

Grand Isle Supervisory Union
Alburgh School District
School Board Regular Meeting
Monday, December 21, 2020, at 5:30 p.m.

[Join with Google Meet](#)

meet.google.com/nef-crfs-syy

[Join by phone](#)

(US) +1 385-393-5288 PIN: 624 113 865#

Agenda

Call to Order

1. Call to Order (M. Savage)
2. Adjust the Agenda
3. Citizens and/or Staff to be Heard
4. Consent Agenda (Action)
 - a. Approve the minutes from 12/07/2020
5. Reports
 - a. Principal's Report

Board Business.

6. Approval of bills for payment (M. Savage)(Action)
7. Budget Review (M. Savage)(Discussion)
8. Create 1/4/2021 Agenda (M. Savage)(Discussion)
9. Clubhouse Updates (M. Savage)(Discussion)
10. Emergency Response Plan (B. Hemingway)(Action)
11. Other

Closure

12. Adjourn

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

***Discussion Items** - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.*

***Action Items** - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.*

***Consent Items** - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.*

***Information Items [Incidental Information]** - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.*

Alburgh School Board
Alburgh Community Education Center
December 7, 2020
To view the recording, please [click here](#).

Present: Board Chair Mike Savage, Board Vice Chair Trevor Creller, Board Members Stacey Gould and Mallory Ovitt, GISU Superintendent Michael Clark

Google Meet: Board Member Whitney Maxham, GISU Business Manager Rob Gess, Principal Beth Hemingway

1. Call to Order:

- Meeting called to order at 5:30 P.M. by Mike Savage

2. Adjust the Agenda:

- No adjustments

3. Citizens and/or Staff to be Heard:

- None

4. Consent Agenda:

- a. Approved minutes from 11/16/2020

5. Reports:

- a. Superintendent's Report- Michael Clark shared his written report with the board. He highlighted the routines and procedures in place which successfully stopped any potential spread from the two cases in the supervisory union schools.
- b. Principal's Report- Beth Hemingway updated the board on Safe & Healthy Schools, building maintenance, health office update, student learning, playground, and Alburgh Clubhouse
- c. Financial Report- Rob Gess shared budget to actuals with the board and updates from the business office. The GISU budget was approved.

Board Business:

6. Budget Update- Rob Gess and Beth Hemingway shared a high-level initial view of the budget. This budget is essentially flat. The proposed tax rate (set by legislature) will be higher this year. Rob Gess shared the budget creation process. Beth Hemingway shared budget highlights:

- Majority of budget lines have stayed the same
- Health insurance is a significant increase
- 1.0 FTE Math interventionist added for middle school (significant regression due to Covid-19 disruptions)
- .5 FTE school counselor added for K-2 (increased social-emotional learning/needs)
- There is a slight decrease in the overall expenditure budget at this point.

7. Approval of bills for payment- Trevor Creller updated the board

8. Prevention of Conflict of Interest in Procurement Policy- Second reading. This was adopted.

9. Prevention of Sexual Harassment as Published by Title IX- Second reading. This was adopted.
10. Community Use of School Facilities Policy- Second reading and discussion. This is a recommended policy by the VSBA. However, Alburgh already has a procedure in place and it has been handled by the board within the school. This policy was not adopted.
11. Board-Superintendent Relations Policy- Second reading. This was adopted.
12. Playground Bids- None received.
13. Clubhouse Updates- Mike Savage and Beth Hemingway will be meeting with the Clubhouse on Wednesday 12/9.
14. Other- none

Closure

15. Setting the next agenda
16. Adjourn

Board Action:

- Trevor Creller moved to accept the minutes of 11/16/20 (2nd Stacey Gould) Unan.
- Upon review by Trevor Creller, Stacey Gould moved to authorize the payment of current valid invoices (2nd Whitney Maxham) Unan.
- Trevor Creller moved to adopt the Prevention of Conflict of Interest in Procurement Policy (2nd Stacey Gould) Unan.
- Stacey Gould moved to adopt the Prevention of Sexual Harassment as Prohibited by Title IX Policy (2nd Trevor Creller) Unan.
- Stacey Gould moved to adopt the Board-Superintendent Relations Policy (2nd Trevor Creller) Unan.
- Trevor Creller moved to adjourn at 6:19 P.M. (2nd Stacey Gould) Unan.

Respectfully Submitted,

Stacey Gould

Whitney Maxham

Mallory Ovitt

Trevor Creller, Vice Chair

Michael Savage, Chair

Principal's Report December 18, 2020

Safe and Healthy Schools:

- Parents and guardians continue to work hard at keeping sick children home and following guidelines.
- Screening compliance has improved and a few isolated cases of not admitting students due to failed screenings.
- Temperature taking will be a challenge in the upcoming extreme cold weather months. Team is considering alterations to the screening process to compensate, but no changes currently.

Building Maintenance:

Mr. Baker continues to work on getting an estimate for the wall by the door on US Route 2 for the FY 22 budget process.

Health Office Update:

- Immunization non-compliance for year end is 13 students, a 93% compliance rate. Compiling data to submit to the Dept of Health annual report.
- Team has improved attendance reporting and follow up. Initial reporting accuracy was complicated by new systems and new schedules. Daily reporting accuracy enables timely follow up by the health office. YTD 65 absentee investigations have been initiated and resolved.
- Case Management is a focus for COVID related issues, ranging from education to symptom follow ups, to collaboration and information exchange with the Dept of Health and local physicians. Often assisting parents with navigation and understanding of State guidance and changes as they occur.
- Implementation of the KINSA program, offering free digital thermometers to families and staff.
- On the horizon will be screening students for hearing and vision.

