

West Genesee Central School District

2016 – 2017 District Safety Plan

DISTRICT SAFETY PLAN INTRODUCTION

Providing an orderly plan for dealing with emergencies is an important component of the management of the West Genesee Central Schools. Emergencies range from man-made problems such as fires and bomb threats to nature-made, such as blizzards and floods. Moreover, they range from highly dangerous, life-threatening situations to those of mere inconvenience. Through careful planning, the disastrous effects of an emergency can be minimized.

The guiding principles for emergency management planning are protection of life first, then preservation of property, and restoration to normal activities. Mandates that influence planning and decision-making are included in this plan.

This plan shall be accessible in all buildings to the Building Administrator, secretary, school nurse, and alternate persons who would take charge in their absence.

The School Board reviewed this plan as a study session topic on December 3, 2014. The contents of the plan were available for public comment on this evening.

STATEMENT OF THE BOARD OF EDUCATION

Safety Plan: To provide for the health, safety, and well-being of school students and employees and for the preservation of district resources and property, the Superintendent shall establish a District-wide Safety Plan for the school district, in accordance with Commissioner's Regulations and law.

DISTRICT-WIDE SCHOOL SAFETY TEAM

The West Genesee Central School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. This team was responsible for developing this plan. The members of the team and their position or affiliations are as follows:

Aponte, Kiara	WGHS Student
Balcourt, Deb	Nurse, Split Rock Elementary School
Clark, Jeannette	Principal, Onondaga Road Elementary School
Coots, Frank	Parent, Commander Troop D – NY State Police
Dunham, Steve	Principal, West Genesee Middle School
Freeman, Todd	Principal, Split Rock Elementary School
Coholan, Shannon	Principal, West Genesee High School
Coots, Francis	Troop D Commander, New York State Police
Dark, James	Supervisor of Transportation
Gdula, Nathan	WGHS Student
Grace, Kelly	School Resource Officer, Camillus PD
Keevil, Lori	Principal, Stonehedge Elementary School
Lawrence, John	Administrative Intern
Lozier, Beth	Principal, Camillus Middle School
Mannion, John	President, WGTA
Mawson, Darryl	Operations Supervisor, WAVES Ambulance Service
McGrath, Michael	Assistant Principal, West Genesee Middle School
Miller, Debra	Assistant Superintendent, School Safety Officer
Mitchell, Shawn	Board of Education
Morton, Geoffrey	Executive Principal, West Genesee High School
Mosey, Theresa	Teacher, High School
Murray, Sue	Director of Special Education
Pelton, Paul	Assistant Superintendent
Pulaski, Joe	Director of Facilities
Raflowski, John	BOCES Safety Officer
Roberge, Bill	Director of Technology
Rohner, John	Community Member
Rotunno, Steve	Captain, Camillus PD
Russell, Bonnie	School Information Officer
Shoff, Matthew	Community Member, Monitor High School
Skibinski, Kevin	EMT and Police Officer, WAVES Ambulance Service, Camillus Police
Troup, Janet	Transportation Safety Officer
Welch, Kathleen	Teacher, Onondaga Road Elementary School

ADMINISTRATIVE REGULATIONS

A "District Safety Plan" is in place and all personnel have a responsibility to follow its directions. A copy is available on the West Genesee District website.

The Assistant Superintendent for Human Resources is responsible for arranging training for employees who have specific emergency responsibilities.

The District Safety Plan will be reviewed and updated as necessary at least once each school year.

ADMINISTRATIVE PROCEDURES

A. GENERAL

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 shall be prepared for various emergencies, e.g., civil disturbances, violent incidents, 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, director, and the Superintendent of Buildings and Grounds.

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

The Assistant Superintendent for Management Services will be responsible to insure that the Command Post and Alternate Command Posts are equipped with a radio(s) to receive messages from the Emergency Broadcast System and the National Weather Bureau. Each Command Post shall also be equipped with a telephone, bull horn, emergency lighting, emergency telephone numbers, list of hazardous materials, school district profile, building plans, local and regional maps.

An emergency portable two-way battery operated radio is available for each building. In addition, one is assigned to the Superintendent, Transportation Supervisor, and Superintendent of Buildings and Grounds. See Appendix G - 2 for additional information.

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, he/she will begin implementing the emergency plan by activating the chain of communication as outlined in Appendix N.

Those listed in Appendix N may be alerted to report to the Command Post for communication accessibility. All administrators and supervisors will remain on alert until the emergency is determined to be over or until notified by the Superintendent.

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, this is the chain of command for emergency decisions: Superintendent, Assistant Superintendent for Management Services, Assistant Superintendent for Curriculum and Instruction, and Assistant Superintendent for Human Resources. The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, including parochial schools, 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 (433-2602) 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 a 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. Ordinary rules of work hours, work site, 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 to an emergency. Staff members involved in the response shall continue their response actions until the emergency is ended.

