



Safety & Security Overview 2018

Prevent ♦ Prepare ♦ Respond ♦ Recover

Presentation to School Committee
March 7, 2018

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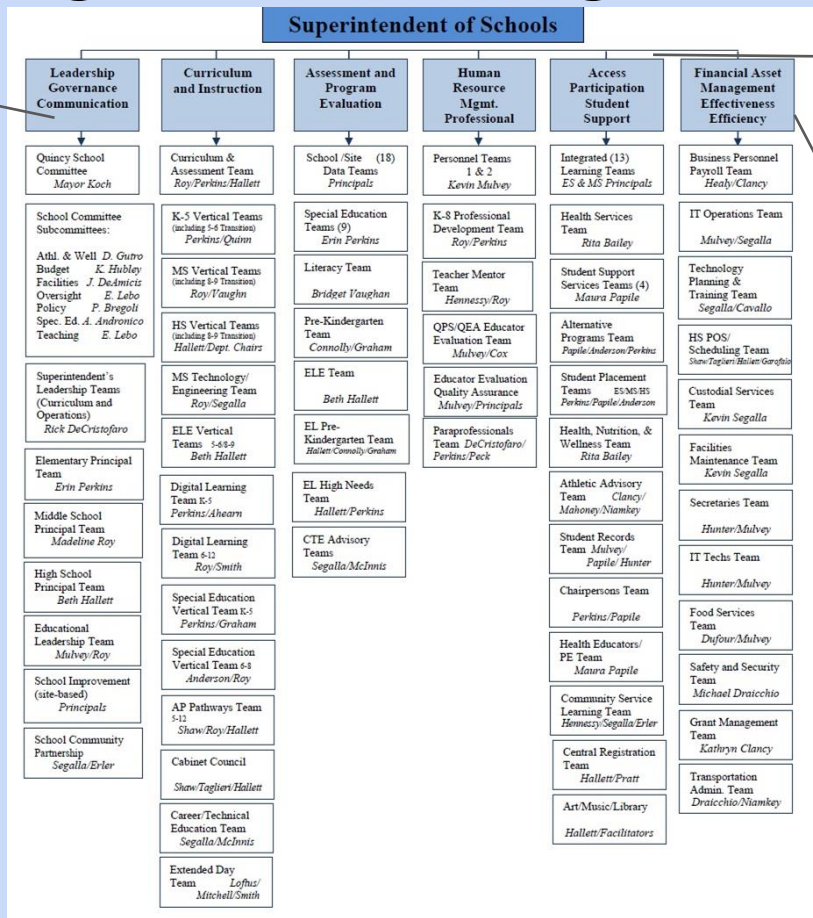
- District Improvement Plan Connections
 - Team Organization and Standard Alignment

- Quincy Public Schools Safety Framework
 - Prevention
 - Prepare
 - Respond
 - Recover

QPS Team Organization & Alignment 2017-18

Standard 1 Teams:

- ❖ School Committee
- ❖ Superintendent's Leadership Team
- ❖ Elementary, Middle, High School Principal Teams
- ❖ School~Community Partnership Team



Standard 5 Teams:

- ❖ Student Support Services Team
- ❖ Alternative Program Teams
- ❖ Student Placement Teams

Standard 6 Teams:

- ❖ Safety & Security Team
- ❖ Transportation Administration
- ❖ Facilities/Maintenance Team

QPS School Safety Framework



Prevention (Avoiding Occurrences)

- A. Access Control Devices
- B. Video Intercoms
- C. Visitor Protocols
- D. Identification Badges
- E. Classroom Door Locks
- F. Surveillance Technology
- G. MSBA Partnership
- H. Transportation Safety
- I. Fire Safety

Prevention (Avoiding Occurrences)

SAFETY PROGRAM – File – 5.2

A Goal of the Quincy Public Schools:

“To provide a safe, violence free, and drug free place of learning for all students and staff.”

Accidents are undesirable, unplanned occurrences that can result in tragic consequences -- bodily harm, loss of school time, property damage, legal action, and even fatality. The school committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as they pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program. Instruction will be given in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The superintendent will have overall responsibility for the safety program of this school system. It will be the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

**School
Committee
Policy 5.2**

Prevention (Avoiding Occurrences)

A. Access Control Devices

All Quincy Public Schools buildings exterior doors are locked at all times and have at least one keyless **access control device** for staff to enter the building. All school building staff have been issued access cards programmed for Monday through Friday school hour access; additional access levels are granted for administrative, custodial, and maintenance personnel.

Prevention (Avoiding Occurrences)

B. Video Intercoms

All Quincy Public Schools buildings have at least one **video intercom doorbell** for visitors to request permission to enter the building. All schools main office and security staff have been trained to screen visitors prior to allowing entry to the building.

Prevention (Avoiding Occurrences)

C. Visitor Protocols

All schools main office and security staff have been trained to utilize the following **protocols** for **admitting visitors** to Quincy Public Schools buildings.

C. Visitor Protocols

All visitors will:

1. Use the doorbell intercom to communicate with the school office staff.
2. State your name and purpose for being at the school.
3. Look into the camera to be identified (remove hats, hoods, sunglasses).
4. Have identification ready to show to school personnel (driver's license or other picture ID).
5. After being admitted to the building, report directly to the school office to sign in.
6. Receive an ID badge with the date and time of entry and your destination. The visitor badge must be visible at all times.
7. Before leaving the school, please return to the school office to sign out and return your visitor badge.
8. Failure to comply with any of the above requests will result in being denied admittance to the school and/or being asked to leave school property immediately.

