

Cabot School

Emergency Procedures: **COMMANDS**

Fire Alarm

Teachers take radios (if applicable), keys, and emergency envelope from wall and lead students to fire exit and fire meeting place.

- Group lines up silently at designated door.
- One adult leads the group to the meeting area, the other adult checks bathrooms and classroom and follows once building is empty of students.
- Doors and windows closed (if you can safely do so), but not locked.
- At meeting area, students silently line up by multi-age group or HS grade-level advisory.
- Teacher reports “all present” with a green card, or “someone is missing or extra” with a red card. Hold card up until area leader confirms attendance.
- The group remains silent until directed to move by incident commander or designee.

Evacuate the Building(s)

*Teachers take radios (if applicable), keys, and emergency envelope from wall and lead students to fire exit and **evacuation meeting place**.*

- Students line up silently at designated door
- One adult leads the group to the meeting area, the other adult checks bathrooms and classroom and follows once building is empty of students.
- At meeting area, students silently line up by multi-age group or HS grade-level advisory.
- Teacher reports “all present” with a green card, or “someone is missing or extra” with a red card. Hold card up until area leader confirms attendance.
- The group remains silent until directed to move by incident commander or designee.

Clear the Halls

No immediate threat - move students to an area of direct supervision.

- Students go to closest room or building where an adult is present.
- Adults close and lock doors.
- Adults do not allow anyone to leave the location.
- Keep school phone lines open for potential emergency use.
- Conduct class as best you can - Limit student cell phone use.

(Clear the Halls and) Secure the Buildings

An external threat to student safety is on or approaching our campus

- Students go to closest room or building where an adult is present.
- Adult directs all room occupants to secure location.
- Adult closes and locks all doors, and does not allow anyone to leave.
- Lights off, shades closed on exterior windows, group remains silent.
- Keep school phone lines open for emergency use.
- The group remains out of site and silent until directed to do otherwise by either a known and trusted voice, or clearly evident law enforcement personnel.

Cabot School

Emergency Procedures

Universal Directions

- Incident Command responsibility lies with the principal unless delegated or superseded by emergency response personnel.
- Once the emergency response system is activated, keep radio channels clear unless you have crucial information, or are called by the incident commander. All communication goes through the incident commander (don't call someone else directly on the radio).
- If not crucial, limit the transmission of sensitive information and student names on our radios. They do not operate on a secure frequency.
- In the case of a fire alarm or evacuation procedure, the principal, guidance counselor and intervention coordinator will remain with the student group. The executive assistant will remain on the town common to direct emergency response personnel. Should emergency response designate a command post on the common, the principal will move to the command post once student attendance is complete.
- Announcements will be made three times, with a pause between each, both on the intercom system and radio system.
- Correct action is always safer than hasty action. Make sure you are calm and collected, so that our students feel safe and well-taken care of. Commands should be loud and direct, but never convey a loss of control.
- Don't be afraid to practice emergency procedures with your students. These procedures should feel natural enough that in case of a true emergency, students are well-informed and well-practiced. Drills are opportunities for practice, not "gotcha" moments.