



**BRISTOL TECHNICAL
EDUCATION CENTER**

Health and Safety Plan

Mission Statement:

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.

Vision Statement:

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

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Introduction

Bristol Technical Education Center (BTEC) and its Extension Campuses are administered by the Connecticut Technical Education and Career System (CTECS). All policies, procedures and health and safety follow established protocols to ensure students, staff, and buildings maintain safe learning environments.

Each school maintains a Health and Safety Committee composed of staff, students, and members of local public safety organizations.

Authority

This Plan has been drafted to meet the school security and safety plan standards established under Public Act No. 13-3, now codified in Connecticut General Statutes Sections 10-222m and 10-222n, providing an all-hazards approach to emergencies at public schools. These standards can be found in this Plan at Section H, References. Each year, the board of education will review the Plans for its schools, update them as necessary, and file them with the Connecticut Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (“DESPP/DEMHS”). Legal authorities include:

- Connecticut General Statutes Section 10-231 (“Fire drills. Crisis response drills”);
- Connecticut State Fire Prevention Code Regulations Section 20.2.4.2.3;
- Public Act 13-3, An Act Concerning Gun Violence Prevention and Children’s Safety, Sections 86, 87, 88 (now CGS 10-222m and 10-222n);
- Connecticut General Statutes Section 28-7, Local Emergency Operations Plans.

Purpose

This Plan outlines the BTEC approach to emergency management and operations before, during, and after an incident. It has been developed to assist the schools within Connecticut in protecting their staff, students, and visitors during an emergency situation. This plan takes an all-hazards approach to emergency management and plans within the five mission areas of prevention, protection, mitigation, response and recovery, as outlined in the Presidential Preparedness Directive, PPD-8, released in March of 2011.

Services

This plan and all of the services provided apply at all locations. The health, safety, and security of students, staff, and visitors to all Bristol Technical Education Center facilities is of the utmost importance. All staff and faculty are trained and certified in basic first aid, CPR, and are proficient in managing safety protocols.

Upon acceptance and entry into the trade programs, all students receive specific and evaluated lessons and safety briefings on all aspects of trade safety in labs, equipment, and classrooms. A passing score is required before any work can begin.

Mission and Goals

The mission of the BTEC in an emergency/disaster is to:

- Protect lives and property;
- Respond to emergencies promptly and properly;
- Coordinate with local emergency operations and community resources;
- Aid in recovery from disasters;
- Participate in an after action review (AAR)

The goals of BTEC are to:

- Ensure the physical and psychological safety and supervision of students, faculty, staff and visitors to the school;
- Provide emergency response plans, services, and supplies for all facilities and employees;
- Restore normal services as quickly as possible;
- Coordinate the use of school personnel and facilities;
- Provide detailed and accurate documentation of emergencies to aid in the recovery process.

School Health and Safety Committee

Local Police Officer	Brian Gould
Local First Responder	Mark Morello & Matthew Moskowitz
School Nurse	Mary Boisvert
Staff Member	Anndria Black
Mental Health Professional	Adrianna Tuomi
Administrator at School	David Batch
Building Maintenance Supervisor	David Meehl
Business Manager	Christy Gould
School Counselor	Domenica Holman

The School Security and Safety Committee is responsible for assisting in the development of this Plan, and for administering the Plan. Members of the committee might also include the chief executive officer (CEO) of the municipality, the superintendent of schools, law enforcement, public health, emergency management, school custodian or property manager, local emergency management director, information technology manager, and/or school nurse. The school security and safety committee should also invite subject matter experts to participate as needed, including, for example, the local public works director, high school student council president, food service director, and/or transportation coordinator.

Safe School Climate Committee

The Safe School Climate Committee is responsible for the duties outlined in Conn. Gen. Stat. Sections 10-222k and 10-222n, including implementing the provisions of this Plan regarding the collection, evaluation, and reporting of information related to instances of disturbing or threatening behavior that may not meet the definition of bullying.

School Nurse	Mary Boisvert
Maintenance	David Meehl
Staff Member	Amy Howroyd
Staff Member	Steve Donaghy
Mental Health Professional	Adrianna Tuomi
Administrator at School	David Batch

Reporting Incidents

All major incidents occurring on school grounds or during a school-sponsored event are to be verbally reported to an administrator and a school nurse as soon as possible. A written incident report must be completed for all student and visitor accidents and injuries, occurring on school grounds, during athletic events, field trips or production jobs. The responsible instructor or coach must submit the incident report to the school nurse within 24 hours of the incident or on the next scheduled school day, if the incident occurs immediately before a weekend, holiday or vacation. The school nurse will then submit a copy of the original report along with the SNAP Nursing Accident Report to an administrator.

Accidents with state vehicles must be reported to the office immediately. Accident report forms are in the glove compartment of all state vehicles.

ACCIDENTS/MEDICAL INCIDENT REPORTING

During school hours, the school nurse is on duty to assess and treat student injuries and illnesses. Safety precautions must be observed at all times to prevent serious injury. All accidents and emergencies are to be reported to the school nurse, including minor cuts and bruises.

STUDENT INJURIES OCCURRING ON SCHOOL GROUNDS DURING REGULAR SCHOOL HOURS

A student sustaining an injury on school grounds, during regular school hours must be evaluated by the school nurse as soon as possible after the accident or injury. A student who is asked to see the nurse may not refuse to comply. When responding to a student injury, staff are required to practice Standard Precautions (for more information see the CTECS Exposure Control Plan). Students who have sustained a major trauma, have had a loss of consciousness, or are suspected to have a severe injury must not be moved. In this instance, the school nurse and an administrator must be called to the scene of the injury.

Students who sustain a blow to the head or who are involved in a physical altercation must always be evaluated by the school nurse even when there is no apparent injury.

