



ARCHDIOCESE  
*of*  
NEW YORK



Office of the Superintendent of Schools

## Archdiocesan and Regional Emergencies A Resource Guide

Revised: August 2013

**Supporting Documents:**

- School Emergencies: A Resource Guide
- Regional School Emergency Contact Information Form for Regional Superintendents

The Archdiocese has defined School Emergency Situations into 2 categories:

- **Limited Crisis and**
- **Extended Crisis**

For either situation, each school needs to develop an Emergency Plan that instructs students and staff to either:

- **Lockdown or**
- **Evacuate**

While each protocol should have specific staff and student actions that are unique to each response, certain protocols should be contained in every school's emergency plan:

**Lockdown Drills** should be conducted twice a year.

**Public Address for a Lockdown: "Attention. We are now in lockdown. Take proper action."** This is repeated twice each time the public address is performed.

**Students:** Move out of sight and remain silent.

**Teachers:** Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.

**Teachers:** Move away from sight and maintain silence.

**Teachers:** Wait for First Responders to open door or the "All Clear" message "The Lockdown has been lifted" followed by specific directions.

**Teachers:** Take attendance and account for missing students by contacting the main office.

### **Contingencies for Lockdown Drills**

Students and staff who are outside of classrooms during a lockdown may be faced with the need to get out of sight without the benefit of an empty or open classroom. In this situation, students and staff must be trained to hide or possibly evacuate themselves away from the building to the nearest school and report to school officials immediately upon arrival.

**Evacuation Drills** should be conducted twice a year.

**Public Address for Evacuation:** Evacuations will be initiated by using the fire alarm system. The **Public Address**, when used for an evacuation, will begin with **“Attention” followed by the specific directions** and is repeated twice each time the public address is performed.

**Students:** Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. *Students in physical education attire WILL NOT return to the locker room.* Students without proper outdoor attire will be secured in a warm location as immediately as possible.

**Teachers:** Grab evacuation folder (with attendance sheet).

**Teachers:** Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**

**Teachers:** Take attendance and account for students.

**Teachers:** Report injuries, problems, or missing students to school staff and first responders.

### **Contingencies for Evacuation Drills**

Special needs evacuation plans should be developed and drilled, including specific protocol for the securing of medication and pharmaceutical supplies and a location to ensure privacy if there is a need to administer medication during the evacuation. On-site school health professionals must be consulted to review critical care information as it applies to staff and students.

# **Limited Crisis Plan**

*(Please refer to the School Emergency Resource Guide and the Regional School Emergency Contact Information Form for additional information.)*

**A LIMITED CRISIS SITUATION is defined as:** An interruption in the normal activity of a single school.

**In the event assistance is required from the Superintendent's Office:**

- 1. The Archdiocesan Crisis Team (see page 7) will be notified and assembled.**
  - The Crisis Team will meet in the Office of the Superintendent or will consult by telephone.
- 2. The Crisis Team will assemble a complete and accurate description of the event.**
  - Included in the description will be: a description of the event itself; who is involved; any injuries/fatalities; response teams on site; how the event is/will be contained; as well as an assessment of the needs of those impacted by the crisis.
- 3. Staff will be deployed to the site of the crisis, if necessary.**
  - If there is a chance that the media will be involved, the Associate Superintendent for Communications and Marketing will assist the Regional Superintendent and administrative staff of the school.
- 4. Appropriate actions will be taken to manage the event. This will include:**
  - The development of communication with parents, parish, Regional Board members and other community members.
  - The involvement of ADAPP counselors.
  - The briefing of the faculty and staff.
  - Long-term responses in counseling and communication.
- 5. The members of the Crisis Team will meet with the school administrators, pastor, members of the ADAPP team and other persons who participated in the crisis response.**
- 6. A meeting of school faculty, staff and other relevant parties will be held to review and adapt the school's Crisis Management Plan in light of what occurred.**

# Extended Crisis Plan

An **EXTENDED CRISIS SITUATION** is defined as:

- a. An event, which interrupts the normal activity of more than one school in a specific geographic area.
- b. An event which creates safety, health and/or personal risk issues for more than one school.

