. Return to your office if possible. If not, take shelter in closest classroom or office.
4. Contact Pastor/Host Pastor.
5. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
6. Follow the instructions of responding Emergency Personnel.
7. Issue the appropriate IRIS alert with any specialized instructions for Parents/Guardians.
8. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

STRANGERS / INTRUDERS

CHILD ABUSE

IN THE EVENT YOU SUSPECT CHILD ABUSE OR NEGLECT:

Faculty/Staff or Administrator:

- 1. All teachers and administrators are required by New York State law to report suspected cases of child abuse and neglect (maltreatment).**
- 2. Only a reasonable cause to suspect is needed; certainty is not required.*
3. The teacher who suspects a child of being abused or neglected is responsible for making the report. The Principal or Designee should be informed and both may choose to make the report together.
4. If the Principal or Designee will not make a report and the teacher has reasonable cause to suspect a child is being abused, **the teacher is still mandated by law to report the case.**
- 5. Report the abuse to the State Central Registry (SCR) at 800-635-1522, 24 hours a day, 7 days a week.**
- 6. When making the report, have the following information:**
 - The name and address of the child and family.
 - The child's age, sex and primary language.
 - The nature and extent of the child's injuries.
 - Type of abuse/neglect, including evidence of prior history of maltreatment or neglect of child or siblings.
 - The name of siblings and other adults living in the home (when possible).
 - Any other additional information.
 - The names of all persons with knowledge of the alleged abuse.
7. It is not recommended or necessary to inform the Custodial Parents/Guardians of the report. One should consider the age of the child, the nature of the abuse and what is in the child's best interest.
8. In most situations, it is important to inform the child about the report. However, if the child is very young or highly anxious, it may not be necessary to do so.

AFTER A REPORT IS MADE AND ACCEPTED BY THE SCR, THE INFORMATION IS SENT TO THE LOCAL CHILD PROTECTIVE SERVICE (CPS) OFFICE.

1. An investigation is required to begin within 24 hours. CPS has 60 days to determine whether the report is "indicated" or "unfounded."
2. At any time after a report is made, the school or representative can contact the local office for any update.

Definitions:

An **abused child** is a child whose parent or other person legally responsible for his/her care inflicts upon the child serious physical injury, creates substantial risk of serious injury or commits an act of sexual abuse against the child.

Maltreatment refers to the quality of care a child is receiving from those responsible for the child. Maltreatment occurs when a parent or other person legally responsible for the care of the child harms a child, or places a child in imminent danger of harm by failing to exercise the minimum degree of care in providing the child with any of the following: food, clothing, shelter, education or medical care when financially able to do so.

CHILD ABUSE



VIOLENT SITUATIONS

CIVIL UNREST, RIOTS, PROTESTS, VIOLENT ACTIONS:

Faculty/Staff Action:

1. Be empathetic. Try not to be judgmental of the person's feelings; they are real, even if not based on reality, and must be attended to.
2. Clarify messages. Listen to what is really being said. Ask reflective questions such as, "Tell me what happened?" "How can I help you resolve this?" Use both silence and re-statements when communicating.
3. Respect personal space. Encroaching on personal space tends to arouse and escalate an individual's anxiety level.
4. Stand at least 10-15 feet from the person acting-out. If possible, situate yourself so that a barrier (table/chair) is between the two of you.
5. Be aware of your own body position. Standing eye-to-eye, toe-to-toe with the person sends a message that you are challenging the person. Standing at an angle, off to the side is less likely to escalate the individual.
6. Permit verbal venting. Allow the individual to release as much energy as possible by venting verbally.
7. Set and enforce reasonable limits. If the individual becomes belligerent, defensive or disruptive, state limits and directives clearly and concisely. For example: "I cannot help you until you calm down."
8. Avoid over-reacting. Remain calm, rational, and professional. As a faculty/staff member, how you respond may directly affect the individual.
9. When the person challenges your position, training, policy, etc., do not respond. Redirect the individual's attention to the issue at hand. Answering these questions often fuels a power struggle.
10. Keep your non-verbal cues non-threatening. Be aware of your body language, movement, and tone of voice. The more an individual loses control, the less he listens to your actual words. More attention is paid to non-verbal cues.

From the National Crisis Prevention Institute

ESCALATION TO PHYSICAL VIOLENCE

If students are involved: If the situation escalates to physical fighting between students, refer to the section on FIGHTING.

If adults are involved: **CALL 911.** Follow instructions of law enforcement.

VIOLENT SITUATIONS

FIRE

Faculty/Staff Action:

(All faculty/staff should be familiar with general fire/safety procedures including the locations of exits, alarm boxes, fire extinguishers and evacuation protocols)

1. **Call 911** or sound fire alarm and begin pre-determined evacuation procedures.
2. Notify Principal or Designee.
3. Stay with your class and account for all students at all times during evacuation.
4. Take your Emergency/Evacuation Folder (student names, contact info., etc.). Directions for evacuation should be posted near the door of every classroom in the event the regular teacher is not in the room.
5. Close but **DO NOT LOCK** all doors behind you.
6. Non-engaged teachers (teachers of special subjects, non-homeroom teachers) will begin pre-assigned special duty assignments (check bathrooms and empty classrooms, monitor stairwells, etc.).
7. Assign point person to main entrance to immediately update and direct Emergency Personnel of the situation at hand upon arrival.
8. Once outside, avoid parking lots or any area that would impede Emergency Personnel or subject students to danger.
9. Report to primary evacuation site.