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 during each school year. Transportation and communication procedures shall be included in the tests. The sheltering drill may occur at any time during the school day. The early dismissal will begin fifteen 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 drill.

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

Mental Health Issues in our Schools

The district will provide training/professional development and resources for all staff on a yearly basis to prevent and respond to such issues as:

- Suicide Prevention
- Depression
- Anxiety
- Substance Use Disorder

B. BUILDINGS

Each building administrator is required 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 Safety Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Safety 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 that may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. If the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

C. TRANSPORTATION

Whenever a decision has been made to evacuate or to dismiss early, the Transportation Supervisor and/or dispatcher will notify all available drivers needed to report to the Transportation Office. This will usually take approximately 3/4 of an hour.

Normal bus driver assignments and routes may be suspended. If this is the case, drivers reporting to the Transportation Office will be assigned a route. The Transportation Supervisor will notify the school principals of the geographic area that should be dismissed first.

Students who are outside the school district under district authorization (i.e., field trips, athletic events, BOCES) may not be returned to the school. They may be transported home or to a designated reception center as the emergency dictates.

It may be necessary for all students to be evacuated by district buses only. Under these circumstances, no student will be allowed to drive any vehicle during the emergency evacuation.

The 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.

D. TRAINING, DRILLS AND EXERCISES

District Administrators participated in ICS (Incident Command System) training offered by the NYS Police and the NYS Emergency Management Office. The ICS training included tabletop drills and interactive discussion for dealing with a variety of emergency situations. Building administrators are responsible for disseminating this information in their respective schools and will organize annual training for their staff.

All buildings will conduct twelve (12) evacuation drills during the school year eight (8) will be evacuation drills and four (4) will be lockdown drills. Of these twelve (12) drills, eight will need to be completed by December 31 for each calendar year. In addition, the annual drill schedule will include one early dismissal drill. The Emergency Management Teams carry out their responsibilities during the drills.

Instructional staff will participate in annual Violence Prevention Training. Office staff, custodial personnel and Transportation Department employees participated in the Safe Schools Effective Response Program presented by the New York State Police.

E. IMPLEMENTATION OF SCHOOL SECURITY

School building doors are locked after students have arrived in school. An electronic visual system is used to gain entrance into all school buildings at West Genesee. Visitors will be required to sign in at the Main Office to receive a Visitor Badge, which will be prominently displayed. At the high school, visitors have access to the main lobby only and receive a visitor pass after showing picture identification.

All West Genesee Central School District employees are required to wear picture identification badges. All daily substitutes and student teachers are required to wear identification badges. All buildings have security devices monitored by Sonitrol Security Services. Cameras are also strategically positioned both internally and externally in the various buildings.

The district has a school resource officer assigned to the high school Monday through Friday mornings and afternoons during school hours. On a randomized schedule, the SRO visits all elementary and middle schools each week. Monitors at the high school are responsible for the halls and parking lots. All visitors at the middle schools and the high school are greeted by a staff member to verify the purpose of their visit.

GENERAL GUIDELINES

Six steps which are standard responses to any emergency situation in schools are: Summon Expert Help; Administer First Aid; Follow Instructions of the Expert; Evacuate to a Safe Place; Shelter inside the Building; and Send Everyone Home (Go Home). Obviously, all six steps will not be utilized in every emergency. Indeed, some are part of the planned response to a school emergency.

Definitions

Summon Expert Help: Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters; acts of violence and intruders are handled by police, and heart attack victims must be provided proper medical care.

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

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

Evacuate to a Safe Place: Evacuation may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature or duration of the emergency may require transportation and temporary housing of the occupants in some other building.

Shelter Inside the Building: There are circumstances when it is safer to stay inside the building than to go outside. For example, the sheltering procedure is called for during severe electrical storms, or radioactive emergencies.

Go Home: Similar to evacuation, early dismissal or "go home" is a procedure for evacuating students from a building and uniting them with their families or other responsible surrogates designated by the parents.

BOMB THREAT

Bomb threat procedures are outlined in detail in each building's Safety Plan.

RESOURCES

- * Building Floor Plans
- * Local emergency responders: Police - 911; Fire/Ambulance - 911
- * Telephone Threat Information Sheet
- * Building Level Emergency Response Plans

SERIOUS VIOLENT INCIDENTS

Serious violent incidents are defined by the Commissioner of Education as incidents of violent criminal conduct that are, or appear to be, life threatening and warrant 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 of 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.