Student Learning:

- The pilot in middle school math is going well. Students are receiving math instruction 4 days per week. The middle school will be moving forward with this model in ELA, SS and Science after the holiday break.
- K-2 received their Chromebooks last Tuesday. The teachers and staff are working with the students on proper use.
- The entire intermediate team will become Pen Pals with seniors after the holiday break. This is a wonderful opportunity.

Playground:

No bids currently.

Alburgh Club House:

On December 9th, Reeva Murphy-Alburgh Clubhouse Consultant, Gina Lewis-Alburgh Clubhouse president, Greta Brunswick-NWRPC and myself met with the VT Childcare Licensing Office to review the building layout and licensing for the Alburgh Clubhouse and the Alburgh School District PreK Program. Next meeting is on January 13th and Kate Rogers from the VT Department of Education will be joining the meeting to continue to discuss the partnership.

Alburgh Community Education Center

Emergency Response Plan

Faculty/Staff Information

Updated: December 2020

Table of Contents

School Board/Superintendent/Principal Approval	3
School Crisis Prevention & Response Model Policy	4-5
Emergency Telephone Numbers	6-10
Alburgh Community Education School Crisis Team	10-12
Emergency Signals/Plan	13
Notification Procedure	14
After School Emergency Response	15
Cell Phone Use Guidelines	15
Classroom Preparedness Kit	15-16
Media Communications Guidelines	16
Reunification Guidelines	16
Emergency Response Actions/Crisis Commands	17
Active Shooter	18
Active Shooter - aftermath	18
Allergic Reaction	18-19
Assault/Fighting	19
Bioterrorism	19-20
Bomb Threat	20-22
Explosion	23-24
Fire	24-25
Hazmat (hazardous materials)	25-26
Hostage	26-27
Intruder	27
Kidnapping	27-28
Missing Student	28
Motor Vehicle Crash	28
Relocation	28-29
Serious Injury/Illness	29
Suicide Attempt	29
Tornado Warning	30
Untimely Death of a Student, Family Member or School Staff	31
Weapons	31
Evacuation Routes	32

**Alburgh Community Education Center
45 Champlain Street
Alburgh, VT 05440**

Emergency Response Plan – 2020 - 2021

The members of the Alburgh School Board, Superintendent, and Principal have reviewed and approved the Emergency Response Plan for the 2020 - 2021 school year.

School Board Members:

_____	Michael Savage, Chair
_____	Trevor Creller
_____	Mallory Ovitt
_____	Stacy Gould
_____	Whitney Maxham

Superintendent:

_____	Michael Clark
-------	---------------

Principal:

_____	Beth Hemingway
-------	----------------

SCHOOL CRISIS PREVENTION & RESPONSE MODEL POLICY

Policy

It is the policy of the ALBURGH COMMUNITY EDUCATION CENTER to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of school crises include but are not limited to fire, power outage, bomb threat, active shooter, hazardous materials release, flooding, and other emergencies.

Administrative Responsibilities

To help prevent the occurrence of some individually caused crises, the Superintendent shall research and share information about educational programs and practices designed to create and sustain a safe learning environment.

The Superintendent is directed to create a School Emergency Operations Plan that identifies how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crisis preparedness and incident management. This shall include the establishment of a School Crisis Team and consultation and cooperation with emergency management, law enforcement, the fire department, rescue squads, transportation providers, Vermont Department of Health Emergency Preparedness Specialist, and Designated Mental Health Agency to create a School Public Safety Team.

The School Emergency Operations Plan shall be aligned with and follow the recommended practices outlined in the Vermont School Crisis Guide and related resources.

Generally, the Principal or his/her designee will organize and oversee the planning and operation of the School Crisis Team and will serve as the incident commander, according to the School Emergency Operations Plan. The plan shall be reviewed annually and routinely practiced during regular drills.

Fire and emergency preparedness drills shall be conducted and recorded by the Principal in accordance with the requirements of Section 1481 of Title 16 of the Vermont Statutes Annotated. At a minimum, the pupils shall be drilled at least once a month during the school year so that they may leave the school building in the shortest possible time and without panic or confusion. In addition, pupils shall be drilled at sufficient intervals on other procedures described in the School Emergency Operations Plan. A record of each drill together with the time consumed in completing the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the Division of Fire Safety and the Agency of Education.

Following a major incident, the School Crisis Team and/or the School Public Safety Team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for School Emergency Operations Plan updates to the superintendent.

Staff Responsibilities

The staff shall follow all guidelines outlined in the School Emergency Operations Plan and staff handbook when practicing routine drills and when responding to actual emergency situations.

Student Responsibilities

Students shall follow all guidelines outlined in the School Emergency Operations Plan and student handbook when practicing routine drills and when responding to actual emergency situations.

Students who cause school crises will be held accountable in accordance with the school discipline policy and state/federal law. Incidents that disrupt the education process or endanger the safety of other students and staff shall be referred to law enforcement for possible criminal charges or to pursue civil litigation.

Lost instructional time resulting from response to a school crisis or emergency situation shall be made up at the discretion of the School Board.

