

*Elmira Heights Central School District*  
Elmira Heights, New York 14903

**Elmira Heights Central School District  
District-wide School Safety Plan**

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## **Appendix**

### **Board of Education policies**

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**A copy of building specific plans will be modified and prepared by building principals.**

## **Elmira Heights Central School District District-wide School Safety Plan**

### **Foreword**

This District-Wide School Safety Plan was prepared under the direction of the Board of Education of the Elmira Heights Central School District, in accordance with the requirements of the Safe Schools Against Violence in Education Act.

### **Authority**

The Board of Education of the Elmira Heights School District recognizes that a variety of natural, manmade and civil events present potential threats to the safety of the schools, their occupants and the community.

Therefore, on July 9, 2001, this Plan was adopted by the Board of Education, to become effective July 1, 2001.

### **Legal Basis for Plan**

This plan is developed in accordance with Chapter 181 of the Laws of 2000 and in recognition of the District's legal responsibilities during emergency situations, as set forth in Article 2-B of the New York State Executive Law. This Plan supersedes all previous emergency and safety plans, effective July 1, 2001.

### **Statement of Purpose**

The District-Wide School Safety Plan is designed to prevent or minimize the effects of serious violent incidents and emergencies, and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

The District-Wide School Safety Plan will provide a comprehensive multi-hazard framework that addresses crisis intervention, emergency response and management at the District level, in accordance with Law.

Building-Level Emergency Response Plans(s) are designed to provide a building specific response plan that addresses crisis intervention, emergency response and management at the building level, and contain all the elements required by Law.

### **Key Components of the Regulation**

Each school district and BOCES must adopt District-Wide School Safety Plans and Building-Level Emergency Response Plans by July 1, 2001. The District-Wide School Safety Plan will be

available for public review. Individual building-level plans shall not be available for public review.

The plan(s) shall be designed to ensure integration and coordination with law enforcement, safety and emergency planning and response authorities at the local, state, and country levels.

The District Plan shall be prepared by the District-Wide School Safety Planning Team. Provisions shall be made for a District Crisis Management Team, Building-level emergency response plan, Building-Level School Safety Teams, Building-Level Emergency Response Teams, and Building-Level Post Incident Response Teams, all constituted in accordance with the Law.

**The District-Wide School Safety Plan shall include the following components:**

- Identification of sites of potential emergencies
- Description of specific responses to specific emergencies, including a description of plans for dealing with school cancellations, early dismissal, evacuation and sheltering, in accordance with the Law.
- Policies and procedures for responding to threats and acts of violence.
- Appropriate prevention, intervention and communication strategies, including but not limited to peer mediation and mentoring programs, youth courts, conflict resolution training and de-escalation strategies and training, bullying and violence prevention education, anonymous reporting mechanisms for incidents of school violence, and collaborative arrangements with other agencies and officials designed to ensure training for school students and personnel.
- Description of arrangements, policies and procedures for contacting and obtaining assistance from law enforcement authorities, emergency services and government agencies.
- Procedures for obtaining advice and assistance in the implementation of Article 2-B of the Executive Law. (Contact school attorney)
- Identification of district resources for use in emergencies.
- Description of procedures to coordinate use of school district resources and manpower during emergencies.
- Policies and procedures for contacting parents or guardians in the event of a violent incident or early dismissal.
- Policies and procedures relating to building security and safety, including safety related duties of staff and use of security devices.
- Procedures for dissemination of instructional and informational materials regarding early detection and intervention of potentially violent behaviors, including identification of appropriate recipients of such materials.
- Emergency response protocols for various hazards.
- **Procedures for threats of made by students against themselves, including suicide. Including contacting parents/guardians of students who make threats against self.**
- Training and Plan testing requirements, including annual review, tabletop exercises, coordination with local, county and state law enforcement authorities and multi-hazard school safety training for staff and students.
- A system of informing all educational agencies including private schools and preschools within the school district of an emergency.
- Information on District school population, number of staff, transportation needs. Remove key number from publications
- Provide annual training that must address violence prevention and mental health, can include in existing professional development be provide to new employees within 30 days of hire.
- The district shall appoint a district's chief emergency officer, responsible for:
  - Coordinating communication between school staff and law enforcement and first responders;
  - Ensuring that all district staff understand the district-wide safety plan;
  - Ensuring building-level safety plan s are completed, reviewed annually and updated as needed.

The Elmira Heights Central School District will inform all students, staff and parents about the District-Wide and Building-Level Emergency Response Plans(s) annually. All School Safety Plans must be updated by July of each year.

The District will conduct tests of its School Safety Plan(s) for sheltering and early dismissal annually and in accordance with the Law, and as determined necessary by school officials.