STUDENT INJURIES OCCURRING OFF SCHOOL GROUNDS DURING A SCHOOL-SPONSORED ACTIVITY

In the event of a minor injury occurring off campus, during a school-sponsored activity such as a field trip, production job, or athletic event, staff will assist the student self-care and treatment of the injury or defer care to an athletic trainer when available. First Aid Kits are located on all CTECS Blue Busses. If an injury requires more than self-care, but is not life threatening, the instructor may dismiss the student to the care of a parent or legal guardian after notifying an administrator. Injured students are not to be driven back to school solely for treatment by the school nurse.

For more serious injuries, the instructor or coach will remain with the student and activate EMS (911) immediately. The instructor or coach will then call the student's identified emergency contact, an administrator and the school nurse.

STAFF INJURIES

All staff injuries occurring on school grounds or during a school-sponsored activity must be reported immediately to the employee's immediate supervisor, and/or the principal. In emergency situations, or situations requiring immediate first aid, the school nurse should be contacted. If the school nurse, or an administrator, determines that the situation is urgent or emergent, EMS will be activated, and the employee's immediate supervisor notified. Staff injured on school grounds or during a school-sponsored activity when there is no school nurse available should proceed as described below:

VISITOR INJURIES OR INCIDENTS

All visitors' injuries occurring on school grounds or during a school-sponsored activity must be reported immediately to the principal. In emergency situations, or situations requiring immediate first aid, the school nurse should be contacted. If the school nurse, or an administrator, determines that the situation is urgent or emergent, EMS will be activated, and the employee's immediate supervisor notified. Staff injured on school grounds or during a school-sponsored activity when there is no school nurse available should proceed as described below:

REPORTING SAFETY HAZARDS

The Connecticut Technical Education and Career System (CTECS) is committed to protecting and promoting the health and safety of its employees. CTECS operations ensure that safety standards are met and/or exceeded and that employees, students, the environment and the public are protected.

CTECS employees are an integral part of the safety program and are able to promote safe practices by identifying safety needs, adhering to safe work practices, and reporting any identified hazards.

IDENTIFYING AND REPORTING SUSPECTED SAFETY HAZARDS

In order to comply with OSHA, the CTECS will follow the guidelines below for Identifying and Reporting Suspected Safety Hazards.

- All employees and others on Department of Education worksites are responsible for obeying all safety rules, following safe work practices, wearing personal protective equipment, participating in safety training programs and informing supervisors of any unsafe work conditions;
- Employees, students and contractors who knowingly violate safety rules and safe work practices may face disciplinary action, dismissal and/or legal action; and
- The CTECS does not expect any employees or students to work in any situation that could cause immediate threat of harm. In the case where employees or students are placed in a situation they suspect could lead to injury, they should follow the procedures below.

PROCEDURES TO FOLLOW IF YOU FEEL THERE IS IMMINENT DANGER

- Ensure the students are safe from the suspected source of the danger;
- Report the situation to your supervisor explaining why you feel there is a danger;

- The supervisor and you will immediately investigate the situation and promptly rectify the problem by removing it and/or modifying it to everyone's satisfaction; and
- If for any reason the situation cannot be rectified or resolved, the health and safety consultant will be contacted.

PROCEDURES TO FOLLOW IF YOU DISCOVER UNSAFE CONDITIONS

- Ensure the students are safe from the suspected source of the hazard;
- If practical, have the power source locked-out or tagged-out;
- Report the situation to your supervisor explaining why you feel there is a danger;
- The supervisor and you will immediately investigate the situation and promptly;
- Rectify the problem by removing it and/or modifying it to everyone's satisfaction; and
- If for any reason the situation cannot be rectified or resolved, the safety consultant will be contacted.

WORKERS' COMPENSATION

Anyone injured on the job MUST notify their direct supervisor immediately. The supervisor must notify an administrator and the business manager immediately.

The Supervisor fills out the First Report of Injury and Supervisor's Accident Investigation Report with the injured worker. The supervisor is responsible for reporting the injury to Gallagher Bassett Services, Inc. via toll free number (1-800-828-2717). Supervisor will provide injured workers with: Use of Accruals, Filing Status, Concurrent Employment & Third Party and Work Status forms. Supervisor must forward claim reporting forms to DAS Centralized Workers' Compensation Unit within 24 hours via fax number 860-730-8316 or DAS_RFaxWCGG@CT.GOV.

Please note that each employee MUST receive INITIAL as well as ONGOING medical treatment from a member of the Workers' Compensation provider network in order to avoid denial or suspension of benefits.

The current State of Connecticut Workers' Compensation PPO Network directory can be found at

<http://ct.primehealthservices.com>

Investigating Incidents

All incidents are reported to the building administrator.

Employee Injury

The administrator, depending on the severity of the incident, notifies his/her immediate supervisor and the Superintendent's office.

The school business manager coordinates with an employee and records incident and issues the following forms for completion:

- DAS WC 207
 - First Report Form
 - Authorization for Treatment Form
 - Supervisor’s Accident Investigation Report 207-1
 - DAS Employee Third Party Compensation Liability Form
 - Form 1A Workman’s Compensation
- Those completed forms are copied to the administrator and sent to CTECS Human Resources official

Employee Actions

All incidents are reported to the school administration for a fact-finding with the employee’s union representative and/or advocate

Student Incident

The school administrator is notified and a report is submitted in a timely manner.

The school administrator conducts an investigation, collects information, notifies his/her supervisor and determines a course of action befitting of the outcome.

Assignment of Responsibilities

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

(a) General

Most school staff members have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. School organization for emergencies includes a School Security & Safety Committee and may also include an Executive Group, emergency services, and support services.