• Approved Primary Evacuation Site: _____
(label with name/address/phone of primary evacuation site)

• Approved Secondary Evacuation Site: _____
(label with name/address/phone of secondary evacuation site)

10. Verify attendance of students in your charge and report to Principal or Designee ASAP.
11. Stay with your class and account for all students, even when evacuated.
12. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

IF STUDENT IS UNACCOUNTED FOR, NOTIFY PRINCIPAL OR DESIGNEE IMMEDIATELY. DO NOT RE-ENTER BUILDING. PRINCIPAL OR DESIGNEE WILL IMMEDIATELY DETERMINE LOCATION OF CHILD OR REPORT MISSING CHILD TO EMERGENCY PERSONNEL.

Administrator or Designee:

1. **Call 911.**
2. Sound fire alarm, if not yet activated.
3. Assemble the BRT (Building Response Team: Principal/Designees) and assign point person to main entrance to immediately update and direct Emergency Personnel of the situation at hand upon arrival.
4. Offer floor plans of building and confirm evacuation and reporting procedures.
5. Non-engaged teachers (teachers of special subjects, non-homeroom teachers) will report to main office for instructions.
6. Contact Pastor/Host Pastor.
7. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
8. Issue the appropriate IRIS alert with any specialized instructions for Custodial Parent/Guardians.
9. Evacuate building as soon as possible and join teachers and students at primary evacuation site.
10. Pre-assigned faculty/staff member(s) to attend to injured.
11. Pre-assigned faculty/staff member to be designated as the communications point person; another pre-assigned faculty/staff member to be in charge at evacuation site until Principal or Designee arrives.
12. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

PRINCIPAL OR DESIGNEE WILL MEET WITH TEACHERS UPON ARRIVAL AT EVACUATION SITE TO CONFIRM ATTENDANCE OF CHILDREN. PRINCIPAL OR DESIGNEE TO REPORT MISSING CHILDREN TO EMERGENCY PERSONNEL IMMEDIATELY.

1. A staff member, preferably the Principal, must accompany injured student(s) to the hospital if Custodial Parent(s)/ Guardian(s) are not present.
2. Notify all Custodial Parents/Guardians of evacuation and pick-up location of their children and release children according to established emergency dismissal procedures.
3. **Report the incident to Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).**

FIRE

SUICIDE (SUSPECTED)

Two different scenarios are presented below. Review and respond accordingly.

#1 - IDEATION (possible suicidal thoughts via drawings, poems, etc.):

Faculty/Staff Action:

If a student submits a drawing, poem, or written story that expresses thoughts of self-harm, bring it to the attention of the Principal or Designee immediately.

Administrator or Designee:

1. Have Custodial Parents/Guardians come to school for consultation with Principal/Designee and child.
2. Contact Guidance Counselor or School Nurse to determine need for counseling and to offer referral to counseling service **AND/OR**
3. Contact ADAPP (718-904-1333) to determine need for counseling and offer referral to counseling service.
4. Provide Custodial Parents/Guardians with written notification of school requirements of child continuing (or returning) to school if it is determined that counseling is needed.
5. Explain to Custodial Parents/Guardians that they must provide written evidence of counseling service for child and that this evidence must be presented in a timely fashion. Failure to do so may result in child being suspended from school as a means of compelling Custodial Parents/Guardians to have their child counseled.
6. Contact Pastor/Host Pastor.

#2 - VERBAL EXPRESSIONS: (child talks of wishing s/he were dead, talks of a plan to cause self-harm or threatens to cause self-harm):

Faculty/Staff Action:

1. Respond with empathetic listening and initial information gathering.
2. Do not promise confidentiality to student.
3. Escort the child to a Guidance Counselor or School Nurse and notify Principal.
4. If the above is not possible, escort the child to the Principal's office.

Administrator or Designee:

1. Keep the child calm.
2. Express concern and respond with empathetic listening.
3. Listen to child and gather information.
4. Do not promise confidentiality to student.
5. Contact school Guidance Counselor, School Nurse or ADAPP (718-904-1333).
6. Contact the student's Custodial Parents/Guardians – they must come to school immediately for consultation and to assume physical custody of the child.
7. Contact Pastor/Host Pastor.
8. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
9. The Principal/Designee (in conjunction with guidance or ADAPP counselor) must explain the following to Custodial Parents/Guardians:
 - a. The child must receive immediate psychiatric assistance.
 - b. Custodial Parents/Guardians should take the child to the nearest hospital ER for assessment/treatment.
 - c. There will be a phone follow-up the next day by the Principal or Designee.
 - d. The child will not be re-admitted to school until Custodial Parent/Guardian consults with the Principal/Designee and provides written evidence from a physician that the student can return to school and is not a danger to self or others. A referral to outside counseling is strongly recommended. The Principal will follow-up with Custodial Parent/Guardian regarding this referral.
 - e. Refusal to act immediately will require the school, **BY LAW**, to report the incident to ACS (Administration of Children's Services).
10. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

AS SOON AS POSSIBLE, DOCUMENT ENTIRE SITUATION. REMEMBER TO HONOR THE PRIVACY OF THE STUDENT AND FAMILY.