### **Assumptions**

While it is likely that outside assistance would be available in most serious emergency situations affecting the Elmira Heights School District, it is necessary for the District buildings to have plans to carry out immediate responses during the first stage of an emergency. School staff must also prepare to coordinate resources with the larger community in the event of a more widespread emergency. In keeping with the national and county strategy of developing an integrated emergency management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

### **Analysis of Hazards**

#### Natural Disasters

Analysis of previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds have also been known to cause significant damage in the area.

There is a moderate likelihood of damage from earthquake, hurricane path storms, and flooding. There is a low risk of a tornado, based on a historical analysis of weather patterns.

#### Manmade Disasters

District facilities are located approximately one and one half miles from NYS Route 17/86. There is some risk posed by the possibility of a derailment on the Conrail tracks that pass through the District.

The Elmira-Corning Regional Airport is located within 8 miles of the school and handles approximately 62,000 flights per year. The school is not in the landing or take-off corridors. Nuclear disaster, while considered a low probability risk, is also addressed in this plan.

#### Civil Disturbances

District buildings have as much likelihood of being impacted by civil disturbances as any other educational institution. District proximity to a maximum security NYS Correctional Facility may put it at a slight additional risk.

#### School Disasters

Fire, explosion, water line breaks or toxic substance release could occur in or near the buildings of the District, as could a mass illness such as food poisoning.

#### Implied or Direct Threats of Violence and Violent Acts

Building occupants may be subject to implied or direct threats of violence or violent acts by other building occupants or outside agents.

## **Description of the District and Facilities**

The District is located wholly within Chemung County and is comprised of approximately 23 square miles in the Towns of Horseheads, Elmira and Big Flats. The District operates three schools housed in two main buildings.

The Thomas A. Edison High School campus lies on a 15-acre plot fronting NYS Route 14 in the Village of Elmira Heights. The school is a single story brick facility that was built in 1955 and expanded in 1995. The high school houses approximately 350 students and about 50 staff.

The Cohen School campus is approximately 34 acres situated at the boundary of a residential community in the Village of Elmira Heights. Within the Cohen School building, there is the Cohen Elementary School and the Cohen Middle School. The building is a multi-level brick facility that was built in 1966 and expanded in 1995. Cohen houses about 900 students grades Pre-K to 8, and approximately 100 staff. The campus is adjacent to the NYS Department of Corrections Elmira Correctional Facility.

## **Staff Identification**

All District personnel shall wear and display identification badges at all times while at work. All BOCES and outside personnel shall be required to wear either BOCES identification or guest identification acquired from the building office(s).

## **Hazard Mitigation**

Regular safety inspections are undertaken in all buildings to minimize known safety hazards within the facilities. Regular drills of the building plans will be held to prepare staff and students to react appropriately in an emergency situation. School Safety Emergency Response Team(s) as required by Law will respond to certain emergency situations. School Safety Emergency Response Team operating protocol(s) will be incorporated into the Building Plans in the section, **Emergency Protocol (Medical)**.

## **Concept of Operations**

This plan is based on the concept that emergency responsibilities for Elmira Heights School District personnel will generally parallel their normal day-to-day functions. This is necessary to maintain organizational continuity and assign familiar tasks to personnel. It is also recognized that staff having school safety and emergency responsibilities needs specialized, ongoing training if they are to exhibit optimal performance during actual school safety/emergency situations.

Similarly, building occupants and local emergency responders who are impacted by or respond to emergency situations need to test and practice emergency activities on a regular basis to ensure that emergency routines are familiar and effective.

## **Organization and Assignment of Responsibilities**

In order to assure effective response in an emergency, the Superintendent, his/her designee, or a Building Principal or his/her designee may declare a state of school emergency, immediately implementing the Building-Level Emergency Response Plans.

As soon as feasible, a Crisis Command Post will be placed into service, and the District Crisis Management Team will report there. The Superintendent will direct emergency operations until such time as emergency response personnel or law enforcement authorities assume operational command. The Superintendent will then take responsibility as the information and communication liaison with command authorities.

In the absence of the Superintendent, a designee or member of the District Crisis Management Team will take responsibility for organizing emergency operations, according to the chain of command listed in Figure 1.

### **Prevention, Intervention and Communication Strategies**

The district provides appropriate prevention, intervention and communication strategies to diminish the threat of violence in our schools, including, but not limited to programs such as:

- |   |  |
|---|--|
| - Peer Mediation                                | - Access to BOCES Management Services    |
| - Youth Court                                   | (Right to Know, EAP, School Improvement) |
| - Gate Keeper Suicide Prevention Training       |  |
| - TCI (De-escalation training)                  |  |
| - Social Workers                                |  |
| - Elmira Heights Police Department              |  |
| - District-wide PBIS Plans                      |  |
| - CIS (Children's Integrated Services- Kid Talk |  |
| - Bullying Prevention Strategies                |  |
| - Second Step Program                           |  |

In addition, we participate in several county-wide initiatives focused on improving the quality of life in Chemung County.

