

# Hill Regional Career High School

## Emergency Crisis Manual

2019 – 2020



**Dr. Zakia Parrish, Principal**  
**140 Legion Avenue**  
**New Haven, CT 06512**  
**(475) 220-5000**

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UPDATED JUNE 2019

<b>CRISIS MANAGEMENT TEAM</b>	
<b>Administrative Team</b> Dr. Zakia Parrish Stephen Ciarcia Mia Edmonds-Duff Tiffany Rauch	<b>Teachers</b> Michael Giardini Dr. Wendy Decter VACANCY Rose Zajac
<b>School Secretary</b> – Shirley Love	<b>School Resource Officer</b> – Liz Almedina
<b>Security Staff</b> Bordeaux, Dion Gibbs, Walter	<b>Social Worker</b> – Diana Westefeld <b>School Psychologist</b> – Dr. Steve Franklin <b>Clifford Beers Clinician</b> – Kerryanne Frank
<b>Parent Liaison</b> - Chantel O'Brien	<b>Custodial Staff</b> - Luis Perez
<b>School Nurse</b> - Caitlin Bruni	<b>Cafeteria</b> – Fallon Streater
<b>YNHH School-Based Clinic</b> Maria Silva Alison Moriarty-Dailey Vanessa Reid	<b>School Counselors</b> Bianca Smith-Huckabey James Pechette
<b>Communication Relations</b> Steve Bethke	<b>In-school Suspension</b> Ron Lecointe

**Chairperson**

Zakia D. Parrish

*Oversees the wide-ranging and specific functions of the team*

**Crisis Team Co-Chairs**

Stephen R. Ciarcia – Mia Edmonds-Duff - Tiffany Rauch

*Assist in all functions and substitutes in the event of the unavailability of the chairperson*

**Counseling Chairs**

Diana Westefeld – Maria Silva - James Pechette - Bianca Smith-Huckabey - Steve Franklin

*Determine the extent and nature of the counseling services needed, triage and oversee referrals to community resources*

**Crowd Management**

All Security Personnel

*Responsible for safe passage, movement of people to a secure location, door security, restricting access to building and ensuring all visitors entering building sign-in the main office.*

**Staff and Students with Physical Disabilities**

VACANCY

*Supervise the evacuation of students with disabilities with the help of aide/teacher for the hearing impaired student.*

**Communications**

Shirley Love

*Handle incoming calls and information, contact appropriate personnel, ensure student sign outs by parents, access notification letters, bus lists, etc. (back-ups: Shawn Blowes). In the event of a Crisis taking place at the school (inside or outside) the NHPS ParentLink system will be activated*

### General Support

Stephen R. Ciarcia; Mia Edmonds-Duff; Tiffany Rauch; Luis Perez; Fallon Streater; Michael Giardini;  
Ron Lecointe; Steven Bethke

*Provide supervision in hallways, walking with staff/students to counseling areas, deliver materials, cover classes, etc.*

### BILINGUAL and MULTILINGUAL STAFF

Abdel-Jalil, Haifa	Arabic
Cardilliaguet, Maria	Spanish
Cotto, Doug	Spanish
Gonzalez, Marilyn	Spanish
Lopez, Carlos	Spanish
O'Brien, Chantel	Spanish
Rodriguez, Victoria	Spanish
Senes, Isabel	Spanish
Silva, Maria	Spanish/Portuguese
Strauch, Derk-Michel	Spanish, French, German
Ramirez , Esau	Spanish
Ukah, Funmilayo	Ibo

### EMERGENCY CONTACT INFORMATION

Fire Department	911
Non-emergency	(203) 946-6237
Police Department	911
Non-emergency	(203) 946-6316
Ambulance	911
American Medical Response (AMR)	(203) 562-4104
New Haven Emergency Medical Services	(203) 946-5464
Hospitals - Yale-New Haven	(203) 688-3333 (203) 789-3000
NH Center for Emergency Preparedness and Disaster Response	(203) 688-3224
American Red Cross	(203) 787-6721