SUICIDE (SUSPECTED)

SUICIDE (ATTEMPTED)

STUDENT ATTEMPTS, BY DEED, TO CAUSE SELF-HARM

Faculty/Staff Action:

1. Respond with empathetic listening and initiate information gathering.
2. Do not promise confidentiality to student.
3. Express concern. Ask student to put weapon down or remove himself from harm's way.
4. If unarmed, escort student to a Guidance Counselor or School Nurse and notify Principal. If the above is not possible, escort the student to the Principal's office.
5. If student won't disarm, continue talking to student calmly and allow him to express himself fully. Remain empathetic.
6. As soon as possible, contact additional faculty/staff for assistance.

Administrator or Designee:

1. **Call 911 and explain you have a child threatening suicide.**
2. Order lockdown.
3. Respond to location of incident.
4. Listen to child and gather information. Express concern and be empathetic.
5. Do not promise confidentiality to student.
6. Contact school Guidance Counselor, School Nurse or ADAPP (718-904-1333).
7. Contact student's Custodial Parents/Guardians – they must come to school immediately for consultation.
8. Contact Pastor/Host Pastor.
9. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
10. Assign point person to main entrance to immediately update and direct Emergency Personnel of the situation at hand upon arrival.
11. Allow Emergency Personnel to assume command/control of the situation upon arrival.
12. Upon resolution, Emergency Personnel are mandated to take the child to local hospital. If Custodial Parents/Guardians are unavailable, school designee should accompany child to hospital until Custodial Parents/Guardians arrive.
13. Principal/Designee (in conjunction with Emergency Personnel, Guidance or ADAPP counselor) must explain the following to Custodial Parents/Guardians:
 - a. The child is being (or has been) removed to a local hospital.
 - b. The child is in need of immediate psychiatric assistance.
 - c. Physician(s) will assess the child and recommend appropriate treatment.
 - d. There will be telephone follow-up the next day by the Principal or Designee.
 - e. The child will not be re-admitted to school until Custodial Parent/Guardian consults with the Principal/Designee and provides written evidence from a physician that the student can return to school, is not a danger to self or others and is in the process of obtaining an appointment for on-going counseling. The Principal will follow-up with Custodial Parent/Guardian that the child is receiving on-going counseling.
 - f. If necessary, explain that failure to provide child with continuing treatment will require the school, **BY LAW**, to report the incident to ACS (Administration of Children's Services).
14. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

**AS SOON AS POSSIBLE, DOCUMENT ENTIRE SITUATION.
REMEMBER TO HONOR THE PRIVACY OF THE STUDENT AND FAMILY.**

SUICIDE (ATTEMPTED)

BOMB THREAT

- **USE LAND-LINE PHONES ONLY.**
- **NEVER USE RADIOS, CELL PHONES OR ELECTRICAL EQUIPMENT.**
- **IF AN EVACUATION IS ORDERED, DO NOT USE/PULL FIRE ALARM.**
- **VERBAL EVACUATION PROCEDURES SHOULD BE ESTABLISHED AND PRACTICED.**
- **IF THREAT IS RECEIVED BY PHONE, OBTAIN AS MANY DETAILS AS POSSIBLE TO GIVE THE ADMINISTRATOR AND LAW ENFORCEMENT (See Bomb Threat Checklist).**
- **IF RECEIVED BY MAIL, DO NOT HANDLE, OPEN OR MOVE UNNECESSARILY.**
- **IF RECEIVED BY EMAIL, VOICE MAIL, FAX OR GRAFFITI PRESERVE THREAT EVIDENCE, DO NOT DELETE OR ERASE.**
- **DO NOT HANDLE THE ITEM AND ISOLATE IF POSSIBLE.**
- **MAINTAIN CRIME SCENE – DO NOT CLEAN ANYTHING AROUND THE AREA.**

Faculty/Staff Action:

1. **Call 911 from a land-line and report the threat.** Provide your location and the location of the suspicious package, including the school name, street address and cross street(s), floor and room number. Provide your name and telephone number for a return call.
2. Contact Principal (or Designee).

Administrator or Designee:

1. **Call 911 from a land-line and report the threat if not already reported** by office staff.
2. Assemble the BRT (Building Response Team: Principal/Designees).
3. Contact Pastor/Host Pastor.
4. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
5. Principal/Designee and pre-designated faculty/staff members to conduct a visual inspection of all common areas, restrooms, and perimeter of the building. Report findings to main office.
6. Responding law enforcement officials will decide if/how to proceed with school evacuation.
7. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

If an evacuation is ordered:

1. Issue the appropriate IRIS alert with instructions to Custodial Parents/Guardians.
2. **DO NOT** turn on or off any lights or machines. Leave all things as they are.
3. Close but **DO NOT LOCK** doors.
4. Take your Emergency/Evacuation Folder (student names, contact info., etc.)
5. Stay with your class and account for all students, even when evacuated.