Thank you for your cooperation with this safety protocol.

Michael Draicchio Director of Safety, Security & Transportation
Quincy Public Schools

Quincy Public Schools: High School Visitor Protocol

1. Please use the intercom buzzer to communicate with security office staff.
2. State your name and your purpose for being at the school.
3. Remove hats, hood, sunglasses etc.
4. If security office staff cannot see you, you will be asked to look into the camera to be identified.
5. Please have an ID (Identification ready to be shown to school personnel when you enter the school, driver's license/picture ID etc.)
6. Report immediately to the school security office to sign in.
7. Once you are signed into the school you will be given a Visitor ID badge on a red lanyard. Please make sure that the date, time and who you are here to see is written on the sign in log. The visitor badge must be visible at all times.
8. When leaving the school you will also need to sign out at the schools security office and return your visitors ID badge with red lanyard.
9. Failure to abide by any of the above requests will result in denied admittance into the school and you will be ordered to leave the school property immediately.

Thank you for your cooperation with this safety protocol.

Michael Draicchio Director of Safety, Security & Transportation
Quincy Public Schools

Prevention (Avoiding Occurrences)

D. Identification Badges

All Quincy Public Schools employees and long-term substitutes have been issued **photo identification badges** with yellow lanyards. Photo identification badges are issued for each new employee or long-term substitute.

Substitute teachers and other visitors to the building are issued temporary identification with red lanyards.

D. Identification Badges

Quincy Public Schools Safety & Security Protocol for Substitute Professional and Support Staff

At the beginning of the school day, please report to the main office to sign in and receive your assignment for the day. You will be issued a temporary ID badge with a red lanyard and a classroom door key. *Please be sure that this ID is visible at all times; the red lanyard identifies you as an authorized guest in the school building.*

At the end of the school day, please return to the main office to sign out and turn in the temporary ID and key. You must do this daily even if you are scheduled to work at the school on multiple days. *Special arrangements will be made for issuing identification for long-term assignments.*

Thank you for your cooperation with this safety protocol. Failure to comply with any of the above requests may result in the removal of your name from the substitute list.

Michael Draicchio

Director of Safety, Security & Transportation

Prevention (Avoiding Occurrences)

E. Classroom Door Locks

All Quincy Public Schools classrooms have **doors with locking capability**. All classroom teachers and administrators have been issued keys. Each building's interior doors have a common lock and universal key.

Prevention (Avoiding Occurrences)

F. Surveillance Technology

All Quincy Public Schools buildings have interior and exterior **video camera monitoring** with site-based and remote monitoring capabilities.

Prevention (Avoiding Occurrences)

G. Building Projects: MSBA & City of Quincy Partnership

Through the **Massachusetts School Building Authority Core Program and Accelerated Repair Program projects**, seven schools have all new windows and doors (Central, Lincoln Hancock, Merrymount, North Quincy, Parker, Quincy, Wollaston). Montclair also has new windows.*

Beechwood Knoll's new windows and doors will be installed in Summer 2018, and the new Southwest Quincy middle school will be completed in 2019.

* *Montclair's windows were replaced by the City prior to MSBA Accelerated Repair program establishment.*

G. Building Projects: MSBA & City of Quincy Partnership

City of Quincy ~ MSBA Core Program & Accelerated Repair Program Projects	Project Description	Project Completed
<i>Quincy High School</i>	New Building	<i>Summer 2010</i>
<i>Central Middle School</i>	New Building	<i>Fall 2013</i>
<i>Merrymount Elementary</i>	Windows & Doors	<i>Summer 2015</i>
<i>North Quincy High School</i>	Windows & Doors	<i>Summer 2015</i>
<i>Wollaston Elementary</i>	Windows & Doors	<i>Summer 2015</i>
<i>Lincoln Hancock Elementary</i>	Windows & Doors	<i>Summer 2015</i>
<i>Parker Elementary</i>	Windows & Doors	<i>Summer 2015</i>
<i>Merrymount Elementary</i>	Roof	<i>Summer 2016</i>
<i>Beechwood Knoll Elementary</i>	Roof	<i>Summer 2017</i>
<i>Atherton Hough Elementary</i>	Boiler	<i>Summer 2017</i>
<i>Beechwood Knoll Elementary</i>	Boiler	<i>Summer 2017</i>
<i>Merrymount Elementary</i>	Boiler	<i>Summer 2017</i>
<i>Wollaston Elementary</i>	Boiler	<i>Summer 2017</i>
<i>Beechwood Knoll Elementary</i>	Windows & Doors	<i>Summer 2018</i>
<i>North Quincy High School</i>	Roof	<i>Summer 2018</i>
<i>Sterling Middle School</i>	New Building	<i>Spring-Summer 2019</i>

G. Building Projects: MSBA & City of Quincy Partnership

QUINCY PUBLIC SCHOOLS FACILITY IMPROVEMENTS 2014-2018		SECURITY			
		Additional Cameras	Video Intercoms	Interior Door Locks	Keyless Entry Systems
ELEMENTARY SCHOOLS	<i>Della Chiesa ECC</i>	●	●	●	●
	<i>Atherton Hough</i>	●	●	● all new interior doors	●
	<i>Beechwood Knoll</i>	●	●	●	●
	<i>Bernazzani</i>	●	●	●	●
	<i>Lincoln Hancock</i>	●	●	●	●
	<i>Clifford Marshall</i>	●	●	●	●
	<i>Merrymount</i>	●	●	●	●
	<i>Montclair</i>	●	●	● all new interior doors	●
	<i>Parker</i>	●	●	●	●
	<i>Snug Harbor</i>	●	●	●	●
<i>Squantum</i>	●	●	●	●	
<i>Wollaston</i>	●	●	●	●	
MIDDLE SCHOOLS	<i>Atlantic</i>	●	●	●	●
	<i>Broad Meadows</i>	●	●	●	●
	<i>Central</i>	●	●	●	●
	<i>Point Webster</i>	●	●	●	●
	<i>Sterling</i>	●	●	●	●
HIGH SCHOOLS	<i>North Quincy</i>	●	●	●	●
	<i>Quincy</i>	●	●	●	●

Updated 3.