Legal Reference(s): 13 V.S.A. § 1604 (Possession of Destructive Devices)
13 V.S.A. §1612 (Placing a Hoax Device)
13 V.S.A. §1753 (False Public Alarms)
16 V.S.A. § Chapter 33 (Fire and Emergency Preparedness Drills and Safety Patrols)
16 V.S.A. §1161a (a) (4) (Discipline)
Rule 4102 - Vermont State Board of Education Manual of Rules and Procedures (Requirement for Comprehensive Emergency Plan)

ALBURGH COMMUNITY EDUCATION CENTER

EMERGENCY TELEPHONE NUMBERS

VT State Police: 911
Office: 802-524-5993

Grand Isle County Sheriff: 911
County Sheriff: Ray Allen
Office: 802-372-4482

Medical Facilities/Hospitals

- Northwestern Medical Center 802-524-5911
- UVM Medical Center 802-847-0000
- Alburgh Clinic 802-796-4414
- Poison Control Center 800-222-1222
- Ambulance 911

Community Contacts

- FIRE STATION: 911
Fire Chief Ron Kumetz 802-796-3490 (w) 802-796-6031 (c)
- Road Commissioner Alton Bruso 802-796-3239
- Town Clerk Donna Bohannon 802-796-3468
- Student Transportation
Mt. Transit Paul Clancy 802-893-1334 1-800-794-1339

School Personnel

- **Superintendent** Michael Clark 802-372-6921 (s) 802-393-8197 (c)
- **Principal** Beth Hemingway 802-796-3573 (s) 802-343-6103 (c)
- **Home/School Coordinator** Erik Bushey 802-796-3573 (s) 802-734-4348 (c)
- **Administrative Assistant** Shannon English 802-796-3573 (s) 802-370-6933 (c)
- **Executive Assistant to
The Principal** Wendy Savage 802-796-3573 (s) 802-309-2158 (c)
- **Custodian** Rick Baker 802-796-3420 518-846-6825(c)

- **Board Of Education**

- School Board Chairperson Mike Savage 802-309-1582
- School Board Vice-Chair Trevor Creller 802-372-1977
- School Board Member Stephanie Waters 802-796-4749
- School Board Member Stacey Gould 802-309-4057
- School Board Member Whitney Maxham 802-770-2021

Alburgh Community Education Center Personnel 2019 - 2020

Principal	Beth Hemingway	Extension 105
Executive Assistant to the Principal	Wendy Savage	Extension 101

Primary Teaching Staff

Kindergarten	Staci Ladd	Extension 109
Grade 1/2	Mariah Burke	Extension 113
Grade 1/2	Tracy Giroux	Extension 101
Grade 1/2	Leah Butts	Extension 119
Primary Math Interventionist	Jeremy Flax	Extension 527
Primary Literacy Interventionist	Susan Trowbridge	Extension
Primary Special Educator	Nancy Gardner	Extension 122

Intermediate Teaching Staff

Grade 3/Reading	Beth Dobson	Extension 305
Grade 4/Math	Ken Herz	Extension 107
Grade 5/Science	Shelley Barrett	Extension 304
Intermediate Reading Interventionist	Meghan Ehle	Extension 526
Intermediate Math Interventionist	Shallen Wells-Brunet	Extension 307
Intermediate Special Educator	Lora Allard	Extension 116

Middle School Teaching Staff

Language Arts	David Dabney	Extension 302
Social Studies	Eric Morton	Extension 106
Science	Josh Wolynech	Extension 301
Math	Scott Ruch	Extension 523
Middle School Math Interventionist	Shallen Wells-Brunet	Extension 307
Middle School Reading Interventionist	Susan Pietricola	Extension 303

Middle School Special Educator Adriana Penalosa-Kirby Extension 122

Unified Arts Staff

Art	Shanna Aubin	Extension 117
Music	Michael Bjella	Extension 110
Library/Media Specialist	Meghan Bellavance	Extension 104
Physical Education	Lisa Newhard	Extension 112

Support Staff

Nurse	Emily Dousevicz	Extension 102
Nurse Assistant	Kim Fitzgerald	Extension 102
Registrar/Attendance	Shannon English	Extension 100
Behavioral Specialist	Stephanie Moegelin	Extension 110
School Counselor K-2	TBD	Extension
School Counselor 3-8	Kathleen Cramer	Extension 116
Home School Coordinator	Erik Bushey	Extension 103
Athletic Director	Lincoln Martin	Extension 101

Paraprofessionals/Behavioral Specialist

Lincoln Martin
Nichole Thompson
Martha Lambert
Angela Prefontaine
Barbie Perez
Sara Griswold
Kristy Taylor
Laura Bourgeois
Lisa Arnold
Andrea Lavallee
Rebecca Ashline

Vikki Peters

PBIS Coordinator	Shanna Aubin	Extension 117
Custodian	Rick Baker	Extension 115
Custodian	Robert White	Extension 115
Kitchen Director	Jennifer Mitchell	Extension 108
Kitchen Staff	Meghan Wells	Extension 108

Alburgh Community Education Center School Crisis Team

The School Crisis Team is made up of individuals within the school staff while the Public Safety Committee members include this internal team as well as emergency service providers from the town/region. Both entities are created to assist the principal or designee in planning for and responding to school crises. There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee.

