

EMERGENCY PROCEDURES

In case of an emergency, the phone numbers below may be of some help. Please be sure you give the correct campus address and STAY CALM.

Off-Campus Emergency Services:

Emergency Police and Fire.....	911
Non-emergency Fire.....	978-318-3488
Non-emergency Police.....	978-318-3400
State Police (Concord barracks).....	978-369-1900
Massachusetts Dept. of Social Services.....	508-424-0100
Mass. Child Abuse Hotline	800-882-1628
Mass Poison Control Center.....	800-682-9211
Emerson Hospital Emergency.....	978-287-3690
Emerson Hospital – general.....	978-369-1400

On-Campus Notification:

Office (day)

Home (evening)

Cell

Administrators:

Kathy Giles, Head of School.....	978-371-6537	978-371-0922	978-987-3203
Matt Crozier, Chief Operating Officer	978-371-6585		978-394-2185
Dan Scheibe, Assistant Head of School.....	978-371-6551	978-369-7208	978-505-2809
Carmen Beaton, Dean of Students.....	978-371-6547	978-371-2753	978-873-2330
Administrator On Duty Cell Phone.....			978-760-1906
Faculty in Charge Cell Phone.....			978-376-1303

Facilities:

George Torigian, Director.....	978-371-6572		978-580-0783
Kathleen DeFlorio, Assistant.....	978-371-6573		978-369-7362
Emergency Facilities On-Call Perso.....			978-402-1463
Security cell phone.....			978-265-0119

Health Center and Counseling:

Meg McLaughlin, Director.....	978-371-6583	978-703- 4729	978-873-2339
On-Duty Nurse.....	978-371-6583		
Dan Hertzal, Dir. Of Counseling.....	978-371-6505		781-862-6525

Utilities:

Concord Light Department.....	978-318-3101
Concord Water Department.....	978-318-3250
Keyspan Gas Emergency	617-469-2300

Emergency Notification Systems

- Automated telephone system will be initiated
- Sirens will sound as a signal to the community of a lockdown.

The chapel bell will ring continuously as a signal to the community to assemble immediately in the theatre for notification and further instructions regarding the crisis. The alternate location for the theatre is the chapel