Prevention (Avoiding Occurrences)

H. Transportation & Pedestrian Safety

All students transported by Quincy Public Schools will be provided with **bus safety guidelines**. Quincy Public Schools will ensure safe transportation of students to/from school, on field trips, and in case of emergency.

All Quincy Public Schools buildings are **monitored for traffic flow, pedestrian safety, and parking issues**. The City's Traffic, Parking, Alarm, and Lighting (TPAL) Department assist in installing signage as needed to ensure pedestrian safety and traffic flow.

H. Transportation & Pedestrian Safety

**School
Committee
Policy 5.5.4**

SCHOOL BUS SAFETY PROGRAM – File 5.5.4

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with State and Federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

H. Transportation & Pedestrian Safety

MEMO

To: All Principals and Coordinators

From: Michael Draicchio

Re: Crosswalks

September, 2017

As you begin to talk to students and staff, would you please remind all students and staff to use crosswalks and pedestrian signals? This is extremely important to the everyday safety of the students and staff of the Quincy Public Schools.

In your next newsletter please find some space to remind staff and parents of the importance of crosswalks and pedestrian signals. Please encourage parents to walk their children in the crosswalks as well as utilizing crosswalks that have a Quincy Police Traffic Supervisor or Police Officer.

It is always important to remind students, parents and staff members of the importance of school safety when being dropped off for school and being picked up from school. This is especially important for students and parents that walk their children to school.

I will be sharing the same messages on crosswalks to students, parents and staff on our Channel 22.

Thank you,

Michael Draicchio

Director of Safety, Security & Transportation

Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

H. Transportation & Pedestrian Safety

QUINCY PUBLIC SCHOOLS

Traffic Safety Reminders for Students, Staff, and Parents

from the Office of Safety, Security and Transportation

Plan your walking route to cross at locations with an assigned Quincy Police Traffic Supervisor or Officer whenever possible.

General Traffic Safety Reminders:

- *Cross at street corners or marked crosswalks, not in the middle of the road or out from between parked cars.
- *If you are at a traffic signal, push the button to activate the **“WALK”** signal before crossing.
- *Look left-right-left for traffic before crossing the street.
- *Wait for vehicles to come to a complete stop before stepping into the street.
- *Walk carefully to avoid tripping and falling.
- *Be aware of your surroundings: don't walk and text or wear headphones that block the sounds around you.

Quincy Public Schools wants you to **STAY SAFE!!!**

A message from Safety, Security, and Transportation Director Michael Draicchio

H. Transportation & Pedestrian Safety

Quincy Public Schools

Transportation Administration Team

Monday March 5, 2018 @ 8:30 Superintendent's Conference Room

Team Members – Rick DeCristofaro, Mike Draicchio, Kevin Mulvey, Maura Papile,
Jim Mullaney, Erin Perkins, Kevin Segalla,

Review of Minutes

Old Business

1. Update Homeless Students
2. Special Education
3. Part-Time Drivers/Monitors
4. Vendor Issues

New Business

1. Down Buses
2. State Inspections
3. New Drivers Training
4. Software/GPS
5. New Buses
6. Other Business

***Meeting dates for school year 2017-2018 occur on The first Monday of each month:

Monday, October 2, 2017	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, November 6, 2017	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, December 4, 2017	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, January 8, 2018	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, February 5, 2018	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, March 5, 2018	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, April 2, 2018	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, May 7, 2018	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room
Monday, June 4, 2018	8:30 a.m. – 9:30 a.m.	Supt. Conf. Room

Prevention (Avoiding Occurrences)

I. Fire Safety

The Quincy Fire Department shares information on the **Fire Code and Laboratory Safety** and performs inspections at all schools quarterly.

Age-appropriate Fire Safety Education programs are offered to all Grade 3 QPS students by Quincy Fire Department staff members.

I. Fire Safety



QUINCY FIRE DEPARTMENT
FIRE PREVENTION BUREAU
40 QUINCY AVE
QUINCY, MA 02169
(617) 376-1015 FAX: (617) 376-1027

September 6, 2017

To: School Principals

From: Joseph Barron

Re: School Safety

I am enclosing a two-sided quick reference for the fire safety code this Department enforces. I compiled this reference for the officers who conduct quarterly safety inspections. I include it here so that you or your designee will be familiar with what the fire inspectors will be looking for during a safety inspection. The intent is to assist school department personnel proactively, to meet these safety standards.

On the other side of the attachment is a reference for the decoration code. We trust we have your active commitment towards compliance with it. Any of the personnel in this fire prevention office can be contacted at the number above to discuss questions you may have pertaining to it as well.

It is our earnest desire to join in your efforts in assuring a safe school year.

