



Safety & Security Playbook

2026-27 School Year

Table of Contents

- [Information for Families in the Event of an Emergency](#)
- [Lockdown Drills](#)
- [Bullying Prevention](#)
- [Speakfully Incident Reporting System](#)
- [Safe Firearms Storage](#)

Information for Families in the Event of an Emergency

Cambridge Public Schools is committed to ensuring the safety of students and staff. This guide ensures you know what to do and how we will communicate during an emergency. **In emergencies, accurate information is critical and may take time to gather. We will provide timely updates through ParentSquare, our website, and the local media.**

What To Do

- Make sure your contact information and your child's emergency contacts are up-to-date.
- Make sure your school nurse has updated medical information for your child.
- High school students should provide their cell phone number to their Dean's office.

School Procedures



Evacuation - Students and staff quickly exit the school building if there is a hazard/threat inside. If students must remain outside the school building, students may be relocated to designated school evacuation sites.



Lockdown - Students are protected from a security threat within the school building by hiding and remaining silent in their classrooms.



Secure & Hold - Students stay in the school building if there is a security threat outside the school. Exterior doors will be locked, but activities continue within the school.



Shelter-In-Place - Students are sheltered in the building if there is an airborne hazard or severe weather in the area.

In Case of an Emergency



Please do not come to the school.
Increased traffic around the school will slow the movement of emergency vehicles.



Please do not call the school.
We will share information and timely updates through ParentSquare, our website, and the local media.



Cambridge Rindge & Latin (459 Broadway) will serve as a secondary evacuation location for all schools when needed.



School Evacuation Sites

(Students will only be released to adults who are listed as emergency contacts. ID will be required.)

Amigos School	Morse School 40 Granite Street
Baldwin School	Graham & Parks School 44 Linnaean Street
Cambridge Rindge & Latin School	Daycare to Longfellow Building; Functional Academics to Media Arts Center (454 Broadway); all others to Harvard University (Memorial Hall)
Cambridgeport School	Fletcher Maynard Academy 225 Windsor Street
Fletcher Maynard Academy	Cambridgeport School 89 Elm Street
Graham & Parks School	Baldwin School 85 Oxford Street
Haggerty School	Russell Youth Center 680 Huron Avenue
King Open and Cambridge Street Upper Schools	Frisoli Youth Center 61 Willow Ave
Putnam Avenue Upper School	Cambridge Rindge & Latin 459 Broadway
Dr. Martin Luther King, Jr. and High School Extension Program	Cambridge Rindge & Latin 459 Broadway
Morse School	Amigos School 15 Upton Street
Peabody and Rindge Avenue Upper Schools	Graham & Parks School 44 Linnaean Street
Tobin Montessori School	Russell Youth Center 680 Huron Avenue
Darby Vassall Upper School	Russell Youth Center 680 Huron Avenue

More Information: www.cpsd.us



CPS Lockdown Drills



Each school year, our Safety & Security team arranges for a number of planned lockdown drills for our students and staff to practice staying safe.

Before these drills happen, students engage in classroom discussions about what the drills are, why they are important, and what to do in the event of a drill or emergency.

Scan the QR codes below to review the age-appropriate presentations that are shared with students as part of these discussions.

Preschool - 3rd Grade



www.bit.ly/cps-lockdown1

4th - 8th Grade



www.bit.ly/cps-lockdown2

CPS Bullying Prevention

Bullying is not tolerated in Cambridge Public Schools. We are committed to making sure that every child is treated with respect and dignity. As part of that commitment, we want to make you aware of the bullying prevention policies and protocols we have in place at all of our schools and buildings.

Our [Bullying Prevention and Intervention Plan](#) requires that all staff members participate in bullying prevention and intervention training every year. Our students are taught how to recognize, prevent, and intervene when someone is being bullied. Many of the practices we use focus on social skill development, building community, and establishing positive discipline. These approaches help to create an environment where individual voice is valued and uplifted.

Our [Anti-Bullying Policy](#) and [Anti-Cyberbullying Policy](#) prohibit this behavior in all of its forms and on all platforms. These policies are especially important as we recognize the impact social media has on our daily lives.

If your child is being bullied or harassed, please let your child's teacher, Assistant Principal, or Principal know. You can also file a report through our online incident reporting system, [Speakfully](#), which allows for anonymous reporting. Or, you can print and submit a [Bullying Reporting Form](#). All reports will be thoroughly investigated.

Read more about [our district's plan to prevent bullying](#).

Additional Resources:

- [What You Can Do \(stopbullying.gov\)](#)
- [Massachusetts Aggression Reduction Center](#)
- [Bullying Resource Center](#)
- [The Clay Center for Healthy Young Minds](#)
- [11 Children's Books about Bullying, Teasing, and Empathy](#)



What is *SpeakfullyNow*?

SpeakfullyNow is an incident reporting system that provides a simple way to report any issues or concerns, including anonymously.

Who can submit a report?

