

**St. Johnsbury School District
Handbook of Steps for School Personnel
During an Emergency**

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Accidents (Buses)

It is necessary to have established precautionary/emergency procedures for field trips and athletic team travel.

Bus Procedures – Athletic/Field Trips

- Butler's Bus Service should do a pre-trip inspection of the bus both before departure and after return.
- Take attendance on the bus before leaving. Keep an accurate list of students and adults with a designated individual (coach, house leader, etc.). If the trip leaves before or after school hours, or on a weekend, leave a list at the receptionist's desk. This list should contain the following information:
 - Student's/Adult's Name
 - Grade
 - Classroom Teacher

Suggestion: If you have a group that travels often, such as an athletic team, make a master list at the beginning of the season/year and leave it with the receptionist. Update the list as needed.

- Carry a copy of the correct attendance list with you on the bus. In case of an accident, not only the school must know who is there, but also the medical personnel on the scene must know who is there.
- Carry with you on each trip a copy of the parental permission slip that gives permission for both the trips and for emergency medical treatment.
- Before the return trip, make sure that all of the students and adults who went with you are accounted for. If a student returns with his/her parent, update your list before starting back. Students who went with you must return with you unless they return with their own parents/guardians. Students may return with other students' parents only if they have written permission from their own parents/guardians.
- After you return, make an oral and a written report of any problems with the bus or with the students. Bus problems or malfunctions should be reported to Butler's Bus Service and/or the Bus Coordinator. Student problems should be reported to the appropriate administrator.

St. Johnsbury School AED (Automated External Defibrillator) Procedures

**There is one AED, located in a box by the entrance to the nurses' office.

If a student or staff member collapses and is unconscious:

- Call Lorie in the office (extension 1150); ask for an AED trained staff member. Remember to let Lorie know where in the building he/she is needed.
- Lorie will then announce over the intercom, "AED needed in (location) ."
- All AED staff will respond to the area. One will call 911.
- A second responder will meet EMS at the front entrance of the building and direct them to the scene.
- An administrator will notify the parent/family member.

AED Trained Staff Members:

- Bernice Burroughs
- Carol Brill
- Kara Lufkin
- Louisa Driscoll
- Simon Fisher
- Donna Goodhue
- Deb Sanders-Dame
- Julie Sturm
- Jennifer Terrill
- Otto Wurzburg
- Steve Mest
- Nancy Fried
- Stephanie Rowe
- Louisa Driscoll
- Sharon Iverson

Allergic Reaction

Many students and staff are allergic to certain foods or food additives or may develop a dangerous reaction to prescription medicine or other chemicals/substances.

- All professional staff and food service personnel are informed at the beginning of school of students with known severe food or insect allergies. A care plan is given to the classroom teacher.
- Professional staff gets yearly training in administration of Epi-Pen.
- If any student shows signs of allergic reaction (e.g. difficulty breathing, hives, swelling of mouth, lips, throat), a responsible adult will contact the school nurse (ex. 1172) or the ambulance (911). Be sure to stay on the line until 911 tells you to hang up.
- Send a runner for adult help in the classroom.
- Keep the student quiet. Maintain an open airway. Be prepared to administer mouth-to-mouth resuscitation and/or Epi-Pen.
- Keep the general student population away from the person who is having the reaction.
- Complete an incident report and file it with the superintendent.

Bomb Threat

- Follow fire drill procedures and line up by core class.
- Take attendance.
- If it is raining, temperatures are too cold, and/or the crisis warrants, teachers will be asked to escort their classes to assigned locations. See attached evacuation plan.
- Office personnel will remove core class lists and student emergency phone numbers from the office.
- The principal or designee will call the appropriate police and will make reasonable efforts to ensure that the school building is safe before allowing students back into the building. Students will be returned to the building as soon as possible or moved to evacuation sites. The fire department will be called by the police department if the need arises.
- Any parents who take their children home will sign their child out at the desk located at the entrance to the evacuation sites.

