



**P 811Q
MARATHON SCHOOL**

61-25 Marathon Parkway
Little Neck, New York, 11362
718-224-8060 Fax 718-224-5914
www.811Q.weebly.com

Independence-Collaboration-Technology-Communication

Penny C. Ryan
Principal

Assistant Principals
Nicole Avila
Yvette Miguez, I.A.
Katis Romig
Michel Rueda

Elementary Offsites: PS 37, PS 147, P 822
Intermediate Offsites: IS 227
High School Offsites: QHST

MEMORANDUM # /

To: All Staff
From: **Michel Rueda, AP**
Date: September 4, 2018 Professional Development/Uploaded to school website
Ref.: General Response Protocols to be Followed during Evacuations, Lockdowns
(Soft or Hard Lockdowns) and Sheltering-In. Missing Student Protocol

As part of the 2018-2019 School Safety Plan, we are distributing the guidelines and procedures we will be following when we conduct a fire drill, evacuate the building or announce a "Lockdown or a "Sheltering-In". Attached are the following items:

- 1) **Assembly Card** – This is the card with the two green "OKs" and two red "+" emergency symbols. The card is to be taken by the teacher every time you hear one of the above listed alerts. Hold up the "Emergency symbol" when reporting injuries, problems, or missing students to school staff and first responders.
- 2) **"In An Emergency Poster"**- posted near the Fire Drill sign.
Refer to poster when a drill is held or an announcement is made to evacuate, lockdown or shelter-in.
- 3) **General Response Protocol (GRP) Summary Sheets for Teachers and Students.**
Read carefully this summary which explains what is meant by each alert and the announcements that will be made via the public address system: Lockdown (Hard and Soft), Evacuate and Shelter-In. Conduct at least two lessons with the students to familiarize them with what they are expected to do when an announcement is made to evacuate, lockdown or shelter-in. Student expectations are listed in the Summary Sheet. Have your classroom staff read the GRP Summary Sheet.
- 4) **Missing Student Protocol**
- 5) **Fire Drill/Evacuation Plan (site specific)**
- 6) **Shelter-in Staff with Assigned Exits (site specific)**

Every teacher is to prepare an **"Evacuation folder"**. This folder should contain the **Daily Attendance sheet, Daily Clothing Report, Medical Alerts, Blue Cards with picture/ht./wght.** and **Assembly Card**. This folder must be assigned to a staff member when students are at breakfast/lunch/trip or with a cluster teacher. This folder must contain **OT/PT/SP passes** if students are removed from classroom instruction. Students may not be taken without a pass. This folder must be taken with you or the assigned staff member when evacuating the building. Cluster teachers must be taking attendance each period and recording what students are present; keep your attendance sheets in the evacuation folder.

This year, in addition to the 8 fire drills (Evacuate drills) we will be conducting 4 "Shelter-In" and "Soft Lockdown" drills.

If you have any questions or concerns about these procedures please see Michel Rueda, AP

FIRE DRILL (EVACUATION) PLAN 2018-2019 (Mainsite)

Class #/ Room #

102A/Y16 - Theresa Matchekosky, Bryan Ludin	
102B/X02	-
105/Z02	- Josephine Schmitt James Barry, Alison Ehlers
108/Z06	- Jill Jordan Cole, Michael Cantara, Alison Ehlers
118/Z03	- Rob Licari, Meagan CooleyPasqueralli
119/X03	- Jennifer Wu, Theresa Matchekosky,
120/Z80	- Richard Hampton, Lisa Caliguri Jill Jordan Cole,
121/Z05	- Harry Kamellopoulas, Daniel Wilson, - -
123/X01	
124A/Y15	-
201/Y13	-
208/V05	
210/Y11	-
216/Y12	-
217/V02	-
218/Y13 Holding Room	-
219/V04	-
221/V01	-
223/V03	-
Holding Room 218 (Classes in Rooms 201, 208, 210, 216, 217, 219, 221, 223	Jannay LinoThomas (RN)
Main Corridor	Shawneequa Archer (SSA)
Exit Ramp by Rm. 124	Denise Vadi
Cafeteria Exit (Bus Yard)	Katis Romig
Gym Exit (Back Ramp)Rear of Building	Hilda Nunez/Michel Rueda
Front of Building	Joanie Dikeman
Floor Wardens	Basement 1 st Floor 2 nd Floor
	Carl Masella Michel Rueda/Alison Middleton Yvette Miguez/Nicole Avila

FIRE DRILL (EVACUATION) PROCEDURES

Whenever you hear and see a combination of horns- strobes, it is a signal for you to get your students' clothing and get ready to leave the room or building in which you may be at. You are then to proceed to the exit or stairwell assigned to your class and exit the building. Treat every alarm as if it may be an actual emergency. The goal of a fire drill is to safely evacuate the building. **DO NOT SPEND EXCESS TIME DRESSING THE STUDENTS.** Simply cover them with their coats and exit the building. Take jackets with you for students who are with related service personnel.

