## **Fire/Explosion**

! If there is a fire hazard or explosion hazard, do not use cell phones or radios and do not turn light switches on and off.

! Do not try to fight a fire yourself

Fire extinguishers are located ***ON EVERY LEVEL***

Fire alarms are located ***NEXT TO EVERY ENTRANCE/EXIT DOOR IN THE MAIN FLOOR. SECOND FLOOR ONE BY EACH SIDE OF THE STAIRS AND ONE IN BASEMENT.***

* Activate the fire alarm or send someone to activate it.
* Call 911; give the most specific information possible about the fire’s location. (Do not hang up; keep the line open.)
* Follow instructions for an evacuation. Stay low to avoid smoke. Shut doors behind you when possible to help keep the fire from spreading.
* Ensure that the path is clear for emergency vehicles.
* Send someone to direct emergency responders to the incident site. Provide responders with a school map and a master key and let them know if anyone is still in the building.
* Notify the district office.
* Notify **HEAD OF SCHOOL** and firefighters of any missing students.
* Follow procedures listed in the “Warning and communications” section for informing families.
* Document the incident.

**FIRE/EXPLOSION**

**Hazardous Materials Release**

! If there is a fire or explosion hazard, do not use cell phones, radios, or pagers within 15 feet and do not turn light switches on and off.

! If you smell gas or hear a blowing or hissing noise, and leave immediately.

! Avoid any contact with a hazardous material spill. Do not attempt to clean it up or remove it yourself; contain it if possible and wait for trained responders.

! If you come into contact with a hazardous material, remove contaminated clothing and shower or wash down immediately. Cut off contaminated clothing rather than pulling it over your head.

! Do not eat, drink, or apply makeup if there is any chance your hands may be contaminated.

The following hazardous materials are located on campus: ***BLEACH, PAINT, and CLEANING MATERIALS[[1]](#footnote-1)15***

Their Material Safety Data Sheets (information on decontamination and first aid) are located: ***CUSTODIAN CLOSET[[2]](#footnote-2)16***

In-school contact for help with hazardous materials: ***HEAD OF SCHOOL***

Community contact for help with hazardous materials: ***TOWN OF FAIRFIELD EMERGENCY MANAGEMENT DIRECTOR***

**HAZARDOUS MATERIALS**

Lockdown – Site Specific – Maine Academy of Natural Sciences, Moody School Building

! Only lock external doors if they can still be opened from within for use as exits.

! Do not use cell phones or radios, or turn lights on and off, if there is a risk of explosion within 15 feet.

The alert for a lockdown is ***LOCKDOWN***

During a lockdown, classrooms will communicate with the school office by ***INTERCOM, CELL PHONE, and E-MAIL***

The all-clear signal is ***HEAD OF SCHOOL, ASST. HEAD OF SCHOOL & Law Enforcement will unlock classroom doors.***

**School office steps**

* Call 911. (Do not hang up; keep the line open.)
* Give the lockdown alert.
* Assign staff to sweep common areas to make sure everyone is in a safe, locked room. Make sure they have a safe place to go when they are finished.
* Hold all bells and intercom announcements from being sounded.
* Notify Charter Commission.
* Assign someone to take notes for a record of the incident.
* Ignore fire evacuation bell unless accompanied by official notification

**Classroom steps**

* Look for students in the hallway immediately outside the room and bring them in quickly.
* Close the door; lock it if possible. Leave curtains and blinds open unless directed to do differently. Red car in window indicates injury, missing student, or other emergency situation. Green card means all present and accounted for. No card at all indicates hostage situation in room
* Turn off lights (including computer monitors).
* Stay away from doors and windows and behind a solid wall if possible. Remain quiet.
* Take attendance and check for injuries.
* If there are extra, missing, or injured students, inform the office. Otherwise, make sure the teacher can be reached (e.g., phone ringer is on) but do not call out.
* Consider and care for any special needs.
* Reassure students and set a calm example. Engage students in quiet activities.
* Do not open the door until ***ALL CLEAR SIGNAL***

**If you are not in a classroom**

Unaccompanied students: Go to the closest room supervised by an adult; follow instructions.