Policies for Responding to Threats of Violence:

1. Every threat will be assessed for its level of risk. (Adopted from FBI Guidelines for Threat Assessment)

Low level of threat	poses minimal risk to the victim and public safety
Medium level of threat	threat which could be carried out, although may not be entirely realistic
High level of threat	threat that appears to pose an imminent and serious danger to the safety of others

2. Locate and isolate; involve law enforcement if threat is determined to be medium or high level threat
3. Individual(s) with actual knowledge of the person(s) making a threat will be consulted as to intent, motivation, and/or resources

Procedures for Responding to Acts of Violence:

1. First person on the scene: Identify the situation, call 911
2. Notify Building Administrator, describe situation
3. Building Administrator: Verify that 911 has been called, then proceed with building-level Safety plan
4. Building Administrator: Notify Superintendent - 487-4562
5. Building Administrator: Direct Head Custodian to designated meeting place
6. Building Administrator/Head Custodian: Upon arrival of police, meet in designated meeting place; advise of the situation; and follow instructions. Be prepared to evacuate (DO NOT use fire alarm in the event of a bomb scare)
7. Building Administrator: Keep Superintendent apprised
8. Superintendent: Notify parents or spouse of victim(s)
9. Police (Bomb Squad if bomb threat): Termination of emergency

Zero Tolerance Board Policy:

Dangerous Weapons in School:

No person shall knowingly have in his or her possession upon any school premises any firearm, weapon, or any dangerous instrument, appliance or substance which is not necessary for school activities, which could be used as a weapon.

Prevention and Intervention Strategies:

Some of the prevention and intervention strategies being offered in the WGSCD are:

- * Conflict resolution training
- * Respect and Responsibility programs
- * School-based mediation
- * Onondaga County ACCESS Team (Children & Family Services)
- * CODE (Community Oriented Drug Education)
- * General guidance counseling services
- * Mentoring programs
- * Olweus Bullying Prevention Program
- * Cyber Bullying Program

*Violence prevention curriculum, which will include citizenship, civility and character education as designed by the State Education Department, will be implemented K-12.

De-Escalation Training:

Training to de-escalate potentially violent incidents and dissemination of materials regarding early detection will be provided by representatives from the New York State Police for all employees.

Reporting:

Threats and acts of violence will be reported to the State Education Department through the Uniform Violent Incident Report form.

Information given to the media, community and parents will be the responsibility of the superintendent.

RESOURCES

Building Floor Plans

Local Emergency Responders: Police - 911; Fire/Ambulance - 911

Telephone Threat Information Sheet - See Appendix E

SPECIFIC PROCEDURES

Assaults and Fights

1. Assess the situation
 - Call 911 to request police assistance immediately when assailant is armed, if assailant is an outsider or if the situation warrants.
 - Is there a continued danger to the individuals already involved or to any other potential victims?
 - Determine the identity, number and location of victims.
 - Determine the need for first aid and medical response.
 - Determine the need for Stay-In Place procedure.
2. Move others to safety
 - If the assailant has not been contained and continues to be a threat to others, initiate Lockdown or Lockout procedures as appropriate, call 911.

Fights

- Intervening and managing physical altercations and/or fights require making a judgment call. Individual circumstances will determine the priorities of your interventions. Interventions may include:
 - Disperse the crowd or bystanders and ensure the safety of the students.
 - Call for help and assistance in managing the incident.
 - Focus on diffusing the fight.
 - Use proximity and voice.
 - Separate the individuals fighting by telling one to go into a nearby room or other location.
 - Attend to medical needs.
 - Use common sense when intervening with individuals who are dangerous.
 - Convene Crisis Response Team.
3. Provide first aid for victim(s) using medically trained staff. Call 911 for medical assistance if warranted. Direct someone to the main entrance to direct the ambulance staff to the victim.
 4. Interview participants and/or bystanders to gather information on the event. The police will need details/take statement(s) as Assault/Battery are chargeable offenses.
 5. The parents, guardian (or spouse/family member of employee) of any participants should be notified as soon as possible.
 6. The Superintendent's Office should be contacted as soon as possible for events involving serious injury or criminal acts. The Superintendent, or designee, will handle all media and community inquiries into the event(s).
 7. Convene Crisis Response Plan as needed to inform staff/students and coordinate counseling services as the situation warrants.

Biological Agent or Poisonous Substance Threat

If you receive a letter, package or container claiming to be infected with a Biological Agent (e.g. Anthrax) or Poisonous Substance or phone call saying there is such a threat present at your location, YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE.

