

9. SECURITY AND PREPAREDNESS

Procedure for Emergency or Unexpected Situations:

The safety and well-being of our students and staff is our highest priority. St. Stephen School and its Preparedness Committee have formulated the plan summarized below to address emergency situations. While the entire plan addresses issues in detail, the following information is of particular concern to parents/guardians.

In-School Emergencies:

Our goal is to supply **food and water, shelter and sanitary facilities, warmth, and emotional support** if there is an unexpected occurrence. Supplies of non-perishable food, water, space blankets, and medical supplies are on site for use if the building cannot be vacated safely. Parents/guardians may store an extra supply of medication in the office for any child on regular medication, in case we have to stay beyond regular school hours. In such case school personnel will deal with the students to the best of their ability.

Lockdown Procedures:

Throughout the school year, St. Stephen School faculty, staff and students practice lockdown procedures. The purpose of a lockdown is to keep all students and staff in their classrooms during a potentially dangerous or threatening situation. In a lockdown situation, no students should be in the corridor or anywhere outside of the classroom. If a student is in the corridor, he or she should go directly into the nearest class. If any individual or any classes are outside the building during a lockdown situation, they should not re-enter the building.

In-House Evacuations:

In the case of in-house evacuations teachers and their students will proceed directly to the basement lunchrooms. If for any reason this space is not appropriate, teachers will be notified. Teachers will take a head count and students will be quiet and orderly.

OUTSIDE EVACUATION PROCEDURES:

Firedrills:

All students, staff and visitors must leave the school building as soon as the fire alarm is sounded. The purpose for drills is to ensure that everyone will get outside as quickly and safely as possible in the event of a real emergency. During a drill, or during an actual fire, teachers will assemble with their students at the designated spot on the Hamilton Street side of the church. Teachers will take a head count and wait for directions either to return to school or, in the case of an actual emergency, to proceed to the safest location.

Other Emergency Evacuations:

If evacuation is necessary for any other reason, we will follow the above procedures.

Evacuation Sites:

If we need to leave the school building, the first choice for shelter is the **church hall**. This would be used in situations which would not require us to move a suggested minimum of five hundred feet from the school building.

Our alternate site for evacuation - should that be necessary - is **St. Francis Home** at 101 Plantation Street. Its location meets the requirement that we would be five hundred feet from the school. It is about a five minute walk. The administrator has promised to make space not reserved for residents available to us for emergency use; these are rooms on the ground floor and chapel in the same wing. There is controlled access, so it is reasonably safe and secure and has sufficient number of bathrooms and water fountains. Medical supplies and children's prescription medication would be transported if deemed necessary.

If the students are evacuated to **St. Francis Home**, **cars are to enter from Thorne Street** to pick up students. The first door on the left as you come in the lot is the door we would use for dismissal. Parents/guardians/designated drivers would come in that door to sign the child(ren) out. Cars would exit the lot by continuing through the lot under the overpass and

exit onto Orient Street. No child will be dismissed from St. Francis Home's main entrance on Plantation Street. No child will be dismissed in the care of a person not listed for that purpose on the registration card or Connect-Ed contact information. St. Stephen parents/guardians will not phone the switchboard at St. Francis Home. We will not disturb the residents nor inconvenience the personnel at St. Francis Home any more than is necessary.

Evacuation is recommended only for serious reasons when we conclude that the school building is not a safe place to be. Threats, fire, chemical incidents, neighborhood conditions, and the like, constitute such conditions.

Because the Connect-Ed system is the vehicle that the school will use to contact parents/guardians in such situations, it is essential that parents keep the school informed of all necessary contact information and make any updates necessary throughout the school year.