**Exigent – Immediate Action - Call 911 / Pull the Fire Alarm**

If you have a life threatening medical emergency or sense imminent danger in the hallway; do not hesitate to call 911 directly so that there is no delay in getting emergency personnel to the school.

If you do call 911, please notify the Office ***immediately***

* It is important to note that you (Teacher/Staff) should always pull the nearest fire alarm if you suspect Fire / Chemical Emergency – then notify the Office
* Evacuation should NOT BE DELAYED by contacting the Office or consulting other faculty members - Delay can jeopardize the SAFETY of Students / Staff

**Building Evacuations – Teacher Protocol**

* **Elevators are NOT to be used during a building evacuation**

Headmaster/Building Administrator or her designee is now the Incident Control Manager ICM)

* Primary Evacuation routes are posted in every classroom - directing staff and students to the nearest exit
* As soon as you hear the alarm, immediately evacuate your classroom with your Students – Students are to remain with Teacher/staff and evacuate the school building - following the posted Primary Evacuation route - to the assigned stairwell then proceed to the evacuation site on the exterior of the school building - \*\* **Record Student Attendance**
* If the alarm sounds during passing time or lunch – Teachers/Staff are to assist in directing students - **regardless of which school the student attends - BCLA or NM** - to the nearest exit / stairwell moving them out of the building to the evacuation area – Monitor evacuated students in your area-be prepared to take attendance as needed **\*\*Listen for instructions from school administrators\*\***
* \*\*If there is a student in your class with physical challenges that cannot manage the stairs or a student that needs extra time evacuating the building – they should be escorted by another adult or designated student to an evacuation area – while you escort the remainder of your class to the evacuation area\*\*
* Take your class ***Evacuation Clipboard*** - containing class rosters and the Red/Green card system for accountability –
* **RED** – Alert or need Support (student(s) missing, medical emergency or other disruptive behavior)
* **GREEN** – Safe & All Clear (all students present and accounted for)
* Shut classroom doors prior to evacuating to indicate classroom is empty of students / staff - Take your School/Classroom keys
* **Administrator(s) will clear student bathrooms then lock them**
* **Do not delay evacuation by securing school equipment > taking your coat >or personal belongings with you – During an evacuation No Students are to use their lockers under any circumstances or delay in anyway their evacuation of the school building** – Any students not complying with emergency instructions may be subject to the BPS Code of Conduct and/or M.G.L. Criminal/Civil proceedings
* Evacuees on Metropolitan Avenue & Central Avenue are to remain on the sidewalk behind the fence on the building side of the street – spread out utilizing the entire sidewalk – **Monitor evacuated students in your area-be prepared to take attendance as needed \*\***Listen for instructions from School Administrators \*\* **Do not block gateways and Keep access points to the building clear**