ENSURE THAT ALL PERSONNEL ANSWERING SCHOOL TELEPHONES ARE AWARE OF LAW ENFORCEMENT GUIDELINES AND SUGGESTED PROCEDURES FOR OBTAINING INFORMATION ON SUCH CALLS. INFORMATION FOLLOWS.

BOMB THREAT



BOMB THREAT CHECK LIST

If possible, notify another faculty/staff member on call so law enforcement can be contacted immediately

Date: _____ Time Received: _____ Phone #/Extension called: _____

Exact Words of Caller: _____

Questions to Ask:

Exact Wording of Response

When is the bomb going to explode? _____

Where is the bomb right now? _____

More than one bomb? How Many/Where? _____

What kind of bomb is it? _____

What does the bomb look like? _____

Why did you place the bomb? _____

What is your name? _____

Instructions or directives made by the caller: _____

Description of the Caller's Voice:

GENDER: Male Female **AGE:** Young Middle-age Older

Was there an accent? NO YES If yes, what kind of accent? _____

Did voice sound familiar? NO YES If yes, whom did it sound like: _____

Was there a speech pattern or abnormality like a lisp, stutter, raspy, yelling, laughter, etc? NO YES

If yes, describe _____

Background Sounds:

Street noise House noises Machinery PA System Motor Vehicles/Horns

Animal Noises Music/Radio No Sound at All Other: _____
(please describe)

Language:

Foul Language Irrational Message was being read Message was taped Incoherent

Well spoken/educated Threatening Other _____

Time call ended: _____ **Name of person receiving threat:** _____ **Title:** _____

Address: _____ **Phone Number:** _____

Date & time reported: _____ **How reported:** _____

Review this page with all office staff. A copy should be available at every phone for immediate use.

BOMB THREAT – CALL CHECK LIST

ACTIVE SCHOOL SHOOTER

Faculty/Staff Action:

1. The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should act immediately:
 - a. Secure area (lock doors).
 - b. **Call 911** (provide description and location of the shooter if possible).
 - c. Contact Principal/Main Office.
2. Use Extreme Caution.
3. Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.

Administrator or Designee:

1. **Call 911.**
2. Provide location and description of the shooter if possible.
3. Assemble the BRT (Building Response Team: Principal/Designees).
4. Determine what procedures should be activated depending on the location and nature of the shooter.
5. Issue instructions, e.g. **lockdown or evacuate** depending on the situation.
6. If applicable, notify school buses to not enter the school grounds.
7. Coordinate with emergency responders at the designated "safe" area; provide site map and keys.
8. Be available to deal with bystanders and keep site clear of visitors.
9. When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling.
10. Contact Pastor/Host Pastor.
11. Contact the Regional Superintendent (if unavailable contact the Office of the Superintendent).
12. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

ACTIVE SCHOOL SHOOTER

WEAPONS

Two different scenarios are presented below. Review and respond accordingly.

#1 - WEAPON IS PRODUCED AND USED TO THREATEN:

Faculty/Staff Action:

1. Notify Principal or Designee (if possible).
2. Remain calm – keep a safe, non-intimidating distance.
3. Avoid heroics – don't threaten.
4. Avoid abrupt movements.
5. Look for a place to dive or jump (in the event you need to take cover).
6. Negotiate minimally until Principal/Designee or law enforcement arrives.
7. Ask permission to let students leave the classroom.
8. Leave no student behind.

Administrator or Designee:

1. **Call 911.**
2. Initiate a lockdown of the school until law enforcement arrive. (Silent lockdown procedures should be established and practiced for situations where a general alarm may exacerbate a tense situation.)
3. Contact Pastor/Host Pastor.
4. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
5. Provide as much information as possible to law enforcement (number and names of people involved, location, floor plans, etc.)
6. Follow instructions of law enforcement regarding negotiations, evacuations, etc.
7. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

#2 - WEAPON IS BROUGHT INTO SCHOOL, NOT BEING USED TO THREATEN

Faculty/Staff Action:

1. Ask student to put weapon on the ground.
2. Ask all non-involved students to leave the immediate area and report to nearest occupied classroom.
3. Notify Principal or Designee (if possible).
4. Wait for Principal or Designee to arrive.

Administrator or Designee:

1. Assess the situation. If appropriate, assemble the BRT (Building Response Team: Principal/Designees).
2. Make sure classroom and/or hallways are clear.
3. If weapon has been surrendered, bring student to administrator's office.
4. **DO NOT TOUCH WEAPON.**
5. **DO NOT LEAVE WEAPON UNATTENDED.** Secure/lock room and/or leave adult to guard.
6. Contact local law enforcement to report incident and retrieve weapon.
7. Contact Custodial Parent/Guardian.
8. Contact Pastor/Host Pastor.
9. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent.)
10. Issue the appropriate IRIS alert with any specialized instructions for Custodial Parents/Guardians.
11. Follow instructions of law enforcement regarding situation.
12. If student is arrested, get location of where student is being taken to provide to Custodial Parents/Guardians upon arrival.
13. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

WEAPONS

WEATHER, SEVERE SITUATIONS

IN THE EVENT OF TORNADOES, HURRICANES, THUNDERSTORMS AND OTHER NATURAL DISASTERS:

Three different scenarios are presented below. Review and respond accordingly.