**In the event of an EXTENDED CRISIS SITUATION, the Archdiocesan Crisis Team will meet immediately:**

1. If the Terence Cardinal Cooke Catholic Center (1011) offices are available, the Crisis Center will be established in the 18<sup>th</sup> floor conference room.
2. If 1011 is not accessible, an alternate Crisis Center will be established.
3. If the Catholic Center offices are not available or if the Crisis Team is unable to travel to 1011, they will participate in a meeting via conference call:  
Call-in #: 712-432-1500  
Participant Access Code: 549114#

**An Extended Crisis Situation will be addressed as follows:**

1. **The event will be assessed.**
  - Include all pertinent contact and site-specific information and details that will be important to the Crisis Team, police, fire and other support agencies.
2. **The Crisis Team will be deployed to the sites they have been assigned to (see attached).**
3. **Communication will be assessed.**
  - If telephone contact with the Catholic Center and staff cell phones is unavailable, backup communication links will be implemented. E-mail will be the official source of notifications to schools. It will be used to provide status reports, inform schools of changes in operations and relay official information needed to respond to the crisis.
4. **Contact will be made with local government agencies, as needed.**
  - In the event of a widespread crisis, it will be important to have an official link to the government agencies involved. The contact will be made through the Office of the Superintendent.
5. **The kind and extent of the crisis will determine what Archdiocesan resources will be needed to manage the event.**
  - As soon as the facts are known, the Superintendent of Schools will notify the Chancellor and the Cardinal.
  - If deemed necessary or prudent, a meeting of appropriate personnel representing the services available to schools should be scheduled.

- This will be to determine what resources are immediately needed and/or exist in agencies such as Catholic Charities and Pastoral Services.
6. **Media contact will be handled ONLY by the Office of the Superintendent in concert with the Office of Communications.**
    - The nature and extent of the crisis will determine whether this will be an on-site response or a response done from a central location.
  7. **Once the crisis has been contained, the Crisis Team will meet to determine next steps.**
    - There may be counseling and extended needs which might require assistance from local, Archdiocesan or outside agencies.

## **Archdiocesan Crisis Team Responsibilities in an Extended Crisis Situation**

The following staff, with the exception of the Regional Superintendents, will meet at the Crisis Command Center in the New York Catholic Center.

### **Superintendent of Schools**

Timothy McNiff, Ed.D

Oversee and approve all plans of response; Communicate with the Cardinal; Act as liaison with outside groups, as needed.

### **Associate Superintendent for Personnel**

Frank Viteritti

Interact as necessary with unions; Address legal concerns.

### **Associate Superintendent for Secondary Schools**

Joseph Gerics, Ed.D

Interact with secondary school administration; Provide liaison between Superintendent of Schools and Secondary Schools.

### **Associate Superintendent for Communications and Marketing**

Fran Davies

Coordinate response; Media liaison with Office of Communications; Responsible for communication link via Outlook with schools; Assess communication needs. *If the server is disabled, report to St. Joseph's Seminary where backup exists to put the e-mail on line.*

### **Associate Superintendent for Public Policy**

Michael Coppotelli

Liaison between government agencies/legislators and Office of Superintendent of Schools.

### **ADAPP**

Fran Maturo

Assess deployment of counselors and other interventions as needed.

### **Regional Superintendents**

Coordinate constant communication with all the schools in their region. Implement any initiative coming from the Superintendent's Office.

## **Archdiocesan Crisis Team Meeting Locations for Extended Crisis Situations**

<b>Central Office:</b>	Dr. Timothy McNiff Fran Davies Michael Coppotelli
<b>Manhattan Regional Office:</b>	Sr. June Clare Tracy, OP Megan Thompson
<b>Northwest/South Bronx Regional Office:</b>	Ray Vitiello Associate Superintendent for Leadership and Recruitment
<b>East/Northeast Bronx Regional Office:</b>	Roseann Carotenuto Paige Sanchez
<b>Staten Island District Office:</b>	Zoilita Herrera Joanne Demizio
<b>N. Westchester/Putnam/Dutchess Regional Office:</b>	Mary Jane Daley Michael Deegan
<b>Rockland/Orange/Sullivan/Ulster Regional Office:</b>	Cathleen Cassel Joseph Gerics
<b>ADAPP Office:</b>	Frances Maturo Christine Cavallucci
<b>Central Westchester Regional Office:</b>	Noelle Beale Frank Viteritti