School Crisis Team	Team Member Name	Phone # or Extension
Principal Responsible for all planning meetings. Coordinates the broad and specific functions of the team during a crisis. (Principal passes team leader role to fire chief during a fire/hazardous material incident and law enforcement commander following criminal act.)	Beth Hemingway	Phone: 796-3573 Ext. 105 Cell: (802)343-6103 Email: bhemingway@gisu.org
Designee Will assist or substitute for the Principal. Oversees reporting of any missing students or staff to the Principal during a drill or crisis.	Erik Bushey	Phone: 796-3573 ext. 103 Cell: (802)734-4348 Email: ebushey@gisu.org
Communication Coordinator The sole contact person for all media and staff to communicate the nature of the crisis and keep the community informed about the school's response. The Superintendent may assume this role, but if not, the communication coordinator shall discuss the message to be conveyed with key school administrators in advance. Always coordinate message with law	Michael Clark Beth Hemingway	Phone: 372 6921 ext. 103 Cell (802)393-8197 Phone: 796-3573 ext. 105 Cell (802)343-6103 Email: mclark@gisu.org

enforcement or fire commander prior to release of public information.		bhemingway@gisu.org
Custodian/Maintenance Staff Head custodian or maintenance director works with the school crisis team using blueprints of the school to identify specific sections of the building. Custodian/Maintenance staff members, work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and to prevent unauthorized people from entering school grounds.	Rick Baker	Phone: 796-3573 ext. Cell (518) 846-6825 <hr/> Email: rbaker@gisu.org
Transportation Coordinator	Mountain Transit Paul Clancy	Phone: 893-1334
Information Site Manager Provides information to parents when they call pre-designated cell/land line phone number(s). Works directly with the Communications Coordinator.	Wendy Savage	Phone: 796-3573 ext. 101 Cell (802)309-2158 <hr/> Email: wsavage@gisu.org
Relocation Site Manager Coordinates logistics at relocation site(s) and works directly with the Information Site Manager.	Beth Hemingway Erik Bushey	Phone: 796-3573 ext. 105 Cell (802)343-6103 796-3573 ext. 103 Cell (802)734-4348 <hr/> Email: bhemingway@gisu.org ebushey@gisu.org
School Counselor Coordinates the scheduling of support/meetings and counseling sessions, and organizes other grief management resources.	Kathleen Cramer	Phone: 796-3573 ext. 116 <hr/> Email: kcramer@gisu.org
School Nurse Coordinates advance procedures with EMS, doctors and hospital emergency room staff. Prepares inventory of students and staff who have CPR and other emergency medical	Emily Dousevicz Kim Fitzgerald	Phone: 796-3573 ext. 102 <hr/> Email:

<p>training. Remains the medical point person during a crisis.</p>		<p>edousevicz@gisu.org gkfitzgerald@gisu.org</p>
<p>Staff Notification Coordinator Becomes the staff communication liaison during a crisis. Works with the Principal or designee in advance to establish an internal classroom telephone/intercom communications procedure for use during crisis.</p>	<p>Wendy Savage</p>	<p>Phone: 796-3573 ext. 101 Cell (802)309-2158 Email: wsavage@gisu.org</p>
<p>Behavior Specialist Will be responsible for assisting and assuming roles as directed by the principal or designee.</p>	<p>Stephanie Moegelin</p>	<p>Phone: 796-3573 ext. 111</p> <hr/> <p>Email smoegelin@gisu.org</p>

Alburgh Community Education Center

2020-2021

Signals in Case of an Emergency

- | | |
|--------------|-----------------------------|
| • Fire Alarm | One Continuous Sound Bell |
| • Bomb Alarm | Public Address Announcement |
| • Tornado | Public Address Announcement |
| • Earthquake | Public Address Announcement |

Inventory for School Emergency Plan

School Population

- | | |
|---|-------------------|
| 1. Number of Students | Approximately 185 |
| 2. Number of Full-Time Staff | 52 |
| 3. Number of Part-Time Staff | 3 |
| 4. Number of Buses Available for All Students | 2 |

Emergency Shelters

Fire Station	Distance – 0.1 miles	911
	St. Albans dispatch	(802) 524-2166
	Request fire station to activate as a sheltering point	
Catholic Church	Distance – 0.1 miles	(802) 796-3481
Town office	Distance – 0.1 miles	(802) 796-3468
North Hero Elementary School	Distance – 11 miles	(802) 372-8866

Available Transportation

Buses	2 School Buses 130 Student Capacity	Mountain Transit, Inc	(802) 893-1334
Staff Vehicles	30 Approximate 90 Student Capacity		
1 Hour	Time required to transport all students to their designated emergency destination		
Consideration	US Route 2 Capacity		

Should an emergency evacuation occur and the students needed to be moved immediately, the students would be escorted by Alburgh Community Education Center Staff to the Fire Station located at 60 Firehouse Road, Alburgh. Local law enforcement will be requested to temporarily close US Route 2 between the Alburgh Community Education Center entrance and Main Street for this student evacuation to occur safely. In the absence of the Sheriff's dept., the Fire dept. has the capacity to close Route 2.

**Alburgh Community Education Center
Notification Procedure
2020 - 2021**

Notification Procedure

1. **Call 911 in the event of a crisis situation.**
2. **Notify Superintendent of Grand Isle Supervisory Union**
3. **In the event that students are relocated to the designated off-site evacuation center, notify Mountain Transit to pick-up students at designated location**
4. **Notify Parents via Alma Emergency System**
5. **Notify School Board Members**

EMERGENCY PREPAREDNESS

➤ AFTER SCHOOL EMERGENCY RESPONSE

Protocol for Evacuation and Secure the Building

Expect to be surprised, assess, take immediate action, notify appropriate persons (predetermined process), triage for injuries, trust leadership, communicate and activate *student release system*. Document actions.