This is accomplished by the following:

- Immediately isolate the threat by not moving the letter, package or container from its original location.
- Move people away from the immediate area and do not allow ANYONE to touch or move the threat.
- Close doors and windows to the area and lock the room if possible to avoid others accidentally contacting the threat. Those individuals originally present when the threat was discovered should remain nearby and not in contact with uninvolved individuals. They will not receive an additional exposure if the threat remains undisturbed.
- Notify the Building Principal and Call 911 and advise the operator of your situation. Remain on the line until instructed to hang up.
- Building Principal or designee will notify Superintendent.
- It is not necessary to confine students to classrooms, evacuate the building, or directly send students to a predetermined assembly area within the school unless these actions aid the response efforts of the emergency service responders or these efforts will eliminate possible exposure to the threat if it is widely disseminated through the building or its location within the school is unknown. If the potential exists for a distribution through the building, the air circulation system(s) will be shut down and the area or building evacuated.
- The heating, ventilation and air conditioning systems within the building will be shut down if the threat was directed at the HVAC system or the package/container was found within the HVAC system.
- Individuals who came in direct contact with the threat should be advised not to eat, drink, smoke or chew, rub their eyes, ears, nose or mouth or place their hands near their face.
- Law enforcement and health officials will advise if any additional precautions need to be undertaken by any potentially exposed individuals or if specific cleanup procedures should be utilized.

Dangerous Persons

These procedures are a guide in responding to a situation in which a student, staff member, or outsider is armed, has assaulted or threatened another person, or is behaving irrationally. The first person to meet the individual suspected of being a threat should use common sense and remain calm. **Remember, if the person is armed, then he/she is in control, and the staff should do what he/she request.**

General procedures for responding to a dangerous person:

Institute Lockdown and then CALL 911, give as much information as possible on the location, identity and description of the individual. Do not hang up until told to do so. Notify a Building Principal immediately. Superintendent should be notified as soon as situation allows.

1. Try to remain calm. Speak calmly and reasonably. Encourage the person not to act hastily. Be reassuring and non-threatening.
2. Reassure others and try to keep people calm.
3. As quickly as possible, move anyone away that is not directly involved with the incident.
4. If the person attempts to leave the building, allow this. Observe whether a car is used and note license number and description of vehicle.
5. If the person attempts to leave the building with a student or member of the staff, be cautious in trying to intervene. Remember that the most important consideration is the safety of all students and staff.
6. Try to gather as much detailed information as possible. As the situation allows and without putting anyone in danger, try to determine:
 - Location, identity and detailed description of individual(s) & weapon(s)
 - Identify witnesses
 - Determine number and location of victims
 - Any pertinent background information on individual, including possible reason for carrying out actions
7. When police arrive they will take control of the situation. Have master keys, a floor plan and site map of the school available for the police. Provide all available information.
8. Initiate Crisis Response Plan which includes follow-up district communications, public information and crisis counseling.

Hostage Situation

If there is a hostage situation the procedures for Dangerous Person, above, will be followed. This means all staff/students/visitors are to take refuge. Follow Lock Down Procedures. If the danger is confined, responding law enforcement agencies may recommend an orderly evacuation of certain sections/areas away from the danger.

Response Action:

1. Identify hostage situation – first person on the scene.
2. Building Principal or designee will:
 - Announce a Lockdown.
 - Call 911 and follow the instructions for handling intruder(s).
 - Notify the Building Principal.
 - Inform Superintendent.
3. Upon arrival of police officials, implement the following response actions as necessary.
4. The police will determine the termination of the emergency.

Intruder

Response Action:

1. Identify intruder situation – first person on the scene.
2. The Building Principal or designee will take the following actions;
 - Announce a Lockdown.
 - Call 911 and follow their instruction for handling intruder(s) and ensuring safety of students and staff.
 - Notify the Building Principal.
 - Inform Superintendent of situation and actions taken.
 - Based on advice of police, confront the intruder – Building Principal, district security personnel, or police.
 - Escort intruder out of the building – Building Principal, district security personnel, or police.
3. Police or Building Principal to determine the termination of the contingency.

Kidnapped Person

Response Action:

1. Identify kidnapping incident – first person on the scene.
2. The Building Principal or designee will take the following actions;
 - Announce a Lockdown.
 - Call 911 and advise them of the situation. Follow their instructions.
 - Notify Building Principal.
 - Inform Superintendent of situation and actions taken.
3. In coordination with police, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media making an inquiry.
4. Police to determine the termination of emergency.

Pre-Plan Action:

Develop attendance procedures to account for pupils and for unscheduled releases during school.

EPIDEMIC/FOOD OR WATER POISONING

1. School Nurse: Identify the problem as possible epidemic/food or water poisoning.
2. School Nurse: Notify Building Administrator and consult district physician, (see Appendix A for list) coordinate with Superintendent's office - 487-4562 or 4562. Further define problem.
3. Building Administrator: Notify Superintendent - 487-4562 or 4562.
4. Building Administrator/Superintendent: Notify County Health Department or Epidemiology, (315) 435-3252.
5. Building Administrator/Superintendent: Follow directives of district health physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.
6. Building Administrator: Notify parents, staff, and students.
7. Public health officials: Monitor emergency.