Bomb threats will be assessed in the following manner:

- Any time there is immediate safety danger, the fire alarm will be pulled (if the threat includes date, time and/or type of device).
- When the threat has indicated that the bomb will go off at some specified time in the future, students will be told that there is a practice fire drill over the PA system and asked to evacuate immediately.

Building Security Protocol

The following has been established by the St. Johnsbury Police Department, Kingdom Cleaners, St. Johnsbury School Facilities Coordinator, and the St. Johnsbury School Administration.

- All classroom doors and windows should be locked by the teachers at the end of the day. Kingdom Cleaners will relock the doors after each house has been cleaned.
- Kingdom Cleaners will unlock the entrance doors at 6:30am. All doors will be locked at 8:00am. At 2:30pm the doors will be unlocked for dismissal. At 4:00pm all doors will be re-locked. There will be a door monitor on duty from 3:00 pm to 7:00 pm at the Barker Avenue entrance.
- All exterior doors will be locked and the only access will be through the keypads during weekends and holidays. Professional staff has weekend access; other requests go through the facility usage protocol.

Break-In Protocol

- If an employee observes evidence of a break-in during the school day, call the administration immediately.
- If an employee observes evidence of a break-in during a weekend, after hours, or during vacation, the following three calls are to be made:

St. Johnsbury Police: 748-2314

Facilities Coordinator: Tom McCaffrey: (home) 748 – 2725 (cell) 249-7010

Call an Administrator

Principal: Bernice Burroughs (home) 461-6069 (cell) 535-1613

Superintendent: Nicole Saginor (home) 603-675-2715 (cell) 272-8859

Business Manager: Kathy Ducharme (home) 749-9537 (cell) 274-8236

Dir. of SSC.: Deb Sanders-Dame (home) 603-638-2848 (cell) 274-6152

If you reach an answering machine, you may leave a message. However, call the next person on the list until you speak with someone.

*** Please do not disturb any evidence by picking up glass, etc. It is considered a crime scene until the police investigate.

Child Abuse

Any staff member, regardless of whether they are mandated reporters, who suspects child abuse or neglect is requested to report this to the principal. The school nurse and guidance counselor will also act as a resource person for the district and will report the incident no later than 24 hours after the abuse or neglect is suspected.

If the staff member has reason to believe the suspected abuse has not been reported, then he/she has the obligation to make an independent and confidential report directly to the Department for Children and Families (DCF). If the child's safety or health is considered to be in jeopardy, an oral report should be made immediately.

If an oral report is made, it shall be followed by a written report. The written report should be filed on form DCF-305 and shall include:

- the name and address of the reporter,
- name, address, age, and phone number of the child,
- name, address, and phone number of the parent or other person legally responsible for the care of the child (guardian, foster parents, etc.),
- nature and extent of injuries, including specific observations, quotes from the child, etc., and
- any other information, which would be helpful in establishing the cause of the injuries or reasons for neglect, as well as protecting the child or assisting the family.

Crisis Response Team

Members of the crisis response team have two roles. They work together to prepare advance plans and protocols that are used to create school policies and procedures. The team also is convened during a school emergency to help plan the crisis response.

School Nurses

Louisa Driscoll.....	Ex.	1172
Stephanie Rowe.....	Ex.	1172

Guidance Counselors

Brian O’Farrell.....	Ex.	1164
Nancy Fried.....	Ex.	1165

Home/School Coordinators

Simon Fisher.....	Ex.	1203
Jennifer Fournier.....	Ex.	1102

Behavior Data Management Specialist

Jodie Elliot	Ex.	1221
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Administration

Bernice Burroughs- Principal	Ex.	1162
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Police Chief

Richard Leighton.....	748 – 2314
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Fire Chief

Troy Ruggles.....	748 – 8924
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Death of a Faculty/Staff Member/Student

