

NEW ENGLAND CULINARY INSTITUTE

EMERGENCY OPERATIONS PLAN

Prepared By:

NECI Emergency Operations Group

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Purpose Statement

New England Culinary Institute (NECI) is committed to providing a safe and healthy environment for its employees, students, and visitors.

NECI's Emergency Response Plan (ERP) outlines appropriate responses to possible emergency situations. While no emergency plan can fully anticipate all possible variables that an emergency might present, it is infinitely better to act within the framework of an existing plan rather than have to create one during an unfolding emergency. The ERP outlines various levels of responsibility and actions needed to ensure a coordinated and effective response in the event of an emergency. The establishment of the ERP assures that NECI ensures the safety of our NECI community, and ensures accurate, clear, and orderly communication to necessary groups and media while operating in compliance with governmental regulations.

The NECI policies and procedures herein are to be followed by administrators whose responsibility and authority cover the operational procedures in this guide. Any exception to these emergency management procedures will be conducted by, or with the approval of, those administrators directing and/or coordinating the emergency operations.

Since many emergency situations could require an outside agency to respond (i.e. Montpelier Police/Fire Department and Rescue), NECI's Emergency Response Plan (ERP) follows the National Incident Management System (NIMS) in accordance with Presidential Homeland Security Directive 5.

<http://www.fas.org/irp/offdocs/nspd/hspd-5.html>

Assumptions

Since NECI is not considered a "Jurisdiction" by the Vermont Department of Emergency Management, it will be reliant on the Montpelier City police, fire, ambulance, and designated municipal emergency manager (Fire Chief) for emergencies at Level 3 and above.

The following plan is divided into two sections:

I. Organization and Assignment of Responsibilities

II. Response Structure

Section I: Organization and Assignment of Responsibilities

Levels of Emergency Response (Situation & Assumptions)

LEVEL 1 - Any minor incident easily resolved by an ordinary primary responder alerted to a problem. This may result in calling in personnel and notifying the appropriate department about a problem that has occurred. *(Example: Facilities responds to a boiler leak, CO detector alarm sounding, or Student Services responds to a routine medical call on campus or a student consuming alcohol.)*

LEVEL 2 - A department or building incident that can be resolved with existing NECI resources or limited outside help. A Level 2 incident is usually a one dimensional event that has a limited duration and little impact to the NECI community beyond those occupying the space/building in which it occurred. *(Example: A building loses heat or electricity for several hours, temporary school closure due to snow/ice or a minor fire confined to a room and not involving hazardous chemicals.)*

LEVEL 3 – A situation that primarily involves people rather than infrastructure. In particular, many student issues can become quite complex because of varied institutional and student support responses that must be coordinated. Level 3 situations may emerge as a single incident, but have the potential to quickly evolve into a multi-faceted NECI crisis. *(Example: serial sexual assaults, suicide, untimely death on campus, multiple injuries, disturbances on campus that require significant outside response from police, fire, media, etc...including riots, hate crimes, or bomb threats.)*

LEVEL 4 - A major emergency that has an impact upon a sizable portion of the NECI campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable and timely coordination both within and outside the NECI campus. Level 4 emergencies include imminent events on campus or in the general community that may develop into a major crisis or a full disaster. *(Examples: heating plant failure, extended power outage, severe storms, major fire on campus, or domestic water contamination.)*

LEVEL 5 - A catastrophic emergency event involving the entire NECI campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of NECI and local resources. *(Example: earthquake, major hurricane, pandemic flu or other contagious disease outbreak, or act of domestic terrorism which would require State and Federal assistance.)*

Emergency Command Posts

When an Emergency occurs, or is imminent, it shall be the responsibility of the Incident Commander to set up appropriate Emergency Command Posts.

Field Emergency Command Post

If the emergency involves only one building or a small part of the NECI campus (Level 2 and some Level 3), a NECI Command Post can be utilized. NECI Emergency Operations Group (EOG) personnel can be placed as close to the emergency scene as is reasonably possible. At least one EOG member will staff the field command post at all times until the emergency ends. The EOG on site staff shall relay all information to the Command Post Staff.

Emergency Operations Center

If the emergency involves a large portion of the NECI campus, (Level 3, 4 or 5) an Emergency Operations Center (EOC) is to be established in Room 102 at 118 Main or in Dewey Hall meeting room as a backup location. These sites have phone lines and utilities. The Emergency Operations Group (EOG) will meet at a designated site to coordinate its efforts. The EOG or designee will notify NECI personnel to respond to the EOC in accordance to the Emergency Notification System (NECI Alert).

All incoming calls relevant to the crisis are to be directed to the EOC (2nd floor of 118 Main or at Dewey Hall) once the site has been confirmed. Outgoing calls will be made from other phone lines located within or near the EOC.

If 118 Main or Dewey Hall is unavailable the Incident Commander will select an alternate location. At least one EOG member will staff the EOC at all times until the emergency situation ends.

The PIO, in conjunction with the EOG, shall establish a separate marshaling area for media at 118 Main. If an off-campus location is needed for any reason, the National Life Group dining room may be used as a backup.

Setup

The following will be maintained and made available in the EOC at 118 Main St.

- City Maps
- Campus maps

- ❑ Floor Plans
- ❑ Student/Staff Contact Information
- ❑ Current Academic Schedule
- ❑ IT/Phones

Public Information/Call Center

Specific to Level 4/5 emergencies: The PIO will designate an appropriate number of NECI stakeholders to serve as an incoming call center to handle inquiries from neighbors, families of students, etc. and will be placed under the temporary management of the Emergency Operations Group (EOG).

Emergency Operations Team

The Emergency Operations Team is made up of the Policy Group and Emergency Operations Group.

Policy Group:

- **President**
- **Dean of Student Affairs**
- **Director of Compliance and Assessment**
- **Dean of Faculty**
- **Director of Facilities**

Emergency Operations Group:

- **Director of Human Resources**
- **Controller**
- **Executive Chef**
- **Director of Operations for VC and NLIC**
- **Student Services Manager**
- **Network Technician**
- **Director of Online Admissions**

Direction and Control - National Incident Management System (NIMS)

Emergency Operations Center (EOC):

The Emergency Operations Center (EOC) location is the Meeting Room on the second floor of 118 Main and the alternative EOC location is the meeting room on the first floor of Dewey Hall.