RESOURCES

- * Emergency Telephone Numbers: Fire/Ambulance 911
- * Public Health Department (315) 435-3252
- * 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.
- * News media, public address system, School News Notifier (SNN), WGCSD Website.

FIRE/EXPLOSION

1. First person on the scene: Upon discovery or detection of smoke or fire, or in the event of an explosion, sound building fire alarm immediately.

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 persons. Wait for medical assistance!
Do not sound fire alarm. Notify Building Administrator.

2. First person on the scene: Notify Building Administrator of what prompted fire alarm, location, and source of fire/explosion if known.
3. Head Custodian: Report to principal's office on any fire alarm.
4. All occupants: On sound of any fire alarm, evacuate building in accordance with established emergency evacuation plans posted in each classroom. **After evacuation, close doors behind you.**
5. Building Administrator(s) or designee:
 - a. Summon Fire Department - 911 - give location of fire if known.
 - b. Notify Superintendent - 487-4562 or 4562
 - c. Notify Superintendent of Buildings and Grounds - 487-4630 or 4630
6. Custodial/Maintenance staff: Investigate source and contain fire, if possible or practical. Keep Building Administrator appraised.
7. Superintendent: Alert Transportation Supervisor - 487-4576 or 4576 of possible need to evacuate students and staff to another building.

FIRE/EXPLOSION (con't.)

8. Building Administrator: Upon fire department's arrival, advise of the situation and follow instructions. 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.

CARBON MONOXIDE ALARM

1. All occupants: On sound of any fire alarm, evacuate building in accordance with established emergency evacuation plans posted in each classroom. **After evacuation, close doors behind you.**
2. Building administrator(s) or designee:
 - a. Summon Fire Department by calling 911 and give location of fire/alarm if known.
 - b. notify Superintendent 487-4562.
 - c. Notify Supervisor of Building & Grounds 487-4630.
3. Custodial/Maintenance staff: Investigate source and contain fire, if possible or practical. Keep building administrator apprised of situation.
4. Superintendent: Alert transportation supervisor at 487-4576 of possible need to evacuate students and staff to another building or alternate location.
5. Building Administrator: Upon fire department's arrival, advise of the situation and follow instructions. Keep Superintendent apprised of the situation.
6. Fire Department: Termination of emergency.
7. Superintendent/Building Administrator: Resume, curtail, or cease building operations as appropriate. Notify staff, students, and parents.

RESOURCES

- * Local Emergency Responders: Police - 911; Fire/Ambulance - 911
- * Chemical Inventory with MSDSs - located Building Administrator's Office
- * Zoned fire alarm system with enunciator panel.
- * Fire extinguishers serviced and charged.
- * Staff trained in First Aid, CPR and AED use.
- * Carbon monoxide alarms.

INCLEMENT WEATHER

Snow/Ice Storm - Thunder/Lightning/Wind Storm

1. Transportation Supervisor: Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.
2. Building Administrator: Curtail or cease all outdoor activities as appropriate.
3. Superintendent: Select appropriate Emergency Response Action and relay instructions to Building Administrators.
4. Building Administrators and District Office: Implement selected Emergency Response Action as detailed beginning on page 25.
5. Termination of emergency will be issued by Superintendent.

RESOURCES

- * Radio tuned to National Weather Service frequency.
- * Transportation Supervisor - 487-4576 or 4576
- * Local emergency responders: Police 911; Fire/Ambulance 911
- * Highway Department - Town of Camillus 672-5556, County of Onondaga: 469-1664
- * Emergency Two-way Radios - available in each building and with district administrator (see Appendix G - 2 for details).
- * Staff trained in Shelter Management, First Aid, CPR, and AED use.
- * American Red Cross – 234-2200

MEDICAL EMERGENCIES

1. First person on the scene: Identify the situation - Who? What? Where?
2. First person on the scene: Summon the school nurse (or other responsible person if after hours).
3. Staff Person: Calm and disperse other persons who are present.
4. School Nurse (responsible person): Comfort the person and administer appropriate first aid.
5. School Nurse (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.
6. School Nurse (responsible person): Notify Building Administrator.
7. Building Administrator/School Nurse: Notify emergency contact or ICE on cell phone.
8. Building Administrator: Notify Superintendent - 487-4562 or 4562.
9. Custodial Staff: Clean up body fluids according to district "Procedure For Cleaning Up Body Fluid Spills" - see Appendix F.

RESOURCES

- * School Nurse or responsible person capable of handling a medical emergency.
- * Local emergency responders: Fire/Ambulance 911
- * Staff trained in First Aid/CPR/AED.
- * Staff person(s) familiar with contingency plans.
- * Copy of district "Procedures For Cleaning Up Body Fluid Spills" - see Appendix F.
- * If Narcan is used, complete "Narcan Utilization Reporting Form" and forward to appropriate Personnel.

