



# Operations and Facilities Office

40 Linnell Circle, Billerica MA 01821 \* Tel: (978)-528-7800 \* <http://www.valleycollaborative.org>

## VALLEY COLLABORATIVE EMERGENCY EVACUATION PROCEDURE

### 40 Linnell Circle

Billerica, Massachusetts  
978-528-7800

<b><u>Executive Director</u></b> Dr. Chris A. Scott	<b><u>Principals</u></b> Kristine Bonsack Julie Fielding Chris Cowan
<b><u>Secretary</u></b> Donna Suarez	<b><u>School Nurse</u></b> Jessica Scalzi
<b><u>Director of Operations and Facilities</u></b> Sean Glavin	<b><u>Home Telephone</u></b> 978-528-7800

**Capacity:**

**Auditorium:**   X  

**Emergency Power:** Yes

**Cafeteria:**   50  

**Student Population:** 225

**Gym:**   20  

**Staff Population:** 60

**Library:**   15  

**Wheel Chair Transportation:** Yes

**Police Chief:** Daniel Rosa  
(978) 671-0900

**Fire Chief:** Tom Conway  
(978) 671-0940

### **Evacuation Plan**

All students and staff will go to 25 Linnell Circle in the event of an evacuation. Location is in walking distance and is occupied by Valley Collaborative.

**Vans Needed for Alternate Evacuation- 24 (1 Wheelchair Van)**

**Note any special transportation needs for certain persons:**

**Designated person to call for transportation:** Joe Venskus (978) 528-7729

**-Back-Up Person:** Rebecca Forest (978) 888-7103

**Primary Staging Area for Transportation Pick-Up:** Outside East Exit Number "1"

**Alternate Staging Area for Transportation Pick-Up:** Front of Building Horseshoe

**Parent Staging area for School Site:** Main Parking Lot (East)

**Parent Information Liaison:** Denise Cook, Human Resources Manager

**Media Staging Area for School Site:** Front and Side Mulch/Flower Beds

**Media Information Spokesperson:** Dr. Chris Scott, Executive Director

**SPECIAL NOTES:**

Building Crisis Team Members:

Dr. Chris Scott  
Sean Glavin  
Kristine Bonsack  
Joe Venskus  
Chris Cowan  
Julie Fielding  
Jessica Scalzi  
Melina Seitzinger  
Officer Brian West  
Riley O'Keefe