

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL**

**SCHOOL CRISIS  
STAFF HANDBOOK**

**TEACHER  
EDITION**

**IMMEDIATE RESPONSE**

**Revised 9/15/2017**

# **APPENDIX A - EVACUATION**

## **TEACHERS**

- Direct students to follow normal fire drill procedures unless Principal alters route.
- Take class roster.
- Close classroom doors and turn out lights.  
(\*\*Except in the case of a bomb threat, leave lights on.)
- When outside building, account for all students. Inform Principal immediately if student(s) is/are missing.
- If students are evacuated to relocation center, stay with class.  
Take attendance again when you arrive at relocation center.

## **RELOCATION CENTERS**

Primary and secondary student relocation centers: (tentative)

PRIMARY RELOCATION CENTER  
Bourne Recreation Authority  
Gallo Rink  
Sandwich Road  
Bourne, MA 02532

SECONDARY RELOCATION CENTER  
Bourne High School  
Trowbridge Road  
Bourne, MA

# **APPENDIX A - EVACUATION**

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# **BOMB THREATS**

All bomb threats will be taken seriously, recorded on the **Bomb Threat Check List** (See Page 3A) and immediately reported to the Bourne Police Department.

## **THE PERSON WHO RECEIVES THE BOMB THREAT WILL:**

- Keep caller on the line as long as possible
- Record name and telephone number shown on “call identifier” screen (if equipped).
- **DO NOT** transfer the call or interrupt the caller.
- Follow the Bomb Threat Check List (refer to Appendix B.)
- Notify the Principal or designee.

# **DEATH ON CAMPUS**

## **THE PERSON MAKING THE DISCOVERY WILL:**

- Secure the area (disturb as little as possible, with limited access until police arrive.)
- Contact School Nurse and Assistant Principal.
- Contact Principal or designee.
- Begin first aid if appropriate.

# **EXPOSURE TO BLOOD BORNE PATHOGENS/BODY FLUIDS**

## **THE TEACHER OR STAFF MEMBER WILL:**

- Keep other students away from the exposure area.
- Report the incident to the School Nurse immediately.
- Avoid physical contact with blood or other body fluids (use gloves).
- When giving first aid, follow **Universal Precautions**
- If exposed to blood borne pathogens/body fluids, wash the affected area with soap and water followed by beta dine.
- Obtain assistance from School Nurse for follow-up Report of Exposure.
- Notify office/custodian to clean area using Universal Precautions and appropriate disinfectant.

*Dispose of contaminated materials following exposure control policy.*

# **SERIOUS FIELD TRIP INCIDENT**

## **THE TEACHER/FIELD TRIP COORDINATOR WILL:**

- Attend to any medical needs if there are any injuries or complaints of pain.
- Notify the Police/Fire Department if appropriate.
- Contact Principal or designee and provide update and actions being taken.

*Complete detailed incident report on return to school.*

## **FIGHTS**

### **THE PERSON DISCOVERING THE FIGHT WILL:**

- Walk briskly to fight – **(Do Not Run)** Identify yourself in a loud voice.
- Yell out combatants' names and identify yourself and order them to stop. Use "ladies" and "gentlemen" if names are not known.
- **If you decide to physically intervene, approach students from the side. Do not step between combatants. Separate all combatants and refer them to an administrator.**
- For further guidance on physical restraint policy from the Department of Education can be found in Mass. D.O.E. Regulation 603 CMR 46.00 at Assistant Principal office.
- Ask for assistance from nearby staff members.
- **Notify the Assistant Principal or designee immediately or as soon as possible.**
- Ensure that disciplinary reports are filed by the end of the school day.

## **FIRE/EXPLOSION**

### **TEACHERS WILL:**

- Pull nearest fire alarm.
- Contact the Principal or designee immediately.

*Evacuate immediately (see page 9A).*

## **GROUP VIOLENCE**

### **THE PERSON DISCOVERING THE INCIDENT WILL:**

- Report **all** rumors of violence to the Assistant Principal.

### **Immediate Action**

- Immediately report acts of violence to the Assistant Principal.
- Keep students in classes and away from crisis area.
- Close and lock classroom doors and windows.
- Take attendance.
- **Wait for further instructions.**

## **HAZARDOUS MATERIALS**

### **THE PERSON DISCOVERING THE INCIDENT WILL:**

- Report materials leak, odors to the Principal or designee. Be prepared to describe the type of material (odor, color, amount, etc.).
- Avoid contact with materials.
- Remove students from the area.

