



Village Green Charter School

Emergency Action Procedures & Safety Plans

2025-2026

Boad Approved 8/11/ 2021 updated: 8/2024, 8/2025

Response to Any Emergency

- Notify 911 (if necessary) and Emergency Contact Member.
- Seal off high-risk areas.
- Take charge of the area until the incident is contained, or you are relieved by Emergency Contact Member.
- Assemble the Crisis Team for additional support.
- Preserve evidence. Keep detailed notes of incidents.
- Refer media to the Head of School, Rochelle Baker cell 401-487-2811.

Crisis and Signs of Suicide Team Members

Position/ Emergency Contact (EC)	Name	Phone Ext.	Cell Phone	
Head of School (HOS)	Rochelle Baker	114	401-487-2811 (EC)	1st Floor
Assistant Principal (AP)	Joesph Altongy	400	401-692-1799 (EC)	4th Floor
Director Students Services/Admission, Social Worker (DOSSA/SWK)	Shebna Wagnac	115	401-664-2882 (EC)	1st Floor
Dean of Students	Michael Shepard	107	401-487-3093 (EC)	1st Floor
Director of Special Education	Erin Healey	109		1st Floor
School Nurse (SN)	Jasmin Santos	105	401-365-2911 (EC)	1st Floor
Community Coordinator	Vanessa Altongy	402		4th Floor
Math History	Louis Mazza	202		2nd Floor
Math Teacher	Ashley Gaule	301		3rd Floor
IPL Coordinator	Sophath Chum	502		LCR

Quick Guide Suicide to Procedures is located on the next page of this manual.

Emergency Alert Stations (EAS): Listen to the following stations for information regarding a potential or impending emergency: Television channels 6, 10, and 12; FM radio WPRO 92.3 and Online Rhode Island Broadcasts. VGV participates in the RI Broadcasters state-wide emergency alert system.

Protocol for Safeguarding Youth

Village Green Charter School's Suicide Prevention Crisis Protocol

Below is a review of our school's protocol for assisting potentially suicidal students, including key staff to contact when concerned about a student.

1. Once a student has disclosed the need for help (whether directly, or indirectly through someone else, or even in a written assignment) do not leave the student alone.
2. Accompany the student to the Director of Student Services/ Social Worker, **Shebna Wagnac** Office, 1st floor. If Ms. Shebna is unavailable, take student to:
 - a. **Dean, Mr. Shepard, Office, 1st floor Office 107.**
 - b. **School Nurse, Ms. Santos, 1st floor Office 105.**
3. **Shebna Wagnac** will conduct a suicide risk or self-harm assessment.
4. **Shebna Wagnac** immediately contacts the student's parent(s) or guardian.
5. Recommendations and referral information for services will be provided to parents(s) or guardians.
6. **Shebna Wagnac** will document the process including a suicide or self-harm assessment, contact with parent(s) or guardian, and referral services recommended (if applicable).
7. If you are concerned about a student who is not physically in school {during distance learning or outside of the school day), immediately contact **Shebna Wagnac**.

We encourage you to keep in contact with the student after you have followed the protocol above. The students trusted you with their concerns and continuing to check in with them can help them feel connected and supported. We welcome any questions and updates on how the student is doing in class. Please be aware that with confidentiality requirements, we may not be able to give you details about the students' treatment.

Contact Person #1
Shebna Wagnac (DOSSA/SWK)
Office: 1st floor
Phone Number: (401) 664-2882

Contact Person # 4
Jasmin Santos (SN)
Office: 1st floor
Phone Number: (401) 365-2911

Contact Person # 2
Joseph Altongy (AP)
Office: 4th Floor
Phone: (401) 487-3093

Contact Person #3
Michael Shepard (Dean)
Office: 1st floor
Phone Number: (401) 487-3093

Off Campus or After-Hours CONTACT

Rochelle Baker, Head of School (HOS)
Phone Number: (401) 487-2811

24/7 free, confidential support is always available. National
 Suicide Prevention Lifeline: call 1-800-273-8255 Crisis
 Text Line: Text ACT to 741741

If you are concerned about the immediate safety of a child, call 911.

