

# **Dirigo High School**

**PARENTS, GUARDIANS, and COMMUNITY MEMBERS**

## **Emergency Procedure Information**

### **2020-2021**



Hold and Secure • Fire Evacuation

Evacuate • Lockdown

Relocation and Reunification Procedure

Missing Student Procedure

**Direct ALL media inquiries to Central Office: 207-562-4300**

**Direct all parent/guardian & community questions to DHS office: 207-562-4251**

#### **Crisis Management Building Chain of Command:**

- Pam Doyen, Principal
- Jess McGreevy, Assistant Principal/Athletic Director
- Scott White, Head Custodian
- Rebecca Fletcher, Science Teacher

- Ami Greco, Social Worker
- Michelle Robertson, Guidance Counselor
- Sherry Tidswell, Main Office Secretary
- JoAnne Weston, Guidance/Main Office Secretary
- Kathy Wilcox, Nurse
- 

## DHS Hold and Secure Procedure

Why/when does this happen?	What do I need to know?
A hold and secure is used in a circumstance when it is not appropriate to have staff or student traffic in the hallways, but there is no imminent threat or danger. For example, if a student falls while walking and is injured, emergency personnel need space to attend to the student.	Parents/guardians and visitors need to understand that the building will be locked during this time, so they will need to wait until the hold and secure is over before dismissing a student or entering the building. Parents/guardians and visitors outside of the building should report to their vehicles or stand at a distance away from the school until the hold and secure is over. It is important to be out of the way so that first responders (if called) can easily access the building.

## DHS Fire Evacuation Procedure

Why/when does this happen?	What do I need to know?
Students can be ordered to leave the building for multiple reasons, including fire or any threat within the building. The sounding of the fire alarm is the most common notice to initiate this process; however, staff and students are empowered to evacuate the building whenever they feel that leaving the building is safer than staying in place.	All students, staff, and visitors must immediately leave the building via the nearest exit. Students and staff will calmly gather at the established Attendance Meeting Points if it is safe to do so to take attendance. Instruction will then be provided by main office personnel. Visitors should check in with a staff member to report their presence.

# Evacuation Procedure

Why/when does this happen?	What do I need to know?
<p>Evacuations can occur for multiple reasons. Staff and students are empowered to evacuate the building whenever they feel that leaving the building is safer than staying in place.</p> <p>This is the procedure for imminent and serious threat. There is no guarantee that an alarm will sound.</p> <p>There may not be an announcement.</p>	<p>DHS is certified in the emergency response program known as ALICE (Alert, Lockdown, Inform, Counter, Evacuate). Staff and students are trained and empowered to evacuate the building or take any other measures needed to escape a threat.</p> <p>In the event of an announced full relocation or whenever it appears unsafe to remain near the building, all students will report to one of the Emergency Rally Points. In this instance, it is not necessary to organize by advisory group. Students will be transported to an off-site Relocation and Reunification Site where attendance will be taken. Parents can expect communication of necessary information via voice, text, and email as well as updates on the DHS Facebook page and district website. All media inquiries are directed to Central Office. Parents/guardians <b>SHOULD NOT COME ONTO SCHOOL GROUNDS</b> during a drill or emergency as their presence will likely impede the access and work of first responders and the efforts of school personnel to carry out procedures. Also, an adult without proper identification could be mistaken as a threat by first responders, placing themselves and others at risk. Formal dismissal procedures must be followed in the event of an emergency.</p>

# Lockdown Procedure

Why/when does this happen?	What do I need to know?
A lockdown is ordered when there is a potential threat inside or outside of the school and it is deemed not safe to have staff or student traffic in the hallways or to continue with school activities. Staff and students are empowered to evacuate from the lockdown position whenever they believe it is safer to evacuate than to stay in place based on the information they have.	DHS is certified in the emergency response program known as ALICE (Alert, Lockdown, Inform, Counter, Evacuate). Staff and students are trained and empowered to evacuate the building or take any other measures needed to escape a threat.  Parents/guardians need to understand that the building will be locked during this time, so they will need to wait until the lockdown is over before dismissing a student or entering the building. Because a lockdown is a potentially serious situation, parents/guardians outside the building should take shelter away from the school and remain there until the lockdown is over.  Students are expected to stay off electronic devices unless they are using the device to directly communicate with first responders. In other words, <b>while parents/guardians may feel the urge to connect with students via cell phone, doing so may put that student or groups of students at greater risk.</b> Additionally, parents/guardians should refrain from using social media to address the incident as misinformation or panic would impede the efforts of emergency responders.  Parents/guardians <b>SHOULD NOT COME ONTO SCHOOL GROUNDS</b> during a drill or emergency as their presence will likely impede the access and work of first responders and the efforts of school personnel to carry out procedures.

# DHS Relocation and Reunification

Why/when does this happen?	What do I need to know?
<p>A relocation is ordered whenever it is safer for students and staff to be away from the building than to remain near the building (for example, a bomb threat or hazard such as a chemical leak). When the continuation of the school day is possible, then the primary relocation site will be another school setting. When continuation of the school day is not practical, then parents/guardians will be informed of which predetermined relocation site(s) will be used. Law enforcement, first responders, and district staff are all familiar with the relocation and reunification sites; however, parents/guardians and community members will only be notified of these locations as needed.</p>	<p>All staff and students will board buses as trained at rally points away from the school and will not use personal vehicles or walk directly home. Parents/guardians will get information regarding the location and other pertinent information from the <i>Alert Now</i> notifications using voice, text, and email. Parents/guardians should not expect to be able to call schools for further information as all office staff will be assisting with the reunification process.</p> <p>Upon arriving at the relocation point, staff will help students re-organize by advisory group for attendance. Students and staff will then remain in place until they receive further instructions.</p> <p>Students will not be released to parents until attendance is taken and an "all-clear" is announced by Administrators to begin reunification. Although it is reasonable to expect students to use their personal electronic devices to communicate with parents/guardians, please do not allow students to use social media.</p> <p>Office personnel will establish a dismissal point to meet parents, confirm their identities, and send staff members to escort students to their parents. A sign-out sheet must be kept.</p> <p>Students WILL NOT be dismissed to individuals other than approved emergency contacts who have permission to dismiss those students.</p>

# DHS Missing Student Procedure

Why/when does this happen?	What do I need to know?
Staff must take attendance at the start of each day. During the day, staff must check attendance each period to confirm that the students present match the information in PowerSchool. Staff must immediately contact the office if there is an irregularity (an extra student or a missing student).	If the student is determined to not be in the building, then main office personnel will contact parents and law enforcement. The issue then becomes a law enforcement investigation, and school personnel cooperate to help locate the student.