### **Training**

Program training for staff and students are provided through assemblies, faculty meetings, direct classroom instruction, dissemination, and BOCES in-service programming. Information is



provided via student/faculty handbooks, the district code of conduct, newsletters, and school calendars.

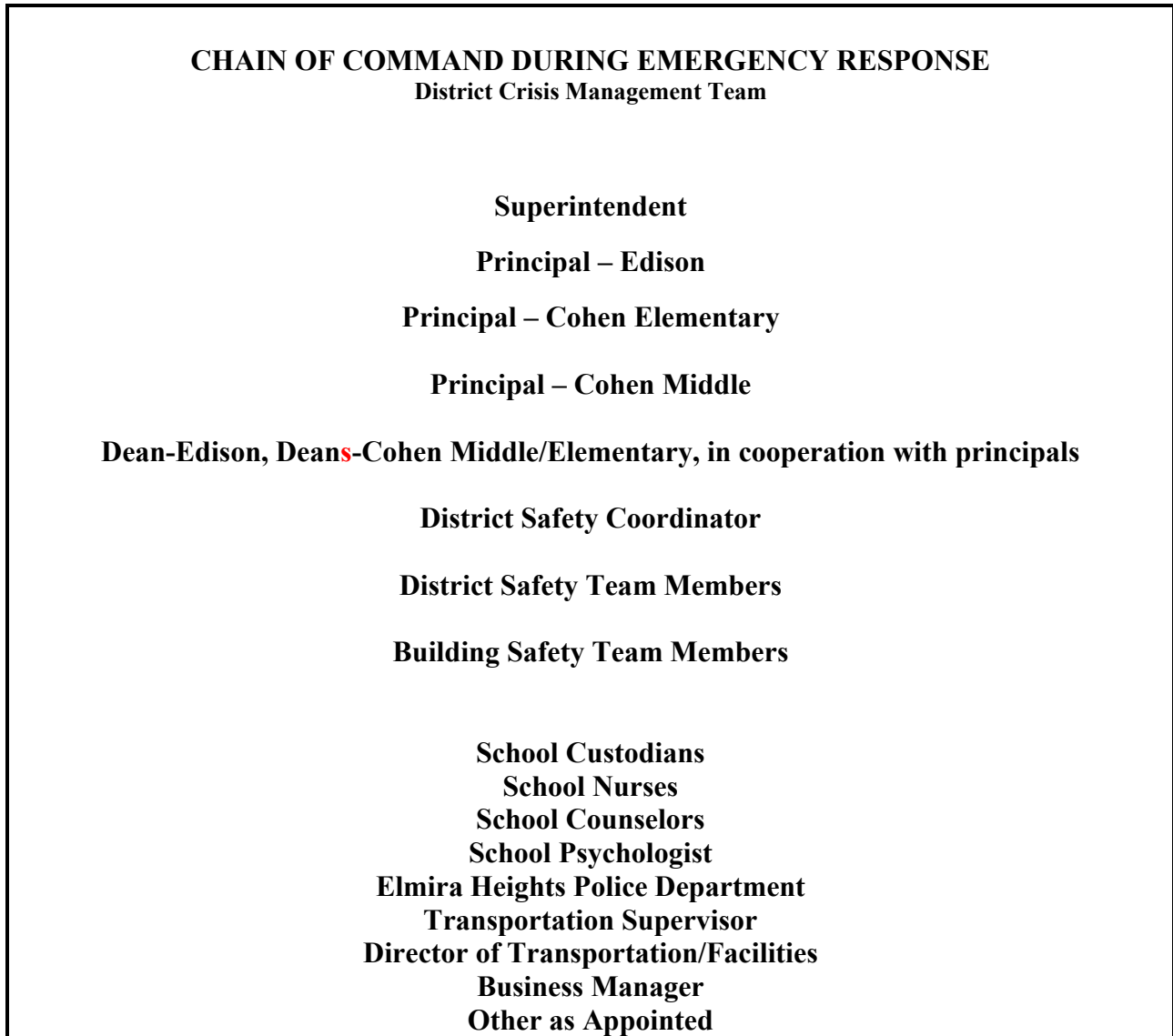
## **Practice Standards for Mental Health Awareness/School Based Suicide Prevention and Intervention**

### **Gatekeeper Training**

All staff should receive violence prevention, mental health awareness and suicide prevention and intervention training which should be repeated annually and include the following...