- Contact 911: person stays on the phone
- Identify hazard (shooter, natural disaster, fire, etc.)
- Activate plan
 - Crisis Command notification in building/on grounds
 - Appropriate secure/evacuate commands
- Locker rooms and restrooms should be checked, if safe to do so.
- A person having jurisdiction should meet and brief responders
- Implement reunification plan.

➤ CELL PHONE USE GUIDELINES

- **Do not compromise on student and staff safety.**
- If you are in a lockdown or presented with a serious external or internal threat, students need to be in supervised classrooms, quiet and remain out of view.
- Use of cell phones is not advised in close proximity to Improvised Explosive Devices (IEDs) or suspicious packages. Seek advice from fire or bomb squad personnel on site prior to their use.

➤ CLASSROOM PREPAREDNESS KIT

Many School Crisis Teams in Vermont have decided to outfit each classroom teachers with an emergency backpack or kit known as a “Classroom Preparedness Kit”. This bag is filled with materials that are necessary and some that are useful in supervising students for an extended period of time.

Materials List:

- Whistle
- Blanket
- Laptop with access to School Emergency Operations Plan
- Hard-copy student roster and contact information
- Emergency medical information for students, including allergies
- A safety vest or hat
- Substitute teacher information for emergencies
- Portable radios for local communication
- A clip board
- Teacher assignment sheet
- Activity cards or activity packet
- A reading book
- Snacks
- A tarp or cover for shelter
- Map of the school

➤ MEDIA COMMUNICATIONS GUIDELINES

- Direct all news media questions to the designated Public Information Officer (superintendent or principal) during a school crisis.
- The media *is not* allowed inside the school unless authorized by the Principal or designee.
- Do not provide information “off the record”. Do not say “no comment” nor use jargon.
- ***Student confidentiality must be maintained at all times.***

➤ REUNIFICATION GUIDELINES

Parents/Guardians will be notified via BlackBoard Connect regarding where they can pick up their student(s) when appropriate emergency personnel have deemed the emergency response has been cleared.

EMERGENCY RESPONSE ACTIONS

IN CASE OF EMERGENCY DIAL 9-1-1

CRISIS COMMANDS

LOCKOUT	LOCKDOWN	EVACUATE	SHELTER
Secure the perimeter	“Locks, Lights and Out of Sight”		
<ul style="list-style-type: none"> ▪ Students return to inside of buildings. ▪ Continue with classes as scheduled. ▪ Take attendance and account for students. 	<ul style="list-style-type: none"> ▪ Lock the classroom/office door. ▪ Turn off the lights. ▪ Move to a safe place and get out of sight. ▪ Silence cell phones. ▪ Wait for emergency responders. 	<ul style="list-style-type: none"> ▪ Leave things behind. ▪ Form single-file lines. ▪ Move calmly to exits. ▪ Follow instructions of Emergency Response Team ▪ Faculty/Staff lead students to evacuation location. ▪ Account for all students/staff. 	<ul style="list-style-type: none"> ▪ Seek shelter if outside. ▪ Turn off all fans/ventilation system. ▪ Stay inside until informed it is safe to leave. ▪ Follow instructions of emergency personnel.

➤ ACTIVE SHOOTER

The most dangerous and threatening incident that could occur at any school is an active shooter within the building. Great care needs to be taken to keep students, faculty and staff safe, quiet and out of sight from the intruder. Law enforcement officers entering the building will be concentrating on finding the perpetrator and ending the assault. Extreme caution should be used in all decisions.

Crisis Command: LOCKDOWN

Priority Procedures:

1. Quickly assess the situation and immediately inform others of the threat.
2. Determine your response actions.
3. If the school is placed in "lockdown" find a safe place to hide.
4. Once in a safe location and only if safe to do so, contact 9-1-1 and follow the instructions.
5. If in a "lockdown" do not leave your position until emergency personnel or your school administrator gives the all clear.
6. Depending on the situation and the location of the threat, consider evacuating the building.

➤ ACTIVE SHOOTER - aftermath

The length of recovery time after a traumatic incident will be in several phases ranging from immediate to long term.

Crisis Command: none

Priority Procedures:

1. Understand coping skills, have some idea of what to do.
2. Monitor student behavior to spot difficulties.
3. Work on developing "scripts" for all students.
4. Keep students calm and under safe control, teach coping skills.
5. Understand the long term effects of trauma.

➤ ALLERGIC REACTION

Every staff person who routinely interacts with students or staff known to have food or other allergic reactions, needs to be familiar with the school allergy management plan and student specific Emergency Care Plans (ECP). An ECP includes student/staff names, parent/guardian/relative names, phone numbers and allergic symptoms as well as appropriate first aid measures. For all school-sponsored events, on or off campus, schools

may implement a system to provide epinephrine auto-injectors to any individual who is observed to have symptoms of a life-threatening allergic reaction. Designated school personnel will be trained, available, and have access to epinephrine auto-injectors and will carry out the allergy management plan.

Crisis Command: none

Priority Procedures:

1. Check for a Medical Alert Tag.
2. Contact School Nurse and/or Main Office immediately.
3. Keep victim calm and in place. Ask another staff/student to search for epi auto-injector in backpack/on person if prescribed.
4. For obvious signs of life-threatening (total body) allergic reaction, administer epinephrine auto-injector immediately per Emergency Care Plan.