NATURAL AND MAN-MADE DISASTERS

Hurricanes, Blizzards and Floods

Warnings and instructions may be relayed to the Superintendent of Schools via the National Weather Service, BOCES District Superintendent: 433-2602, the County Emergency Management Office (315) 435-2525 or the State Education Department - Bureau of Educational Management Services (518) 474-6541.

1. The Superintendent shall:
 - a. Implement the Emergency Response Action in coordination with above agencies and as outlined on page 30.
 - b. Relay selected emergency response action to Building Principals, parents, staff, and students.
2. Building Administrator: Follow Superintendent's instructions.
3. Termination of emergency will be issued by Superintendent, BOCES District Superintendent, or County Emergency Management Office, as appropriate.

Earthquake

1. Building Occupants: If you are indoors when an earthquake occurs, do not try to leave the building. Stay inside against an inside wall or under sturdy furniture. Assume a tuck position with hands over the head. If you are outside, get away from the building, utility poles, and trees.
2. Building Staff: After an earthquake has occurred, check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines and gas leaks.
3. Building Administrator:
 - a. Summon local emergency responders if needed.
 - b. Apprise Superintendent of situation.
 - c. Instruct custodians to shut down building systems (electricity, gas, and/or water) if damaged or leaking. Evacuate building if safety of occupants is threatened; use discretion in event of electrical hazards. See also Systems Failure on page 29 - Medical Emergencies page 20 - and Restricted Use of Building - page 27. Be aware that aftershocks often occur.

If a total breakdown of communications occurs, each Building Administrator shall implement the most appropriate Emergency Response Action (see page 30) to the best of his/her ability using resources available.

4. Superintendent:
Coordinate selected emergency response action with local, county and state agencies.
5. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

Tornado Warning

1. Superintendent:
 - a. Monitor emergency broadcast channel and weather service watches/warnings.
 - b. Relay selected emergency response action to Building Administrators, parents, staff, and students.
2. Building Administrator:
 - a. Cancel all outdoor activities and summon all persons into building.
 - b. Follow Superintendent's instructions.
 - c. Do not assemble occupants in gymnasiums, auditoriums, or cafeterias.
 - d. Give instructions to building occupants over public address system.
3. Building Occupants: Take shelter against inside walls away from any windows and under a table or desk in a tuck position with hands over the head.
4. Building Staff: After tornado has passed, check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines.
5. Building Administrator: Summon local emergency responders if needed. Apprise Superintendent of situation. See also: Medical Emergencies, Systems Failure, and Restricted Use of Building.
6. Superintendent:
 - a. Coordinate response action in coordination with local, county, or state agencies and outlined on page 30.
 - b. Relay instructions to Building Administrators, parents, staff, and students.
7. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

Toxic Spill, Radioactive Incident, or Air Pollution

1. Superintendent:
 - a. Implement Response Action in coordination with local and county agencies and as outlined on page 30.
 - b. Relay selected response action to Building Administrators, parents, staff, and students.
2. Building Administrator:
 - a. Cancel all outdoor activities and summon all persons into building.
 - b. Direct building staff to close all doors and windows within the building by using the public address system.
 - c. Direct building custodians to close all vents and shut off fans bringing outside air into the school.
3. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

RESOURCES

- * Emergency Two-way Radios available for each building and with key administrators.
- * Radio tuned to National Weather Service frequency. Battery operated AM/FM radio.
- * Supervisor of Buildings and Grounds, School Nurses/District Physician
- * Local emergency responders: Police 911; Fire/Ambulance: 911
- * Highway Dept. - Town of Camillus 672-5556, County of Onondaga 469-1664
- * Staff trained in First Aid, CPR , AED use and Shelter Management.
- * American Red Cross 234-2200, Co. Emergency Management 435-2525.

HAZARDOUS MATERIALS

1. Upon discovery or detection of a fuel spill on school property, the first person on the scene will:
Notify Superintendent of Buildings and Grounds: 487-4630 or 4630
Stop source of spill, if possible.
2. The Supervisor of Buildings and Grounds will evaluate the problem insofar as possible and:
Stop source of spill, if possible.
Commence remedial response; i.e. absorbent material
3. The Building Administrator will notify the Superintendent - 487-4562 or 4562.
4. The Superintendent, in conjunction with the Building Administrators, will decide whether to curtail or cease building operation as conditions warrant.
5. The Building Administrator will institute the response chosen as outlined on page 30.
6. The Superintendent of Buildings and Grounds will notify the New York State Department of Environmental Conservation - local 24 hour spill hotline -- 1-800-457-7362 and New York State Department of Transportation - Regional Director: 428-4351.
7. Recovery: Superintendent of Buildings and Grounds in conjunction with the Superintendent and Assistant Superintendent for Management Services will direct cleanup work as directed by DEC/DOT. If formal emergency resolution is needed, the Superintendent will notify the Board of Education and State Education Department - Bureau of Facilities Planning (518) 474-3906.
8. Termination of contingency will be issued by the Superintendent.

