Marlboro School Crisis Response Protocol

	Da	nte:
Continuous building	acuate the building immediately; get instrugg bell = lock-down (clear the hall, lock extern. Action: message over megaphone	erior doors, close classroom doors)
Emergency:		
Hazardous Waste S	Explosion Fire Severe weath pill Regional disaster Other or: stay in rooms, lock door, lights off, light	
Go to:		
Designated fire dril	l area Marlboro College Academy	School Twin Valley HS
Communication in	ion (phone tree (P&F class parents), messa	ownstairs, Outback, Down Under - Gail
ICS/Media commun	nication: Francie/Steven John, superintend	ent
Emergency Phone Superintendent		
Principal	MES 254-2668, home 464-5169	
Bus coordinator Police	Gail MacArthur 257-7328 911 or Windham County Sheriff 365-49	040 or State Police 254 2382
Fire	911 of windham County Sheriff 303-4.	949 Of State 1 Office 234-2382
Ambulance	911	
Mutual Aid	1-603-352-1291	
	ne 1-877-SAFE-134	
	s Hotline 1-800-641-5005	
Oil Company	Sandri 1-800-628-1900	
Poison Control	1-802-658-3456	

Crisis Plan

Action for Lock-Down:

Procedure when intruder enters the building:

- Continuous interior and exterior bells signal clear the halls, close/lock classroom doors, lights
 out
- Anyone who is outside gathers students in protected area and waits for instructions.
- Students and teacher gather in designated safe corner of classroom for instructions or whisper reading. Stay there until all clear signal.
- Slide red or green card under door (red = problem in room, green = everything ok.)
- Administration (Francie and Gail) in main office.
- All clear signal = 5 short bells

Crisis Plan Binder is housed at the Marlboro Fire House and contains:

Floor plan of the school

Keys to school and classrooms

Crisis protocol with checklist

List of students by grade

Emergency Classroom Bag:

- Hang in corner of classroom where students will gather in a lock-down
- Hang whistle on same hook

Contents:

Crisis Procedures Folder

Sticky notes

Pens/pencils

Flashlight

Book for whisper reading to students

Red and Green cards

Kleenex

Action for Evacuation:

- Identify licensed bus drivers currently in the building and notify them of need.
- Contact additional needed drivers.
- Determine appropriate site for evacuation (Marlboro College, Academy School, Deerfield Valley Elementary)
- Notify Honeywell, 1-800-704-7608, if appropriate, and activate fire alarm.
- Teachers follow Fire Drill procedures, taking Emergency Classroom bag to fire drill location and await information.

^{*}If power is out, megaphone "clear the halls" is signal to clear the halls and secure the classrooms.