EMERGENCY DRILLS (Rev. 07/31/2025)

Types of Drills:

Fire: There are two types; obstructed and unobstructed.

Lockdown: In case of an intruder, internal situations, or a situation outside the building.

Evacuation: When we have to leave the building and dismiss the school from another location.

Fire Drills: There are ten emergency exits on the **135 Weybosset Street** main campus.

1. Main entrance is at 135 Weybosset Street. **(Door #1)**
2. Stairwell doors Middle Street hallway. **(Door #2)**
3. Academic Support Center (ASC) Eddy Street. **(Door #3)**
4. 110 Eddy Street double doors outside the ASC & Nurses office. **(Door #4)**
5. 110 Eddy Street elevator hallway stairwell doors. **(Door #5)**
6. Kitchen door, Middle Street. **(Door #6)**
7. Belmont Cafe Doors, Dorrance Street. **(Doors #7 & #8)**
8. CSL Weybosset Street doors. **(Door #9)**
9. Stem Lab Weybosset Street doors. **(Door #10)**
10. Head of School Admin offices Dorrance Street. **(Door #11)**

There are two emergency door exits on the **204 Westminster Street LCR campus**.

When the fire alarm is signaled (either through the fire control system or through the PA intercom) all students must proceed in their teachers' direction to the **nearest assigned EXIT DOOR** unless there is an obstruction in which they must proceed to the next-door exit.

135 Weybosset Street Main Campus:

- Rooms 101, 102, 103, 104, 301, 302 and 303 use Exit Door #1 (135 Weybosset Street).
- CSL use Exit Door # 9
- STEM/STEAM Lab use Exit Door # 10
- Rooms 201, 202, 203, ASC, Nurse Office and 4th floor are to use Exit Door #4 (110 Eddy Street).
- Belmont Café all must exit from either of the Belmont's Exit #7 or #8 doors (Dorrance Street).

Everyone on the **135 Weybosset Street** main campus is to proceed to Dorrance Street to the **Stop-light Crosswalk** on the corner of Weybosset and Dorrance Street.

204 Westminster Street LCR Campus:

- Exit from Westminster Street Entrance Doors and proceed down Westminster Street to the corner (TD Bank) **Stop-light Crosswalk**.

All students, teachers and staff are to walk towards designated corner's **Stop-light Crosswalks**. All are to cross onto Dorrance Street and turn left proceeding to the Middle Street Alleyway stopping between **(74 Dorrance and 60 Dorrance / Federal Reserve building)** and should not, unless directed by police or fire, deviate from this route.

Students are to assemble into their classroom group with their teachers. The teacher is to take attendance. Administration will canvas the building double-checking that all students have left the building. When the firefighters say the building is clear. The Head of School or Emergency Contact on-site signals "all clear" all people can return to school by way of **Re-entering** through designated doors below:

- **Floors 1 and 3 re-enter through 135 Weybosset Street**
- **Floors 2 and 4 re-enter through 110 Eddy Street**
- **LCR to re-enter through 204 Westminster Street entrance.**

Lockdown Drills: If there is an emergency which demands that students stay in their assigned rooms, then this is a "lockdown." Lockdowns can occur because of an intruder in the building, a physical plant issue which restricts movement, or because of an issue which happens in the school's vicinity. When the call for a lockdown occurs each teacher must lock their classroom door, direct the students to move to sections of the room which cannot be seen from the doorway and windows, and turn the room's lights off. The door is not to be opened until the "all clear" signal is heard.

Evacuation Drills: In the event of our building becoming uninhabitable we will move the student body to the corner of Sabin and West Exchange Street or if inclement weather either the lobby of the **Amica Mutual Pavilion (AMP) or the Providence Place Mall (PPM)**. Evacuation Drills are similar to Fire Drills in that the students proceed to an off-site location and assemble into classroom grouping. At **AMP or PPM**, students' groups with their teachers. At that time students, with the help of their teacher, can contact a parent or a person on their contact list for permission to dismiss.

