

St. Thomas's Day School



Safety and Security Manual

2018-2019

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Safety and Security Policy Statement

School safety and security at St Thomas's Day School is a community-wide responsibility. Faculty, staff, administration, parents, and students will work together to create a safe and secure learning environment. The entire community must be convinced that each person's sense of well-being is of utmost importance and we will all work for the common good.

Gina Panza
Head of School

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Special Note: The safety procedures outlined in this manual are predicated on the fact that the front door of the school is locked and controlled by the front desk. Furthermore, all outside gates are kept locked at all times and doors to the Church and Parish House are locked throughout the day.

The safety and security of the St. Thomas's community is the primary responsibility of the Safety and Standards Committee of the Board of Trustees. Meeting periodically throughout the year, the Committee will review the Safety and Security Manual, which clearly states what behaviors are expected in the event of a crisis at the school or the church during the school day from 7:45a.m.-5:30 p.m.

The Head of School is responsible for the implementation of the plan. Using a team approach, the Head of School and the Administrative Team will be responsible for the implementation of the safety and security plan for the school. The goal of the Team is to have each member of the school community feel a sense of ownership and commitment to implement whatever policy and procedures are established by the Safety and Security Committee.

A crisis is defined as:

1. Threats to physical safety of the children and adults while they are on school property and school trips
2. Major environmental impact on the school (e.g. flood, fire, tornado, snow storm, hurricane, chemical spills)
3. A breach of the security plan currently in place at the school

What to do when a crisis occurs:

1. Any individual witnessing or having information regarding anything out of the ordinary shall immediately notify the front office of the school. Main office staff will notify the Head of School and the members of the Administrative Team of the situation.
2. In the event of an immediate emergency or breach of security, the main office staff will contact 911 – fire and/or police and/or initiate a Safe Haven alert.
3. If the receptionist has to leave the front desk, a person who knows the procedure for the sign-in and tagging of visitors should be in place. At no time should the front desk be unoccupied or covered by someone not fully cognizant of the safety procedures that are in place.

The following procedures are intended to serve as a guide and checklist. They may require modification to meet specific needs or an unpredictable series of events. The emergency procedures identified are not intended to be all-inclusive.

Section I General Security Procedures

A. School

- All church and school visitors will enter through the main door of the school
- Each visitor will sign in and obtain a visitor's badge before proceeding into the building.
- The badge (pass) must be worn at all times and must be visible to all.
- The visitor, upon leaving, will sign out and remove the badge to the main office.
- Visitors to the school may not photograph, record, or video the children and staff without approval of the school administration.
- Please note: All service, repair, and sales representatives must register at the main office. The church's Property Manager must be informed whenever workers are in the building and the nature of the work must be described in the registration log. All service, repair, and sales representatives must wear a special visitor's pass.
- Robbins Hall – All security procedures that apply to the school and Church Proper are applicable to Robbins Hall.
- The front and back door of Robbins Hall and all interior doors will be kept locked at all times (day and night) without exception.
- Signs are posted instructing visitors to report to the school's main office prior to entering Robbins Hall.

B. Building Security

- Building security is the main responsibility of the school during the hours of 7:45 a.m. to 6:00 p.m.
- Building security is the main responsibility of the Church during the off hours. An alarm system was installed to help secure the building. (See Section C for procedures.)
- The Church has also installed locks on the following doors: the Chapel doors and the single door in the back near the altar.
- The Main and Rear entry doors to the school are equipped with electronic locking mechanisms which require a FOB (electronic key) for access to the building. During school days, the main door will allow access without a FOB between 7:45 and 8:30 am. Both the front and rear door will allow access without a FOB between 2:45 and 3:30 pm. All doors will be kept locked (without exception) throughout the day.
- An intercom system is located to the right of the main door. Both the church and the school offices can allow access to the building through the use of the intercom system. Visitors should follow printed instructions posted near the intercom boxes.
- All gates into the front and side yards should be locked but include a panic bar for exit from the property in the event of fire or mandatory evacuation.
- Security cameras are at all school entrances and monitored in the front office

C. Alarm Procedures

To Disarm:

1. Enter building and, within 30 seconds, enter your personal 4-digit code on the keypad and press “OFF”

To Arm:

1. Confirm that the building is unoccupied and that the three glass doors are closed and locked.
2. When you approach the panel, remain still for a moment allowing display to set to “ready to arm” as open doors or activated motion sensors will cause a momentary fault in the system.
3. Enter your personal 4-digit code on keypad and press “AWAY”. Exit within 60 seconds.

If you accidentally trip the alarm, ATP will call the Church and administrator phone numbers before dispatching police.

