

St. Mary's Academy  
4 Parsons Avenue  
Hoosick Falls, NY 12090

## EMERGENCY PLAN

### Chain of Command

#### With Principal in the Building

Principal: Rebecca Martin  
1<sup>st</sup>: Linda McGuire  
2<sup>nd</sup>: David Bromirski

#### Without Principal in the Building

1<sup>st</sup>: Linda McGuire  
2<sup>nd</sup>: David Bromirski  
3<sup>rd</sup>: Pat Hayes

### Diocesan Emergency Coordination Staff

453-6666

Note: Staff members may vary depending on hour and duty rotation.

### Alternate Shelters/Remote Sites

#### Immediate Site:

Report to homeroom

#### Immediate Remote:

Martinez Family Practice (Lot; upper lot)  
Parsons Avenue

#### Distant Remote:

Immaculate Conception Church  
67 Main Street  
Hoosick Falls, NY 12090  
518-686-0988 (Church Hall)

or

The Danforth Adult Care Center  
19 Danforth Street  
Hoosick Falls, NY 12090  
518-686-5617

#### First Aid Team:

1. Kim Phillips, R.N., School Nurse\*
2. Pat Hayes, School Secretary
3. David Bromirski

\*When in the building, the school nurse is the primary First Aid Team member

## Sheltering Plan for St. Mary' s Academy

### Phone numbers

Village Police:	911
Town of Hoosick Rescue Squad:	911
Hoosick Falls Fire Department:	911
Immaculate Conception Parish Office:	686-5064 ext. 201

### In case of sheltering emergency:

- Mrs. Martin and/or Mrs. Hayes will blow the air horn and/or announce a lockdown.
- If the fire alarm sounds, everyone should leave the building immediately, following the fire drill procedure.

### Tasks within building:

- Mr. Bromirski will secure the gym area and will notify any faculty members who may be teaching outdoors.
- All teachers will gather class rosters and emergency kits, secure windows and doors and continue as normal in the classroom.
- Mrs. Hayes will assume the nurses' duties if the nurse is not in the school.
- Mrs. Hayes will change the phone message to let callers know what is taking place inside the building.
- If Mr. McAuliffe is in the building he will be responsible for securing the lobby doors and windows, posting the sign on the door that the building is secured, will cover the water fountain and sinks with garbage bags and will get a television to the lobby. Mrs. Hayes and Mrs. Martin will assist Mr. McAuliffe with these tasks. If Mr. McAuliffe is not in the building, Mrs. Martin and Mrs. Hayes will assume these tasks.

### Activity within the building

- Movement in the school should be limited, however the bathrooms can be used. **NO SINKS OR WATER FOUNTAINS CAN BE USED.**
- Teachers should have anti bacterial hand wash and/or wipes in their classrooms.
- Have games and activities on hand that are new to the kids. There should be no television news in your classroom. You should anticipate being secured anywhere from 4-8 hours.
- Teachers should be sure to have plenty of water, cups and snacks on hand in the classroom.
- Although the school will be secured, if a parent comes and wishes to take their child, we cannot prohibit that from happening. However, we will encourage the parent or care-giver to stay in the school building with their child.

Should phone service be disrupted, emergency phone calls will be made using the cellular phone.  
Telephone number: 708-1670

If children must be moved to an outside location upon removal from the school building, they will either walk or be taken by staff vehicles to the Immaculate Conception Church, 67 Main Street, Hoosick Falls, NY 12090. or The Danforth Adult Care Center 19 Danforth Street Hoosick Falls, NY 12090.

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### Phone numbers

Village Police:	911
Town of Hoosick Rescue Squad:	911
Hoosick Falls Fire Department:	911
Immaculate Conception Parish Office:	686-5064 ext. 201

### In case of serious emergency:

- Mrs. Martin and/or Mrs. Hayes will inform each classroom
- If the fire alarm sounds, everyone should leave the building immediately, following the fire drill procedure.

### Remaining in the building:

- Mr. Bromirski will secure the gym area and will notify any faculty members who may be teaching outdoors.
- All teachers will gather class rosters and emergency kits, secure windows and doors and bring student, in an orderly fashion to the gym and sit as directed.
- Mrs. Martin and/or Mrs. Hayes will gather student emergency information.
- The school nurse will gather health concerns lists, the First Aid Kit, which should contain an Instant Cool Pack and any essential medications.
- Mrs. Hayes will assume the nurse's duties if the nurse is not in school.

### Leaving the building:

- Mrs. Martin and Mrs. Hayes will secure the building.
- Teachers will gather class rosters and emergency kits, secure windows and doors before exiting the building as during a fire drill.
- Mrs. Martin and/or Mrs. Hayes will gather student emergency information.
- The school nurse will gather health concerns lists, First Aid Kit, which should contain an Instant Cool Pack and any essential medications.
- Mrs. Hayes will assume the nurse's duties if the nurse is not in the school

Should phone service be disrupted, emergency phone calls will be made using the cellular phone. Telephone number: 708-1670.

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The Danforth Adult Care Center 19 Danforth Street Hoosick Falls, NY 12090 or to  
The Immaculate Conception Church 67 Main Street Hoosick Falls, NY 12090