Mission:

Provide direction, control, and coordination of NECI forces to include liaison with any and all outside agencies/entities as is appropriate. Provide emergency information and direction to the occupants of NECI during an emergency.

Concept of Operations:

The Policy Group has responsibility for all policy matters including policy decisions regarding the emergency. The Incident Commander/EOC Manager will ensure the Operations, Planning, Logistics, and Finance/Administration Sections will deploy the required personnel and equipment to carry out the plan.

A line of succession will be established for the EOC and each department, and will be in accordance with the operating procedures established by each department.

Members Roles and Responsibilities

Policy Group:

- ❑ Policy Group will include officials with certain legal and policy-making responsibilities.
- ❑ The Policy Group provides strategic policy and financial decisions in support of the Emergency Operations Group.
- ❑ The Policy Group's role is not operational in nature unless otherwise specified.
- ❑ The Program Director is likely to be a spokesperson for the media (PIO).

EOC Command Staff:

Duties of the Command Staff are:

- ❑ Coordinate the response and early recovery activities.
- ❑ Supervise the activities of the various sections in the EOC.
- ❑ Interpret operational policy.
- ❑ Ensure all activities are coordinated with Policy Group direction.
- ❑ Keep the Policy Group informed about the emergency situation.

Incident Commander: Incident dependent

A ranking senior staff member is responsible for oversight of the operational management of the incident. This person's duties include:

- ❑ Assesses the emergency and oversees NECI's operational response.
- ❑ Declares and ends the NECI state of emergency and decides if the NECI campus is to be closed or classes to be cancelled.
- ❑ Oversees liaison activities with fire, police, disaster teams, NECI administration, governmental agencies, and others as necessary.
- ❑ Determines the type and magnitude of the emergency and contacts members to become part of emergency response team.
- ❑ Ensures that appropriate notifications are made to NECI employees and students when necessary.
- ❑ Assigns a staff member to track emergency expenses incurred.
- ❑ Prepares and submits a report to the President apprising him/her of the final outcome of the emergency.

EOC Manager: Program Director (or other EOG member)

- ❑ Manage EOC resources and direct EOC operations.
- ❑ Information processing which involves the collection, evaluation, and dissemination of information about the incident to help support the institution's response operations.
- ❑ Maintain a significant event log.
- ❑ Identify resource needs.
- ❑ Prepare briefings for senior management officials.
- ❑ Coordinate logistical support for response personnel.
- ❑ Assign staff to fill Command and General staff positions.
- ❑ Coordinate staff and force support.
- ❑ Coordinate the long-term recovery phase.
- ❑ Maintain EOC operations.

Public Information Officer: Program Director (or alternate)

- ❑ Assume Emergency Public Information functions assigned by IC/EOC Manager.
- ❑ Interact with other EOC sections to provide and obtain information relative to the incident.
- ❑ Contact Media outlets and provide information related to the incident as cleared by the Incident Commander.

- ❑ Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
- ❑ Coordinate with Policy Group and Incident Command Group for releasing information updates to public.
- ❑ Make recommendations to the Policy Group and Incident Command Group as to holding a press conference or issuing an official statement.
- ❑ Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- ❑ Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via the Emergency Alert System (EAS) where available – Access through local law enforcement, County Sheriff's Office, or Vermont Department of Emergency Management.
- ❑ Operate in a Joint Information Center (JIC) as needed.
- ❑ Coordinate Call Center, for level 4/5 emergencies, if needed.

Safety Officer: HR Director (or alternate)

- ❑ Brief EOC staff on potential evacuation plans.
- ❑ Evaluate conditions and advise IC/EOC Manager of any conditions and actions that might result in liability and identify any oversights or improper response actions.
- ❑ Coordinate with Finance/Administration on any personnel injury claims or records preparation as necessary for proper case evaluations.
- ❑ Exercise emergency authority to stop and prevent unsafe acts.
- ❑ Investigate accidents that have occurred within the incident area.
- ❑ Ensuring general welfare and safety of EOC personnel.

Liaison Officer: Director of Facilities, Student Services Coordinator (or alternates)

- ❑ Compile a list of Outside Agency Representatives and make available (Agency name, Phone numbers and contact person) to all Sections of the EOC.
- ❑ Respond to requests from Sections of the EOC and take necessary actions to satisfy request with outside agencies.
- ❑ Communicate with local, State, and Federal agencies as necessary.
- ❑ Monitor incident operations to identify current or potential inter-organizational problems.
- ❑ Coordinate inter-organizational aspects of media releases, working with the PIO.

General EOC Staff:

The Operations and Planning Sections may be combined and share members depending on the type and scope of each particular emergency.

Operations Section: Director of Facilities, HR Director or Student Services Coordinator (or alternate)

- Elements of the Operations Section are:
 - Fire/Rescue (if applicable)
 - Security/Evacuation (if applicable)
 - Maintenance
 - Shelter Management
 - EOC Support Staff

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Obtaining briefings from the IC/EOC Manager.
- Briefing and assigning Operations personnel.
- Supervising operations in conjunction with the Incident Command Post.
- Determining needs and requests for additional resources.
- Reporting information about specific activities, events and occurrences to the IC/EOC Manager.
- Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- Ensuring general welfare and safety of Operations Section personnel.
- Establishing information requirements and reporting schedules for each incident.
- Assembling information on alternative strategies.
- Identifying needs for use of specialized resources.
- Providing periodic predictions on the incident.
- Compiling and displaying incident status summary information.
- Advising the Incident Command Staff of any significant changes in the incident status.

- Maintaining resource status information.
- Preparing and distributing IC/EOC Manager's orders.

Planning Section: Network Technician (or alternate)

- Elements of the Planning Section are:
 - Strategic Planning
 - Security/Evacuation
 - Records Management

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Devise an Incident Action Plan (IAP) to be approved by the IC/EOC Manager, and provide plan to the Operations Section.
- Obtaining briefings from the IC/EOC Manager.
- Establishing information requirements and reporting schedules for each incident.
- Assembling information on alternative strategies.
- Establishing a weather data collection system when necessary.
- Identifying needs for use of specialized resources.
- Providing periodic predictions on the incident.
- Compiling and displaying incident status summary information.
- Advising the Command Staff of any significant changes in the incident status.
- Maintaining resource status information.
- Ensuring the general welfare and safety of the Planning Section personnel.
- Preparing and distributing the IC/EOC Manager's orders.

