



Cohasset Public Schools Safety Plan

Emergency Management and Crisis Intervention Plan

Revised August 2025

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Forward

The safety of our children, faculty, and staff is our most basic responsibility. We thank all parents for entrusting us with the care of their children, and while we hope that the following plan is never implemented, we have taken great care in creating guidelines and procedures that will help us fulfill our responsibility in the event that a crisis occurs.

In partnership with the first responders of Cohasset and incorporating best practices from resources such as The Massachusetts Task Force Report on School Safety and Security¹, The A.L.I.C.E. Training Institute², the Good Grief Program,³ and the Youth Health Connection⁴, the Cohasset Public Schools have outlined the crisis teams, crisis definitions, and team responsibilities. This information will be supplemented by other crisis resources as required by the nature of the event.

Crisis Teams

A crisis is defined as any event which would significantly impact Cohasset Public Schools in general or impact the normal operation of any individual school. Each crisis is different and requires a different level of response, and while the Superintendent of Schools in concert with the Cohasset Police Department are ultimately in charge, crisis teams will be defined as building-based in order to quickly and efficiently respond to an individual crisis.

The crisis teams are defined as follows:

| | | |
|---------------------------------------|-----------------------|--------------|
| Superintendent..... | Dr. Sarah Shannon | 781-724-3256 |
| Assistant Superintendent. | Dr. Leslie Scollins | 781-724-6894 |
| Director of Finance & Operations..... | Ms. Susan Owen | 508-320-7250 |
| Director of Student Services..... | Mr. Michael Stapleton | 774-222-3185 |
| Facilities Director..... | Mr. Nick Berardi | 781-775-6210 |

Cohasset High School

| | | |
|--------------------------|--|--------------|
| Principal..... | Mr. Brian Scott | 781-635-6638 |
| Assistant Principal..... | Ms. Kate Darling | 774-526-3737 |
| Guidance Counselors..... | Ms. Allison Battista Ms. Laura Struzziery | |

¹ N.p.: n.p., n.d. *Massachusetts Task Force Report on School Safety and Security*. School Safety and Security Task Force, July 2014. Web. 3 Sept. 2014.

² "ALICE Training Institute." ALICE Training Institute. N.p., n.d. Web. 03 Sept. 2014.

³ "Pediatrics – Good Grief Program." *Pediatrics*. N.p., n.d. Web. 03 Sept. 2014.

⁴ "Youth Health Connection." - *South Shore Hospital, South Weymouth*. N.p., n.d. Web. 03 Sept. 2014.

| | |
|-----------------------------------|-----------------------|
| Adjustment Counselors..... | Mr. Kevin McGowan |
| School Psychologist..... | Ms. Leanne McCarthy |
| School Social Worker..... | Dr. Caitlin Stromberg |
| School Nurse..... | Mr. Bobby Collins |
| Special Education Team Chair..... | Ms. Judy Collins |
| CTA President..... | Ms. Melissa Loney |
| | Ms. Carolyn Crimmins |

Cohasset Middle School

| | | |
|-----------------------------------|----------------------|--------------|
| Principal..... | Mr. John Scopelleti | 781-967-9060 |
| Assistant Principal..... | Dr. Kate Salas | 781-724-6945 |
| Guidance Counselors..... | Ms. Allison Pearce | |
| Adjustment Counselors..... | Ms. Emily Manewal | |
| School Psychologist..... | Ms. Megan Leary | |
| School Social Worker..... | Mr. Bobby Collins | |
| School Nurse..... | Ms. Erin Kalberer | |
| Special Education Team Chair..... | Ms. Melissa Loney | |
| PE Teachers..... | Ms. Deb Beal | |
| | Mr. Michael Pimentel | |

Deer Hill School

| | | |
|----------------------------|-----------------------------|--------------|
| Principal..... | Ms. Alexandra L. Sullivan** | 781-789-4679 |
| Adjustment Counselor..... | Ms. Robyn Costa | |
| | Ms. Maeve Dullea | |
| School Psychologist..... | Ms. Alyson Doyle | |
| School Nurse..... | Ms. Catherine Bulman | |
| School Secretary..... | Ms. Collette McElhinney | |
| Elementary Team Chair..... | Ms. Meghan Greaney | |
| Custodian..... | Ms. Jean Lasik | |