**COMMON AREA EVACUATION**

\****Cafeteria, Auditorium, Media Center/Library, Guidance, Gymnasium***\*

* If the alarm sounds during passing time or lunch – Teachers/Staff are to assist in directing students - **regardless of which school the student attends - BCLA or NM** to the nearest exit / stairwell moving them out of the building to an evacuation area – Monitor evacuated students in your area-be prepared to take attendance as needed **\*\*** Listen for instructions from School Administrators \*\***Do not block gateways and Keep access points to the building clear**
* Students occupying **left side of Cafeteria** supported by assigned staff members are to evacuate to the back parking lot Administration side - move students toward Metropolitan Avenue sidewalk behind the fence–spread out utilizing the entire sidewalk - Monitor evacuated students in your area-be prepared to take attendance as needed **\*\***Listen for instructions from School Administrators\*\****Keep parking lot clear of students/staff > Keep driveway entrances and exits unobstructed - Allowing access for Emergency vehicles and* personnel**
* Students occupying **right side of Cafeteria** supported by assigned staff members are to evacuate to the back parking lot Teacher side - move students toward Central Avenue sidewalk behind the fence-spread out utilizing the entire sidewalk – Monitor evacuated students in your area-be prepared to take attendance as needed\*\* Listen for instructions from School Administrators **\*\**Keep parking lot clear of students/staff >Keep driveway entrances and exits unobstructed- Allowing access for Emergency vehicles and personnel***
* If you are evacuating from the **Auditorium** – Students must remain with their teachers – Teachers proceed to the front entrance-evacuate through the front entrance and remain on the front plaza/grass area – Monitor evacuated students in your area-be prepared to take attendance as needed **\*\*** Listen for instructions from School Administrators \*\***Do not block gateways and Keep steps, walkway and other access points to the building clear**
* If you are evacuating from the **Media Center/Library** – Students must remain with their Teacher or Librarian/Staff – Evacuate to Central Avenue sidewalk behind the fence – spread out utilizing the entire sidewalk – Monitor evacuated students in your area-be prepared to take attendance as needed\*\*Listen for instructions from School Administrators \*\***Do not block gateways and Keep access points to the building clear**
* If you are evacuating from the **Guidance Suite** on the first floor- Students must remain with Guidance Counselor(s)/Staff - Evacuate to Metropolitan Avenue sidewalk behind the fence – spread out utilizing the entire sidewalk – Monitor evacuated students in your area-be prepared to take attendance as needed\*\* Listen for instructions from School Administrators \*\***Do not block gateways and Keep access points to the building clear**

* If you are evacuating from the **Gymnasium** – Evacuate into the back parking lot Teacher side – move onto the Central Avenue sidewalk behind the fence–spread out utilizing the entire sidewalk - Monitor evacuated students in your area-be prepared to take attendance as needed\*\* Listen for instructions from School Administrators **\*\*Keep parking lot clear of students/staff > Keep driveway entrances and exits unobstructed - Allowing access for Emergency vehicles and personnel**
* ***Reentry into the school building – to be determined by Fire/Emergency Officials/Incident Control Manager(ICM)/Building Administrator(s) or their Designee***

**SECONDARY EVACUATION SITE**

Elihu Greenwood Leadership Academy K2 – 5th Grade 612 Metropolitan Ave HP

* **Gymnasium is the designated Evacuation Assembly Area**

617-635-8665

Dr. Catharina daSilva, Principal

**Secondary Site Protocol**

* (Headmaster/Building Administrator or her designee is now the Incident Control Manager - ICM will determine that (we) the Hyde Park Educational Complex-consisting of staff and students from both BCLA and NM need to evacuate the property-move to the Secondary Site
* Teachers/Staff will be notified by School Administrator(s), School Police and School Based Safety Team members
* School administrator(s) will lead Teachers/Staff as they escort Students to the Gymnasium of the Greenwood Leadership Academy
* Upon entering the Gymnasium-and order is restored – Students will be asked to assemble quietly together an await instruction(s) from Incident Control Manager (ICM).
* Teachers/Staff are asked to assemble standing along the perimeter walls of the Gymnasium and await instruction(s) from Incident Control Manager(ICM)
* ICM will then divide the staff and students by school-BCLA to one side-NM to the other
* ICM from each school will be identified-
* School specific ICM will ask Advisories(Homeroom) Teachers to remain posted along the perimeter wall then to identify themselves-
* School specific ICM will then call students to assemble along the perimeter wall according to Advisory(Homeroom) Teacher
* Advisory(Homeroom) Teachers’ will record student attendance
* Teachers are to report unaccounted/missing students immediately to school administrator(s) and or School Based Safety Team members
* Teachers/Staff without Advisories/Homeroom classes are asked to support School Administrator(s) in maintaining safety and assist other Teachers in gathering attendance information

**Shelter-in-Place** Less Restrictive

Headmaster/Building Administrator or her designee is now the Incident Control Manager ICM)