(b) Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group may include the School Board, District Superintendent, District Emergency Management Coordinator, and School Administrator, as well as Public Works, Legal, Finance, Insurance/Risk Manager, Public Health, municipal Emergency Management Director, and municipal chief elected official/executive officer.

(c) School Security and Safety Committee (may be combined with Safe School Climate Committee)

Under Public Act No. 13-3, Section 87, Conn. Gen. Stat. Section 10-222m, the School Security and Safety Committee must include the following members at a minimum:

- (1) Local police officer;
- (2) Local first responder (fire /emergency medical services);
- (3) Teacher at school;
- (4) Administrator at school;
- (5) Mental health professional;
- (6) Parent or guardian;
- (7) Any other person the board of education deems necessary, such as the school nurse.

As the School Security and Safety Committee, this team is responsible for assisting in the development of this Plan, and for administering the Plan. Trained members of this committee may perform or assist with assessments and analyses. Members of the committee might also include the chief executive officer (CEO) of the municipality, the superintendent of schools, local public health, emergency management, school custodian or property manager, local emergency management director, information technology manager, and/or school nurse. The school security and safety committee should also invite subject matter experts to participate as needed, including, for example, the local public works director, high school student council president (for a high school), food service director, and/or transportation. The committee develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates school based planning activities and recruits additional members of the School Security and Safety Committee. The School Security and Safety Committee members are listed in Appendix 15.

School Security and Safety Committee members may assist the School Incident Commander in managing an emergency and providing care for school employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable.

(d) Safe School Climate Committee (May be combined with School Security and Safety Committee)

In accordance with Connecticut General Statutes as amended by Public Act 13-3, Section 88, Conn. Gen. Stat. Sections 10-222k and 10-222n, this committee is responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. This committee must include at least one parent or guardian of a student enrolled in the school, appointed by the Principal. Among other duties, this committee must implement the provisions of this Plan, regarding the collection, evaluation, and reporting of information relating to instances of disturbing or threatening behavior that may not meet the formal definition of bullying. The Safe School Climate Committee members are listed in Appendix 15.

(e) Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

2. Assignment of Responsibilities

(a) General

(1) For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions. A skills inventory for personnel is located in Appendix 1. Schools should identify the ICS structure as used by the school by position, including who has control of the equipment, resources, and supplies needed to support this Plan.

(2) The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to: Teachers, Emergency Services, and Support Services. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

(b) Executive Group Responsibilities

(1) The District Superintendent:

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Review school construction and renovation projects for safety, including compliance with the school infrastructure safety standards established under Public Act 13-3, Section 80.
- If necessary, obtain a resolution from the CTECS School Board giving needed authority and support to develop school emergency operations programs and plans.
- Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system.
- Authorize implementation of emergency preparedness curriculum.
- In the wake of an incident, meet and talk with the parents of any students and spouses of any adults who have been admitted to the hospital.
- Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- Implement the policies and decisions of the governing body relating to emergency management.
- Coordinate use of school building(s) as public shelter(s) for major emergencies occurring in the city or DEMHS Region. Coordinate emergency assistance and recovery.
- Appoint a district Emergency Management Coordinator to assist in planning and review.
- Coordinate with local public health regarding use of buildings after certain events like white powder incidents, infectious diseases, or other health-related hazards.

(2) The District Emergency Management Coordinator: John Woodmansee

Establish a district- wide all-hazards school security and safety plan review committee to approve and coordinate all district school emergency plans.

- Consult with the local Emergency Management Director to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans.
- Develop and coordinate in-service emergency response education for all school personnel.
- Gather information from all aspects of an emergency for use in making decisions about the management of the emergency.
- Monitor the emergency response during emergency situations and provide direction where appropriate. Stay in contact with the leaders of the emergency service agencies working with the emergency.
- Request assistance from local emergency services when necessary.
- Serve as the staff advisor to the superintendent and principals on emergency management matters.
- Keep the superintendent and principals informed of the preparedness status and emergency management needs.
- Coordinate local planning and preparedness activities and the maintenance of this plan and others in the district.
- Prepare and maintain a district resource inventory.
- Arrange appropriate training for district emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test emergency plans and training.
- Perform day-to-day liaison with local emergency management personnel as well as the state emergency management staff, including DEMHS Regional Coordinator.
- Organize the district's emergency management program and identify personnel, equipment, and facility needs.
- Encourage incorporation of emergency preparedness material into regular Curriculum.
- Ensure that copies of the school plans are filed with the district superintendent and local Emergency Management office.
- Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
- Assist with creation of Reference Kit for First Responders for each school with appropriate maps, floor plans, faculty and student rosters, photos, bus routes, and other pertinent information to help manage the emergency (see Appendix 11).

(3) Local or Regional Board of Education

Under Connecticut General Statutes Section 10-222m, the local or regional board of education is responsible for:

- a. The development and implementation of a school security and safety plan for each school under its jurisdiction;
- b. The establishment of a school security and safety committee at each school under its jurisdiction.

(4) The School Principal

- a. Have overall decision-making authority in the event of an emergency at his/her school building until it is resolved and will transfer incident command to the appropriate emergency responder agency with legal authority to assume responsibility until emergency services arrives. However, at no time will school officials transfer responsibility for student care.
- b. With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- c. Keep CTECS School Board informed of emergency status.
- d. Coordinate with organized volunteer groups and businesses regarding emergency operations.
- e. Ensure that the plan is coordinated with the district's plans and policies.
- f. Assign selected staff members to the School Security & Safety Committee who will develop the school's all-hazards security and safety plan.
- g. Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- h. Conduct drills and initiate needed plan revisions based on After Action Reports.
- i. Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
 1. Provide instruction on any special communications equipment or night call systems used to notify first responders.
 2. Appoint monitors to assist in proper evacuation.
 3. Ensure that all exits are operable at all times while the building is occupied.
 4. Ensure a preplanned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
 5. Act as School Incident Commander until relieved by a more qualified person or the appropriate emergency responder agency, and assist in a Unified Command.

