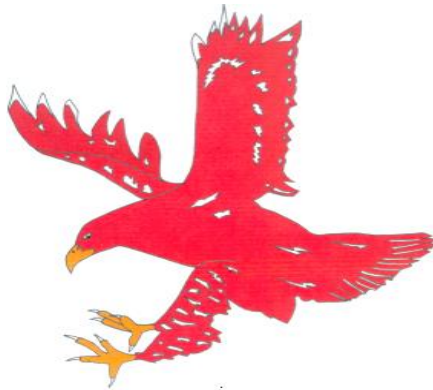


**SAFE SCHOOLS AGAINST VIOLENCE
IN EDUCATION ACT
(S.A.V.E.)**

**Fabius-Pompey
Central School District**

EMERGENCY MANAGEMENT PLAN



Fabius-Pompey Central School District
1211 Mill Street
Fabius, New York 13063

SED #420601

DATE: January 2019

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PREFACE

1. PURPOSE

The purpose of this plan is to provide a coordinated interagency response to critical incidents occurring in the Fabius-Pompey Central School District.

2. CONCEPT OF OPERATIONS

If a critical situation occurs at the Fabius-Pompey Central School District, the emergency response will be controlled using the Incident Command System (ICS). Members of the police, fire and Emergency Medical Service (EMS), together with school officials will implement plans that have been jointly developed prior to the event. These plans are broad and flexible, and can be altered by the Incident Commander as needed in order to control the situation and minimize casualties and property damage. Typically, these plans would be employed for accidental and natural disasters, civil disorders or terrorist actions. Specific building school plans can be found in the attached school-specific appendices.

3. DEFINITIONS

- A. Accidental Disaster:** Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. Natural Disaster:** Those incidents in which the forces of nature threaten the lives, safety and /or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- C. Civil Disorder:** An action by any group that poses a substantial threat to peace, life and/or property or any riotous/violent activity that creates a grave risk of causing public harm.
- D. Terrorist Action:** A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- E. Inner Perimeter:** The immediate area of containment around the incident site.
- F. Outer Perimeter:** The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- G. Field Command Post:** The on-scene location for command staff that will be responsible for determining the exact status of the emergency, resources needed and incident strategy.
- H. Evacuation:** All building occupants are required to exit the building and wait a safe distance from the building at the Student Assembly Area.
- I. In-Place Sheltering:** Used in situations where it is necessary to temporarily hold students in a common area during an emergency until conditions can be returned to normal or early dismissal can be arranged (e.g., air pollution, chemical spills, radiological emergencies).
- J. Stay In Place (Lock-Down):** Used when walking through the building would endanger the health and safety of students/staff (e.g., dangerous person or intruder).

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- K. Staging Area:** A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- L. Media Staging Area:** The location outside of the inner perimeter dedicated for media assembly and equipment staging, which may also be used to conduct media briefings.
- M. Triage Area:** The location inside the inner perimeter to which the victims are evacuated for medical survey and emergency treatment prior to transport.
- N. Landing Zone:** A clear level area no less than 100 feet by 100 feet in area for helicopter landing. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- O. Temporary Morgue:** Bodies recovered from the incident will be transported to the temporary morgue for processing prior to release to a funeral home.
- P. Relocation Centers/Shelters:** These locations are established for providing temporary shelter or care for persons displaced by the incident.
- Q. Decontamination Site:** The location where all victims and emergency service personnel are decontaminated prior to leaving the incident area.
- R. Assembly Area:** A meeting point where evacuees are gathered, and attendance is taken while they await transportation.
- S. Incident Commander:** The operational supervisor with the duty of final decision-making.
- T. Police Detail Commander:** The police supervisor commanding police personnel detailed to the incident.
- U. Fire Commander:** The fire chief directing fire-fighting operations at the incident.
- V. EMS Commander:** The Emergency Medical Services supervisor directing EMS operations for the incident.
- W. Emergency Response Bag:** A conspicuously marked carry bag maintained in a designated area of the school building Principal's Office containing emergency response information to include at a minimum a copy of this plan, Daily Attendance Sheet, Student Roster/Contact Information, District emergency telephone numbers, building floor plan and blueprints, school grounds map, immediate local area map, and necessary office supplies. This bag is to be transported to the Command Post/Assembly areas during critical incident responses

4. PROCEDURE:

A. Emergency Response Team:

- a.** The Superintendent of Schools will designate an Emergency Response Team comprised of school district personnel, local law enforcement officials and representatives from all emergency response agencies with responsibility within the school district (e.g., local, regional and/or state). Designated members of the team will be listed in the Emergency Management Plan for the Fabius-Pompey Central School District and in each school-specific Appendix of this plan.

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- b.** The Emergency Response Team will guide the District in formulating and updating its emergency response plans and assist in conducting drills and other exercises to test components of the plan.

B. Incident Command System/Chain of Command:

- a.** The agency having primary management responsibility for the incident (e.g., fire department for fires, police department for criminal acts) shall assume control of the emergency response in a manner consistent with the National Interagency Incident Management System/Incident Command System (ICS). See school-specific Appendix for additional information describing the ICS.
- b.** When more than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required, a unified command structure shall involve individuals designated by their agencies/jurisdictions (e.g., Police Detail Commander, Fire Commander, EMS Commander, Superintendent of Schools) to assist the Incident Commander in jointly determining objectives, strategy, and priorities. The determination of which agency will assume the incident command will be made by mutual agreement of the unified command. It may be done on the basis of statutory authority, greatest jurisdictional involvement, number of resources involved, or by mutual knowledge of the individual's qualifications for a specific type of incident.
- c.** Chain of Command within response agencies shall be in accordance with established command protocols of those agencies.

C. Duties of the Incident Commander:

- a.** The Incident Commander shall be responsible for overall management of the incident either through single command or through unified command.
- b.** General management duties of the Incident Commander/Unified Incident Command include:
 - 1)** Establishing objectives and overall management strategy associated with the incident.
 - 2)** Determining mission priorities, strategy and tactics for coping with the incident.
 - 3)** Mobilizing the necessary support resources.
 - 4)** Establishing a command post in a safe/secure and accessible location within the outer perimeter.
 - 5)** Designating various locations as staging areas, triage areas, landing zones, etc., in accordance with this plan.
 - 6)** Organizing, briefing and assigning personnel.
 - 7)** Maintaining a chronological log of actions and events and all documentation pertaining to the event.
 - 8)** Demobilizing personnel and equipment utilized in the operation.
 - 9)** Conducting a post-incident debriefing and critique of the operation.

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D. Duties of the Building Principal:

- a. All Building Principals shall review this plan and specific building procedures with staff at the beginning of the school year or whenever procedural changes are made.
- b. Once it has been established that an emergency situation is occurring, the Building Principal shall:
 - 1) Take control upon being notified of an emergency.
 - 2) Identify the nature of the emergency and implement the appropriate plans and procedures to include determining if building evacuation is warranted and causing the appropriate alert/evacuation signal(s) to be given. Depending upon the nature of the emergency, early dismissal, sheltering or a stay in place (lock-down) response may be utilized.
 - 3) Notify the 911 Emergency Communication Control Center of the nature and most specific location of the situation and request the response of Police, Fire, and Emergency Medical Services as dictated by the situation. Whenever practical, notification should be made by office personnel at the direction of the Principal, leaving the Principal free for other duties. Additional information provided to the 911 Control Center should include:
 - Notification that the school's Emergency Response Plan has been activated and a status report on the evacuation efforts underway.
 - Information relating to the numbers and types of casualties.
 - Indication of any hazardous zones that should be avoided by responding emergency agencies.
 - 4) Notify the District Office of the emergency and the actions being taken by faculty and staff.
 - 5) Contain the situation to the smallest possible area consistent with student and faculty safety and attempt to prevent the escalation of the emergency.
 - 6) Direct the Building Secretary to retrieve the Emergency Response Bag and report to the Command Post for duty. Contents of the bag are described in the school-specific Appendix of this plan.
 - 7) Remain with faculty and students to coordinate efforts and maintain order.
- c. The Building Principal shall have the authority to adapt, alter or abandon these actions when, in his/her best judgment, the safety of the students, faculty and staff may be better protected, or when the nature of the emergency demands other actions, based upon his/her assessment of the situation at that time. In such case the Principal shall communicate these changes to responding emergency personnel as soon as possible.

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E. Duties of Faculty and Staff:

- a.** In an emergency, all District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or School District directives.
- b.** Faculty and staff shall, when instructed by the Principal, direct the safe and orderly evacuation of students and lead them to designated assembly areas avoiding any hazard zones. Teachers should bring class roster with them.
- c.** Special area teachers and non-instructional employees shall report to the student assembly area(s) and help whenever needed to chaperone or supervise students.
- d.** Custodial staff will secure the building and check to ensure that everyone is evacuated.
- e.** In the event that faculty, staff or students cannot be evacuated from an area the faculty and staff shall take measures to protect the students in place until a rescue can be affected.
- f.** The following school officials will report for duty at the Command Post:
 - 1)** Superintendent of Schools, or in his/her absence, a designated District Level Administration member.
 - 2)** Superintendent of Buildings & Grounds, or in his/her absence, a designated member of his/her staff. He/she shall bring the District Office's emergency response bag for the affected school and a radio capable of operating on District radio frequencies.
 - 3)** School Secretary for the involved building shall bring the school's emergency response bag.
- g.** Upon arrival at assembly areas and relocation centers the faculty will be responsible for assisting in identifying missing students. Thereafter they shall be responsible for maintaining order, providing support, and escorting students to relocation centers.
- h.** In the event of an evacuation the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Triage Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.

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- i. The Superintendent of Schools will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He/she will act as the representative of the School District and facilitate the District's response to the emergency. He/she will advise the Incident Commander with regards to problems or concerns brought to his/her attention by faculty, staff or students.
- j. The Supervisor of Building and Grounds shall report to the Command Post, and provide any building plans, system operating instructions or other materials that may be of value to emergency personnel.
- k. The School Secretary will have primary responsibility for retrieving the Emergency Response Bag from the school office at the onset of the emergency/evacuation and for bringing it to the Command Post. At the Command Post the School Secretary will be responsible for assisting the Incident Commander and acting as a representative of the school. The School Secretary shall be responsible for providing information regarding faculty, students, attendance and visitors in the building.

F. Duties of First Responding Police Officers:

- a. Contact the 911 Emergency Communications Control Center and request that they isolate a radio channel for the duration of the emergency. All responding police units should be instructed to utilize that channel.
- b. Direct responding units or agencies indicating any hazard zones to be avoided and parking their vehicles so as to permit the ingress and egress of other emergency vehicles and equipment.
- c. When dispatched to a critical incident at a specific school the first responding officers shall, whenever possible, establish positions to assist and protect evacuating students. In the event the evacuation is limited in scope officers will be directed by the Police Watch Supervisor. In the event of a full-scale evacuation officers should, unless otherwise directed, establish positions as identified in the school-specific appendix.
- d. Officers in these areas are responsible for:
 - 1) Defending evacuees from armed threat.
 - 2) Providing a communications link between evacuees and command personnel.
 - 3) Maintaining order among the evacuees and providing them with information regarding triage and assembly areas, relocation routes and procedures to be followed.
 - 4) Gathering and relaying information on the extent of the crisis, number and types of casualties, resources needed and suspects (if any).

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G. Duties of the Police Watch Supervisor/SRO:

- a.** The Police Watch Supervisor, or in his absence the Senior Ranking Officer (SRO), shall immediately respond to the Command Post location and assume the duties of Police Detail Commander (or Incident Commander if the emergency is strictly a police matter) and continue those duties until relieved by a superior officer.
- b.** The Police Detail Commander shall request as many additional police units as may be necessary to conduct operations to include:
 - 1)** Identifying the nature of the emergency and implementing appropriate plans and procedures.
 - 2)** Requesting additional units, personnel, agencies, or resources as dictated by the situation.
 - 3)** If possible, initiating the evacuation and protection of bystanders or victims.
 - 4)** Establishing inner and outer perimeters denying unauthorized access to the area and ensuring that vehicular and pedestrian traffic has been adequately diverted. This shall include establishing traffic control points (TCP) in order to allow for the safe and orderly ingress and egress of emergency vehicles and personnel.
 - 5)** Establishing a staging area for police personnel and equipment in accordance with this plan.
 - 6)** Securing the scene to protect physical evidence.
 - 7)** Supporting Incident Command System operations.
 - 8)** Locating, identifying and interviewing witnesses.
 - 9)** Collecting and preserving physical evidence.
 - 10)** Conduction a preliminary investigation.
 - 11)** Arresting offender(s).

H. Duties of the Fire Commander:

- a.** When the nature of the emergency is primarily the responsibility of the fire service the Fire Chief shall assume the duties of Incident Commander.
- b.** Direct all fire-fighting operations, personnel and equipment involved in the incident.
- c.** Request and direct additional fire service resources as necessary or as directed by the Incident Commander.
- d.** Supervise rescue operations as necessary.

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I. Duties of the EMS Commander:

- a. When the nature of the emergency is primarily an EMS responsibility the highest-ranking Fire-Fighter/Paramedic, or in his/her absence the highest-ranking EMT shall assume the duties of Incident Commander.
- b. Direct all Emergency Medical Service operations, personnel and equipment involved in the incident.
- c. Request and direct additional EMS resources as necessary or as directed by the Incident Commander.
- d. Supervise medical operations as necessary.

J. Duties of the Superintendent of Schools:

- a. The Superintendent of Schools, or in his/her absence a designated District Level Administrator, will represent the District as a member of the unified command staff at the Command Post. This person should, whenever possible, be familiar with the Incident Command System (ICS) and the contents of this plan.
- b. The Superintendent of Schools shall be responsible for:
 - 1) Acting as a liaison to responding agencies at the Command Post.
 - 2) Advising the Incident Commander with regard to information, issues or concerns relating to the District, its personnel and resources, and its students.
 - 3) Mobilizing District personnel and resources as necessary.
 - 4) Designating a staff member to organize the District's response as they inquire either via telephone or in person as to the health and safety of their children.
 - 5) Providing a communications link between the Incident Commander and the faculty and staff.
 - 6) Requisitioning District personnel and assets on behalf of the Incident Commander.
 - 7) Providing information to the Public Information Officer with the approval of the Incident Commander.
 - 8) Other duties as assigned by the Incident Commander.
 - 9) Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list shall be included in the emergency response bags.
 - 10) Reviewing and revising this plan, as necessary, at least once per year and insuring that any updates to the plan, including the building specific appendices, are distributed to all holders of the plan to include emergency services agencies.

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- 11)** Directing that each building Principal review the building specific appendix for his/her school to update any personnel changes. A copy of any changes shall be sent to the Superintendent of Schools for inclusion in the District Office emergency response bag and any other copies of this Emergency Response Plan (to include copies maintained by emergency response agencies).