### NEW HAVEN SCHOOL DISTRICT CONTACT INFORMATION

Superintendent's Office	(475) 220-1000
Director's Office	(475) 220-1397
Pupil Personnel	(203) 691-3958
Counseling	
Clifford Beers	(203) 772-1270
Yale Child Study	(203) 785-2513
Social Work	(475) 220-1779

## Staff Roster

### School Administration

Dr. Zakia D. Parrish Principal  
Stephen R. Ciarcia, Assistant Principal  
Mia Edmonds-Duff, Assistant Principal  
Tiffany Rauch, Magnet Resource Coach

### AP Coordinator

Aurora, Gary

### Business

Bisator-Williams, Kimala  
Bryson, Lisa  
Cotto, William Douglas  
Greene, Melissa  
Kane, Sarah  
Keith, Jennifer  
Loman, Patrick  
Schneider, Philip

### Business Manager

Stevenson, Jennifer

### Clerk

Blowes, Shawn  
Love, Shirley (Chief Clerk)  
Ramirez, Diana

### Community Relations/ISS

Bethke, Steven  
Lecointe, Ron

### CNA/EMT/MRT

Haaga, Bonnie  
Zajac, Rose

### Custodians

Goodhue, Shawn  
Perez, Luis

### ELL

Senes, Isabelle

### English

Donahue, John  
Drury, Jennifer  
Gardner, Nicola  
Glassman, Alisha  
Grandfield, Kristen  
Jones, Colleen  
Murphy, Rose  
Robinson, Karen  
Wheaton, Michael

### History

Aurora, Gary  
Brennan, Christopher  
Malafronte, Eric  
Merk, Christopher  
Osborne, James  
Osenko, Mark  
Werth, Benjamin

### Information Technology Tech

Festa, Wayne

### ISSP Coordinators

Argo, Dominique

### Library Media Center

Wilson, Marilyn

**Math**

Alwang, Wes  
Barbarito, James  
Chernovetz, Bradford  
Frank, William  
Nebouvailo, Irina  
Plair, Fihayya  
Rooney, Kathleen  
Shiple, Noelle

**Music**

McCoy, Scott

**NHPD- SRO**

Ramirez, Esau

**Nurse**

Bruni, Caitlin

**Parent Liaison**

O'Brien, Chantel

**PE**

Gawel, Rebecca  
Giardini, Michael (Athletic Facilitator)  
Videira-DiCocco, Bonnie

**Resource**

Pritchett, Gracienne  
VACANCY  
VACANCY

**On-track Coordinator & Higher Heights**

Bigard, Nikia  
Muhammad, Jay

**SBHC**

Felder, Regina  
Moriaty-Daley, Allison  
Reid, Vanessa

Silva, Maria

**Science**

Abdel-Jalil, Haifa  
Brewer, Ted  
Decter, Wendy  
Lavorgna, Devan  
McTague, Terence  
Pratt, Marlene  
Scheetz, Cynthia  
Gabriele, John  
Ukah, Funmilayo

**School Counselor**

Pechette, James  
Smith-Huckabey, Bianca

**Security**

Bordeaux, Dion  
Gibbs, Walter

**Social Worker**

Westefeld, Diana

**Speech Pathologist**

**School Psychologist**

Franklin, Steven

**World Languages**

Bouhouche, El Mahfoud  
Cardalliaguet, Maria  
Drymiller, John  
Gonzalez, Marilyn  
Koehler, Raymond  
Lopez, Carlos  
Rodriguez, Victoria  
Strauch, Derk-Michel

## **EMERGENCY EXIT PLAN ON & OFF SCHOOL GROUNDS**

### **1<sup>st</sup> Floor**

Gymnasium/Pool/Robotics:	Back doors to rear parking lot area, proceed past cafeteria to parking lot near Strong School (Orchard Street)
Main Office:	Main Entrance at the front of the school proceed to main parking area
Library/Media Center	Front Auditorium doors to main parking area
Music/Drama	Back Auditorium doors to main parking area
Faculty/Student Cafeteria	Back Entrance doors to main parking area