All schools should be equipped with a battery-powered weather (NOAA) radio (contact Catholic Mutual if a replacement is needed).

#1 - IF A TORNADO/SEVERE THUNDERSTORM WATCH IS RECEIVED DURING SCHOOL HOURS:

1. The Principal or Designee will notify all faculty/staff in school.
2. Faculty to review emergency school procedures with students.
3. Teachers will continue regular classroom activities.
4. School will dismiss at the normal hour in the regular manner.

#2 - IF A TORNADO WARNING IS ISSUED THAT A TORNADO HAS BEEN SITED:

1. The Principal or Designee will receive the warning by way of the weather radio, a local weather channel, or from local school/law enforcement.
2. Principal or Designee will notify all faculty/staff in the school via 'Shelter-In' announcement. Assemble the BRT (Building Response Team: Principal/Designees).
3. Faculty/staff and students will immediately proceed to the "safe" area predetermined by the school.
4. Teachers will take attendance and report missing students to Principal or Designee immediately.
5. Teachers will instruct students to assume a protective position to best protect the face and head (see details below).
6. A predetermined faculty/staff member will secure all important school records.
7. Faculty/staff/students will not return to classrooms until the Principal or Designee declares "all clear."

#3 - IF THERE IS NO WARNING BUT A TORNADO IS SIGHTED APPROACHING THE SCHOOL, THE PRINCIPAL OR DESIGNEE WILL DIRECT ALL PERSONS TO PROCEED AS FOLLOWS:

If time permits, follow procedures outlined above in #2.

If time does not permit:

1. Go to the nearest enclosed (middle of the building) hallway.
2. Avoid open courtyards.
3. Avoid freestanding buildings (such as gyms and auditoriums).
4. Avoid open spaces and outside hallways (window-side).
5. Optimal facilities for shelter are below or partly below ground level.

PROTECTIVE POSITION

1. Seat students on floor with backs against the wall or lockers.
2. If necessary, double-up (seat students in two rows).
3. Instruct students to put their heads down against their knees and use their hands to cover their necks and their arms to cover their face.
4. Stay as far away from glass/windows as possible.
5. If not possible, position students so backs are facing the window.

Report any damage or injuries to Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108)

WEATHER, SEVERE SITUATIONS

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GAS / CHEMICAL LEAK / HAZARDOUS MATERIALS

- **DO NOT TURN LIGHTS OR ELECTRICAL APPLIANCES OFF OR ON.**
- **USE LAND-LINE PHONES ONLY - NEVER USE RADIOS or CELL PHONES.**
- **VERBAL EVACUATION PROCEDURES SHOULD BE ESTABLISHED AND USED.**

Faculty/Staff Action:

1. Notify Principal or Designee. They will provide further directions.
2. If instructed, begin pre-determined evacuation procedures.
 - Stay with your class and account for all students at all times during evacuation.
 - Take your Emergency/Evacuation Folder (student names, contact info., etc.).
 - Close but **do not lock** all doors behind you.
 - **DO NOT** turn on or off any lights or machines. Leave all things as they are.
3. Non-engaged teachers (teachers of special subjects, non-homeroom teachers) will begin pre-assigned special duty assignments (check bathrooms, empty classrooms, monitor stairwells, etc.).
4. Once outside, avoid parking lots or areas that would impede Emergency Personnel or subject students to danger.
5. Report to primary evacuation site.

Approved Primary Evacuation Site: _____
(label with name/address/phone of primary evacuation site)

Approved Secondary Evacuation Site: _____
(label with name/address/phone of secondary evacuation site)

6. Verify attendance of students in your charge and report to Principal or Designee ASAP.
7. Stay with your class and account for all students, even when evacuated.

**IF STUDENT IS UNACCOUNTED FOR, NOTIFY PRINCIPAL/DESIGNEE IMMEDIATELY.
DO NOT RE-ENTER BUILDING. PRINCIPAL/DESIGNEE WILL IMMEDIATELY CONFIRM LOCATION
OF CHILD OR REPORT MISSING CHILD TO EMERGENCY PERSONNEL.**

Administrator or Designee:

1. If hazardous material, determine location and nature of spill.
2. Determine the immediate need to evacuate or 'shelter-in.'
3. If gas leak, VERBALLY announce/commence evacuation of school.
4. **Call 911.**
5. Assemble the BRT (Building Response Team: Principal/Designees). Non-engaged teachers (teachers of special subjects, non-homeroom teachers) not already in pre-assigned special duty assignments will report to main office for instructions.
6. Contact Pastor/Host Pastor.
7. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
8. Assign point person to main entrance to immediately update and direct Emergency Personnel of the situation at hand upon arrival.
9. Offer floor plan of building and confirm evacuation and reporting procedures.
10. Instruct faculty/staff to evacuate building as soon as possible and join teachers and students at evacuation site.
11. Pre-assigned faculty/staff to attend to injured.
12. Pre-assigned faculty/staff member to be designated as the communications point person; another pre-assigned faculty/staff member to be in charge at evacuation site until Principal arrives.
13. Issue the appropriate IRIS alert with any specialized instructions for Custodial Parents/Guardians.