K. Duties of the Public Information Officer:

- a.** In any situation where normal school activities are disrupted, it is crucial to inform the public of the emergency and how authorities are responding to it.
- b.** The Incident Commander, in consultation with the Superintendent of schools, shall select and assign a person to serve as Public Information Officer (PIO) and spokesperson for the Incident Commander.
- c.** The PIO shall proceed to the designated Media Assembly Area and clearly identify himself/herself to the press as the official spokesperson for the Incident Commander.
- d.** All news releases and public statements shall be made by the PIO or with his/her prior approval. Other persons should not submit to interviews or make statements without first conferring with the PIO.
- e.** The Incident Commander shall position a police vehicle with a digitally encrypted radio with the PIO in order to provide a secure communications link between the PIO and the Command Post. Media representatives should be kept far enough away from the vehicle so as to be unable to overhear the conversations of the PIO. Whenever possible, the windows and doors should be kept closed to prevent electronic eavesdropping by sensitive microphones.
- f.** The Incident Commander may, at his/her discretion or upon the request of the PIO assign deputy PIO's from other disciplines to assist the PIO by answering technical questions or providing background information.
- g.** No person shall, for any reason, provide speculative information or offer opinions with regards to:
 - 1)** Causes/motives for the incident.
 - 2)** Extent of casualties or damage.
 - 3)** Expected duration of the operation.
 - 4)** Liability or responsibility for the incident.
 - 5)** Tactical responses, operations or considerations.
- h.** All information released to the public must be factual or confirmed by the Incident Commander. The PIO shall relay specific inquiries to the Command Post, which will respond to the media through the PIO
- i.** The PIO should request the media to direct all parents to the person(s) specified in the school-specific appendix for information about, and reunification with, their children.

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L. General Evacuation Procedures:

- a.** Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
 - 1)** Fire Alarm.
 - 2)** Intercom System.
 - 3)** Verbal Notification.
- b.** Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
- c.** Normal evacuation routes shall be posted in each room and will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school's intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, alternate evacuation routes can be communicated by ancillary staff at the direction of the Principal.
- d.** The Evacuation Route(s) for students, faculty and staff for each school shall be specified in the school-specific appendix and included in the Emergency Response Bag.
- e.** Suspicious items found must be left alone and immediately reported to the building Principal, and/or emergency service personnel.
- f.** Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
- g.** Elevators are not to be used for evacuation purposes.
- h.** All persons shall proceed to the designated evacuation Assembly Area and remain there until further notice.
- i.** If during evacuation students and staff encounter an outdoor ambush (i.e., sniper type situation), they should move immediately to the nearest form of protective cover (e.g., hills, buildings, nearby residences), moving rapidly at a 45-degree angle to the shooter. Whenever practical, vehicles in the immediate vicinity of the school building should be avoided as sources of cover.
- j.** Teachers must take attendance once in the Assembly Area and notify the Command Post if a student is not present.
- k.** If students are to be evacuated off site, teachers shall take attendance before students begin loading on the buses to assure that all students are accounted for.

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M. Evacuation Disabled Students, Staff & Faculty:

- a. An assisted evacuation plan form (see Appendix) should be completed for every child or staff member who has limited mobility and for any other who would require assistance to leave the building in an emergency or require any kind of special accommodations in emergency evacuation.
- b. Copies of the assisted evacuation plan shall be distributed according to the instructions on the form, to include a copy being added to the Emergency Response Bag (both at the school and District Office).
- c. The assisted evacuation plan will designate the person responsible to assist in evacuating the person as well as alternates for situations in which the person with primary responsibility is not available. The person with primary responsibility should be someone who is likely to be near the person who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic.
- d. The plan for each student should be reviewed annually.

N. Sheltering/Evacuating In-Place (Same Building):

- a. Not all emergencies will require that inhabitants of a building get out and go somewhere else.
- b. A determination to evacuate in place (i.e., sheltering inside the school building) shall be made by the building Principal based upon his/her knowledge of the circumstances surrounding the emergency consistent with District policy. The Principal shall inform the 911 Control Center of any decision to evacuate or evacuate in place and may consult with the Incident Commander regarding the decision.
- c. The Principal shall instruct the students and staff to report to a designated shelter area.
- d. Faculty members are to bring their class roster with them and maintain charge of their class in the shelter area unless otherwise directed.
- e. The Principal will assign selected staff members and custodian to appropriate duties to include securing the building. If the emergency dictates, windows will be closed and the ventilation system shut down and outside air intakes closed.
- f. Students/staff will remain inside the building until the Principal is advised by the Incident Commander to take further action.
- g. If such procedure necessitates remaining in school after hours, the Superintendent of Schools will cause public notification. Parents will be advised as to preferred responses to include where to report to sign-out their child (if appropriate).

O. Stay in Place (Lock-Down):

- a. A stay in place (lock-down) procedure is called when leaving the facility or walking through the building would endanger the health and safety of the students/staff. The procedure may involve some or all persons depending on the nature and location of the emergency.
- b. The Principal will apprise all building occupants of a stay in place (lock-down) order using the applicable emergency signal. Students and staff shall remain in their classrooms or work-area.
- c. When the incident involves a dangerous person or intruder, windows and doors should be closed and locked.
- d. Non-Instructional staff and all non-assigned instructional staff will report to the Principal for specific instructions only if summoned and safe to do so.
- e. The Building Principal will assign selected staff members and the custodian(s) to secure the building.
- f. Students/staff will remain in-place until the Principal gives additional instructions.
- g. Students in hallways, bathrooms or other common areas will return to their classroom. If the Hold-in-Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions. All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.

P. Early Dismissal:

- a. Early dismissal is available as a building evacuation option for emergency situations as decided by the Superintendent of Schools.
- b. The Transportation Department will be notified when and where to send buses.
- c. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible surrogates who have been designated by the parents to care for the child.

Q. Parent/Guardian Notifications:

- a. During an emergency situation, parents will clamor for information regarding school operations and as to the health and safety of their children.
- b. The Superintendent of Schools shall designate an individual to organize the District's response to parents as they inquire via telephone or in person (i.e., Parent Staging Area).

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- c. Information that is transmitted to parents during emergencies; shall be organized by the Superintendent of Schools with the approval of the Incident Commander.
- d. If evacuation is ordered beyond the assembly area, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the assembly area will be made by the Incident commander upon consultation with the School Superintendent. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). However, they will be permitted to leave school if accompanied by a parent.
- e. The names of any students released shall be communicated to the Command Post.

R. Pupil Transportation:

- a. If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended. The Superintendent of Schools with the approval of the Incident Commander may direct the Transportation Supervisor to begin evacuation by school bus.
- b. Transportation Supervisor will maintain a current list of regular and substitute Bus Drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan.
- c. Members of the transportation staff will be oriented to the emergency evacuation plan by the Transportation Supervisor.
- d. The following plan will be followed by the transportation staff in the event that emergency evacuation or early dismissal is directed:
 - 1) All available drivers needed, will be notified by the Dispatcher and Transportation Supervisor to report to the Transportation Office.
 - 2) Drivers reporting to the Transportation Office will be assigned a route. The Transportation Supervisor will notify the Command Post of the geographic areas, which should be dismissed.
 - 3) School buses will report to a designated Bus Loading Area.
 - 4) The Transportation Supervisor will assist in loading the students and giving Drivers last minute instructions before they depart on their routes.
 - 5) Students who are outside the School district under District authorization (e.g., field trips, athletic events, BOCES) will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates. Bus Drivers shall notify the Transportation Supervisor of the names and status of any such students and that information shall be relayed to the Command Post.
 - 6) All students will be evacuated by District buses only. No student will be allowed to drive any vehicle while the emergency evacuation is taking place.

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S. Command Post:

In the event of a full-scale evacuation of a school, the Command Post will be established at the location specified in the building specific appendix, unless:

- a.** Otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.
- b.** In the event the emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter and its location must be communicated to the Principal and all other disciplines through the 911 Emergency Communications Control Center as soon as possible. Whenever possible, the Command Post should have the availability of land-line telephone communications.
- c.** Personnel whose presence is required at the Command Post shall include:
 - 1)** Incident Commander.
 - 2)** Police Detail Commander.
 - 3)** Fire Commander.
 - 4)** ESM Commander.
 - 5)** Superintendent of Schools.
 - 6)** Superintendent of Building and Grounds.
 - 7)** School Secretary
 - 8)** Police Tactical Team Commander (or his/her designee if a separate tactical command post is established) when the nature of the incident requires a specialized law enforcement tactical operation.
 - 9)** Other personnel as directed by the Incident Commander.

T. Communications:

- a.** Internal Building Signals are listed in Appendix A. Whenever possible, signals should be standardized district-wide to avoid confusion for staff and faculty who travel from building to building.
- b.** The school building's public address and/or intercom system may be used for in-building communications. Whenever possible signals shall be used and care shall be used to ensure that unnecessary panic is not created and further treat of harm is not caused (e.g., intruder situation). In the event of a power failure, a bullhorn may be obtained from the Physical Education staff.

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- c.** When appropriate, responding emergency agencies shall request the use and isolation of a radio channel for the sole use of incident personnel. Depending upon the nature and extent of the emergency situation, additional channels may be required to facilitate specialized operations (e.g., police tactical team).
- d.** Strict radio discipline shall apply. Radio transmissions should be restricted to only those essential to the operation and shall be brief.

Personnel must be cognizant of the fact that all radio transmissions conducted in the clear are subject to interception. Sensitive information (e.g., victims' names, tactical plans, etc.) should not be broadcast in the clear. If available, digitally encrypted radios or digital cell/PCS phones can be used for this purpose.

- e.** Radio communications shall not be used within the inner perimeter if the presence of an explosive device is suspected.
- f.** Additional radio systems (e.g., School District channel) may be used to provide supplemental communications support.
- g.** Cellular/PCS telephones often prove unreliable during major unusual occurrences due to cell sit overload (multiple users competing for limited channels). During a major incident the Command Post should open and maintain a cellular telephone link with the 911 Emergency Control Center Technical Advisor. The TA should be instructed to maintain the connection.
- h.** Whenever practical, land-lines should be considered for use over cellular telephones as they are more reliable and afford greater privacy.

U. Triage and Assembly Areas:

- a.** The Triage area for each school shall be specified in the school-specific appendix. Those in need of immediate medical attention will be intercepted and treated/transported by EMS personnel from this area.
- b.** The Student Assembly Area(s) for each school building will be specified in the school-specific appendix. There each evacuee will be rechecked by EMS personnel prior to being returned to their parents or homes.

Students in this area will be met by a faculty member with a current student roster. Every student passing through this area will be checked off using this roster so that a complete list of evacuated students can be compiled.

V. Staging Areas:

- a.** The Police Staging Area for each school is specified in the school-specific appendix. The 911 Emergency Communications Control Center should direct responding police units to travel to this location specifying the safest and most practical route of travel.

PREFACE (continued)

- b.** The EMS Staging Area will be determined by the destination of the evacuees and will be specified in the school-specific appendix.
- c.** The Fire Department Staging Area shall be as specified in the school-specific appendix unless otherwise directed by the Incident Commander.
- d.** The Landing Zone will be located as close to the EMS Staging Area as possible.
- e.** The Media Assembly Area will be located as specified in the school-specific appendix. This area will be manned by the PIO and support personnel necessary to assist the PIO.
- f.** The Parent Staging Area will be located as specified in the school-specific appendix. This area shall be located in close proximity to the Student Assembly Area and shall provide for parent parking that would not interfere with emergency operations.

W. Access to Crime Scenes:

- a.** If a criminal act is suspected, every effort shall be made by all persons present, to the degree possible without interfering with aid to injured persons, to protect the crime scene and limit the potential for contaminating the scene in order to allow for the proper collection, processing and preservation of physical evidence that might aid in the identification and prosecution of the offender(s).
- b.** At the direction of the Police Incident Commander, police personnel will assess the size of the crime scene and will secure the area with police-line tape.
- c.** Once the scene is secured, the number of personnel entering shall be limited to the smallest number essential for conducting operations. Entry into the crime scene must be approved by the Police Incident Commander or his/her designee. A log shall be kept of all persons entering/exiting the scene.
- d.** The Police Incident Commander shall determine when the crime scene can be released and turned over to District officials.

X. Training:

- a.** Any person or agency being assigned a position or area of responsibility in this plan should have appropriate training.
- b.** Training for District staff should be conducted annually to insure school staff and students understand emergency procedures, and include any changes to school plans.
- c.** Other agencies participating in this plan (e.g., police, fire, EMS) should conduct appropriate training on this plan.

PREFACE (continued)

- d. Emergency services agencies and the District may cooperatively conduct emergency simulations to test the emergency response plan. Periodic exercises will ensure the ability of participants in this plan to respond to emergencies and reveal shortcomings in the plan. Such training may include “tabletop exercises” where participants do a verbal walk through of an emergency response situation. The Emergency Response Team is available to assist in coordinating these simulations.

Conduct of Drills:

- a. The Superintendent of Schools shall be responsible for determining the nature and frequency of drills to be conducted with respect to this plan. At a minimum, exercise and drills must be:
 - 1) Conducted at least once every school year.
 - 2) Inclusive of transportation and communication procedures.
 - 3) Held with at least one week’s notice to parents or guardians.
- b. If requested, the Emergency Response Team will assist the District in conducting drills and evaluate the response in order to improve the overall level of school emergency plans.
 - 1) Make immediate decisions regarding an emergency response.
 - 2) Order the activation of the response.
 - 3) Notify appropriate agencies by phone.
 - 4) Apprise the Superintendent of Schools, or his/her designee, as the situation progresses.
 - 5) Submit post-emergency reports to the Superintendent.

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occur. Since the safety and health of the students and staff are of prime importance, the School Safety Plan shall be reviewed with the building staff. The following components should be building specific and supplement the District Emergency Management Plan:

- 1) Identification of key people, meeting points and assembly areas.
- 2) Review of key people in each emergency and the proper sequence of action.
- 3) Identification of sites of potential emergencies (inside and outside sources).
- 4) Identification of resources available (equipment, manpower, etc.).
- 5) Diagrams of all buildings/wings by floor.
- 6) Identification of exit routes and shelter areas.

The Building Administrator is responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures.

INTRODUCTION

Providing an orderly plan for dealing with an emergency is part of the responsibility of school officials for the management and overseeing of the District. Situations range from man-made problems such as fires and bomb threats to nature-made blizzards or floods. Emergencies range from highly dangerous, life-threatening situations to problems that are a mere inconvenience. Through careful planning, however, the effects of an emergency are mitigated, property damage is minimized and, most important, injury and death are avoided. Small problems remain small and do not escalate into catastrophes. Finally, the situation can be brought back to normal quickly and efficiently.

This manual is an aid to planning for contingencies. The word "contingency" is used here to cover all situations ranging from a disaster such as a raging fire or severe flood to an annoying problem such as a broken water line in a building. It is broader in meaning than either the words "disaster" or "emergency." A contingency is a situation that occurs unexpectedly, has negative consequences, and must be dealt with. The guiding principles for contingency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates which influence planning and decision-making, are included.

