

THREAT RESPONSE PLAN

NEPN/NSBA CODE: EBCAA

These guidelines and procedures are intended to provide the format and structure for the response to threats of violence to the safety of students and others within the school. The plan shall be implemented within these guidelines based on the judgment of the professionals on site. Students and staff shall be provided training in these procedures and drills of the procedures described herein shall be carried out regularly. Copies of this plan shall be distributed to all staff as part of a staff handbook and to town emergency services. Copies shall be kept immediately available in the school office, at the town office, and at the evacuation site.

Threat Situation Types

Level 1: Imminent potential or threat of violence from student/adult such as a threat of use of a weapon, an explosive device or hazardous substance by student or adult

Level 2: Act of Violence by student or adult to include bomb or hazardous substance placement, display of firearms or other weapons including "look alike," discharge of firearm on school property; hostage taking; possession of any explosive device or hazardous substances; discovery of suspected explosive device or hazardous substances; etc.

Notification:

- A. As soon as any staff member becomes aware of any threat situation the staff member shall **immediately**, notify the main office by the safest available means (intercom, student courier, other staff member, direct report)
- B. As soon as the Principal or Superintendent is notified, he/she will contact the Franklin County Sheriff's Office (911) requesting response from police department, ambulance and fire as appropriate. (Police only at level 1; police and others for level 2)

Immediate Assessment:

- A. The Principal or Superintendent or a designee in their absence will assess the nature of the threat and activate the appropriate student safety response
- B. The Principal (or designee in his/her absence/unavailability) will coordinate the student safety response
- C. The Superintendent (or Principal or his/her designee in his/her absence/unavailability) will remain at the threat site awaiting the arrival of the police and monitoring/reassessing the situation as needed, taking prudent care to insure his/her own safety.
- D. The Superintendent or his/her designee shall take no other active measures in response to the threat but shall restrict unauthorized access/exposure to the threat area/event and take prudent steps to preserve evidence.

Student Safety Response

Based on the immediate Threat Assessment, one of the following Student Safety Responses shall be followed to isolate students from any risk the threat presents.

- A. A directive for students, staff and others to leave a threat area and proceed to a designated safe area for further instructions
- B. A lock down directive communicated by intercom or by other means as necessary, for some or

all students and staff to

1. Remain in their rooms or if not in a room proceed to the nearest securable area
2. Lock doors if so directed and practical
3. Assume protected positions within the area they are in (i.e. low against outer wall if threat is outside, low against inner wall if threat is inside.)

C. An evacuation directive for all or selected areas of the building to predesignated fire evacuation areas to await further instructions

D. An evacuation of the school site to the predesignated evacuation site to await further instructions or transport home.

Police Arrival and other Emergency services

With the arrival of the police unit at the school, command authority over the threat situation is transferred to the ranking on-site police officer, who becomes responsible for the security of the scene. Although the police department assumes command authority, the Superintendent, or Principal in the absence of the Superintendent or their designee in their absence shall under normal circumstances remain with the police for consultation and input with respect to the response at the threat scene. Other emergency services, to include fire and ambulance shall deploy as directed by police (community emergency medical services shall stage one unit at the evacuation site). The public will be restricted from accessing the school grounds throughout the crisis period. The Rangeley Police Department shall place one unit on Allen Street to assist as needed in evacuation from school site, and one unit at the entrance to Mendolia Road to limit access to fire and ambulance services only. The command authority shall grant access only following a declaration of the site as safe. Faculty with out direct student supervisory responsibility shall accompany the evacuation and provide assistance as needed including acting as crossing guards, or providing extra supervision and escort of students.

Communication

- A. In the event of a bomb threat or suspicion of explosive devices, neither cell phones nor radios shall be used within 300 feet of the school building.
- B. Upon any evacuation off the school site, the school secretaries shall, from the Rangeley Town Office, initiate contact of parents or designated an emergency contacts to inform them of the situation and advise them of instructions for picking up children at an alternate site. Updated emergency contact lists will be maintained at the school and electronically for access by the school.
- C. Franklin County Dispatch will be contacted following the arrival of emergency services to the school and requested to provide general announcements, as appropriate.
- D. The Superintendent (or designee) shall serve as the media spokesperson through which all media contacts will be made.

Evacuation procedures

- A. In evacuating the school building, faculty shall follow the evacuation procedures of a standard fire drill unless directed otherwise. This includes:
 1. Taking the class lists with them.
 2. Directing and accompanying students out of the building by designated exit and to the designated safe areas.
 3. Accounting for all students under their supervision and noting those missing (students who had

gone to office, bathroom, etc.)

4. Notifying administration of any missing student at the earliest possible time.
5. Not allowing students to delay exit by going to their lockers or gathering their possessions.
6. Not allowing students to approach or reenter the building unless and until faculty receives an official OK to reenter.

B. In evacuating the school site, the faculty will, along with the six tasks listed in “A” above

1. Direct and accompany their students by the school path to alternate evacuation sites as assigned.
2. Remain with their students until students are released to parents, dismissed to busses, or they are relieved and reassigned to other responsibilities. Students are not to be allowed to approach or return to the school site until the site is officially declared safe for re-entry.

Dismissal of Students

The Superintendent (or his/her designee) shall determine dismissal procedures based on the situation to include whether the school can be re-entered (based on command authority advice) and academic time salvaged.

Make-up of class time

Day lost due to threat shall be made up by extension of the school year one day for each day missed due to threat.

Cross Reference: EBCB: Fire Drills
EBCC: Bomb and Hazardous Substance Threats

Adopted: January 10, 2006

Revised: August 20, 2013

