



LAURA WARING ELEMENTARY SCHOOL
1801 Green Street
Philadelphia, PA 19130

WELLNESS PROTOCOL

School Protocol for Reporting Incidents

POST

Step 1 In an **Emergency/Crisis**, the Principal or Designee will notify:

- a. Philadelphia Police Department **911***
(When a crime is committed, threat of imminent harm, a public safety emergency exists or School District policy dictates.)
- b. Philadelphia School Police Dispatcher **215-400-6000**

- Identify the school and location
- Briefly describe the Emergency/Crisis situation (Who?, What?, When?, Where?, How?)
- Give the name of the person in charge and an open (dedicated) telephone number
- Identify where school personnel will meet responder(s)

Note: The Office of School Safety (OSS) will evaluate all information and notify the pertinent Executive Offices as needed.

c. Parents or Guardians

Step 2 If it is necessary to send anyone to a hospital by ambulance for a serious injury, send an identified staff member along to serve as a liaison.

Step 3 If the emergency/crisis demands an evacuation or shelter in place; proceed to predetermined site(s):

RALLY POINT/ASSEMBLY AREA(s):

(A safe location to connect with/meet response teams outside of the primary facility)

Primary	Clemente Park
Alternate	Parking Lot @ 19 th Street

EVACUATION/RELOCATION SITE(s)

(Pre-determined location(s) for staff and students to continue instruction)

Primary	Masterman School
Alternate	Bache-Martin School

SHELTER IN PLACE AREA/LOCATION(s)

(Pre-determined location(s) to safeguard all staff and students during an emergency occurring outside the building)

Gymnasium	Cafeteria
Grades K-4	Grades 5-8