### **2<sup>nd</sup> Floor**

Gymnasium/Track	Rooms 201, 202 to east doors to rear parking, proceed to main parking area.
Front Stairwell #1	Rooms 203, 204, 205, 206, 208 – Front Stairwell to Front entrance to building, proceed to main parking area.
Middle Stairwell #2	Rooms: 207, 209, 210, 212, 214 – Middle stairwell to rear entrance by cafeteria to main parking area.
Rear Stairwell #3	Rooms: 211, 213, 216, 218, 220, 222 – Rear stairwell to rear entrance by the auditorium to main parking area

### **3<sup>rd</sup> Floor**

Front Stairwell #1	Rooms 301, 302 (Art Room), 303, 304, 306, 308, 310 – Exit to front entrance at front of the building, proceed to main parking area.
Middle Stairwell #2	Rooms: 305, 307, 312, Faculty Lounge, 314, 316 – Exit middle stairwell to rear entrance by the cafeteria to main parking area
Rear Stairwell #3	Rooms: 309, 311, 318, and 320, 322 – Exit to rear entrance by the auditorium to main parking area
Basement exits	Stairwell #1 to main entrance at the front of the building to the main parking area

### **OFF- SITE**

Primary Location	John C. Daniels – Dr. Marlene Baldizon, Principal 569 Congress Ave., New Haven, CT 06519 Phone: 203-691-3600 - Fax: 203-691-3605
Secondary Location	Senior Center Casa Otoñal – Senior Center – Odalis Cortes 135 Sylvan Avenue, New Haven, CT 06519 Phone: 203-773-1847

## General Evacuation & Accountability Procedures

In the case of a Fire or Building Evacuation the following steps must be followed:

1. All students and staff must leave the building utilizing their assigned exits. (See Above). All students and staff are to report to the main parking lot.
2. Security Team will bring the visitor list and orange parking cones outside.
3. Security team will block off parking lot entrances and exits.
4. Staff/students that are physically challenged should be placed in the safe area on each floor at the top of designated stairwells. The designated stairwells are in the front closest to the Gym, and the one at the rear of the building. The safe area is the landing at the stairwell outside the fire doors. **VACANCY** (if absent - **Ms. Prichette**) and **Ms. Zajac** (if absent – **Mr. Lecoite**) will assist them from this location.
5. Upon exiting the building, all staff members must carry a copy of their class list. Teachers should leave an emergency attendance list with a copy of the emergency attendance report in each classroom they use. This file should be conveniently located and labeled so a substitute teacher can easily access this information.
6. No one is allowed to go to their lockers or anywhere else during an emergency. Students and staff are expected to exit the building as quickly and safely as possible.
7. The administrative team will check each floor before exiting the building.
8. During this entire process, all students and teachers must remain together at all times.
9. Once outside in your designated area, all teachers are responsible to take student attendance. Names of students who are missing must be entered on the Emergency Exit Attendance Report in the proper sections. Students and staff are not allowed to sit in cars located in the main parking area.
10. School Counselors and the Social Worker will rotate around to collect the Emergency Exit Attendance Reports. (Please see attached map with area and counselor assignments.) They will bring the reports to **Mr. Giardini** who will be located in the front of the main parking area on the auditorium side. In the event that **Mr. Giardini** is absent, **Ms. DiCocco** will fill in.
11. If students are missing, **Mr. Giardini** will use mega phone to call students and/or report the names to the outside administrator.
12. Ms. Love will be responsible for taking the student early dismissal log, staff attendance sheet, staff sign-out log, and master student/staff list outside. If **Ms. Love** is absent, **Ms. Blowes** will be responsible for this.
13. If a student is removed from class by support staff, that person is responsible for that student and will assist them during the emergency.
14. Once all students and staff are accounted for, attendance sheets will be submitted to the outside administrator.

