

**HADLEY ELEMENTARY SCHOOL  
2016-2017**



**CRISIS RESPONSE MANUAL**

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## INTRODUCTION

### PHILOSOPHY:

The school community has a responsibility to provide a safe and secure environment where students can experience physical, emotional and academic growth. Realizing each situation will be unique; our intention is that these procedures suggest supportive communication steps and guidance for school staff and families in response to crisis situations. Good planning and training will facilitate a rapid, coordinated, effective response when a crisis occurs.

### DEFINITION OF A CRISIS:

A crisis is an event that is unpredictable and extraordinary in impact. Examples include a fire, bomb threat, medical emergency in or outside the building, serious traffic accident, intruder, sudden death of a student or school staff, bioterrorism, threat or act of violence, animal attack or threat, natural disaster, bus accident, or any unforeseen emergency.

### GOALS OF THE CRISIS TEAM:

Key words: mitigation, prevention, preparedness, response, and recovery.

1. To ensure the safety and security of the student body and staff.
2. To avert further trauma.
3. To assess the level of crisis and the appropriate response to the event.
4. To collect and communicate pertinent and accurate information to staff, students, parents and the media. (The superintendent in conjunction with the principal is the only spokesperson.)
5. To guard confidentiality as it relates to privacy issues.
6. To provide normalcy and structure to help maintain the integrity of the school.
7. To dispel rumors.
8. To communicate ongoing information as needed.
9. To provide needed support and resources for students and staff.
10. To review and revise the crisis response manual with respect to its effectiveness.

### CONVENING THE CRISIS TEAM:

The principal of the building will convene and chair all meetings of the crisis team.

In his/her absence, a designee will preside. The designee will be the school adjustment counselor or the school nurse.

## **RESPONSIBILITIES OF THE CRISIS TEAM**

1. Determine if a crisis is occurring.
2. Identify the type of crisis that is occurring and determine the appropriate response.
3. Assess level of crisis to determine if other authorities need to be notified.
4. Discuss if any legal issues exist. Refer as necessary.
5. Refer to the Crisis Response Manual. Adapt and implement the crisis protocol.
6. Determine the method of notifying faculty and staff; i.e., an emergency before school meeting using e-mail or Connect Ed.
7. Share information between educational levels and among schools as appropriate.
8. Ascertain the extent of impact and the populations most likely to be affected.
9. Decide on the level of confidentiality. Refer to appropriate protocol.
10. Refer all media inquires to the Superintendent or Principal.
11. Assist Principal with designated tasks; share updates, and gauge the well being of the school community.
12. Provide normalcy and structure to help maintain the integrity of the school.
13. Model appropriate reactive behavior.
14. Set up schedule for the day, week, etc.
15. Assume the roles of facilitators and leaders in the school community throughout the crisis – provide guidance and support.
16. Remain alert to needs of students, staff, parents, community members, etc.
17. Determine if assistance from outside resources will be required. Consult with proper administration to initiate and coordinate outside resources utilization: i.e., samaritans, Mental Health Center, and counselors from other buildings in the system.
18. Open meeting places for students who need to convene in small groups.
19. Help to identify high-risk students.
20. Initiate plans for post crisis interventions: i.e., classroom discussions, speakers, anniversaries, etc.
21. Update Crisis Response Manual annually. Incorporate “lessons learned” into revisions and training.
22. Practice drills. Identify examples of crisis and procedure for each.

## **RESPONSIBILITIES OF THE PRINCIPAL-Stacy A. Phelan**

1. Verify incident and gather information to be shared.
2. Notify the police or other authorities as necessary.
3. Convene the Crisis Team at a predetermined site.
4. Alert office staff to respond to all inquires according to the guidelines on the office staff section of this guide.
5. Inform the Superintendent of the event and plans for response.
6. Prepare a summary of the known facts for the Crisis Team.
7. With assistance from the Crisis Team, determine how the faculty and staff will be notified. Use Connect Ed to notify staff and families.
8. Communicate directly with the family or families involved in order to confirm the facts and to be certain what information is to be released, if appropriate.
9. Prepare a written and empathetic statement of facts for faculty use in communicating the event to their students as outlined by the crisis team.
10. Respond to media inquires with confirmed facts and plan for response.
11. Convene an emergency meeting of all building staff to provide them with the information and plans for response. Allow time for feedback of feelings, reactions to the response plan.
12. Provide encouragement, support, and appreciation to faculty and staff including classroom relief for the teachers, if necessary. (May need parent volunteers.)
13. If necessary, prepare and distribute a letter/e-mail to parents with confirmed facts and the school's plan for responding to the crisis.
14. In collaboration with the superintendents adjust or cancel school events as warranted. Adjust classroom schedule as needed. (Attempt to maintain normalcy of the school day.)
15. Remain highly visible.
16. Whenever possible, avoid the use of the public address system.
17. Convene update meetings with the faculty and staff as necessary.
18. Call an emergency staff meeting after school to discuss the events of the day. Go over the schedule for the next day.
19. Refer to the Crisis Response Manual.

## **RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT -Janell Cameron**

1. Handle all incoming calls with prepared message: **At this time, we are gathering facts and information. We have no confirmed information at this time. As soon as information is available, the Principal will make a statement.** (This statement is used until such time as the Principal issues an updated statement.)
2. Assist the Principal as needed.
3. See to the normalcy of the school day.
4. Keep informed about the Crisis Plan established by the Crisis Team.
5. Model appropriate reactive behavior for children.
6. Inform counselors of any high-risk students.
7. Direct any parents who come to the school to the proper personnel.
8. Maintain updated class lists, emergency cards and Unscheduled Early Release information.
9. Bring Unscheduled Early Release binders, attendance (if possible) and Office Go Bag outside in the event of an evacuation and subsequent dismissal/release of students from off school site.