Contact information:

For problems setting/operating the alarm:

Julie Kelly (h) 203-624-7741 (c) 203-915-1371 (o) 203-777-7623

To cancel a false alarm:

ATP 1-855-479-6010

Ask for monitoring and tell them that you need to cancel a false alarm. Our ID is St. Thomas’s Church, 830 Whitney Avenue, New Haven. The phone number associated with our account is 203-776-7623 and the pass code is “Thomas.” They will let you know whether or not they have dispatched the police. **Please attempt to cancel a false alarm.** If police are dispatched, for your own safety, do not re-enter the building. Wait outside for the police to arrive.

In the event of an immediate threat or emergency, there are three panic buttons on the keypad that will dispatch Fire, Police, or Medical without confirmation

Please do not share your personal code or the account pass code.

General Information: The system will auto-disarm by 6:45AM Sunday through Friday. Saturday is the one day that the system must be disarmed manually. The system is armed manually each evening by the Parish Administrator; the time varies by the schedule of evening events. The Parish Administrator makes a reasonable effort to determine that the building is unoccupied before arming the system. If you plan to occupy the building at times other than normal operating hours, (<http://www.stthomasnewhaven.org/calendar.html>) it is your responsibility to notify the Parish Administrator, *24 hours in advance*, in order to avoid an unnecessary police call and a fine from the City of New Haven.

D. Building Keys

- All faculty and staff are issued FOBs and classroom Keys from the Business Office and must carry their key and FOB with them at all times during school hours.
- Any loss of a FOB or key should be reported to the Business Office immediately, in order to deactivate the electronic FOB. A replacement FOB or key will be reissued with an applicable charge for the replacement cost.
- Upon termination of employment, all FOBs and keys must be returned to the Business Office.

E. When leaving a school space at the end of the day, the following procedures should be in place:

- Turn off lights
- Shut windows
- Lock doors
- Turn off equipment (e.g. copy machine, coffee maker, electronic equipment)
- Note: The last person using a school space or a church space is responsible for shut down procedures.

The above mentioned procedures are applicable to the following spaces:

- Classroom and all instructional spaces
- Administrative Offices
- Science Room
- Computer Room
- Library
- Gym and Stage Area
- Basement Storage Area
- Art Room
- All-Purpose Room
- The Atrium
- Robbins Hall Attic
- Parish House 3rd Floor Attic

F. Security Procedures for Children

- At no time should a child walk through the building alone
- Children who are ages four and five must always be with an adult
- Children who are ages six through twelve must always have a partner
- A classroom of children should **never** be left unattended by an adult

Section II Evacuation Plan

- A. In the event that it becomes necessary to evacuate the children from the buildings (School, Church, and Robbins Hall) the following procedures are in place.
- When evacuating school spaces, the children and staff will follow the same procedures used for fire evacuation (drill). Once outside of the building, the children, under the supervision of their teacher, will wait for the Administrative Team to determine which safe space will be used. The message will be communicated by voice command or by cell phone or by a runner

Primary Safe Space:

- The First Presbyterian Church, 704 Whitney Avenue, New Haven -located two blocks south of St. Thomas's Day School on Whitney Avenue. Phone: 203-562-5664

The Director of Institutional Advancement (D.I.A.) and Main Office Administrative Assistant will take the key for the primary safe space (First Presbyterian Church, 704 Whitney Avenue, New Haven), which is stored and labeled in the file cabinet in the main office. Enter First Presbyterian Church from the driveway; behind the Church on Huntington Street. The safe space is the Community Hall to the left of the walkway. To unlock the door: Turn key to the left. Use both hands - one to push down the button and the other to open the door. To lock the door: Turn key to the right. Lights are to the left of the door - far down the wall near the corner.

Secondary Safe Spaces:

- The Church space
- The Gym and Tunnel areas of the Parish House
- Edgerton Park (outside space)

Procedures for Evacuation

1. The decision to evacuate all school spaces will be made by the Head of the School or the Administrative Team. The Team will work out of the main office until total evacuation has taken place.
2. The Team will determine which safe space will be used and this decision will be communicated to all staff once the school population is outside of the school building.
3. The evacuation of the school will follow the Fire Alarm procedures.
4. The Administrative Team will be responsible for the following:
 - A. Members of the Team will make sure that all spaces are checked to ensure that all children and staff have left the school.
 - B. The Assistant Head of School and/or School Nurse will take all medications used by the children to the safe space, along with all emergency phone lists.
 - C. The D.I.A. will take the key to the primary safe space (the First Presbyterian Church) and open the door.
 - D. The children will stay with their class until their parents come to pick them up.
 - E. The chairperson of the Board of Trustees, the Rector of St. Thomas's Church, and the Senior Warden will be notified of the decision to evacuate by the Head of the School or his designee.