*Stay upwind from affected areas.*

## **KIDNAPPING**

### **THE PERSON WHO SUSPECTS OR WITNESSES THE KIDNAPPING WILL:**

- Immediately notify the Principal or designee
- Relay as much information as possible, i.e., description of kidnapper and/or vehicle.

*Obtain witnesses if possible and have everyone remain in place for police.*

## **MEDICAL EMERGENCY**

### **THE STAFF MEMBER ON THE SCENE:**

- Call School Office at Ext. 200
- Repeat nature of emergency, victim's identity, and location twice.
- School Office notifies Nurse and Assistant Principal.
- Remove all but the individual(s) needing assistance from the immediate area.

# **NATURAL DISASTER**

**(Blizzard, Earthquake, Flood, tornado, Severe Thunderstorm)**

## **THE TEACHER WILL DIRECT STUDENTS TO:**

- Remain calm.
- Stay indoors, take cover under desks and tables, against inside walls, under doorways or in interior hallways.
- **Stay away from windows.**

## **IF GAS IS SMELLED, EVACUATE IMMEDIATELY AND NOTIFY PRINCIPAL OR DESIGNEE.**

***Refer to the evacuation plan in Appendix A.***

# **OUT-OF-CONTROL STUDENT**

## **THE TEACHER WILL:**

- Ask other staff for help until the Assistant Principal/designee or School Adjustment Counselor arrive.
- Assure the safety of other students and staff.
- Try to isolate the out-of-control student either by removing him/her or by removing the other students from the area.
- **Remain calm and speak in a slow, calm voice.**
- Notify the Assistant Principal or designee and the Guidance/Adjustment Counselor.

**GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED. HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENT AND/OR OTHERS. (IN ACCORDANCE WITH 603 CMR 46.00, PHYSICAL RESTRAINT.)**

## **DO NOT:**

- Threaten if threatened.
- Threaten with police or legal action.
- Laugh or joke with the out-of-control person.

## **AFTER THE INCIDENT:**

- Complete an incident report as soon as possible and submit to the Assistant Principal.

# **SEXUAL ASSAULT**

## **THE PERSON WHO WITNESSES AN ASSAULT OR TO WHOM THE ALLEGED ASSAULT WAS DISCLOSED WILL:**

- Immediately notify the Principal or designee of the alleged assault.
- Accompany the victim(s) to the School Nurse.
- Act as a co-reporter for filing a 51-A (seek assistance at Assistant Principal's Office)
- Complete and file an incident report by the end of the school day.

## **SUICIDE INTENT OR ATTEMPT** **INTENT**

### **THE PERSON WHO BECOMES AWARE OF THE SUICIDE INTENT WILL:**

- **Ensure that the student is NOT left alone.**
- Accompany the student to the School Adjustment Counselor's area.
- Notify the Principal or designee and the School Nurse.

## **ATTEMPT ON SCHOOL GROUNDS**

### **THE PERSON WHO BECOMES AWARE OF THE ATTEMPT WILL:**

- Ensure that the student is NOT left alone.
- Immediately call the School Nurse to the scene to initiate medical care.
- Notify the Assistant Principal.
- If student is able, School Nurse and staff member will accompany the student to the Health Office.

## **SUSPECTED DRUGS/ALCOHOL**

### **THE PERSON SUSPECTING INSTANCES WILL:**

- Report all suspicions of drugs or alcohol possession, use, or distribution to the Assistant Principal or designee immediately.
- While teaching, send a sealed note to the office clearly addressed, **IMMEDIATE ATTENTION OF AN ADMINISTRATOR**
- Continue to observe person until help arrives.
- **If possible**, confiscate contraband until an administrator arrives.
- Return to business as usual after person is removed from the area.

**GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED. HOWEVER, PHYSICAL RESTRAINT MAY BE USED TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENTS AND/OR OTHERS.**

**WHEN USED, PHYSICAL RESTRAINT MUST BE IN ACCORDANCE WITH D.O.E. POLICY 603 CMR 46.00.**

## **UTILITIES MALFUNCTION**

**(Gas, Water, Steam, Electricity)**

### **THE PERSON DISCOVERING THE MALFUNCTION WILL:**

- Remove students from dangerous area.