Respectfully,

Chief Joseph Barron

I. Fire Safety

QUICK REFERENCE

- 1) Fire extinguishers and kitchen suppression systems, if applicable, should be maintained yearly. 527CMR 10.02(1)
- 2) Each existing laboratory shall be equipped with either an Emergency Wash System or a Fire Blanket and signage. 527CMR 10.02(2)
- 3) Designated fire lanes shall be maintained free of obstructions and vehicles and marked in an approved manner. 527CMR 10.03 (10)
- 4) The means of egress from each part of a building, including stairways, egress doors and any panic hardware installed thereon, aisles, corridors, passageways, and similar elements of the means of egress, shall at all times be maintained in a safe condition and shall be available for immediate use and free of all obstructions. 527CMR 10.03(13)
- 5) Smoking is prohibited except in designated areas. 527CMR 10.07(3)
- 6) A fire drill should be conducted during this quarter, if not conduct one. 527CMR 10.09
- 7) Paper decorations on walls should conform to 527CMR 10.09(5)
- 8) Fire doors: "The use of door stops, wedges and other unapproved hold-open devices shall be prohibited." 527CMR 10.03(9)
- 9) Storage: Combustible storage shall not produce conditions which in the opinion and judgement of the head of the fire department will tend to create a nuisance or a hazard to the public health, safety or welfare. 527CMR 10.03(4) Combustible storage shall not be placed, kept or stored in any portion of an exit...or at the bottom of a stairway,... 527CMR 10.03 (13b)
- 10) If Flammable or Combustible liquids are present, they should be stored away from ignition sources in minimal amounts.
- 11) Emergency Lighting: The signs and lighting of means of egress required for places of assembly or education shall be maintained in proper operating condition... 527CMR 10.17(e)
- 12) Referrals: Whenever an inspector from any agency or department observes an apparent or actual violation of some provision of some law, ordinance, code or by-law of the jurisdiction, not within the inspector's authority to enforce, the inspector shall report the findings to the code official having jurisdiction. 527CMR 1.03(2)
- 13) Curtains, draperies and upholstered furniture shouldn't be brought into a school or day care center unless the material is flame retardant. 527CMR 21.02 & 29.02

I. Fire Safety

QUICK REFERENCE

CLASSROOMS: 20% of total wall space.

Not on egress door.

Not within 5' of egress door.

Exceptions: 1) If sprinklered classroom increase 20% to 50% of wall space.
2) Flame retardant paper.
3) Fully enclosed viewing cabinets

EXIT ACCESS PASSAGEWAYS, ASSEMBLY AREAS and CORRIDORS:

Not to exceed 10% of wall space.

Arranged to reduce flame spread.

Any grouping should not exceed 12' horizontally & 6' vertically.

Space between groups must equal horizontal width of the largest adjacent group.

Not on egress door.

Not within 5' of egress door.

Exceptions: 1) Fully enclosed viewing cabinets.
2) Flame retardant paper.
3) If **sprinklered**, increase 10% to 50%. Arrange to reduce flame spread.
Any grouping shall not exceed 12' horizontally & 6' vertically.
Space between groups must equal ½ the horizontal width of the largest adjacent group.

EXITS and ENCLOSED EXIT STAIRS: Not permitted in exits & enclosed exit stairs.

I. Fire Safety



QUINCY FIRE DEPARTMENT

FIRE PREVENTION BUREAU

40 QUINCY AVE

QUINCY, MA 02169

(617) 376-1015 FAX: (617) 376-1027

September 6, 2017

To: City Schools and Colleges

From: Chief Barron

Re: Exit Announcements

At the beginning of this school year, I am writing to remind schools and colleges within the City, to make EXIT announcements at assembly programs. Where there are performances of various kinds within auditoriums throughout the school year, a VERBAL ANNOUNCEMENT should be made to the audience prior to each performance explaining the location of auditorium exits.

In our opinion, an informed patron, in the unlikely event a building has to be evacuated in an emergency, can make a better and safer decision when attempting to exit, if they are made aware that they have choices in doing so. Equally important, staff members and teachers should be cognizant of these options as well

Thank you for your cooperation.

Respectfully,

Chief Joseph Barron

I. Fire Safety



QUINCY FIRE DEPARTMENT

FIRE PREVENTION BUREAU

40 QUINCY AVE

QUINCY, MA 02169

(617) 376-1015 FAX: (617) 376-1027

September 6, 2017

To: Quincy Public Schools

From: Joseph Barron

Re: Laboratory Wash Systems and Blankets

This letter is also to inform you at the beginning of this school year, the State requirement for emergency wash systems and or fire blankets within school laboratories. I am enclosing a reference from the State Comprehensive Fire Safety code stating the specifics of the requirement.

We join you in pursuit of a safe school year, while you are welcome to contact me with any questions pertaining to the content of the attached code reference.

Respectfully,

Chief Joseph Barron

Preparation (Planning, Practices, Evaluation): A Continuous Cycle of Training & Drills

A. Emergency Procedures

B. Emergency Safety Drills

C. Incident Reports (Assessing Threats/Behaviors)

D. Safety & Security Team (Collaboration/Coordination)

E. Related Professional Development

F. Communication: *Safety First* Newsletter

Weekly Staff Newsletter

Preparation (Planning, Practices, Evaluation):

A. Emergency Procedures

Updated emergency procedure charts have been posted in each classroom and office in all Quincy Public Schools building.

Main office and security personnel at all schools have been trained in response protocols.