STAFF ASSIGNMENTS DURING FIRE DRILLS

1. If your class is with a cluster teacher during a drill (APE, Library, Computer, etc.) that teacher will be responsible for the class exiting the building. The classroom teacher who is on prep will meet the class at **251st Street**. Cluster teachers on preps will assist where needed.
2. Related Service Providers who are not with a child at the time of the drill will proceed to their assigned room to assist the classroom staff.
3. If a child is with a related service provider during a fire drill, the provider will be responsible for that child exiting the building. Do not return the child to his/her classroom. All Staff will meet class on 251st Street.
4. In the event of a Fire Drill during mealtime – the classroom teacher will meet the class in the cafeteria and exit.
5. Office Staff is responsible for taking current attendance list, emergency cards and bus list with her when leaving building.
6. **Please note: All Classroom teachers:** Para substitutes assigned to the classroom must be advised of fire drill assignments and procedures immediately upon daily assignment to your classroom.

HOLDING ROOM PROCEDURES

1. If your class is on the second floor, non-ambulatory students and students with limited mobility students are to go to the assigned holding room. All other students (ambulatory) are to vacate the building.
2. The class that is in the holding room must be allowed to exit before visiting students enter.
3. Do not leave students unattended in the holding room. Sufficient staff must remain with the students until relieved by those in charge. Only assigned personnel are to remain in the holding room. All other adults are to exit the building as quickly as possible. If you are not assigned to the holding room on the current fire drill assignment sheet, you must bring your students into the room, lock the wheelchair and quietly vacate building. Assist as needed with students outside.
4. The nurses assigned to the holding rooms will determine the staffing needs of the holding room.
5. If you are assigned to the holding room, you must take directions from the nurse, who will instruct you to stay in the holding room, or vacate the building.
6. Nothing may obstruct access to fire exit window or door. Staff of 218 be sure that all books, materials and equipment are removed from the windowsills. These areas must be free and clear.
7. Staff assigned to a holding room must call the Main Office and report the number of students and staff in each room. One staff member should look out the holding room window for signal from administration or fire department.

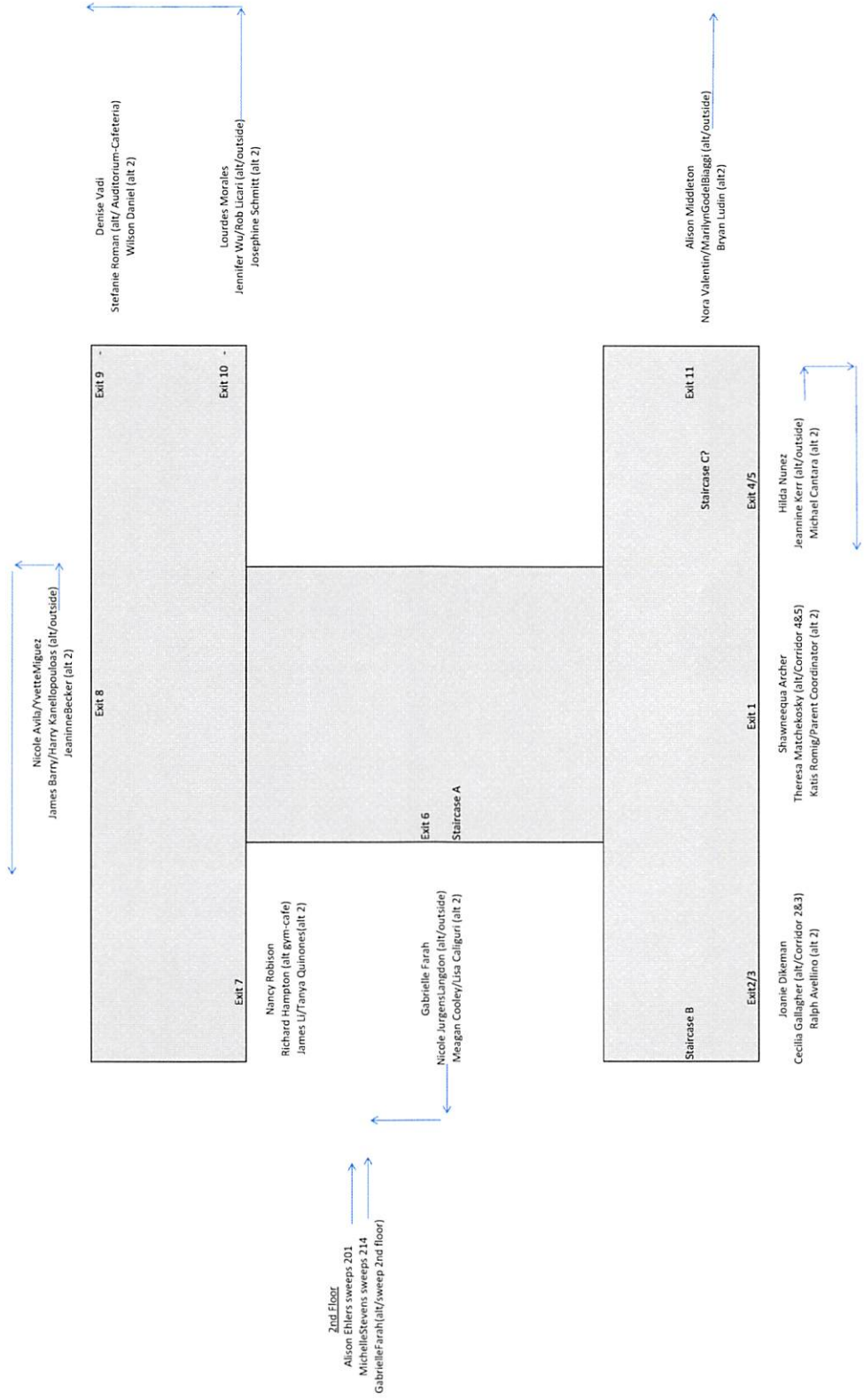
WE MUST STRESS THE FOLLOWING:

1. Familiarize yourself with all available exits and ramps in the school.
2. Close all hallway doors at all times – they are a major factor in fire safety.
3. Close all classroom doors when you exit.
4. Never open the holding room door after all students and staff are in the room.
5. **NEVER USE THE ELEVATOR UNDER ANY CIRCUMSTANCES DURING A FIRE DRILL.**
6. No one is to remain in the building. All adults not assigned to a holding room must exit the building immediately.
7. Staff members not on duty for any reason(lunch, release time, etc.) must leave the building immediately.

SHELTER-IN DRILL PLAN

All Shelter-in staff are to secure the exit doors during a Shelter-In Drill and/or a Soft Lockdown Drill that assigns the shelter-in staff to secure the exit doors. Shelter-in staff that is assigned to run/look outside should do this immediately for all students reported missing. Shelter-in with staff assigned exits distributed to all staff that are assigned to secure an exit door.

Missing Student Protocol Attached (PDF)



Missing Student Protocol and Responding to Door Alarms

In order to ensure a safe learning environment, it is important that all staff members are familiar with the **Missing Student Protocol and Responding to Door Alarms Document** which provides guidance on the steps that must be taken when a student is reported lost or missing, and when a door alarm is activated. Both documents describe when it is appropriate to activate these protocols. In addition, the elementary school staff should be familiar with the protocol that must followed when an elementary school student is observed leaving the school building or school grounds without authorization.

Using the Missing Student Protocol

This protocol must immediately be followed when a student has been reported missing, the student's whereabouts cannot be confirmed, and there is concern for the student's safety or well-being. Schools must be prepared to initiate a soft-lockdown AND assign staff to secure the exit doors in an effort to prevent the student from leaving the building.

The Missing Student Protocol is not always an appropriate response and therefore should not be activated for every situation where a child leaves class or a school building without authorization (i.e. cutting), as the DOE has existing procedures to address these situations. Regardless of whether the protocol is activated, parents must be informed whenever a student leaves a school building without authorization.