## Evacuation During Lunch Waves

1. If the building needs to be evacuated during the lunch period, all students and staff will follow the above directions.
2. Students that are in the cafeteria will report to the main parking area and find the designated section for the class they have that block.
3. Teachers who have students in the cafeteria will report to their department designated area of the main parking lot and meet their students

## Evacuation Before School Begins

1. If the building needs to be evacuated before 7:35 am, all students and staff must exit and report to the main parking area.
2. All staff should follow the above building evacuation procedures.
3. Students should report to the designated area for their period 1A or 1B class. Students should find their teacher to report in.



4. Teachers should report to their designated department area of the main parking lot. Teachers should take attendance for their 1A or 1B classes and follow the above procedures.

## **NURSE**

The Nurse will be located in the front of the main parking area of the building (auditorium side near Mr. Giardini). She will be equipped with first aid equipment, student medication list (only critical medicines) and she will be available to handle most medical emergencies. Regarding staff medications, it is the decision of respective staff members as to whether they wish the nurse to store such materials, and if that is desired, the respective staff member must make such arrangements independently with the school nurse. Rose Zajac will be equipped with first aid equipment in the event the nurse is absent.

## **ADMINISTRATIVE RESPONSIBILITY**

During an emergency evacuation the administrative team will:

1. Check all floors for students and staff.
  - a. Lead for Coordination – Zakia Parrish
  - b. First Floor – Tiffany Rauch
  - c. Second Floor – Edmonds-Duff
  - d. Third Floor – Ciarcia
2. All of the above administrators will report outside to the main parking area.
3. The Principal and other administrators will assess the situation and proceed as necessary.

Key personnel in the building certified to use a defibrillator are.

**Rose Zajac  
Dr. Wendy Decter**

**Clinic P.A.: Alison Moriarity-Daley  
School Nurse: Caitlin Bruni**

If a cardiac emergency should occur in the building during the school day, a **CODE BLUE** alert will be broadcast over the PA system. The following guidelines have been set up for staff to follow:

1. When the main office receives a call (5000, 5001 and 5002) or Security (5007) that a cardiac emergency has occurred, a staff member or security officer will ask you (the caller) to identify yourself and give the location of the emergency.
2. Security or the main office will announce over the PA system that there is a **CODE BLUE** and give the location of the emergency. The person who receives the call in the first place will initiate the call to 911. They will also page **Rose Zajac or Michael Giardini** at the following numbers in case they are in locations that the PA system does not reach.
3. The same person who calls to alert the ambulance will also relay the information that there are EMT staff persons already on scene who have a defibrillator. The school nurse will proceed directly to the location. **Rose Zajac or Michael Giardini** will collect the defibrillator and the oxygen and proceed to the location. Should an emergency occur of this nature and the above named personnel need to respond, the administration will take care of sending coverage to their classes.

All staff in the building are to be aware of these steps and should be able to advise and assist any students who find themselves in a situation where their instructor has been stricken. Students will be instructed to go to the nearest classroom for assistance.

Additional staff members who are trained to use the defibrillator include the Physical Education Department and athletic coaches.

# EMERGENCY EXIT ATTENDANCE REPORT

CLASSROOM #		DATE
TEACHER		
BLOCK		TIME

## PROCEDURE

1. Take attendance once you have arrived to the main parking area.
2. Submit your attendance sheet to one of the guidance counselors or social worker.
3. Stay with your class.

**CHECK BOX IF ALL STUDENTS ARE PRESENT:**

**CHECK BOX IF YOU DO NOT HAVE A CLASS DURING THE EVACUATION:**

<b>A. MISSING DURING DRILL</b>
NAME
1.
2.
3.
4.
5.
6.
<b>B. STUDENTS ABSENT FROM CLASS</b>
NAME
1.
2.
3.
4.
5.
6.

