



September 2, 2014

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE

Approval of Revisions to Emergency Plans Policy

Recommendation: That the School Committee approve the revisions to the Emergency Plans Policy as detailed in the attached document

This policy is being presented for its first reading.

Description: These revisions to the policy are being made in response to School Committee order #C14-085 which states:

“That the Superintendent develop and present to the School Committee for review an updated crisis communication and support policy for district personnel to use in the case of a crisis involving staff or student.”

Supporting Data: Emergency Plans Policy

Respectfully submitted

Jeffrey M. Young, Ed.D.
Superintendent of Schools

File: EBC

EMERGENCY PLANS

Advance planning for emergencies, disasters and other crises is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

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The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, public safety emergencies, and natural disasters.

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The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Public Safety agencies, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

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1. A telephone directory with the emergency numbers for all appropriate emergency responders and agencies who cover the City of Cambridge including Fire, Police List on pages with
2. An Incident Command Organization for each school, as well as overall district, known as the School Administrative Response Team. Also so known as the School ART.
3. Incident Command Action Plan
4. Appropriate Procedures for Media Communications.
5. Critical Incident Response Procedure
6. Individual Building Evacuation Plan
7. Student Family Reunification Procedures
8. Shelter in Place Procedure
9. Lockdown Procedures
10. Medical Emergency Procedures
11. Response Procedures to a Suicide Threat or Attempt
12. Response Procedures for Transportation Incident
13. Response Procedures for Hazardous Material Spill or Release
14. Response Procedures for Gas Leaks

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 ¶
 <#>A determination of EMS response times to any location on the campus.¶
 ¶
 <#>A list of relevant contacts with telephone numbers and a protocol indicating when . each person shall be called, including names of experts to help with post-event . support.¶
 ¶
 <#>A method to efficiently direct EMS personnel to any location on campus, . including the location of available rescue equipment.¶
 ¶
 <#>Safety precautions to prevent injuries in classrooms and on the school campus.¶
 ¶
 <#>A method of providing access to training in CPR and first aid for teachers, athletic . coaches, trainers and other school staff which may include CPR training for high . school students.¶
 ¶
 <#>In the event the school possesses Automated External Defibrillators (AEDs), the . location of all available AEDs, whether the location is fixed or portable, a list of . personnel trained in its use.¶

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15. Response Procedures for Fire Incidents

16. Response Procedures for Explosion

17. Response Procedures for Severe Weather, including winter storms, hurricanes, tornadoes, thunderstorms and earthquakes

18. Response Procedures for Protests or Disturbances

19. Response Procedures for Trespasser, Intruder, Threat or Act of Violence or Hostage

20. Response Procedures for Missing Person or Kidnapping

21. Response Procedures for Sexual Assault or Harassment

22. Response Procedures to any Complaints of Child Abuse, Neglect, Restraining Orders or Custody Issues

23. Response Procedures for Bomb Threats and Suspicious Packages

24. Response Procedures to any Form of Terrorism

25. Response Communication Procedures for non critical incidents

Each classroom shall have a copy of an Emergency Procedures Response Document and each main office shall have a copy of the Emergency Operations Plan.

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In accordance with the requirements of state law, the Emergency Model Response Plan shall be submitted to the Massachusetts Department of Elementary and Secondary Education by September 1st at least every three years and plans must be updated in the case of new construction or other physical changes to the school campus.

Building principals/heads of upper schools will meet all requirements for conducting fire and lockdown drills and Emergency Response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Fire and lockdown drills are important and serious matters. Each student shall, therefore, be informed of the serious nature of a fire and lockdown drills and will be instructed in regard to his or her conduct during such a drill.

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All schools shall conform to the following state regulations when holding fire drills:

1. The responsible school official in charge of the school shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved; such plan to be presented to and approved by the head of the fire department.
2. The principal/head of upper school of each school shall see that each class instructor or supervisor shall receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his duties before he assumes such duties.
3. Every student in all schools shall be advised of the fire drill procedure or shall take part in a fire drill within three days after entering such school.

Evacuation procedures shall be prominently displayed in all classrooms, and shall be reviewed periodically with the students.

The Superintendent also will ensure that all schools in accordance with state law have Medical and Emergency Response Plans in place.

The Cambridge Public Schools, acting through the Chief Operating Officer, shall cooperate with City of Cambridge officials responsible for Emergency Management Planning.

Legal Reference: M.G.L.c. 69, §8A

Adopted: September 4, 2012