

**Riverhead Charter
School
ES & MS
2022-2023
EMERGENCY PLAN**

**Riverhead Charter School
Fire Drill Procedures**

Please follow exits designated below.

ALL STAFF members MUST leave the building

Classroom doors should be closed.

Classes should remain outside until an administrator states it is safe to return to the building

All classes should proceed quietly and quickly accompanied by the teacher.

COORDINATORS

Raymond Ankrum – Superintendent

Nicola Graham – Director of Finance

Lilla Debowski – Operations Manager

Kathrine Gang – Middle School Principal

Taylor Henninger - Elementary Co-Principal

Samantha Camillery - Elementary Co-Principal

Sweepers: You will be in charge of checking all bathrooms, student and staff, as well as all classrooms and other rooms in your designated area

Elementary School:

- Upstairs South- Morgan Heath
- Upstairs North- Ashley Malone
- Downstairs South- Arlene Varela
- Downstairs North- Lindsey Williams
- Downstairs North- Steve Abbondanza
 - Backups: Taylor Henninger, Samantha Camillery

Middle School:

- Upstairs: George Holmes
- Downstairs: Nerons Blissett
 - Backup: Katherine Gang

Administration Building: Nicola Graham

EMERGENCY RESPONSE TEAM

Staff Person Responsible	School Phone
<i>Admin-in Charge</i>	
Raymond Ankrum	631-369-5800 x 2229
<i>First-Aid Responder</i>	
Rob Cook	631-369-5800 x 2238
Kathleen Haff	631-369-5800 x 2222
<i>Site Coordinators</i>	
Katherine Gang	631-369-5800 x 3005
Taylor Henninger	631-369-5800 x 2262
Samantha Camillery	631-369-5800 x 2262
Lilla Debowski	631-369-5800 x 2250
<i>Fire/Police/Medical Coordinator</i>	
Nicola Graham	631-369-5800 x 2240

Raymond Ankrum <u>Parent Coordinator</u>	631-369-5800 x 2229
Jarsin Cruz	631-369-5800 x 5000
Arlene Varela <u>K-6 Receptionist</u>	631-369-5800 x 2249
Jasmine Griffin <u>Middle School Receptionist</u>	631-369-5800 x 2001
Veronica Ortiz <u>Director of Finance</u>	631-369-5800 x 3000
Nicola Graham <u>Board President</u>	631-369-5800 x 2240
Aimee Lomonaco <u>Media Coordinator</u>	516-971-5015
Raymond Ankrum	631-369-5800 x 2229

Emergency Procedures Notification

In the event of an incident occurring during the school day that disrupts normal classroom activity, the incident will be immediately reported to the school's Main Office. The Main Office by means of either the Public Address System (PAS) or a bell system will issue instructions for either school sheltering or evacuation.

Depending on the nature of the emergency, the following response actions will be taken.

Hold in Place: *This procedure focuses on courses of action when students and staff are required to remain in place for an expected short duration incident, such as a fight, medical emergency, or maintenance issue. In the event that students and staff are required to remain in place for an expected short duration incident, staff and students should remain in their current location if there is an issue outside their space. If there is a situation that occurs within a classroom, the teacher and the class will be relocated to a safe location until it is deemed safe to return to the classroom.*

Evacuation: *This procedure focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.*

- Evacuation plans are posted in every classroom.
- Main office/building administration alert Emergency Response Team (ERT) and dispatch ERT to notify every classroom of the need to evacuate the building.
- The Main office/building administrator will call 911 and advise that the building is being evacuated.
- All staff and students will evacuate the building.
- Staff without classes should monitor crosswalks or other posts to locate children that may have been separated from adult supervisors.
- Teachers should have class rosters so that each student can be accounted for once evacuation is completed.
- Names of any student unaccounted for or students that have joined groups other than their own classes in the evacuation process should immediately be given to the principal.
- Teachers will hold up the green card to indicate if all students are present. Red cards are used to indicate that someone is missing from the class. These may be found in pockets on the back of the class roster, which are kept near the classroom door.
- Direct handicapped students to designated Fire Safety Zones, a staff member will be waiting for the student and assist them to safety.
- Classes wait 300 feet from the building or proceed to evacuation centers as directed.