Logistics Section: VP of Culinary Operations, Network Technician and Program Department Chairs (or alternates).

- Elements of the Logistics Section are:
 - Supply
 - Staff Food Distribution
 - Communications
 - Information Services

Logistics Section is responsible for providing equipment, facilities, materials,

supplies, and services in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan (IAP). Responsibilities include:

- ❑ Obtaining briefings from the IC/EOC Manager.
- ❑ Assigning work locations and preliminary work tasks to section personnel.
- ❑ Notifying the Planning Section of Logistics units activated, including names and locations of assigned personnel.
- ❑ Participating in the preparation of the Incident Action Plan (IAP).
- ❑ Identifying service and support requirements for planned and anticipated operations.
- ❑ Providing input to and review communications plan, medical plan and traffic plan.
- ❑ Coordinating and processing requests for additional resources.
- ❑ Providing technological infrastructure to include hardware, software and technical support for EOC use.
- ❑ Advising on current service and support capabilities.
- ❑ Estimating future service and support requirements.
- ❑ Ensuring general welfare and safety of Logistics Section personnel.

Finance/Administration Section: Controller (or alternate)

- ❑ Elements of the Finance/Administration Section are:
 - Legal Services
 - Finance
 - Business Office

The Finance/Administration Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- ❑ Obtaining briefing from IC/EOC Manager.
- ❑ Attending briefings with responsible agencies to gather information.
- ❑ Identifying and procuring supply and support needs for the Finance/Administration Section.
- ❑ Develop an operating plan for finance function for the incident.
- ❑ Meeting with assisting and cooperating agency representatives as required.
- ❑ Providing input in all planning sessions on financial and cost analysis matters.
- ❑ Maintaining contact with all agency administrative headquarters on financial matters.

- ❑ Documenting all financial costs of the incident including documenting for possible cost recovery for service and supplies.
- ❑ Advising the Command Staff on possible liabilities arising from disaster operations.
- ❑ Collecting and compiling input data and after action reports.
- ❑ Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning.

EOG Support

Academic Services, Program Dept Chairs	Identify and resolve instructional issues. Coordinate necessary faculty resources
EAP	Provide counseling services for students and staff
Facilities	Secure damaged site, mitigate damage, and restore to function
HR	Employee support
Information Systems	Coordinate temporary phone, fax, and data services. Provide mass voice mail capability. Arrange for phone banks if required.
Marketing/Digital Content	Media relations including social media and identifying specific spokesperson depending on the nature of the emergency.
Finance	Obtain emergency goods and services Coordinates with insurance agencies.
Director of Facilities	Identify cause and scope of loss. Coordinate with environmental authorities when required.
Student Services	Coordinate any disturbance to student life. Coordinate student and parent notification

Section II: RESPONSE STRUCTURE

Direction and Coordination of an Emergency or Potential Emergency

Activating the Emergency Operations Center

When an emergency occurs, it should be reported immediately to NECI Facilities and/or dial **911**.

The responding Emergency Operations Group member will follow a defined sequence of responses for nearly all emergency situations.

1. Make appropriate police, fire and/or medical rescue calls.
2. Notify the EOG, which will determine whether or not to initiate the NECI Alert (Emergency Response Notification System) or selectively notify individuals.
3. If the emergency notification list is initiated, Incident Commander in conjunction with the EOG will determine the level of emergency response and the need for activation of the Emergency Operations Center.

When conditions permit and the impending emergency situation (*example: anticipated major snow or ice storm, large campus disturbance, etc.*) provides ample time, the EOC Manager, will assemble the Emergency Operations Group to formulate an incident action plan for recommendation to the Policy Group, or to the highest ranking Policy Group member.

Declaration of an Emergency Condition

The most senior available administrator in conjunction with the Policy Group and EOG, retains Executive Authority and has the ultimate responsibility for declaring a "state of campus emergency," setting the direction as to how the emergency will be managed, and making key executive decisions. Field operations remain under the direction of an on-scene Incident Commander.

The most senior available administrator in conjunction with the Policy Group and EOG, shall declare a Level 4 or 5 emergency when, upon recommendation of the EOC Manager, if s/he deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the campus. The President (or the next most senior available administrator), in conjunction with the Policy Group and EOG, shall declare an end to the state of emergency when appropriate.

Response to Level 1 or 2 Incidents

Level 1 events are reported through normal channels (*Facilities for building issues, Network Administrator for telephone problems, etc*) and are handled

based upon established departmental practices. A Level 2 incident will be handled in a similar way, but may necessitate several departments being involved in order to re-establish normal operations.

Response to a Level 3 Situation

When a Level 3 emergency occurs, the Student Services Coordinator or the Director of Facilities shall immediately contact 911 and assemble the Emergency Operations Group (EOG) Either the Student Services Coordinator or the Director of Facilities shall activate the Emergency Operations Center, assuming the role of EOC Manager.

Response to a Level 4 or 5 Emergency

When Level 4 or 5 emergencies are declared, the Program Director or the Facilities Director shall immediately assemble the Emergency Operations Group (EOG) and activate the Emergency Operations Center, assuming the role of EOC Manager.

Facility Plans

Each NECI facility shall establish detailed emergency evacuation plans for their respective buildings including a listing and contact information for all of their occupants.

NECI Maintenance and Facilities will maintain an appropriate cache (or identify sources for when needed) of the following emergency equipment;

1. Barrier tape and sign making material
2. Flashlights – wind up type
3. Portable public address equipment
4. First aid kits
5. Dust masks/respirators
6. Gloves
7. Potable and non-potable water supplies
8. Simple, nourishing, long shelf life food supplies

Phases of an Emergency

As defined by the National Incident Management System (NIMS), all major incidents have four distinct phases.

Crisis Phase

The crisis phase is usually characterized by confusion, panic, and a rush to, or from, the scene, with resulting tumult and gridlock. The goal during the crisis phase is to (in conjunction with municipal emergency responders):

- Limit the growth of the incident
- Ensure the safety of the immediate community and first responders
- Stabilize the scene

The first arriving NECI official will assume field command as Incident Commander, until relieved by a NECI designee of the EOG or by municipal first response personnel. Tasks, in conjunction with municipal first response personnel, may include:

- Establish communications (within the scene, and with the EOG) and control
- Identify any danger zone
- Establish an inner perimeter to secure the danger zone.
- Establish an outer perimeter to control access to the entire scene.
- Establish a scene field command post
- Establish a staging area
- Request needed resources.