*Report the malfunction immediately to the Principal or designee.*

## **VIOLENCE – WEAPONS / HOSTAGE SITUATION**

### **THE PERSON WHO WITNESSES THE SITUATION WILL:**

- Move students to a safe area away from the crisis area.
- Immediately report the situation to the Principal or designee.
- Lock doors and windows.
- Account for students.
- Wait for instructions.
- **Hold all students in place until instructed otherwise.**
- **Ignore all fire alarms unless instructed otherwise.**

### **If taken hostage:**

- If possible get word to the Principal or designee (via word or hand signals to a passerby).
- If possible, remove students from the area.
- Do **not** try to disarm intruder.
- **Keep calm and follow intruder's instructions.**
- Direct students to be quiet and sit away from intruder, windows and exits.
- Be aware that police may be able to hear what is taking place and may enter the room at any time.
- Follow Police instructions.



# **VISITORS / STRANGERS / INTRUDERS IN BUILDING**

## **THE PERSON WHO SEES SOMEONE WITHOUT A VISITOR'S PASS WILL:**

- Greet visitor, offer help, and escort to Main Office.
- Ask visitor to sign in and obtain a visitor's pass.
- If the visitor refuses to cooperate, break contact and notify the Principal or designee with complete description of intruder.
- If it can be done safely, monitor the direction the intruder is heading.

**AN INTRUDER IS DEFINED AS ANYONE IN THE SCHOOL BUILDING OR ON SCHOOL GROUNDS WHO REFUSES TO COOPERATE WITH THE VISITOR'S POLICY OR APPEARS TO POSE A POTENTIAL SAFETY THREAT.**

## **THE PERSON WHO IDENTIFIES THE INTRUDER WILL:**

- Notify the Principal or designee immediately.
- **DO NOT** send a student to the office to get an administrator.
- Close and lock classroom doors.
- Have all students stand against a wall out of sight of the intruder.

*If it can be done safely, monitor the direction the intruder is heading.*

# **ENHANCED LOCKDOWN PROCEDURES (A.L.I.C.E.)**

**ALERT**- Use plain and specific language, avoid code works, listen for information via radio, telephone, public address system.

**LOCKDOWN**- Harden the target, silence mobile devices, barricade, fortify, and prepare to **EVACUATE** or **COUNTER** if needed.

**INFORM**- Listen for or give up to date information, communicate the location of the shooter / danger in real time.

**COUNTER**- Create noise, movement, distance and distractions with the intent of reducing the shooters ability to shoot accurately.

**EVACUATE**- When safe to do so, get out and put distance between you and killer.

- No matter where you are located, be familiar with your surroundings and know your escape routes.
- When faced with a violent intruder, increase your chances of survival by remembering you're ALICE options. Never give up!
- Refer to Crisis Staff Handbook for immediate response protocols

# Upper Cape Tech / Code Blue - Lockdown

## Goals:

- Successful implementation of Lockdown procedures
- 100% accountability
- Maintain control of students during Lockdown.

## Verbal Announcement:

- Stated via PA system: "Code Blue, Lockdown", Code Blue, Lockdown"
- Stated via Radio network: "Clear the airwaves, Code Blue, Lockdown, Code Blue, Lockdown."

## Process for Lockdown shall include the following:

- Lockdown announcement given to alert all staff and students.
- Staff, Students, and Visitors who are outside the building, or not in their respective areas must implement the safest approach for their particular circumstances at that specific time. Shop instructors should divide the responsibility to determine who is either in or out of the Shop, and facilitate rapid entry. Actions possible are: entry to the closest secure classroom or shop, reverse evacuation (moving a group indoors quickly), relocation (moving one group from one area to another) or search for cover and concealment on the campus.
- If you are not in a location with a lockable door, move students to an area where they can be kept secure by a locked door.
- Make sure entrance points to the building near your location are **locked** after staff /students enter. Keep track of any students you assume responsibility for.
- Secure rooms by locking doors, close all windows, shut off lights, close blinds or drapes, and cover windows to obscure visibility.
- Provide maximum cover (protection from weapons) by positioning students and staff against the wall that provides the most protection, keeping everyone seated as low as possible, and remain quiet. *If the fire alarm goes off, disregard, if an evacuation is needed, arrangements will be made via PA system and radios.*
- Staff who do not have responsibility for students will perform actions listed above, securing themselves in a safe location. Do not attempt to come to the school office.