- The principal shall be immediately notified.
- The crisis response team shall be contacted for an immediate meeting to assist the principal.
- If possible, before school starts, the crisis response team may:
 - Meet with faculty to provide them the opportunity to deal with their own feelings.
 - Let faculty know about supports available for the day and where team members will be located.
 - Discuss how faculty can deal with their students.
 - Contact additional comfort team members if necessary.
- The principal or the crisis response team may arrange a student assembly or class meeting room. The meeting should relate to the facts of the event and announce arrangements (memorial service, etc.).
- The principal or designee may arrange an after-school faculty meeting to:
 - Support the faculty dealing with the issue,
 - Discuss students who appear to be particularly affected, and/or
 - Plan strategies for the next few days.
- The principal and/or designee shall schedule faculty/staff follow-ups as deemed necessary.

Early Release of Student

A request for any individual student to leave the classroom or school must first receive office approval:

- Student must have a written request from the parents/guardians for early release.
- Refer all requests to the receptionist, who will then notify the safety officer and/or his designee.
- At no time should a child be released to an adult who appears to be under the influence of drugs, alcohol, or presents emotional instability.

In any case that these procedures are not followed, an administrator shall be notified.

Emergency Communications and General Information

Superintendent – Nicole Saginor	Work # - Extension 2315 Cell # - 272-8859
Principal – Bernice Burroughs	Work # - Extension 1162 Cell # - 802-535-1613
Director of Student Support Services – Deb Sanders-Dame	Work # - Extension 2311 Cell # - 274 – 6152
Business Manager – Kathy Ducharme	Work # - Extension 2316 Cell # - 274 – 8236
Police Emergency	911
Police Local Phone	748 – 2314
Sheriff	748 – 6666
State Police	748 – 3111
Fire Emergency	911
Fire Local Phone	748 – 8924
Ambulance/EMS (Calex) – Emergency Local Ambulance)Calex	911 748 – 7599
Hazardous Materials/Poison Control Center	658 – 3456
Vermont Health Department	1-800-640-4374
Child Abuse Reporting DCF	1-800-649-5285 748 – 8374 Fax #: 751-3203
American Red Cross	1-800-660-9130
Mental Health (NEKHS)	748-6750
Roland’s Wrecker Service	748-8830
Radio Station	WGMT (97.7 FM) 626-9800 KIX (105.5) 748-2344 The Point (95.7) 748-4055 WSTJ (1340 AM) 748-2345
Weather Station	WCAX Channel 3 – 802-658-6300 WNNE TV Channel 31 – 802-295-3100
Bus Coordinator (Darlene Jewell)	626-4712 Fax #: 626-4715 Cell: 748-3866
Town Taxi	748 – 1119
Fairbanks Museum	748-2372
Kingdom Cleaners	748-2900
Lyndon State College	626-6200
Northeast Kingdom Youth Services	748-8732
St. Johnsbury Rec. Department	748-8414
St. Johnsbury Academy	748-8171
Town Manager’s Office	748-4331 Fax #: 748-1267

Evacuation

Evacuation Procedures: ** *Please refer to “evacuation protocol” – next page*

- An administrator issues evacuation procedures after quickly consulting with members of the crisis response team.
- Close windows and doors, turn off lights, gas, air conditioning, and/or heat (when applicable).
- All students and staff travel to designated safe areas and away from where emergency service vehicles would enter school complex (see below).
- For extended evacuations, direct students and staff to walk to prearranged “safe” areas.
- In both circumstances, take attendance and report missing persons to a crisis response team member.