**This is the only line of communication unless otherwise specified...**

**At this time, we are gathering facts and information. We have no confirmed information at this time. As soon as information is available, the Principal will make a statement.**

## **RESPONSIBILITIES OF THE FACULTY-Teachers/Specialists/ESPs**

1. Train students in drills (fire, lockdown, shelter in place, evacuation, reverse evacuation, drop cover and hold.)
2. Identify fire alarm boxes (for self and substitutes).
3. Identify exit routes for evacuation (for self and substitutes).
4. Keep attendance sheet ready in case of evacuation (for self and substitutes).
5. Remain calm and await direction if you have any questions about procedures.
6. Refer all media inquiries to the Superintendent or Principal.
7. Communicate the facts of a crisis as directed by the Principal.  
Use a natural and sensitive manner dispelling rumors and avoiding myths or judgment.
8. Be aware of individual student reactions to crisis and inform counselors or an administrator of the students who appear to be at risk or emotionally impacted.
9. During the post crisis period, remain vigilant in identifying at-risk students.  
Notify counselors of any concerns.
10. Adjust the classroom schedule and expectations to meet the emotional needs of the students.
11. Assist the Principal as needed.
12. Model appropriate reactive behavior for children.
13. Keep informed of crisis plan established by the Crisis Team.
14. Advise children not to speak to the media. Direct all media persons and their questions to the principal.

## **RESPONSIBILITIES OF CUSTODIAL STAFF- Mike Carberry/Tony Hyde**

1. Risk management activities:
  - Proper storage of hazardous materials
  - Fall prevention
  - Building Codes
  - Back-up power
  - Locking doors (camera/buzz-in system)
  - Number all exits and classroom
  
2. Assist with evacuation of special needs students.
  
3. Recovery considerations after crisis:
  - Repair structure damage
  - Restoration of disrupted services
  - Cleaning of facility

## **RESPONSIBILITIES OF THE SCHOOL NURSE-Alison Oxton**

1. Advocate for school safety.
2. Provide on-site care until emergency personnel arrive through trauma assessment and triage.
3. Maintain list of students with special health concerns and if evacuation bring with you.
4. Maintain communication with Principal or person in command of crisis.
5. Mobilize resources to help (identify qualified staff that has skills to assist you).
6. Document care given.
7. Communicate with parents.

## **RESPONSIBILITIES OF THE GUIDANCE/ADJUSTMENT COUNSELOR AND SCHOOL PSYCHOLOGIST- Sara Landergan**

1. Assist Principal in whatever capacity needed.
2. Assist the faculty in discussing the crisis event with students.
3. Organize counseling areas to serve students individually or in groups - adjustment counselor's office, resource room.
4. Create a list of students who are at-risk, if warranted.
5. Contact parents of at-risk students, if warranted.
6. See to normalcy of the school day.
7. Model appropriate behavior for children.
8. Keep informed of crisis plan established by the crisis team.
9. Advise students/staff NOT to speak to the media.  
Direct all media to the Principal.
10. Use library resources to assist in dealing with issues.
11. Notify other counselors/nurses in other schools to help siblings and other students process the information.
12. Prepare a list of outside referral services as needed.
13. All counselors should be aware of their own limitations and can withdraw from assisting in any activity.
14. Refer to Crisis Response Manual.
15. Continue post crisis support.

## CRISIS RESPONSE CODES

### A.L.I.C.E.

#### ALICE Acronym

- To make it easy to remember in a stressful situation, ALICE is broken up into five strategies: Alert; Lockdown; Inform; Counter and Evacuate.
- The purpose of ALERT is to notify as many people as possible within the danger zone that a potentially life threatening risk exists.
- The purpose of LOCKDOWN is to secure in place, and prepare to EVACUATE or COUNTER, if needed.
- The purpose of INFORM is to continue to communicate the intruder's location or other important information in real time.
- The purpose of COUNTER is to interrupt the intruder and make it difficult or impossible to harm individuals. This is a strategy of last resort.
- The purpose of EVACUATE is to remove yourself from the danger zone when it is safe to do so.

## **LOCKDOWN – to secure facility from intruders**

Announce “Lock Down” via intercom/all-call

Receive students from hallways

Lock all doors and windows (if possible)

Pull window shades

Move students so they cannot be seen

Turn off the lights

Remain Quiet

As we learned in A.L.I.C.E training, evacuate if it makes sense to do so.

- As we learned in A.L.I.C.E training, counter by blocking door if it makes sense to do so.
- As we learned in A.L.I.C.E training, Ignore Fire Alarms.
- Wait for further instructions.
- Notify staff of situation as soon as possible to reduce anxiety.

Additional information: IF POSSIBLE

- Kindergarten Teacher or ESP sweep the girl’s bathroom in the Annex first floor.
- Third floor girls and boy’s bathrooms sweep by Mrs. Boudreault and Mrs. Carr.
- Custodian sweeps boys & girl’s rooms in the basement for any students.

## **EVACUATE - go outside**

In case of bomb threat, gas leak, power outage or intruder.

**On-site evacuation:** Follow Fire Drill procedure. (Pages 13-14)

**Off-site evacuation:** Follow Off -site Evacuation Procedure (page 15) to Blaney Street School - 50 Blaney Street (former St. John's School)

**Evacuation Procedure:** Information will be given via intercom if time allows.

## **REVERSE EVACUATION - go inside**

In case of natural disaster

Hazardous waste leak outdoors

Intruder/shooter outdoors

Suspicious or dangerous animal outdoors

**Reverse Evacuation Procedure:** if students are outside at recess and office staff initiates the process, office staff informs the principal/teacher who is supervising outside via 2-way radio. That person blows whistle to signal all students to line up and move indoors immediately. Office staff will inform rest of staff via intercom to assist with evacuation and supervise students, take attendance, report any missing students to office.