Students who are not able to reach parent or emergency contact will remain in custody of the school until dismissal time.

Best Practices: Each classroom should maintain updated class rosters in easily accessible locations at the exits for their classrooms, CSL, and STEM/STEAM Lab for fire drills and evacuations.

EMERGENCY PHONE NUMBERS

Fire, Ambulance, Police	911
RI Fusion Center: (school threats or safety)Homeland Security.....	401-444-1117
Providence Police (Non-emergency)	401-272-3121
Missing Children Hotline (24-hr)- Rhode Island State Police	401-444-1125
Children's Behavioral Health and Education (DCYF).....	401-457-4514
Domestic Violence Hotline.....	1-800-494-8100
Samaritans Suicide Hotline.....	1-800-365-4044

EMERGENCY SERVICES

Hazardous Materials Leak or Spill Reporting.....	911
Dept. of Environmental Management (DEM/HazMat)	222-1360 or 222-3070
Poison Control Center-Rhode Island Hospital.	1-800-222-1222

DISASTER ASSISTANCE

American Red Cross (24-hr)	401-831-7700
RI Emergency Management Agency (24-hr)	401-946-9996 or 1-800-439-2990

RI DEPT OF BEHAVIORAL HEALTHCARE. DEVELOPMENTAL DISABILITIES AND HOSPITALS (BHDDH) COMMUNITY MENTAL HEALTH CENTERS (CMHC).

The Providence Center	401-274-7111
Mental Health Services	401-553-1031
Cranston, Johnston, North Providence, Smithfield, Scituate, Foster, Gloucester	
East Bay Mental Health	401-435-7475
East Providence, Barrington, Warren, Bristol	
Newport County Community Mental Health Center	401-846-1213
Jamestown, Newport, Middletown, Portsmouth, Little Compton, Tiverton	
Community Counseling Service	401-723-5656
Pawtucket, Central Falls	
The Kent Center for Human and organizational Development.....	401-732-5656
Warwick, West. Warwick, Coventry, East Greenwich, West Greenwich	
Northern Rhode Island Community Services	401-235-7120
Burrillville, Cumberland. Lincoln, North Smithfield, Woonsocket	

NON-EMERGENCY VICTIM ASSISTANCE

Child Abuse and neglect Reporting Line-Statewide	1-800-RICHILD (1-800-742-4453)
Victims of Crime (Domestic Violence and Sexual Assault).....	1-800-494-8100
Rape Crisis Hotline	401-421-4100
Runaway National Hotline.....	1-800-RUNAWAY (1-800-786-2929)

FAMILY SERVICES OF RHODE ISLAND

Region 1 Providence	401-528-3502
Region 2 East Bay	401-254-7000
Region 3 South	401-294-5300
Region 4 North	401-721-2400

ASSAULT / FIGHTS

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Notify HOS or Emergency Contact assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse the situation, if possible.
- HOS or Emergency Contact notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent. This includes touching those areas covered by clothing.
- Head of School or Emergency Contact notifies parents of students involved in assault.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

GUNS / WEAPONS**EMERGENCY ACTIONS**

- If a Gun/Weapon is aware of a weapon being brought to school, notify the HOS or Emergency Contact immediately. The Head of School will contact the police department.
- Tell the HOS or Emergency Contact the name of the suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- Notify the HOS or Emergency Contact if you receive a written message about Gun/Weapon attacks.
- If a Gun/Shooting call is received listen closely to caller's voice and speech patterns and to noises in background, write down and forward the details to the HOS or Emergency Contact.
- Families will be notified by the HOS or Emergency Contact if orders the evacuation of all people inside the school building(s) depending upon an evaluation by the Crisis response team.