➤ ASSAULT/FIGHTING

Violence or threat of physical harm to students, staff, administrators or other persons not involving a dangerous weapon or firearm.

Crisis Command: none

Priority Procedures:

1. Notify Home/School Coordinator or Main Office.
2. Approach in a calm manner and direct combatants to stop fighting.
3. Escort combatants to the office, keeping them isolated from other students and each other.

➤ BIOTERRORISM

A possible bioterrorist event might include the discovery of a suspicious unknown substance (e.g. anthrax, gas, mist, etc.). A bioterrorist event differs from other crises. The level of fear and anxiety is greatly increased due to uncertainty in determining whether an attack has occurred, identifying the boundaries and scope of the attack, and the possibility of contagion. Unlike other events, when it is clear to the public that the immediate danger of an event has passed, the “end” of a bioterrorist attack may become apparent only after a period of time during which no new cases are documented. A bioterrorist event must involve new strategies and extend beyond traditional mental and clinical interventions.

Crisis Command: SHELTER

Priority Procedures:

1. DO NOT TOUCH the substance; cover and ISOLATE the substance immediately.
2. Inform anyone who has touched a substance or package containing the substance to WASH his/her hands immediately.
3. Call the Main Office and/or custodian
4. Isolate people who have come in contact with the substance.
5. Custodian will shut down the ventilation system immediately.
6. Evacuate the immediate area.
7. The Crisis Command to Shelter will be given over the PA.
8. Do not dismiss students until directed to do so by health authorities.

➤ BOMB THREAT

Receipt of an oral or written threat of a bomb, or discovery of a suspicious device or note.

Crisis Command: EVACUATE

Priority Procedures:

1. Phone Call Threat:

- Record exactly what the caller says using the police bomb threat call card (available from FBI or Vermont State Police)
- If bomb threat card is not available ask the caller:
 - ✓ Time bomb set to detonate? _____
 - ✓ Where it's located? _____
 - ✓ Is it visible or hidden? _____
 - ✓ What it looks like? _____

- ✓ Type of bomb? _____
- ✓ Why placed in school or on grounds? _____
- ✓ How it got in school? _____
- Note caller accent, age, sex, noise, mental state, etc.
- Write down perpetrator's Caller ID number
- Activate *57 Call Tracing (note time of call)
- Notify the principal or designee as soon as possible

2. Written Threat:

- Avoid putting fingerprints on written note
- Preserve for police if written on door, wall, etc.
- Notify the principal or Home/School Coordinator as soon as possible

Any Bomb Threat

1. Principal calls 911 or chooses to contact sheriff and fire departments using non-emergency contact information and quickly convenes a crisis response team, which uses the gathered information to decide how the school should respond.
2. Principal contacts the Superintendent who informs the School Board.
3. Principal follows policy and procedures to communicate predetermined emergency code that directs school personnel to evacuate.
4. All teachers and staff scan work area for unusual objects while evacuating the school building.
5. Students who are separated from their class should exit the building with the nearest class or through the closest exit and report to the designated area.
6. Teachers take attendance in the evacuation area and immediately report any missing students to the Principal, Main Office Personnel, or Designated Team Leader.
7. Staff reports any suspicious objects to the Principal, Main Office Personnel, or Designated Team Leader once the evacuation procedures are complete.
8. Principal, Main Office Personnel, or Designated Team Leader activates the search team(s), which conduct the building sweep.
9. Custodial staff, Principal, Main Office Personnel, or Designated Team Leader works with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering the building.
10. Principal, Main Office Personnel, Designated Team Leader, and the Superintendent decide appropriateness of moving students and staff to buses or relocation sites during an extended evacuation.
11. If a suspicious device is found, the Principal, Main Office Personnel, or Designated Team Leader will notify the Vermont State Police.
12. **Do not touch or attempt to move any suspicious devices, packages, or equipment.**
13. The Vermont State Police Bomb Squad will take control of the situation.
14. If an explosion occurs, Principal, Main Office Personnel, or Designated Team Leader calls 911 and the Fire Chief becomes the Team Leader.
15. Communication coordinator prepares a written statement for staff to read to students and to send to parent(s)/guardian(s) describing the facts known at the time and procedures for accessing support needed.
16. Superintendent or Principal may contact the media with a predetermined message that has been coordinated with law enforcement.
17. Principal, Main Office Personnel, or Designated Team Leader keeps an informal time and procedures log of crisis response activities to be reviewed following the crisis resolution.
18. Principal, Main Office Personnel, or Designated Team Leader works with the Guidance Counselor and local mental health agencies to initiate the appropriate response determined by the need and severity of the situation.
19. Principal, Main Office Personnel, or Designated Team Leader completes a written incident report and submits a copy to the Superintendent.
20. Principal, Main Office Personnel, or Designated Team Leader will debrief with the response team and Alburgh Community Education Center staff.

➤ EXPLOSION

Whoever observes open flames, smells or sees smoke or experiences excessive heat or is aware of an explosion, should immediately notify the office, and activate the nearby fire alarm.