A. Emergency Procedures

School Committee Policy 5.2.2

QUINCY PUBLIC SCHOOLS

LOCKDOWN

- Clear halls of students to nearest classrooms.
- Lock doors, do not leave for any reason.
- Stay away from windows and doors.
- Cover all glass on doors or around doors (Lockdown only) Only use fire retardant shades, curtains or paper if you are going to cover glass permanently.
- Close shades.
- Shut off lights.
- Stay on floor if necessary.
- Take attendance (by name); record any missing or additional students. Attendance will be collected by main office staff or with help from emergency responders.
- No classroom instruction during a lockdown.
- Keep calm; remain quiet.
- Wait for instructions from administration or emergency responders.

Unassigned personnel report to nearest classroom and wait for instructions.

EMERGENCY PROCEDURES

EVACUATION

- Visually scan room for suspicious objects if possible. (daily routine)
- Take student roster, paper & pencil, and emergency instructions.
- Take the closest and safest way out as posted. Know alternate route.
- Take unattached students with your class and note their attendance.
- Take students to designated areas; if in their possession, students take backpacks out with them.
- Stay with students.
- Take attendance (by name); to record any missing or additional students. (Hold up green card all present, red card for missing or additional students).
- A designated person will pick up any names of missing students or additional students.
- All unassigned teachers report to command center.

REMAIN CALM

Physically challenged students will be assisted by assigned staff.

REVERSE

EVACUATION

- Move students/staff inside.
- Report to classroom.
- Take attendance (by name), report any missing or additional students.
- Wait for further instructions.

Physically challenged students will be assisted by assigned staff.

KEEP CONTROL

MODIFIED LOCKDOWN

- In this case lock all doors. This may be called when the school has a perceived danger outside of the school building.
- Staff will be assigned to exterior doors to prevent any one from leaving or entering the school building.
- Take attendance (by name), report any missing or additional students.
- The school will function as normal inside.
- Wait for further instructions.

A. Emergency Procedures

**School
Committee
Policy 5.2.2**

QUINCY PUBLIC SCHOOLS BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call your school's principal and authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact Quincy Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery
- White powder
- Protruding wires/tinfoil
- Excessive securing material

DO NOT:

- Use two-way radios or cellular phone: radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Who Should Be Contacted

School Principal	Superintendent
Director Of Security	Quincy Police

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Phone Number Where
Hung Up: Call Received:

ASK CALLER

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What time will it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat

Information About Caller

- Where is the caller located? (background and noise level) _____
- Estimated age? _____
- Is voice familiar? If so who does it sound like? _____
- Other points? _____

Caller's Voice: <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	Background Sounds: <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA System <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery	Threat Language: <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
---	--	--

Other Information: _____

Quincy Public
Schools Security
Department

A. Emergency Procedures



QUINCY PUBLIC SCHOOLS

Michael T. Draicchio
Director of Safety, Security & Transportation
34 Coddington Street, Quincy, MA 02169
617.984.8897
michaeldraicchio@quincypublicschools.com

Richard DeCristofaro, Ed.D., Superintendent

July 1, 2015

To: All Principals

Re: School Emergencies 911 Quincy Police Radio

Quincy Public Schools Safety & Security Protocol

I am pleased to announce a New Safety & Security Protocol for all Quincy Public Schools. I recently received a grant from Norfolk County District Attorney Michael Morrissey's Office to purchase a direct communication 911 radio for all Quincy Public Schools. The radio will give each school a direct communication to a Quincy Police dispatcher in case of an emergency. The communication to the dispatcher is your school name to Quincy Control. You do not have to identify yourself to the dispatcher.

If you have an emergency at your school for example: An intruder, an out of control parent or visitor or a medical emergency that needs immediate attention: This is when you should use this radio. Please let the dispatcher know the location of the school that has an emergency. Please as always continue to contact me when you need assistance.

I have reviewed the new protocol with the Quincy Police and we are very fortunate for the Quincy Police Communications Department for programming all our 911 emergency radios. Once again this radio should be used for emergencies that need immediate attention. I will be around to all Quincy Public Schools over the summer as we get close to the new school year to test all radios and give a demonstration on how to use the radio.

Thank you,

Michael Draicchio Director of Safety, Security & Transportation

Quincy Public Schools

Preparation (Planning, Practices, Evaluation):

B. Emergency Safety Drills

**School
Committee
Policy 5.5.4**

Emergency Safety Drills, including bus evacuation drills, are conducted at all Quincy Public Schools twice per year, in the fall and spring.

B. Emergency Safety Drills

SCHOOL	1ST DATE	TIME
BEECHWOOD KNOLL	Wednesday 9/27/17	9:00 AM
BROAD MEADOWS	Wednesday 9/27/17	8:30 AM
POINT WEBSTER	Tuesday 10/17/17	9:30 AM
BERNAZZANI	Friday 9/29/17	1:15 AM
MONTCLAIR	Wednesday 9/27/17	9:30 AM
WOLLASTON	Friday 10/6/17	1:00 PM
ATLANTIC	Thursday 10/5/17	9:30 AM
NORTH QUINCY HIGH	Wednesday 10/18/17	1:00 PM
GOALS	Tuesday 10/18/17	9:30 AM
SNUG HARBOR	Tuesday 10/24/17	9:00 AM
MERRYMOUNT	Wednesday 10/11/17	1:00 PM
LINCOLN HANCOCK	Wednesday 10/4/17	9:00 AM
AMELIO DELLA CHIESA	Wednesday 10/18/17	9:00 AM
PARKER	Tuesday 10/10/17	8:45 AM
MARSHALL	Thursday 10/12/17	9:15 AM
ATHERTON HOUGH	Tuesday 10/10/17	9:30 AM
SQUANTUM	Thursday 10/26/17	1:45 PM
STERLING	Thursday 10/26/17	9:15 AM
CENTRAL	Wednesday 10/11/17	9:00 AM
QUINCY HIGH	Thursday 9/28/17	9:00 AM

Preparation (Planning, Practices, Evaluation):

C. Incident Reports



Incident reports are created by all Quincy Public Schools to report threats of harm, self-harm, or other concerning behaviors.