## COMMUNICATION

### Principal and/or Assistant Principals

- Distribute preparation and response manual to all staff; review twice yearly during staff meetings
- Review lockdown and All Clear signals – (Quarterly)
- Practice drills three times per year with entire staff and student body
- Investigate all rumors, verbal or written threats and take immediate action

### Administrative Responsibility by Floor during a Crisis

- Lead for Building – Zakia Parrish
- First Floor – Zakia Parrish
- Second Floor – Mia Edmonds-Duff
- Third Floor – Stephen Ciarcia

### Teachers

- Practice emergency procedures with students three times per year.
- Emergency procedures are always in substitute folders and posted in classrooms.
- Evacuation maps are clearly posted in classrooms.
- Once outside in your designated area, all teachers are responsible to take attendance and monitor students. Names of students who are missing must be entered on the Emergency Exit Attendance Report in the proper sections.

### Communication

- All emergency responders, nurses, teachers, custodians, parents/guardians, support personnel and students will have current Crisis and Emergency Exit Attendance Report information provided to them at the beginning of the school year.
- **ParentLink** – this communication system provided by New Haven School District is currently on-line and phone ready to contact all parents, staff and students in case of an emergency.
- **Telephone Message** (example) – This is \_\_\_\_\_, (a staff member) at Hill Regional Career Magnet High School. Your son/daughter \_\_\_\_\_ has been involved in an accident at the school. Could you please come to the school? I'm sorry, but I don't have any details as yet. Please ask for me, Mr. / Mrs. \_\_\_\_\_ in the main office.

### Media

- All media requests should be referred to Abbe Smith, at the NHPS Office of Communication. All media present will assemble in the library media center and wait for Ms. Smith.
- Inform Principal/Designee as soon as a request has been made.

## HILL REGIONAL CAREER MAGNET HIGH SCHOOL

140 Legion Avenue, New Haven, CT 06519

(475) 220-5000 (Fax # 203-946-5949)

Dr. Zakia Parrish, Principal

Dear Parents,

Maintaining a safe school requires constant care, awareness, and coordinated effort on the parts of all of the members of the school – staff, students, parents and municipal/community organizations. At a time when school-related emergencies and acts of violence have occurred with increasing frequency, it is especially important that every member of the school community is aware of and follows the important procedures described below.

### Building Evacuation:

- In the event of a fire alarm or other similar emergency, students and staff will follow the posted Building Evacuation map that clearly identifies designated evacuation areas on school grounds.
- Attendance will be taken at the designated area several times during the evacuation. Evacuations are emergencies, not times for socialization. To ensure that the staff knows your child's location and status, your child **must** report to and remain in this area – not reporting to or leaving the designated area will be grounds for suspension.
- During an evacuation, no-one should use a cell phone, as the caller's position is traceable via GPS, and explosives are commonly crafted to detonate via any cell phone signal. This is for your child's safety.

### Lockdown:

- In the event of an inside crisis that necessitates students and staff remaining in the building for safety, students and staff will follow the Lockdown Plan.
- During a Lockdown procedure, it is essential that all students follow the plan.
- During a Lockdown procedure, no-one should use a cell phone, as the location of callers can be identified through the phone's GPS system. This is for your child's safety.
- During a Lockdown procedure, no-one is allowed to leave OR enter the building.

### Post Lockdown:

- You will be provided as much information as possible via telephone recording (Parentlink), letter, or where appropriate, both.

Please review these procedures with your child so you both are aware of and familiar with them. If one or more of these plans are in effect, in order to ensure the safety of all members of our school, it is important that everyone follow the rules. If you have questions, feel free to call or stop by the school.

