**PROVIDENCE SCHOOL DEPARTMENT**

**DIRECTOR OF SCHOOL OPERATIONS**

**MEMORANDUM**

**TO:** All Principals / Directors

**FROM:** Mr. Andre E. Thibeault

**SUBJECT:** Emergency Plans and Incident Reporting

**DATE:** August 3, 2015

The Providence Schools Emergency Plan (July 2014 Version) remains the primary reference for all school related emergency and crisis issues. It is an excellent source of information, both advisory and directive in nature, which provides guidelines on all phases of the Emergency Management Cycle from Prevention thru Recovery. **Sections of the manual are school specific which requires you and your staff to review the procedures and develop a plan which will support your individual school. It is expected that school personnel will understand and familiarize themselves with this plan. Among these school specific requirements is the need to establish a School Crisis / Safety Team (see p. 82). After this team has been identified, forward a copy of the team membership to my office but not later than September 25, 2015.** This team should work closely with the School Improvement Team and the Administration and should meet at least on a quarterly basis to review and discuss the current safety and potential threat status at each building. **(Refer to Section 7 of the Plan which lists all of the Mandatory Training related to this plan.)** Remember, local situational awareness at the building level is very important!

A very important part of the Emergency Preparedness Plan is the requirement for the schools to notify the District when a serious incident occurs, adhering to the District’s philosophy that the safety of our children is the paramount consideration of everything that we do. Each section of the plan provides information as to when and how these notifications should take place. **To make it simple, all serious incidents should be reported to my office immediately. The number to call is 456-9243.** In the unlikely event that this number is not answered, call 456-9250 or my cell phone at 413-9575. I will then forward the information as necessary. If the above listed numbers are not answered, contact the Director of Communications and Media Relations at 278-2813. **It is imperative that these emergency notifications be made telephonically and then followed up with a written incident report, as soon as possible, but not later than 4PM on the day of the incident**. A sample of the incident report, which must be e-mailed, can be found on page 98. Additionally, my office will continue to receive Bullying and Harassment Reports in accordance with the District Bullying and Harassment Policy (see Addendum II to the School Emergency Plan). Additional information pertaining to Bullying and Harassment Procedures is posted on the PPSD Website.

Please review the plan and become familiar with it as soon as possible. Do not hesitate to contact me with any questions, concerns, or recommendations. I look forward to working with each of you and best wishes for a rewarding and safe school year!