In determining whether to activate the protocol, the following shall apply:

The protocol must be activated if the whereabouts of the following students cannot be immediately confirmed:

- All students in Grades K-5
- Any student who has a known physical or emotional condition, or a cognitive disability which interferes with his or her ability to travel independently and interact with the community

In all other situations, schools must consider a number of relevant factors in determining whether the situation requires the activation of the protocol, including:

- Whether the student has a prior history of leaving the building
- Whether the student is dealing with a crisis/trauma or is otherwise vulnerable
- Whether the student's parent has informed the school of a prior commitment or appointment that requires the student to leave early
- Whether the age and/or maturity of the student is a cause for concern regarding the student's well-being

Missing Student Protocol and Responding to Door Alarms

THE FOLLOWING STEPS MUST BE TAKEN IF IT IS DETERMINED THAT THE MISSING STUDENT PROTOCOL SHOULD BE ACTIVATED

If it is confirmed that the student has exited the building:

Immediately call 911 (including transit police), and notify the Principal/Designee, Emergency Information Center (EIC), and the Borough Safety Director (BSD). Provide a clear description of the student, to include the information below:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

In addition, it should also be noted where the child was last observed.

Notify the School Safety Agent (SSA) in the building so that the Borough Command and School Safety Division can activate their protocols.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Notify the parent.

Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

Activate the Building Response Team (BRT) and open the Command Post and gather all relevant information necessary to work with first responders and law enforcement (description of the student, blue card information, photograph (if available). If applicable, review the student's Individualized Education Plan (IEP) to determine what additional supports are required.

When the parent arrives at the school, escort the parent to the Command Post so that the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

Missing Student Protocol and Responding to Door Alarms

If it cannot be confirmed that the student has exited the building:

Notify the Principal/Designee and the School Safety Agent.

Provide a clear description of the student, including where the child was last observed. Include the information below in the description:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

Activate the BRT, and open the Command Post. Provide all BRT members, School Safety Agents, Shelter-In staff, and floor searchers, a description of the student, and if available, a photograph of the student. If applicable, review the student's IEP to determine what additional supports are required.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Initiate a soft lock-down and assign Shelter-In staff to secure the exit doors. Use the following language: "Attention, this is a soft lock-down. Take proper action. All staff, we are looking for (use the name and description you have). If you know where this student is, please call extension (insert the phone extension to call)."

If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building.

Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.

After an initial sweep of the building, if the student has not been located, immediately call 911 (including transit police), Emergency Information Center (EIC), and the Borough Safety Director (BSD).

If available, provide law enforcement with a photograph of the missing student.

Notify the parent of the student and continue searching the building.

Missing Student Protocol and Responding to Door Alarms

Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

When the parent arrives at the school, escort the parent to the Command Post so the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

Follow-up steps for all students:

Schools are required to use appropriate guidance and other interventions to respond to all students who leave class or a school building without authorization, regardless of whether the protocol is activated.

Schools must enter ALL incidents into the [Online Occurrence Reporting System \(OORS\)](#) and provide updates as needed.

In ALL incidents where a student leaves the building without authorization, schools must review existing building protocols with the student and other students where appropriate to prevent recurrence of similar behavior.

Missing Student Protocol and Responding to Door Alarms

DOOR ALARM RESPONSE PLAN

All schools must create a building specific response plan that can be utilized together with the door alarm response protocol to respond when a door alarm has been activated. The guidance below is designed to support school leaders and staff members in developing their building specific response plans and when responding to an activated door alarm. A template for the Door Alarm Response Plan can be found in the School Safety Plan.

Every adult in the building has some responsibility when a door alarm is heard. All staff must receive training that outlines how the alarms operate, the required maintenance, what to do when any adult in the building hears a door alarm, and when to use other emergency response actions including the General Response Protocols and the Missing Student Protocols.

- Door Alarm training and the development of a Door Alarm Response Plan for each school building must be completed before students report for their first day of the school term.
- Training must also be conducted during summer school so that all staff are aware of building specific procedures on summer co-locations.
- Responses by staff are different if you are with or without students when a door alarm is activated.
- Staff assigned the responsibility of responding to activated door alarms (including School Safety Agents) must have a key that is distributed by the principal.
- An effective response plan is based on regular collaboration and communication between all staff, including SSAs.
- SSAs will respond to incidents and work closely with school staff to address issues. School Safety Agents will visually inspect the doors and the alarms while on routine patrol. When an alarm is activated, they will respond to the location and immediately investigate the cause so that proper action can be taken. School Safety Agents are issued keys to the alarms so that if they are the first one to respond to an alarm, they can turn it off while investigating as the alarm sound can be disruptive.
- The SSA is not part of the regular door alarm test and should not be part of the building specific door alarm deactivation procedures for alarms that will be temporarily deactivated throughout the school day.