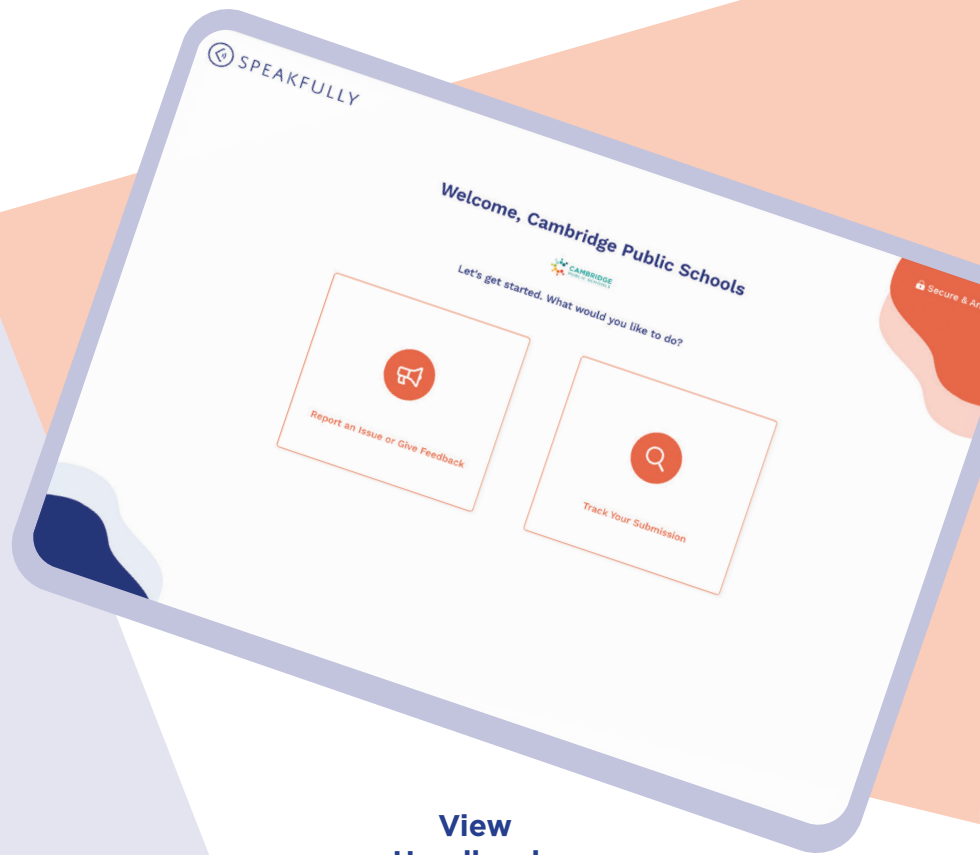
Any student, caregiver or staff member can submit a report.

What happens next?

Once a report is submitted, a secure process will begin to quickly address the situation with real-time information.

How will I be updated?

SpeakfullyNow has a secure messaging feature where you can communicate with the CPS Administrator responding to your report. You can add additional details to your report, receive and respond to follow-up questions and check the status of your report; all anonymously, if you choose.



View Handbook:



bit.ly/cps-speakfully-handbook

View Presentation:



bit.ly/cps-speakfully-present

REPORT AN ISSUE



cps.speakfullynow.com

Keep your key code (cps -xxxx -xxxx) and password to track your submission.

Remember, you can always reach out to a CPS adult you trust like your teacher, principal, or counselor to report an incident.

If you have any questions, please do not hesitate to reach out to the Office of Equity, Inclusion, and Belonging at equity@cpsd.us.

Safe Firearms Storage

Providing a safe and secure learning environment for our students and staff is a top priority for our district. Our Safety & Security team, educators, and administrators work diligently every day to ensure that our students feel and are safe in our school buildings, and the ongoing partnership with our families is a critical piece of our efforts.

Statistics show that 4.6 million children in the US live in homes where there is at least one loaded, unsecured firearm¹, and each year, nearly 350 children under age 18 unintentionally shoot themselves or someone else.²

As incidents of gun violence are on the rise in communities across the country, we want to take this opportunity to remind our families of the importance of safe firearms storage to help avoid tragedies.

- [Massachusetts state law](#) requires all firearms owners to securely store firearms in homes and vehicles when they are not under the direct control of an authorized individual.
- State law regarding child access prevention of minor age children also states that if a child can gain access to a firearm without carrying the firearm, using it or causing any injury, the authorized adult is liable.

The American Academy for Pediatrics (AAP) says that the absence of guns in homes is the most effective deterrent of suicide, homicide, and other firearm-related incidents. However, AAP also acknowledges that storing guns unloaded and locked, with ammunition kept in a separate place, can reduce the risk of a child being injured by a firearm. You can learn more and find helpful resources, including a [secure storage fact sheet](#) and [suggestions for how to discuss firearms safety \(Spanish\)](#), at [besmartforkids.org](#).

Thank you for your continued commitment to the safety of our children both inside and outside of school buildings.

¹ Deborah Azrael et al., "Firearm Storage in Gun-Ownning Households with Children: Results of a 2015 National Survey," *Journal of Urban Health* 95, no. 3 (June 2018): 295–304, <https://doi.org/10.1007/s11524-018-0261-7>.

² Everytown for Gun Safety Support Fund, "Preventable Tragedies: Findings from the #NotAnAccident Index," August 30, 2021, <https://everytownresearch.org/report/notanaccident/>. For more information on unintentional shootings by children, see: everytownresearch.org/notanaccident.