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May 9, 2013

Dear Principals:

RE: EVACUATION PROCEDURES/PROTOCOLS

The enclosed will clarify and reiterate the emergency procedures/protocols when we have an evacuation. Please make enlarged copies of the enclosed Procedures/ Protocol and post around your buildings. Also, please make sure that during your staff meetings, you clearly go over these procedures so as to clearly identify all processes during a crisis. By sharing and providing copies to your staff, our goal is to effectively minimize confusion during an evacuation.

Should you have any questions or need any further assistance or training, please contact Mr. Shively Willingham at 203-275-1011 or email him at officesupport@bridgeportedu.net.

Sincerely,

Paul G. Vallas
Superintendent of Schools

Enc. (1)

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.