(5) School Security & Safety Committee activities:

- a. In conjunction with the district and local emergency services, participate in the development of their school's "school security and safety plan."
- b. Membership to include: local police officer, local first responder, a teacher, an administrator, mental health professional, parent or guardian and others as necessary.
- c. Oversee and review school vulnerability assessment. Trained members may perform assessments.
- d. Recommend training for the school staff and students.
- e. Provide assistance during an emergency in accordance with designated roles.

f. Assist the superintendent and principal during an emergency by providing support and care for students, school employees, and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.

g. Provide information to staff, students and community on emergency procedures.

h. Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan.

i. Provide the following functions when necessary and when performing their assigned function will not put them in harm's way SCHOOL TO IDENTIFY POSITIONS TO PERFORM THESE ROLES:

1. Facility evacuation - And Evacuation team will be trained to assist in the evacuation of all school facilities and to coordinate the assembly and the accountability of the

employees and students once and evacuation has taken place. (Note: Review staff qualifications for different assignments using information compiled in Appendix 1.)

2. First aid - A First Aid team, working with the school nurse, will be trained to provide basic first aid to injured students and/or staff.

3. Search and rescue – In most cases, a Search and Rescue team trained in search and rescue operations will conduct this work. Under the direction of a trained team, committee members may perform light search and rescue to find missing or trapped students and/or staff and note and record the situation for first responders.

4. Utility Shut-off - The utility shut-off team will be trained to provide utility and mechanical unit shut-off if necessary.

5. Damage assessment - The Damage Assessment team will be trained to conduct a building assessment of school buildings to evaluate whether or the building(s) are safe for occupation.

6. Student/Parent Reunification - The Student/Parent Reunification team will establish sites for the orderly dismissal of students to their parents.

7. Student supervision - The Student/Staff Supervision team will be responsible for supervising the students while emergency response activities are occurring.

8. Support and security - The Support and Security team will be responsible for securing the school grounds and make preparations for caring for students until it is safe to release them.

(6) Teachers will:

a. Prepare classroom emergency packet (see Appendix 10).

b. Participate in training, drills and exercises.

c. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.

d. Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.

- e. Maintain order while in the student assembly area.
- f. Verify the location and status of every student. Report to the School Incident Commander or designee on the condition of any student that needs additional assistance.
- g. Establish a buddy system for students and teachers with disabilities.
- h. Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process."

(7) Technology/Information Services will:

- a. Coordinate use of technology.
- b. Inform school administration in the case of a cyber-attack on the school or school district.
- c. Assist in establishment/maintenance of emergency communications network.
- d. Assist in obtaining needed student and staff information from the computer files.
- e. Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- f. Establish and maintain computer communication with the central office and with other agencies capable of such communication.
- g. Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.
- h. As needed, report various sites involved in the communication system if there are problems in that system.

(8) Transportation will:

- a. Establish and maintain school division protocols for transportation-related emergencies.
- b. Establish and maintain plans for the emergency transport of district personnel and students
- c. Train all drivers and transportation supervisory personnel in emergency protocols involving buses and the school's emergency operations plan.
- d. Develop mutual aid agreements with surrounding communities.

(9) Bus Drivers:

- a. Communicate any suspicious activities or emergency situations to the school principal or main office personnel in his/her absence
- b. Supervise the care of students if a hazard occurs while students are on the bus.
- c. Transfer students to a new location when directed.
- d. Execute assignments as directed by the School Incident Commander or ICS supervisor.
- e. Transporting individuals in need of medical attention.

(10) Other Staff (e.g., Itinerant Staff, Substitute Teachers): Assist as directed.

(11) Students:

- a. Cooperate during emergency drills and exercises, and during an incident.
- b. Be responsible for themselves and others in an incident.
- c. Understand the importance of not being simply a bystander by reporting situations of concern.
- d. Develop situational awareness (e.g. natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures).
- e. Take an active part in school incident response/recovery activities, as age appropriate.