Hill Regional Crisis Response Team

## SUPPLIES

Each administrator will maintain a crisis response bag in their office. The bag will contain:

- First aid supplies (Flashlight, latex gloves, bandages, gauze, disinfectant, and scissors.)
- Pen and paper
- Names and numbers of Crisis Intervention Team Members
- Fire extinguisher
- Student Medication list (see nurse's office)
- Master schedule
- Floor plan of entire building
- Main cell phone (Dr. Parrish)
- NHPS Preparation and Response Crisis Manual

## STUDENT PICK- UP

Parent/Guardian/Adult Pick-Up

- During an emergency, parents who wish to pick-up a child or their children must see Office Clerk and/or Parent Liaison to sign-out a child. Parents will be asked to provide proper identification before a child can be released.
- Names and phone numbers of students and parents:
- Ms. Love and office staff will maintain an updated list of all students and parents with phone numbers.
- I. Students being picked up by their parents or other family members:
  - Designated area for student pick-up will be the Auditorium. If the building is not accessible, a pickup area will be established in the main parking lot.
  - Security staff will be positioned to assist and direct parents coming to pick up students to the Auditorium.
  - Students will be dismissed to either parent/guardian and/or adult **only** with proper identification and a signed release form (parent letter).
  - A sign-out sheet will be kept to record all students who are authorized to leave the building or school property.
  - Students will be dismissed **only** with an in-person request. No students will be released by incoming or outgoing telephone calls.

## EXIT PLAN - PHYSICAL DISABILITY EXAMPLE

If a student has a disability the exit plan below will be established at the beginning of each school year.

Student Name:

Class/Room/Teacher	Responsible Staff	Period of Day
	<b>Advisory</b>	
	<b>A Day</b>	
		1-A
		2-A
		3-A
		4-A
	<b>B Day</b>	
		5A/1-B
		6A/2-B
		7A/3-B
		8A/4-B

## BOMB THREAT

- I. Person receiving bomb threat must:
  - Attempt to learn and record as many details as possible.
  - Leave phone off the hook after taking threat.
  - Immediately notify Principal or Designee and SRO– Please provide description, location and threatening action
  
- II. Principal and/or Designee – Investigate situation, contact School Resource Officer, Security
  - Pulls fire alarm
  - Calls 911 with necessary information
  - Notifies Superintendent, Director’s Office and Chief Reddish.
  - **Does Not** allow anyone to touch suspicious package, items, etc.
  - **Does Not** allow anyone to use any electronic equipment (radios, cell phones, walkie-talkies, MP’3, games, iPods, etc.).
  - **Follows Police/Emergency responders’ instructions.**
  
- III. Teachers, Staff and Students must follow Emergency Evacuation Steps located on page 8.

## SCHOOL LOCKDOWN PROCEDURE Inside or Outside Threat

**Lockdown Procedure** - Practiced every ninety (90) days – Coordinator: Mr. Ciarcia

### **Lockdown Crisis Codes:**

**Full Lockdown:** THIS IS AN EMERGENCY MESSAGE: AN IMMEDIATE FULL LOCKDOWN IS REQUIRED. I REPEAT, AN IMMEDIATE FULL LOCKDOWN IS REQUIRED.

**Partial Lockdown:** THIS IS AN EMERGENCY MESSAGE: AN IMMEDIATE PARTIAL LOCKDOWN IS REQUIRED. I REPEAT, AN IMMEDIATE PARTIAL LOCKDOWN IS REQUIRED.

**All Clear:** THIS IS AN IMPORTANT MESSAGE: THE LOCKDOWN HAS ENDED. I REPEAT, THE LOCKDOWN HAS ENDED.

#### I. Identify Threat

- Principal or Designee (Assistant Principal) initiates call for lockdown
- Principal or Designee - Places call to 911, the Superintendent's Office (475-220-1000) and Director's Office (475-220-1016).
- Principal or Designee instructs clerks to make emergency calls (Chief Reddish and security, 475-220-1681).
- Principal or Designee and Security will meet emergency personnel upon arrival.