**PRINCIPAL OR DESIGNEE WILL MEET WITH TEACHERS UPON ARRIVAL AT EVACUATION
SITE TO CONFIRM ATTENDANCE OF CHILDREN. PRINCIPAL/DESIGNEE WILL REPORT MISSING CHILDREN
TO EMERGENCY PERSONNEL IMMEDIATELY.**

14. Professional faculty/staff member(s) will accompany injured student(s) to hospital if required.
15. Notify all Custodial Parents/Guardians of evacuation and pick-up location for their children.
16. Release children according to established emergency dismissal procedures.
17. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

GAS / CHEMICAL LEAK / HAZARDOUS MATERIALS

DISASTER

IN THE EVENT OF EMERGENCIES RESULTING FROM PLANE CRASH, COLLAPSE, EXPLOSION, ETC.:

Faculty/Staff Action:

1. **Call 911.**
2. Notify the Principal or Designee (if possible) of damage and/or injury.
3. Stay with your class and account for all students, even when evacuated.
4. Keep students calm.
5. Non-engaged teachers (special subjects, non-homeroom) report to main office for special duty assignments.
6. If asked to evacuate:
 - Leave lights on
 - If possible, close but do not lock doors
 - Take your Emergency/Evacuation Folder (student names, contact info., etc.)

Administrator or Designee:

1. **Call 911.**
2. Assemble the BRT (Building Response Team: Principal/Designees).
3. Quickly determine damage/danger within building as well as outside of building. Determine if there is a need to evacuate or if it is safer to shelter students in place.
4. If evacuation is ordered, sound fire alarm to start evacuation and reconfirm with faculty/staff the relocation point to be used. Evacuation Sites may NOT be the Church.
 - Approved Primary Evacuation Site: _____
(label with name/address/phone of primary evacuation site)
 - Approved Secondary Evacuation Site: _____
(label with name/address/phone of secondary evacuation site)
5. Contact Pastor/Host Pastor.
6. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
7. **Contact Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).**
8. Pre-assigned faculty/staff to attend to injured.
9. Pre-assigned faculty/staff member to be designated as the communications point person; another pre-assigned faculty/staff member to be in charge at evacuation site until Principal or Designee arrives.
10. Meet Emergency Personnel (pre-assigned faculty/staff to provide information/assistance as needed).
11. If applicable, Contact Director of Transportation.
12. Notify all Custodial Parents/Guardians of evacuation and pick-up location for their children.
13. Release children according to established emergency dismissal procedures.
14. Provide **Student Accident Insurance Claim Form** to Custodial Parent/Guardian of injured student(s).
15. **Report school personnel injuries to:**
Tritan Risk Management Group – First Report of Injury: 631-549-8561 ext. 226.
16. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

DISASTER

ENVIRONMENTAL PROTOCOLS

Faculty/Staff Action:

1. Notify Administrator or Designee.
2. Secure area so that only authorized personnel have access.
3. Remove students from immediate area.

Administrator or Designee:

1. Determine the immediate need to evacuate students.
2. Notify faculty/staff of any classroom or area changes.
3. Contact Pastor/Host Pastor.
4. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
5. Contact Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).
6. Regional schools to contact Finance Manager.
7. Issue the appropriate IRIS Alert to Custodial Parents/Guardians (consult with Regional Superintendent to determine if necessary).
8. Inquire about the following testing:
 - Air Quality
 - Asbestos
 - Mold
9. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

ENVIRONMENTAL PROTOCOLS

RESPONDING TO RECEIPT OF ELECTRONIC THREATS

IF A POTENTIALLY DANGEROUS, THREATENING, OR INAPPROPRIATE PIECE OF ELECTRONIC CONTENT WHICH BEAR SOME RELATION TO A STUDENT OR SCHOOL COMMUNITY

Faculty/Staff Action:

1. Notify Principal or Designee.
2. Preserve the information (i.e., photograph screen, back-up email, etc.).

Administrator or Designee:

1. Report any and all emergencies and urgent potential threats to law enforcement and the Regional Superintendent.
2. Notify the Director of Communications and Public Relations via e-mail or phone (during non-school hours, via cell and email). The Director of Communications and Public Relations will notify the Superintendent of Schools and/or his designee, the Deputy Superintendent of Schools, the Associate Superintendent for Public Policy and Student Services who will notify and liaise with law enforcement as necessary, and the General Counsel's Office.
3. Along with the Principal, this working group will review the information and decide the appropriate course of action, including draft communications (school community, the public, or the media).
4. Administrator or Designee should not communicate publicly about the issue.
5. The Director of Communications and Public Relations may also notify other senior staff members and invite them to be part of the working group depending on the nature and scale of the issue, including the Director of Communications for the Archdiocese of New York and the Associate Superintendent for Teacher Personnel, among others.
6. For additional information and guidance on how to respond to issues of this nature, please contact the Director of Communications and Public Relations:
Office: (646) 794-2889
Cell: (718) 887-6522
7. Contact Pastor/Host Pastor.
8. Report the incident to Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).
9. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

RESPONDING TO RECEIPT OF ELECTRONIC THREATS

SEVERE ALLERGIC REACTION

In all emergency situations, calling 911 must be a priority

All students with a 504 plan on file should always have readily available access to their prescribed allergy medication including inhalers and EpiPens - this medication should also be brought on all field trips and neighborhood walks.