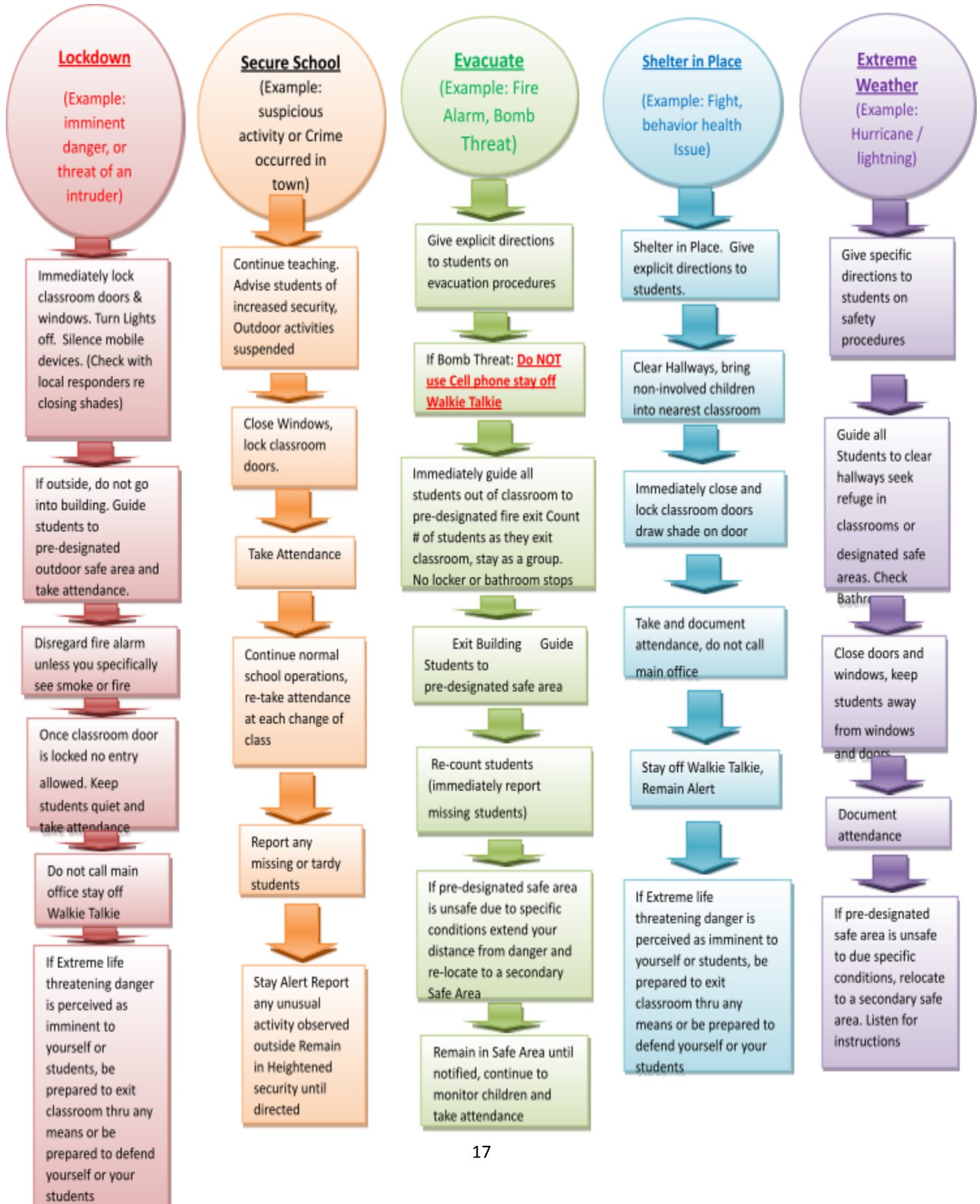
(12) Parents/Guardians:

- a. Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- b. Participate in volunteer service projects for promoting school incident preparedness.
- c. Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- d. Understand their roles during a school emergency.

(13) The School Incident Commander will:

- a. Assume command and manage emergency response resources and operations at the incident command post to resolve the emergency situation until relieved by a more qualified person or the appropriate emergency response agency official.
- b. Assess the situation, establish objectives and develop an emergency action plan.
- c. Determine and implement required protective actions for school response personnel and the public at an incident site.
- d. Appoint additional staff to assist as necessary.
- e. Work with emergency services agencies in a Unified Command.

Emergency Actions and Procedures for the Campus



EMERGENCY DRILLS

The administrator or designee will conduct a minimum of one drill a month, with at least one evacuation and two being non-fire drills. The administrator will submit the monthly drill report to the District Emergency Management Coordinator.

SAFETY DATA SHEETS

SDS's will be current, revised, and stored in each program area in a conspicuous location. It is the responsibility of the department head and maintenance supervisor to ensure these are kept appropriately.

BUILDING AND GROUNDS PATROL OFFICER

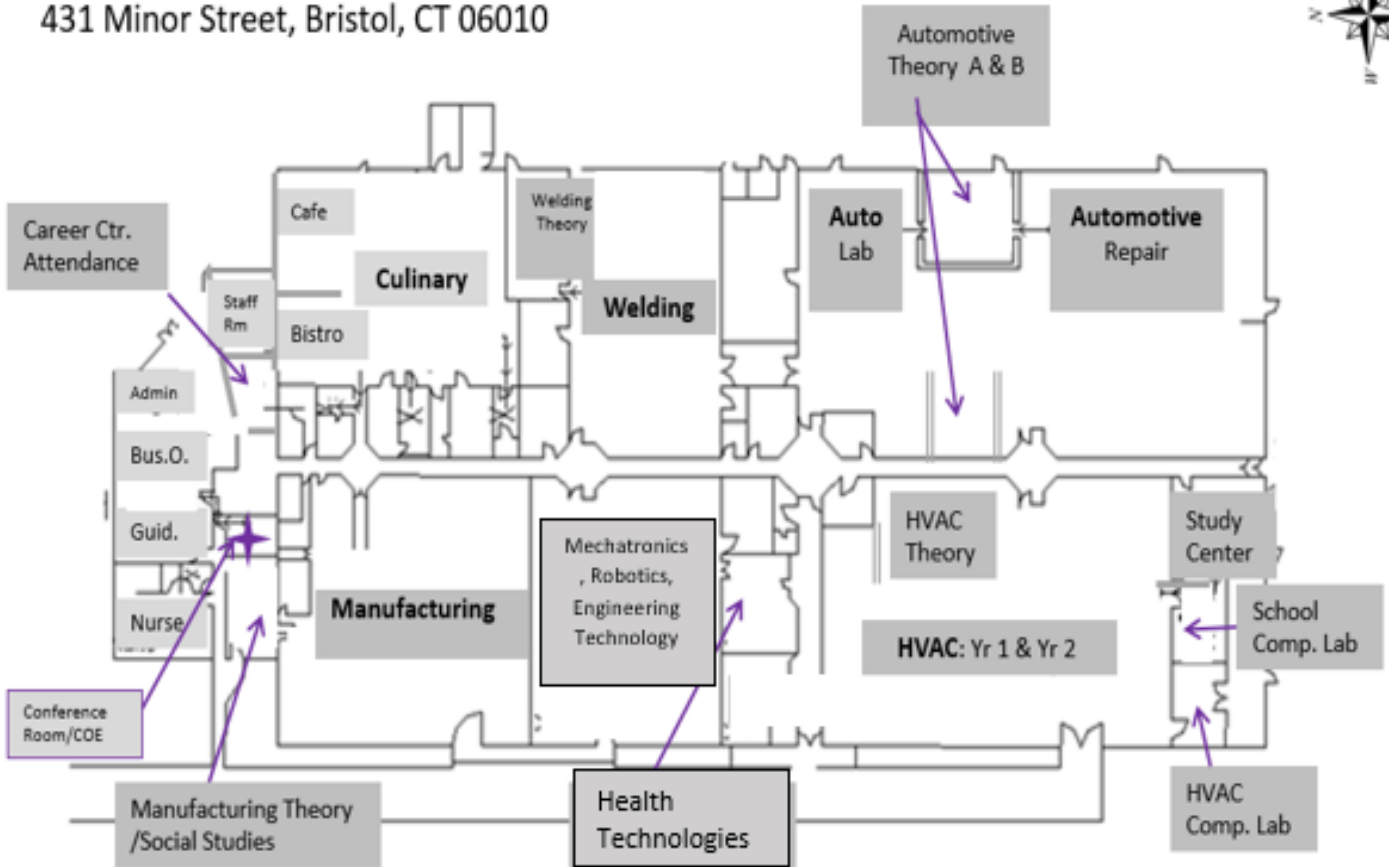
A BGPO will be assigned each day students are present in the building. Responsibilities include, but are not limited to site security, front desk duties and access for visitors, patrolling the building and grounds, and reporting any incidents, safety concerns to the administrator. The BGPO is not permitted to supervise students in lieu of instructors/duties of instructors.

