



Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

**TECHNICAL ASSISTANCE HANDOUT:
DEVELOPING INTERNAL EMERGENCY PROCEDURES**

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency. The following are issues to be considered when developing **internal** emergency procedures for private occupational schools. Please note that DPL cannot provide legal advice on any of the following; therefore, schools should consult with their own legal counsel.

- Think of everyone's safety first
- Use common sense and training
- Act quickly and calmly
- Be factual with students, parents, and community

For most major kinds of emergencies some preparations can be made; knowing whom to call can save time, property, and lives.

- Recommend students and staff familiarize themselves with procedures
- Rehearse emergency procedures during drills as if they were real
- Always practice prevention and report suspicious or dangerous behavior

Response to any emergency

<u>You should</u>	Call and notify (<i>school to complete</i>)
You should	Seal off high-risk area
You should	Take charge of area until incident is contained or until you are relieved by (<i>school to complete</i>)
You should	Preserve evidence. Keep detailed notes of incident
Director will	(<i>school to complete</i>)
Everyone will	(<i>school to complete</i>)



Director or Designee

- Verify information
- Call 911 (if necessary)
- Seal off high-risk area (if necessary)
- Notify (*school to complete*)
- Notify students and staff
- Evacuate students and staff, if necessary
- Notify community agencies, if necessary
- Keep detailed notes of an emergency

Instructors

- Verify information
- Close doors, if possible
- Follow evacuation orders
- Warn students, if advised
- Account for all students
- Stay with students during an evacuation
- Take class roster and attendance at evacuation site
- Keep detailed notes
- Identify any involved person or person with information

Emergency Team: School staff to contact in the event of an emergency
Position, name, cell, school extension

CPR/First Aid Certified Persons

Position, Name, Cell, School Extension

Parental procedures (*school to complete*)

Media procedures (*school to complete*)

Emergency Alert Stations... identify location TV and radio stations on which alerts may be posted

Weather Alert Stations... identify location TV and radio stations on which school delays or cancellations may be posted

Tornado Watch has been issued in an area near school

Tornado Warning has been issued in an area near school or tornado has been spotted near school

Bomb Threats: Upon receiving information that a bomb has been planted in the school...

Evacuation Plan and Procedures

Fire Drill/Alarm Procedures

Fire drill for Students with Disabilities

Evacuation/relocation centers

Hazardous Materials

Incident procedures

Incident Occurred Near School Property

Assault/Fights

Weapons

Intruder/Hostage

Lock-Down Procedures

Suicide/Attempt

Serious Injury/Death

Student Unrest

Emergency Numbers:

Police

Fire

Ambulance

State Police

Bomb Squad

Poison Control

Animal Control

Post Crisis Intervention

Counseling and Medication

Local women's shelter

Center for human services

Counseling and family services

Department of Public Health

DSS Abuse

Neglect Hotline

Employee assistance Program

Medical Numbers

Emergency Rescue

Local hospital

Department of Public Safety

Mass Department of Mental Health

Disaster Services

Child and Family services

Suicide/Samaritans

Center for Human services

Samaritans