BOMB THREATS

- Upon receiving a message that a bomb has been planted in schools use "Bomb Checklist" on **(pages 16 & 17)** and contact the police.
- Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background. Notify Head of School or Emergency Contact.
- The Head of School or Emergency Contact orders evacuation of all persons inside school building(s) depending upon an evaluation by the Crisis response team.
- Head of School reports the incident to the Police Department.

EVACUATION PROCEDURES

- Head of School or Emergency Contact warns students and staff of the evacuation is for a "Bomb Threat" then do not mention "Bomb Threat". Use Evacuation procedures.
- Students are directed to take their immediate belongings. Teachers/Staff are instructed to conduct a visual sweep of the classroom for any items that do not belong. Do not approach or touch any item of concern but notify the HOS or Emergency Contact and/or member of the Crisis Response Team.
- Students and staff must be evacuated to a safe distance (suggested distance at least 2000 ft.) outside of school building(s).
- After consulting with the HOS or Emergency Contact and the Crisis Response Team may move students to the designated locations. Teachers/staff take attendance after being evacuated.
- No one may reenter building(s) until the entire building(s) is declared safe by fire or police personnel.
- Head of School or Emergency Contact notifies students and staff of termination of emergency.

FIRE - in the event of a fire, smoke from a fire or a gas odor has been detected:

- Pull the fire alarm.
- Evacuate students and staff to a designated area.
- Follow the normal fire drill route. Follow alternate routes if the normal route is too dangerous.
- Teachers take class rosters.
- Head of School or Emergency Contact notifies police (call 911).
- The Head of School must report the incident to the Fire Marshal's office.
- Teachers take attendance after being evacuated.
- After consulting with the HOS or Emergency Contact the Crisis Response Team may move students to designated. If the weather is inclement or a building is damaged.
- No one may re-enter building(s) until declared safe by fire or police personnel.
- Head of School or Emergency Contact notifies students and staff of termination of emergencies, resuming normal operations.

HAZARDOUS MATERIALS

INCIDENT OCCURRED IN SCHOOL

- Call 911
- Notify the Head of School or Emergency Contact.
- Take charge of the area until fire personnel contain the incident.
- Fire Personnel in charge will recommend shelter or evacuation actions.
- Follow VGV procedures for sheltering or evacuation.
- Head of School or Emergency Contact notify parents if students are to be evacuated.
- Resume normal operations after consulting with fire officials.

INCIDENT OCCURRED NEAR SCHOOL PROPERTY

- Fire or Police will notify the Head of School.
- The fire officer in charge of the scene will recommend shelter or evacuation actions.
- Follow VGV procedures for sheltering or evacuation.
- Head of School or Emergency Contact notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

INTRUDER/HOSTAGE

INTRUDER: AN UNAUTHORIZED PERSON WHO ENTERS SCHOOL PROPERTY

- Notify the Head of School or Emergency Contact.
- Ask another staff person to accompany you before approaching an intruder.
- Politely greet intruder and identify yourself.
- Ask the intruder for the purpose of his/her visit.

- Inform the intruder that all visitors must register at the front desk in the main campus.
- If an intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

IF INTRUDER REFUSES TO LEAVE

- Warn intruders of consequences for staying on school property. Inform him/her that the police are to be contacted/called.
- Notify the Head of School or Emergency Contact if the intruder still refuses to leave. Give the police a full description of the intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
- Head of School or Emergency Contact may issue lockdown procedures (*see Lock-Down Procedures section*).

HOSTAGE

- If the hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately, give the dispatcher details of the situation; ask for assistance from the hostage negotiation team.
- Seal off area near hostage scene.
- Notify the Head of School or Emergency Contact immediately.
- Give control of scenes to the police and their hostage negotiation team.
- Keep detailed notes of the event.

IF TAKEN HOSTAGE

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present. Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

LOCK-DOWN PROCEDURES

- Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to people inside the school building.
- Head of School or Emergency Contact will issue lockdown procedures and attempt to get the message out by announcing warning over PA system or other methods.
- Direct all students, staff, and visitors into classrooms or closed-door spaces.
- Lock room/space doors, turn room/space lights off, pull down shades and make the room/space appear empty.
- Move all people away from windows and doors.
- Allow no one outside of rooms/space until an all-clear signal is given by the Head of School or Emergency Contact.