While an emergency situation may require on-the-spot decisions to respond to fast-changing developments during the emergency, there is a set of six procedures that are standard responses to any emergency situation in schools. These six procedures are: administer first aid, summon expert help, follow the instructions of the expert, evacuate to a safe place, take shelter inside the building and early dismissal. Obviously, all six procedures will not work for every emergency. Indeed, some of the procedures are part of the planned response to any school emergency.

Let us define each of these six procedures:

Administering First Aid:

First aid is usually defined as treatment that will protect the life and comfort of the victim until more expert help is secured.

Summoning Expert Help:

Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by fire fighters, heart attack victims must be under proper medical care, etc.

Follow Instructions:

Once the expert help has arrived, those experts are usually "in charge." At that time, the emergency procedure is to follow the instructions.

Evacuation to a Safe Place:

Many, but certainly not all, emergencies will require that the inhabitants of a building get out and go somewhere else. Evacuating students from the school may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building.

Sheltering Inside the Building:

There are situations when it is safer to stay inside the building than to go outside. Sheltering is a procedure that is called for during severe electrical storms, radiological emergencies, or in any situation when it is safer to remain inside the building.

Early Dismissal:

Similar to evacuation, early dismissal or "go home" is merely a procedure for getting students out of the building and united with their families or with some responsible surrogates who have been designated by the parents to care for the child.

The time it takes to activate an evacuation and/or Early Dismissal Plan, of not only public schools, but nonpublic schools is vital information in the coordination of emergency local, county and state planning.

These plans need to be accessible in all buildings to the Building Administrator, secretary and alternate persons who could take charge.

**DISTRICT EMERGENCY MANAGEMENT
POLICIES**

ADMINISTRATIVE POLICIES

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response have been prepared for various emergencies, e.g., civil disturbance, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the office of each Building Administrator, Building Nurse, and Building Head Custodian, as well as the office of the Superintendent, each Central Office Administrator, and the Director of Facilities and Transportation.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

Nancy Carroll is the District's Emergency Coordinator.

Peter Mahunik is the District's alternate Emergency Coordinator.

The District Office serves as the Emergency Command Post.

The Middle School-High School Main Office and the Elementary School Main Office shall serve as the alternate Command Post.

When an emergency is declared by the Superintendent, the members of the response team may be alerted to report to the Command Post.

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, (s)he will begin implementing the emergency plan by activating the chain of communication as follows:

- Superintendent
- School Business Administrator
- Middle School-High School Principal
- Elementary School Principal
- Coordinator of Pupil/Personnel Services
- Other Building Designee (i.e. Head Teacher) – Middle School-High School

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: **Early Dismissal, School Cancellation, Sheltering and Evacuation.**

The decision to close school remains exclusively with the Superintendent. In case of absence or unavailability, the chain of command for emergency decisions is the same as above.

The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

Administrative Policies (cont'd)

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (J. Francis Manning - [REDACTED]) as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

In emergency, ordinary rules of work hours, work sites, job descriptions and any other contractual provisions are subject to State, County, or School District directives.

Transportation staff members are expected to report to work when alerted of an emergency.

The Superintendent shall provide written information by October 1 of each school year to all students and staff about emergency procedures.

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal shall be held in each school building during each school year. The early dismissal will begin fifteen minutes prior to the end of the regular school day. Parents shall be notified at least one week prior to an early dismissal.

The Superintendent shall review and revise, as necessary, the Emergency Management Plan at least once each year.

EMERGENCY RESPONSE TEAM

<u>Name</u>	<u>Department</u>	<u>School Extension</u>	<u>Home Number</u>	<u>Cellular#</u>
Timothy Ryan	Superintendent of Schools	2351	[REDACTED]	
Peter Mahunik	School Business Administrator	2352	[REDACTED]	
Cheryl Bliss	ES Food Service Helper/Manager	2224		[REDACTED]
Diana Carpenter	School Bus Dispatcher	2276	[REDACTED]	
Rick Clancy	Maintenance Supervisor	2236	[REDACTED]	
Patty Feeney	Middle School-High School Nurse	2238	[REDACTED]	
Chantal Corbin	Elementary School Principal	2279	[REDACTED]	
Kevin Linck	Middle School-High School Principal	2302	[REDACTED]	[REDACTED]
Andrea Nardoizzi	Coordinator of Pupil/Personnel Services	2228/2329	[REDACTED]	
Nancy Carroll	Emergency Coordinator			[REDACTED]
Donald Neugebauer	Board of Education President	---	[REDACTED]	
Betsy Pierce	F-PCS Ed. Assoc. Rep-MS-HS	2143	[REDACTED]	
Jill Fitzpatrick	F-PCS Ed. Assoc. Rep.-Elem.	2209		[REDACTED]
Student Representatives, HS Student Council Rep.		---	-----	
Onondaga County Sheriff's Representatives		---	[REDACTED]	
Ron Wheatley	Fabius Fire Department	--		[REDACTED]
Warren Virgil	Fabius Fire Department	---	[REDACTED]	
Susan Horst	Fabius Day Care Representative	---		[REDACTED]
Diana Skinner	Fabius Day Care Representative	---		[REDACTED]
Kristen Klawitter	Fabius Day Care Representative	---	[REDACTED]	

EMERGENCY MANAGEMENT PROCEDURES

A. General

A specific response or set of responses exists for all foreseeable emergencies. Each Teacher and Non-Instructional Staff Member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. If uncertainty exists, the Building Administrator should be notified.

A copy of the Emergency Management Plan is located in the office of each Building Administrator, each Building Nurse, each Building Head Custodian, each Central Office Administrator and the Director of Facilities and Transportation. The Plan includes the response or set of responses for each emergency and should be referenced if any uncertainty exists as to appropriate response.

If the Superintendent, or in his/her absence a designee, as the District's Emergency Coordinator, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post.

The Command Post and alternate Command Posts shall be equipped with a radio(s) to receive messages from the Emergency Broadcast System and the National Weather Bureau and with a radio receiver/transmitter on the District's school bus frequency.

Each Command Post shall also be equipped with a telephone, emergency lighting, emergency telephone numbers, list of hazardous materials, and School District, local and regional maps.

Staff members involved in the response shall continue their response actions until the emergencies have ended.

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal drill in each school building during each school year. Transportation and communication procedures shall be included in the drills. The sheltering drill may occur at any time during the school day. The early dismissal drill will begin fifteen (15) minutes prior to the end of the regular school day. Parents shall be notified from the Superintendent's office at least one week prior to an early dismissal.

B. Buildings

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occur. Since the safety and health of the students and staff are of prime importance the Emergency Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Emergency Plan:

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action.
3. Identification of sites of potential emergencies (inside and outside sources).
4. Identification of resources available (equipment, manpower, etc.).
5. Diagrams of all buildings/wings by floor.
6. Identification of exit routes and shelter areas.

EMERGENCY MANAGEMENT PROCEDURES (continued)

The Building Administrator is responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

C. Transportation Department

If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended.

Transportation Supervisor will maintain a current list of regular and substitute Bus Drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan.

Members of the transportation staff will be oriented to the emergency evacuation plan by the Transportation Supervisor.

Transportation Plan Details

1. All available drivers needed, will be notified by the Dispatcher and Director to report in case of an emergency, and to report to the Transportation Office. This will usually take approximately 1/2 to 3/4 of an hour.
2. Drivers reporting to the Transportation Office will be assigned a route. The Director will notify the school Principals of the geographic area which should be dismissed first.
3. The Director will assist in loading the students and giving the Drivers last minute instructions before they depart on their routes.
4. Students who are outside the School District under District authorization, i.e., field trips, athletic events, BOCES will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates.
5. All students will be evacuated by District buses only. No student will be allowed to drive any vehicle while the emergency evacuation is taking place.

Training Exercises and Drills

Training programs can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.

Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

The training program should be coordinated with other School District's programs. Emergency management programs are available from a variety of sources including the local emergency management office and the National Weather Service.

EMERGENCY MANAGEMENT PROCEDURES (continued)

Training should be

1. provided for school staff who have been assigned specific roles and areas of responsibilities in the Emergency Plan;
2. conducted annually to insure school staff and students understand emergency procedures, and include any changes to school plans;
3. coordinated with local emergency management office to receive information on policies and procedures from the emergency services community.

A specific form of training in emergency simulations. The School District should, in cooperation with local emergency management officials conduct one annual exercise or drill to test the emergency plan. These exercises must specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

Exercise and drills must be

1. conducted at least once every school year;
2. designed to test school emergency plans for sheltering and early dismissal, and occur not more than fifteen (15) minutes earlier than normal dismissal time;
3. inclusive of transportation and communication procedures;
4. held with at least one week's notice to parents or guardians;
5. coordinated and evaluated by local emergency services officials to improve the overall level of school emergency plans.

PUBLIC INFORMATION

In any situation where normal school activities are disrupted, it is crucial for the School District to recognize its obligation to inform the public of the problem and how the District is responding to it.

School Districts utilize public information procedures on a regular basis during the winter months to announce school cancellations and dismissals due to inclement weather. The same rationale with an increased sense of importance, applies to other, less common types of hazards. Parents and the media will clamor for information during emergencies that affect school operations, regardless of whether or not a School District is prepared to handle their inquiries. Obviously, those Districts that plan for such contingencies will be in a much better position to satisfy the thirst for information from outside sources.

The first step in addressing the public information function is to identify two people who will serve as the primary and alternate emergency public information designees for the District. While the Superintendent of Schools is the main individual who answers reporters' questions, the Business Administrator is the individual designated to coordinate the overall public information function. The demands of emergency decision-making will preclude the Superintendent from adequately addressing the critical function of providing public information.

The School Business Administrator will be responsible for organizing information that is transmitted to the media and to parents during emergencies. The overall functions of the public information designee will be:

1. to provide correct information to the public on what is occurring and what the School District is doing in response;
2. to prevent erroneous information from being disseminated;
3. to represent a positive image for the School District, and demonstrate that the District is responding to the situation in an organized and competent fashion;
4. to coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
5. to act as a liaison between the media/public and School District officials who are involved in decision making and the operational response to the emergency;
6. to organize the District's response to parents as they inquire either via telephone or in person as to the health and safety of their children.

GUIDELINES FOR SPECIFIC EMERGENCY SITUATIONS

CIVIL DISTURBANCE

GENERAL

HOSTAGE

KIDNAPPING

DANGEROUS PERSON

BOMB THREAT

CIVIL DISTURBANCE

County Fire Control (911)

1. Building Administrator -

At the beginning of an actual or potential civil disturbance obtain the following information:

- a. Where - specific location;
- b. When - time begun;
- c. How many persons involved;
- d. What is taking place?
- e. Purpose or intentions of group.

2. Building Administrator –

Notify Superintendent or designee

3. Building Administrator/ Superintendent -

Notify staff and students and move them away from areas where violent confrontations are or may be occurring.

4. Building Administrator/Superintendent/Transportation Supervisor/School Bus Dispatcher

Consider closing school if conditions warrant. **Do Not Dismiss Unless It Can Be Achieved Without Risk To Students and Staff.**

HOSTAGE/KIDNAPPING/DANGEROUS PERSON/BOMB THREAT

County Fire Control (911)

1. First person on the scene - Identify the situation – **or** Person receiving call:
Fill out Telephone Threat Information Sheet.
Try to prolong conversation as long as caller will talk.
Obtain as much information as possible.
Listen for characteristics of caller and background noise.
2. First person on the scene or person who received call -
Notify Building Administrator, describe situation and deliver written information as soon as possible.
3. Building Administrator -Notify Superintendent (315-683-5301) and Police (911) immediately.
County Sheriff – 315-424-2111
State Police – 315-457-2600
LaFayette State Police Station – 315-677-3124
4. Building Administrator - Notify Head Custodian.
5. Building Administrator/Head Custodian -
Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate (**DO NOT** use fire alarm in the event of a bomb threat).
6. Building Administrator - Keep Superintendent apprised.
7. Superintendent - Notify parents and/or spouse of victim(s).
8. Police (bomb squad if bomb threat) - Termination of emergency.

General Principles for Responding to a Dangerous Person Until Authorities Arrive

1. REMAIN CALM, reassure others and try to prevent panic.
2. As quickly as possible remove people not directly involved with the incident. If necessary, evacuate all or part of the building.
3. Address injured.
4. Maintain communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.
5. Gather as much information as possible. Have someone make notes to give to the police if possible.
6. If the person attempts to leave building, allow departure. Observe whether a car is used. Note license number and description of vehicle and person(s).
7. If the person attempts to leave building with a student or staff member, be cautious in trying to intervene. Remember the most important consideration is the safety of all.

RESOURCES

- * Building Floor Plans.
- * Local Emergency responders: Police, Fire/Ambulance.
- * Telephone Threat Information Sheet.
- * Bomb Threat Form.

THREATS OF VIOLENCE

Threats of violence can be received directly, verbally or in writing, or indirectly, by witnessing/overhearing threats made, and by observation of threatening behavior or associated warning signs.

- A. Person receiving/observing threat – Notify Building Administrator, or designee, immediately.
 - a) If receiving by telephone, obtain as much information as possible and attempt to complete Telephone Threat Information Sheet.
 - b) If receiving from a student, obtain as much information as possible and write it down. Report the incident to the Building Administrator and encourage student to accompany you.
- B. Building Administrator:
 - a) Evaluate and assess all threats of violence
 - If person(s) making threat are observed, or found to be possessing, or are suspected of possessing any dangerous weapon call 911 to contact local law enforcement agencies.
 - Bomb threats are a crime – Notify law enforcement
 - Threats of violence or bodily harm: offender less than 16 years old – discipline according to District Code of Conduct.
 - Threats of violence or bodily harm: offender 16 or more years old – notify law enforcement (can be charged as adult for harassment).
 - b) Notify Superintendent of serious threat
 - c) Convene Building Crisis Intervention Team
- C. Building Crisis Intervention Team
 - a) Assess and document (using Threat Assessment Report form) all threats of violence.
 - b) Investigate credibility and validity of threats
 - c) Interview person(s) reporting/observing threat
 - d) Summon and interview person(s) making threat. If there is potential of violent reaction or confrontation consider the following:
 - The nature of the threat
 - Who is sent to summon person(s) making threat
 - The training and ability of person sent
 - The class schedule of person(s) making threat
 - Proximity of other students and staff
 - The age and history of person(s) making threat
 - The use of on-site security or summoning local law enforcement
 - e) Call parents of person(s) making threat and coordinate meeting with school counselors, local mental health agencies and other outside resources.