FINANCIAL RESOURCES

All funding for all resources derive from the Connecticut Technical Education and Career System (CTECS) school district. Designated and appropriated funds are provided by the Connecticut State Legislature and Department of Education.

Institution Map

Bristol Technical Education Center
431 Minor Street, Bristol, CT 06010



Emergency Notification Scripts for Communication by the Schools

Written by John Woodmansee

The following proposed scripts for emergency notification using Parent Square via text message, email for an electronic early alert and voice-messaging system.

General Guidelines:

- Text messages should be as short as possible, while still providing the necessary information.
- E-mail and voice-messaging should generally be the same message.
- There are two (2) categories of notices for messaging: *Emergency* and *Urgent Situation*.
- Remember, we are trying to provide timely and accurate information.
- Each message should consist of the following three (3) components:
 - Alerting (Attention Management): Calling the user’s attention to the issue at hand.
 - Informing (Information Transfer): What is happening, and what the user should and should not do.
 - Reassuring (Affective or Emotional Payload): Be aware of the degree of sensitivity as to the audience.

TEXT: “This is a test of BTEC’s *Emergency Notification Service*. If you have received this in error, send an email to david.batch@cttech.org.”

E-MAIL: “This is a test of Bristol TEC’s *Emergency Notification Service*. This is only a test. In the event of an actual emergency, you would be given brief details and directed to visit Bristol.cttech.org for more information and instructions. If you have received this message in error, or have difficulty with the transmission of this call, please send an email to the CTECS’s Public Information Officer (PIO) at Kerry.markey@cttech.org. Thank you for participating in the Bristol Technical Education Center’s *Emergency Notification Service*.”

Active Shooter/Armed Intruder/Suspicious Person

TEXT: “Bristol TEC Emergency! A suspect with a weapon is on campus. The school has been placed in *Lockdown/Secure School*. The Police are at the school. Please stay away from the area. For updates go or view/listen to local media stations.”

E-MAIL: “Bristol TEC Emergency! There is a suspect with a (Insert Weapon Type Here) on campus. [Shots have been fired.] The school has been placed in *Lockdown/Secure School*. The Police are at the school. Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an emergency alert from (Say School Name Here). There is a suspect with a (Say Weapon Type Here) on campus. [Shots have been fired.] The school has been placed in *Lockdown/Secure School*. The Police are at the school. Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

Biological Threat

TEXT: “Bristol Technical Education Center Emergency! Bristol Technical Education Center has received a biological threat. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency! A biological threat has been received at Bristol Technical Education Center. The school is being evacuated to an offsite location. Please stay away from the area so emergency personnel can work unimpeded. The location of the reunification site and instructions will follow. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an emergency alert from (Say School Name Here). We have received a biological threat that we deem credible. The school is being evacuated to an offsite location. Please stay away from the area so emergency personnel can work unimpeded. The location of the reunification site and instructions will follow. For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

Bomb Threat

TEXT: “Bristol Technical Education Center Alert! Bristol Technical Education Center has received a bomb threat at (Insert Specific Location Here). The school is being evacuated to an offsite location. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency! A bomb threat has been received by Bristol Technical Education Center. The school is being evacuated to an offsite location. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site. For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an emergency alert from (Say School Name Here). We have received a bomb threat that we deem credible. The school is being evacuated to an offsite location. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site. For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

Bomb/Suspicious Package Found

TEXT: “Bristol Technical Education Center Emergency! A (Insert Bomb and/or Suspicious Package Here) has been found on campus in (Insert Specific Location Here). The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency! A (Insert Bomb and/or Suspicious Package Here) has been found on the Bristol Technical Education Center campus in (Insert Specific Location Here). Please stay away from the area so emergency personnel can work unimpeded. Again, a (Insert Bomb and/or Suspicious Package Here) has been found at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site. For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an emergency alert from (Say School Name Here). A (Say Bomb and/or Suspicious Package Here) has been found on the (Say School Name Here) campus in (Say Specific Location Here). Please stay away from the area so emergency personnel can work unimpeded. Again, a (Say Bomb and/or Suspicious Package Here) has been found at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site. For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

Cancellation

TEXT: “Bristol Technical Education Center Alert! School and all activities have been canceled due to (Insert Reason for Cancellation Here). For additional information and updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

TEXT: “Bristol Technical Education Center Alert! Classes are on a (Insert Minutes/Hours Here) delay due to (Insert Reason for Delay Here). For additional information and updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

E-MAIL: “Classes have been canceled for Bristol Technical Education Center. School and all activities have been canceled due to (Insert Reason for Cancellation Here). For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). School and all activities have been canceled due to (Say Reason for Cancellation Here). For updates go to ([Insert School Website Here](#)) and/or view/listen to local media stations.”

