

# Gateway Lab School

- **Emergency Preparedness Plan**

Catherine Dolan – Head of School  
Marlin White – Principal  
2501 Centerville Road  
Wilmington, DE 19808  
302-633-4091

## Emergency Contact Numbers

Public Safety Agencies	Number
General Emergency	9-911*
Police/Sheriff/Fire	9-911*
Poison Control	1-800-362-0101
Local Hospital (Christiana Hospital)	302-731-1000
Department of Education Contacts	Number
School Safety – John Sadowski <a href="mailto:John.Sadowski@doe.k12.de.us">John.Sadowski@doe.k12.de.us</a>	302-735-4020
Transportation – Larry Linaweaver <a href="mailto:Larry.Linaweaver@doe.k12.de.us">Larry.Linaweaver@doe.k12.de.us</a>	302-857-3390
Red Clay Cafe – Jessica Terranova <a href="mailto:Jessica.Terranova@redclay.k12.de.us">Jessica.Terranova@redclay.k12.de.us</a>	(302)-992-5580
Health Services – Linda Wolfe <a href="mailto:Linda.Wolfe@doe.k12.de.us">Linda.Wolfe@doe.k12.de.us</a>	302-857-3356
<b>Determine the appropriate sequence required to dial 911 from your phone system.</b>	

# GENERAL CRISIS PROCEDURE

## Five Steps to Know

**STEP 1:** Notify emergency services - FIRE, POLICE, AND AMBULANCE – DIAL 911 IMMEDIATELY

Important information for dialing 911

- Your name and location
- The exact nature of the emergency
- The location of the emergency
- The number and location of any injured people
- The number and description of any suspects and weapons (names of suspects if available)
- Designate the meeting point for arriving officers to find the Director
- Stay on the line with the dispatcher for any additional information.

If the Head of School or Principal is not available contact the Safety Director or other available Administrative Staff.

- |                              |  |
|------------------------------|--|
| • Fire/Burglar Alarm Company | Director and Administrative Assistant have codes |
| • Fire Department            | (302) 995-7083                                   |
| • Police Department          | (302) 834-2630 X225                              |
| • Gas Company                | (302) 1-800-898-8042                             |
| • Electric Company           | (302) 1-800-898-8042                             |

**STEP 3:** Notify an Administrator (Head of school, Principal, Safety Director)

**STEP 4:** Call other relevant emergency services and keep the designated phone line open for communications with emergency personnel.

**STEP 5:** In certain emergency situations, an administrator may notify faculty and staff to do one or more of the following:

- Full Evacuation- (Fire Drill) Teachers and staff evacuate all student under their control to the On-site Designated Evacuation Area (i.e. parking lot) indicated by the administrator.
- Partial Evacuation – Teachers and staff evacuate all students under their control to the On-site

Designated Evacuation Area IF the administrator indicates that their section of the school is to be evacuated.

- Relocation – Teachers and staff relocate all students' under their control to another section of the school designated by the administrator.
- Lockdown of Classrooms – Teachers and staff close and lock classroom and other doors. Maintain order and keep the students quiet and clear of doors and windows.

*Always have restrooms, offices, and other areas checked for students during a crisis.*

## **EMERGENCY PREPARATION PROCEDURES**

Before the Start of the School Year

- Review the Emergency Preparedness Plan with all staff during orientation before school convenes.
  - Review the accuracy of the Emergency Preparedness Plan, taking note of any changes at Gateway Lab School which impact the plan.
  - Identify Chain of Command for the building. Update list included in this section. (Head of School, Principal, Administrative staff.)
  - Identify persons who know First Aid/CPR.
  - Review location of all building fire alarms and extinguishers.
  - Review utility shut-off locations and procedures. Designated personnel should attach diagrams of floor plans and other necessary information to the back of their manuals.
  - Review signal system for announcing different crises and their termination (TBD).
  - With appropriate staff, review the operation of the emergency phone line to be kept open for communications with emergency personnel. This will be the fax line.
  - Designate responsibilities for crisis situations, including search of premises and aid for persons with disabilities.
- Maintain copies of Emergency Preparedness Plan next to all secure telephone lines.
- Post signs in each room/area identifying proper exit in case of fire. Designate building areas to be used in case of severe weather or other emergency situations in which you do not leave the building.
- Identify the building's alternate site, the place students are taken when a building must be evacuated (i.e. parking lot).