Scene Management Phase

Larger emergencies present challenges to NECI because there may be a need for multi-agency coordination with local, state, and possibly, federal resources. The primary goal of scene management is to gain control. If warranted by the size or nature of the emergency, the EOG will be activated and an Emergency Operations Center may be established to provide, or authorize additional resources.

Executive Management Phase

A transition to the executive management phase occurs when the size, scope and severity of the event is beyond the abilities of the scene command personnel to effectively manage. Level 4 and 5 emergencies will most likely require activating the EOC, in conjunction with the Policy Group.

Termination & Recovery Phase

Once the emergency has been resolved and order restored, the goal of this phase is to ensure scene integrity and security. A plan is to be developed to assure transition to normal operations by coordinating with local, state and federal authorities. Scene response leaders are to prepare after-action and debriefing reports for submission to the EOG. The EOG will prepare a summary document as a permanent record of the event. Counseling support should be available to students and staff involved in the emergency, as appropriate.

Communications *(For Level 3, 4 and 5 Incidents)*

Internal Communications:

Timely and accurate communication with the NECI population during a Level 3, 4 or 5 emergency is essential.

NECI will activate its Emergency Notification System, NECI Alert, (e-mail, text messaging, voice-mail, paging, cell phones, land lines, SMS, twitter, etc) to notify the NECI community of pending or current emergencies, and to provide direction (i.e.; evacuation, closure or shelter in place). The EOC Manager will authorize activation of NECI Alert. Any verbal message will immediately be followed up with text message or e-mail with exact message to be distributed.

In the event that the NECI Alert system is unavailable, NECI will contact his/her department heads, who will contact their employees, to the end point where all NECI employees have been contacted and provided with critical information.

Should both the phone and data networks be unavailable, staff will be designated by the EOC Manager to alert key leaders in each NECI building, who will be expected to alert others in their building.

When appropriate, the EOC Manager will designate a Public Information Officer to communicate with the local media and external community. Periodic updates will be provided through the same means.

External Communications:

During a Level 5 emergency OR when the nature of the emergency suggests, there will likely be an influx of inquiries concerning the well-being of faculty, staff, and students. A special phone message will replace NECI's main greeting for incoming calls. This message will direct callers to the NECI Website, national media and/or other appropriate means.

As needed, the PIO will designate an appropriate number of NECI stakeholders to serve as an incoming call center to handle inquiries from neighbors, families of students, etc. and will be placed under the temporary management of the Emergency Operations Group (EOG). The call center will be setup to handle inquiries in multiple formats: text, e-mail, social media, etc.

Partnerships & Stakeholders:

NECI maintains partnerships and/or mutual aid agreements with the following external organizations, which may be involved in support and response to any emergency:

- ❑ National Life Group
- ❑ Vermont College of Fine Arts
- ❑ Montpelier City Center
- ❑ Montpelier Police Department
- ❑ Montpelier Fire Department
- ❑ Central Vermont Medical Center
- ❑ Washington County Mental Health/Washington County Youth Services Bureau
- ❑ City of Montpelier

Plan Development & Maintenance:

Responsibility for revisions to this plan will rest primarily with the EOG. Any content that significantly changes the authority of the EOG must be approved by the Policy Group.

Upon approval of the plan by the NECI Executive Committee and Board of Directors, the EOG will be convened and tasked with implementing the plan, scheduling and leading periodic company wide annual training efforts involving staff, faculty, students and agency partners.

Annual Test:

To be in compliance with the Federal Cleary Act, and other Federal, State, and Local jurisdictions, NECI will set up an annual Emergency Response exercise involving the EOG, faculty and staff. NECI may choose to combine its annual test with that of other organizations or entities. The Director of Facilities & Maintenance will be responsible for initiating and coordinating the annual test, writing a report summarizing the annual test, and for submitting the report to the Registrar's Office by October 1 of each year.

NEW ENGLAND CULINARY INSTITUTE

Emergency Procedures

Prepared By:

NECI Emergency Operations Group

NECI EMERGENCY RESPONSE POLICY

Policy

It is the policy of NEW ENGLAND CULINARY INSTITUTE to maintain a safe and positive learning environment, and to be prepared, in so far as possible, to

prevent and respond to unexpected crises quickly and appropriately. While the much unexpected nature of a crisis may make preparation difficult, the NECI Safety Committee believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of crises that we might experience include but are not limited to fire, civil disturbances, disease epidemic, physical injury, death, presence of intruders on NECI premises, hazardous materials spills, weather related emergencies, natural disasters, bomb threats, or other emergencies.

Administrative Responsibilities

The NECI Emergency Operations Group has created these Emergency Procedures which outlines procedures that identify how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crisis preparedness and incident management. It is the expectation that NECI Management supports these Emergency Procedures and the procedures detailed within.

Following a major incident, the EOG and/or representatives from the emergency responders shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for Emergency Procedures updates to Emergency Operations Group.

Staff Responsibilities

The staff shall follow all guidelines outlined in these Procedures when practicing routine drills and when responding to actually emergency situations.

Student Responsibilities

Students shall follow all guidelines outlined in these Procedures when practicing routine drills and when responding to actually emergency situations.

Students who cause school crises will be held accountable in accordance with NECI discipline policy and state/federal law. Incidents that disrupt the education process or endanger the safety of other students and staff shall be referred to law enforcement for possible criminal charges or to pursue civil litigation.

Emergency Phone Numbers

NECI Contacts	Phone	Pager
Controller	802-225-3227	
Director of Human Resources	802-225-3230	
Dean of Education	802-225-3326	
Information Technology	802-225-3238	802-250-6205
Maintenance/Facilities	802-225-3239	802-747-1303
Information Technology	802-225-3238	802-250-6205
Student Services Manager	802-225-3316	
NECI On Main - Manager	802-225-3314	
Manager – La Brioche	802-225-3381	
National Life – Chef’s Office	802-229-3397	
Supervisor – Dewey Cafeteria	802-828-8850	

Non-NECI Contacts	Phone	Pager
Electric Company Green Mountain Power	888-835-4672	
Police/Fire/Medical Emergency	911	
Police Local Number	802-223-3445	
Vermont Emergency Management Office	800-347-0488	
Vermont Health Department	800-640-4374	
National Life Security	802-249-1217	
Vermont College Security	802-828-8888	

The **NECI Emergency Procedures** is organized by roles so users can quickly locate their responsibilities in a crisis. The Emergency Response Procedures pages can be used to document pertinent information (time, witnesses) immediately after an emergency situation, essential in constructing an incident report.