## **SHELTER IN PLACE** – describes people staying indoors

Conduct Reverse Evacuation if people are outside.

Turn off heat/air conditioning if biohazard or terrorist threat.

All classes move to inside corridors.

## **DROP, COVER AND HOLD** – In case of earthquake, tornado, or intruder.

Go to a pre-designated shelter area our basement or the first floor. If you can't make it to the basement go to (coat room or interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table or desk and use your arms to protect your eyes, head, and neck. Do not open windows. Do not seek shelter in the gym or auditorium.

## **FIRE DRILL PROCEDURE**

1. Shut off lights
2. Take Go Bag with Unscheduled Early Release Forms, RED and GREEN cards and mini First aid kit
3. Exit appropriate route and close classroom door
4. Proceed outside silently to your designated spot
5. Verify attendance and if ALL students are accounted for – hold up GREEN card
6. If student is missing – hold up the RED card and notify closest UNASSIGNED staff member (preferably Principal, Nurse, or School Adjustment Counselor)
7. Unassigned staff member -- find person with Willkie-Talkie and communicate concerning unaccounted for student (s)
8. Wait for all clear signal from firefighters or administration before re-entering building

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### **ADDITIONAL INFORMATION:**

- Kindergarten Teachers and ESPs sweep the girl’s room in the Annex basement.
- Third floor bathrooms sweep by Mrs. Boudreault and Mrs. Carr.
- Custodian “sweeps” boys & girl’s rooms in the basement for any students.
- Office – take 1 Wallkie Talkie – go to Redington Street side of building.
- Other Walkie-Talkie taken by custodian – Humphrey Street side of building
- Mr. Knowles takes another Walkie-Talkie to Elmwood Road. side of building
- Administrative Assistant– “Black Box” (emergency cards, staff/parent sign-in books) and Unscheduled Early Release Day Binders.

## Fire Drill Assignments

<i>Class</i>	<i>Room and Extension</i>	<i>Assigned Teacher</i>	<i>Fire Emergency Exit Door</i>
Kindergarten	403	Mrs. Henry	Out door 6 onto playground
Kindergarten	401	Ms. Correnti	Out door 6 onto playground
Kindergarten	503	Ms. White	Out door 6 onto playground
Learning Academy Jr.	504	Ms. Smith	Out door 6 onto playground
Grade 1	105	Ms. Farrell	Out door 7/8 onto Linscott Park
Grade 1	106	Mrs. Draves	Out door 2 onto playground
Grade 1	205	Mrs. Bagley	Out door 7/8 onto playground
Grade 2	101	Mr. Citino	Out door 12 alongside gazebo
Grade 2	102	Mrs. Bailey	Out door 12 alongside gazebo
Grade 2	201	Mrs. Bucklin	Out door 12 alongside gazebo
Grade 3	202	Mrs. Lever	Out door 12 alongside gazebo
Grade 3	206	Mrs. Randall	Out door 7/8 onto Linscott Park
Grade 3	303	Mrs. Boudreault	Out door 7/8 onto Linscott Park
Grade 4	302	Mrs. O'Brien	Out door 12 onto Linscott Park
Grade 4	304	Mrs. Hounsell	Out door 12 onto Linscott Park
Grade 4	306	Mrs. Carr	Out door 7/8 onto Linscott Park
Resources Room	305	Mrs. Biron	Out door 7/8 onto Linscott Park
Library- Annex	601	Mrs. Frasca/Ms. Morgan	Out door 7/8 onto Linscott Park
Gym	103	Mr. Knowles	Out door 2 onto playground
Mr. Knowles Office	402	Mr. Knowles	Out door 6 onto playground
Art Room	120	Ms. Eisenberg	Out door 12 alongside gazebo
Music/Science Room	301	Mrs. Gotlib/ Ms. Porter	Out door 12 alongside gazebo
Health	606	Mrs. Sheehan	Out door 6 onto playground
Learning Academy	307	Mr. Russell	Out door 7/8 onto Linscott Park
Reading Specialists	204	Mrs. Ardon	Out door 12 onto Linscott Park
Café Lemon	122	Mrs. Brewster lunch	Out door 3 onto playground
Café Lime	121		Out door 6 onto Linscott Park
Country Club/ Ext. Day	123	Same line as custodians	Out door 1 onto playground
Custodian's Office	123	Mr. Carbury/Mr. Hyde	Out door 1 onto School yard
Office- Admin. Asst.	0 or 111	Mrs. Cameron	Out door 1 onto School yard
Office- Principal	110	Mrs. Phelan	Out door 1 onto School yard
School Psychologist	501	Mrs. Landergan	Out door 7/8 onto Linscott Park
Speech Room	502	Mrs. Gargan	Out door 7/8 onto Linscott Park
Ell Room	210	Mrs. Donato	Out door 7/8 onto Linscott Park

### Special Instructions:

Annex Bathrooms- Kindergarten Teachers/Aide check bathrooms

Basement Bathrooms- Custodian's check bathrooms

Third Floor Bathrooms- Mrs. Boudreault and Mrs. Carr check bathrooms

ESP's/ABA's please remain with your assigned students and exit out with the classroom.

## Evacuation off site

### **Hadley School goes to Blaney Street School (formerly St. John's)**

In the event that Hadley School needs to evacuate the building, the designated site is Blaney Street School (formerly known as St. John's School), located at 50 Blaney Street.

Key is located in standing filling cabinet on the door in the principal's office.  
Use front door entrance located on Blaney Street.