- Set up schedule for testing building’s emergency equipment on a regular basis (battery-operated phone and radio, flashlights, bullhorn, fire extinguishers, etc.). A log should be kept of all tests.
- Keep an updated roster of students.

**When Students Are in School**

- Practice these crisis procedures with students as required by state law.
  - Fire Drill (Monthly)
  - Evacuation Drills (Min. of 2 times per year)
  - Bus Evacuation Drill (3 times per year , once a trimester)
- The Safety Director should keep a record of all drills In Erip.

**ADMINISTRATIVE CONTACTS**

<b>Role</b>	<b>NAME</b>	<b>HOME/CELL PHONE NUMBER</b>
Head of School	Catherine Dolan	302-494-7590
Principal	Marlin White	302-507-3404
Administrative Assistant	Monica Lee	302-252-5098
Safety Director	David Wainwright	609-868-7556
Nurse	Tara Weaver	302-304-4342
Facilities	J.T. Ward	302-383-7975
Director of Technology	Keron Edwards	302-358-4064
Guidance Counselor	Emily Cathell	302-593-0727

## SCHOOL STAFF TRAINED IN FIRST AID/CPR

NAME:

LOCATION:

Tara Weaver

Nurse Station

Keron Edwards

Main Office

David Wainwright

Dean

Laurie Gremminger

Spec. Ed

Emily Cathell

Spec. Ed

## LOCATION OF FIRST AID KITS

The First Aid Kits are stored in:

- Nurses Office
- Main Office
- Teacher's Lounge
- Gym

## DESIGNATED EVACUATION AREAS

Gateway Lab School will use St. Catherine Parking Lot as its On-site Designated Evacuation Area.

Gateway Lab School will use Marbrook Elementary School as its Off-site Designated Evacuation Area.

## RELEASE OF STUDENTS

If students are to be released due to crisis situation, notify the Head of School or Principal. Gateway Lab School will seek to notify parents/guardians that students are being released.

**DO NOT release any child to an adult (parent, guardian, or neighbor) until a positive identification of the adult has been made through a driver's license or other photo ID and cross-referenced with the Emergency Contact Form.**

### **Students who are Car Riders**

Students who get picked up by parents will remain with staff until parents are contacted.

### **Students who ride the Gateway Lab School Bus**

Students who ride the GLS Bus will be dropped off at their regular bus stop.

## **ABDUCTION**

### **(Kidnapping/Non-custodial Parent)**

- All persons checking out a student must check in at the main office.

#### **If circumstances warrant and it is possible:**

- Administrative Assistant will check records to determine if there is a legal custody issue. If an employee suspects that a non-custodial parent is attempting to take a child with- out proper authorization, the staff member should delay the child's departure until proper authorities have been contacted.
- As appropriate call 911.
- Call the custodial parent/guardian.
- If the abduction occurs while class is in session, attempt to persuade the abductor not to commit this act.
- If unsuccessful in persuading the adult not to carry out the abduction, do not place yourself or students in harm's way.
- If abduction occurs, relate where and when the student was last seen, describe student and his/her clothing, and provide a description of the suspect/vehicle. Provide picture of student if possible and record the vehicle license number.
- Maintain control of students and wait for further instructions from an administrator.

**If a student is discovered to be missing:**

- Administrators' should be notified immediately.
- Conduct a search of the school and school grounds
- If the student is not found, call 911 and notify the student's custodial family.
- Administrator should put the school on lock-down, in order to maintain order among the other students and to make conducting a search easier.
- Interview students and friends for information.
- Provide assistance to police.

