EMERGENCY PLANS

An emergency is defined as any event that threatens to, or actually does, inflict damage to property or people. Disasters include hurricanes, floods, explosions, toxic chemical releases, nuclear attack, tornadoes, and hazardous waste emissions.

1. In the event of an emergency, the principal or the administrator in charge of the school or building will immediately notify the Fire Department, Brockton Police Department and the School Police, and then one phone call directly to the Office of the Superintendent, extension 7511, and indicate to the secretary what type of emergency is occurring at the school.

2. The secretary will notify each of the following personnel of the emergency by stating, for example, “Emergency: Ashfield School”: Superintendent, Deputy Superintendent, School Police and the appropriate Senior Director.

3. Upon receiving the emergency message, each of the above individuals should proceed immediately to the school/building. The Senior Central Office administrator will then assume charge and will coordinate response action with the principal or designated person.

4. Administrators should make certain that their secretaries are aware of their whereabouts at all times.

5. In order that all necessary personnel are notified in the event of an emergency incident, it is strongly urged that the above procedures be strictly followed. Principals and administrators should notify their secretaries and other personnel as to the contents of this memorandum. A copy shall be posted in the main office and on the secretary’s desk.