When assessing warning signs or threats of school violence the Building Crisis Intervention Team should consider, among other things, the following: prior violence, homicidal or suicidal thoughts, substance abuse, active psychotic symptoms, preoccupation with violence, police, military, survivalism, or extremist themes, threatening or intimidating behavior, verbal threats of violence plans, intimidating comments about violence or weapons, misuse of weapons, anger hostility, temper tantrums, persistent pursuit or stalking, aggressive sexual behavior, a distorted perception of being picked on, holding grudges or listing enemies, nonviolent delinquent or criminal behavior, belligerence, insubordination, inappropriate communications, repeated – string racist or sexist behavior, severe jealousy.

- f) Discipline person(s) making threat according to District Code of Conduct.

Ten Key Questions to Guide the Assessment of a Threat

1. What motivated the individual to make the statement or take the action that caused him/her to come to attention?
2. What has the individual communicated to anyone concerning his/her intentions?
3. Has the individual shown an interest in targeted violence, perpetrators of targeted violence, weapons, extremist groups, or murder?
4. Has the individual engaged in attack-related behavior, including any menacing, harassing, and/or stalking type behavior?
5. Does the individual have a history of mental illness involving command hallucination, delusional ideas, feelings of persecution, etc., with indication that the individual has acted on these beliefs?
6. How organized is this individual? Is she/he capable of developing and carrying out a plan?
7. Has the individual experienced a recent loss and/or loss of status and has this led to feelings of desperation and despair?
8. Corroboration: What is the individual saying, and is it consistent with her/his actions?
9. Is there concern among those that know the individual that he/she might take actions based on inappropriate ideas?
10. What factors in the individual's life and/or environment might increase/decrease the likelihood of the individual attempting to attach a target?

Source: Robert Fein & Bryan Vossekuil, National Threat Assessment Center, U.S. Secret Service.

BOMB THREAT **County Fire Control (911)**

All staff should be given bomb threat forms.

1. Person receiving threat - question caller as listed on "Bomb Threat" form (Following Page)
2. Person receiving threat - Notify Building Administrator.
3. Building Administrator - Notify Police; Fire Department; and Superintendent.
4. Building Administrator - Notify Staff and students to evacuate building, as appropriate

DO NOT MENTION "BOMB THREAT."

DO NOT USE FIRE ALARMS TO NOTIFY.

5. Building Administrator - Upon arrival, advise police of situation, follow their instruction and
Maintenance Supervisor - TURN CONTROL OF BUILDING OVER TO THEM
6. Police/Fire Department - Termination of Emergency.
7. Superintendent of Schools - Resume, curtail or cease building operation.
Notify staff and students.

Upon receipt of a bomb threat by telephone question the caller as to:

- A. **Where**- specifically is the bomb located?
- B. **When** - exactly is the bomb set to go off?
- C. **What** - materials are in the bomb?
- D. **Why** - is the caller doing this?
- E. **Who** - is the caller?

BOMB THREAT FORM

Date: _____ Time: _____ A.M. _____ P.M. _____

Name of Recipient: _____

Address of Recipient: _____

Telephone Number of Recipient: _____

Exact Words of Person Placing Call: _____

Questions to Ask

When is bomb going to explode? _____

Where is bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

TELEPHONE THREAT

Description of Subjects Voice:

Date of Call: _____ Day of Week: _____

Time of Call: _____ A.M. _____ P.M. _____

☐ Male ☐ Female ☐ Young ☐ Middle-aged ☐ Old

Tone of voice: _____

Accent: _____

Background noise: _____

Is voice familiar? _____

If so, who did it sound like? _____

Time suspect hung up: _____

Person completing this form: _____

Remarks: _____

FIRE AND EXPLOSION
GENERAL
EMERGENCY FIRE PROCEDURES
UNPLANNED FIRE ALARMS

FIRE/EXPLOSION

County Fire Control (911)

1. First person on scene - Pull Fire Alarm. Notify Building Administrator of what prompted fire alarm, location and source of fire/explosion if known.
2. Occupants - Evacuate Building on sound of fire alarm in accordance with established emergency evacuation plans posted in each classroom. After evacuating, close doors behind you.
3. Building Administrator or designated Administrative Staff - Notify:
 - a. Fire Department - 911
 - b. Superintendent – 315-683-5301
 - c. Designated Public Information Person – 315-683-5301
 - d. State Education Department - 518-474-7770
 - e. Transportation Supervisor (if need to evacuate) - 315-683-5301 [REDACTED]
4. Head Custodian - Report to Superintendent's office on any fire alarm.
5. Custodial/Maintenance Staff - Investigate source and contain fire, if possible or practical and report information to Head Custodian.
6. Building Administrator - Upon arrival, advise fire department of situation and follow its instructions.
7. Building Administrator - Keep Superintendent's office appraised.
8. Fire Department - Termination of Emergency.
9. Building Administrator and Superintendent - Resume, curtail or cease building operation as appropriate.

Notify:

- a. Staff
- b. Parents
- c. Students
- d. Public information person

Fire/Explosion (cont'd)

10. In the Science Lab:

If there is danger of fire/explosion or toxic fumes:

Lab Teacher:

Do the following two things simultaneously:

evacuate room and

get help from neighboring classrooms if needed to move injured students.

Sound Fire Alarm except during gas leak. The teacher should block corridors adjacent to lab area if necessary. Notify Building Administrator.

If there is no immediate danger:

Do not move injured person(s). Wait for medical assistance.

Do not sound fire alarm. Notify Building Administrator.

RESOURCES

- * Local Emergency Responders: Police (911) Fire/Ambulance (911).
- * Chemical inventory with MSDSs - located Maintenance Supervisor's office.
- * Fire alarm system.
- * Fire extinguishers - serviced and charged.
- * Staff trained in First Aid and CPR (Appendix L).

EMERGENCY FIRE PROCEDURES

County Fire Control (911)

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building and notify the fire department. That person should then contact the Building Administrator and notify them of the location of the fire. The Building Administrator shall notify the Superintendent who will activate the Emergency Response Team.
2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers or other designated staff in rooms adjacent to restrooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the students shall be sent to the area where his own room has assembled if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged assembly point, check the roll to see that no one is missing. (All supervisors must verify the safe presence of their subordinate staff.) This information is then to be given to the Building Administrator at a designated point.
5. The Building Administrator shall designate staff to prevent the return into the building by any unauthorized person after the building has been evacuated.
6. All students shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building, following the prearranged plan. No person will be allowed to return to the building once it has been evacuated until authorized by the Fire Chief.
7. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file and quickly to the exit pre-assigned.
8. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.

Emergency Fire Procedures (cont'd)

9. The Building Administrator shall hold a sufficient number of fire drills at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill will be held at inopportune times such as an assembly, lunch period, etc.
10. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations. All teachers and staff shall be instructed on the use of fire extinguishers.

Actions to extinguish fires shall never be initiated until the alarm has been sounded and the process of evacuating the building has commenced.

11. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly and quickly accomplished. In case of a fire, groups will remain at the assembly point. During inclement weather, the Building Administrator shall contact the Transportation Supervisor to obtain buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure, the two-way radios are to be utilized.
12. The Chief of the Fire Department will inform the Building Administrator as to the safety of returning occupants to the building.
13. If the students are to be transported home, the District Superintendent will contact parents through news media or public information designee.
14. Teachers shall take attendance before students begin loading on the buses to assure that all students are accounted for.

UNPLANNED FIRE ALARM

County Fire Control (911)

- | | |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Building Occupants - | On sound of any fire alarm all building occupants shall evacuate building in accordance with established evacuation routes posted in each room. |
| 2. Maintenance Supervisor or designee - | Report to Principal's office on any fire alarm. |
| 3. Custodial/
Maintenance Staff - | Investigate source of alarm and confirm evidence of fire. Keep building administrator apprised of the situation. |
| 4. Building Administrator/
Maintenance Supervisor or designee - | If the presence of fire is not confirmed, summon Fire Department and explain the situation. Only the Fire Department can determine that a building is safe for occupancy. Return to normal building operations. |
| 5. Building Administrator(s) or designee - | If presence of fire is confirmed:
<ul style="list-style-type: none">a. Summon Fire Department (911).b. Notify Superintendent (315-683-5301).c. Notify Supervisor of Buildings and Grounds
315-683-5301 [REDACTED]
[REDACTED]. |
| 6. Superintendent or designee- | Alert Transportation Supervisor (683-5301) of possible need to evacuate students and staff to another building. |
| 7. Maintenance Supervisor or designee- | Upon fire department's arrival, advise of situation and follow instructions. Keep Building Administrator apprised of situation. |
| 8. Building Administrator - | Keep Superintendent's office apprised. |
| 9. Fire Department - | Termination of emergency. |
| 10. Superintendent/Building Administrator - | Resume, curtail or cease building operations as appropriate. Notify staff, parents and students, as appropriate. |

RESOURCES

- * Local emergency responders - Fire/Ambulance (911), Police (911).
- * Chemical inventory with MSDSs located in Building Administrator's Office.
- * Zoned fire alarm system with annunciator panel.
- * Fire extinguishers serviced and charged.
- * Transportation System and Transportation Supervisor.

NATURAL DISASTERS

INCLEMENT WEATHER

SEVERE HIGH WINDS

TORNADO/WIND STORM

EARTHQUAKES

OTHERS

INCLEMENT WEATHER

SNOW/ICE STORM - THUNDER/LIGHTNING

County Fire Control (911)

1. School Bus Dispatcher/
Business Administrator Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.
2. Superintendent or designee- Notify Building Administrator of pending situation. Select appropriate Emergency Response Action and relay instructions to Building Administrators.
3. Building Administrator - Curtail or cease all outdoor and/or extra-curricular activities as appropriate. Summon all persons into the building with help of staff and public address system.
4. Building Administrators/
Transportation Supervisor - Implement selected Emergency Response Action.
5. Superintendent or designee - Termination of emergency will be issued by.

RESOURCES

- * Radio tuned to National Weather Service frequency.
- * Transportation Supervisor: (315-683-5301/ [REDACTED]).
- * Local emergency responders: Police (911), Fire/Ambulance (911).
- * Highway Department – Town (315-683-5612), County (315-469-5023).
- * County Highway – Jamesville Facility (315-435-3205).
- * Emergency Two-Way Radios located in each building and with key administrators.
- * Staff trained in Shelter Management, First Aid and CPR.
- * American Red Cross of Central New York - (315-234-2200).

SEVERE HIGH WINDS

County Fire Control (911)

1. Although not a risk area for hurricanes, upstate New York gets the high winds, severe storms and occasional tornadoes that accompany hurricanes as when "GLORIA" made its way up the east coast in the fall of 1985.
2. The National Weather Service issues advisories on such storms with the location, wind speed, direction, and how much rainfall may occur.
3. During this time you should:
 - a. Keep your radio and TV on and listen for the latest weather service bulletin and advisories as well as special instructions from local government officials.
 - b. Leave portable classrooms that are not properly anchored. Portable classrooms are prone to overturn in high winds.
 - c. Store drinking water in jugs, pots and bottles. Drinking water from other sources could be contaminated by the storm.
 - d. Secure outdoor objects that might blow away.
 - e. Leave low-lying areas subject to flooding.
 - f. Stay where you are if the structure is sturdy and on high ground. If not, and especially if local officials order an evacuation of your area, move to a designated shelter and stay there until the storm is over and the proper authorities say it is safe to return to your homes or school.
 - g. After the storm, stay out of disaster areas. Sight-seeing hinders rescue and recovery operations.
 - h. Avoid utility poles and lines. Report broken mains and downed power lines to the police or fire department.
 - i. Use flashlights as a light source instead of matches or lanterns. A gas hazard may be present.
 - j. Do not panic. It is important to listen to local government officials to prevent injury and to mitigate property damage.

TORNADO/WIND STORM

County Fire Control (911)

1. In the event, notification, or declaration of an impending tornado/storm, warnings and instructions may be relayed to the Superintendent via the BOCES District Superintendent, the County Emergency Management office (315-435-2525) or the State Education Department - Bureau of Educational Management Services (518-474-7770).
2. Once a severe weather watch has been posted, the Superintendent will activate the Emergency Response Team. Should the Superintendent be unavailable, follow the chain of command. The Superintendent, or next in chain of command will then implement the appropriate emergency response action.
3. During a tornado warning, the Building Administrator or Teacher in charge shall notify all students, faculty members and others in the building over the Public Address System that a tornado has been sighted and for all to go immediately to the nearest fallout shelter. Cancel all outdoor activities and summon persons into the building with help of staff.
4. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall insure that everyone in these rooms receives the warning and evacuates.
5. The teacher shall see that windows in the room are opened to equalize pressure and limit destruction. The last person to leave the room shall see that the door is secured.
6. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged shelter check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
7. No student will be allowed to return to the room once it has been vacated until authorized to do so.
8. While proceeding to the shelter, emphasize silence and calmness so further instructions may be heard and lines will move quietly to the shelter area.
9. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head. Do not assemble in gymnasiums, auditoriums or cafeterias.
10. The Building Administrator shall hold a sufficient number of tornado drills at various times of the day to be sure students understand the procedures.

RESOURCES

- * Emergency Two-Way Radios - located in each building and with key administrators.
- * Radio tuned to National Weather Service frequency.
- * State Police (315-457-2600 or 315-677-3124), Fire/Ambulance (911).
- * Highway Department (315-683-5612).
- * Staff trained in First Aid and/or CPR.
- * American Red Cross of Central New York (315-234-2200).
- * County Emergency Management Office (315-435-2525).

EARTHQUAKES

County Fire Control (911)

An earthquake is the shaking or trembling of the earth's crust caused by underground volcanic forces or by breaking and shifting of rock beneath the surface. Earth movement, as frightening as it is, seldom is a direct cause of injury or death. Earth movement, however, weakens structures and causes them to shake or collapse. Most casualties result from falling debris, splintered glass, and fires.

During an earthquake:

1. Keep calm.
2. Stay where you are. Most injuries occur from people entering or leaving buildings.
3. If indoors when an earthquake strikes, take cover under a table, desk, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.
4. Don't use candles, matches, or open flames during or after the tremor. Douse all fires.
5. If outside when the earthquake strikes, move to an open area away from buildings and utility poles, water main, and gas lines.
6. If you are in a moving car, stop as quickly as safety permits, but stay in the vehicle. A car may bounce violently on its springs during an earthquake, but it is a good place to stay until the shaking stops. Try to drive to an open area before stopping.

After an earthquake:

1. Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury.
2. Check for fires.
3. Check utility lines and appliances for damage. If gas leaks exist shut off main gas valve. Shut off electrical power if there is damage to wiring.
4. Draw a moderate supply of water in case service is disrupted. The majority of the water supply will be used for fire suppression.
5. Check to see that sewer lines are intact before permitting the flushing of toilets.
6. Eat or drink only from closed/sealed containers.
7. Telephones should only be used for emergency purposes.
8. Do not visit a disaster area. You would undoubtedly run across other hazards on the way there and you could become a casualty.
9. Respond to requests from police, fire fighting and relief organizations. Cooperate fully with local organizations.