**Walking directions to Blaney Street School .1 miles = 2 minutes walk.**

Departing from Redington Street door (doors # 15, 2, 1, 4, 5, 6) Walk straight out onto Redington

Take Left onto Redington.

Then take an immediate Right onto Blaney Street.

The Blaney Street School is located on the Right side of the street.

Students will be picked up by parent or parent's designee at the Blaney Street School's Front Entrance.

Parents should proceed to the first floors release desk located in the first floor hallway.

Note: Parents must report to the desk before releasing their child. Runners will be assigned to pick students up from their classrooms.

ESPs and ABAs will be used as runners for student dismissals.

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### **Reunification Plan for off Site Evacuation**

Reunification refers to getting students reunited with their parents/guardians or designee in an efficient and orderly manner after an Unscheduled Early Dismissal or Offsite Evacuation.

Student Release Team Members include:

Teacher – Jason Knowles (Mr. Knowles will resume the authority of principal in the absence of Mrs. Phelan

Administrative Assistant-Janell Cameron

School Nurse – Alison Oxtan

School Adjustment Counselor – Sara Landergan

Principal – Stacy Phelan (if possible)

Student Release Team Members Responsibilities:

1. Setting up secure reunion area.
2. Checking student Unscheduled Early Dismissal Forms (located in Navy Binders) for authorized releases.
3. Completing release logs.  
\* At Blaney Street School, a folding table can be set up in the first floor hallway through the main entrance and up a small flight of stairs.

**BUILDING PERSONNEL CERTIFIED IN EMERGENCY ASSISTANCE**

**CPR ONLY:**

	<b><u>Ext:</u></b>	<b><u>Cell Phone</u></b>
Janell Cameron	111	617-543-9086
Karen Gargan	502	978-500-1200
Jason Knowles	402	413-575-2420
Tammy Phillips	504	781-248-3081

**FIRST AID & CPR CERTIFIED:**

Heather Carr	306	781-710-0750
Alison Oxtan	112	617-549-3513
Amanda White	503	781-258-3798

**CPI (Crisis Prevention Intervention):**

Alison Oxtan Captain 1/17	112	781-549-3513
Sara Landergan	504	781-640-2455
Holly Sheehan 6/17	606	978-317-9682
Tammy Phillips 1/17	106	781-248-3081
Jeff Harrington 11/16	501	978-618-3433
Rachel Eisenberg 6/17	120	617-202-8603
Jennifer Biron 1/17	305	774-929-5036
Jason Knowles 11/16	402	
Lauren Farrell 11/16	105	
Mandy Henry 11/17	403	
Rachel Eisenberg 120	120	
Catherine Porter 11/16	301	

**EMERGENCY TELPHONE LIST/IMPORTANT NUMBERS**

<b>EMERGENCY</b>	<b>9 then 911</b>
<b>POLICE (NON-EMERGENCY)</b>	<b>781-595-1111</b>
<b>FIRE (NON-EMERGENCY)</b>	<b>781-592-2121</b>
<b>POISON CONTROL CENTER</b>	<b>617-232-2120</b>
<b>SCHOOL RESOURCE OFFICER (ROSE CHEEVER)</b>	<b>781-760-2910 (cell)</b>
<b>SUPERINTENDENT</b>	<b>781-596-8800</b>
<b>DCF ABUSE HOTLINE</b>	<b>781-477-1600</b>
<b>GOOD GRIEF – Boston Medical Center</b>	<b>617-414-4005</b>
<b>HOSPICE OF THE NORTH SHORE-(DANVERS (CENTER FOR GRIEF AND HEALING)</b>	<b>978-774-7566</b>
<b>MASS DEPARTMENT OF PUBLIC HEALTH</b>	<b>617-624-6000</b>
<b>NORTHSHORE MEDICAL CENTER/SALEM HOSP.</b>	<b>978-741-1215</b>
<b>SWAMPSCOTT DEPT. OF PUBLIC HEALTH</b>	<b>781-596-8864</b>
<b>SWAMPSCOTT TREATMENT CENTER</b>	<b>781-596-0466</b>
<b>FAMILY DOCTORS</b>	<b>781-596-2000</b>

**NUMBERS TO DOORS**

- #1 COUNTRY CLUB CAFE**
- #2 REDINGTON MAIN (CAMERA/DOORBELL)**
- #3 CAFÉ LEMON BASEMENT LITTLE DOOR**
- #4 BREEZEWAY REDINGTON**
- #5 BREEZEWAY REDINGTON**
- #6 KINDERGARTEN MAIN**
- #7 BREEZEWAY ELMWOOD**
- #8 BREEZEWAY ELMWOOD**
- #9 CAFÉ LIME BASEMENT**
- #10 GRADE 1 FARLEY BACK DOOR**
- #11 GRADE 2 CITINO BACK DOOR**
- #12 HUMPHREY STREET DOOR (BY BASKETBALL HOOP)**
- #13 ART ROOM LITTLE DOOR**
- #14 MAIN DOOR REDINGTON (BY GR. 2)**
- #15 BASEMENT DOOR REDINGTON (BY KILN)**