## All Clear signal:

- All Staff and Students are to remain in place until the School Administration gives the "All Clear" announcement. It is possible that in this situation passing bells may sound. Staff **must not allow Students to pass** until the Principal, (or Administrator / Police) gives the official "All Clear" signal. If in doubt, remain in place until an Administrator or Lead Teacher arrives at your location.

CODE BLUE - LOCKDOWN



CODE BLUE - LOCKDOWN



## Lesson Plan UPPER CAPE TECH LOCK DOWN DRILL

### Objective:

The student will demonstrate understanding of the reasons that school may need to be locked down by participating in a discussion/

The student will understand the procedure for a lock down drill through participation

### Discussion:

"Ask students or discuss possible scenarios might cause the school to be locked down."

- Intruder on campus
- Unsafe activity on campus

"Ask students what is the objective of a lock down drill."

- To practice locking down the entire campus in order to immediately provide for student and staff safety and security during a crisis.
- To be prepared in case of various emergencies

"Ask students to list the characteristics of an effective lock down drill."

- Teacher locks the classroom door and shuts off lights.
- Students that are out of assigned classroom/shop must return immediately, if not possible, report to nearest classroom/shop for lockdown.
- Students stay calm and quiet so they may hear the teacher's instructions.
- Students pay attention and follow instructions given.
- Students quickly move to an area away from windows/doors within classroom/shop area to increase safety and security.
- Students remain calm, quiet, (not using any cell phones) until the all clear is given.

"Ask students why these characteristics would be important. Ask students what could happen if they did not practice how to lock down. "(Refer to how we practice fire drills)"

- Individuals might panic, not know what to do, confusion results.
- Individuals might get injured or hurt

**Guided Practice:** At this time, give instructions on how Upper Cape Tech will be practicing the Lock Down Drill. After the students understand the procedure, **practice the drill as a class /shop**, to familiarize students with procedure. Advise students that we will practice in both a classroom and shop environment during the school year.

**Assessment /Feedback:** Let your students know how they did; ask if they have any suggestions.



## **IMPORTANT TELEPHONE NUMBERS**

**IF IT IS NECESSARY TO CONTACT THE POLICE OR  
FIRE DEPARTMENT, PLEASE NOTE:**

**Report: Who, Where, What, Which school entrance to  
use, and always hang up last.**

**EMERGENCY MEDICAL SERVICES.....911**

**BOURNE POLICE DEPARTMENT.....508-759-4451**

**STATE POLICE BOURNE.....508-759-4488**

**BOURNE FIRE DEPARTMENT.....911**

**POISON CONTROL.....800-682-9211**

**IMPORTANT TELEPHONE NUMBERS**

# RADIO SYSTEM CALLING CODES

## Upper Cape Tech 2017-2018

| <u>#</u> | <u>PERSON</u>                  | <u>#</u> | <u>PERSON</u>  |
|----------|--------------------------------|----------|----------------|
| 795      | School Office                  | 39       | Steve Terry    |
| 1        | Bob Dutch                      | 40       | Lisa Guyot     |
| 2        | Roger Forget                   | 41       | Keith Boyle    |
| 3        | Jim McCue                      | 42       | Pedro Bento    |
| 4        | Skip Tetreault                 | 43       | Carpentry      |
| 5        | Edward Osgood                  | 44       | Don Haynes     |
| 6        |                                | 45       |                |
| 7        | Lisa Schmitt                   | 46       |                |
| 8        | Mark Dufresne                  | 47       | Cafeteria      |
| 9        | Tom Silvia                     | 48       | Culinary       |
| 10       | Sharon Brito/Business Office   | 49       | ELC/Pre-School |
| 11       | Nolan Leroy                    | 50       | Cosmetology    |
| 12       | Katie Forish                   |          |                |
| 13       | Evening Division               |          |                |
| 14       | Dean of Students /Mary Bostrom |          |                |
| 15       | Susan Truax/SPED Office        |          |                |
| 16       | Peter Winiarski                |          |                |
| 17       | Nancy Taddia                   |          |                |
| 18       | LIBRARY                        |          |                |
| 19       | Elizabeth Griffin              |          |                |
| 20       | John Kerns                     |          |                |
| 21       | Guidance                       |          |                |
| 22       | Paul Hammond                   |          |                |
| 23       | Kevin Brand                    |          |                |
| 24       | Paolo Fernandez                |          |                |
| 25       | Kim Carman                     |          |                |
| 26       | Bob Skirius                    |          |                |
| 27       | Joe Tripp                      |          |                |
| 28       | Brad Hall                      |          |                |
| 29       | Plumbing                       |          |                |
| 30       | David Aguiar                   |          |                |
| 31       | Rob Balanca                    |          |                |
| 32       | Electrical                     |          |                |
| 33       | Dennis Theoharidis             |          |                |
| 34       | Richard Glass                  |          |                |
| 35       | Rick Giannelli                 |          |                |
| 36       | John Kelly                     |          |                |
| 37       | Josh Greeley                   |          |                |
| 38       | Greg Salois                    |          |                |