## **ASSAULT/FIGHTS**

- Ensure the safety of students and staff first.
- Call 9-911, if necessary. (Insert the actual sequence to dial 911 from your phone system)
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in front of Emergency Preparedness Manual)
- Seal off area where assault took place.
- Defuse situation, if possible.
- Administrator notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Administrator notifies Department of Education and parents of students involved in assault.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.



## FIRE

### In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Administrator notifies police (call 9-911) and Department of Education. Administrator must report

incident to Fire Marshal.

- Teachers take roll after being evacuated.
  - Administrator may direct teachers to move students to Marbrook Elementary School if weather is inclement or building is damaged. No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Administrator notifies students and staff of termination of emergency (All –clear bell). Resume normal operations.

## STAFF PROCEDURE FOLLOW APPENDIX A

### FIRE DRILLS

- The signal for a fire drill is a continuous ringing of the fire alarm bell.
- At the sound of the fire alarm all students and staff shall evacuate the building without delay using the exit posted above each classroom door.
- Carry your Emergency Tote.
- Students must proceed to the designated fire exit.
- Single file lines must be maintained throughout the drill.
- Students must walk, never run
- There shall be no students talking at any time during the fire drill.
- Once outside, teachers must take roll immediately.
- Second floor students shall have access to the exits before the first floor students.
- All students and staff must clear the building for a distance of at least 200 feet.

- All main driveways must remain clear during the entire fire drill.
- No one should re-enter the building until the all-clear bell sounds.
- Any student absent as determined by the attendance check is to be reported to the Front Security Station.

## INTRUDER/ HOSTAGE

### **Intruder- An unauthorized person who enters school property:**

- Notify Administrator.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- **If intruder refuses to leave:**
  - Warn intruder of consequences for staying on school property.
  - Notify security or police and Incident Commander if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
  - Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
  - Maintain visual contact with intruder from a safe distance.

**STAFF PROCEDURE FOLLOW APPENDIX B**

## **ACTIVE SHOOTER INTRUDER**

It is important that each staff member understands what to do in the event of an active shooter.

### **STAFF PROCEDURE SEE APPENDIX C**

## **MAJOR MEDICAL EVENT**

(Explosion with no fire, roof collapse, etc.)

### **First Adult on the Scene**

- Call 911
- Activate fire alarm immediately if the event has the potential to impact other parts of the building.
- Do not activate the fire alarm if the event is localized, such as a bleacher collapse. Classrooms for those not in the area of the event would be the preferred protective actions.
- Quickly scan the room for injured or trapped people. If you can remove or assist them safely do so.
- Be observant – check for the smell of leaking gas or potentially dangerous structural damage.
- Follow the standard Evacuation Plan or the instructions of the Administrator.

### **In Case of Life-Threatening Injuries**

- Call 911
- Administer Basic Life Support
  - Survey the scene to make sure it is safe.
  - Stay with the victim; initiate first aid within scope of your abilities or call for a trained staff member.
  - Do not move victim if you suspect a neck or back injury.
  - Check for breathing.

- Check for pulse.
- Control bleeding.
- Begin CPR if necessary.
- Treat all bodily fluids as potentially infectious. Follow safety procedures during clean up.
- Call victims emergency contact.
- One staff member should accompany student to hospital. No comments should be made to the media. Take the emergency card to the hospital, keep the school informed, and protect the privacy of the victim and his/her family.
- Prepare accident report regarding the incident

#### **In Case of Poisoning or Substance Overdose:**

- Call 911.
- Keep victim as awake or alert as possible
- Notify an Administrator and the school Nurse.
- Utilize trained staff for first aid.
- Call emergency contact
- Call the poison control hotline – **1-800-362-0101**. Take the container to the phone with you if possible.