Section III Fire Drill Evacuation Procedure

To prepare for a Fire Drill, the Main Office Administrative Assistant will phone 203-799-9465 to put the system into a Test Mode. Alarm information is posted on the alarm panel. (See 4002 Fire Alarm System instructions below)

FIRE DRILL:

Fire drills will be practiced at different times of the day. (Extended Day and Chapel)

Upon hearing the fire alarm:

Classroom teachers will exit the building (following the evacuation route) with their red clipboard (class roster and emergency contact numbers). All will proceed up Cliff Street and line up in grade-specific ascending order.

K: Driveway between Robbins Hall and 30 Cliff Street

Gr. 1: 30 Cliff Street

Gr. 2: 40 Cliff Street

Gr. 3: 46 Cliff Street

Gr. 4: 50 Cliff Street

Gr. 5 & 6: 60 Cliff Street

Note: Evacuation routes and class rosters should be visibly posted in every classroom.

If in Specials Class: Special Teachers will bring students out following the evacuation route and proceed to the class's designated spot where they will be met by their head teacher.

If head teachers are in their classrooms, they should bring their clipboard outside to their class.

If head teachers are not in their classrooms, they should immediately leave the building and obtain a class list from the Main Office Administrative Assistant outside Robbins Hall.

If in Chapel: All students and teachers will exit following the evacuation routes and obtain rosters from Main Office Administrative Assistant

The Head of School, Assistant Head, and Main Office Administrative Assistant will be wearing orange vests for easy identification.

Head of School will take attendance starting at the end of the line with 6th Grade and Assistant Head will take attendance beginning with Kindergarten/Grade 1.

All adults (specials teachers, administrative assistants, floor captains, & parish personnel) will gather with Main Office Administrative Assistant outside of Robbins Hall.

Note: The Main Office Administrative Assistant will be responsible for adult attendance.

Once all (children AND adults) are accounted for an "all clear" signal will be given by the Head of School.

The Main Office Administrative Assistant will time the drill and report to the Head of School

FLOOR CAPTAINS:

Upon hearing the alarm Floor Captains will:

- a) Check that all classrooms on their assigned floor is empty and close doors.
- b) Check all bathrooms on their assigned floor are empty and close door.
- c) Vacate the building and stand with Main Office Administrative Assistant on Cliff Street (in front of Robbins Hall).

The following people have been assigned as Floor Captain's:

Parish House:

- Basement: P.E. Teacher clears floor,
(P.E. Assistant takes class out)
- 1st Floor: Head of School -1st grade & Chapel
Assistant Head - classrooms & corridor
- 2nd Floor: (Church) Rector/staff
- 3rd Floor: Tech Integrator/Library Teacher

Robbins Hall:

- Art Room/basement level: Art Teacher
- Ground floor: Kindergarten Assistant Teacher
- 3rd floor: Business Manager

EMERGENCY LOCKDOWN PROCEDURES:

There may be times when there is an emergency situation in which we will not be exiting the building. As necessitated by the event, the students may be required to remain in the classrooms.

SPEAKING TO STUDENTS ABOUT THE DRILL:

Teachers will talk with students at the beginning of the year about the plan for all drills. They will explain how to exit the building in a fire and then explain that there may be circumstances when, in order to be safe, they might need to stay in the building.

It is good to stress that in all drills students must move silently through the halls and stairs in order for the adults to hear directions. Everyone should be aware that there may be re-directing that takes place during drills and it is important to follow the directions being given.

Teachers will not have this conversation until an agreed upon date. Parents will be informed beforehand.

Section IV Safe Haven Drill Procedures

For Safe Haven Drills:

Before the drill, teachers please talk to your students and walk the students through the procedures. When speaking to students about these drills, talk in general terms, stating that “just like we practice fire drills and have to leave the building, we also need to practice for emergencies that will keep us in the building.”

Main Office Administrative Assistant will announce over the phone speaker system:
“This is a Safe Haven Drill – Please report to the nearest classroom.”

This is a cue for everyone (adults and children) to take action. It is good that students also know the code and can respond quickly.

1. ASSISTANT TEACHERS
 - quickly check the hallway for any children outside the classroom and bring them to the nearest classroom.
 - lock door, cover windows, pull blinds on doors and shut lights.
2. HEAD & SPECIALS TEACHERS
 - instruct children to be silent. Move to a designated spot and take attendance identifying everyone in your room.