RESOURCES

- * Emergency Two-Way Radios - located in each building and with key administrators.
- * Radio tuned to National Weather Service frequency.
- * State Police (457-2600 or 677-3122), Fire/Ambulance (911).
- * Highway Department (683-5612).
- * Staff trained in First Aid and/or CPR.
- * American Red Cross (425-1666).
- * County Emergency Management Office (435-2525).

COMMON EARTHQUAKE HAZARDS

- * Objects on high shelves (toys, paints, potted plants), that can fall or become projectiles.
- * Fluorescent light fixtures without safety wires and unattached light covers that may drop on people beneath them.
- * Freestanding cabinets, bookcases, wall shelves and their contents that can fall on children.
- * Hanging plants, mobiles or pendulum light fixtures that may be dropped on children or swing into windows.
- * Glass that may shatter (windows, mirrors).
- * Pianos or other heavy objects on rollers.
- * TV monitors that may fall from platforms.
- * Cabinets without door latches or restrained shelves.
- * Shelving without a lip or restraining wire to prevent paint or chemicals from falling.
- * Objects that restrict people from moving to a safe place (books on the floor, broken glass, tables and desks in hallways, stored items).
- * Aquariums that are not secured to the building's structure.
- * Wall-mounted objects, such as maps, bulletin boards, clocks and chalkboards that are not securely bolted may become projectiles.
- * Suspended ceiling tiles and runners.
- * Air-conditioning registers without safety wires.
- * Unbraced water heaters.
- * Cabinet drawers without latches.
- * Library bookshelves without anchorage/bracing or content restraint.

List additional hazards that you have identified at your facility in the spaces below:

Earthquakes (cont'd)

PROCEDURES TO REDUCE EARTHQUAKE HAZARDS

Once you have identified earthquake hazards, it is necessary to develop plans to reduce or eliminate their potential for injury. Here are a few suggestions:

- ___ Remove toys, paints and other objects from high open shelves.
- ___ Bolt bookcases and cabinets to wall studs and provide content restraints or latches. Secure adjustable shelves to prevent them from slipping forward.
- ___ Place lighter objects on top shelves and cabinets and heavier ones on the bottom (anchor all).
- ___ Put lips or restraining wire on open shelving to prevent objects from falling.
- ___ Put latches on cabinets (drawers and doors) and restraints on shelving.
- ___ Relocate objects that may restrict movement to safety, such as desks or tables stored in hallways.
- ___ Install shatterproof glass windows or add plastic membrane to limit movement of fragments.
- ___ Bolt maps, chalkboards, and wall decorations to wall (anchor to structure, not finishes).
- ___ Replace glass objects with non-breakable items, such as replacing glass on a desk with a pad.
- ___ Keep hanging plants and other free swinging objects far enough away from windows that they cannot swing into them or provide restraining device (45 degrees swing distance minimum).
- ___ Put light guards on fluorescent lights attached to the fixtures and make sure the fixtures are securely fastened to the structure above.
- ___ Secure pianos so they will not slide or roll easily.
- ___ Instruct staff in procedures for turning off gas, water and electricity. Put tools where they will be accessible in emergencies.
- ___ Put first aid kits, food and water storage where they will be accessible in emergencies.

OTHER NATURAL DISASTERS

AIR POLLUTION, FLOOD/RADIOLOGICAL INCIDENT, TOXIC SPILL, DROUGHT

1. In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the BOCES District Superintendent, the County Emergency Management Office (315-435-2525) or the State Education Department - Bureau of Educational Management Service (518-474-7770). The Superintendent of School will then implement the Emergency Response Action as directed by the above agencies.
2. If the emergency occurs without warning, the Superintendent may initiate local emergency procedures.
3. If a breakdown of communications occurs, each Building Administrator will implement the most appropriate Emergency Response Action.
4. Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.
5. In the event of a **toxic spill, radiological incident, or air pollution**:
 - Cancel all outdoor activities and summon all persons into building.
 - Direct building staff to close all doors and windows within the building by using the public address system.
 - Direct building custodians to close all vents and fans bringing outside air into the school.
 - Superintendent will relay proper response action.

RESOURCES

- * Emergency two-way radios - located in each building and with key administrators.
 - * Radio tuned to National Weather Service frequency.
 - * Supervisor of Building and Grounds.
 - * Local Emergency Responders: State Police (315-457-2600 or 315-677-3124), Fire/Ambulance (911).
 - * Highway Department (315-683-5612).
 - * Staff trained in First Aid and/or CPR.
 - * American Red Cross (315-425-1666).
 - * County Emergency Management Office (315-435-2525).
- DEC 315-426-7552 (air)
315-426-7464 (oil) – Kevin Kemp

MEDICAL EMERGENCIES

GENERAL

EPIDEMIC/FOOD OR WATER POISONING

MEDICAL EMERGENCIES

GENERAL

County Fire Control (911)

Examples: allergic reactions, animal bites, bleeding, blow to the head, broken bones, burns, choking, diabetic shock, drowning, electric shock, etc.

1. First person on the scene - Identify the situation - Who? What? Where?
Summon the school nurse (or others qualified to give first aid).
2. Staff Person - Calm and disperse other persons who are present.
3. School Nurse (or responsible person) - Comfort the person. Administer first aid.
4. School Nurse (or responsible person) -
Summon emergency squad/ambulance (911) if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
5. School Nurse (or responsible person) - Notify Building Administrator.
6. Building Administrator/School Nurse - Notify parent or spouse.
7. Building Administrator - Notify Superintendent (315-683-5301).
8. Custodial Staff - Clean up body fluids according to district "Procedures for Cleaning Up Body Fluid Spills."

RESOURCES

- * School Nurse or responsible person capable of handling a medical emergency.
- * Local emergency responders: Fire/Ambulance (911).
- * Staff trained in First Aid/CPR.
- * Staff person(s) familiar with contingency plans.
- * Copy of district "Procedures for Cleaning up Body Fluid Spills."
- * Emergency Telephone Numbers:
 - Elementary School Nurse (ext. 2106)
 - Middle School-High School Nurse (ext. 2238)
 - School Physician – Dr. Paul Klawitter [REDACTED]
 - Ambulance (911)
 - Hospital(s) (911)
 - Poison Control (315-476-4766)

MEDICAL EMERGENCIES

EPIDEMIC/FOOD OR WATER POISONING

County Fire Control (911)

1. School Nurse - Identify the problem.
2. School Nurse - Notify School Physician-Dr. Paul Klawitter [REDACTED]
[REDACTED]
Building Administrator. Further, define problem.
3. School Physician/
Building Administrator - Notify Superintendent (683-5301/[REDACTED]).
4. Superintendent - Notify County Health Department of Epidemiology
(315-435-2222).
5. Building Administrator
/Superintendent - Follow directives of the school health physician and public
health official, recognizing that public health officials have
highest authority. Curtail or cease building operation as
appropriate.
6. Superintendent - Notify parents, staff and students.
7. Public Health Officials - Monitor emergency.

RESOURCES

- * Emergency telephone numbers:
 - Fire/Ambulance (911).
 - Public Health Department (315-435-2222).
 - School Physician- Dr. Paul Klawitter [REDACTED]
 - Hospital(s) (911).
- * News media, public address system.
- * Public information person

NOTE: Potable water is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.

SYSTEMS FAILURE

GENERAL

OIL/GASOLINE/DIESEL SPILL

STRUCTURAL DAMAGE TO BUILDING

SCHOOL BUS BREAKDOWN/ACCIDENT

NUCLEAR ATTACK

SYSTEMS FAILURE

GENERAL (LOSS OF POWER, HEAT, WATER OR SEWAGE SYSTEMS, GAS LEAK OR STRUCTURAL FAILURE)

County Fire Control (911)

1. First Person on the scene upon discovery or detection of a system failure -
Notify a Custodial/Maintenance Person and Building Administrator.
2. Custodial/Maintenance Person -
Evaluate the problem insofar as possible and notify the Building Administrator.
3. Custodial/Maintenance person and/or Building Administrator -
Activate fire alarm if there is any question as to the safety of the building
occupants. (In the event of a GAS LEAK - use public address system.)
4. Custodial/Maintenance person -
Notify the Supervisor of Buildings and Grounds (ext. 2236) [REDACTED]
5. Maintenance Supervisor -
Evaluate problem and commence appropriate remedial action.
6. Maintenance Supervisor -
Notify Superintendent, if situation warrants (315-683-5301 [REDACTED]).
7. Superintendent - Curtail or cease building operations as appropriate, and notify
staff, parents and students and issue instructions.
8. Maintenance Supervisor / School Business Administrator -
Complete corrective actions and recovery.
9. Superintendent of Schools -
Notify Board of Education and State Education Department, Bureau of
Educational Management Services, if formal emergency resolution is needed
(518-474-7770).

NOTE: In the event of a power failure all buildings are equipped with emergency
backup power to operate fire alarm system and emergency lighting for
duration of at least 45 minutes.

RESOURCES

- * National Grid (Chris Gorman 315-436-5400 Syracuse).
- * Local Emergency Responders: Police (911), Fire/Ambulance (911), State Police
(315-457-2600), County Sheriff (315-425-2111).
- * Emergency Two-Way Radios - located in each building and with key
administrators.

SYSTEMS FAILURE

OIL/GASOLINE/DIESEL SPILL

County Fire Control (911)

1. First person on the scene upon discovery or detection of a fuel spill on school property -
Notify Maintenance Supervisor (ext. 2236 [REDACTED]).
Notify Building Administrator
(Elementary ext. 2279 [REDACTED]; Middle School-High School ext. 2302).
Stop source of spill, if possible.
2. Maintenance Supervisor or designee-
Evaluate the problem insofar as possible and stop source of spill, if possible.
Commence remedial response, i.e., absorbent socks.
3. Building Administrator - Notify the Superintendent [REDACTED]
4. Building Administrator/Superintendent -
Decide whether to curtail or cease building operation as conditions warrant.
5. Building Administrator - Institute appropriate response actions.
6. Maintenance Supervisor or designee -
Notify the New York State Department of Environmental Conservation (315-426-7464 Kevin Kemp), after hours 24 hour spill hotline (1-800-457-7362) and New York State Department of Transportation, Regional Director nights/weekends (Diana Carpenter [REDACTED]).
7. Maintenance Supervisor or designee/Superintendent and Business Administrator -
Recovery: Will direct cleanup work as directed by DEC/DOT.
8. Superintendent - Notify the Board of Education and State Education Department, Bureau of Educational Management Services (518-474-7770), if formal emergency resolution is needed.
9. Superintendent - Will issue termination of contingency.

RESOURCES

- * News media, public address system.
- * Maintenance Supervisor or designee.
- * Transportation Supervisor, transportation system.
- * Local emergency responders: State Police (315-457-2600/315-677-3124),
Fire/Ambulance (911),
Sheriff (315-425-2111).
- * Department of Environmental Conservation, Department of Transportation.

HAZARDOUS WASTE SPILL RESPONSE TEAM

Purpose: To establish a uniform and understandable response to Hazardous Waste Spills within the Fabius-Pompey School District buildings and the surrounding grounds. To coordinate the in-house response, as well as working with any emergency services or outside spill control agencies to provide safety for all of the students and employees of the district who may be impacted by a spill.

Scope: The function of this team will be to assess and address any Hazardous Waste Spills on the district grounds. It will be of the utmost importance to reduce risk to students and personnel and the environment as rapidly as possible.

Procedure for implementing the Spill Response Team:

IN THE EVENT OF A SPILL requiring the response of the Spill Response Team, contact the main office of the building you are in and the nearest team member.

Give the following information:

- A. Your name
- B. Location
- C. Situation
- D. Identify the spilled product, if known
- E. What personnel may be needed?

The nearest Spill Response Team member will be notified by phone or intercom to immediately assess the situation. The Hazardous Materials Control Officer should also be notified as soon as possible. Additional members should be called in as needed.

Under no circumstances shall anyone's life be jeopardized by a dangerous situation. If a spill is not controllable or students and untrained staff are in the area, evacuate the area at once.

Reporting procedures:

The building principal (or designee) should be notified of any situation and kept apprised of the current status. That person in turn can notify the superintendent as needed.

The first team member on the scene will be responsible for all appropriate paperwork to be submitted to the Hazardous Materials Control Officer.

HAZARDOUS WASTE SPILL RESPONSE TEAM (cont'd)

Evacuation:

In the event that an evacuation of the building is required, use the Emergency Evacuation procedure which is in place.

In the event of a large spill resulting in a clean-up effort beyond our in-house capability it is suggested that an outside company for spill clean-up be contacted for assistance. Two suggestions are:

Environmental Products and Services, Inc.
Environmental Services Companies
P.O. Box 135
32 Bask Road
Syracuse, NY 13207-0315
Glenmont, NY 12077
315-471-0503
315-463-1349 / 518-434-0149

Spill Response Team:

Hannah Rogers, Chemical Control Specialist
Peter Mahunik, Business Administrator
Rick Clancy, Maintenance Supervisor
Elaine Piscitell, Biology
Sara Maxwell, Science Co-chair
Don Edwards, MS-HS Head Custodian
Mark Frigon, Industrial Arts.
Anthony Hyatt, MS-HS Art
Melissa Ash, Elem. Art

The above team members are suggested because of their knowledge or responsibilities in handling potential hazards in this area. Some may not feel comfortable being placed on this team.

Additional Support:

Kevin Linck, MS-HS Building Principal
Andrea Nardoizzi, Coordinator of Pupil/Personnel Services
Chantal Corbin, Elementary School Principal
Timothy Ryan, Superintendent of Schools
Medical Response Group (Infectious Disease Task Group)

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT
Fabius, New York 13063

HAZARDOUS WASTE SPILL RESPONSE TEAM

Date: _____ Time: _____ Chemical/Material Spilled: _____

Quantity of Chemical/Material spilled: _____

Location: High School Middle School Wing Elementary School Room # _____ Grounds _____

Reported by: _____

Witness(es): _____

Spill Response Team member dispatched to scene: _____

Did spill reach septic system or lawn (ground water contamination)? YES NO

Quantity: _____ Which location: _____

Reported to:

- _____ Peter Mahunik, Hazardous Materials Control Officer
- _____ Kevin Linck, MS-HS Building Principal
- _____ Andrea Nardoizzi, Elementary School Principal
- _____ Chantal Corbin, Coordinator of Pupil/Personnel Services
- _____ Timothy Ryan, Superintendent of Schools

Emergency Personnel/Equipment needed:

- _____ Spill Response Team responding _____
- _____ Spill Response Team supplies used _____
- _____ Emergency Medical Team _____
- _____ Rescue/Ambulance _____
- _____ Fire Department _____
- _____ Police Agency _____
- _____ Outside Agency _____

Science Department Room A102

Storage Codes

Blue - Health Hazards;

Red - Flammables;

Yellow-Oxidizers;

White-Corrosives;

Gray-No particles storage Hazard.