**CRISIS RESPONSE TEAM MEMBERS 2014-2015**  
**TELEPHONE: 781-596-8847 FAX: 781-592-9258**

<b>Principal/Team Coordinator</b>	<b>Stacy Phelan</b>	<b>781-608-8728</b>
<b>Adjustment Counselor</b>	<b>Sara Landergan</b>	<b>201-788-9121</b>
<b>School Nurse</b>	<b>Alison Oxtan</b>	<b>617-549-3513</b>
<b>Administrative Assistant</b>	<b>Janell Cameron</b>	<b>617-543-9086</b>
<b>Sr. Custodian (6 AM – 2 PM)</b>	<b>Mike Carberry</b>	<b>857-363-1779</b>
<b>Jr. Custodian (1 PM – 9 PM)</b>	<b>Tony Hyde</b>	<b>617-543-3076</b>
<b>Faculty (first floor)</b>	<b>Jason Knowles</b>	<b>413-575-2420</b>
<b>Faculty (Annex)</b>	<b>Amanda White</b>	<b>781-258-3798</b>
<b>Faculty (main building)</b>	<b>Tammy Phillips</b>	<b>781-248-3081</b>
<b>Faculty (Special Education)</b>	<b>Jennifer Biron</b>	<b>774-929-5036</b>



SWAMPSCOTT PUBLIC SCHOOLS

Hadley Elementary School

24 Redington Street

Swampscott, Massachusetts 01907

Phone: (781) 596-8847 Fax: (781) 592-5298

*Stacy Phelan*  
Principal

Dear Parents/Guardians of Elementary Students,

This letter is to inform you that the Hadley School will be practicing lockdown drills periodically throughout the school year. This is one component of our effort to be prepared as to how to respond in case of an actual emergency. Our plan has been developed by our Crisis Team in conjunction with the Swampscott Fire and Police departments.

A lockdown may be called for when there is a crisis, and movement outside of the classrooms would put students in jeopardy. During the drill no one will be allowed to enter or exit the building. Staff and students will stay put inside of their classrooms until the drill is complete. Please note, in order to provide a safe and secure learning environment ***ALL exterior doors are locked at all times during the school day.*** During the drill, parents/guardians must refrain from trying to enter the building.

Thank you for your cooperation. Please know that it is our intent to be prepared for any type of emergency that may arise.

Respectfully,

Stacy Phelan  
Principal

The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital or civic union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or handicap.



SWAMPSCOTT PUBLIC SCHOOLS  
Hadley Elementary School  
24 Redington Street  
Swampscott, Massachusetts 01907  
Phone: (781) 596-8847 Fax: (781) 592-5298

**Stacy Phelan**  
Principal

Dear Parents or Guardians,

The Hadley Elementary School will provide a notification service to parents in the event of an **unscheduled early dismissal**. There may be various reasons for the Hadley School to close early. Some examples may be a snowstorm, a power outage or a plumbing failure. In the event that this does happen, you will be notified through Blackboard Connect. You will receive an automated voice message notifying you that an unscheduled early dismissal has been implemented. You will be informed of the reason for the early dismissal and the time of the occurrence. In the event that this does occur, your child will need to be picked up early. The pick-up site will almost always be the Hadley School. In the event of the early dismissal requiring an evacuation of the premises, then the pick-up site will be the Blaney Street School (formerly known as St. John's School) located on 50 Blaney Street in Swampscott.

**Here is how you can participate and make this work.**

**\*Provide Telephone Contacts.** Telephone contacts are important. One number will not be sufficient. Please assign yourself as the primary contact person who will be responsible for your child. Designate 2-3 other contact people who have agreed to pick up your child in the event of an unscheduled early dismissal.

**\*Communicate and practice your unscheduled early dismissal procedure with your child.** You or your designee will be responsible for your child's safety in the event of an unscheduled early dismissal. When an early dismissal is implemented your child should know that if you cannot make it, he/she will be picked up by your designee.

**\*Respond Immediately.** When you are notified regarding an unscheduled early dismissal, please make an immediate plan. If you are unable to pick up your child, please notify one of your contacts that you need their assistance and ask them to proceed to the school (or evacuation site) as directed in the voice message.

**Please do not call the school office during an unscheduled early dismissal.** We have a limited number of incoming lines and they are needed for emergency contacts. If no one arrives to pick up your child we will contact you directly. Thank you for your cooperation.

Sincerely,

Stacy Phelan  
Principal

The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital or civic union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or handicap.

# UNSCHEDULED EARLY DISMISSAL PROCEDURE

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

We **must have three** telephone contact numbers for each child. Please consider identifying friends or family who live locally and can be readily available

- \* If you would like to be contacted first, put your number as the **FIRST** contact.
- \* Please list two other contacts. Please consider identifying friends or family who live locally and can be readily available

**Please do not call the school office to inquire about an unscheduled early dismissal.**

There are a limited number of telephone lines into the school, which need to remain open to receive calls from the Superintendent's office.

If we are unable to reach someone at any of the numbers you have listed, your child will be kept at the school or in the case of an evacuation, the evacuation site, and we will continue calling the contact numbers you provide.

If, at any time during the year, these numbers need to be changed, please contact the school office immediately in **writing**.

1. _____	_____
Telephone Contact's Name	Telephone Number
2. _____	_____
Telephone Contact's Name	Telephone Number
3. _____	_____
Telephone Contact's Name	Telephone Number

