



Village Green Charter School

Emergency Action Procedures & Safety Plans

2024-2025

Response to Any Emergency

- Notify 911 (if necessary) and the Executive Director/ Head of School or Vice Principal 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/ Head of School, Rochelle Baker at 401-487-2811.

Crisis and Signs of Suicide Team Members

Position	Name	Work Phone Ext.	Cell Phone	
Executive Director/ Head of School	Rochelle Baker	114	401-487-2811	1 st Floor
Director of Admissions & Students Services	Shebna Wagnac	115	401-664-2882	1 st Floor
Dean of Students	Michael Shepard	107	401-487-3093	1 st Floor
School Nurse	Lourdes Fevrier	105		1 st Floor
Director of Special Populations	Carolyn Taylor	109		1 st Floor
Vice Principal	Barry Tedder	400	401-301-6093	4 th Floor
Community Coordinator	Vanessa Altongy	402		4 th Floor
Math Teacher	Ashley Gaule	301		3 rd Floor
English Teacher	Ayana Copeland	203		2 nd Floor
Science Teacher	Glorimar Diaz	101		1 st Floor
College & Career	Joseph Altongy	501		LCR
MTTS Coordinator & Special Educator	Erin Healey	ASC		1 st Floor

Quick Guide Suicide to Procedures are 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, Shebna Wagnac Office, 1st floor. If Ms. Shebna is unavailable, take student to:
 - o **Dean of Students, Mr. Shepard, Office, 1st floor Office 107.**
 - o **School Nurse, Ms. Fevrier, 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 parent(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 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 student's treatment.

Contact Person #1

Name: Shebna Wagnac
Room/Office Number: 1st floor
Phone Number: (401) 664-2882.

Contact Person #2

Name: Dean of Students
Room/Office Number: 1st floor
Phone Number: (401) 487-3093.

Off Campus or After-Hours Contact

Executive Director/ Head of School
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 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 intercom) all students must proceed in 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 is 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/ Head of School or the Vice Principal on-site signals "all clear" all people 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 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 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' 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 a parent or emergency contact will remain in the custody of the school until dismissal time.

Best Practices: Each classroom should maintain an updated class rosters in easily accessible locations at the exits for their classroom, CSL, and Stem 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 Executive Director or Dean of Students assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse the situation, if possible.
- Executive Director/ Head of School or Vice Principal 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.
- Executive Director/ Head of School or Dean of Students 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 brought to school notify the Executive Director/ Head of School or Vice Principal immediately. The Executive Director/ Head of School will contact the police department.
- Tell the Executive Director/ Head of School or Designee the 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/ Head of School or Vice Principal 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/ Head of School or Vice Principal.
- Families will be notified by the Executive Director/ Head of School or Designee if orders the evacuation of all persons 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 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/ Head of School or Vice Principal.
- The Executive Director/Head of School or Vice Principal orders evacuation of all persons inside school building(s) depending upon an evaluation by the Crisis response team.
- Executive Director/ Head of School must report the incident to the Police Department.

EVACUATION PROCEDURES

- Executive Director/ Head of School or Vice Principal 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 Executive Director or Vice Principal 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 Executive Director/ Head of School or Vice Principal and Crisis Response Team may move students to the designated locations. Teachers/staff take attendance after being evacuated.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Executive Director/ Head of School or Vice Principal 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 roster.
- Executive Director/ Head of School or Vice Principal notifies police (call 911).
- The Executive Director/ Head of School or Vice Principal must report the incident to the Fire Marshal's office.
- Teachers take attendance after being evacuated.
- After consulting with the Executive Director/ Head of School or Vice Principal, 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.
- Executive Director/ Head of School or Vice Principal notifies students and staff of termination of emergency, resume normal operations.

HAZARDOUS MATERIALS

INCIDENT OCCURRED IN SCHOOL

- Call 911
- Notify the Executive Director/ Head of School or Vice Principal.
- Take charge of the 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 to be evacuated.
- Resume normal operations after consulting with fire officials.

INCIDENT OCCURRED NEAR SCHOOL PROPERTY

- Fire or Police will notify the Executive Director/Head of School or Vice Principal.
- The fire officer in charge of the 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 the Executive Director/ Head of School or Vice Principal.
- Ask another staff person to accompany you before approaching an intruder.
- Politely greet intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.

- Inform intruder that all visitors must register at the main office.
- 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 Executive Director/ Head of School or Vice Principal if the intruder still refuses to leave. Give the police a full description of the intruder.
- Walk away from intruders 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/ Head of School or Vice Principal 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 dispatcher details of the situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify the Executive Director/ Head of School or Vice Principal 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 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 persons inside the school building.
- Executive Director/ Head of School or Vice Principal 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 people away from windows and doors.
- Allow no one outside of classrooms until an all-clear signal is given by the Executive Director/ Head of School or Vice Principal.

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 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 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 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 {All names of CPR/first aid certified persons are listed in Crisis Response Team Page 1}.
- If possible, isolate affected students/staff members. Notify Executive Director/ Head of School or Vice Principal.
- Director of Student Services or Vice Principal notifies the Executive Director.
- Activate school crisis team. Designate staff persons to accompany injury/ill person to hospital.

- Director of Students 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.
- The Vice Principal or Designee determines the method of notifying students, staff, and parents.
- **Refer all media to Executive Director, Rochelle Baker (401) 487-2811.**

IF INCIDENT OCCURRED OUTSIDE OF SCHOOL

- Executive Director/ Head of School or Vice Principal 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

- The Vice Principal 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 Director of Student Services and Support Staff and 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 Director of Student Services, Ms. Shebna Wagnac.
- 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.

SHETERIN 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.
- Executive Director/Head of School or Vice Principal warns students and staff to assemble in safe areas. Bring all the people inside the buildings.
- Teachers take class roster.
- 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 attempt in school; verify information.
- Call 911, if a person requires medical attention, has a weapon, or needs to be restrained. Notify the school Vice Principal, Dean of Student and/or Executive Director. The Vice Principal or Director of Students and/or Executive Director calls parent(s) or guardian(s) if suicidal person is a student or staff.
- The Executive Director/ Head of School or Vice Principal may schedule a meeting with the student's parent(s) and with the Director of Student Services or Dean to determine the course of action. Calm suicidal person.
- Try to isolate suicidal people 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 alone.
- Executive Director/ Head of School or Vice Principal will determine the safest method of notifying staff, students, and parents. Hold a staff meeting to debrief 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 determine level of intervention.

SUICIDAL DEATH/SERIOUS INJURY

- Verify information.
- Activate school SOS crisis team.
- Director of Student Services or Dean notifies the Executive Director or Vice Principal.
- Notify staff in advance of the 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 the 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 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 Executive Director/Head of School Rochelle Baker (401) 487-2811.**
- Do not let the media question students or staff.
- Director of Student Services 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 Executive Director/ Head of School 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/staff will debrief students during class unless there is an assembly or announcement over the PA system.
- Executive Director/ Head of School or Vice Principal notifies parent(s) or guardian of victim(s), if necessary.

Executive Director/ Head of School or Vice Principal

- 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 suspects to private office to wait for police.
- If the 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/ Head of School or Vice Principal 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 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 the Executive Director/ Head of School or Vice Principal.

WATER LINE BREAK

- Notify the Executive Director/ Head of School or Vice Principal.
- Relocate students to designated safe area.
- Relocate articles that may be damaged by water.

BOMB CHECK LIS

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:
