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Bridgeport, Connecticut 06604

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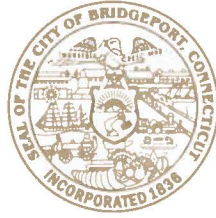
PAUL G. VALLAS
Superintendent of Schools

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May 9, 2013

Dear Parents/Guardians:

RE: EVACUATION PROCEDURES/PROTOCOLS

The enclosed is the emergency procedures/protocols when we have an evacuation in any of our school buildings. Each and every school has a copy of these evacuation procedures, and every staff member has been properly trained and made aware of these same procedures.

Regardless of the legitimacy of any threat, each and every threat ever made against any of our schools is taken seriously and will trigger enactment of our safety protocols. This means that students are evacuated from the building so that police and fire department personnel then inspect the building. Once the building(s) are cleared as safe and secure, all students and staff are returned to the school building(s) to continue their normal day.

These threats and our corresponding mandatory safety responses are time consuming and highly distracting from our instructional/business day. Individuals who engage in this reprehensible behavior interfere with the educational process. We work very closely with the police department and other law enforcement agencies to identify and apprehend those responsible. The consequences for making any threat to our schools will be severe. For students this means automatic expulsion and possible prosecution as an adult. For an adult, this means prosecution and a possible jail sentence.

While we have no choice but to implement our security protocols for the safety of students and staff when threats are received, we will also continue to work with the police and other law enforcement agencies to ensure the safety of our staff and students. District policy is not to dismiss our children unless police advise us that we should view the threat to be real.

Please be assured that your children's safety and security is, as always, of the utmost priority.

In addition to the morning security sweeps of the buildings, school safety protocols include notifying parents and/or guardians any time the building(s) are being evacuated, even in cases where it is obvious

that a threat is a hoax and there is no danger. We firmly believe communication is key and consider ongoing, timely communication a top priority.

This message is not intended to alarm you, but to inform you of the seriousness with which we are responding and to re-assure you that our schools remain safe and secure.

Please accept my thanks for taking the time to read this message and know that all of us at Bridgeport Public Schools appreciate your patience and support. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul G. Vallas". The signature is fluid and cursive, with a large initial "P" and "V".

Paul G. Vallas
Superintendent of Schools

Universal Emergency Procedures

<p>A. <u>Evacuation</u> (For use when conditions outside are safer than inside).</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • A phone blast must be made simultaneous with the evacuation announcement. • Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous). • Take roll book for student accounting. • Assist those needing special assistance. • Do not stop for student / staff belongings. • Go to designated assembly area. • Check for injuries. • Take Attendance; report according to Student Accounting and Release procedures. • Wait for further instructions. 	<p>B. <u>Reverse Evacuation</u> (For use when conditions inside are safer than outside).</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • A phone blast must be made simultaneous with the evacuation announcement. • Move students and staff inside as quickly as possible. • Assist those needing special assistance. • Report to classroom. • Check for injuries. • Take attendance; report according to Student Accounting and Release procedures. • Wait for further instructions.
<p>C. <u>Severe Weather Safe Area</u> (For use in severe weather emergencies).</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • A phone blast must be made simultaneous with the evacuation announcement. • Take the closest and safest route to shelter in designated areas (use secondary route if primary route is blocked or hazardous). • Occupants of portable classrooms shall move to the main building to designated safe areas. • Take roll book for student accounting. • Assist those needing special assistance. • Do not stop for student / staff belongings. • Close all doors. • Remain in safe area until the “all clear” is given. • Wait for further instructions. 	<p>D. <u>Shelter in Place</u> (For use in external gas or chemical releases).</p> <p>When announcement is made or alarm sounded.</p> <ul style="list-style-type: none"> • A phone blast must be made simultaneous with the evacuation announcement. • Students are cleared from the halls immediately and are to report to the nearest available classroom or designated location. • Assist those needing special assistance. • Close and tape all windows and doors and seal the gap between the bottom of the door and the floor(external gas / chemical release) • Take attendance; report according to Student Accounting and Release procedures. • Do not allow anyone to leave the classroom. • Stay away from all doors and windows. • Wait for further instructions.
<p>E. <u>Lockdown</u> (For use to protect building occupants from potential dangers in the building).</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • A phone blast must be made simultaneous with the evacuation announcement. • Students are cleared from the halls immediately and are to report to the nearest available classroom. • Assist those needing special assistance. • Close and lock all windows and doors and do not leave for any reason. • Cover all room and door windows. • Move students to interior walls and drop. • Shut off lights; BE QUIET! • Wait for further instructions. 	<p>F. <u>Drop, Cover and Hold</u> (For use in imminent danger to building or immediate surroundings).</p> <p>When the command “DROP” is made:</p> <ul style="list-style-type: none"> • DROP to floor / ground. • COVER your eyes by leaning your face against your arms. • HOLD present location / position. • Assist those needing special assistance. • Move students to interior walls and drop. • Wait for further assistance.