Joseph Osgood School

| | | |
|----------------------------|--------------------|--------------|
| Principal..... | Ms. Amy Gaudette** | 310-963-0824 |
| School Psychologist..... | Ms. Alyson Doyle | |
| Adjustment Counselor..... | Mr. David Vinton | |
| | Ms. Maeve Dullea | |
| School Secretary..... | Ms. Lisa Gowell | |
| Elementary Team Chair..... | Ms. Meghan Greaney | |
| School Nurses..... | Ms. Sandra Crough | |
| | Ms. Kelli Gildea | |
| Custodian..... | Mr. Teddy Holland | |

**Head of Team

Crisis Levels

| Level | Definition | Examples |
|--------------|---|---|
| I | Presents an imminent problem to students, staff, and/or property beyond the school's control. | Sudden and unexpected death of an administrator, teacher, staff member or student; dangerous person on grounds; hazardous materials incident; bomb threat; any event that would prohibit routine school operations. |
| II | Presents potential problems to students, staff, and/or property. | Sudden or serious injury or illness of an administrator, teacher, staff member, or student which is widely publicized (i.e. drunk driving accident); missing student; field trip emergency. |
| III | Presents conditions that indicate a potential situation in a formative stage. | Negative press; the anticipated death of a community member; death of a relative of an administrator, teacher, staff member or student; vandalism. |

Levels I and II require immediate assembly of the crisis team if possible. Level III requires timely notification by the head of the team. In the event of any crisis, an administrator should be contacted as soon as possible.

General Crisis Team Responsibilities

The objectives of the crisis team are to ensure the safety of everyone, stabilize the situation and resolve the issue if possible, and provide support for responding public safety agencies. In general, the crisis team should:

- Verify all information
- Notify the Superintendent
- Determine the appropriate level of crisis
- Determine the affected population (one class, one grade, one school)
- Determine an appropriate response
- The Superintendent or Principal will contact the appropriate authorities
- Arrange for communication to students, faculty, staff, and parents

Specific Crisis Team Responsibilities

Level I Response

Level I emergencies often require an immediate response. To facilitate the responses of the adults in charge, the district has adopted the A.L.I.C.E. response approach. A.L.I.C.E. is an acronym that stands for Alert, Lockdown, Inform, Counter, and Evacuate. A.L.I.C.E. is not designed to be

sequential but to be used dynamically in each situation.⁵ A.L.I.C.E. is designed so that the adults and students can use their best judgments in order to ensure student safety. All members of the school community should be familiar with these basic responsibilities:

- Alert** Use plain and specific language to alert as many people as possible to the danger. This can be communicated in a variety of ways (text or email, phone call, PA announcement, etc.). It is important that alerts contain information (i.e. where a shooter is in the building) so that others can make informed decisions about how best to respond.
- Lockdown** Some situations will require containment of students and staff to a semi-secure space. Barricade the room, but be prepared to counterattack or evacuate if necessary.
- Inform** Communicate the intruder's location in real time if possible. Providing such information will allow classrooms in lockdown but not in the immediate vicinity of the shooter to evacuate.
- Counter** In the event that the threat is imminent, create a dynamic environment by creating noise, movement, distance and distraction with the intention of reducing the shooter's ability to shoot accurately.
- Evacuate** When safe to do so, remove yourself from the danger area. See specific evacuation routes in the appendix.

Level II Response

Level II emergencies will often allow time for the crisis team to assemble. Depending on the situation, a lockdown may be appropriate. Such a measure will be determined by the principal. In less severe circumstances, a shelter in place order may be warranted, in which case students and staff should be contained within the building due to a particular threat. Under such circumstances, students and staff should remain where they are, but the room does not need to be barricaded. An administrator will remove the shelter in place order.

Level III Response

Level III responses will allow for the crisis team, or a subset of the crisis team, to assemble, at which time the team will determine the appropriate response.

Communicating with the Media

The superintendent is the chief spokesperson for the school unless otherwise assigned. In the absence of the superintendent or with express permission, the principal will coordinate and handle all communications with the local media. No other member of the school should speak on the school's behalf without expressed consent. This will enable accurate and necessary information to be funneled to appropriate sources.

⁵ "ALICE Acronym - ALICE Training Institute." *ALICE Training Institute*. N.p., n.d. Web. 03 Sept. 2014.