EVACUATION ROUTES – REVISED October 2009

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Grades 8 and 6	Stairs to upper plaza then proceed to 5 – 8 play area	Through common area, out to hallway and down stairs, around outside of building to West parking lot.
Upper Library	Out to main hallway, down stairs to upper plaza then proceed to 5 – 8 play area.	Out West end of library, down hall stairs, around outside of building to West parking lot.
Lower Library	Out to upper plaza, across to 5 – 8 play area.	Out to West end of library, around outside of building to West parking lot.
Grades 1 and 2, Elementary Art and Music and Multipurpose room	Exit by auditorium door down two sets of stairs, then turn left up two sets of stairs, across grass to 1 – 4 play area.	Out East end of 1/2 house across 1 – 4 play area.
Grade 7	Through house, down hall stairs to bus loop, then to West parking lot.	Through common area, down stairs to upper plaza, across to 5 – 8 play area.
Grade 5	Through 5 th grade hallway to main corridor, down stairs out to plaza, down stairs to 5 – 8 play area.	Through 5 th grade hallway, left to stairs, out to West parking lot.
Grades 3 and 4	Out to main hallway, proceed through 1 st plaza door to 5 – 8 play area.	Out to hallway, left out door to Western Avenue across to West parking lot.
7 th and 8 th IS, SSC, Supt’s office, Health, Language, ESL, Computer Lab, S. Cherry, Jewell and Main Office.	Down stairs at East end of hall to bus loop to West parking lot.	Down stairs at West end of hallway to bus loop to West parking lot.
Gym	Out East door, proceed to 1 – 4 play area.	Out to main hallway, through main entrance to 1- 4 play area.
Cafeteria	Out to main hallway (spine), proceed through main entrance to 1 – 4 play area.	Out West end door, through exit to bus loop to West parking lot.
Band	Out main door to East parking lot.	Through primary music room, out exit to 1 – 4 play area.

EVACUATION ROUTES, CONTINUED

Auditorium	<p>Top Seat Sections – out East aisle door and across to 1 -4 play area; Lower seats exit out East and West lower doors; East door goes through main hallway out main entrance to 1 – 4 play area; West door goes out to stairs, down stairs and across to 1 – 4 play area.</p>	
Kitchen and Maintenance Area	Out loading dock door to East parking lot.	Out West cafeteria door, right to exit to West parking lot.
Grades Pre-K and K	Out rear double doors across to 1 – 4 grass area.	

STJSD Evacuation Plan

The initial call will be a fire drill. Staff and students will evacuate the building and move to the regular fire drill locations. From this point forward, Crisis Response team members will evacuate to their designated areas and be carrying radios in order to relay information:

Simon Fisher and Steve Mest will report to the basketball court for any fire drill,

Ellen Gonyaw, Stephanie Rowe and Louisa Driscoll will report to the Western Avenue doors,

Brian O'Farrell, and Jen Fournier, will report to the side parking lot, and

Nancy Fried, Tracy Simpson, Kara Cantin, and Jen Hallett, will report to the little playground (crisis team members are listed in order of "leadership roles." For example, Nancy will relay information. If Nancy is not there, Tracy would do it, etc. This is the case in all areas).

Bernice (1nd) , Deb Sanders-Dame (2nd) will be responsible for giving instructions over the radios, in order to be relayed to each of the four groups. If an evacuation from the property is necessary, Bernice will announce over the radios, "This is an evacuation. Move to St. Johnsbury Academy." Bernice or Deb Sanders-Dame or designee will call Mark Jenks at the Academy (751-8171) to alert him of the evacuation.

From your fire drill locations everyone will move in the following directions, in order of lines closest to Barker Ave (for example, for students lined up on the basketball court, the line closest to Barker Ave end of the court will move first, followed by the second line, etc.):

- People at the Western Avenue doors will travel up Western Avenue, onto Barker Avenue, down the St. J. Academy campus and into their gym.
- People on the basketball court will travel across our soccer field, across the tennis courts, down Barker Avenue, onto the St. J. Academy campus and into their gym.
- People on the little playground will travel across our upper parking lot, down Barker Avenue, onto the St. J. Academy campus and into their gym.
- People at the side parking lot will travel across the playground, across the basketball court, across the soccer field, across the tennis court, down Barker Avenue, onto the St. J. Academy campus, and into their gym.