It is also suggested that any maintenance materials be classified accordingly to keep uniformity within the system.

It would be necessary to provide the members of the Spill Response Team with the necessary training to adequately respond to any emergency as needed.

Procedural manual for assessing and addressing situation to follow.

STRUCTURAL DAMAGE TO A SCHOOL BUILDING

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him of the location of the damage. The Building Administrator shall notify the Superintendent of the physical damage, the Superintendent will determine the safety of the students in the building upon advice from the Superintendent of Buildings and Grounds. The Superintendent will activate the Emergency Response Team if the building warrants immediate evacuation. Should the Superintendent not be available, the Chain of Command shall be followed.
2. The Building Administrator will activate the fire alarm and notify the fire company; faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the student shall be sent to the area where his own room has assembled if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. The Building Administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (Door guards will be posted at all outside exits, but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded, and shall see that the door is closed as soon as the exit has been evacuated.
6. All students shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building, following the prearranged plan. No student will be allowed to return to the building once it has been evacuated until authorized by the Building Administrator.
7. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the exit prearranged.
8. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.

Structural Damage to a School Building (cont'd)

9. The Building Administrator shall hold a sufficient number of evacuation drills at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine and unexciting. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
10. Upon reaching the assembly area students shall await further instructions. If this is only drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. During inclement weather, the Building Administrator shall contact the Transportation Supervisor (ext. 2276) to make available buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure the two-way radios are to be utilized.

Evacuation Site to Await Busing or Return to School (per building):

<u>Building</u>	<u>Short-term</u>	<u>Worst</u>	<u>Alternate</u>
Elementary	K-3- Fabius Community Center	Same	Fabius Fire Dept.
	4-5- Fabius Christian Church	Same	Fabius Fire Dept.
Middle School-High School	6-12	Outside Building	Elementary Gym Bus Garage

Elementary loading: Parking lot from Fabius-Pompey Bus Garage to Elementary School.

MS-HS loading: Outside, Elementary School, Bus Garage.

Parking lot from Fabius-Pompey Bus Garage to Elementary School

11. The Fire Chief will inform the Emergency Committee as to the safety of returning the occupants to the building.
12. If the students are to be transported home, the news media will be contacted per closing of school plan.
13. Teachers shall take attendance before students begin boarding the buses to assure that all students are accounted for.

SCHOOL BUS BREAKDOWN/ACCIDENT

The instructions, which follow, are suggested procedures to be followed by the Bus Driver in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

A. Mechanical Breakdown

1. Bring bus safely to a stop.
2. Activate four-way hazard lights, and if situation appears to be extremely dangerous, put on any lights that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible:
 - a. location
 - b. symptoms of problem
 - c. assistance needed
 - d. number of students on bus
5. Display properly the reflectors found in your bus.
6. Make necessary repairs if possible.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

B. Accident

1. Keep calm; don't panic.
2. Activate four-way hazard lights, and the use of overhead red flashing lights.
3. Make radio contact with bus garage if possible, giving the following:
 - a. location;
 - b. extent of damage;
 - c. nature and number of student injuries;
 - d. assistance needed;
 - e. number of students on bus.
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.

STUDENTS SHOULD NOT BE MOVED UNLESS THERE IS AN IMMINENT DANGER WHICH MAKES THE RISK OF CAUSING POSSIBLE NEURAL AND SPINAL DAMAGE WORTH TAKING. DECISIONS TO MOVE STUDENTS SHOULD BE THE RESPONSIBILITY OF EMERGENCY MEDICAL PERSONNEL!

8. Move students to a safe location, away from bus if necessary.
9. Send for help if radio is not usable.
10. Assist others who may be injured who were involved in the accident.
11. Obtain necessary information from driver of other vehicle involved in accident.
12. Obtain a written report from persons who may have witnessed the accident.

School Bus Breakdown/Accident (cont'd)

C. Accident - Transportation Staff

1. Notify:

- a. fire department rescue squad (911).
- b. ambulance (911).
- c. police (State Police: 315-457-2600; County Sheriff: 315-435-2111).
- d. school nurses' office (Elementary – ext. 2106; MS-HS – ext. 2238).

2. Transportation Supervisor or Mechanic takes one bus to accident site to remove students from bus ONLY AFTER INSTRUCTED TO DO SO BY EMERGENCY MEDICAL PERSONNEL ON SCENE.

If the students have minor injuries, AS DETERMINED BY THE SCHOOL NURSE FOLLOWING THE INITIAL ASSESSMENT OF THE EMERGENCY MEDICAL PERSONNEL ON THE SCENE OF THE ACCIDENT, the parents will be notified and asked to take the students to a family doctor.

3. Notify:

- a. District Office (ext. 2351 or ext. 2352)
- b. Building Principal (Elementary ext. 2279; MS-HS – ext. 2302)
- c. All parents - by phone
- d. School Nurse (Elementary ext. 2106; MS-HS ext. 2238) those with injuries
- e. Building Principal (Elementary ext. 2279; MS-HS ext. 2302) those without injuries
- f. Insurance Agency (per business office)

D. Additional Useful Procedures at Accident Site:

1. Do not move injured persons unless absolutely necessary, and only after the extent of injuries have been determined by thorough examination by qualified person. Exceptions to this would be, if a life-threatening situation should exist, such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Assist persons who have stopped breathing first, then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
4. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the student.

E. Reporting Accident

1. Department of Transportation Part 722 (Reports of Accident):

- a. 722.1 "Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph."
- b. 722.1 "No work shall be performed on and no passenger will be transported in the vehicle until it is released by D.O.T."

2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:

a. Section 600 - Leaving scene of an incident without reporting:

"Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle... then he shall report the same as soon as physically able to the nearest police station, or judicial officer."

School Bus Breakdown/Accident (cont'd)

E. Reporting Accident (cont'd)

- b. Section 601 - Leaving scene of injury to certain animals without reporting.
"Any person operating a motor vehicle which shall strike and injure any horse, dog or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if none of these has been located, then to a police officer of a nearby community)."
 - c. Section 605 - Report required upon accident:
"Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed."
3. State Education Department:
- a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law: "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school activities or privately owned and operated for compensation for the transportation of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities."
 - b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.
4. Forms - For Reporting Accident:
- a. MV-104 - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
 - b. MV-104f - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.
5. Examples of accidents: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided:
- a. School Bus Accidents
 - 1) You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.

School Bus Breakdown/Accident (cont'd)

- 2) You are a school grounds keeper and a student was injured on the playground. You put the student in a school owned maintenance truck to bring him to the hospital. En-route, you are involved in an accident.
- 3) You are a housewife and regularly transport your children and four other neighborhood children to and from school, and you are paid by the school for your services. If an accident occurs while transporting the students to and from school, it is considered a school bus accident.

b. Non-School Bus Accident:

- 1) You are a certified school bus driver. You are involved in an accident en-route to picking up your first student.
- 2) You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are involved in an accident.

F. Emergency Drills on Buses

1. The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by the board of education. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second, between November 1 and December 31 and the third, between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with the regulation.

NUCLEAR ATTACK

County Fire Control (911)

1. Many people feel that nuclear attacks are not survivable, but this is not true. The Federal Emergency Management Agency (FEMA) claims that many lives could be saved if the public knows what actions to take and when to take them. These actions do, however, depend on how much advance warning we have of a possible attack.
2. Realistically, there should be adequate warning of a nuclear attack. This attack would probably follow a period of mounting world tension. There should be a preparation period ranging from days to weeks. At this time, the President would direct the implementation of this country's crisis relocation plan.
3. In the event of a nuclear attack on Griffiss AFB, the Red Cross will establish shelters west of Griffiss AFB to house all evacuees. When notified to evacuate, exit Griffiss from Wright Drive (Skyline Gate) and take 365 WEST. Proceed west about 10 miles to highway 31. Turn left and proceed 500 yards from this intersection; you will see Vernon-Verona-Sherrill High School and Griffiss. Act calmly, take only basic survival items with you, and abide by all rules of the shelter management team while at a Red Cross Shelter.
4. Prior to an actual attack, you will be notified in one of three ways:

Attack Warning Signals: 3-5 minute wavering tone on GAGN sirens and Rome Civil Defense Warning Sirens.

Emergency Broadcast System (EBS): Radio and TV notification of an impending disaster.

Public Address System: Vehicular notification via GAFB Security Police throughout the base.

With little or no warning, you may be notified in two ways: One, the Attack Warning Signal which is a 3 to 5 minute wavering tone on the Griffiss AFB sirens and Rome Civil Defense Warning sirens or two, the Emergency Broadcast System (EBS) which is a system of radio and TV broadcasters who will donate air time to local officials in order to disseminate information to the general public during disaster situations.

5. If you hear the attack-warning signal, remain calm and take shelter immediately. If you reside on base, your shelter will be determined by local officials. Look for black and yellow Civil Defense Fallout Shelter signs, located on exterior of buildings in Rome. If you are on base, take shelter immediately where you are on base. You will be relocated as soon as possible.

*Rome, GAFB, and area residents.

If you have a basement, go there. If not, go to a room without windows. Before moving to the basement or other room, you should:

- a. Close all windows and drapes.
- b. Fill bathtub, buckets, bottles, and any other container with water.
- c. Turn off gas, electric, and water utilities.

NUCLEAR ATTACK (continued)

6. During activation of shelters on base or off, evacuees will be admitted. If and when possible, report to nearest shelter in order to protect yourself from the harmful effects of radioactive fallout. Though you can't see, smell, taste, or touch it, fallout is deadly. The most dangerous type of radiation is gamma, which is similar to high doses of X-rays. Time, distance, and shielding are the best defenses from radiation.
When reporting to shelter, keep these thoughts in mind:
 - a. You may have to stay in shelter from 14 to 30 days.
 - b. If your children are in school and an attack occurs without warning, realize they will be cared for by local authorities. You will be better able to care for them later if you yourself survive.
7. While in your shelter, obey the rules set forth by the appointed shelter personnel. For the benefit of the shelter, it is essential for all sheltered to remain calm and display self-control.
8. After the attack, the primary hazard to avoid is residual radiation, otherwise known as fallout. If your shelter is the basement of your house, go to the corner of the basement that is the farthest below ground and farthest from an exposed basement wall, if there is one. If your home does not have a basement, stay in the central part of the house. These measures could reduce external radiation exposure by 90 percent.
9. Primary health problems result from inhaling or ingesting radioactive material. Some of these materials tend to concentrate in certain organs such as the thyroid gland or intestines causing severe damage. The best way to avoid inhaling radioactive fallout is to keep dust particles down to a minimum and wear a face covering. The primary way to reduce exposure through ingestion is to avoid foods that were harvested after fallout was deposited in that area. You may wash vegetables thoroughly in clean, uncontaminated water to remove the contamination (if water is scarce, do not use this method). Also any foods that were canned or covered may be consumed. Only consume dried or canned milk as well.
10. Drinking water that comes from covered wells would be safer for consumption. If you receive water from a pond, lake, stream, off the roof, or reservoir, there will be some contamination present. Use good judgment and protect yourself.

EMERGENCY RESPONSE ACTIONS

EARLY DISMISSAL

SCHOOL CANCELLATION

STAY IN PLACE/SHELTERING PROCEDURE

EVACUATION PLAN

DRILLS

EARLY DISMISSAL/SCHOOL CANCELLATION

An early dismissal is announced in the event of a system failure such as heating/plumbing/electrical failure that renders the building unsuitable for instructional purposes. Early dismissal may be a viable option for other emergency situations as decided by the Superintendent. The Transportation Department will be notified when and where to send buses. Early dismissal will follow normal dismissal procedures unless situation warrants otherwise. Alternate dismissal procedures and/or loading areas will be selected by the building principal or designee, as the emergency dictates.

"Emergency Situation Cards" will be sent out to all parents at the beginning of each school year to obtain the following:

1. Permission to send child home early in the event of emergency.
2. Any conflict of scheduling that may arise for working parents.
3. Name and telephone number of employer(s) at which to contact parents in the event of early dismissal.
4. Alternate plans for the child's welfare if neither parent can be informed of early dismissal.
5. Special students' needs identified and planned for appropriately.

SCHOOL CANCELLATION

School cancellation could be announced in the event of prolonged system failures, severe weather, or other conditions that cause a return to school to be unsafe as decided by the Superintendent or emergency designee. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e., local radio stations.

STAY IN PLACE/SHELTERING PROCEDURE

A Stay in Place/Sheltering Procedure is called when leaving the facility would endanger the health and safety of the children/staff. An instruction to shelter students and staff will require assurance that all staff and students remain inside school buildings. The procedure may involve some or all of the children depending on the nature and location of the emergency. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems should be shut down. Radiological emergencies or hazardous chemical spills can pollute food and water supplies. In such cases, ingestion of food and water should be prohibited until school officials receive authorization and instruction from appropriate health officials.

In the event the Superintendent of Schools advises the Building Administrator to have students/staff stay in place, the following procedures will commence:

1. The Building Administrator will apprise the teaching staff, the school nurse, the custodial staff, and the cafeteria staff.
2. Upon notification/occurrence of an emergency situation or execution of a drill, the Building Administrator shall instruct students and staff to report to designated shelter areas or to remain in classrooms as appropriate. Shelter areas are as follows:
3. The Building Administrator will assign selected staff members and the custodian(s) to secure the building. If emergency dictates, windows will be closed and the ventilation system shut down and closed.
4. If such a procedure necessitates remaining in school after regular school hours, public notification from the Superintendent will follow immediately.
5. Parents will be advised as to preferred responses, but may come to the school office and sign out their child. The Building Administrator will assign someone to maintain a sign out list and procedure.
6. Non-Instructional staff and all non-assigned instructional staff will report to the Building Administrator for specific instructions.
7. Cafeteria staff will be notified as to possible needs for feeding the students and staff.
8. The Superintendent will, if appropriate, contact the outside emergency resources and provide media notification.
9. An inventory of building and district resources for emergency purposes will be maintained by the Business Administrator.
10. Students/staff will remain inside the building until the Superintendent of Schools advises the Building Administrator to take further action.

EVACUATION PLAN

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, staff will take all necessary measures to prepare students for an evacuation. Students/staff will be evacuated by buses which will be sent to a safe location. Students will not be permitted to go home. However, they will be permitted to leave school if accompanied by a parent or guardian.

- A. In the event a Building Evacuation is necessary and the emergency is restricted within a building such as fire, fumes, systems failure or bomb threat, the occupants will evacuate to the following areas:

<u>FROM</u>	<u>TO</u>
Middle School-High School	Designated areas outside Middle School-High School building F-P Elementary Gymnasium/Auditorium Bus Garage
Elementary School	Fabius Community Center Fabius Christian Church Fabius Fire Dept.