- Regarding Suicide Prevention:
  - A. Prevention
    - a. Facing the Facts
    - b. Myths vs. Facts
    - c. Common Risk Factors
    - d. Warning Signs and Symptoms
    - e. Triggers
  - B. Intervention
    - a. What to do when approached by a student asking for help
    - b. “Best Practices” responses to students demonstrating warning signs
      - 1. Never leave student alone
      - 2. Consult with staff
      - 3. Staff Training
  - C. Post-intervention
    - a. After the Facts
    - b. Common student reactions to suicide
    - c. Local Hotline numbers and resources
- Regarding Mental Health Awareness and Violence Prevention
  - A. Education on common mental health concerns
  - B. Education on Best Practices staff responses to presenting mental health and/ or potentially violent student concerns.

Figure 1.



### **Using the Building Level Plan(s)**

The **introductory section** will define the legal basis, purpose and required components of the Plan, and provides guidance of its use. It is intended to help the general public, staff, and those who must implement the plan understand the origin and legal basis for the plan.

The **functional directories** describe in detail the procedures for managing emergencies in terms of the specific functions, such as communications, operations during an emergency, information on evacuations and sheltering, and training that are necessary in order for the plan to be effective.

The **hazard specific protocols** provide specific guidelines for action in various types of emergency situations, including notification requirements and responsibility for immediate actions to be taken.

The **fourth section** outlines standard operating procedures and includes floor plans of the building and emergency telephone numbers.

Use the index to locate information on specific disasters and other appended materials.

### **Parental Notification**

Parents of all students who attend the schools of the District shall be notified annually regarding this Plan and any drills that involve early dismissal. Notification will be made by announcement in the fall newsletter, mailed to the home of every student.

### **Staff and Faculty Training**

In order to implement this plan effectively, all faculty and staff will receive appropriate training in emergency procedures, safety, violence identification and prevention and other areas determined by the Board of Education. Special emphasis will be placed on training for the School Safety Emergency Response Team members, the District Crisis Management Team, and staff having specific emergency/safety duties.

### **Plan Modification and Maintenance**

The plan shall be evaluated and updated after each drill and annually no later than July of each year. The District Crisis Management Team shall recommend all changes (other than those in names and phone numbers of personnel) to the Board of Education. Modifications approved by the Board of Education shall be noted upon the Plan Modification Record and replacement sheets shall be forwarded to all plan holders.

## **Functional Annexes**

### **Direction and Control**

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, the District Safety Coordinator, the Principal, or a designated member of the School Safety Emergency Response Team shall implement the School Safety Plan.

The School Safety Coordinator shall be responsible for contacting the appropriate community emergency service agencies if they have not already been from the immediate emergency site.

Members of the District Crisis Management Team shall report to the Crisis Command Post (as advised).

All staff shall follow the procedures outlined in the School Safety Plan for the specific emergency.

Whenever appropriate, the School Safety Coordinator or the Superintendent, shall establish contact with the BOCES District Superintendent, as a communication link with the County Emergency Management Office, and shall act in cooperation with the County Emergency Management Planner.

In the case of an emergency that involves the use of fire or police resources, the School Safety Coordinator shall yield command to the appropriate emergency authority, shall work cooperatively with the commander to ensure the optimal response and shall provide services as liaison to the District as needed.

District staff shall cooperate with outside emergency services to clear and control traffic and to provide any other support required by emergency personnel.

#### Emergencies Outside Normal School Hours

In the case of an emergency outside normal school hours, or during a school event, responsible staff shall immediately take the appropriate action. As soon as feasible, the Superintendent must be notified. Local law enforcement authorities shall maintain an emergency contact phone list for responsible District personnel. Contact phone numbers will also be listed and located in each School Safety Plan.

#### Responsible Person

District administrators or custodial and maintenance staff who are present on campus shall function as the Responsible Person(s) for that building. They shall have keys to access all areas of the building, and shall be familiar with the electric, gas, and water shut off procedures and locations. They shall retain copies of the School Safety Plan and shall be familiar with its content. Local police and fire agencies also have access to facility keys for use in emergency situations.

### **Warning System**

The District and Building plans shall establish chains of command and communication for use in emergency situations.

Each building shall have established warning and communication systems that shall be used to alert all building occupants of a pending emergency. All teachers and staff will cease normal operations and follow instructions given.

In the event of a need to evacuate the building for any reason other than fire, the announcement will be broadcast, followed by specific instructions.

The “**all clear**” signal will be announced as appropriate.

In the event that a staff person other than the Superintendent gives the initial warning or emergency signal, that person shall contact the Superintendent immediately.

In the event of a power failure, all teachers shall open their doors and be alert for announcements by bullhorn or messenger.