Lock Out Procedures: *This is a procedure that allows the school to continue with the normal school day, but curtails outside activity. This procedure allows no unauthorized personnel into the building. This will be used when the threat is general or the incident is occurring outside school building on or off school property.*

Depending on the situation, the Emergency Response Team may get called to the main office first. If necessary, the Main Office Secretary will announce over the PSA: ***"This is a lockout."***

- Walkie-talkies will be used to notify staff supervising the students outside.
 - Students who are outside will immediately return to the school building and go to their classrooms and remain there.
- All classrooms will go into **lockout** mode (see below).
- All exterior doors in the building will be locked.
- All windows will be shut and locked
- Emergency response teams will be assigned to go through hallways to identify and report any concerns.
 - Additionally, they will assess classrooms, making sure that all windows are shut.
- Once building has been secured, staff will be told that teaching can continue and students may move around the building again. At this time, movement in and out of the building will still be restricted.
- An overall "all clear" will be given once the incident has passed and/or when we have been given authorization from the Police Department or other local agency.

Lock Down Procedure: *Usually used when there is an intruder*

- If an emergency happens where it would be in the best interest of our students and staff to remain in their classrooms, an administrator will make an announcement overhead.
- The announcement overhead will state, ***"We are in a lock down."***
 - Outside staff members will be notified, via walkie-talkies, to proceed with students to the primary staging area. They will remain there until notified to return to the building or move to another location.
- Any staff in the hallway will enter the nearest classroom or office.
- Staff Members will guide children in hallways to the nearest classroom.
- Teachers will call down to the main office, or will send an email to the main office, indicating the students that they have in their room. If no one answers, they will hold students in their classroom until the all-clear signal.

Staff members will lock their doors, close their windows and keep students in their rooms, away from the windows until a further announcement is given.

Stay hidden until physically released by authorized personnel.

Before School Incident

If an incident should occur before school that would require a lockdown or lock out:

- Superintendent/Building Principal will begin parent link message.
- Principal/Administration Assistant will contact District's Transportation and have buses rerouted to another location, if already en route to school.

- Administrative Assistant will alert building staff on PSA that an incident has occurred when following procedure for lockdown or lock out.

After School Incident

If an incident should occur after school that would require a lockdown or lock out:

- Superintendent/Building Principal will begin the phone chain.
- Transportation will be notified by the Superintendent/Building Principal to stop or suspend after school bussing, if necessary.

Contacts and Phone Numbers

Emergency: Dial 911

Non-emergency – 631-727-4500

Police Department – 631-727-4500

Fire Department – 631-727-2750

Ambulance – 911

American Red Cross – 631-924-6911

Town Supervisor – 631727-3200 ext. 251

**Riverhead Charter
School HS
EMERGENCY
PLAN**

**Riverhead Charter School
Fire Drill Procedures**

Please follow exits designated below

ALL STAFF members MUST leave the building

Classroom doors should be closed.

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All classes should proceed quietly and quickly accompanied by the teacher.

At the sound of the bell: Please proceed to the following areas:

Contents of Fire Drill Folder

Updated Class List

Red and Green Paper

[Green – have all students; Red – missing student(s)]

Pencil or Pen

COORDINATORS

Raymond Ankrum – Superintendent

Nicola Graham – Director of Finance

Lilla Debowski – Operations Manager

Patrick McKinney – High School Principal

Kathrine Gang – Middle School Principal

Taylor Henninger- Elementary Co-Principal

Samantha Camillery- Elementary Co-Principal

Sweepers: You will be in charge of checking all bathrooms, student and staff, as well as all classrooms and other rooms in your designated area

High School:

Upstairs: Patrick McKinney

Downstairs: Terrell Dozier

Backup: Shalyse Jones

Administration Building: Nicola Graham

EMERGENCY RESPONSE TEAM

Staff Person Responsible	School Phone
<u>Admin-in Charge</u>	
Raymond Ankrum	631-369-5800 x 2229
<u>First-Aid Responder</u>	
Meaghan Smith	631-571-3570 x
Reporting Nurse	631-571-3570 x
<u>Site Coordinators</u>	
Patrick McKinney	6631-571-3570 x
Lilla Debowski	631-369-5800
<u>Fire/Police/Medical Coordinator</u>	
Nicola Graham	631-369-5800 x 2240
Raymond Ankrum	631-369-5800 x 2229
<u>Parent Coordinator</u>	
Magda Talik	631-571-3570 x
Arlene Varela	631-369-5800 x 2249
<u>K-5 Receptionist</u>	
Veronica Ortiz	631-369-5800 x 2001
<u>Middle School Receptionist</u>	
Jasmine Griffin	631-369-5800 x 3000
<u>High School Receptionist</u>	
Magda Talik	631-571-3570 x
<u>Director of Finance</u>	
Nicola Graham	631-369-5800 x 2240
<u>Board President</u>	
Aimee Lomonaco	516-971-5015
<u>Media Coordinator</u>	
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