Staff Action:

1. All staff should be familiar with the symptoms of an allergic reaction, including:
 - a. Itching/swelling of lips, tongue or mouth
 - b. Itching and/or sense of tightness in throat, hoarseness and hacking cough
 - c. Hives, itchy rash and/or swelling of the face or extremities
 - d. Nausea, abdominal cramps, vomiting and/or diarrhea
 - e. Shortness of breath, repetitive coughing and/or wheezing
 - f. "Thready pulse" and/or feeling faint/passing out

★ The severity of these symptoms can change quickly and potentially progress to a life threatening situation.
2. Immediately call for additional adult assistance and/or school medical assistance including notifying the principal by phone, intercom, available staff or responsible student messenger.
3. All members of staff should have access to each student's allergy response plan in the student emergency folder – the medically approved plan for the individual should be acted upon immediately.
4. A separate individual from the one administering to the child should call 911.
5. Disperse the crowd. The effected student should be given space and all other students should be directed to report to a specific location.
6. The Custodial Parent/Guardian or emergency contact should be notified after 911 has been called.

Administrator or Designee:

1. Carry cell phone to the site of the reaction and assess the situation.
2. Ascertain whether 911 has been called, if this cannot be done - call again and follow any medical advice given.
3. Insure that if the student has an allergy response plan it is being followed.
4. Contact Pastor/Host Pastor.
5. Contact Regional Superintendant (if unavailable, contact the Office of the Superintendant)
6. Notify Custodial Parent/Guardian of the student.
7. When medical personnel arrive, if it is deemed necessary that the student must go to the hospital, accompany them to the hospital and remain until physician assumes charge and Custodial Parent/Guardian arrives.
8. Complete Student Accident/Incident Report as soon as possible.

SEVERE ALLERGIC REACTION

●

SERIOUS INJURY / MEDICAL EMERGENCIES / FATALITY

IF A STUDENT SUFFERS AN INJURY THAT REQUIRES MEDICAL INTERVENTION

Faculty/Staff Action:

1. Assess situation (check for danger to self and/or others).
2. If the person is **unresponsive/unconscious/not breathing/bleeding severely/convulsing** contact **911 immediately**. If possible include caller location, victim(s) location, school name, address, cross street(s), floor and room number, telephone number for a return call, number of victims, victim(s) chief complaint/present condition and any hazards involved.
3. When appropriate trained CPR responders should perform CPR and/or first-aid until emergency responders arrive to the scene.
4. Immediately call for additional adult assistance AND/OR school medical assistance (if available) either by notifying the Principal's office by intercom/phone in classroom OR by sending a responsible student messenger to nearest teacher or Principal's office.
5. Take charge:
 - Do not move student or allow student to move himself.
 - Address injured student by name.
 - Ask for details of the injury, how it happened, when, etc.
6. Disperse crowd. Tell students by name (if possible) to leave the scene and report to a specific location.

Administrator or Designee (for Serious Injury/Medical Emergencies):

1. Carry cell phone to injury site and assess situation.
2. **Call 911 and follow all first-aid advice offered.** If possible include caller location, victim(s) location, school name, address, cross street(s), floor and room number, telephone number for a return call, number of victims, victim(s) chief complaint/present condition and any hazards involved.
3. Limit access to affected area; if possible, direct students and faculty to another area or advise that they must take a different route.
4. Contact School Nurse (if applicable).
5. Contact Pastor/Host Pastor.
6. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
7. Notify Custodial Parents/Guardians of injured student.
8. Accompany student to hospital until physician assumes charge **AND** Custodial Parent/Guardian arrives.
9. Complete **Student Accident/Incident Report** as soon as possible.
10. Provide **Student Accident Insurance Claim Form** to Custodial Parent/Guardian of injured student.
11. **Report the incident to Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).**
12. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

IN CASE OF DEATH:

Administrator or Designee - follow Steps #1-6 (under Administrator/Designee section) and then:

7. **Contact ADAPP's Crisis Management Team at 718-904-1333.**
8. **Due to the serious nature of reporting the death of a child, law enforcement, medical personnel, school officials, and ADAPP must be consulted immediately regarding details of parental notification.**
9. **Parental Notification (in consultation with ADAPP).**
10. **Contact the Legal and Communications Departments of the Archdiocese immediately. Forward media requests to the Communications Department.**
11. **Contact Catholic Mutual Group at 646-794-3020 (after hours: 800-228-6108).** Prepare Student Accident/Incident Report as soon as possible.

SERIOUS INJURY / MEDICAL EMERGENCIES / FATALITY



EMERGENCY CONTACTS

CALL 911 TO REPORT A CRIME, FIRE, INJURY, OR SITUATION WHERE THERE IS IMMEDIATE DANGER TO LIFE/PROPERTY.