### Cell Phone Numbers

|                    |              |
|--------------------|--------------|
| Bob Dutch          | 774-238-8651 |
| Roger Forget       | 508-237-8280 |
| Jim McCue          | 508-274-0905 |
| Tom Silvia         | 508-566-6788 |
| Nolan Leroy        | 508-728-0835 |
| Peter Winiarski    | 508-971-9758 |
| Skip Tetrault      | 508-209-1429 |
| Edward Osgood      | 508-274-2360 |
| Lisa Schmitt       | 508-944-6475 |
| Judith Pelletier   | 617-594-7666 |
| Don Haynes         | 508-209-3590 |
| Kevin Brand        | 508-766-8151 |
| Katie Forish       | 774-404-1464 |
| Loaner/Outside Job | 508-274-3613 |
| Loaner             | 508-994-2658 |
| Mike Hernon        | 781-367-9864 |

(updated 24 August 2017)

# All Emergencies – Dial Ext. 200

## UPPER CAPE COD TECH TELEPHONE AND CLASSROOM PHONE EXTENSIONS 2017-2018

| <i>Academic Classroom</i>                 | <i>Extension</i> | <i>Staff/Offices</i>               | <i>Extension</i> |
|---|------------------|------------------------------------|------------------|
| Room 116 / Computer Lab                   | 116              | Athletics Office                   | 256              |
| Room 124 / Marie Alvernaz                 | 124              | Adult Education                    | 211              |
| Room 128/ Karen Lafreniere                | 128              | Jill Beaumont                      | 286              |
| Room 130 / Michelle Bourke                | 130              | Blake, Judy                        | 253              |
| Room 180 / Jessica Ciccotelli             | 180              | Bostrom, Mary                      | 207              |
| Room 182 / Karen Martin-Myers             | 182              | Boys Gym Office                    | 224              |
| Room 185 / Tim O'Neil                     | 185              | Brito, Sharon                      | 213              |
| Room 186 / Pam O'Donnell                  | 186              | Burgess, Kathy                     | 202              |
| Room 189 / Andrew Hill                    | 189              | CAD Lab/ Laura Johnson             | 332              |
| Room 190 / Michelle Smith                 | 190              | Cafeteria Office                   | 218              |
| Room 191 / Sheila Edwards                 | 191              | Cafeteria                          | 242              |
| Room 192 / Bob Genereau                   | 192              | Canalside Dining                   | 217              |
| Room 201A / Related/Support               | 244              | Conference Room                    | 216              |
| Room 312 / Matt Lombard                   | 312              | Crosby, Rose                       | 246              |
| Room 313 / Monica Chalke                  | 313              | Dufresne, Mark                     | 237              |
| Room 314 / Jeff McLoughlin                | 314              | Dutch, Bob                         | 201              |
| Room 315 / Lauren White                   | 315              | Facilities/ Skip Tetreault         | 226              |
| Room 334 / Josh Shireman                  | 334              | Forget, Roger                      | 203              |
| Room 335 / Hannah McFadyen                | 335              | Forish, Katie                      | 228              |
| Room 336 / Horticulture Related           | 336              | Girls Gym Office                   | 225              |
| Room 337 / Mike Robinson                  | 337              | Glover, Karen                      | 114              |
| Room 338/ Ben Rabinovitch                 | 338              | Griffin, Beth                      | 248              |
| Room 402 / Related Support                | 402              | Guidance Conference Room           | 204              |
| Room 404 / STEM Lab                       | 404              | Hatch, Alaina                      | 113              |
| Room 405 / Related/Support                | 405              | Haynes, Don                        | 340              |
| Room 406 / Related/Support                | 406              | Kerrigan, Rachel                   | 252              |
| Room 411 / Caitlin Sheehan                | 411              | Leroy, Nolan                       | 254              |
| Room 412 / Mike Hernon                    | 412              | Leonard, Sheila                    | 245              |
| <u><b>Shops</b></u>                       |                  | Library                            | 227              |
| Auto Body                                 | 223              | Lucero, Patrice                    | 214              |
| Automotive Tech                           | 222              | McCue, James                       | 205              |
| Automotive Annex                          | 250              | McGuire, Jennifer                  | 247              |
| Carpentry                                 | 221              | McPartland, Patricia               | 258              |
| Cosmetology                               | 209              | Multi-Purpose Room                 | 229/403          |
| Culinary Arts                             | 241              | <b>Nurse/ Lisa Schmitt</b>         | <b>208</b>       |
| Electrical                                | 235              | Osgood, Edward                     | 206              |
| Engineering Tech                          | 230              | Principals Conference Room         | 255              |
| Environmental Tech                        | 234              | <b>Rogers, Audra/School Office</b> | <b>200</b>       |
| Health Technology                         | 127              | Salois, Greg                       | 238              |
| Horticulture                              | 339              | Sampson, Dave                      | 309              |
| HVAC/R                                    | 345/346          | Silvia, Thomas                     | 415              |
| Information Tech                          | 231/232          | Souza, Margie                      | 215              |
| Marine Tech                               | 251              | SPED Conference Room               | 307              |
| Plumbing & Heating                        | 233              | Teachers Room                      | 240              |
| Wastewater Classroom                      | 364              | Teachers Dining Room               | 220              |
| <b>LPN Front Desk</b> /Nancy Taddia       | 277              | Truax, Sue                         | 311              |
| Pelletier, Judith/LPN Director            | 285              | Transitional Learning Center       | 257              |
| <b>Early Learning Center</b>              | 435              | Watterson, Janice                  | 210              |
| <b>IT Help Desk</b>                       | 103              | Winiarski, Pete                    | 249              |
| <b>FAX (Business Office) 508 759-7208</b> |                  | <b>FAX (Guidance) 508-759-5455</b> |                  |