****All teachers must send an email using the special internal email address safehaven@stthomasday.org.**

For Safe Haven EMAILS:

- If all your students are accounted for please put “**all here**” in the subject of the email.
- If additional children and/or adults are in your room, please put “**all here plus**” in the subject line. List the additional children/adults in the body of the email.
- If a student is unaccounted for put “**warning**” in the subject line.

Please only use **warning** for situations where a student is unaccounted for, not students who are absent, etc. Using consistent subject lines will expedite the process of ensuring everyone is safe in the event of an emergency.

3. CHAPEL/CHURCH SPACE
 - lock all doors
 - instruct children to be silent, move to a designated spot and take attendance identifying everyone in your area
4. MAIN OFFICE ADMINISTRATIVE ASSISTANT AND HEAD OF SCHOOL will:
 - lock down in the Head of School’s Office- “Command Center” and begin cross checking emails.
 - Once everyone is accounted for an all clear signal will be sent via the phone speaker system.

Special Location Considerations:

- Spanish Teacher will be responsible for locking the faculty room and 3rd floor instructional space doors.
- All students and teachers in the Pooh Trap will go to the Science Room.
- All students and teachers in the library will go to the Assistant Head’s office.
- All students and teachers in the Gym and AP Room will gather behind the line (against the wall) on the south side of the room paying careful attention to remain out of sight from the window above.

Section V Shelter In Place Procedures for Main Building:

ANY ADMINISTRATOR, FACULTY AND STAFF MEMBER MAY INITIATE A SHELTER IN PLACE

1) The Shelter in Place message will be communicated to the school staff using the all phone speaker system on phones. Please follow the directions posted on the phones:

FOR AN ACTUAL EVENT: “WE ARE IN SHELTER-IN-PLACE MODE. PLEASE REPORT TO THE TUNNEL.”

(To be repeated three times.)

This is a cue for everyone (adults and children) to take action. It is good that students also know the code and can respond quickly.

2)***** CALL 911*****

OR

FOR DRILLS: “THIS IS A SHELTER IN PLACE DRILL -PLEASE REPORT TO THE TUNNEL.”

This is a cue for everyone (adults and children) to take action. It is good that students also know the code and can respond quickly.

Upon hearing the code Head Teachers should take their class to the tunnel with their red clipboard which contains the class roster and emergency contact numbers. Upon arrival take attendance.

1st, 6th, & 5th Grades will use the staircase outside the Head of School’s Office.
2nd, 3rd, and 4th Grades will use the All Purpose Room Staircase.

SPECIALS TEACHERS

- Bring children downstairs to the designated class space.

ASSISTANT TEACHERS

- Immediately check the playgrounds and hallways for any children outside the classroom and bring them inside and downstairs.

FOR ROBBINS HALL:

Procedures are the same as above, however students and teachers should take shelter in the Art Room.

Section VI Accidents and Community Crisis

Bus, Van and/or Car Accident

In the event of a serious traffic accident involving a vehicle carrying St. Thomas's Day School children:

- Call 911 and then the school immediately and inform the main office of the accident
- The main office will call parents regarding any injuries and destinations of any ambulances
- If practical, a Administrative Team member designated by the School Head, will report to the accident scene
- The Business Manager will report the accident to the school's insurance company
- A member of the Team will call the Board Chair and the Church Office informing them of the accident

Community Crisis

In the event of a community or regional crisis that may involve or affect our students and staff, the Administrative Team will meet immediately in the main office to manage the response. Our goal will be to provide maximum physical and emotional safety for children and staff, and to control the flow of news both in and out of school. The Team will be responsible for:

- Gathering current information from any and all media sources
- Providing updates to faculty and staff via email or in person
- Determining how to inform students of relevant news in a developmentally appropriate manner
- Determining the need to return to classrooms for attendance checks and communication purposes
- Collecting parent contact information and coordinating parent communication (including website updates, phone calls, and letters) both immediately and in the ensuing days
- Initiating immediate psychological support services if deemed necessary by the Administrative Team and the School Chaplain.

Medical Personnel and Important Phone Numbers

- | | |
|--|----------------|
| ▪ Emergency | 911 |
| ▪ Yale New Haven Hospital | 203-688-4242 |
| ▪ New Haven Police/EMT (non-emergency) | 203-946-6316 |
| ▪ New Haven Fire Department | 203-946-6232 |
| ▪ Poison Control | 1-800-222-1222 |

First aid and CPR trained personnel

- P.E. Teacher and School Nurse
- All Head Teachers

AED (Automated External Defibrillator) installed.

- All Head Teachers have been trained on how to use this device.

All medications will be kept in the main office. Controlled drugs will be kept in the main office and will be locked in a cabinet.

Section VII Faculty and Staff Cell Phone Directory for 2018-2019

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