Our goal is to provide our staff with the most effective planning and response strategies for dealing with emergency and/or crisis situations.

Using the NECI Emergency Procedures

The NECI Emergency Procedures is intended for use by NECI employees and emergency service providers for planning purposes and when responding to crisis situations.

For effective utilization of NECI Emergency Procedures, staff should have in-service trainings, review procedures at the beginning of each school term and practice different aspects of the “Clear the Halls”, “Secure the Building” and/or “Evacuation/Relocation” exercises with students and staff during drills.

Updating the phone numbers in your Emergency Procedures and pre-programming them in the staff office telephones can save time, property, and, possibly, lives.

The Plan is intended to be a practical outline for action in a variety of emergencies. It will be most effective when:

- ◆ Policies are aligned with crisis procedures and adopted by the NECI administration
- ◆ Companion administrative procedures are routinely rehearsed and followed;
- ◆ Prior planning and coordination occurs between NECI representatives and local emergency service providers; and
- ◆ A clear chain of command and effective communication systems are developed and followed.

Crisis Prevention

To quote an old athletic cliché, "the best defense is a good offense!" In the context of maintaining safe quarters for our students and staff, this means building a positive campus culture which places a premium on creating a safe and respectful environment. This philosophy is always more productive than reacting to out-of-control students. With this concept in mind, many schools have established student conferencing and peer support systems to assist students and staff to address volatile situations before they escalate into crisis mode.

Routine interaction with at least one positive role model who provides unconditional support for every student is a much more effective strategy than dealing with the effects of negative student behavior that may lead to school or campus violence. Students, who feel disconnected from their school, campus setting, peer group, and society, often perpetrate incidents of violence.

Crisis Management

Crises are unexpected, often unpredictable and take many forms. No school and community can be fully prepared for everything that may happen, but some simple measures are helpful in any crisis situation:

- ◆ Think of everyone's safety first;
- ◆ Use common sense and follow crisis training procedures;
- ◆ Act quickly and calmly; and
- ◆ Remain factual and unemotional when communicating with students, the community, and media.

There may be instances when time-sensitive decisions have to be made quickly by Emergency Operations Group, thus bypassing involvement of the NECI EOG.

Emergency Equipment

Every site will have emergency items like a stocked first aid kit, flashlights and batteries, and emergency phone numbers.

Evacuation Procedure Guidelines

Building Evacuation

- All building evacuations will occur when a building alarm sounds.
- When the building evacuation alarm is activated during an emergency, leave through the nearest marked exit and alert others to do the same.
- **Assist people with disabilities in exiting the building!** Remember that elevators are reserved for people with disabilities. **In case of fire or earthquake, do not use the elevators.**
- Proceed outside and remain a safe distance from the building
- Once outside the building, proceed to the predetermined assembly area. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Remain calm and check in with your instructor or NECI staff member upon arrival at the evacuation location:
- Designated Assembly Areas:
 - **7 School & NECI on Main → City Center Lobby**
(La Brioche after hours)
 - **Dewey Cafeteria → Bishop Hall**
 - **118 Main → Dewey Cafeteria**
(Enter through side door, downstairs)
 - **La Brioche → 7 School Street Servery**
- Do not return to an evacuated building unless told to do so by a NECI or emergency official.
- Do not reenter the building until emergency staff gives the "all clear" signal.

Building Crisis Codes

Shelter in Place

- Go to closest secured area.
- Close & lock door.
- Stay away from doors and windows.
- Turn off lights/shut curtains/blinds.
- If safe, designated person secures outside doors.
- Remain quiet.
- If you are outdoors, move away from building.

Evacuate the Building

- In an orderly fashion, exit building using nearest Exit.
- Go immediately to the Designated Assembly Area.

Evacuation Guidelines

- All building evacuations will occur when a building alarm sounds.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- **Assist people with disabilities in exiting the building!** Remember that elevators are reserved for people with disabilities.
- **In case of fire or earthquake, do not use the elevators.**
- Proceed outside and remain a safe distance from the building.
- Once outside, proceed to your Designated Assembly Area.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Designated Assembly Areas:
 - **7 School & NECI on Main → City Center Lobby**
(La Brioche after hours)
 - **Dewey Cafeteria → Bishop Hall**
 - **118 Main → Dewey Cafeteria**
(Enter through side door, downstairs)
 - **La Brioche → 7 School Street Servery**
- Do not re-enter the building until emergency staff gives the "all clear" signal.
- Do not return to an evacuated building unless told to do so by a NECI or emergency official.

ASSAULT/FIGHTING		“Clear the Area” DATE / /	
Violence or threat of physical harm to students, staff, administrators or other persons not involving a dangerous weapon or firearm			
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT
		Quickly analyze the situation---is help needed? If so, call a manager/person in charge Call 911 for police and medical assistance if there are injuries	
		With assistance, separate persons involved to a safe area and keep isolated	
		Clear the area	
		Get names and phone numbers of witnesses	
		Notify EOG as soon as possible	
√	TIME	FOLLOW-UP PROCEDURES: STUDENT SERVICES	NAME OF CONTACT
		Notify supervisors/parents/others as appropriate	
		Follow NECI disciplinary policies	
		Complete and file an incident report	

BIOTERRORISM		“Shelter in Place” “Secure the School” “Evacuate the Building” DATE / /	
A possible bioterrorist event might include the discovery of a suspicious unknown substance (e.g. anthrax, gas, mist, etc.). A bioterrorist event differs from other crises. The level of fear and anxiety is greatly increased due to uncertainty in determining whether an attack has occurred, identifying the boundaries and scope of the attack, and the possibility of contagion. Unlike other events, when it is clear to the public that the immediate danger of an event has passed, the “end” of a bioterrorist attack may become apparent only after a period of time during which no new cases are documented. A bioterrorist event must involve new strategies and extend beyond traditional mental and clinical interventions.			
√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT
		DO NOT TOUCH the substance; cover and ISOLATE the substance immediately	
		Inform anyone who has touched a substance or package containing the substance to WASH their hands immediately	
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT

		Isolate people who have come in contact with the substance		
		Shut down the ventilation system immediately		
		Evacuate the immediate area		
		Secure the building and do not dismiss students/staff until directed to do so by health authorities		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Call police who will access the HAZMAT Hotline		911
		Notify the Emergency Operations Group		
		Evacuate non-contaminated students and staff after conferring with first responders		
		Isolate any people who have come in contact with the substance		
		Initiate the Phone Tree from Closing/Delayed Opening Plan		
		Ensure accountability of all students and staff		
		ISOLATE and REDIRECT persons discovered in a hallway, bathroom, wing, etc.		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Shut down the ventilation system immediately		
√	TIME	EMERGENCY OPERATIONS GROUP	NAME OF CONTACT	CONTACT NO.
		Notify public: Communication with the media must be handled through the EOG		
√	TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Assist students/staff who are affected by the incident		
		Complete and submit incident report		

BOMB THREAT		“Evacuate the Building”	
		DATE / /	
Receipt of an oral or written threat of a bomb, or discovery of a suspicious device or note.			
BOMB THREAT BY PHONE			
√	TIME	PHONE CALL RECIPIENT	NAME OF CONTACT
		Try to alert another person to contact police department using regular phone numbers so as not to trigger scanners Montpelier: 223.3445	
		Record exactly what the caller says	
		Ask the caller as many questions as possible:	
		Note caller accent, age, sex, noise, mental state, etc.	
		Write down caller's <i>Caller ID</i> number	
		Activate *57 Call Tracing (note time of call)	
		Notify EOG Personnel and Director of Facilities	
√	TIME	WRITTEN NOTE RECIPIENT	NAME OF CONTACT
		Avoid putting fingerprints on written note	
		Preserve for police if written on door, wall, etc.	
√	TIME	PERSON IN CHARGE OR DESIGNEE	NAME OF CONTACT
		Evacuate the building: 7 School & 118/126 Main to Kellogg-Hubbard Library VC/118 Main to Bishop Hall La Brioche to 7 School Street	
		During evacuation, scan the area for suspicious devices if time allows	

		If possible, turn off immediate utilities and secure designated area for suspicious device.		
		If suspicious device is found, DO NOT TOUCH IT! Inform Police or First Responders		
		Ensure accountability of all students and staff. Immediately report any missing persons to First Responders		
		Do not return to building until so directed by First Responders or EOG Personnel		
√	TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		Debrief with First Responders		
		Assist students/staff who are affected by the incident		
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Complete and submit incident report		
√	TIME	FOLLOW-UP PROCEDURES: EOG	NAME OF CONTACT	CONTACT NO.
		Notify public: Communication with the media must be handled through the EOG.		

DEATH OF STUDENT

DATE / /

The death of a student or staff member on school grounds or while traveling to or from the school.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Avoid disturbing the scene		
		Contact 911		
		Notify the EOG		
√	TIME	EMERGENCY OPERATIONS GROUP	NAME OF CONTACT	CONTACT NO.
		Convene NECI EOG		
		Ensure family of deceased is notified through pre-established method.		
		Hold a faculty meeting as soon as possible to communicate next steps to staff		
		Prepare and submit incident report as appropriate		
√	TIME	EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Arrange for notification of staff and students as appropriate		
		Provide a formal debriefing opportunity for the EOG members and students, faculty and staff		
		Provide ongoing support for students, faculty, and staff		

EXPLOSION/FIRE

“Evacuate the Building”

DATE / /

Whoever observes open flames, smells or sees smoke or experiences excessive heat or is aware of an explosion, should immediately notify the office, and activate the nearby fire alarm.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Pull the fire alarm - call 911		
		Evacuate the area/building and use the fire extinguisher if appropriate Evacuate the building: 7 School & 118/126 Main to Kellogg-Hubbard Library VC/118 Maintenance Noble Hall La Brioche to 7 School Street		
		Ensure accountability of all students and staff. Immediately report any missing persons to First Responders		
		Notify the EOG		
		Do not return to building until so directed by First Responders or NECI official		
√	TIME	NECI EOG	NAME OF CONTACT	CONTACT NO.
		Assist with evacuation		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Assist Fire Department with layout of school		
√	TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		Debrief with First Responders		
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Arrange for notification of staff and students as appropriate		
		Assist students/staff who are affected by the incident		
		Complete and submit incident report		
√	TIME	FOLLOW-UP PROCEDURES: EOG	NAME OF CONTACT	CONTACT NO.
		Notify public: Communication with the media must be handled through the EOG		

HAZMAT (Hazardous Material)

“Shelter in Place”
 “Secure the School”
 “Evacuate the Building”

DATE / /

Whoever observes an uncontrolled or unexpected release of, or suspect’s release of, liquid or vapor that could cause harm or death to humans or damage to the environment should immediately notify the office and call 911.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Avoid being contaminated, if possible, and warn others of the same concern		
		Evacuate effected area and also isolate, if possible, those who have been contaminated		
		Notify the EOG		
√	TIME	OPERATIONS DIRECTOR OR PERSON IN CHARGE	NAME OF CONTACT	CONTACT NO.
		Evacuate the building/area 7 School & 118/126 Main to Kellogg-Hubbard Library VC/118 Maintenance Noble Hall La Brioche to 7 School Street		
		Gather information from staff regarding location of spill, extent and the name of the chemical		
		Assist First Responders with information regarding the nature and location of the spill and the layout of the site		
		Ensure accountability of all students and staff. Immediately report any missing persons to First Responders		
		Do not return to building until directed to do so by First Responders or NECI official		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Assist with evacuation		
√	TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		Debrief with First Responders		
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Arrange for notification of staff and students as appropriate		
		Assist students/staff who are affected by the incident		
		Complete and submit incident report		
√	TIME	FOLLOW-UP PROCEDURES: EOG	NAME OF CONTACT	CONTACT NO.
		Notify public: Communication with the media must be handled through the EOG		

HOSTAGE

“Shelter in Place”
 “Secure the School”
 “Evacuate the Building”