C. Incident Reports

Quincy Public Schools Incident Report Tracking System

INCIDENT DATE: INCIDENT TIME: A.M.

SUSPECT'S INFORMATION

FIRST NAME: LAST NAME: QPS LOCAL ID:
ADDRESS: PHONE # (617)

INCIDENT 37H YES

Assault Drugs Harassment Injury
Racial Theft Weapon Other

REPORTER'S INFORMATION

TODAY'S DATE: 03/01/2018

NAME: LOCATION:
SUPERVISOR: CONTACTED: Parent/Guardian CONTACTED: Parent/Guardian
STATUS: Suspended (# days of suspension) Case#

VICTIM'S INFORMATION

NAME: PHONE# (617)
ADDRESS:

WITNESS INFORMATION

NAME: PHONE# (617)
ADDRESS:

EVIDENCE/COMMENTS:

APPROXIMATE VALUE: TURNED OVER TO:

INCIDENT NARRATIVE: (include additional witnesses, victims, suspects and circumstances):

Preparation (Planning, Practices, Evaluation):

D. Safety & Security Team

The Safety & Security Team is comprised of Quincy Public Schools administrators and representatives from community partners in law enforcement and social services agencies.

D. Safety & Security Team

SAFETY/SECURITY ROUND TABLE

AGENDA

February 8, 2018

1. NORFOLK COUNTY DISTRICT ATTORNEY'S REPORT
2. QUINCY POLICE DEPARTMENT'S REPORT
3. NORFOLK COUNTY SHERIFF'S OFFICE
4. TRANSIT POLICE
5. QUINCY PROBATION
6. D.Y.S/D.C.F.
7. QUINCY FIRE DEPT.
8. BREWSTER AMBULANCE
10. BUILDING ISSUES
11. ATTENDANCE OFFICERS
12. SUPERINTENDENTS LEADERSHIP TEAM MEMBERS

Next meeting is March 8, 2018 @ 9:30am.

D. Safety & Security Team

Quincy Public Schools Administrators

- ★ Rita Bailey, *Coordinator of Health Services*
- ★ Bob Cavallo, *IT Data Base Administrator*
- ★ Jill Greene, *Attendance Officer*
- ★ Jen O'Brien, *Attendance Officer*
- ★ Maura Papile, *Senior Director of Student Support Services*
- ★ Raymond Papile, *Coordinator, GOALS*
- ★ Erin Perkins, *Director of Special Education*
- ★ Matthew Ramponi, *Attendance Officer*
- ★ Kevin Segalla, *Coordinator of Custodial Services*

Quincy Public Schools Assistant Principals

- ★ Diane Babcock, Snug Harbor
- ★ Stacey Bucci, Broad Meadows
- ★ Susan Shea Connor, Central
- ★ Janet Loftus, Lincoln Hancock
- ★ Courtney Mitchell, Sterling
- ★ Heather Patch, Marshall
- ★ Aliza Schneller, Point Webster
- ★ Adam Wolf, Atlantic

Quincy Public Schools Deans

- ★ Kevin Carey, QHS
- ★ Peter Chrisom, NQHS
- ★ Daniel Coughlin, NQHS

D. Safety & Security Team

Quincy Public Schools Security Staff

- ★ Sheila Calabro, NQHS
- ★ David Fitzgerald, NQHS
- ★ Steve McGowen, QHS
- ★ Tom McInnis, QHS
- ★ Joseph Mulvey, QHS
- ★ Rick Palumbo, NQHS
- ★ Mark Spendlove, QHS
- ★ Leah Salvucci, NQHS

Quincy Fire Department

- ★ Chief Joseph Barron
- ★ Capt. Rich Bryan
- ★ Paul Ratti
- ★ Lt. Robert Laracy

Quincy Police Department

- ★ Chief Paul Keenan
- ★ Lt. Pat Glynn
- ★ Gregg Hartnett, School Resource Officer
- ★ Steve Burgio, School Resource Officer
- ★ Paul Holland, School Resource Officer
- ★ Lt. Rob Bina
- ★ Ptl. Jim Whedbee
- ★ Ptl. Greg Mar
- ★ Ptl. Matt Miller
- ★ Ptl. Bill Mitchell
- ★ Ptl. Roger White
- ★ Ptl. Tim Simmons
- ★ Ptl. Jim Silcox
- ★ DARE Officers Don Sautter & Melanie Reeves

D. Safety & Security Team

Norfolk County Sheriff's Office

- ★ Sheriff Michael Bellotti
- ★ James Ross
- ★ Matt Lowe
- ★ Tony McGaughey

Norfolk County DA's Office

- ★ Michael Morrissey, District Attorney
- ★ David M. Way
- ★ Sarah Lelle

Brewster Ambulance

- ★ Chris DiBona

MBTA Transit Police

- ★ Lt. Bill Fleming
- ★ Ptl. Sam Abany
- ★ Ptl. Thomas Palardy
- ★ Ptl. Alfred Trinh

