

EMERGENCY PROCEDURES

Drill procedures for emergencies and disasters are practiced .

Drop, Cover, and Hold

Is activated to protect students and staff from falling objects or items that may become “projectiles”.

Secure Campus

Is activated when it is necessary to protect staff and students from a threat from outside the school building.

Shelter-in-Place

Is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material.

Lockdown

Is activated when it is necessary to protect staff and students from a violent intruder or any other situation that would entail securing staff and students in their classrooms or other areas that are able to be locked.

Evacuation

Is activated when it is necessary for staff and students to exit the school building.

Reverse Evacuation

Is activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

Scan

Response is activated when it is necessary for staff to look around their area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that required the staff to look for an item which may cause harm.



Berlin Public Schools

Emergency Management Coordinator

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**BERLIN PUBLIC SCHOOLS
EMERGENCY MANAGEMENT**

*Working Together
Keeping Kids Safe*

**SAU#3
BERLIN, NH**

How Parents Can Help

To ensure the highest quality of safety for our students and staff, your assistance and cooperation is critical for the utmost success.

PREVENTION/PREPAREDNESS

- ⇒ Always provide your child's school with the most current phone and emergency contact information
- ⇒ Discuss personal safety with your child
- ⇒ Be assured that school staff are trained in emergency management

RESPONSE

- ⇒ Know all schools have predetermined rally/meeting points upon emergency evacuations
- ⇒ Do not come to your child's school during emergency situations. School access routes must be clear for emergency vehicles.
- ⇒ Avoid calling the school during the emergency. Leave our phone lines open for emergency calls and responders.
- ⇒ Stay close to your phone as listed on your child's school emergency contact for automated updates, instructions and/or reunification.

RECOVERY

- ⇒ Monitor your child's behavior and let the school know if you need assistance or counseling support.
- ⇒ The district will work as quickly as possible to restore normal school operations and will inform parents of any changes.



Safety Measures in Place

- ◆ School entrances are locked
- ◆ School entrances and multiple areas in and out of school have surveillance equipment
- ◆ All visitors must first report to the school offices and sign in
- ◆ Classrooms are equipped with emergency backpacks or buckets with supplies such as: class lists, parent contacts, first aid supplies.
- ◆ Many employees are trained in National Incident Management System (NIMS) and CPR/AED
- ◆ School Emergency Plans are in place and coordinated with the City of Berlin Emergency Management Director and NH Homeland Security



Communications

Internal school intercom systems

Two-way radios for all key school personnel

Radio communications for outside supervision

Automated OneCall notification system

COPsync911 is our direct notification system to law enforcement and local dispatch center.

A.L.I.C.E. TRAINED

- A** **ALERT:** Use plain and specific language to alert others to the danger.
- L** **LOCKDOWN:** Barricade the room. Prepare to *Evacuate or Counter* if needed.
- I** **INFORM:** Communicate the violent intruders location and direction in real time.
- C** **COUNTER:** Create noise, Movement, Distance, and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.
- E** **EVACUATE:** When safe to do so, remove yourself from the danger zone.

REUNIFICATION WITH PARENTS

Parent/child reunification is a systematic process used by the Berlin School District during an emergency/crisis to assist our schools in effectively and efficiently reuniting students with parents and guardians. Directions will be provided via phone contacts and website.

If the school site is evacuated, how will I be able to locate my child?

Parents will be directed to a specific location called a "Parent Reunification Center" where they will be required to show valid identification/photo identification.

Be Red Cross Ready

<http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready>



Berlin Public Schools

Call **911** for emergencies that threaten human life or property