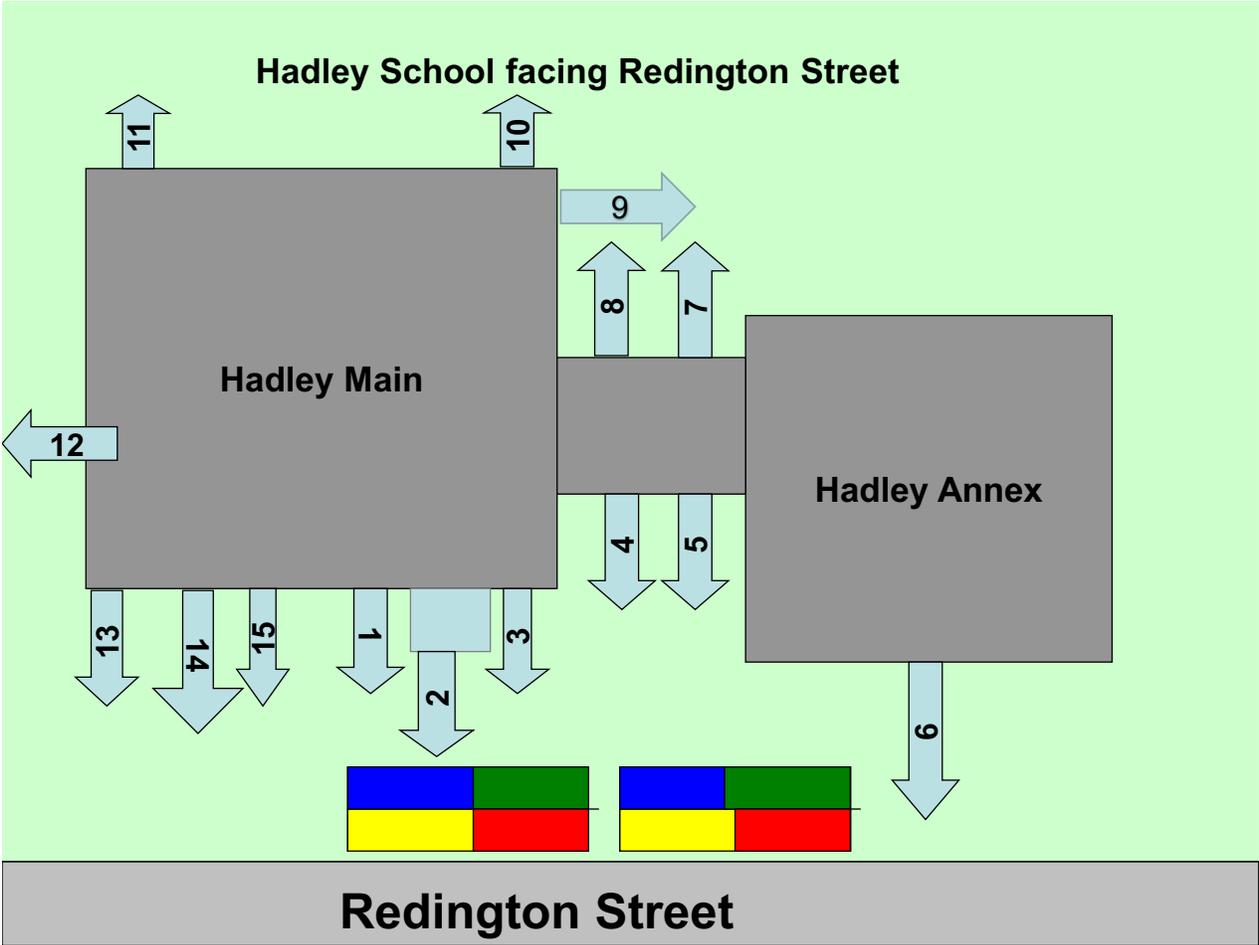
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please call the school office at (781) 596-8847

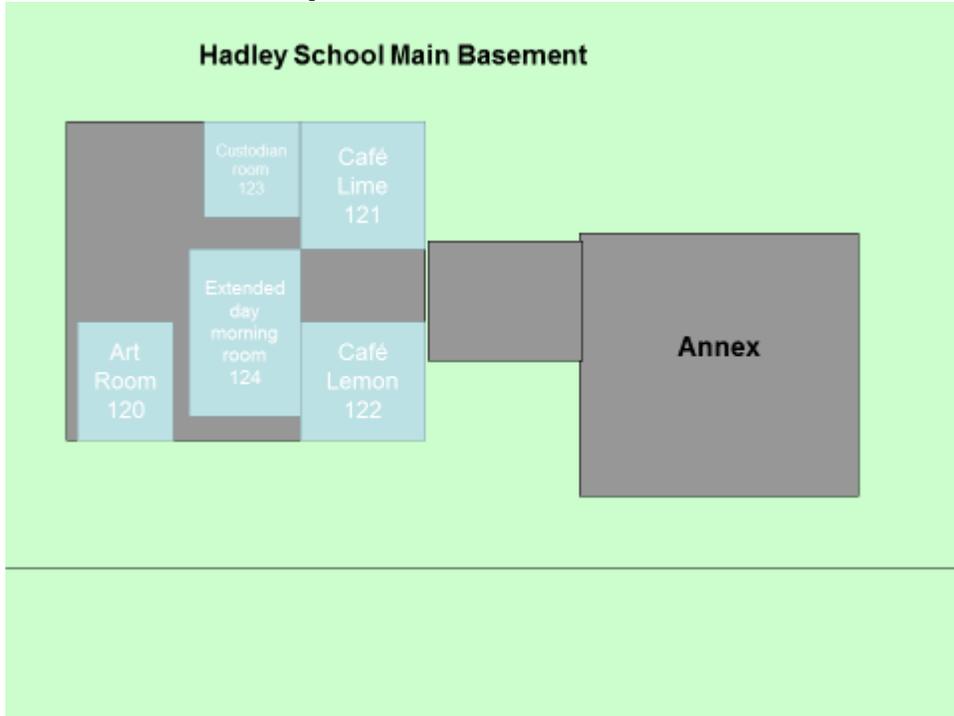
Thank you for your cooperation.  
Sincerely,

