Brookwood School Emergency Preparedness

April 5, 2018





Response Team

- Discuss, review and plan for emergencies of all kinds
- Members include employees who are trained in emergency first aid, a nurse, and a firefighter
- Act as our first responders within seconds; also backed up by our maintenance staff and other employees as needed



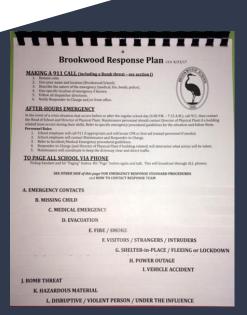


Emergency Response Plan

- Missing child
- Medical emergency
- Evacuation
- Fire/smoke
- Intruders, violent or disruptive person on campus
- Bomb threats
- Lockdown, shelter-in-place, or the need to flee
- Hazardous materials
- Power outages

Brookwood has built a strong relationship with both fire and police officials in Manchester and Beverly. Some have even used Brookwood as a location to train staff, thereby increasing their familiarity with our campus.





Annual Employee Training

For example, recent years have including the following training sessions:

- "Blue-light" training of our new blue-light notification system
- Active-shooter training with local police
- Lockdown/run/hide/fight training
- Fire response training





Each year, a large group of Brookwood employees renew/receive first-aid and emergency care training, including the use of epipens and our AED

Annual student drills include:

- Fire drill evacuation
- Level 2 evacuation to Landmark Middle School



Communication during an emergency is critical. These are the tools Brookwood uses:

- Lokdown app on employee smartphones
- School Messenger emergency response system
- Air-horns in twelve key locations
- Smartphone text group of administrators
- Athletic field storage shed has an emergency phone
- Fire alarm
- Walkie-talkies
- Blue strobe lights
- Phone-paging

NOTE: Brookwood has a reciprocal relationship with Landmark School to assist each other in the event of a school emergency or campus-wide concern.





Brookwood has 4 evacuation zones

- Level 1: evacuate the building to the fields
- Level 2: evacuate to Landmark School gym
- Level 3: evacuate to #1010- #1012 Hale Street
- Level 4: evacuate to Hastings House, Beverly Farms



NOTE: St. John's Episcopal Church in Beverly Farms is the location you would pick up your child(ren) in the event that you could not come on to campus.



Safety Modifications to Campus

- Door-lock policy to both minimize and control access into school
- Camera-view and remote control unlock rear door and Lower School door
- All exterior doors are numbered to assist emergency personnel
- Multiple surveillance cameras in use
- Increased exterior lighting
- Improved cell service coverage

NOTE: A new door-lock system has been installed on our main lobby doors and will be in use by May 1.





Miscellaneous...

- Brookwood routinely consults with security experts. We have also consulted with parents whose expertise is security/law enforcement/protection/fire service.
- Beverly and Manchester PD routinely patrol the campus
- Courtyard and Dan Wise Way gates are closed at times to limit vehicle access
- In addition to their regular duties, our maintenance staff have an eye for security throughout the day. They are routinely checking outside doors and windows and monitoring campus in general.
- Brookwood has processes in place to notify employees if there are people who are not allowed on campus. This includes channels of communication with both Beverly and Manchester police both personally and via their text alert system.