### **SUICIDE THREAT IN SCHOOL:**

- Verify information.
  - Call 9-911. ***(Insert the actual sequence to dial 911 from your phone system)***
  - Notify school psychologist/counselor, Director and Division of Health and Human Services. Child Mental Health Services (students under 18) or other suicide intervention service.
  - Administrator notifies parent(s) or guardian(s) if suicidal person is student. Director may schedule meeting with parents and school psychologist/counselor to determine course of action.
  - Calm suicidal person.
  - Try to isolate suicidal person from other students.
  - Ask suicidal person to sign a “no suicide contract”.
  - Stay with person until counselor/suicide intervention arrives. **Do not leave suicidal person alone.**

- **Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
  -
- Activate student support team to implement post-crisis intervention. Determine level of intervention.

## **SEVERE WEATHER/TORNADO**

### **Severe Weather/Tornado Watch**

- Severe weather or a tornado may develop. Be alert but continue normal operations.

### **Severe Weather/Tornado Warning**

- A community alarm will sound or a building announcement will be made.
- When severe weather or a tornado has been detected. TAKE COVER. Move to position of greatest safety (away from windows). Move students to main hallways.
- Do not board vehicles (school buses or cars).
- Maintain position of cover until the “all clear” is announced.

**Teacher Procedure See Appendix D**

# Gateway Lab School

## EVACUATION PLAN

### Personnel and Responsibilities

To ensure the safe exit of all students, children and staff from the building in the event of a fire or fire alarm, the Head of School will serve as the evacuation director. The Head of School will be responsible for ensuring that the evacuation plan is implemented. In the Head of School absence the Principal will serve in this capacity. When both the Head of School and Principal are out of the building, the School Safety Director will serve in this capacity.

#### The evacuation director is responsible for:

- Ensuring that all staff, teachers, and children are aware of the fire evacuation procedures.
- Identifying the person in each classroom or area of responsible to lead his/her children outside the building in the event of an emergency.
- Conducting drills on a regular basis.
- Keeping the fire evacuation plan up to date.
- Being aware of all fire alarm pull stations (located at exits).
- Ensuring that the fire evacuation plans are posted in every room and are maintain in clean, visible condition.

#### The lead teacher in every class is responsible for:

- Being aware of the fire evacuation plan and routes from his/her location.
- Being aware of the nearest fire alarm pull station (located at exits)
- Informing the students, staff or other teachers in his/her location about the procedures to be followed during an evacuation.

#### All other staff or volunteers not assigned to a classroom should:

- Be aware of the fire evacuation plan and routes from his/her location
- Be aware of the nearest fire alarm pull (located at exits).

**Designated Meeting Area:TBD**

**The evacuation director will:**

- Place a backup call to 911 to report what conditions there may be (i.e. alarm sounding, smoke, fire, etc.) and that an evacuation is taking place.
- Assign one or more staff member(s) to conduct a sweep of the bathroom and other areas in search of students.
- Receive the reports from each person responsible for each classroom or area during a drill or fire evacuation.
- Meet the first arriving fire department personnel with a brief report for the officer in charge.
- Ensure that staff and children do not reenter the building until the incident commander of the fire department has approved reentry.

**All staff and volunteers not assigned to a classroom will:**

- Direct the children in his/her location to a safe location outside of building.
- Count the number of individuals immediately upon arrival to the “designated area”.
- Report to the evacuation director on the count of all children, staff and other teachers who are in the safe location outside the building.