- B. If a building must be evacuated and the emergency is not contained within that building, but more widespread such as chemical spills emissions, accidents (nuclear accidents will follow County Emergency Plans), the occupants will evacuate to the following areas unless directed otherwise:

<u>FROM</u>	<u>TO</u>
Middle School-High School	Designated areas outside Middle School-High School building F-P Elementary Gymnasium/Auditorium Bus Garage
Elementary School	Fabius Community Center Fabius Christian Church Fabius Fire Dept.

First Step

1. The Building Administrator will activate the fire alarm (except in the event of a BOMB THREAT OR GAS LEAK - use public address system) if not already done. Battery backup will provide power to activate fire alarm and provide emergency lighting in the event of a power failure. Normal evacuation procedures, as posted in each room will commence unless otherwise directed by Building Administrator.
2. The Building Administrator or designee will phone the Superintendent to rate the situation causing the evacuation. When students from one school need to move to another, the two Building Administrators will make arrangements for a learning environment to occur while in the temporary location.

Evacuation Plan (cont'd)

First Step (cont'd)

3. If students need to be evacuated to a remote school/location, the Director of Facilities and Transportation will be notified to send buses to the selected loading area for evacuation purposes.
4. When alerted, the classroom teachers will lead the students out of the building to the appropriate location as directed by the Building Administrator or designee as the emergency dictates. Normal evacuation routes that are posted in each room will be used unless the emergency prevents the use of exits and/or corridors. Alternate routes will be announced using the intercom system.
5. Special area teachers and non-instructional employees will help whenever needed to chaperone or supervise students.
6. Teachers should bring a class roster with them.
7. The Building Administrator will direct the building secretary to notify the location sites when the evacuation is underway. The Building Administrator will designate someone to bring a list of all students with names, addresses and phone numbers.
8. The head custodian and Building Administrator will secure the building and check to ensure that everyone is evacuated.
9. Kindergarten parents will be notified through a telephone tree system and/or public media if the evacuation affects students coming to school in a different session.
10. When the students are transported home or to another school, the Superintendent will notify parents using the public media.

Second Step

1. All teachers, staff and children will remain at their temporary locations until further notice.
2. Students should be supervised to ensure calm and quiet.
3. Teachers must take attendance and notify the Building Administrator if a student is not present.
4. If students go to another school, teachers and students should proceed with as normal a schedule as possible.

Third Step

1. Building Administrator awaits further directions from the Superintendent of Schools.
2. A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The principal will assign someone to maintain a sign out list and procedure.

BUS LOADING PLAN

All students will dismiss in a normal fashion. The buses will arrive at the usual bus loading site if possible. An alternate site will be chosen if conditions warrant. Location of loading will be conveyed to the Facilities and Transportation Office before buses are dispatched.

DRILLS

At least once every school year, the school district will conduct a test of its emergency plan for sheltering and early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill.

1. Sheltering Drill:

Upon notification of an impending actual situation or drill, Building Administrators shall direct pupils and staff to designated assembly areas or to remain in classrooms as appropriate. Designated areas are as follows:

Central Office Staff (District Office)	To	Designated outside area
Middle School-High School Students/ Staff	To	Elementary Gym/Auditorium
Elementary School Students/Staff	To	Fabius Christian Church Fabius Community Center Fabius Fire Dept.
Transportation/Maintenance Staff	To	Designated outside area

2. Early Dismissal Drill:

Staff personnel in the assembly area will supervise students in assigned areas of the assembly room. Students will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be followed for the EARLY DISMISSAL PLAN, but moved up for emergency, immediately after the decision is made for an early dismissal.

APPENDIX A

Administrators' Telephone Numbers

<u>Name/Department</u>	<u>School Phone</u>	<u>Home Phone</u>	<u>Cellular Phone</u>
Timothy Ryan, Superintendent	(315) 683-5301		
Kevin Linck, Middle School-High School Principal	(315) 683-5811		
Andrea Nardoizzi, Coordinator of Pupil/Personnel Services	(315) 683-5811		
Chantal Corbin, Elementary Principal	(315) 683-5857		
Peter Mahunik, Business Administrator	(315) 683-5301		

APPENDIX B

Emergency Response Team

<u>Name/Department</u>	<u>School Phone</u>	<u>Home Phone</u>
Rick Clancy, Maintenance Supervisor	315-683-5857	

APPENDIX C

Chain of Command

<u>Name/Department</u>	<u>School Phone</u>	<u>Home Phone</u>	<u>Cellular Phone</u>
Timothy Ryan, Superintendent	(315) 683-5301		
Kevin Linck, Middle School-High School Principal	(315) 683-5811		
Chantal Corbin, Elementary Principal	(315) 683-5857		
Peter Mahunik, Business Administrator	(315) 683-5301		
Andrea Nardoizzi, Coordinator of Pupil/Personnel Services	(315) 683-5811		

APPENDIX D

Annual Written Instructions to Students and Staff

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by one of the following methods:

1. School district newsletter mailed to all district residents.
2. Special mailing to students' home.
3. Handout for students to carry home.

At a minimum, written instructions shall include the following information:

1. Identify alarm warning system.
2. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
3. Name of District Emergency Coordinator, and the names and roles of the members of the Emergency Response Team.
4. Methods for disseminating information during an emergency.
5. A source for additional information.

APPENDIX E

District Needs/Building Profile

SCHOOL NAME: Fabius-Pompey Elementary School **Grades:** K - 5

Number of Staff: 63

Principal: Chantal Corbin (315) 683-5857 ext. 2279

Nurse: Denise McAndrew 315-683-5197 or (315) 683-5857 ext. 2106

SPECIAL TRANSPORTATION NEEDS:

Building staff will be responsible for the child's evacuation from the building.

The Transportation Supervisor will be responsible for the child's transportation from school to home.

SCHOOL NAME: Fabius-Pompey Middle School-High School **Grades:** 6-12

Number of Staff: 88

Principal: Kevin Linck (315) 683-5811 ext. 2302

Coordinator of Pupil/Personnel Services:
Andrea Nardoizzi (315) 683-5811 ext. 2329

Nurse: Patty Feeney 315-683-5214 or (315) 683-5811 ext. 2309/2238

SPECIAL TRANSPORTATION NEEDS:

Building staff will be responsible for the child's evacuation from the building.

The Transportation Supervisor will be responsible for the child's transportation from school to home.

Note: Complete this information for each building in the District as part of Appendix. Private and/or parochial school information is found in each Building Respond Bag.

APPENDIX F

DRILL NOTIFICATION

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the student's last address of record. Where possible, enrolled siblings will be included on one notice.

TO: Parent of Guardian of:
FROM: Principal
DATE:
SUBJECT: Early Dismissal

The Fabius-Pompey Central School District has scheduled its annual test of the early Dismissal Plan for **(DATE)**.

Students will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

APPENDIX G

Emergency Telephone Numbers

<u>Agency</u>	<u>Telephone Number</u>	<u>Contact Person</u>
County Fire Control	911	
Fire Department	911	
Ambulance	911	
Local Police	315-457-2111	
State Police	315-677-3124	
County Office of Emergency Management	315-435-2525	
Department of Environmental Conservation	315-426-7552 (air) 315-426-7519 (oil)	
School Physician		
Poison Control Center	315-476-4766	
County Health Department	315-435-6623	Rodney Gedney
Highway Department	315-682-9544 (Pompey) 315-683-5612 (Fabius)	Tom Purcell Warren Virgil
National Grid	315-436-5400 315-474-5911 (Syracuse)	
American Red Cross of Central New York	315-234-2200	Chris Gorman

APPENDIX H

Incident Report Form

TYPE OF INCIDENT:

LOCATION:

DATE:

TIME: A.M. P.M.

PERSON REPORTING INCIDENT: _____

COMMAND POST MANNED BY: _____

TYPE OF RESPONSE:	SHELTERING	YES	NO
	EARLY DISMISSAL	YES	NO
	EVACUATIONS	YES	NO
	SCHOOL CANCELLATION	YES	NO

<u>NOTIFICATIONS:</u>	<u>TELEPHONE</u>	<u>YES</u>	<u>NO</u>	<u>TIME</u>
Superintendent of Schools				
Business Administration				
School Bus Dispatcher				
Supervisor of Building and Grounds				
Supervisor of Food Service				
Middle School-High School Principal				
Elementary Principal				

Fire Department	911		
State Police	(315) 677-3124		
Office of Emergency Management	(315) 435-2525		
County Health Department	(315) 435-3252		
American Red Cross of Central New York	(315) 234-2200		
Hospitals:			
University	(315) 464-5540		
Crouse-Irving Memorial	(315) 470-7111		
Community General	(315) 492-5011		
St. Joseph's	(315) 448-5111		
Radio Stations			
WAER-FM88	(315) 443-4046	443-4021	
WRVO-89.9	(315) 312-3690		
WTKW/99.5/WKRL-100/WKRLH-106.5/WTKV-105.5	(315) 474-1021		
	BEFORE 8:30 A.M. 472-9111		
	AFTER 8:30 A.M. 472-9111		
WSYR/Y94FM/B104.7/106.9	(315) 472-9797		
WNTQ-93Q/WAZX-95X	(315) 421-9393		
WSEN/WFBL	(315) 635-3909		
WJPZ/Z89	(315) 433-4689		
WSTM-TV (Channel 3) }	(315) 477-9446		
WSTM-TV (Channel 5) }			
WIXT-TV (Channel 9)	(315) 446-3333	446-9900	
YNN	(315) 634-2910		

SUPERINTENDENT: _____

Signature

APPENDIX I

Resources Available Within District

Mark the location of the following resources with an X:

<u>Resources</u>	<u>Central Office</u>	<u>Middle School- High School</u>	<u>Elementary School</u>	<u>Bus Garage</u>
Telephone system	X	X	X	X
Zoned Fire Alarm System		X	X	
Public Address System		X	X	
Nurses Office & 1 st Aid Supplies		X	X	
Public Bus Route				
Potable Water				
Fire Extinguisher		X	X	X
Electric Generator			1 Portable	
Battery Backup System	Just for Telephones			
Water Supply – Fire Hydrants				
Food Storage: # of days/ # of Staff & Students		X	X	
Eye Wash Device		X	X	X
Blankets, Cots				
Gasoline Fuel Storage		X-Pole Barn	X-Pole Barn	
Emergency Two Way Radio		X	X	X
Candles, Flashlights, Batteries		X	X	
Maps, School District Area			X	
Bull Horns		X	X	
Building Floor Plans		X	X	
Kitchen, Cooking and Eating Utensils		X	X	
Elevator Service Repair			X	
Elevattitt 315-476-5458				

APPENDIX J

Transportation Department: Vehicle Inventory

APPENDIX J Transportation Dept VEHICLE INVENTORY									
VEH #	REG	Vehicle Des	ID #	CAP	FUEL	VIDEO/ GPS		GVWR	ARR/DEP
Bus # 37D	AN5521	2017 DODGE	2C4RDGBG2HR603631	D + 6	Gas		AUTO	4328	6/15/2017
Bus # 60	AN5519	2009 INTER-CE	4DRBUAA09B086256	65/43	DE	V	AUTO	29,800	9/17/2018
Bus # 61	AN5520	2009 INTER-CE	4DRBUAA09B086257	65/43	DE	V	AUTO	29,800	9/17/2018
Bus # 62	AN5518	2009 INTR-CE	4DRBUAA29B086258	65/43	DE	V	AUTO	29,800	9/12/2018
Bus # 63	AN5511	2010 INTER-CE	4DRBUAA3AB213278	65/43	DE		AUTO	29,800	7/29/2009
Bus # 64	AN5512	2110 INTER-CE	4DRBUAAL9AB213302	39/26 0w/c 33/22 1w/c 27/18 2 w/c	DE	V	AUTO	25,500	S 7/29/2009
Bus # 65	AN5517	2011 INTER-CE	4DRBUSKN2BB334678	65/40	DE	V/GPS	auto 1328	27,800	S 7/12/2010
Bus # 66	AN5516	2011 INTER-CE	4DRBUSKN4BB334679	65/40	DE	V/GPS	auto 1330	27,800	7/12/2010
Bus # 67	AN5515	2011 INTER-CE	4DRBUSKN0BB34680	65/40	DE	V/GPS	auto 1328	27,800	7/12/2010
Bus # 68	AN5514	2012 INTER-CE	4DRBUSKN9CB623901	65/40	DE	V/GPS	AUTO	29,800	8/1/2011
Bus # 69	AN5513	2013 INTER-CE	4DRBUSKL9DB627821	39/26/1 wc	DE	V/GPS	AUTO	25,500	12/5/2011
Bus # 70	AN5508	2014 inter-AE	4DRNZSKK2EB387289	29/20	DE	V/GPS	AUTO	19,000	S 10/1/2013
Bus # 71	AN5507	2014 inter-AE	4DRNZSKK9EB387290	2920	DE	V/GPS	AUTO	19,000	10/1/2013
Bus # 72	AN5509	2014 INTER-CE	4DRBUSKN7EB783472	60/40	DE	V/GPS	auto 1362	29,800	9/1/2013
Bus # 73	AN5510	2014 INTER-CE	4DRBUSKN9EB783473	60/40	DE	V/GPS	auto 1351	29,800	9/1/2013
Bus # 74	AT2548	2015 IC - CE	4DRBUSKN6FB662093	66/44	DE	V/GPS	AUTO	29,800	10/8/2014
Bus # 75	AT2547	2015 IC	4DRN2SKK0FB638392	29/19	DE	V/GPS	AUTO	19,000	S 10/24/214
Bus # 76	AT2549	2015 IC	4DRN2SKK2FB638393	29/19	DE	V/GPS	AUTO	19,000	10/24/2014
Bus # 77	AW9686	2016 I -CE	4DRBUC8N4GB220928	60/40	DE	V/GPS	AUTO	27,800	S 10/15/2015
Bus # 78	AW9685	2016 I -CE	4DRBUC8N4GB220929	60/40	DE	V/GPS	AUTO	27,800	10/15/2015
Bus # 79	AW9692	2015 chevy transtech	IGB6G5BLXF1251724	30/20	DE	V/GPS	AUTO	14,200	10/15/2015
Bus # 80	AY6057	2017 chevy transtech	IGB6GUBL4G1280454	30/20	DE	V/GPS	AUTO	14,200	11/14/2016
Bus # 81	AY6056	2016 I -CE	4DRBUC8N1HB503174	60/40	DE	V/GPS	AUTO	27,800	11/14/2016
Bus # 82	AY6055	2016 I -CE	4DRBUC8NXHB503173	60/40	DE	V/GPS	AUTO	27,800	11/14/2016
Bus # 83	AN5499	2018 IC	4DRBUC8N4JB642527	65/43	DE	V/GPS	AUTO	29,800	8/16/2017
Bus # 84	AN5494	2018 IC	4DRBUC8N6JB642528	60/40	DE	V/GPS	AUTO	29,800	8/16/2017
Bus # 85	AN5498	2018 IC	4DRBUC8N8JB642529	60/40	DE	V/GPS	AUTO	29,800	8/16/2017
Bus # 86	AN5518	2019 IC	4DRBUC8N4KB159718	60/40	DE	V/GPS	AUTO	29,800	9/12/2018
Bus # 87	AN5519	2019 IC	4DRBUC8N2KB153920	60/40	DE	V/GPS	AUTO	29,800	9/12/2018
Bus # 88	AN5520	2019 IC	4DRBUC8N4KB153921	60/40	DE	V/GPS	AUTO	29,800	9/12/2018
child Restraint systems			RECOMMENDED RETIRE						
	10/1/2008	RESTRAINT	SAFEGUARD STAR		2014				
	10/13/2013	RESTRAINT	Star Childseat		2019				
	5/29/2014	RESTRAINT	PORTABLE CHILD SEAT		NONE				