Crisis Command: fire alarm

Priority Procedures:

1. Pull the fire alarm - call 911
2. Evacuate the area/building and use the fire extinguisher if appropriate
3. Notify the principal, main office or Home/School Coordinator

Actions to be taken when the fire alarm is heard

1. Student seated nearest to the classroom door will open and lead the rest of the class out of the classroom as indicated on the Emergency Diagram.
2. Students will continue to walk quickly outside and wait in their designated area on the school grounds. Students are expected to refrain from talking, running, or causing a disruption that could interfere with communication from the school authorities.
3. Teachers / Staff will listen carefully for further instructions.
4. Each teacher is to check attendance at gathering area after the students have been evacuated from the school.
5. Any missing student will be reported to the appropriate personnel.
6. The student group will stay together unless otherwise directed by the appropriate personnel.
7. If fire is in corridor just outside room, close door. Dial Main Office – 100.
8. If fire starts in the classroom area:
 - a. Use nearest fire extinguisher
 - b. Close windows to prevent air drafts
 - c. Evacuate room
 - d. Pull nearest fire alarm
 - e. Notify Principal / Main Office Personnel as soon as possible
 - f. Close door and follow Basic Evacuation Plan
 - g. Wait further instructions

FIRE

Whoever observes open flames, smells or sees smoke, or experiences excessive heat radiating from an adjoining wall, ceiling, or floor should immediately notify the office and activate the nearby fire alarm.

Crisis Command: fire alarm

Priority Procedures:

1. Pull the fire alarm - call 911
2. Evacuate the area/building and use the fire extinguisher if appropriate

3. Notify the principal, main office or Home/School Coordinator

Actions to be taken when the fire alarm is heard

Student seated nearest to the classroom door will open and lead the rest of the class out of the classroom as indicated on the Emergency Diagram.

Students will continue to walk quickly outside and wait in their designated area on the school grounds. Students are expected to refrain from talking, running, or causing a disruption that could interfere with communication from the school authorities.

Teachers / Staff will listen carefully for further instructions.

Each teacher is to check attendance at gathering area after the students have been evacuated from the school.

Any missing student will be reported to the appropriate personnel.

The student group will stay together unless otherwise directed by the appropriate personnel.

If fire is in corridor just outside room, close door. Dial Main Office – 100.

If fire starts in the classroom area:

Use nearest fire extinguisher

Close windows to prevent air drafts

Evacuate room

Pull nearest fire alarm

Notify Principal / Main Office Personnel as soon as possible

Close door and follow Basic Evacuation Plan

Wait further instructions

***EVERYONE IS TO MEET AT THE BASKETBALL COURT ON THE NORTH SIDE**

➤ HAZMAT (hazardous materials)

Whoever observes or suspects an uncontrolled or unexpected release of a hazardous material that could cause harm or death to humans or damage to the environment should first protect the people in the immediate area and then notify the office and call 911.

Crisis Command: none

Priority Procedures:

1. Avoid contamination and warn others of the same concern.
2. Evacuate affected area and, if possible, isolate those who have been potentially exposed to a safe and secure area.

3. Notify the principal, main office or Home/School Coordinator to call 911 if necessary.
4. In coordination with the Fire Department, decide whether to evacuate the entire school or shelter in place.
5. Shut down the air circulation system if sheltering in place.
6. Do not use the fire alarm to evacuate students. Predetermined exits may lead to a hazmat exposure.

➤ HOSTAGE

Any situation when a student, staff member or school visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people. This may include situations where a person barricades him or herself in a building or vehicle and threatens suicide. Law enforcement officials should always handle a hostage situation.

Crisis Command: LOCKDOWN

Priority Procedures:

1. Direct students in bathrooms or halls to join closest class and then report to assigned teacher as soon as it is safe
2. Inform the main office, as soon as appropriate, about unassigned students under their supervision
3. Lock all hallway and exterior doors, if safe to do so; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation
4. If the fire alarm is activated, staff should direct students to use alternate evacuation routes away from the hostage incident.
5. Staff, students and visitors remain quiet in designated secured area, on the floor, away from windows and doors, and with all the lights turned off
6. Remain in Lockdown or Lockout mode until the Incident Commander gives the "all clear" command
7. If evacuation occurs, teachers take attendance in evacuation area and immediately report missing students to the backup team leader

Witnessed:

1. Do not intervene in the hostage/barricade situation
2. Notify the principal, main office or Home/School Coordinator or call 911
3. Inform police of your observation

Taken Hostage:

1. Follow instructions of hostage taker
2. Remain calm and do not panic
3. Reassure students
4. Treat the hostage taker with respect and act as normal as possible
5. Ask permission to speak and do not argue or make suggestions
6. Don't intervene; allow law enforcement to negotiate
7. Obtain good description of hostage(s) taker

➤ INTRUDER

Unauthorized person in school building or on school property.

Crisis Command: LOCKDOWN**Priority Procedures:**

1. Ask unauthorized visitors to report to the office.
2. Contact the Main Office, Principal or Home/School Coordinator if the visitor is uncooperative.
3. Do not intervene if a person is acting hostile or threatening.
4. Clear the halls in the immediate area.
5. Remain calm and do not panic
6. Write down intruder's physical description, type and color of automobile, registration plate number and any other identifiable information. Report to principal or designee if intruder leaves before law enforcement arrives.

➤ KIDNAPPING

Kidnapping means the unauthorized removal of a student from school property without consent either from school officials and /or parent(s)/ guardian(s). In many instances this violation of school rules and state law is perpetrated by a parent or relative involved in a domestic dispute.

Crisis Command: LOCKDOWN

Priority Procedures:

1. Contact the Main Office, Principal or Home/School Coordinator.
2. Gather facts about abduction; description of abductor, student and any vehicle information if known.
3. Inform police of your observation and be prepared to write a notarized statement.