* May be a external or internal building threat or alert
* Police Activity
* Medical Emergency
* Severe Weather condition
* Utilities damage or destruction - incidental, accidental, intentional
* Fire – Residential, Commercial, Brush
* Hazardous / Chemical Spill
* ICM will announce via PA system – building wide or partial building Shelter-in-Place**….”Attention staff and students, this building is now in Shelter-in-Place”**
* Classroom Teachers/Staff will immediately close window(s) shades and lock classroom doors
* Non-teaching staff will immediately go to a ‘Shelter Area’ – inside any room
* Classroom teacher will post the ‘Shelter-in-Place sign in the classroom door window – reading ‘Sheltering No Admittance’
* Classroom Teachers/Staff may continue teaching – unless otherwise instructed - Listen for further instruction(s)
* Supervise students; prevent them from leaving ‘Shelter’ areas
* **Record Student Attendance**
* **Notify ICM (Main Office via intercom, radio, telephone) If anyone is unaccounted for -**

**Safe mode (Formerly known as Lockdown)** Most Restrictive

Headmaster/Building Administrator or her designee is now the Incident Control Manager ICM)

Events that may require Safe Mode

* Armed Intruder / trespasser
* Police Activity in the school
* Violent incident occurs in or on school property
* Imminent act of violence
* Police Activity in proximity to the school – e.g. chasing a suspect

Safe Mode (Lockdown) is a protective action employed to safeguard teachers, staff and students when there is an armed perpetrator approaching school property, on school property, or in the school building. Safe Mode is employed to keep people away from a violent perpetrator while police engage the suspect.

* ICM will announce via PA system building wide Safe Mode…**”Attention staff and students, this building is now in Safe Mode”**
* Take refuge in the nearest classroom, office or other room
* ICM will direct teachers and staff to move anyone immediately outside their area into the nearest room
* Close and lock or secure by any means all doors
* Close blinds or shades to prevent anyone from seeing inside the room
* Turn off lights
* Direct students to sit quietly on the floor away from windows and doors
* Prevent students from leaving the room
* **Record Student attendance**
* **Notify ICM (Main Office via intercom, radio, telephone) if anyone is unaccounted for -**
* Secure exterior entrances and prohibit entry except to law enforcement officials
* If buses are schedules to arrive \*\* ICM will notify Boston Police to redirect to safe holding location
  + IF FIRE ALARM SOUNDS: DURING SAFE MODE
  + If there are visible signs of fire – EVACUATE
  + If no signs – await instructions

**REMEMBER:**

* Pull any students, faculty, staff from immediately outside the classroom into your classroom
* Lock door
* Shades down
* Lights out
* All sitting on floor against wall away from windows
* No passes – No Movement

**Staff Locations in Emergencies**

**Fire Drill/**

**Evacuation**

MAIN FIRE ALARM PANEL LOCATION – SCHOOL POLICE OFFICE GROUND FL

Brett Dickens Headmaster BCLA Primary ICM

Naia Wilson Headmaster NM Secondary ICM

Dianne Leonard, Secretary BCLA Scribe

Norma Colon, Administrative Assistant New Mission Scribe

\*Back-Up for Dickens...Zayda Gonzalez, Asst. Headmaster

\*Back-Up for Wilson…Beth Kenney, Asst. Headmaster

Primary site – FIRE ALARM panel in BCLA Main Office

New Mission staff

New Mission - Naia Wilson- BCLA Main Office/Stairwell 4 – front plaza

New Mission - Elizabeth Kenney – Stairwell 3 – Central Avenue

New Mission - Nachelle Gordon – Stairwell 1 – Metropolitan Avenue

New Mission - Cory McCarthy – Stairwell 2 to Back Parking lot (gymnasium side)