RESOURCES

- * News media, public address system.
- * Superintendent of Buildings and Grounds.
- * Transportation Supervisor; transportation system.
- * Local emergency responders: Police 911; Fire/Ambulance 911
- * Department of Environmental Conservation, Department of Transportation.

SCHOOL BUS ACCIDENT PROCEDURE

In the event of a school bus accident or a mechanical problem resulting in an extended delay, the following procedures will be adhered to:

School Bus Driver

1. The first priority is for the safety and welfare of the students involved. The driver will ensure that, whenever possible, the vehicle is parked in a safe location. Depending on the physical condition of the passengers and vehicle as well as the prevailing weather and road conditions, the driver will determine whether the students should be removed from or allowed to remain on the vehicle. When circumstances require, the driver will use triangle reflectors to mark the scene.
2. Notify the Transportation Office immediately as to the bus(es) involved, the magnitude and location of the accident, and whether or not students are on the school bus.
3. Record the names of all students. If any students/passengers are taken for emergency treatment, the names of those individuals will be recorded as well as their destination.
4. No accident is to be discussed or information released to any party unless required by the investigating authorities or approved by the District Office.
5. Submit to the Transportation Supervisor, in an accurate and timely manner, a district accident report as per attached.

Transportation Personnel

Transportation personnel will then:

1. Notify the appropriate law enforcement agency.
2. Notify the District Office and respective Building Principal(s).
3. Make arrangements to provide a vehicle(s) onto which students can be transferred and/or any necessary mechanical assistance that might be required.
4. Obtain information as to the names and addresses of the owners and drivers of the vehicles involved in the accident, as well as the names and addresses of any witnesses.
5. In the event of physical injury and/or property damage, see to it that the vehicle(s) is/are not removed unless authorized by the investigating agency. Whenever possible, a picture of the scene of the accident should be taken.
6. No accident is to be discussed or information released to any party unless required by the investigating authorities or approved by the District Office.

Building Principal

1. If the accident does involve students on one of our daily scheduled routes, the Building Principal(s) will make arrangements to go to the scene to provide supervisory assistance and determine the need for medical assistance.
2. Contact, as soon as possible on the same day, the parents of students involved in the accident. This step also required for co-curricular trips.
3. Direct school nurse to meet with students involved to evaluate and report any injury. Contact parents of students involved for the completion of any accident reports needed.

COMMUNICATION

First Call: Transportation Department -- Office - 487-4576 or 4576
Garage - 487-7538 or 7538

Before 6:00 a.m. and after 5:00 p.m. Call: James Dark (Transportation Supervisor) (H) 488-0634(C) 559-5942

If no answer, call	Janet Troupe	(Safety Officer)	(Home) 488-5942	(Cell) 345-9590
	Brenda Bach	(Dispatcher)	(Home) 730-4362	<u>or</u> (Cell) 730-4362
	Linda Burns	(Dispatcher)	(Cell) 247-0888	
	Paul Pelton	(Asst. Superintendent)	(Home) 468-3057	<u>or</u> (Cell) 447-7426

Call Police: Town of Camillus - 911 Onondaga County Sheriff - 911

RESOURCES

- * Two-way radio in each bus capable of contacting Transportation Department at any point along its daily route - see Appendix G - 2 for frequencies.
- * First-Aid kits.
- * Local Emergency Responders: Police - 911; Fire/Ambulance - 911
- * Emergency road flares or reflectors.

RESTRICTED USE OF BUILDING

1. Superintendent/Building Administrator: Relocate educational program(s) displaced by a contingency which renders all or parts of a building unusable for school purposes.
 - a. If a double session is deemed necessary, obtain approval of State Education Department, Bureau of Facilities Planning, (518) 474-3906.
 - b. For temporary quarters, obtain approval of State Education Department, Bureau of Facilities Planning, (518) 474-3906.
2. Superintendent/Assistant Superintendent for Management Services/Transportation Supervisor: Revise student transportation system as necessary.
3. Superintendent/Building Administrator: Notify staff, students, parents, and Board of Education. Notify Commissioner of Education through BOCES Superintendent.
4. Superintendent/Superintendent of Buildings and Grounds/Assistant Superintendent for Management Services

and Board of Education: Institute recovery as appropriate.