## Communication System

### Communications Equipment and Systems

1. N.W.B. (National Weather Bureau) radio with tone activated receiver. This will be monitored for alert tones during working hours in each office.
2. Manually tuned, battery powered AM-FM commercial radio receiver at command post, to be used to monitor emergency broadcast system announcements.
3. FCC licensed radio communications systems, operating at assigned frequencies, coordinated with GST-BOCES and the Elmira Heights Police Department.
4. Telephones with local access in each classroom of the district.
5. Cellular telephones.
6. Bull horns in each office.

### External Communications

Messages regarding school early dismissal, sheltering in place or evacuation of a building will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise, the media will be notified by telephone, if available. Prepared messages will be available to all media. District parents will receive notification in a timely manner.

The BOCES District Superintendent will be contacted as soon as feasible regarding any of these actions. If the problem encompasses more than the Elmira Heights Central School District, communications to the emergency management office and the media will be issued through the BOCES Superintendent.

The information Officer (Superintendent), in conjunction with local authorities, shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the information officer will coordinate activities with the County Emergency Public Information Officer. **No other Elmira Heights Central School District employee shall be authorized to provide information to the media during or after any emergency unless specifically authorized by the Superintendent or designee to do so.**

### Family Notification

In the event of injury or death of Elmira Heights Central School District student or staff, next of kin shall be notified as soon as possible. The District Administrative Team shall determine responsibility for notification.

### Media Announcements

Media will not be given information regarding injuries or deaths until families have been notified and the Superintendent has authorized release of information.

A list of local media resourced is appended (CONFIDENTIAL DOCUMENT Maintained by the Superintendent).

### **Early Dismissal**

Because transportation systems of several districts are involved in transporting students to the Elmira Heights schools, early dismissal is an option only in the most unusual circumstances. Upon consultation with other superintendents of schools, the Superintendent or his/her designee may declare an early dismissal.

A decision to implement early dismissal must take into account the need for coordination of a variety of transportation systems. Early dismissal may be considered as an option in some circumstances, such as:

- Flood warning
- Severe windstorm, snowstorm, or tornado warning
- Fire
- Strategic alert
- When buildings are evacuated for extended periods of time
- Post disaster

Early dismissal will be used only if it is likely that all students will reach their homes safely and be reunited with a family member or other responsible person as per the emergency closing plan submitted by the parent. If a community-wide disaster is impending, it may be preferable to shelter students in place or to evacuate the students to a safe location where parents can pick them up.

In the event an early dismissal is implemented, all Elmira Heights staff licensed to drive school buses will be released to the transportation supervisor.

Once the decision for early dismissal has been made, it shall be communicated to building administrators. Any bus loading procedures that must be changed from the normal routine will also be communicated.

### **Evacuation**

#### Evacuation of a Single Building or Buildings

In the event that it becomes appropriate to evacuate a single building in the district the decision will be made by the Superintendent or the building Principal. The signal to evacuate the buildings shall be given in the most appropriate and expeditious format allowed by the circumstances.

When the signal is given, all groups will evacuate the buildings as quickly as possible. Normal fire evacuation routes shall be used unless teachers are instructed otherwise. The first person through each exit door will hold it open.

Teachers will be required to bring their class lists with them, assemble and count and supervise their students at the designated assembly area (at least 75 feet away from the building). They will immediately notify the Crisis Command Post of any missing students. Several alternate designated assembly areas shall be indicated in each Building-Level Emergency Response Plans(s). **No one is to re-enter the building until an appropriate authority gives an all clear.**

If a parent wishes to take a child home because the school is being evacuated, the parent must follow all building safety plan procedures for student release. Each building shall establish and adhere to a student release procedure to be used in such circumstances. The building procedure shall designate a traffic pattern for use by civilian vehicles that are picking up students.

#### Evacuation to another Site

Several evacuation site alternatives shall be designated in each building plan. These sites may include any facility, field, location, school or building with adequate services and space that has been determined to be safe by school authorities or emergency personnel.

In the event of an evacuation, school staff and the school nurse shall be responsible for taking class lists, health concerns list, and parental release forms to the evacuation site.

#### **Shelter in Place (Students and Staff)**

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Students will normally remain in their classrooms, but groups may be taken to the auditorium, gym, or cafeteria. In the case of high winds and tornadoes, designated areas shall be used.

In the case of such an emergency, the responsible administrator shall give directions through appropriate building communication systems. Staff members who have students in their care shall take their class lists and accompany their students to the designated area. Non-instructional staff will also assist in control of the students.

Staff will stay with the students until formally relieved of their duties by their supervisor.

An annual shelter in place drill is required in accordance with the NYS Education Department guidelines.

If it is projected that there may be an extended shelter situation, County Officials must be informed as soon as practical.

In the instance of extended sheltering-in-place, the Superintendent or his designee shall notify the County Emergency Management Office, and shall seek a declaration of emergency from the County Executive or the Mayor (Village of Elmira Heights) so that the Red Cross can authorize the formal opening of a shelter.