➤ **MISSING STUDENT**

Student(s) unaccounted for at school, on school property, or while traveling to and from school.

Crisis Command: LOCKOUT

Priority Procedures:

1. Contact the Main Office, Principal or Home/School Coordinator.
2. Confirm that the student is missing from school grounds

➤ **MOTOR VEHICLE CRASH**

Bus and/or automobile collision involving students and/or staff traveling to or from school and during field trips.

Crisis Command: LOCKOUT (if crash is within sight of the school)

Priority Procedures:

1. Check for injuries and if confirmed, call 911
2. Inform police about details
3. Contact the Main Office, Principal or Home/School Coordinator.

➤ **RELOCATION**

When possible, prior to evacuating a facility, focus on whether or not you need to go to a relocation site. Relocating students may expose them to greater danger than sheltering in place.

Crisis Command: EVACUATE

Priority Procedures:

1. Follow evacuation guidelines.

2. On-site administrators (building principal, home/school coordinator) will check in with groups regarding relocation.
3. If relocation is necessary, guide assigned students to identified location.

➤ SERIOUS INJURY / ILLNESS

Serious Injury or Illness can occur at any time. It is important to keep the individual experiencing the serious injury/illness safe until EMS can arrive.

Crisis Command: LOCKOUT

Priority Procedures:

1. Contact the Main Office, Principal or Home/School Coordinator.
2. Administer first aid to level of training.
3. Keep the victim calm and in place. Maintain open airway and administer CPR, if necessary.
4. Immobilize victim if there is a potential for head, neck or back injury. Do not move victim unless immediate emergency situation dictates.
5. Treat for shock; cover with a blanket.
6. Check for medical alert tags, and prepare information for emergency responders.

➤ SUICIDE ATTEMPT

When a student or staff member attempts to take his/her life, either at school or in the community.

Crisis Command: LOCKOUT

Priority Procedures:

1. Take the threat seriously.
2. Contact the Main Office, Principal or Home/School Coordinator. who may call 911.
3. Assess scene for safety.
4. Assess and provide First Aid as needed.
5. Do NOT leave the individual alone.
6. Secure the scene for police investigation.

➤ TORNADO WARNING

Action to be taken in case of Tornado

The Principal will monitor the National Weather Service for Severe weather conditions. The Principal and/or Main Office Personnel will also monitor the local media sources.

When the Principal and/or the Main Office Personnel become aware of a tornado warning via the weather radio, local media, or a law enforcement dispatcher, the Principal or Main Office Personnel will direct the staff to move to the hallways, away from windows.

1. When the Principal or Main Office Personnel become aware of a "Tornado Watch" for the Grand Isle County area, teachers will be formally notified in person by the Principal or Main Office Personnel about the "watch" designation.
2. When the Principal or Main Office Personnel become aware of a "Tornado Warning" for Grand Isle County, the Principal or Main Office Personnel makes the following announcement via the intercom: **"Teachers, please move your students to a secure location."**
3. If the school loses electrical power, teachers should move students to a secure location without a formal notification from the Main Office.
4. Student seated nearest the classroom door will lead the students to a predetermined destination that has limited window access and on the main level of the school.
5. Students should be seated with their backs against a wall and wait for further instructions.
6. When directed, students should be facing the floor with their knees under their upper body. Students should be directed to place their hands over the lower part of their head. Students are to remain in this position until the threat diminishes.
7. The staff and students are to remain in the designated location until instructed to return to the classroom.
8. Staff should report any injuries immediately to the Main Office.
9. Staff is reminded to remain calm and listen for verbal directions in the case of a power failure.

➤ **UNTIMELY DEATH OF A STUDENT, FAMILY MEMBER OR SCHOOL STAFF**

Crisis Command: none

Priority Procedures:

1. Contact Principal or Home/School Coordinator.
2. Emergency Response Team will convene as soon as possible.

➤ **WEAPONS**

A dangerous or deadly weapon as defined by state and federal law includes, but is not limited to a gun, knife, metal knuckles, straight razor, noxious or irritating or poisonous gas, poison, other items used with the intent to harm, threaten or harass students, staff, parents or school visitors.

Crisis Command: LOCKOUT and/or LOCKDOWN

Priority Procedures:

1. Contact Main Office, Principal or Home/School Coordinator or call 911 if conditions warrant.
2. Take safety measures to protect yourself and others
3. Stay calm and avoid confrontation if possible
4. Obtain good description of the individual and the type of weapon he/she possesses.
5. Inform police of your observation and be prepared to write a statement.

Evacuation Routes

Teacher	Primary Exit	Secondary Exit
Giroux/Burke	Cottage Exit	Main Exit
Primary Interventionist	Cottage Exit	Main Exit
Art - Aubin	Main Exit	South Exit
Sp. Ed Back Room/ Conference Space	Champlain Street Exit	Main Exit
Dobson/Herz/Barrett	Cottage Exit	Main Exit
Music /PreK	Field Side Exit	School Side Exit
P.E. /Sensory Room	Gym Exit	Main Exit
Morton/Ruch	Champlain Street Exit	Front Exit
Wolynech/Dabney	Champlain Street Exit	Front Exit
Library- Bellevance	Front Exit	Main Exit
Cafeteria	Cafeteria Door Exit	Main Exit
Kindergarten -Ladd	Kindergarten Door Exit	Champlain Street Exit
Primary - Butts	Cottage Exit	Main Exit

Individual Floor Maps Maintained in File Cabinet in Office and versions are included in this plan.