Stacy Phelan

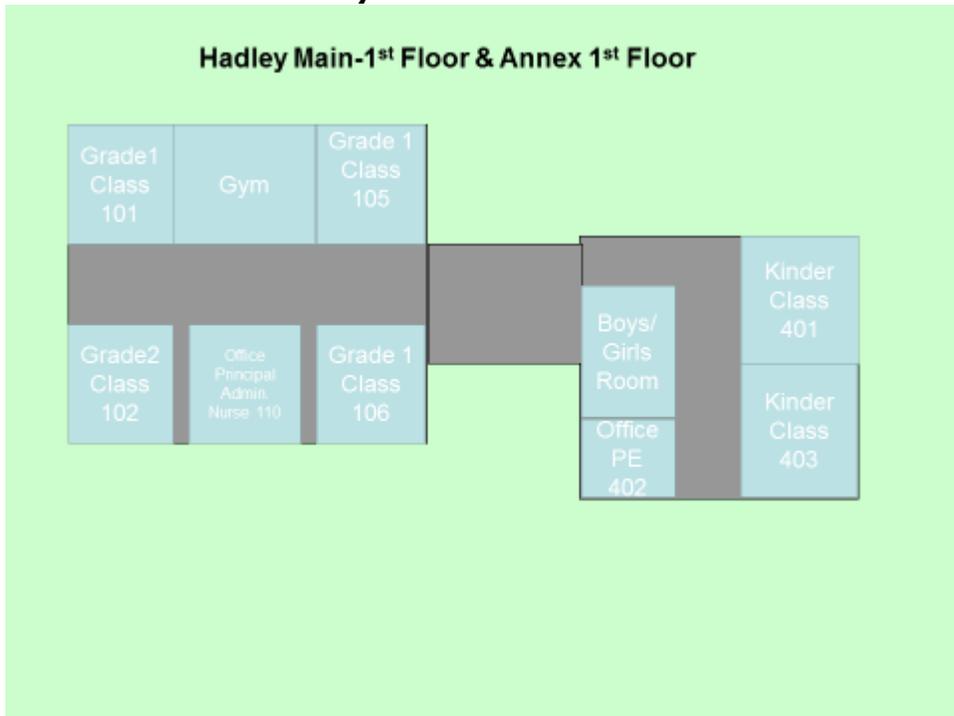
# Hadley School Exits



# Hadley School Basement Floor

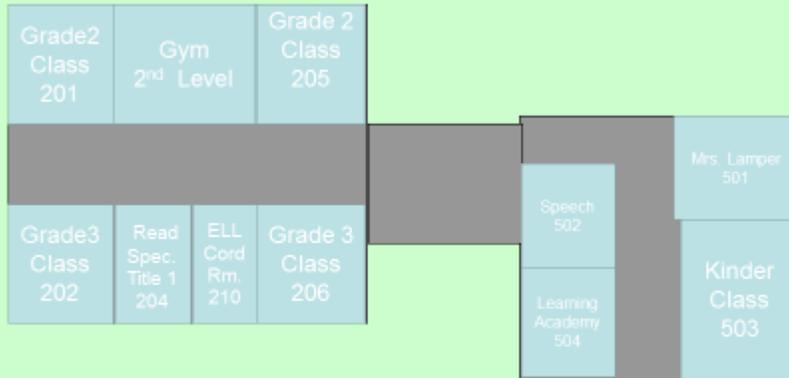


# Hadley School First Floor



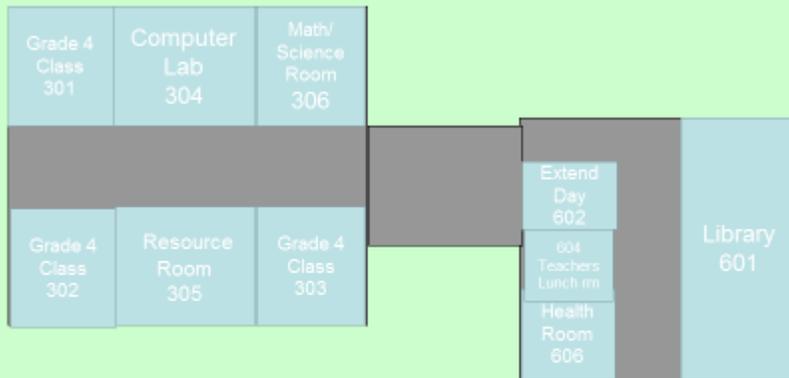
## Hadley School Second Floor

### Hadley Main-2<sup>st</sup> Floor & Annex 2<sup>st</sup> Floor

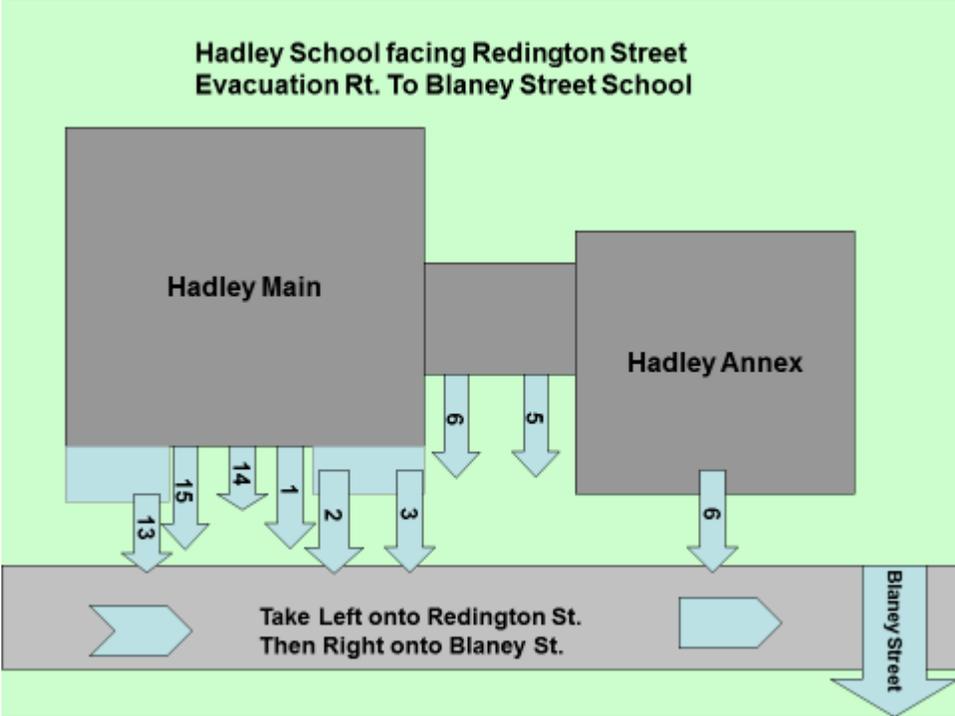