Local LAW ENFORCEMENT Department/Precinct _____
(Area code and OFFICE phone number)

Local FIRE Department/Fire House _____
(Area code and OFFICE phone number)

Principal _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

Pastor/Host Pastor _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

Regional Superintendent _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

Public Relations (Media) Office **646-794-2889** _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

Superintendent **646-794-2801** _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

ADAPP (Archdiocese Crisis Mgmt Team) **718-904-1333** _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

Associate Superintendent **646-794-2882** _____
for Public Policy and Student Services (Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

Bus Transportation _____
(Note Company Name and OFFICE phone number)

(Note Company Name and OFFICE phone number)

Catholic Mutual Group **646-794-3020, After Hours: 800-228-6108** _____
(Area code and OFFICE phone number)

(Area code and CELL phone number) (Area code and HOME phone number)

EMERGENCY CONTACT INFORMATION



SCHOOL CONTACTS

LOCAL OFFICE OF CHILDREN'S SERVICES _____
(Area code and phone number)

POISON CONTROL CENTER _____
(Area code and phone number)

LOCAL HOSPITAL EMERGENCY ROOM _____
(Area code and phone number)

GAS _____
(Area code and phone number)

ELECTRIC _____
(Area code and phone number)

HEATING/HOT WATER (BOILER) _____
(Area code and phone number)

ELECTRICIAN _____
(Area code and phone number)

CUSTODIAN/BUILDING MAINTANANCE _____
(Area code and phone number)

HANDYMAN _____
(Area code and phone number)

LANDSCAPER _____
(Area code and phone number)

SNOW REMOVAL _____
(Area code and phone number)

CAR SERVICE _____
(Area code and phone number)

(Area code and phone number)

(Area code and phone number)

(Area code and phone number)

SCHOOL CONTACTS



IN AN EMERGENCY - *When You Hear It, Do It*

EVACUATE: (Fire Alarm or Directions)

- Students: Leave your items behind.
- Students: Form a line, remain quiet and listen to directions from your teacher.
- Teacher: Grab Emergency/Evacuation Folder.
- Teacher: Lead students to evacuation location and take attendance.
- Teacher: Notify Principal/Designee/First Responders if there are missing, extra, or injured students.
- Teacher: Remind students that the use of electronic devices is prohibited.

LOCKDOWN: (Soft* or Hard** Lockdown)

- Students: Remain silent and quickly move out of sight and away from the door.
- Teacher: Quickly retrieve any students in hallway, lock the classroom door and turn off lights.
- Teacher: If possible, cover glass panel on classroom door(s).
- Teacher: Move all out of sight, maintain silence and take attendance.
- Teacher: Report missing/extra students to main office.
- Teacher: Wait for responders to open the door (or) await the "all clear" announcement: **"The lockdown has been lifted"**

SHELTER-IN: (The threat is OUTSIDE of the building)

- Students: Remain inside the building and follow directions of faculty/staff.
- Students: Conduct business as usual.
- Teacher: Increase situational awareness.
- Teacher: Conduct business as usual.
- Teacher: Follow all announced directions.
- Teacher: The Shelter-In directive will remain in effect until hearing the "ALL CLEAR" message "THE SHELTER-IN HAS BEEN LIFTED." Followed by specific directives.

REMEMBER: NO ONE WILL BE PERMITTED TO ENTER OR LEAVE THE BUILDING DURING SHELTER-IN

***SOFT Lockdown** implies that there is no imminent danger. The BRT (Building Response Team: Principal/Designees) will mobilize to the designated command post for further direction.

****HARD Lockdown** implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals will take appropriate lockdown action and await the arrival of first responders.

GRP Summary Sheet for Teachers and Students

The General Response Protocol (GRP) was designed (in collaboration with the "i love U guys" Foundation and revised by the ADNY) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of common language to identify the initial measures all school communities will take until first responders arrive. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



Lockdown (Soft/Hard):

SOFT lockdown implies that there is no identified imminent danger. The BRT (Building Response Team: Principal/Designees) will mobilize at the designated command post for further direction.

HARD lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including the Principal/Designees will take appropriate lockdown action and await the arrival of first responders "Attention: We are now in soft/hard lockdown. Take proper action" (Repeat twice over the PA system)

Students are trained to:

1. Move out of sight and maintain silence

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, turn the lights off and keep window shades open. If possible, cover glass panel on classroom doors
2. Move all out of sight, maintain silence
3. Take attendance and account for extra/missing students by contacting main office
4. Wait for First Responders to open door or the "All Clear" message "The Lockdown has been lifted" followed by specific directions



Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with "Attention" and be followed with specific directions. (Repeated twice over the PA system)

Students are trained to:

1. Leave belongings behind
2. Form a single file line, remain quiet and listen to directions from your teacher

Teachers are trained to:

1. Grab emergency/evacuation folder, lead students to evacuation location **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
2. Take attendance
3. Report injuries, problems, extra or missing students to school staff and first responders
4. Remind students that the use of electronic devices is prohibited.



Shelter-In – "Attention. This is a shelter-in. Secure the exit doors." (Repeated twice over the PA system).

Students are trained to:

1. Remain inside of the building
2. Conduct business as usual
3. Respond to specific staff directions

Teachers are trained to:

1. Increase situational awareness
2. Conduct business as usual
3. The Shelter-In directive will remain in effect until hearing the "All Clear" message "The Shelter-In has been lifted" followed by specific directions.

The BRT (Building Response Team: Principal/Designees) will secure all exits and report to specific post assignments.