**BOMB THREAT CHECKLIST**  
**MASSACHUSETTS STATE POLICE**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**BOMB SQUAD**

PLACE THIS CARD UNDER YOUR TELEPHONE  
978-567-3365 - FIRE MARSHAL'S OFFICE  
509-820-2121 - 24 HR EMERGENCY (MSP GHQ)



**QUESTIONS TO ASK:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**EXACT WORDING OF THREAT:**

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Sex of caller: \_\_\_\_\_

Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call received: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

**CALLER'S VOICE:**

- |                 |                       |
|-----------------|-----------------------|
| _____ Calm      | _____ Nasal           |
| _____ Angry     | _____ Stutter         |
| _____ Excited   | _____ Lisp            |
| _____ Slow      | _____ Raspy           |
| _____ Rapid     | _____ Deep            |
| _____ Soft      | _____ Ragged          |
| _____ Loud      | _____ Clearing Throat |
| _____ Laughter  | _____ Deep Breathing  |
| _____ Crying    | _____ Cracking Voice  |
| _____ Normal    | _____ Disguised       |
| _____ Distinct  | _____ Accent          |
| _____ Slurred   | _____ Familiar        |
| _____ Whispered |                       |

If voice is familiar, who did it sound like? \_\_\_\_\_

**BACKGROUND SOUNDS:**

- |                        |                         |
|------------------------|-------------------------|
| _____ Street Noises    | _____ Factory Machinery |
| _____ Crockery         | _____ Animal Noises     |
| _____ Voices           | _____ Clear             |
| _____ PA System        | _____ Static            |
| _____ Music            | _____ Local             |
| _____ House Noises     | _____ Long Distance     |
| _____ Motor            | _____ Booth             |
| _____ Office Machinery | _____ Cellular Call     |

**THREAT LANGUAGE**

- |                                    |             |
|------------------------------------|-------------|
| _____ Well spoken (educated)       |             |
| _____ Incoherent                   | _____ Taped |
| _____ Foul                         |             |
| _____ Message read by threat maker |             |

Remarks: \_\_\_\_\_

Report call immediately to: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_



# Upper Cape Cod Regional Technical School Floor Plan

Updated by Caitlin Eckman in March of 2009