The Red Cross Shelter Manager will coordinate activities between the District and the Red Cross and will be responsible for maintaining order and handling logistics while the shelter is in use.

### **Shelter (Community)**

The District shall cooperate with Red Cross and County Emergency Officials in providing district facilities for use as shelter sites.

When the Red Cross requests use of school buildings and facilities during an emergency, the District Safety Coordinator or his designee, and as many members of the District Crisis Management Team are needed, will staff the Crisis Command Post to coordinate activities and assist in communication.

The Superintendent or her designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess conditions and inventory any equipment present.

Maintenance or custodial staff members' familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

### **Damage Assessment**

As soon as the immediate crisis is over, it shall be the responsibility of the District Safety Coordinator to coordinate damage assessment, working with architects and engineers as necessary. If the building is or may have been structurally damaged, occupants shall not re-enter it until appropriate authorities give clearance.

### **Recovery**

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all those affected by the event will have access to debriefing and



counseling. School counselors or community volunteers who have appropriate training in Post Trauma Debriefing will be assigned to counsel students and staff. Coordination of the counseling programs shall be the responsibility of the building or district counseling staff and trained student support staff.

### **Post Emergency Assessment and Report**

Following activation of the School Safety Plan, the District Crisis Management Team shall meet to conduct debriefing of personnel and assessment of the activities conducted under the Plan.

The District Crisis Management Team shall produce a report, no more than five days after an emergency to report on the emergency response and the effectiveness of the building plan. The plan(s) shall be modified as necessary based on the evaluation. The District Safety Coordinator shall file the post emergency report with the Board of Education and the BOCES Superintendent within ten days after the event.

### **Drills**

At least once every school year, but more often as determined necessary by the Building-Level School Safety Team, the district will require tests of Building-Level Emergency Response Plans and emergency procedures. At a minimum, the drills shall include testing the plan(s) for sheltering and early dismissal.

Tests and drills will be coordinated with local authorities and emergency personnel. Transportation and communication procedures shall be included in the test when transportation will be altered. Parents or guardians shall be notified in writing at least one week prior for early dismissal emergency drills.

#### Sheltering Drills

Upon notification of a drill, building principals shall direct pupils and staff to remain in classrooms or to proceed to designated assembly areas, as appropriate. **(Map of designated areas to be provided to all annually on emergency clipboard.)**

#### Early Dismissal Drill

Personnel in the assembly area will supervise pupils in assigned areas of the assembly room. Pupils will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal drill.

#### Board Notification

The District will review the results and evaluations of annual drills with the Board of Education each year.

**Building-level plans shall include emergency response plans and protocols for specific hazards by category**

Building plans shall include responses to various types of emergencies and hazards, specific instructions and activities and standard operating procedures, such as but not limited to the following:

### **Injury or Illness**

Bus Accident  
Emergency protocol (medical)  
Injury at athletic event  
Food poisoning or other mass illness  
Threat of Self Harm

### **Implied or Actual Violent Incidents**

Armed person, hostage or terrorist activities on school premises  
Armed person, hostage, terrorist on school bus  
Bomb threats  
Child abduction  
Civil disobedience and/or student disorders  
Implied or direct threat(s) of violence

### **Weather Related**

Earthquake  
Flash flood/flood  
Tornado, severe windstorm, thunderstorm  
Winter storm

### **Service or Utilities**

Electric power failure (including brownouts)  
Gas line break or gas leak  
Water line break or leak

### **Man Caused Accidents or Emergencies**

Aircraft crash  
Chemical spill  
Explosion/fire  
Hazardous material spill  
Radiological emergency

### **Emergency at Event Outside School Hours**

The District-Wide Plan shall carry, within the appendices of the Plan, boilerplate language for responses for each of the specific hazards listed above, for use and modification by the Building-Level School Safety Teams.

❖ **Specific Plans to the above Threats and Hazards are located in the Building Plans  
Standard Operating Procedures for Elmira Heights Central Schools**

Building-level plans shall include the following standard operating procedures, which may be slightly modified in response to building conditions or requirements.

Fire-Building Evacuation	Shelter in Place
Off-Site Evacuation	Feeding People
Protective Sheltering	Command Post

**Fire/Building Evacuation Standard Operating Procedure**

**When the fire alarm signal is sounded**

1. Staff and students shall stop work and shut down their activities in an orderly fashion. Students and staff in shops and other situations using equipment shall shut off motors.
2. Teachers will close windows and classroom doors and take class lists with them, checking to make sure all students are present at staging area. Teachers will remain responsible for student under their control until relieved.
3. Everyone shall leave the building immediately, using the route on the posted plan or the alternate route if their main route is blocked. The first person through the exit doors will hold them open.
4. Students will leave single file without stopping to pick up personal belongings.
5. Students who are not with a class or under the direct supervision of an instructor when the fire alarm is sounded shall leave the building and proceed directly to the nearest gathering point, following the evacuation route of other persons in the area.
6. Each class will gather at a predetermined gathering point.
7. Teachers will notify Building Administrator (Crisis Manager) of any missing students per building protocol.
8. Staff shall be accounted for and they will immediately notify the Building Administrator (Crisis Manager) of any missing staff.