RESOURCES

- * Existing alternate teaching areas:
 - Within building.
 - In another district school building.
 - In a school in nearby district (see Education Law 403 (a)+(b))
 - In a building rented within community.
 - In a manufactured building, rented, or purchased.
- * Outside assistance: insurance company adjuster, appraiser, architect/engineer, contractors, professional consultants.

UNPLANNED FIRE ALARM

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. Head Custodian: Report to principal's office on any fire alarm.
3. Building Administrator/Head Custodian:
 - a. Summon Fire Department 911 and explain situation.
 - b. If upon inspection, fire is not found at location where alarm was initiated, a custodian shall be assigned to the location until fire department officials arrive.
 - c. Return building to normal operations.
 - d. Notify Superintendent - 487-4562 or 4562.
 - e. Notify Superintendent of Buildings and Grounds - 487-4630 or 4630.
4. Custodial/Maintenance staff/Building Administrators: Investigate source of alarm and confirm evidence of fire.
5. Custodial/Maintenance staff: Investigate source and contain fire, if possible or practical. Keep Building Administrator apprised of situation.
6. Superintendent: Alert Transportation Supervisor - 487-4576 or 4576 - of possible need to evacuate students and staff to another building.
7. Building Administrator: Upon fire department's arrival, advise of the situation and follow instructions.
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 (see

also: Restricted use of Building Contingency Guidelines - page 22). 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 enunciator panel if available.
- * Fire extinguishers serviced and charged.
- * Transportation System and Transportation Supervisor

SYSTEMS FAILURE

Loss of Power, Heat, Water, or Sewage Systems, Gas Leak, Noxious Fumes or Structural Failure

1. Upon discovery or detection of a system failure, the first person on the scene shall 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.)**

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

4. Custodial/Maintenance person: Notify the Superintendent of Buildings and Grounds - 487-4630 or 4630.
5. Superintendent of Buildings and Grounds: Evaluate problem, seek expert help if warranted, and commence appropriate remedial action.
6. Superintendent of Buildings and Grounds: Notify Superintendent - 487-4562 or 4562, if situation warrants.
7. Superintendent: Curtail or cease building operations as appropriate, and notify staff, parents, and students and issue instructions.
8. Superintendent of Buildings and Grounds in conjunction with Assistant Superintendent for Management Services: Complete corrective actions and recovery. See also Restricted Use of Building Contingency Guidelines - page 27.
9. If formal emergency resolution is needed, the Superintendent shall notify Board of Education and State Education Department - Bureau of Facilities Planning (518) 474-3906.

RESOURCES

- * National Grid - 474-1511 -- Gas Emergency "Press 2";
-- Power Outage 1-800-867-5222
- * Local emergency responders: Police 911; Fire/Ambulance 911
- * Emergency Two-way Radios - located in each building and with key administrators (see Appendix G - 2 for details).
- * Established emergency remedial operation and maintenance procedures for possible occurrences, including limits of remedial responses.

EMERGENCY RESPONSE ACTIONS / FUNCTIONAL ANNEXES

- * Early Dismissal
- * School Cancellation
- * Stay-in-Place
- * Evacuation Plan
- * Shelter-in-Place
- * Lockdown
- * Lockout

More specific detail regarding Functional Annexes are included in the building specific Emergency Response Plans (ERP).

EARLY DISMISSAL

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.

SCHOOL CANCELLATION

The Superintendent may cancel school in the event of prolonged system failures, severe weather, or other unsafe conditions. Students, parents, and staff shall be notified in accordance with snow day closing procedures.

SHELTER-IN-PLACE

A Shelter-in-Place is called when evacuation of the facility would endanger the health and safety of the children/staff. An instruction to shelter students and staff requires that all staff and students remain inside school buildings. Building occupants may be directed to simply stay in place or go to the shelter area depending upon the nature and location of the emergency. During sheltering for certain types of air pollution problems, chemical spills, or radioactive emergencies, windows should be closed and ventilation systems should be shut down. Ingestion of food and water should be prohibited during radioactive emissions or chemical spills until school officials receive authorization and instruction from appropriate health officials. Specific procedures for the Stay In Place/Sheltering Procedure are found in the Building-Level Safety Plans.

EVACUATION PLAN

These procedures are found in the Building-level Safety Plans. See Appendix K-2 – Alternate Evacuation Sites.

RECOVERY – DISTRICT SUPPORT FOR BUILDINGS

The district's intention is to support and cooperate with the building Emergency Response Teams who are called into action, according to individual circumstances and needs. There is currently an agreement with the local chapter of the American Red Cross to provide assistance, if their services are required.

DISASTER MENTAL HEALTH SERVICES

Individual Building Safety Plans include procedures for dealing with crises that necessitate disaster mental health services. The Onondaga County Mental Health Department is a local resource that can be called upon. Buildings will call the District Office to request additional mental health personnel, as necessary.