Teachers with students: Take your students to the nearest secure room or to the emergency assembly area; follow instructions for classrooms, but let the school office know where you are.

**If you are outside the building**

Use your judgment as to whether you can more quickly reach a safe place on campus or off campus.

Once you have reached safety, if there is a safe way to let the school office know your location, do so.

**LOCK DOWN**

Lockout/secure campus – Site Specific - Maine Academy of Natural Sciences, Moody School Building

! Only lock external doors if they can still be opened from within for use as exits.

! Do not use cell phones or radios, or turn lights on and off, if there is a risk of explosion within 15 feet.

The alert for lockout/secure campus is ***SECURE SCHOOL***

During a lockout, classrooms will communicate with the school office by ***INTERCOM; CELL PHONES***

The all-clear signal is ***ALL CLEAR, HEAD OF SCHOOL, ASST. HEAD OF SCHOOL, OFFICE MANAGER, OR CUSTODIAN are*** authorized to announce it.

Lockout/secure campus is similar to a lockdown but allows classroom activities to continue. It can be used when the known or suspected danger is outside the school.

* Carry out a reverse evacuation (anyone outside of the school comes in).7[[3]](#footnote-3)
* Evacuate temporary buildings to the main building.
* Cancel outside activities.
* Lock all doors and windows.
* Station observers.
* Close blinds or curtains on outside windows.8
* Classrooms stay in close contact with the office; office stay in close contact with first responders.
* Continue classroom activities.
* Be prepared to go into lockdown.
* Reassure students and model calm behavior.
* If central meeting place is needed, students will **congregate in BMR.**

**LOCKOUT/SECURE CAMPUS**

**Bomb Threat**

Give every bomb threat a careful assessment, even if you think it may be a prank. Always call 911.

**If the threat is in writing:**

* Alert a colleague to begin the emergency response.
* Preserve the note for police with as little handling as possible. ***Place it in a paper bag with minimum amount of handling it.***
* Photograph any threat written on a wall.
* Print out and save any email threat.

**If the threat is by phone:**

* Alert a colleague to begin the emergency response.
* Remain calm and courteous.
* Keep the caller talking (if necessary, pretend you’re having difficulty hearing).
* Get as much information about the bomb as possible: Where is it? What does it look like? What will set it off? When will it explode?
* Be aware of background noises and the sound of the caller’s voice.
* Note time of call. Note caller ID if available.**[[4]](#footnote-4)21**

**For all threats:**

* Notify the principal.
* Call 911. (Do not hang up; keep the line open.)
* Ensure that the path is clear for emergency vehicles.
* Send someone to wait **in a safe place** and direct emergency responders to the incident site. Provide responders with a school map and a master key and let them know if anyone is still in the building.
* The danger zone from a bomb blast can range from a few hundred feet to over a mile. Choose an evacuation site with as much distance and shielding (e.g., a building, sturdy wall, or earthen bank) as possible.
* Avoid, and face away from, windows and glass doors.
* As much as possible, leave desks and lockers unlocked.
* Follow evacuation protocol, including attendance; alert principal and emergency responders to any missing students.
* Notify the district office.
* When cleared to return, quickly scan classrooms and other areas again for suspicious or out-of-place objects before allowing students to return.
* Follow procedures listed in the “Warning and communications” section for informing families.
* Document the incident. (Document every threat and the school’s response to it, regardless of whether law enforcement is involved or the school is evacuated.)

**BOMB THREAT**

**Violence and crime on campus**

The situations described below range from almost routine to extremely serious and can sometimes escalate with little warning. In addition to keeping students and others safe, you may need to do the following, depending on school policy and the nature of the incident:

* Keep any potential crime scene as undisturbed as possible.
* Notify emergency responders and the district office.
* Document the incident.
* Provide follow-up care.[[5]](#footnote-5)22

Creating a safe school climate and learning how to effectively assess a potential threat of violence are extremely important tasks that are beyond the scope of this document. One helpful resource is *Threat Assessment in Schools: A Guide to Managing Threatening Situations and Creating Safe School Climates* — a joint project of the U.S. Secret Service and the Department of Education. It is available online from both www.secretservice.gov/ntac.shtml (scroll down) and www.edpubs.ed.gov (enter title in search box).