DATE / /

Any situation when a student, staff member or school visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people. This may include situations where a person barricades him or herself in a building or vehicle and threatens suicide. Law enforcement officials should always handle a hostage situation.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Inform police of your observation		
		Do not intervene in the hostage/barricade situation		
		IF TAKEN HOSTAGE, follow instructions of hostage taker		
		Remain calm and do not panic		
		Treat the hostage taker with respect and act as normal as possible		
		Ask permission to speak and do not argue or make suggestions		
		Don't intervene; allow law enforcement to negotiate		
		Obtain good description of hostage(s) takers		
√	TIME	EOG/PERSON IN CHARGE	NAME OF CONTACT	CONTACT NO.
		Assist First Responders		
		Ensure accountability of all students and staff. Immediately report any missing persons to First Responders		
		Direct preparation of a phone list identifying names of students, staff, and parents who need to be notified		
√	TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		Assist students/staff who are affected by the incident		
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Complete and submit an incident report		
√	TIME	FOLLOW-UP PROCEDURES: Operations Director	NAME OF CONTACT	CONTACT NO.
		Debrief NECI staff		
		Be prepared to deal with friends or relatives of the person(s) taken hostage		
		Notify the public: Communication with the media must be handled through the EOC Manager and his/her designee		

INFECTIOUS DISEASE

“Direction from Emergency Operations Group”

DATE / /

Vermont law requires that health care providers report diseases of public health importance, which includes an unexpected pattern of cases, suspected cases, deaths or increased incidence of any illness of major public health concern.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		School officials should report any suspected disease outbreaks among students or staff even if a specific cause has not been identified. Sudden increased absences can be a surveillance indicator, and should be reported to the Health Department		
		Cases should be reported immediately by calling the 24-hour reporting line at 802-951-4080 or 1-888-588-7781.		
√	TIME	NEXT STEPS	NAME OF CONTACT	CONTACT NO.
		Upon receiving notification that a student, staff or guest has been diagnosed with or is suspected to have an infectious disease NECI EOG and public health officials should collaborate to provide information to parents/guardians, students and staff as appropriate		
		Maintain exclusion guidelines as recommended by health officials		
		Work with the Health Department as needed to identify close contacts of ill student for possible intervention measures such as antibiotics to prevent disease (e.g. meningococcal disease, pertussis)		
		Assist in Emergency Operations as assigned		
		Increase surveillance at the school for other ill students/staff, refer them for medical evaluation and notify Health Department		
		Provide guidance to students and staff on general disease prevention (e.g. hand hygiene)		
		Provide information to parents/guardians and staff as appropriate. The Health Department will usually provide this information and will work with the school to distribute it in a timely manner		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Be prepared to appropriately clean areas affected after direction from the Health Department		
√	TIME	FOLLOW-UP PROCEDURES: EOG	NAME OF CONTACT	CONTACT NO.
		Prepare and submit incident report		

INTRUDER

“Shelter in Place”
“Secure the School”

DATE / /

Unauthorized person in school building or on school property				
√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Contact nearest co-worker for immediate assistance		
		Ask unauthorized visitor to identify himself/herself and their purpose for being there		
		Ask intruder to leave if no legitimate reason is found for his or her presence in the school		
		Do not intervene if person is acting hostile or threatening		
		Call 911 for assistance if necessary		
		Remain calm and do not panic		
		Write down intruder's physical description, type and color of automobile, registration plate number and any other identifiable information if person leaves before police arrive		
		Prepare and submit incident report		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Ask intruder about purpose for being in school		
		Ask intruder to leave if no legitimate reason is found for his or her presence in the school		
√	TIME	PERSON IN CHARGE/DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Clear the Halls or Secure the Building as necessary		
		Greet Police and provide information		
		Prepare and submit incident report		

MISSING STUDENT

DATE / /

Student(s) unaccounted for at school, on school property, or while traveling to and from school.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Notify the Emergency Operations Group		
		Emergency Operations Group calls 911, if necessary		
√	TIME	EMERGENCY OPERATIONS GROUP	NAME OF CONTACT	CONTACT NO.
		Notify Instructor or Supervisor, if applicable		
		Call 911 if applicable		
		Contact family to report student absence/status		
		Inform staff once missing person is located		
		Complete and submit incident report		
√	TIME	STAFF	NAME OF CONTACT	CONTACT NO.
		Notify Emergency Operations Group of any suspicious student absence or unknown person in the building		
		Report observations of unknown or unauthorized persons to Emergency Operations Group. Make note of appearance, vehicle type and color, registration plate number, etc.		
√	TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Refer all media questions to law enforcement officials		
		Maintain contact with family of ongoing investigation efforts until the situation is resolved		
		Complete and submit incident report		

NATURAL DISASTER

“Secure the School”
“Evacuate the Building”

DATE / /

A flood, hurricane, tornado, or earthquake will often strike without warning; appropriate emergency procedures must be initiated immediately. School should use the National Weather Service to receive advance notice of any natural disasters.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Obtain an advance warning of an event from National Weather Service; notify administration		
		If there is no warning of an event, move students and staff inside to an appropriate safe shelter		
		Use the Emergency Alert System		
		Ensure the safety of people comes before all else		
√	TIME	EMERGENCY OPERATIONS GROUP	NAME OF CONTACT	CONTACT NO.
		Activate NECI Alert		
		Decide whether to evacuate		
		Ensure accountability of all students and staff		
		Gather information from staff regarding building integrity and potential hazards (i.e. rising flood waters, high winds that may cut power, etc.)		
		Delegate roles for transport of students and staff to secondary site (Vermont College or National Life), if needed		
		Make contact with emergency responders via 911 for instructions		
		Set up debriefs as needed after the event		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Prepare to handle a large volume of telephone calls from parents or guardians		
		Monitor local radio stations for updates–EAS stations		
		Prepare and submit incident report		
√	TIME	MAINTENANCE/OTHER STAFF	NAME OF CONTACT	CONTACT NO.
		Disconnect electricity and other utilities if possible		

SERIOUS INJURY/ILLNESS

DATE / /

	√ TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Notify Person in Charge or designee who will call 911		
		Maintain open airway and administer CPR, if necessary		
		Immobilize victim if there is a potential for head, neck or back injury. Do not move victim unless immediate emergency situation dictates		
		Control bleeding by applying direct pressure and elevation		
		Treat for shock		
		Check for medical alert tags		
	√ TIME	EOG / STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Contact parents		
		Decide if and how to relay information to staff and students		
		Assist students/staff who are affected by the incident		
	√ TIME	FOLLOW-UP PROCEDURES: EOG	NAME OF CONTACT	CONTACT NO.
		Debrief NECI EOG and staff		
	√ TIME	FOLLOW-UP PROCEDURES: EOG/Student Services	NAME OF CONTACT	CONTACT NO.
		Prepare and submit incident report		