## Hadley School Third Floor

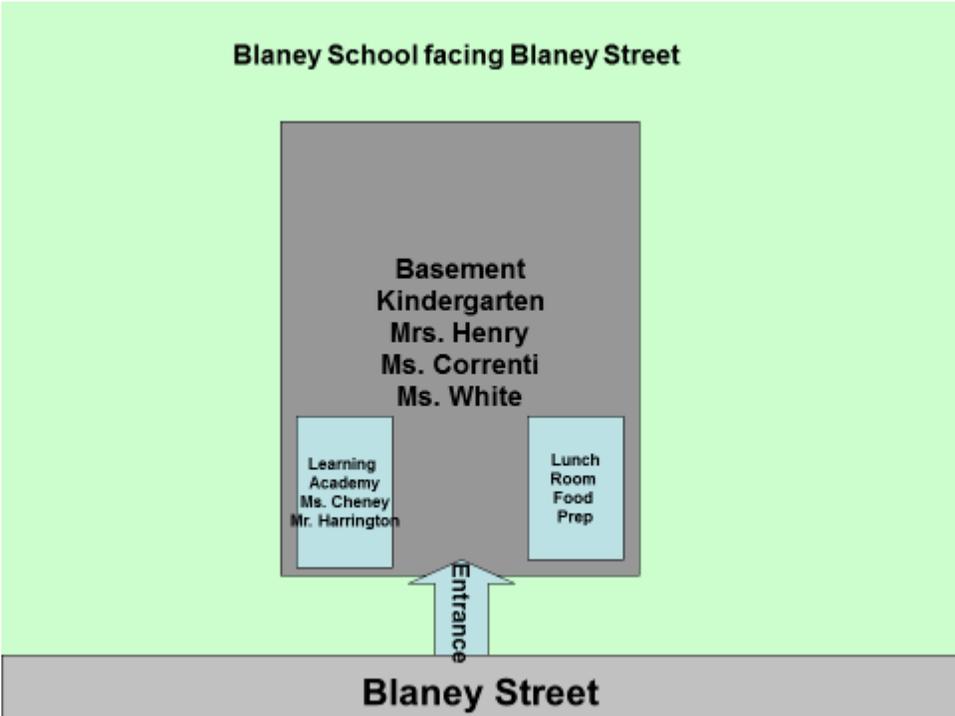
### Hadley Main-3<sup>st</sup> Floor & Annex 3<sup>st</sup> Floor



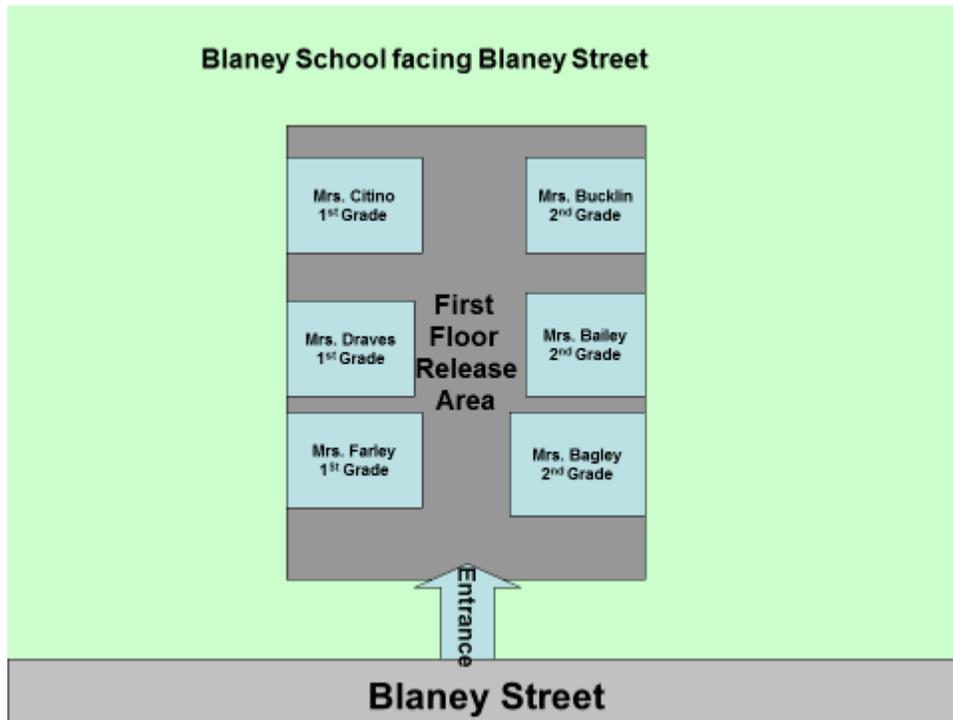
# Map of Off Site Evacuation Route to Blaney Street School



## Blaney School Basement Assignment



## Blaney Street First Floor Assignment



## Blaney Street Second Floor Assignment