Civil Disturbance

TEXT: “Bristol Technical Education Center Emergency! A violent disturbance is occurring on campus. The school has been placed in *Lockdown/Secure School*. The Police are at the school. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

E-MAIL: “Bristol Technical Education Center Emergency! A violent disturbance has broken out on/near the Bristol Technical Education Center’s campus. The Police are at the school. There is a risk of danger to participants and bystanders. For your own safety, please stay away from the area. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). A violent disturbance has broken out on/near the (Say School Name Here)’s campus. The Police are at the school. There is a risk of danger to participants and bystanders. For your own safety, please stay away from the area. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Student Abduction

TEXT: “A student has been abducted from Bristol Technical Education Center. Police are at the school. For information on the suspect or student go to (Insert School Website Here) and/or view/listen to local media stations. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “A student has been abducted from Bristol Technical Education Center. Police are at the school. Call the police if the following suspect or child is seen: (Insert Description of Suspect and/or Child Here). Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “A student has been abducted from (Say School Name Here). Call the Police if the following suspect and/or child is seen: (Say Description of Suspect and/or Child Here). Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Earthquake

TEXT: “Bristol Technical Education Center Alert! An earthquake has occurred. The school is being evacuated. Emergency personnel are at the school. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Emergency! An earthquake has just occurred. For your safety, evacuate all from Bristol Technical Education Center. Again, an earthquake has occurred. The school has been evacuated. Police and emergency personnel are at the school. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). An earthquake has just occurred. The school has been evacuated. Police and emergency personnel are at the school. Please stay away from the area so emergency personnel can work unimpeded. An additional message will provide instructions and location of the reunification site. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Evacuation

TEXT: “Bristol Technical Education Center Emergency! The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Emergency! The school is being evacuated to an offsite location. Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). The school is being evacuated to an offsite location. Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded.”

Explosion

TEXT: “Bristol Technical Education Center Emergency! There has been an explosion on campus. Police and emergency personnel are at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Emergency! There has been an explosion on the Bristol Technical Education Center’s campus. Police and emergency personnel are at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING : “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). There has been an explosion on the (Say School Name Here)’s campus. Police and emergency personnel are at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Fire

TEXT: “Bristol Technical Education Center Alert! There is a fire at Bristol Technical Education Center. Police and emergency personnel are at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency! A fire has been reported at Bristol Technical Education Center. Police and emergency personnel are at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). A fire has been reported at (Say School Name Here). Police and emergency personnel are at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Flooding

TEXT: “Bristol Technical Education Center Emergency Alert! (Insert School Town/City Affected Here) is currently flooding. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency Alert! (Insert School Town/City Affected Here) is currently flooding. The school is being evacuated to an offsite location. Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). (Say School Town/City Affected Here) is currently flooding. The school is being evacuated to an offsite location. Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Gas Leak

TEXT: “Bristol Technical Education Center Alert! There is a gas leak at the school. The school is being evacuated to an offsite location. An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency! There is a gas leak at Bristol Technical Education Center. The school is being evacuated to an offsite location. Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). There is a gas leak at (Say School Name Here). The school is being evacuated to an offsite location. Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Hazardous Materials

TEXT: “Bristol Technical Education Center Alert! There has been a hazardous spill on campus. The school is being evacuated to an offsite location (or *Shelter in Place*). An additional message will provide instructions and location of the reunification site.”

E-MAIL: “Bristol Technical Education Center Emergency! There has been a (Insert Spill/Release Here) of hazardous material on the Bristol Technical Education Center’s campus. The school is being evacuated to an offsite location (or *Shelter in Place*). Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). There has been a (Say Spill/Release Here) of hazardous material on the campus. The school is being evacuated to an offsite location (or *Shelter in Place*). Police and emergency personnel are at the school. An additional message will provide instructions and location of the reunification site. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Hostage Incident

TEXT: “Bristol Technical Education Center Alert! A hostage incident is unfolding on campus. Police and emergency personnel are at the school.”

E-MAIL: “Bristol Technical Education Center Emergency! A hostage incident is unfolding on campus. Police and emergency personnel are at the school. The school has been placed in (Insert *Lockdown/Secure School* Here). Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). A hostage incident is unfolding on campus. Police and emergency personnel are at the school. The school has been placed in (Insert *Lockdown/Secure School* Here). Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Isolated Shooting/Stabbing Event, Suspect Not in Custody

TEXT: “Bristol Technical Education Center Alert! An isolated (Insert Shooting/Stabbing Here) has occurred on campus. Police and emergency personnel are at the school.”