The expectation is that there will be two single-file lines traveling down to the Academy:

- People at the side parking lot will connect onto the end of the people at the basketball court to create one line.
- People at the Western Avenue doors will connect onto the end of the people at the little playground to create the second line.

One other addition to our evacuation plan is that each teacher will bring a copy of their class list with them during a fire drill/evacuation. Ultimately, you will end up back with your classes when we get to the Academy. You would then take attendance, then report to your crisis team representative so that we can be sure that everyone is accounted for. Bev will also need to bring the box with all parent contact information in order that we can contact parents if we need to.

In the event of a real evacuation, the crisis team would contact

- Police
- Fire
- Radio
- Bus

If we were in a situation where students/staff could not return to school, Butler's Bus Service would arrive at the Academy and transport students from there.

Fire Drill

The alarm for a fire will be a continuous blast from the alarm system. Posted in each room is an exit procedure for that room. Primary routes red and alternate routes blue. Teachers will exit the rooms last. Doors and windows should be closed and lights turned off by the last person exiting the room.

Follow “evacuation” procedures.

Hazardous Materials

Hazardous materials include poisons, fertilizers, biological contaminants, explosives, and other corrosive materials, which have the potential of becoming a hazard in the immediate vicinity of the school.

- Notify the school nurse, an administrator, and head of maintenance, and provide medical assistance as appropriate.
- Follow school policy and procedures for evacuation or lockdown. Call Calnex Ambulance and/or St. Johnsbury Fire Department if necessary.
- Activate the crisis response team and decide a plan of action.
- Seek treatment for any student or staff exposed either through inhalation, skin exposure, swallowing, or eye contact.
- Determine location, quantity, and concentration of hazardous materials exposure; evacuate students as necessary. Seal off area of leak/spill.
- Fire chief will work with the safety officer to direct the procedure for evacuation; staff will take attendance and report any missing students to the office.
- Notify parents if students are evacuated.
- See “Media Communications Plan.”

Intensive Student Support Team – Call List

In the event of a crisis, call Student Support Center.

If no answer, call Bev (ext 1154) and she will page for assistance in the following order:

PK/K-3

Tracy Simpson - Kelly Blair – X1135

Steve Mest

Nancy Fried

Jenn Fournier

Susan Dumais/Jenn Hallett (1/2 Sp Ed Students Only)

Kara Lufkin (Sp Ed Students Only)

Madge Rossinoff/Cheryl Lacaillade (PK/K Sp Ed Students Only)

Shannon Maloney (3 Sp Ed Students Only)

Jodie Elliot

Bernice Burroughs

4 -8 House:

Ellen Gonyaw – Kelly Blair – X 2312

Steve Mest

Brian O'Farrell

Simon Fisher

Jennifer Terrill (4 Sp Ed Students Only)

Karlene Dussault/Michael Redmon (5/6 Sp Ed Students Only)

Lynn Benoit/Brice Shepardson/Ryan Fay (7/8 Sp Ed Students Only)

Jodie Elliot

Bernice Burroughs

Lockdown

Lockdown means all students and staff members remain in their designated workspace/classroom or immediately move to an enclosed room. Use of lockdown procedure should occur when an emergency situation exists somewhere else within the school or in the immediate area outside the school, where the presence of students and staff would place them in a dangerous or life-threatening situation.

Outside Doors: To be used if we know an intruder is coming.

- Principal or designee will alert custodians to lock all outside doors and station someone at the front entrance and lobby entrance to unlock doors and direct traffic. Students in jeopardy will be removed from class and stay with the Principal.
- Police will be called and fire dispatch will be notified.
- If a fire alarm is activated, students will follow normal fire evacuation procedures until they get outside. Depending on the situation, they may be instructed to go to evacuation sites.

Classrooms: To be used if there is either a weapon in the building or an intruder already in the building.