#### II. Security and Administration

- Will lock and secure all exterior doors (if possible).
- Turn bells off (if possible).
- Ensure all students and staff are in safe areas.
- Report to crisis management room

#### III. Classroom Teachers:

- Lock classroom door
- Cover classroom window
- Move students to a corner of the room that is not visible from the door.
- Check student attendance and destination logs
- Remain calm
- Ignore bells – Even at Dismissal.
- Teachers are to remind students that cell phone use is prohibited - open cell lines can be traced by an outside source - cell phone use could set off a detonator.
- No one is to leave the room under any circumstances, e.g., to go to the lavatory, or even if taken ill. NHPD suggests all staff consider emergency contingencies should this be an issue.
- If you have an emergency call x3100 or x3199 (Vault)
- If lockdown lasts for an extended period of time (45 minutes or more), Administrators will initiate calls to classrooms to check on status. Then, IF safe to travel in corridors, LIMITED travel to lavatories, Triage center will be allowed.

Teachers must keep classrooms locked until Principal or Designee ends the lockdown

- Key Personnel (teachers) used in emergency situations will be contacted, if necessary, when the general area is deemed safe.

#### IV. Students and staff out of classrooms:



- Dependent on the nature and location of the threat, students and staff on the 1<sup>st</sup> floor during lockdown initiation will immediately go to the Guidance suite or the gym and wait to hear announcement ending the lockdown.
- Dependent on the location of the threat, students and staff out of class on the 2<sup>nd</sup> and 3<sup>rd</sup> floors will immediately go to the nearest classroom and wait for the ALL CLEAR announcement. (Security and emergency staff will be available to direct these persons to a safe space).

V. PE classes

- Immediately move into boys locker rooms and wait for the announcement ending the lockdown.

VI. Passing Time:

- Students and teachers will immediately proceed into the nearest classroom. (Staff nearest to a classroom will secure the area according to the Lockdown procedure and wait for the announcement ending the lockdown.)

VII. Lunch Time:

- Students will be directed into the kitchen areas. Those students outside of the café are directed into the school store.
- If the threat is on the 1<sup>st</sup> floor, students and staff in the cafe may be asked to evacuate the area and report to the basement. Internal Cafeteria Doors Will Be Secured.

VIII. Media Center

- Students and staff in the media center will immediately move into the media room and lock the door.

IX. Auditorium

- Students and staff in the auditorium will remain in the auditorium and all doors will be locked.

X. Staff without teaching responsibilities

- Designated staff without teaching responsibilities will report to the nearest secure room and help keep the environment safe and secure until the announcement ending the lockdown.

## OFF- SITE

If an emergency situation occurs that forces evacuation from school property all students and staff will head to the following two locations. Staff and students will be notified of this by the Principal or Designee.

Primary Location

Strong School - Susan DeNicola, Principal  
130 Orchard Street, New Haven, CT 06519  
Phone: 203-220-4800 - Fax: 203-946-2322

John C. Daniels – Tina Mitchell, Principal  
569 Congress Ave., New Haven, CT 06519  
Phone: 475-220-3600 - Fax: 203-691-3605

Secondary Location

Casa Otoñal – Senior Center – Teresa DeSilva  
135 Sylvan Avenue, New Haven, CT 06519  
Phone: 203-773-1947

## FIELD TRIP EMERGENCY PLAN

### I. Staff on Field Trips

- All staff on field trips will have a list of students, provide the main office clerk with same list and prepare an emergency contact information list for each student.
- Teachers on field trips will leave a working cell phone/ number with main office clerk and class administrator.
- In the event of an extreme medical or security emergency during a field trip, the coordinator must immediately contact emergency responders at 911.
- Trip coordinator will then immediately contact the Principal at (475) 220-5000 and provide a full report and update current status.

## MEDICAL PROTOCOL

Medical protocols are developed by the Department of Health Services for all students whose medical conditions require or may require assistance of school personnel. Classroom teachers and other staff who work directly with these students have information about the condition and a protocol to follow. Conditions which are almost always present in the student population and may require assistance include asthma, allergies, diabetes and epilepsy. For privacy reasons, a complete listing of students and their medications are kept on file in the school nurse's office. A copy will be kept in the Crisis Response Bag in the Administrative office on each floor.