9. The School Safety Emergency Response Team will check to see that staff and students are out of each room that is not a classroom, then close doors.
10. All persons will remain out of the building until the all clear is sounded.

### **Off-site Evacuation Standard Operating Procedure**

1. The Superintendent should have the evacuation route authorized and cleared by the Emergency Management Office or local emergency authority. Notify transportation supervisor of authorized route and ask custodial and maintenance staff to assist in traffic control on school premises. Request that the School Safety Emergency Response Team assist with process.
2. Transportation Supervisor shall call in those bus drivers who can reach the garage within 10-15 minutes. Assign other School District personnel who are able and available to drive buses. Notify all drivers of route to be taken.
3. The Principal shall announce evacuation as appropriate. Evacuate floor-by-floor and area-by-area. Work with members of District Crisis Management Team and the School Safety Emergency Response Team to supervise the evacuation, using available school buses, DOT approved district vehicles, police vehicle, and then staff private vehicles if necessary.
4. **No students shall be allowed to walk home or drive personal vehicles from the school grounds.**
5. All students must be evacuated together to the same location. Students may then be released to their parents from that site.
6. If parents arrive to collect their children during evacuation, they shall be referred to the evacuation site and may pick up their children at the evacuation site, using the release procedure in the Building-Level Emergency Response Plans.
7. After the evacuation is complete, communicate completion to the Director of Transportation/Facilities.
8. Teachers shall take class lists to evacuation site and assist students in remaining calm and quiet; supervise students while on the bus and during unloading and settling into the host location; assist with students from other classrooms, if requested, and remain at post until released by supervisor.
9. Clerical staff shall take pupil release forms and student registration information (black binders) to evacuation site.

10. The school nurse shall take health concerns list and student medications held in health office to evacuation site.
11. The Superintendent or designee must notify the media of location of evacuees and procedure for parent pick up.

### **Protective Sheltering Standard Operating Procedure**

1. **Protective sheltering** is moving students to the safest areas of the building. This action is used in case of high winds or tornado activity. It will normally be ordered over the PA system.
2. It is important that students and staff move as quickly as possible to their designated area, not stopping to pick up personal possessions.
3. Routes for protective sheltering evacuation will be marked on maps in each classroom, along with fire drill evacuation routes.
4. Stay alert for all clear signal or further announcements.

### **Shelter in Place Standard Operating Procedure**

*For Hazardous Material Spill:*

1. Close doors and windows. Seal gaps under doorways and windows with wet towels or thick tape.
2. Set ventilation systems to 100% re-circulation or turn off system.
3. If explosion is possible, close drapes, curtains, and shades over windows. Stay away from windows.
4. If you suspect gas or vapor has entered the area you are in, notify the responsible administrator or District Safety Coordinator. Hold a wet cloth or paper towel over your nose and mouth.
5. Stay alert for instructions via the PA system.

*For retaining students or staff after regular hours because of disruption of transportation or other community emergency:*

1. All staff shall remain to assist with student control until released by their supervisors.

2. When possible, use recreational activities to keep students occupied.
3. Food Service Director and Cafeteria Manager will be notified of projected duration of emergency and number of people sheltered.
4. Staff supervising students will be notified of projected duration of emergency and type of emergency.
5. If emergency is expected to last beyond 6 hours, the District Safety Coordinator will ask for a Declaration of Emergency from the County Executive or the Mayor of Elmira Heights, so that the Red Cross can be requested to formally open a shelter.
6. Cleaning personnel will be assigned to assist in maintaining sanitary conditions.
7. A log will be maintained of all over-time worked by district personnel.
8. The District Safety Coordinator and District Crisis Management Team will remain in control of the situation unless outside emergency agencies are present.

#### **Feeding Standard Operating Procedure**

1. Director of Food Service and Cafeteria Manager will be informed of expected duration of sheltering and number of people to be fed.
2. If dishwasher system cannot be operated because of utility failure, paper and disposable products will be used for serving.
3. All supplies used will be inventoried so that they (costs) can be charged appropriately.
4. If Director of Food Service and Cafeteria Manager cannot reach the school because of emergency conditions, the Emergency Shelter Manager shall assign the preparation of food to the most appropriate persons available.