- Principal, after consulting with the crisis response team whenever possible, has the receptionist make a PA announcement, "Secure the building, this is a lockdown." Police are called, fire dispatch will be notified.
- Staff lock closest door if they can (doors are not to be barricaded). Since classroom doors cannot be locked from the inside, staff will be directed by the phone system if it is safe to go out to the hallway and lock their door. Staff will direct students to remain in the room away from the door.
- If fire alarm is activated during lockdown, staff will remain in classrooms with children until they hear a PA announcement with instructions. All students who can be evacuated safely will be evacuated.
- Staff will remain in lockdown mode until the Principal makes the announcement, "All clear" over the PA system.

No Passing: To be used if there is an injured person in the hallway or if there is a student in crisis in the hallway.

- The principal or designee will announce, "No passing" on the PA.
- Students are to remain in rooms until further notice (no changing classes).
- Principal or designee will announce, "Passing can resume" when situation is cleared.

Serious Injury/Illness

Injury or illness can happen at any time without prior warning or symptoms and must be dealt with swiftly and appropriately.

- A responsible adult will contact the school nurse (1172) or ambulance (911) and the parent. Remember to stay on the line until 911 tells you to hang up.
- Send a runner for adult help with the classroom. Keep the general student population away from the person who is injured or ill.
- Follow the lockdown (“No passing”) procedures if necessary.
- Maintain open airway and administer CPR if necessary.
- Immobilize the person if he/she is suffering from head or neck injury.
- Control bleeding by applying direct pressure.
- Help prevent shock by keeping the victim warm and calm.
- Check for medical alert tags.
- Complete an incident report and file it in the superintendent’s office.

Suicide/Attempt Protocol

Suicide: A threat or attempt to take one's life.

In the case of a potential suicide or of suicidal ideation, the faculty or staff person first becoming aware of the situation should:

- Isolate the area of the school where the suicide (attempt) occurred.
 - Be certain that an adult is with the student and that an adult remains with the student at all times until the situation is no longer a threat, and
 - Contact the principal or designee.
- An administrator, school counselor, or school nurse will meet with the student to assess the situation and then designate a team member to remain with the student.
- The crisis response team members and Northeast Kingdom Human Services shall contact the parents for an emergency assessment.

Suicide Attempt:

- If an attempt is made at school, immediately contact a member of the crisis response team. They will then assess the situation and make a decision that may include calling an EMT or the police (748-2314).
- A student is never to be left alone from the time that any representative of the St. Johnsbury School becomes aware that he or she is a potential suicide threat until the situation is resolved and suicide is no longer a threat.
- The parents of the student shall be contacted and requested to come to the school as soon as possible.
- If, for any reason, the parents are unable to come to school, or if the school is unable to make contact with the parents, the student is to be taken to the Emergency Room at NVRH for treatment and an evaluation by a licensed clinical mental health worker, licensed psychologist, or psychiatrist. The written results of this evaluation need to be shared with the principal prior to the student's return to the St. Johnsbury School.
- The principal will contact the crisis response team for an immediate meeting to discuss the situation.
- In the case of suspected abuse, the principal or designee shall follow the mandatory reporting laws.
- The principal or designee shall notify, on a need-to-know basis, appropriate school personnel.

Weapons and Threats of Violence

Any students or non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any school environment.

Weapon is defined as any firearm loaded or unloaded, chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death. A weapon is also considered to be any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

Students or staff members who become aware of another student making a statement that encourages, predicts, or threatens an act of violence with a weapon will notify the administration immediately. The school administration takes a position of "zero tolerance" on any such threats.

Notify a crisis response team member immediately.

Procedure for student offenses under policy:

- Isolate the student and confiscate the weapon (if it can be done safely), or call the crisis response team (the crisis response team will make the assessment if the police are needed).
- Notify police
- Notify the parent/guardian.
- Hold a re-entry meeting with the student before being allowed back into school.

This will:

- Inform the student of the policy provision that has been violated;
- Confront the student with evidence, and
- Provide an opportunity for the student to respond to the allegations.