State/County Agencies

- ★ Lynda Brunette, *Department of Children & Families*
- ★ Michael Deady, *Department of Youth Services*
- ★ Denise Aguero, *Quincy Probation*
- ★ Mark Prisco, *Chief of Probation*

Preparation (Planning, Practices, Evaluation):

E. Related Professional Development: Safety & Security Team

Date	Time	Location	Topic	Presenter/Staff
September 2017- June 2018	At 9:30 am on the second Thursday of each month, the Safety & Security Roundtable team holds its monthly meeting.	Coddington Building Professional Development Room 121	Sharing issues of safety & security by team members and guest speakers Topics: <ul style="list-style-type: none">• New Safety & Security Initiatives• Updating Emergency Procedures• Security Cameras and DVR recorders	<ul style="list-style-type: none">• Safety & Security Team• Emergency Agencies• QPS Administrators

Preparation (Planning, Practices, Evaluation):

E. Related Professional Development: Security Staff

<p>October 2017- June 2018</p>	<p>On High School release Tuesdays, Professional Development will be offered to the QPS Security Staff</p>	<p>North Quincy High & Quincy High Schools</p>	<p>Sharing issues of safety & security:</p> <p>Topics:</p> <ul style="list-style-type: none"> • Aspen Training • Security Camera Training • CPI Training (Spring 2017) • First Aid & CPR Training (Spring 2017) • Emergency Procedures <p>Other Important Safety & Security Topics: Juuling/Vaping; Edibles; Substance Awareness; Suspect Recognition & Identification; De-Escalation; Report Writing; Youth Gangs</p>	<ul style="list-style-type: none"> • Director of Safety & Security • QPD School Resource Officers • Safety & Security Team • Superintendent's Leadership Team • Special Education Team Administrators • Health Services Team • Brewster Ambulance
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Preparation (Planning, Practices, Evaluation):

F. Communication

Safety First, a Quincy Public Schools newsletter is shared with all QPS staff quarterly during the school year. A weekly staff notice is shared with Security staff as well.

F. Communication

VOLUME 9
ISSUE 2
WINTER 2018

A NEWSLETTER FOR
THE QUINCY PUBLIC
SCHOOLS STAFF FROM
THE OFFICE OF SAFETY
AND SECURITY

SECURITY STAFF...

- Michael Draicchio
Director
- Ann Marie Larsen
Admin. Assistant
- Cathy Rizzitano
Secretary
- Sheila Calabro
NQHS
- Rick Palumbo
NQHS
- David Fitzgerald
NQHS
- Leah Salvucci
NQHS
- Tom McInnis
QHS
- Steve McGowan
QHS
- Mark Spendlove
QHS
- Joseph Mulvey
QHS

QUINCY PUBLIC SCHOOLS

SAFETY FIRST

Director's Message

Michael Draicchio, Director of Safety and Security

Hello to all staff,

I want to thank all of you for your continued support of all the safety and security initiatives that have gone into place over past three school years as well as the continuation of ongoing safety initiatives this year. Your support along with your staff, student and parent support is greatly appreciated.

As many of you already know, we have come a long way with the new safety initiatives.

The Following Safety & Security Initiatives have been implemented:

New Classroom Function Locksets, New cylinders and new exit devices have been installed. New interior doors and hardware were installed as needed. New Locks for inter-connecting doors between classrooms as well as large areas such as Gymnasiums, Auditoriums and Cafeteria door locks have been installed. Photo Identification Badges have been issued for all staff with yellow lanyards, plastic sleeves, classroom key and access control cards. Visitor and substitute badges have been provided for all schools with red lanyards, plastic sleeves, Access control devices have

been installed at all schools for staff access. New exterior intercoms with built-in cameras have been installed at all schools. Rapid entry lock boxes have been installed for emergency responders at all schools. Increased security surveillance cameras have been installed at all schools along with DVR recorders.

***We continue to work with public buildings and Granite Lock to install Exterior Door Locks and cores. This is part of a new initiative to have all exterior door locks become part of master locking system to allow one grand master key for all school buildings.**

***We continue to work with City and School Information Technology Departments as well as public buildings to install additional and replace any Security Cameras and DVR Recorders that are no longer working or are in need of replacing.**

***We have made many great strides with these Safety and Security Initiatives. With your help, we will continue to keep safety and security our top priority.**

Michael Draicchio Director

Quincy Public
Schools Safety
Team Partner
Spotlight:

Quincy Police
School Resource
Officers assist the
Quincy Public Schools
in many ways,
including:

- Active Safety Team Members
- Active Members of School Safety Drills at all of our school levels
- Guest Speakers
- Medical Emergencies
- Police Presence daily in our high schools and middle schools.
- Police Presence at Athletic Events and Special Events, Graduations, Proms, Etc.

Officer Steve Burgio
Quincy High School

Officer Paul Holland
North Quincy High

Gregg Hartnett
Middle Schools



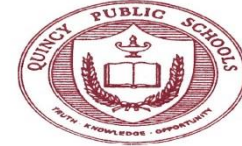
F. Communication

QUINCY PUBLIC SCHOOL

DEPARTMENT OF
SAFETY AND SECURITY

FEBRUARY 23, 2018

Michael T. Draicchio Director



I hope everyone had a great week off.