## POST-CRISIS PREPAREDNESS

### Principal and/or Designee

- I. The Administration will determine and announce how the remainder of the school day will be handled.
  - Principal or Designee, if necessary, will convene a student body meeting in the auditorium or share information over the public announcement (PA) system.
  - The bell schedule will be adjusted as necessary.
- II. Communication
  - Principal or Designee will contact parents by way of ParentLink regarding: the Crisis and upon students and staff return to school.
  - The Communication Team will remain in place to handle their responsibilities, (i.e. phone calls/information, contacting appropriate personnel, ensuring student sign-out by parents/guardians and/or adult with proper identification.
  - In the event of a crisis taking place at the school (inside or outside) the NHPS ParentLink System will be activated after response from NHPS Communication Office.
- III. Triage
  - Visibly upset students will be brought to the main office conference room which will be staffed by Social Workers (**Diana Westefeld and Maria Silva**).
  - If determined necessary, a call will be made by the Counseling staff to the Supervisor of Pupil Personnel, Typhanie Jackson (475) 220-1784) and Social Work Supervisor (475) 220-1779, Johanna Champion if a district-wide crisis team is needed.
  - Administrators and Guidance Counselors will visit all classrooms and areas where students are placed to assess the extent of the emotional impact of the crisis and refer students/staff to triage center.
  - Any injuries to staff/student will be addressed by the school nurse (Caitlin Bruni) in the nurse triage wing.
- IV. Crisis Center
  - The nurse's office will be the Crisis Center for students/staff in need of medical and/or emotional support. This center will be manned by support staff (i.e. nurse,

social worker, guidance counselors). It will be left to the discretion of the teacher as to which student should be directed to the Crisis Center.

#### V. Crisis Updates

- Students not in need of medical and/or emotional support and attention will remain in their classrooms
- The Principal or Designee will provide accurate and frequent updates regarding the crisis over the public announcement system.

**SCHOOL:** Hill Regional Career Magnet High School

**Principal:** Dr. Zakia Parrish  
Phone #: (475) 220- 5010; (475) 220-5000 ext. 5010

#### **Building Backup Persons:**

Co-Chair: Assistant Principal, Mia Edmonds-Duff  
Phone #: (475) 220- 5011; (475) 220-5000 ext. 5011

Co-Chair: Assistant Principal, Stephen Ciarcia  
Phone #: (475) 220- 5012; (475) 220-5000 ext. 5012

#### **Building Phone Numbers:**

Main Office: x5000, x5001, x5002  
Main Office Vault: x3199

#### **Crisis Codes:**

- Fire, Explosion, Bomb Threat, Gas/Chemical Leak, etc.: PULL (FIRE) ALARM
- Medical Emergency: CODE BLUE
- Full Lockdown: THIS IS AN EMERGENCY MESSAGE: AN IMMEDIATE FULL LOCKDOWN IS REQUIRED. I REPEAT, AN IMMEDIATE FULL LOCKDOWN IS REQUIRED.
- Partial Lockdown: THIS IS AN EMERGENCY MESSAGE: AN IMMEDIATE PARTIAL LOCKDOWN IS REQUIRED. I REPEAT, AN IMMEDIATE PARTIAL LOCKDOWN IS REQUIRED.
- All Clear: THIS IS AN IMPORTANT MESSAGE: THE LOCKDOWN HAS ENDED. I REPEAT, THE LOCKDOWN HAS ENDED.

#### **Alternative Sites:**

Primary: John C. Daniels  
Contact Person: Tina Mitchell, Principal  
Telephone #: (475) 220-3600

Secondary: Odalys Cortes  
Contact Person: Teresa DeSilva  
Telephone #: (203) 773-1847

**Dr. Zakia Parrish**      08/20/2019  
Signature of Principal      Date