#### **Crisis Command Post Standard Operating Procedure**

1. The Superintendent be clearly identified as the person in charge, and shall issue all major orders.
2. In most situations, all members of the District Crisis Management Team shall report there.
3. In situations involving outside authorities/agencies, the District Safety Coordinator shall be involved in the decision making process as appropriate. If there is a likelihood of an extended sheltering situation, a Red Cross representative should be invited to the Crisis Command Post.

4. If there is a Police or Fire Command Post established, communication should be set up immediately. A representative of the School District (generally the Director of Transportation/Facilities) shall be present in the Command Post for informational purposes.
5. Within the School District Crisis Command Post, the Superintendent or designee shall assign specific functions to the staff. One person should be assigned to maintain a log of events. One person should be assigned communication responsibilities. One person should be assigned to procure needed supplies. Others should be assigned to tasks based on the nature of the event and the specific needs.
6. The Crisis Command Post should be set up so that ready communication between those manning it and outside authorities can be established.

**The Crisis Command Post shall be designated and located by the District Crisis Management Team depending upon the location of the emergency, for example, in the Community Room, a Principals' Office, an off campus location, etc.**

### **Notification Procedures**

*Incoming notification of emergency: school safety director:*

1. Whenever the plan calls for the Director of Transportation/Facilities to be contacted or to make a communication, if she/he is not immediately available, the person receiving the call indicating the emergency shall notify the next person in the chain of command.
2. To facilitate rapid communication and response, the person taking the original call shall make notes of the substance of the call to the School Safety Director, and shall relay that information to the person eventually acting on the call.
3. In cases where the Superintendent is not a member of the District Crisis Management Team, he shall be notified first if the Director of Transportation/Facilities is not available.
4. It shall be the responsibility of the person taking the original call to continue on down through the chain of command until someone is reached who is empowered within the chain of command to take whatever action is necessary.

### **Parent Notification**

*Notification regarding school safety plan and drills:*

1. Parents will be notified annually that the District-wide School Safety Plan is on file in the District Office and at all school buildings, and that they may request to see it.
2. Parents will be notified at least one week in advance of the early dismissal drill required annually.

*Notification regarding unusual event or emergency:*

1. A brief explanation of any incident such as a bomb threat shall be sent home to parents on the day of the event, if feasible. This shall generally be in the form of a letter from the Administration.

*Notification regarding medical treatment:*

1. It is the legal responsibility of the School Nurse to notify the parent of any medical treatment. However, in an emergency where the School Nurse's first duty must be to provide assistance to students, the Principal shall delegate the notification responsibility to another staff member or shall provide the notification.

*Notification regarding injury or death of a student:*

1. The choice of telephone or in person notification shall be made based on likely availability of parent, timeliness, and likelihood of rumor reaching parent before official notification.

2. It is the legal responsibility of school administration to notify the parent of any serious injury or death of a student.

If telephone notification is made, the caller should make sure the parent has someone with him/her, or should offer to call a friend or relative to provide immediate support. Caller should indicate factually the nature of the event which caused the injury or death, and the current status and location of the injured or dead student.

3. "I'm sorry it happened", is the phrase recommended by grief experts.

### **District Emergency Personnel Resources**

The district shall have individuals that hold the following certifications:

First Aid  
CPR  
AED  
CDL License

### **Definitions**

*Weather related terms:*

**Watch** – Flash flood, flood, winter storm, tornado watches are issued by the National Oceanic and Atmospheric Administration through NOAA weather radio and in cases of emergency to each county.

A watch indicates that the event is possible or likely to occur based on existing weather conditions.



**Warning** – A warning is issued when the weather event is imminent and it is recommended that persons within the zone take protective action.

**Alert** – A term often used interchangeably with **warning** but sometimes used to indicate a stage preceding a **watch**. Not an official NOAA term.

*Hazardous material response terms:*

### **Response Level 1**

**Potential Emergency Condition** – An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure of the immediate outdoor area. No immediate threat to life or property.

### **Response Level 2**

**Limited Emergency Condition** – An incident involving a greater hazard or larger area which poses a potential threat of life or property and which may require a limited evacuation of the surrounding area.

### **Response Level 3**

**Full Emergency Conditions** – An incident involving a severe hazard or a large area which poses an extreme threat to life and property and probably will require a large-scale evacuation; or an incident requiring resources of county, state, or federal agencies.

**Serious Violent Incident** – A “serious violent incident” means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including but not limited to riot, hostage-taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

**“Violent pupil”** – means a student under the age of 21 whom:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or
3. Possesses, while on school property or at a school function, a dangerous instrument.
4. Displays, while on school property or at a school function, what appears to be a dangerous instrument.
5. Threatens, while on school property or at a school function, to use a dangerous instrument.
6. Knowingly, intentionally, recklessly, or with criminal negligence damages or destroys the personal property of any school employees or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

# **End of District Plan**