9/19/2018

APPENDIX L (continued)
Staff Qualified to Administer First Aid

Elementary Cafeteria

Name		CPR/AED Expiration
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

MS-HS Cafeteria

[illegible]

Bus Drivers/Aides*

[illegible]

Custodian

NAME	CPR/AED Expiration	1 st Aid Expiration
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APPENDIX M

Procedures for Cleaning Up Body Fluid Spills

These procedures must be used to clean up all spills involving: Vomitus, Blood, Feces, Urine, Semen or Vaginal Secretions

1. **PUT ON PROTECTIVE GLOVES:** Wear disposable gloves. If unanticipated contact occurs immediately wash affected areas with soap and water.
2. **CLEAN UP:** For small spills, use paper towels to wipe up then use clean paper towels with soap and water. For larger spills, apply an absorbent material (i.e., Discard, Quaff) until absorbed then vacuum or sweep up all materials. Place all waste in a plastic bag and seal.
3. **DISINFECT AREA:** For hard surfaces such as floors use a clean mop and disinfectant. Shampoo carpets, rugs and cloth furniture with disinfectant.
4. **BAG DIRTY MATERIALS:** Place all disposable items in plastic bag, remove gloves and seal. Note: Clothing and other non-disposable items should be rinsed in a disinfectant solution and placed in a plastic bag to be sent home.
5. **DISPOSE OF DIRTY MATERIALS:** Place all bags of disposable waste into another plastic bag (double bag), secure and dispose of immediately in dumpster located outside building. Dispose of dirty water down the drain.
6. **CLEAN EQUIPMENT:** Rinse broom, dustpan, mop bucket or other equipment in disinfectant solution then rinse thoroughly with hot water. Soak used mops in fresh disinfectant solution then rinse thoroughly. Disinfectant solution should be promptly disposed of down the drain.
7. **WASH HANDS:** wash hands with soap and water. Bar soap is acceptable.

Disinfectants

The disinfectant must be able to kill bacteria, fungi, viruses and tuberculosis causing organisms. The following disinfectants are registered by the United States environmental Protection Agency (EPA) for use in schools; 3M #10 Quaternary Disinfectant, Quest, DMQ Disinfectant and Neutralizer and Household Bleach (1 part bleach to 10 parts water). Do not use aerosol sprays.

APPENDIX N

Non-Public Schools and Day Care Centers

Fabius Nursery School (A Time to Grow)	315-683-9901
M-W-F mornings	Kristen Klawitter – [REDACTED]
	Susan Horst – [REDACTED]
T & TH mornings	Susan Horst – [REDACTED]
	Diana Skinner – [REDACTED]
Pompey Nursery School (Country Critters)	
T-TH morning	Jennifer Rosenberg – [REDACTED]

APPENDIX O

Evacuation Sites

<u>Building Name</u>	<u>Evacuation Site Short-Term</u>	<u>Alternate Site</u>
Elementary	K-3; Fabius Community Center	Fabius Fire Dept.
	4-5; Fabius Christian Church	Fabius Fire Dept.
Middle School-High School	6-12; Outside Building	Elementary Gym/Bus Garage

APPENDIX P

Assisted Evacuation Plans For Students with Special Needs

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency.

The plan should include alternatives for situations in which the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stairwell out of the flow of traffic (Remember that the stairwells are designed to retard the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instruction on the form. The plan should be reviewed annually.

APPENDIX P-1

Assisted Evacuation Plan for Students with Special Needs

Name of Child: _____

Building: _____

Teacher and Room: _____

Reason child needs assistance: _____

Assistance to be given Person responsible: _____

Alternate person responsible: _____

Alternate person responsible: _____

Special arrangements needed at assembly area: _____

Other pertinent information: _____

Attach copy of student's class schedule and out-of-classroom services.

Signature of person who prepared plan _____ Date: _____

Copies on file:

Principal;

District Office;

Substitute Information Folder;

Nurse;

Classroom/Homeroom Teacher;

District Emergency Response Plan.

Circulate information to all special area or class teachers. Copy of plan should be kept with class attendance roster.

UPDATE PLAN ANNUALLY BY JANUARY 1.

APPENDIX Q

Survey of Vulnerability

Sites of Vulnerability within District limits

Bill Dowling – DeRuyter Lake Road

Potential Hazard

Pesticides, chemicals

GENERAL CHECK LIST

The basic provisions for the District's emergency response organization are addressed here.

1. The Board of Education has adopted a policy to develop a School Emergency Plan.
2. The School District has established an Emergency Response Team.
3. The School District has identified an emergency coordinator
4. The School District has identified an alternate emergency coordinator
5. An emergency coordinator and an alternate coordinator for each school building in the District are designated by title.
6. The School District has identified a Control Center from which to manage emergency operations.
7. Each school building has an identified Control Center and alternate Control Center from which the emergency coordinator will operate during an emergency.
8. School District officials who will perform emergency functions from the Control Center are designated by title.
9. Provisions are made for Control Centers to contain essential resources, including:
 - a. List of emergency telephone numbers
 - b. Maps, depicting locations of hazards, evacuation routes, shelters, host facilities
 - c. Telephones
 - d. Radio communications capability
 - e. Battery-operated AM/FM radio
 - f. NOAA Weather Radio
 - g. Fax machines
 - h. Office supplies
 - i. Flashlights
 - j. Alternate power supply
 - k. Plans, including emergency plans, floor plans, and mechanical drawings
 - l. Computers
 - m. Lists of resources such as buses, drivers, other support staff, shelters, host facilities
 - n. Student rosters
 - o. Telephone numbers of parents and guardians

GENERAL CHECK LIST (continued)

10. Information about all education agencies within a School District is documented, including:
 - a. School population
 - b. Transportation needs
 - c. Number of staff
 - d. Home/work phones of key officials
11. This plan is coordinated with the overall emergency operations plan prepared by the local emergency management office.
12. Plan provisions to obtain assistance from outside governmental and emergency services agencies (e.g., police, fire, emergency medical, public works), have been developed with the concurrence of appropriate agency officials.
13. Provisions are made for the Emergency Response Team to review and update the plan by October 1 of each year. This effort should be coordinated with the local emergency management office.
14. The plan provides for annual written instructions to be given to students, faculty and staff on emergency procedures.
15. The plan provides for detailed training on emergency procedures for students, faculty and staff.
16. Provisions are made to adequately address the special needs of handicapped students and staff during emergencies.
17. Emergency procedures include provision of emergencies while school buildings are in use beyond regular school hours.
18. All students, faculty and staff have been instructed in their specific duties in reference to the type of emergency.
19. Emergency assignments and duties are printed and distributed to all personnel and are used in emergency exercises and drills.
20. Parents and guardians of students are informed of emergency procedures adopted by schools and how they will affect their children
21. The role of the BOCES District Superintendent as a coordinator of support from other School Districts is defined.
22. Employees who have received first aid training are identified.
23. The School District has in effect an up-to-date plan, by building, for protection of students and others in the event of a natural or technological emergency.
24. The Board of Education has approved the emergency plan.
25. Provisions are made to present the plan and any revisions to it at an annual meeting with local emergency services groups.

The following is a list of potential emergencies that could affect school operations. Each hazard type is supported by a procedural guideline in the “Planning Manual and Guidelines for School Emergency/Disaster Preparedness Plans.”

Criminal Offenses: Bomb Threat; Civil Disturbance; Hostage-taking; Intrusion; Kidnapping

Natural Hazards: Earthquake; Flood; Hurricane; Thunderstorm/Lightning; Tornado; winter Storm

Technological Hazards: Air Pollution; Airplane Crash; Energy Supply Loss; Gas Leak; Hazardous Materials Leak; Radiological Incident; Water Emergencies

Fire and Explosion: Explosion; Fire; Fire Alarm System Activation

Systems Failure: Building Structural Failure; Electrical Systems Failure; Heating Systems Failure; Loss of Building; Loss of Transportation Fleet; Roofing Failure/Leak; Sewage System Failure

Medical Emergencies: Allergic Reaction; Animal Bite; Bleeding; Blow to the Head; Broken Bones; Burns; Choking; Diabetic Shock; Drowning; Electric Shock; Epidemic; Epileptic Convulsions; Food Poisoning; Head Lice; Heart Attack; Respiratory Arrest; School Bus Accident; Shock; Toxic Exposure.

HAZARD ANALYSIS

Each District should identify the types of emergencies it may be vulnerable to. This should be undertaken with the assistance of emergency service organizations and school health and safety personnel, where possible.

1. The plan includes an up-to-date list of all natural and technological hazards to which the School District is vulnerable.
2. The hazard analysis includes an assessment of each school building and grounds (on-site), performed by the District’s Emergency Response Team.
3. On-site hazards are identified by hazard type and location.
4. The hazard analysis includes an assessment of the community at large (off-site) provided by local emergency management office.
5. Off-site hazard vulnerability maps have been provided by, or drawn up, with the assistance of the local emergency management office.

CONTROL CENTER

The Control Center is a location designated in the emergency plan where key people will operate during emergency situations to facilitate a unified, coordinated response. It is referred to in other disciplines as the emergency operations center (EOC) or command post.

1. A School District Control Center has been identified.
2. An alternate School District Control Center has been identified.
3. Each school has a Control Center and an alternate.
4. An individual (generally the Emergency Coordinator) has been designated as the person responsible for activating the Control Center.
5. An alternate has been designated to activate the Control Center in the absence of the primary individual.
6. A staffing pattern of emergency assignments has been developed for the School District and each school.
7. Criteria for activating the Control Center have been established.
8. The Control Center is located in an area that has a low risk of being impacted by hazards.
9. A method for notifying appropriate staff of the activation of the Control Center has been developed.
10. Provisions have been made to accommodate representatives from outside emergency service organizations, should they need to work from the Control Center.
11. Provisions are made for Control Centers to contain essential resources, including:
 - a. List of emergency telephone numbers
 - b. Maps, depicting locations of hazards, evacuation routes, shelters, host facilities
 - c. Plans, including emergency plans, floor plans, and mechanical drawings
 - d. Telephones
 - e. Radio communications capability
 - f. Battery-operated AM/FM radio
 - g. NOAA Weather Radio
 - h. Fax machines
 - i. Computers
 - j. Office supplies
 - k. Flashlights
 - l. Alternate power supply
 - m. Lists of resources such as buses, drivers, other support staff, shelters, host facilities
 - n. Student rosters
 - o. Telephone numbers of parents and guardians

RESOURCES

Resources necessary for effective emergency management are identified.

1. The School District maintains a list of essential resources that might be used in an emergency.
2. The essential resource list include the following categories
 - a. Resources available at the Control Center (see General #9, Control Center #11).
 - b. Resources available at the School District.
 - c. Resources available from local government.
 - d. Resources available from other sources.
3. The essential resource list includes descriptions of resources, location, address, contact person and telephone numbers.
4. For essential resources identified as not available to schools, written agreements exist for obtaining these items.
5. The essential resource list is updated regularly.

COMMUNICATIONS AND WARNING

The procedures and methods describing emergency notifications and two-way communications must be coordinated and accurately identified.

1. A system for informing all educational agencies (public and private) within a School District of an emergency is described.
2. The sources of emergency notification to the School District are identified:
 - a. Telephone
 - b. Fax
 - c. NOAA Weather Radio
 - d. AM/FM Radio
 - e. School District Radio System
 - f. School Alarm
 - g. Local Police Department
 - h. County Communications Center
 - i. Local Fire Department.
3. Communications equipment to establish and maintain contact with BOCES, local educational agencies, the local emergency management office, and local emergency services is identified.
4. The plan reflects the role of the BOCES District Superintendent as chief communication liaison for all educational agencies within the supervisory district.
5. Procedures have been developed for the activation of personnel with emergency responsibilities.
6. Methods of communicating with school buses are described.

PUBIC INFORMATION

This function addresses a critical, yet often under-planned for element of emergency response. An organized outreach to the public will provide timely and reliable information about the emergency and how the school district and other involved agencies are addressing it.

1. An individual and an alternate area designated to coordinate public information during emergencies.
2. The role of the Public information designee as the sole source of official school district information is affirmed.
3. Coordination of efforts between the public Information designee and the local emergency management office's Public Information specialist is addressed.
4. The Public Information designee coordinates releases of information with all involved governmental and voluntary agencies.
5. Specific procedures to inform parents and individuals in parental relation of school emergencies are included.
6. Procedures with television and radio stations are established.
7. Rumor control procedures have been established.
8. Area media have been briefed and given copies of pertinent portions of the plan.

EVACUATION

This topic involves actions required to safely move students and staff out of the school building and away from a hazardous condition.

1. Procedures for evacuation have been developed.
2. Provisions have been made to coordinate response with emergency service agencies, including First Responders and Police Agencies.
3. Criteria for evacuation have been established.
4. The responsibility for initiating an evacuation response has been identified.
5. Teachers, other staff and students have been assigned specific duties and responsibilities during evacuations.
6. Parents and guardians have been informed of emergency evacuation procedures
7. Diagrams of each building showing, by floor, evacuation routes, exits and assembly areas are referenced.
8. Maps showing evacuations routes and locations of host facilities have been prepared.
9. The responsibility to determine the number of evacuees and buses required is assigned.
10. A methods of obtaining additional resources, e.g. buses, drivers, is established.
11. Students and staff with special needs have been provided for.
12. Provisions to secure facilities have been made.
13. Provisions have been made for the security of school records, special equipment, supplies and materials.
14. Responsibility for determining suitability of buildings for re-habitation.
15. Procedures for reopening of buildings are listed.

SHELTERING

At times, sheltering may be a more practical alternative to evacuation, providing refuge within a school building to students, staff and the general public when an emergency occurs.

1. Sheltering plans and procedures have been developed in coordination with local emergency response agencies.
2. Shelter space has been identified and designated in each building.
3. Shelter locations and evacuation routes are posted in each room.
4. Provisions have been made for needed shelter resources.
5. Staff assignments and training sheltering have been provided.
6. A system for maintaining records of those housed in shelters is described
7. Arrangements to accommodate students and staff with special needs are included
8. The need for counseling of students and staff is addressed.
9. For situations when a school facility is utilized as a general public shelter, an American Red Cross shelter agreement is included.