

Village Green Virtual Charter School

# **Emergency Action Procedures**

Safety Plans

Rev: SY 2022-23

## Emergency & Action Procedures

Rev. 11/15/2022

### Response to Any Emergency:

- Notify 911 (if necessary) and the Executive Director or Assistant to Executive Director and/or member of the Crisis Team.
- Notify CPR/first aid certified persons in the school building of medical emergencies, if necessary.
- Seal off high-risk areas.
- Take charge of the area until the incident is contained, or you are relieved.
- Assemble Crisis Team.
- Preserve evidence. Keep detailed notes of incidents.
- Refer media to the Executive Director, Rochelle Baker at 401-487-2811.

### Crisis and Signs of Suicide Team Members

Position	Name	Work Phone Ext.	Cell Phone	Room#
Executive Director	Rochelle Baker	114	401-487-2811	1 <sup>st</sup> Floor
Student Services and Admissions Director	Shebna Wagnac	115	401-664-2882	1 <sup>st</sup> Floor
Support Services	Michael Shepard	107	401-487-3093	1 <sup>st</sup> Floor
School Nurse	Lourdes Fevrier	105	617-590-2566	109
Dir of Special Education	Carolyn Taylor	109	401-588-1334	ASC
Assistant to Ex. Director	Barry Tedder	400	401-301-6093	4 <sup>th</sup> Floor
Coordinator	Vanessa Altongy	402	401-617-2872	4 <sup>th</sup> Floor
	Scott Hart	201	774-287-9794	201
	Glorimar Diaz	101	401-359-9311	101
	Amy Laprad	203	401-575-6705	203
	Joseph Altongy	501	401-692-1799	LCR
	Erin Healey	502	401-524-6532	LCR
	Odile Hyppolite	105	401-837-9716	109

Quick Guide Suicide to Procedures can be found 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.

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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 Social Workers' office. If Social worker, Ms. Sherman is unavailable, take student to:
  - o **Ms. Shebna Wagnac Office, 1st floor**
  - o **Mr. Barry Tedder Office, 4th floor**
3. **Ms. Fevrier or Ms. Wagnac** will conduct a suicide risk or self-harm assessment.
4. **Ms. Shebna Wagnac or Ms. Barry Tedder** will immediately contact the student's parent(s) or guardian.
5. Recommendations and referral information for services will be provided to parent(s) or guardians.
6. **Ms. 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 not physically in school {during distance learning or outside of the school day), immediately contact **Ms. Shebna Wagnac**.

We encourage you to keep in contact with the student after you have followed the protocol above. The student 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 student's treatment.

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#### **Contact Person #1**

**Name: Shebna Wagnac**  
**Room/Office Number: 1<sup>st</sup> floor**  
**Phone Number: (401) 664-2882**

#### **Contact Person #2**

**Name: Barry Tedder**  
**Room/Office Number: 4<sup>th</sup> floor**  
**Phone Number: (401) 301-6093**

#### **Off Campus or After Hours Contact**

**Name: Rochelle Baker**  
**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. 11/16/2022)

### 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 school from another location.

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

1. Main entrance 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. LC B Weybosset Street doors. **(Door #9)**
9. Stem Lab Weybosset Street doors. **(Door #10)**
10. Executive Director Admin office 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 intercom) all students must proceed with their teachers' direction to the nearest designated door exit unless there is an obstruction and/or to the next closest exit.

### **135 Weybosset Street Main Campus:**

- Floors 1 & 3 are to use Exit Door #1 (135 Weybosset Street).
- Floor 2 are to use Exit Door #4 (110 Eddy Street).
- Belmont Café all are to 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 on 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 Executive Director (ED) or the Designee on-site signals "all clear" all persons can return to school by way of re-entering through designated doors.

- *Floors 1 and 3 re-enter through 135 Weybosset Street*
- *Floor 2 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 classrooms and/or LCs, 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 case 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 the AMP or PPM, students' group 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 a parent or emergency contact will remain in the custody of the school until dismissal time.

