

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

*If power is out, megaphone “clear the halls” is signal to clear the halls and secure the classrooms.

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.