Unauthorized visitor

The school policy toward visitors is as follows: ***REPORT TO OFFICE, SIGN IN, and GET VISITORS BADGE***

* If possible, ask another staff person to accompany you when you approach the visitor.
* Please ask the visitor to give his/her name and reason for visiting and to check in at the office.
* Accompany the visitor to the office or to the exit.
* If the person refuses to check in or leave, do not force the issue, but notify the office immediately.
* If the person seems hostile or potentially violent, back up but maintain eye contact.
* Always allow an avenue for escape for the visitor and for yourself.
* Keep your posture and facial expression as calm and nonthreatening as possible.
* Don’t argue. Let them vent. Make comments like “What can we do to make this better?” or “I understand the problem and I am concerned” or “We need to work together on this problem.”
* Encourage the person to move away from students; encourage bystanders to disperse.
* Notify the office even if the person leaves the campus. Report as much as you are able to remember about their appearance, including items carried, vehicle, license plate, and any other details.

**Hand Signals - ONE FINGER - All Ok, you can leave; TWO FINGERS - Stay and help; THREE FINGERS - Danger, stay and help – call 911; FIST - Weapon – call 911**

**VIOLENCE & CRIME ON CAMPUS**

### Weapon (no shots fired)

* If possible, isolate the person and prevent him/her from accessing the weapon or backpack.
* If the weapon is in a locker or other storage place, seal off the area.
* If you notice the weapon during class: Stay calm and try not to draw students’ attention to it. Notify the office or another staff person as soon as possible. Do not leave the classroom.
* If the individual displays the weapon or makes a threat, do not try to disarm him/her. Avoid sudden moves. Speak calmly and address the person by name. Make sure that both you and the armed individual have an escape route at all times.
* Move other students out of harm’s way.
* Notify the office. Give them as much information as possible:
* who has the weapon (name or description)
* what the weapon is
* where the individual is
* whether he/she has threatened self or others
* Initiate lockdown. ***Make it top priority***
* Call 911. (Do not hang up; keep the line open.)
* Send someone to wait **in a safe place** and direct emergency responders to the incident site. Provide responders with a school map, a master key, and the location of any video surveillance, and let them know who is still in the building.

**WEAPONS (NO SHOTS FIRED)**

**Shooting**

* Call 911. (Do not hang up; keep the line open.)
* Place the campus on ***LOCKDOWN***.
* If the danger is immediate (such as an active sniper) and you cannot get to a safe location, assume as compact a position as possible, as low to the ground as possible, behind a tree or other structure if possible.
* Do not gather in groups.
* Direct nearby students and staff into rooms that can be locked.
* Notify the ***HEAD OF SCHOOL***.
* Ensure that the path is clear for emergency vehicles.
* Send someone to wait **in a safe place** and direct emergency responders to the incident site. Provide responders with a school map, a master key, and the location of any video surveillance, and let them know who is still in the building.
* Disconnect the television feed, but keep all security cameras on.

**SHOOTING**

**Hostage-taking**

**On the scene**

* Do not argue with a hostage taker. As much as possible, do what he/she tells you to. Treat him/her with calmness and respect. Do not argue, make suggestions, or try to negotiate.
* Observe the person well and try to remember details in order to give a good description later.
* Remain calm and reassure students; encourage safe behavior by students.

**In the office**

* Call 911. (Do not hang up; keep the line open.)
* Prepare a list of who is in the room and prepare to notify their families.
* Send someone to wait **in a safe place** and direct emergency responders to the incident site. Provide responders with a school map, a master key, and the location of any video surveillance, and let them know who is still in the building.
* Once the hostage taker is contained, evacuation may become possible. Announce the evacuation by radio, phone, or in person, but not by the public address system.

**HOSTAGE TAKING**

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)