NATURAL DISASTERS

EARTHQUAKE

- Remain calm!
- If you are indoors, follow "drop, duck, cover and hold" procedures. Take cover under a sturdy desk, table or bench and hold on or sit against an interior wall.
- If outdoors, stay there. Move away from building, utility poles, wires, and streetlights.
- Be prepared for aftershocks.
- Evacuate the building if gas or chemical fumes are present.

FLOODS

- Monitor emergency alert stations and listen to television newscasts for the latest information.
- Evacuate the building by prescribed routes when necessary.
- Stay away from floodwater as it may contain chemicals or raw sewage.

HEAT ALERTS

- Monitor the heat index and listen to news reports for the latest information. Relax classroom drinking policies.
- Curtail physical activities.

SEVERE THUNDERSTORMS

- Monitor weather updates with a battery-operated radio regarding escorting students to designated areas for shelter.
- If inside, move to pre-designated shelter area.

TORNADO

- Shut off gas.
- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, or Weather Channel).
- Bring all the people inside building. Close windows and blinds.
- Review tornado drill procedures and location of safe areas. Tornado safe areas are under desks and in hallways away from windows and large rooms. Review "drop, duck, cover and hold" procedures with students.
- For all situations, identify primary and alternate evacuation routes and sheltering locations.

RADIOLOGICAL INCIDENT

Rhode Island does not have a commercial Nuclear Power Plant within its borders. However, our neighboring States of Connecticut and Massachusetts do. In the event of a site emergency of some kind, appropriate warning and Instruction will be broadcast over the state Emergency Alert System (EAS).

Schools will be notified if radiological release requires protective actions. There are two basic protective actions: Sheltering and evacuation.

SHELTERING NOTIFICATION:

- Bring all the people inside the building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover your mouth and nose with a handkerchief, cloth, paper towels or tissues.

Evacuation may not be necessary In Rhode Island (distance factor).

State and/or local officials will notify all affected schools of a nuclear power plant emergency. State Officials will announce all precautionary actions.

RADIOLOGICAL INCIDENT/ACCIDENT:

An accident or incident involving radiological materials at or near a school is quite possible. Consequently, certain precautionary action steps are followed. The three basic actions are:

Time: Minimize the amount of time near and exposed to the source.

Distance: Maximize the distance away from the source.

Shielding: Maximize the amount of material (i.e., wood, concrete, earth, etc.) between the individual and radioactive source.

SERIOUS INJURY/DEATH

IF INCIDENT OCCURRED IN SCHOOL

- Call 911
- Notify CPR/first aid certified persons in school building of medical emergencies (Staff names of CPR/first aid certified persons are listed on Crisis Response Team Page 1).
- If possible, isolate affected students/staff members. Notify the Head of School or Emergency Contact.
- Emergency contact notifies the Head of School.
- Activate school crisis team. Designate staff persons to accompany injury/ill person to hospital.
- Emergency Contact notifies parent(s) or guardian(s) of affected student.

- Direct witness(es) to the Dean of Student. Contact parents regarding sending students to the Director of Student Services/SWK.
- The Emergency Contact or HOS determines the method of notifying students, staff, and parents.
- **Refer media to the HOS, Rochelle Baker (401) 487-2811.**

IF INCIDENT OCCURRED OUTSIDE OF SCHOOL

- Head of School confirms the accuracy of the report with law enforcement of family.
- Activate school Crisis Team if appropriate.
- Notify staff before normal operating hours.
- HOS determines methods of notifying students and parents. Announce the availability of counseling services for those who need assistance.
- **Refer all media to the Head of School, Rochelle Baker (401) 487-2811.**

POST-CRISIS INTERVENTION

- The Head of School determines the method of notifying staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school Crisis Team to implement post-crisis intervention.
- Meet with Emergency Contact to determine level of intervention for staff and students. Designate rooms as private counseling areas.
- Escort affected the students' siblings and close friends and other "highly stressed" students to DOSSA/SWK, Ms. Shebna Wagnac.
- DOSSA/SWK will assess the stress level of staff. Recommend counseling to overly stressed staff. Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.