E-MAIL: “Bristol Technical Education Center Alert! An isolated (Insert Shooting/Stabbing Here) incident occurred on campus at (Insert Approximate Time Here) at (Insert Specific Location Here). Police and emergency personnel are at the school. A suspect is NOT in custody. The school has been placed in *Lockdown/Secure School*. Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide

instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an emergency alert from (Say School Name Here). An isolated (Say Shooting/Stabbing Here) incident occurred on campus at (Say Approximate Time Here) at (Say Specific Location Here). Police and emergency personnel are at the school. A suspect is NOT in custody. The school has been placed in (Say Lockdown/Secure School Here). Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Isolated Shooting/Stabbing Event, Suspect in Custody

TEXT: “Bristol Technical Education Center Alert! An isolated (Insert Shooting/Stabbing Here) has occurred on campus. Police and emergency personnel are at the school.”

E-MAIL: “Bristol Technical Education Center Alert! An isolated (Insert Shooting/Stabbing Here) incident occurred on campus at (Insert Approximate Time Here) at (Insert Specific Location Here). Police and emergency personnel are at the school. A suspect is in custody. The school has been placed in *Lockdown/Secure School*. Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). An isolated (Say Shooting/Stabbing Here) incident occurred on campus at (Say Approximate Time Here) at (Say Specific Location Here). Police and emergency personnel are at the school. A suspect is in custody. The school has been placed in *Lockdown/Secure School*. Please stay away from the area so emergency personnel can work unimpeded. Students and staff will be evacuated offsite once the *Lockdown* is lifted. An additional message will provide instructions and location of the reunification site. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Bus/Car Accident

TEXT: “Bristol Technical Education Center Alert! A (Insert Bus or Car Accident Here) has occurred involving students and/or staff from the school. Police and emergency personnel are at the scene. The injured parties are on their way to the hospital to receive medical attention.”

E-MAIL: “Bristol Technical Education Center Alert! A (Insert Bus or Car Accident Here) has occurred involving students and/or staff from the school. Police and emergency personnel are at the scene. The injured parties are on their way to the hospital to receive medical attention. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). A (Say Bus or Car Accident Here) has occurred involving students and/or staff from the school. Police and emergency personnel are at the scene. The injured parties are on their way to the hospital to receive medical attention. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Shelter in Place

TEXT: “This is the Bristol Technical Education Center. Conditions outside of the school have required the students and staff to *Shelter in Place*. The school will *Shelter in Place* until the ‘all clear’ is issued. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

E-MAIL: “This is the Bristol Technical Education Center. Conditions outside of the school have required the students and staff to *Shelter in Place*. The school will *Shelter in Place* until the ‘all clear’ is issued. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “This is the (Say School Name Here). Conditions outside of the school have required the students and staff to *Shelter in Place*. The school will *Shelter in Place* until the ‘all clear’ is issued. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Severe Weather

TEXT: “Bristol Technical Education Center Alert! A severe weather report indicates potential impact to Bristol Technical Education Center. The school will *Shelter in Place* until the severe weather has passed. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

E-MAIL: “Bristol Technical Education Center Alert! A severe weather report indicates potential impact to Bristol Technical Education Center. The school will *Shelter in Place* until the severe weather has passed. For updates go to Bristol Technical Education Center and/or view/listen to local media stations.”

VOICE-MESSAGING: “(Say School Name Here) Alert! A severe weather report indicates potential impact to (Say School Name Here). The school will *Shelter in Place* until the severe weather has passed. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Brush Fire/Structure Fire

TEXT: “Bristol Technical Education Center Alert! There is a (Insert Brush or Structure Fire Here) near the school. As a precaution the school will *Shelter in Place* until the fire is extinguished. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

E-MAIL: “Bristol Technical Education Center Alert! There is a (Insert Brush or Structure Fire Here) near the school. As a precaution the school will *Shelter in Place* until the fire is extinguished. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “(Say School Name Here) Alert! There is a (Say Brush or Structure Fire Here) near the school. As a precaution the school will *Shelter in Place* until the fire is extinguished. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

Unknown Situation

TEXT: “Bristol Technical Education Center Alert! Police are investigating an incident at the school. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

E-MAIL: “Bristol Technical Education Center Alert! Police are investigating an incident at the school. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

VOICE-MESSAGING: “(Say School Name Here) Alert! Police are investigating an incident at the school. Please stay away from the area so emergency personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations.”

All Clear

TEXT: “Bristol Technical Education Center All Clear Alert! The situation is ‘all clear.’ We appreciate your cooperation in this matter. For updates go to (Insert School Website Here) and/or view/listen to local media stations.”

E-MAIL: An email will need to be written in real-time immediately after receiving an ‘all clear’ alert. Please include a summary of events and any safety tips (if applicable).

VOICE-MESSAGING: A voice-message will need to be sent in real-time immediately after receiving an ‘all clear’ alert. Please include a summary of events and any safety tips (if applicable).

Utilities Failure

TEXT: "Bristol Technical Education Center Alert! A utility failure has occurred at the school. The school is temporarily closed. All students and staff are being sent home on an early dismissal schedule. For updates go to (Insert School Website Here) and/or view/listen to local media stations."

E-MAIL: "Bristol Technical Education Center Alert! A utility failure occurred at the school. The school is temporarily closed. All students and staff are being sent home on an early dismissal schedule. The school will be temporarily closed until power is restored and the area is safe for re-entry. Please stay away from the area so utility personnel can work unimpeded. For updates go to (Insert School Website Here) and/or view/listen to local media stations."

VOICE-MESSAGING: "This is (Say Your Name and Title Here) with an Emergency Alert from (Say School Name Here). A utility failure occurred at the school. The school is temporarily closed. All students and staff are being sent home on an early dismissal schedule. The school will be temporarily closed until power is restored and the area is safe for re-entry. Please stay away from the area so utility personnel can work unimpeded. For updates go to (Say School Website Here) and/or view/listen to local media stations."

Plan Review and Revised August 2023

The Health and Safety Plan is posted publicly on the school websites & published on the schools' Teacher Resource Page

Reviewed by Committee August 25, 2023