**Best Practices:** Each classroom should maintain an updated classroom rosters in easily accessible locations at the exits for their classroom, LC, and Stem Lab for fire drills and evacuations.

**EMERGENCY PHONE NUMBERS**

Fire, Ambulance, Police .....	911
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 Executive Director/ Assistant to Executive Director assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Executive Director/ Assistant to Executive Director 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 of those areas covered by clothing.
- Executive Director/ Assistant to Executive Director 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 Gun/Weapon is aware of a weapon brought to school notify Executive Director immediately. Executive Director/ Assistant to Executive Director will contact the police department.
- Tell Executive Director teacher name of 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 Executive Director/Designee if receiving a written message of 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 Executive Director.
- Families will be notified by Executive Director if orders to evacuation of all persons inside 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 will bomb go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background. Notify Executive Director/ Assistant to Executive Director.
- Executive Director orders evacuation of all persons inside school building(s) depending upon an evaluation by the Crisis response team.
- Executive Director/ Assistant to Executive Director must report incident to the Police Department.

**EVACUATION PROCEDURES**

- Executive Director/ Assistant to Executive Director 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 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 Executive Director/Assistant to Executive Director 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 Executive Director/Designee or Crisis Response Team may move students to the designated locations.
- Teachers take roll after being evacuated.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Executive Director 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 fire alarm.
- Evacuate students and staff to a designated area.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Executive Director / Assistant to Executive Director notifies police (call 911).
- Executive Director must report incident to Fire Marshal's office.
- Teachers take roll after being evacuated.
- After consulting with Executive Director/Designee, Crisis Response Team may move students to designated. If weather is inclement or building is damaged.
- No one may re-enter building(s) until declared safe by fire or police personnel.
- Executive Director/designee notifies students and staff of termination of emergency, resume normal operations.

**HAZARDOUS MATERIALS****INCIDENT OCCURRED IN SCHOOL**

- Call 911
- Notify Executive Director/ Assistant to Executive Director.
- Take charge of area until fire personnel contain incident
- Personnel in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials

**INCIDENT OCCURRED NEAR SCHOOL PROPERTY**

- Fire or Police will notify Executive Director.
- Fire officer in charge of scene will recommend shelter or evacuation actions
- Follow procedures for sheltering or evacuation.
- 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 Executive Director/ Assistant to Executive Director.
- Ask another staff person to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.

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

### **IF INTRUDER REFUSES TO LEAVE**

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

### **HOSTAGE**

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately, give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Executive Director/ Assistant to Executive Director immediately.
- Give Control of scene 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 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 persons inside school building.
- Executive Director/ Assistant to Executive Director or Designee 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.
- Lock classroom doors, turn classroom lights off, pull down shades and make room appear empty.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by Executive Director/ Designee.

## **NATURAL DISASTERS**

### **EARTHQUAKE**

- Remain calm
- If 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 building if gas or chemical fumes are presented.

### **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 floodwaters 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 Escort students to designated area 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 persons 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 persons inside 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 mouth and nose with 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. All precautionary actions will be announced by State Officials.

### RADIOLOGICAL INCIDENT/ACCIDENT:

An accident or incident involving radiological materials at or near a school is quite possible. Consequently, certain precautionary actions should be taken. 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 {All names of CPR/first aid certified persons are listed in Crisis Response Team members section}.
- If possible, isolate affected student/staff member. Notify Executive Director/Designee.
- Social Worker/Designee notifies Executive Director/, Assistant to Executive Director.
- Activate school crisis team. Designate staff persons to accompany injury/ill person to hospital.

- Social Worker notifies parent(s) or guardian(s) of affected student.
- Direct witness(es) to school social worker. Contact parents if students are sent to social worker.
- Determine method of notifying students, staff, and parents.
- Refer media to Executive Director, Rochelle Baker (401) 487-2811

### **IF INCIDENT OCCURRED OUTSIDE OF SCHOOL**

- Executive Director/ Assistant to Executive Director confirms the accuracy of the report with law enforcement of family.
- Activate school crisis team if appropriate.  
Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to Executive Director Rochelle Baker (401) 487-2811.