SHELTER IN PLACE

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

- Identify safe areas in each school building.
- The Head of School or Emergency Contact warns students and staff to assemble in safe areas. Bring all the people inside the buildings.
- Teachers are to take class rosters.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors. If it is a chemical or biological emergency. If advised, cover your mouth and nose with a handkerchief, cloth, paper towels or tissues. Cover up food not in containers or put it in the refrigerator.
- Teachers/staff should account for all students after arriving in a safe area and remain notified.

SUICIDE/ATTEMPT (SOS Protocol for Safeguarding Youth: Page 2)

- Suicide attempts in school; verify information.
- Call 911, if a person requires medical attention, has a weapon, or needs to be restrained. Notify one of the school Emergency Contacts and/or Head of School. The Emergency Contacts and/or HOS calls parent(s) or guardian(s) if suicide person is a student or staff.
- The HOS may schedule a meeting with the students' parents and with them to determine the course of action. Calm suicidal person.
- Try to isolate suicidal people from other students.
- Ask a suicidal person to sign a "no Suicide Contract".
- Stay with person until suicide intervention personnel arrive. Do not leave suicidal people alone.
- The HOS or Emergency contact will determine the safest method of notifying staff, students, and parents. Hold a staff meeting to discuss before and after normal operating hours the next day as needed.
- Activate school SOS crisis team to implement post-crisis team to implement post-crisis intervention determines level of intervention.

SUICIDAL DEATH/SERIOUS INJURY

- Verify information.
 - Activate school SOS crisis team.
 - DOSSA/Social Worker or Dean notifies the Head of School.
 - Notify staff in advance of the next school day following suicide or attempted suicide.
 - DOSSA/SWK determines the method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect the privacy of family.
- Implement post-crisis intervention.***

POST-CRISIS INTERVENTION

- HOS determines the method of notifying staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- To determine the level of intervention for staff and students, meet with school counseling staff.
- Activate school SOS/Crisis team and designate rooms as private counseling areas.
- Escort siblings and close friends and other "highly stressed" students to social workers office.
- Assess the stress level of staff. Recommend EAP counseling to overly stressed staff.
- **Refer media to the HOS, Rochelle Baker (401) 487-2811.**
- Do not let the media question students or staff.
- DOSSA/SWK and Dean follow-ups with students and staff who received counseling.
- Resuming normal routines as soon as possible.

WARNING AND NOTIFICATION

Plain language must be used in all situations in which immediate notification is necessary. For example, "Lockdown procedures will begin immediately" or "An evacuation has been issued for the main building".

- Call 911, if necessary. Assess life and safety issues first.
- Inform the HOS, Rochelle Baker, (401)487-2811 or Emergency Contact.
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff.
- If immediate action is not required, HOS notify staff at a meeting before or after school hours.
- Teachers/staff will debrief students during class unless there is an assembly or announcement over the PA system.
- Head of School and Emergency Contact notifies parent(s) or guardian of victim(s), if necessary.

Head of School or Emergency Contact

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator or to join you in questioning the suspected student or staff member.
- If feasible, accompany suspects to private office to wait for police.
- If the situation warrants, isolate suspect/area until police arrive.
- Assign detailed notes of all events and why search was conducted.
- Notify parents or guardians(s) if the suspect is a student. Explain why the search was conducted and the results of the search.
- Avoid confrontation. Do not try to disarm him/her. Back away with your arms up. Remain calm.

UTILITY FAILURE

GAS LINE BREAK

- Call 911.
- Notify Head of School or Emergency Contact and Open windows.
- If directed, follow the evacuation procedures.
- Do not re-enter the building until utility officials say it is safe.