STUDENT THREAT

“Shelter in Place”
 “Secure the School”
 “Evacuate the Building”

DATE / /

Oral, written, or physical threat against other students or staff.				
	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Be prepared to write statement for administration and/or police		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Do not risk your own or anyone else’s safety at any time while attending to the issue		
		Call 911, if appropriate		
		Separate students in conflict or isolate threatening student(s) from others if possible		
		Direct staff/students to secure the building if the crisis threatens the safety of staff/students		
		If necessary, activate NECI EOG		
√	TIME	EMERGENCY OPERATIONS GROUP	NAME OF CONTACT	CONTACT NO.
		Interview threatening student and victim to acquire background information when crisis is under control to determine if threat is manageable with local resources		
		If reasonable suspicion that a weapon exists, implement search and seizure procedures to confiscate immediately when area is secure		
		Determine if alcohol or other drugs are involved		
		Notify law enforcement if dictated by school policy or appropriate for circumstances		
		Debrief NECI EOG and staff		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Contact parents if students are underage		
		Implement school discipline policy		
		Coordinate counseling support as needed		
		Complete and submit incident report		

SUICIDE ATTEMPT

“Shelter in Place”

DATE / /

When a student or staff member attempts to take his/her life, either at school or in the community.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Always take the threat seriously		
		Call 911		
		Secure the scene for police intervention/investigation Prevent non-essential personnel from accessing the scene or witnessing the intervention process		
		Do NOT leave the student/staff member alone at any time		
		Notify the EOG		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Notify parent/guardian/family as appropriate		
		Provide medical and emotional support as appropriate		
		Inform faculty/staff as appropriate, including others who have regular contact with the individual involved, while maintaining confidentiality		
		Designate PIO to address all incoming questions/concerns		
		Debrief students and staff		
		Complete incident report		

SUICIDE COMMITTED

DATE / /

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Confirm the death and verify details		
		Convene NECI EOG		
		Offer emotional support to school community to facilitate recovery		
		Prevent further suicides		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Call 911 immediately		
		Notify Emergency Operations Group		
		Confirm the death and verify details with police		
		Secure the scene if on campus, preventing non-essential personnel from accessing the area or viewing the victim if possible		
		If suicide is committed in a dorm, make arrangements to vacate all students from that dorm immediately. Offer other immediate housing, if desired or warranted. If suicide is in any outlet, vacate that outlet immediately and close establishment until investigation is complete.		
		Contact/meet victim's family immediately, either via the police office present or an administrator of the school, or both if warranted		
		Verify details with the family and offer assistance, appropriate support, and referrals. Honor the family's wishes if possible		
		Designate PIO to address all incoming questions/concerns <ul style="list-style-type: none"> • Reassure and provide a sense of security, a way to remember the deceased and resume routine as appropriate to facilitate recovery 		
		Provide immediate emotional and medical support as appropriate to students/staff, as well as to those who have regular contact with the victim		
		Provide staff/students with a prepared statement offering accurate and verified information regarding the death and maintaining confidentiality as necessary		
		<ul style="list-style-type: none"> • Follow-up with affected persons for a period of time as deemed necessary • Provide Crisis Hotline phone numbers to campus and outlets 		
		Complete incident report		
		Prepare and send letter home to parents/guardians/families		
		Meet with parents, guardians, and families of those at increased risk		

WEAPONS

“Shelter in Place”
 “Secure the School”
 “Evacuate the Building”

DATE / /

A dangerous or deadly weapon as defined by state and federal law includes, but is not limited to a gun, knife, metal knuckles, straight razor, noxious or irritating or poisonous gas, poison, other items used with the intent to harm, threaten or harass students, staff, parents or school visitors

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Take safety measures to protect yourself and others		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Stay calm and avoid confrontation if possible		
		Obtain good description of individual and the type of weapon he/she has		
		Notify the Person in Charge as soon as possible		
		Take safety measures to protect yourself and others		
		Inform police of your observation and be prepared to write a statement		
√	TIME	PERSON IN CHARGE OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct students and staff to “Clear the Halls,” “Secure the Building,” or “Evacuate the School”		
		Meet with law enforcement upon arrival		
		Attend to the safety of students and staff at all times		
		Assess situation in regard to location of person with weapon and potential for injuries		
		Convene NECI EOG and decide how the school will respond		
		Contact parents/guardians, or families of victims		
		Contact Emergency Operations Group		
		Complete an incident report and file		
		Debrief with NECI EOG and staff		
√	TIME	FOLLOW-UP: NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Assist students/staff who are affected by the incident		
		Provide additional resources and support as needed		
		After consultation with First Responders, prepare a statement to share with students/staff/families describing the known facts and procedures for accessing additional support		
		Complete and submit incident report		
√	TIME	FOLLOW-UP: OPERATIONS DIRECTOR / DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Notify public after consultation with First Responders		
		Debrief with EOG/Student Services and First Responders		

WEATHER RELATED CLOSING

DATE / /

A significant snow or ice storm is a possibility each winter and may force the closing of all or part of the school. This can be an early closing, delayed opening or a full day closing. Anything more than that level of closure would be a Natural Disaster and use the Natural Disaster Procedure

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Members of the Policy Group will initiate this Procedure		
		Obtain an advance warning of the event from the National Weather Service		
		Determine whether it is a early closing or delayed opening or full day closure		
		Use National Weather Service Winter Storm Warning as criteria for deciding on closing.		
		Ensure the safety of people comes before all else		
√	TIME	EMERGENCY OPERATIONS GROUP	NAME OF CONTACT	CONTACT NO.
		Activate NECI Alert		
		Make any adjustments to School Closing Template		
		Ensure communication to all students and staff		
		Post relevant message to NECI web site		
		Use social media for additional notifications		
		Notify National Life and VCFA of any relevant changes		
		Set up debriefs as needed after the event		
√	TIME	NECI EOG/STUDENT SERVICES	NAME OF CONTACT	CONTACT NO.
		Prepare a recorded message for incoming phone calls		
		Call local radio stations to make announced closing		
		Prepare and submit incident report		
√	TIME	MAINTENANCE/OTHER STAFF	NAME OF CONTACT	CONTACT NO.
		Ensure the buildings are secure		