### **POST-CRISIS INTERVENTION**

- Determine 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 school Social Workers/Support Staff and to determine level of intervention for staff and students. Designate rooms as private counseling areas.
- Escort affected student's siblings and close friends and other "highly stressed" students to counselors.
- Assess 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.
- Allow for changes in normal routines or test schedules to address injury or death.

### **SHETERIN PLACE**

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

- Identify safe area in each school building.
- Executive Director/, Assistant to Executive Director warns students and staff to assemble in safe areas. Bring all persons inside buildings(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors If it's a chemical or biological emergency. If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues. Cover up food not in containers or put it in the refrigerator.
- Teachers should account for all students after arriving in safe area and remain until notified.

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

- Suicide attempt in school; verify information
- Call 911, if person requires medical attention, has a weapon, or needs to be restrained. Notify school Social Worker, Director of Student Services, Assistant to Executive Director and Executive Director. Executive Director/ Director of Student Services calls parent(s) or guardian(s) if suicidal person is a student or staff.
- Executive Director/ Assistant to Executive Director may schedule meeting with student's parent(s) and with the Social Worker, Director of Student Services to determine course of action. Calm suicidal person.
- Try to isolate suicidal person from other students.
- Ask suicidal person to sign a "no Suicide Contract".
- Stay with person until suicide intervention personnel arrives. Do not leave suicidal person along.
- Executive Director/Designee will determine safest method of notifying staff, students, and parents. Hold staff meeting to debrief before and after normal operating hours next day as needed.
- Activate school SOS crisis team to implement post-crisis team to implement post-crisis intervention determine level of intervention.

## **SUICIDAL DEATH/SERIOUS INJURY**

- Verify information.
- Activate school SOS crisis team.
- Director of Student Services, Social Worker notifies the Executive Director
- Notify staff in advance of next school day following suicide or attempted suicide.
- Determine 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 privacy of family. ***Implement post-crisis intervention.***

## **POST-CRISIS INTERVENTION**

- Determine method of notifying staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- To determine 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 stress level of staff. Recommend EAP counseling to overly stressed staff.
- Refer media to Executive Director, Rochelle Baker (401) 487-2811
- Do not let media question students or staff.
- Director of Student Services and Social Worker follow-ups with students and staff who received counseling.
- Resume normal routines as soon as possible.

## **WARNING AND NOTIFICATION**

Plain language should 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 Executive Director Rochelle Baker, (401)487-2811.
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff.
- If immediate action is not required, notify staff at a meeting before or after school hours.
- Teachers will debrief students during class unless an assembly or announcement over PA is preferred.
- Executive Director notifies parent(s) or guardian of victim(s), if necessary.

## **Executive Director**

- 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 suspected student or staff member.
- If feasible, accompany suspect to private office to wait for police.
- If situation warrants, isolate suspect/area until police arrive.
- Assign person detailed notes of all events and why search was conducted.
- Notify parent(s) or guardians(s) if suspect is a student. Explain why search was conducted and 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 Executive Director/Designee and Open windows.
- If directed, follow the evacuation procedures.
- Do not re-enter building until utility officials say it is safe.

### **ELECTRIC POWER FAILURE**

- Calm students.
- Stay in classroom until evacuation notification.
- If there is a danger of fire, evacuate the building by the evacuation procedures
- If a short is suspected, turn off all electric devices in room, and notify Executive Director/Designee.

**WATER LINE BREAK**

- Notify Executive Director/ Designee.
- Relocate students to designated safe area.
- Relocate articles that may be damaged by water.



# BOMB CHECK LIST



## Ask The Caller:

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

<u>SPEED AND PITCH:</u>	<u>EMOTION:</u>
Hurried or Rapid	Distant
Slow	Excited
Hushed or Quiet	Angry
Loud	Sad
Deep	Happy
High—Pitched	Calm
Squeaky	Agitated
Other:	Matter-of-Fact
<u>QUALITY:</u>	Boastful
Stutter	Sincere
Whispered	Crazed
Laughing or Giggling	Other:
Raspy	<u>LANGUAGE:</u>
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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