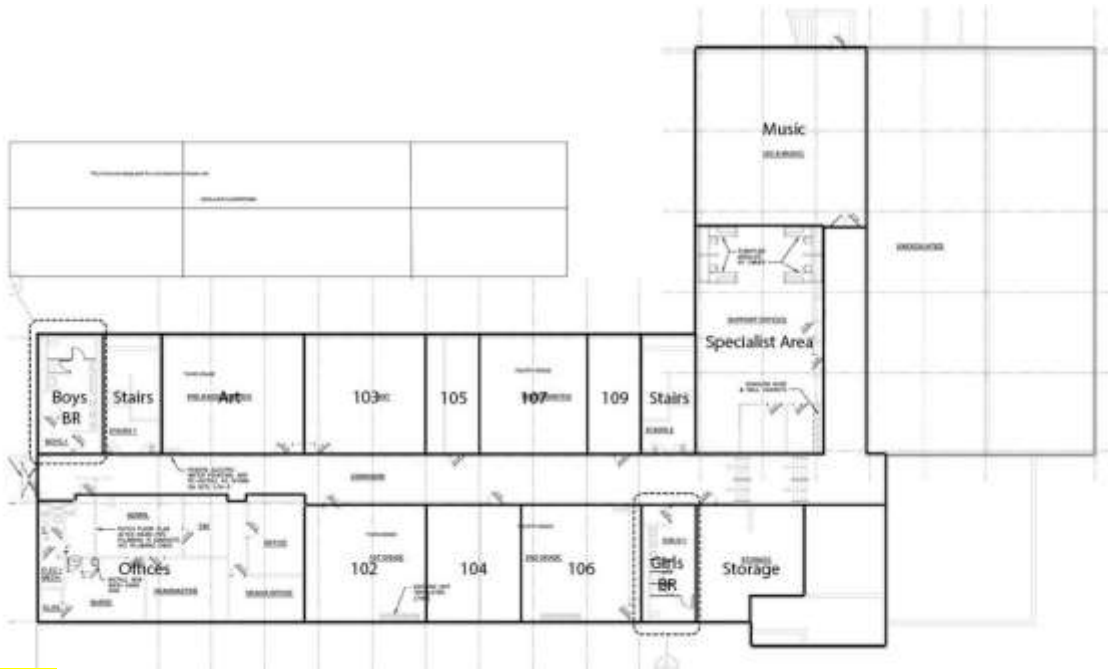
**During transitions:**

- In the event of a reported or actual fire or smoke condition during a transition, students will evacuate the building from the nearest exit and assemble in their most recent class grouping.
- Individuals will be counted by the teacher who was most recently instructing each group of students upon arrival to the “designated area”.
- As described above, the evacuation director will assign one or more staff members to conduct a sweep of the bathrooms and other areas in search of stragglers.

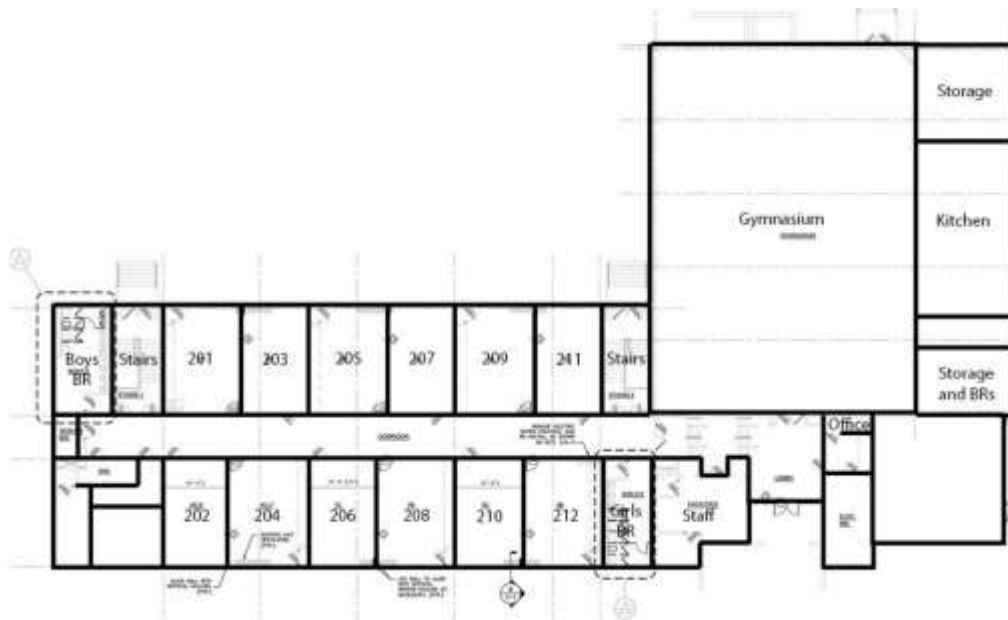
**Evacuation Routes: TBD**



# SCHOOL FLOOR PLAN



**First Floor**



**Second Floor**

## **MEDIA PROCEDURE DURING A CRISIS/EMERGENCY SITUATION**

Refer all media to the Head of School. If the Head of School is unavailable, the Principal will be the alternate contact. All public statements will be issued by the Head of School.

