

# 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.



**Brookwood Response Plan** 054 8/23/17

**MAKING A 911 CALL (Including a Bomb threat - see section I)**

1. Remain calm.
2. Give your name and location (Brookwood School).
3. Describe the nature of the emergency (medical, fire, bomb, police).
4. Give specific location of emergency if known.
5. Follow all dispatcher directions.
6. Notify Responders-in-Charge and/or front office.

**AFTER-HOURS EMERGENCY**

In the event of a crisis situation that occurs before or after the regular school day (6:00 PM - 7:55 A.M.), call 911, then contact the Head of School and Director of Physical Plant. Maintenance personnel should contact Director of Physical Plant if a building related issue occurs during their shifts. Refer to specific emergency procedural guidelines for the situation and follow them.

**Personnel Roles**

1. School employees will call 911 if appropriate and will locate CPK or first aid trained personnel if needed.
2. School employees will contact Maintenance and Responders-in-Charge.
3. Refer to Accident/Medical Emergency procedural guidelines.
4. Responders-in-Charge (and Director of Physical Plant if building related) will determine what action will be taken.
5. Maintenance will coordinate to keep the driveway clear and direct traffic.

**TO PAGE ALL SCHOOL VIA PHONE**

Pressing handset and hit "Page" button. Hit "Page" button again and talk. This will broadcast through ALL phones.

SEE OTHER SIDE of this page FOR EMERGENCY RESPONSE STANDARD PROCEDURES  
and HOW TO CONTACT RESPONSE TEAM

**A. EMERGENCY CONTACTS**

**B. MISSING CHILD**

**C. MEDICAL EMERGENCY**

**D. EVACUATION**

**E. FIRE / SMOKE**

**F. VISITORS / STRANGERS / INTRUDERS**

**G. SHELTER-IN-PLACE / FLEEING or LOCKDOWN**

**H. POWER OUTAGE**

**I. VEHICLE ACCIDENT**

**J. BOMB THREAT**

**K. HAZARDOUS MATERIAL**

**L. DISRUPTIVE / VIOLENT PERSON / UNDER THE INFLUENCE**

# 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.