New Mission - Malcolm Smith – Stairwell 2 – Metropolitan Avenue

New Mission - Robert Ellis – Stairwell 1 – Metropolitan Avenue

New Mission - Norma Colon – Stairwell 4 - front plaza

New Mission - Kelli Jones – stairwell 4 – Central Avenue

New Mission - Charlene Heard – Stairwell 4 – Central Avenue

New Mission - Lynette Skerritt – Stairwell 3 – Central Avenue

School Police Officer Barros – Metropolitan Avenue

School Police Lieutenant Flaherty – Front Plaza

School Police Officer Mercado – Central Avenue

BCLA staff

Zayda Cruz-Gonzalez- Metropolitan Ave side entrance

Michelle Jordan- Metropolitan Ave/admin parking area

Bryant Thirdgill- staff parking lot

Lisa Remy-Kelley- \_\_\_\_ Stside entrance

Annemarie Smith- \_ side entrance

Ron Johnson- front steps (no radio)

Maureen O’Donnell- back parking lot (by gym) (no radio)

Jeff Singleton- Metropolitan Ave/bus drop-off

Adrian Pina- front stairs

**2013-2014 Fire Drills**

* October 3, 2013 at 2:20 pm
* December 13, 2013 at 8:00 am
* March 20, 2014 at 1:15
* May 28, 2014 at 9:30 am

**Safe Mode**

November 15, 2013 at 10:00 am

April 11, 2014 at 12:45

**Shelter in Place**

November 1, 2013 at 1:00

January 6, 2014 at 10:00

NEW MISSION

|  |  |  |  |
| --- | --- | --- | --- |
| **Stairway** | **Admin. Responsible** | **Classrooms** | **Teacher** |
| **1** | **N. Gordon** | 204 | Gordon |
| **Metro.** | **R. Ellis** | 205 | Mr. G/Carlos (Talent Search) |
|  |  | 206 | J. Bescosme |
|  |  | 210 | Resource Center |
|  |  | 211 | Toni Klein (Arbour) |
|  |  | 212 | R. Ellis |
|  |  | 213 | School Store |
|  |  | 214 | B. Leiper (Elective) |
|  |  | Balcony |  |
|  |  |  |  |
| **2** | **M. Smith** | 215 | Computer Lab |
| **Metro.** |  | 216 | T. Kapstad |
|  |  | 217 | Lt. Katy Flaherty |
|  |  | 218 | Environmental Ambassador |
|  |  | 219 | M. Jones |
|  |  | 220 | Office Space |
|  |  | 221 | K. Cormier |
|  |  | 222 | Office Space |
|  |  | 223 | B. Leiper |
|  |  | 224 | Copy Room |
|  |  | 225 | N. Ratnayake |
|  |  |  |  |
| **3** | **E. Kenney** | 229 | E. Kenney |
| **Central** | L. Skerritt | 231 | L. Chartier |
|  |  | 233 | R. Singh |
|  |  | 234 | N. McIntosh |
|  |  | 240 | B. Tahiliani |
|  |  | 241A/B | Office Space |
|  |  | 242 | C. Kelley |
|  |  | 243 | D. Howard |
|  |  | 244 | N. Huggins |
|  |  |  |  |
|  |  |  |  |
| **4** | **K. Jones** | 245 | Office Space-Crystal |
| **Central** | **C. Heard** | 246 | Office Space -Charleen |
|  |  | 247 | D. Costello |
|  |  | 248 | K. Rahim |
|  |  | 249 | K. Saint Dick |
|  |  | 202 | J. Barefoot Smith |
|  |  | 203 | Sociadad Latina |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Naia Wilson** |  | **Front** |
|  | **Norma Colon** |  | **Front** |
|  | **Cory McCarthy** |  | **Back Parking Lot/Gym Side** |

**SAFETY/EMERGENCY PLAN**

**HYDE PARK EDUCATIONAL COMPLEX**

**BOSTON COMMUNITY LEADERSHIP ACADEMY & NEW MISSION HIGH SCHOOL**

**RECEIPT AND ACKNOWLEDGEMENT**

I have read the above Safety Plan and acknowledging my designated location outside of the school building and my responsibilities during an evacuation.

Staff Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please print*

Staff Member signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_