ELECTRIC POWER FAILURE

- Calm students.
- Stay in classroom until the evacuation notification.
- If there is a danger of fire, evacuate the building by the evacuation procedures.
- If an electrical short is suspected, turn off all electric devices in room, and notify the Head of School or Emergency Contact.

WATER LINE BREAK

- Notify the Head of School or Emergency Contact.
- Relocate students to designated safe areas.
- Relocate articles that may be damaged by water.

SAFE STORAGE OF FIREARMS

- Access to a firearm in the home significantly increases the risk of suicide, death during domestic violence disputes, and the unintentional death of children, household members, or others. If you or a loved one is experiencing distress and/or depression, call the 988 Suicide and Crisis hotline or text ***"HOME" to 741741***.
- Secure firearm storage is the law in Rhode Island. Rhode Island state law requires gun owners to securely store their firearms any time the firearms are not in their possession or control and to securely store firearms in premises under their control where a child or person prohibited from purchasing or possessing firearms is likely to gain access to them. Failure to secure firearms as required by law may result in fines and/or criminal prosecution.

BOMB CHECK LIST

Ask The Caller:

Where is the bomb right now? *(If the caller refuses to answer, say "The building is occupied, a detonation could result in the injury or death of many innocent children")*

When is the bomb going to explode?

What does the bomb look like?

What kind of bomb is it?

What will cause the bomb to explode?

Who planted the bomb?

Why was the bomb planted?

When was the bomb planted?

How did the person get the bomb in the building?

What is your address?

What is your name?

Describe The Caller:

SPEED AND PITCH: EMOTION:

Hurried or Rapid

Distant

Slow

Excited

Hushed or Quiet

Angry

Loud

Sad

Deep

Happy

High—Pitched

Calm

Squeaky

Agitated

Other:

Matter-of-Fact

QUALITY:

Boastful

Stutter

Sincere

Whispered

Crazed

Laughing or Giggling

Other:

Raspy

LANGUAGE:

Nasal

Accent:

Deep Breathing

Well-Spoken

Crying

Foul

Stressed

Incoherent

Whining

Irrational

Other:

Drunk

Could you tell if the call was:

Local ____ Long Distance ____ Cell Phone ____

If the voice was familiar, how or who? ____

Was the voice disguised? ____ If yes, how? ____

Describe The Atmosphere:

Background Sounds Heard on the Call:

Street Noises Trains

House Noises Airplanes

Vehicle Noises Party

Animal Noises Quiet

PA System Static

Music Children

Motor Echo

Factory Machinery Other:

Office Machinery Other:

Bomb Threat Call Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. All bomb threats are a crime in the State of RI and should be reported to the police. When receiving a bomb threat, act quickly but remain calm and obtain information with the checklist provided in this card.

If a bomb threat is received by phone:

1. Remain Calm. Keep the caller on the line as long as possible.
2. Listen carefully. Be polite and show interest.
3. Pay attention to background sounds and noises.
4. Try to keep the caller talking and obtain as much information as possible.
5. If possible, write a note to a colleague to call the police or as soon as the caller hangs up, call the police.
6. If your phone has caller id, write the caller's number down.
7. Complete the Bomb Threat Checklist on the reverse side of this card.

If a bomb threat is received by handwritten note:

1. Handle the note as little as possible.
2. Place the note in a folder and give to the police.

If a bomb threat is received by e-mail:

1. Do not close the message, leave it displayed on the screen it was received on.
2. Print the message and give to the police.



RI State Bomb Squad

RI Division of State Fire Marshal

118 Parade st
Providence RI 02909

Phone: 401-462-4200
Fax: 401-462-4260

Bomb Threat Checklist

Date: _____ Phone number where received: _____
Time: _____ Time caller hung up: _____
Person receiving call: _____

Exact Words of the Threat:

Information About the Caller:

Male or Female? _____
Estimated Age? _____
Is Voice Familiar? _____
Background Noise? _____
Other Points: _____

