



## TOPSFIELD SCHOOLS SAFETY BULLETIN: *Educating Families to Keep Our Children Safe*

The Topsfield Schools work in harmony with the Police Department, Fire Department and Director of Facilities to ensure the safety of our students while they are under our supervision. Please read the following information carefully. You can also become part of the safety team by becoming educated about our procedures. Reading this bulletin will help you respond appropriately shall an emergency situation arise during the school year. Thank you for your continued support!

### *Family Action Steps:*

1. Be certain the school has your correct information (address, phone number, emergency contacts).
2. Check with the school nurse if your child has any medical conditions to be certain the office has the correct information.
3. When listening to a Blackboard Connect message concerning a school emergency, please refer to this bulletin for the correct action and respond accordingly.

### *In an emergency:*

- **Do not come to school:**  
If families all descend upon the school, the traffic will impede the movement of emergency vehicles.
- **Do not call the school:**  
You will be given up to date information through our Blackboard Connect phone system. These messages will give you information about where and when to pick up your child/ren.
- **Trust the System:**  
We will be working with all necessary public service representatives to ensure the safety of our students. Our staff has been safety trained and can handle an emergency by following the procedures we will practice throughout the school year.

### *Emergency Plans and Terminology*

#### **Lockdown:**

Children and staff are instructed to stay in the building due to a concern outside the school. Students will remain in their learning spaces and teachers have been thoroughly trained on how to keep them safe and calm until the situation has subsided.

#### **Evacuation:**

When an evacuation is necessary, the fire alarm will ring. Staff is instructed on how to exit the building and keep the children quiet and calm at all times. In the event that we need to evacuate the school grounds completely, busses will be ordered to transport the children to a safe location and families will be notified immediately. As mentioned previously, it is vital that families do not attempt to pick up their children until instructed to do so.

#### *Steward Evacuation Site:*

Proctor School  
60 Main Street  
Topsfield, MA

#### *Proctor Evacuation Site:*

St. Rose of Lima Church  
16 Park Street  
Topsfield, MA

#### ***If you have any questions, please contact:***

Michelle Costa, Steward School Principal  
978-887-1538  
Sarah O'Leary, Proctor School Principal  
978-887-1530