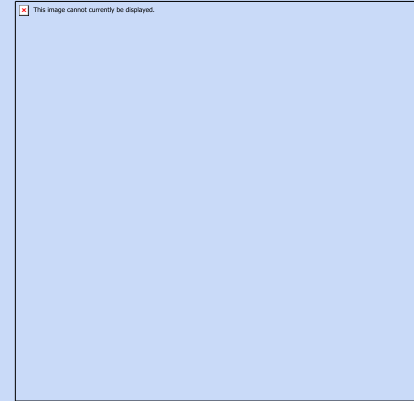
As you get ready to return from your week off, Please continue to be vigilant when it comes to overall safety and security of your buildings. Please continue to make sure that all protocols and procedures are being followed and that all staff have their lanyards and photo ID's. Please continue to make sure that no non students enter our schools. Please work with your schools administration to let them know off any issues that any arise or any information that maybe pertinent to your schools overall safety and security. The QPS Administration and the City of Quincy continue to make the safety of our students, staff and facilities a top priority everyday. We continue to work with our emergency responders to conduct safety drills. The Quincy Police, Quincy Fire Department and Brewster Ambulance are well trained and know our schools. Our emergency responder partners assist us each and everyday and we are thankful to them for their continued support of our schools. Last I want to thank you all for keeping our schools safe each and everyday with your constant patrolling of the corridors, your visibility and to your knowledge of knowing the students. Please let me know if you have any questions and or if I can be of any assistance to you at anytime?

Emergency Situations: If you have any emergencies, especially those that involve Quincy Police, Quincy Fire and Brewster Ambulance, please let me know as soon as possible. This will include any medical issues, fire drills, out of control students; parents, fights, drugs, weapons etc. If you here of any situation that may be escalating (escalating situations need to be addressed to professional staff such as deans and guidance counselors) during the day please let me know when you hear about it. **Director Michael Draicchio must be informed by the security staffs at both schools on all of the above; there is no excuse for me not to be notified in a timely fashion. I have no problem receiving more than one call about the same incident as long as I am informed thank you for your attention to this matter!!!!**

Thank you to the security staff that worked athletic events this past week. Please understand that I will be the only person to make changes to this schedule. Please remember that every overtime event that you work, I need to get an update on how the event went, if there were any issues and on athletic games I want to get an update on final score of games. Please remember to text me or call with this information. IMPORTANT that our security staff are there to watch the crowd to make sure there are no issues with students, parents and spectators. You are not assigned to an athletic event to watch the game and be on your cell phones texting and or leaving the area to go make phone calls. The only way you show your devotion by connecting it now if I am not at the game.

Respond: Coordination, Communication, and Action

- A. Resources and Communication
- B. Training
- C. Response to Critical Incidents
- D. Forward Planning



A. Resources and Communication

- ❖ Collaboration with the Superintendent, Director of Safety and Security, and Senior Director of Student Support Services
- ❖ DARE Officers
- ❖ School Resource Officers
- ❖ Community Police Officers
- ❖ Traffic Supervisors
- ❖ QPD Self Defense Program
- ❖ School Administrator Response System



B. Training

- ❖ School Active Shooter In-Service and Recruit Academy Training
- ❖ School Safety Drills
- ❖ De-Escalation and Safety Assessment Training
- ❖ In-Service Training: Autism Disorder and Mental Health Issues



C. Response to Critical Incidents

- ❖ Initial Response Protocol
- ❖ S.W.A.T.
- ❖ Hostage Negotiator
- ❖ M.E.T.R.O.L.E.C. Response
- ❖ K-9 E.O.D.
- ❖ Internet and Cyber Response



D. Forward Planning

- ❖ School Plan Updates
- ❖ Mobile Media Applications
- ❖ K-9 Sweeps
- ❖ School Response Training Drills



Recover: Informing, Responding to Need, and Building School Climate

Each year most school communities are touched personally by death and other critical incidents. Accidents, illnesses, suicides and other traumatic events impact students and adults whose lives touch those of young people *There is urgency of having in place a procedure for informing and responding to students and the school community.*



Recover: Informing, Responding to Need, and Building School Climate

A. QPS Crisis Response

B. QPS Crisis Teams

C. Protocols for Communication

D. Collaboration with Community Supports

E. What Do Children Need After a Critical Incident?

A. Quincy Public Schools Crisis Response

- Established Crisis Teams at Each Site
- Protocols for Communication
- Guidelines for Talking to Children About a Critical Incident
- Community Collaboration & Support
- Restoring a Safe Learning Environment



B. Quincy Public Schools Crisis Teams

- Superintendent
- Principal/Assistant Principal
- Senior Director of Student Support
- Director of Safety and Security
- Counselors/Deans
- Psychologist
- Nurse
- Teachers
- Others as designated by the principal

**DON'T WAIT FOR A
CRISIS TO DEVELOP A
CRISIS PLAN**

C. Protocols for Communication

- Call staff meeting to announce what has happened
- Draft a memo for students to be read by teachers
- Draft a letter to parents/guardians
- Assist with contacting helping agencies individuals
- Contact PTO president
- Hold a brief end-of-the day faculty meeting
- Conduct a follow-up meeting with the crisis team



D. Collaboration with Community Supports

- South Shore Mental Health
- The Good Grief Program at Boston Medical Center
- Joanna's Place
- Care Dimensions



E. What Do Children Need After a Critical Incident

There are four psychological tasks that children and adolescents must accomplish if their coping is to be healthy; that is a grief/response that promotes coping, skills and prevents future mental health problems.

1. Understanding
2. Grieving/Coping
3. Commemorating
4. Going On



QPS School Safety Framework