The media monitors 911 calls, and reporters often arrive on the scene as quickly as the emergency vehicles.

- Endeavor to protect the privacy of any victim(s) or their family.
- If possible restrict cameras and “on the scene” interviews of students and staff. Refer all reporters to the Head of School.
- Establish a communications center on-site, if necessary.

## Appendix A

### FIRE

- The signal for a fire or drill is a continuous ringing of the fire alarm bell.
- At the sound of the fire alarm all students and staff shall evacuate the building without delay using the exit posted to the designated fire exit.
- Students must proceed to the designated fire exit.
- Single file lines must be maintained throughout the drill.
- Students must walk, never run
- Students will line up on the diagonal lines at the far end of the parking lot in order of grades.
- There shall be no students talking at any time during the fire drill.
- Once outside, teachers must take roll immediately.
- Second floor students shall have access to the exits before the first floor students.
- All students and staff must clear the building for a distance of at least 200 feet.
- All main driveways must remain clear during the entire fire drill.
- No one should re-enter the building until the all-clear bell sounds.
- Any student absent as determined by the attendance check is to be reported to the front office.

**If it is determined that it is unsafe for the students to re-enter the building, we will evacuate to Marbrook Elementary School. (See appendix D)**

## Appendix B

### **School Intruder Lock Down**

The Head of School or Principal will announce **“Staff, there is an intruder in the building, please lock all doors and move everyone out of sight.”**

Staff will:

- Lock the door
- Turn off lights
- Tell students that they must be very quiet.
- Line students up against the wall (so they are not visible from the door.)

When the building is clear, the Head of School or Principal will announce **“Please excuse the announcement....The building is now clear, teachers please resume with the normal schedule (repeat).”**

At the end of the day, staff will meet in the art room for an update on the incident/event.

***This procedure may also be used if there is a possible child abduction.***

## Appendix C

### **Teacher Procedure for Active Shooter**

If you hear gunshots:

- Lock your door.
- Move students away from the window and have them take cover.
- Follow the **RUN, HIDE, FIGHT** rules

#### **RUN**

- If you are close to an outside entrance when you hear shots, take the students you can find and run.
- Take your students to an area of cover, place something substantial such as a structure between your students and the school.
- Hide there and wait for assistance. Keep your students together.

#### **HIDE**

- If inside, find a place away from inside windows and lines of fire.
- Hide behind or under objects to provide cover and concealment.
- Try to be as quiet as possible and avoid attracting attention.

#### **FIGHT**

- If you have no other choice, engage the shooter with violence.
- Use ANYTHING as a weapon. ( chairs, books, fire extinguisher)
- Do not stop until the shooter is no longer a threat.
- Once they are down, escape as quickly as possible.

**Remember that when police arrive, they will *NOT* focus on a rescue! Their first priority is to locate and eliminate the threat. Do not call out for help or expect that they will stop to help!!!**

## Appendix D

### **Shelter in Place (Tornado, Hurricane, etc)**

During a tornado, or hurricane, the Head of School or Principal will announce **“Staff...at this time, we would like you to bring your students to the hall.”** (Repeat)

Staff will:

- Ask students to line up quietly.
- Make sure windows are closed.
- Turn off fans or other electrical items.
- One teacher at the front of the line and one teacher at the back of the line.
- Each room should have a crate or tote of things the students could do during the time in the hall.
- Teachers may allow students to talk quietly.
- Any students needing to use the bathroom should be escorted by a teacher.
- At the end of the tornado, etc. the Head of School or Principal will announce **“Staff you may return to you rooms.”**

***This procedure may not be used as a procedure for an earthquake. Follow the procedure for a fire drill if GLS should experience an earthquake.***