Missing Student Protocol and Responding to Door Alarms

DOOR ALARM RESPONSE PROTOCOL

THE FOLLOWING STEPS MUST BE TAKEN WHEN A DOOR ALARM IS ACTIVATED

- All adults who are NOT supervising students must do the following when they hear an activated door alarm:
 - Immediately report to the door where the alarm has been activated to observe conditions and to determine the possible cause of the alarm (i.e. staff or students observed in stairwell, student running from scene in the hallway, door propped open).
 - Immediately call the appropriate office and/or main desk to report the specific location of the door alarm that was activated and share any observations.
 - If the person who hears the door alarm is someone in possession of a two-way radio (e.g. administrator, dean, security school aide) or if a School Safety Agent (SSA) is present, immediately use the radio to report the specific location of the door alarm that was activated to other staff with radios so that everyone can respond with accurate information.
- For all adults who ARE supervising students when they hear an activated door alarm:
 - Immediately call the appropriate office and/or main desk and report the specific location of the door alarm that was activated.
 - Immediately look outside the classroom window and/or look outside the classroom door in an effort to observe anything that may provide additional information such as a staff member/ student(s) walking away from the door.
 - Report observations to the staff members and/or SSAs who respond to the door alarm.

If the door alarm was activated and the cause for the alarm is believed to be the result of an intruder or a missing student, the General Response Protocols and/or Missing Student Protocols must be activated, as appropriate, based on the specific information in each incident.

PROTOCOL FOR WHEN AN ELEMENTARY STUDENT IS OBSERVED LEAVING A SCHOOL BUILDING OR SCHOOL GROUNDS WITHOUT AUTHORIZATION:

When an elementary school student leaves a school building or school grounds without authorization, it is an inherently dangerous situation and immediate steps must be taken to ensure the student's safe return to school. The following procedures must be followed when a staff member observes an elementary school student leave the school building or school grounds without authorization.

Missing Student Protocol and Responding to Door Alarms

Please note that these procedures DO NOT replace the Missing Student Protocol, which sets forth the procedures to be followed when a student is reported missing and the student's whereabouts cannot be confirmed or the Door Alarm Protocol, which sets forth the procedures for when a door alarm is activated. These protocols must be followed as appropriate.

For Staff NOT Supervising Students:

1. A staff member who sees an elementary student leaving the school building or school grounds without authorization and who is NOT supervising students must immediately follow the student unless there is a School Safety Agent (SSA) in the staff member's immediate vicinity who can be informed of the student's unauthorized departure. In such cases, the SSA will pursue the student. The staff member must immediately notify 911 and the principal/designee by radio or cell phone, if available. The principal/designee will activate the Missing Student Protocol when it is confirmed the student exited the building and the student is not immediately secured by the SSA.
2. If an SSA is not in the immediate vicinity of a staff member, the staff member must immediately follow the student (as long as he/she is not supervising students). As soon as it is possible and will not interfere with locating the student, the staff member must notify 911 and the principal/designee by radio or cell phone, if available. All reasonable steps must be taken to reach the student without risking bodily injury to the staff member or the student.
3. If the staff member is able to reach the student, he/she must take appropriate steps to safely return the student to school and notify the principal/designee that he/she will be returning to the school with the student. If the student refuses to return to the school and/or the staff member is unable to safely return the student without additional support, the staff member must remain with the student and contact 911 and then notify the principal/designee.
4. If the staff member loses sight of the student, he/she must immediately notify 911 and provide the information below, where possible, and then immediately notify the principal/designee who will activate the Missing Student Protocol:
 - Location and direction where the student was last observed
 - Height and approximate weight
 - Ethnicity
 - Complexion and hair color
 - Attire and distinguishing features
 - Whether the student is verbal
 - Languages spoken

Missing Student Protocol and Responding to Door Alarms

For Staff Members Supervising Students:

1. A staff member who sees an elementary student leaving the school building or school grounds without authorization and who is supervising students, must immediately inform any staff member that is nearby to follow the student unless there is a School Safety Agent (SSA) in the staff member's immediate vicinity who can be informed of the student's unauthorized departure. In such cases, the SSA will pursue the student. The staff member must immediately notify 911 and the principal/designee who will activate the Missing Student Protocol, when it is confirmed that the student exited the building and cannot be returned by the SSA.
2. If there is not an SSA or another adult in the staff member's immediate vicinity, the staff member must immediately notify 911 by radio or cell phone, if available and provide the following information below, where possible:
 - Location and direction where the student was last observed
 - Height and approximate weight
 - Ethnicity
 - Complexion and hair color
 - Attire and distinguishing features
 - Whether the student is verbal
 - Languages spoken

In addition, the staff member must immediately notify the principal/designee and the Missing Student Protocol will be activated.