

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

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

December 2001

Revised 1/06

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**Final Revision 4/??/14**

Mary Beth Fiore – Superintendent of Schools

Dawn Hanrahan – Principal, Cohen Middle School/CSE Chairperson

Andy Lutz –Principal, Cohen Elementary School

R. Thomas Boyanowski - Principal, Thomas A. Edison High School

Michael Coghlan – Working Foreperson

Rick Churches – Elmira Heights Police Chief

Debra Palmer – School Business Official

Sylvia Milliken Elementary Teacher

Kurt Warner-Elementary Teacher

Mary Ann Sheets-High School Librarian

~~Jen Jadeski~~ Elementary Teacher

Amy Gee-Elementary Nurse

Gretchen Smith-Elem/Middle Dean

Sue Portwood – Elementary Teacher

Michael Bennett – High School

Dean/Athletic Director

Robert Cavalier – Elementary Teacher

Tracie Mayotte – Elementary Teacher

Judi Gibbs – Elementary Teacher

David Nelson-MS Technology

Dan Crandall-MS/Middle Dean of Students

~~Anita Seata~~ Elementary Reading

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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 School Safety Plan(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 School Safety 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 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.
- 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, and phone numbers of key officials.

The Elmira Heights Central School District will inform all students, staff and parents about the District-Wide and Building-Level School Safety Plan(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 School Safety Plan.

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:

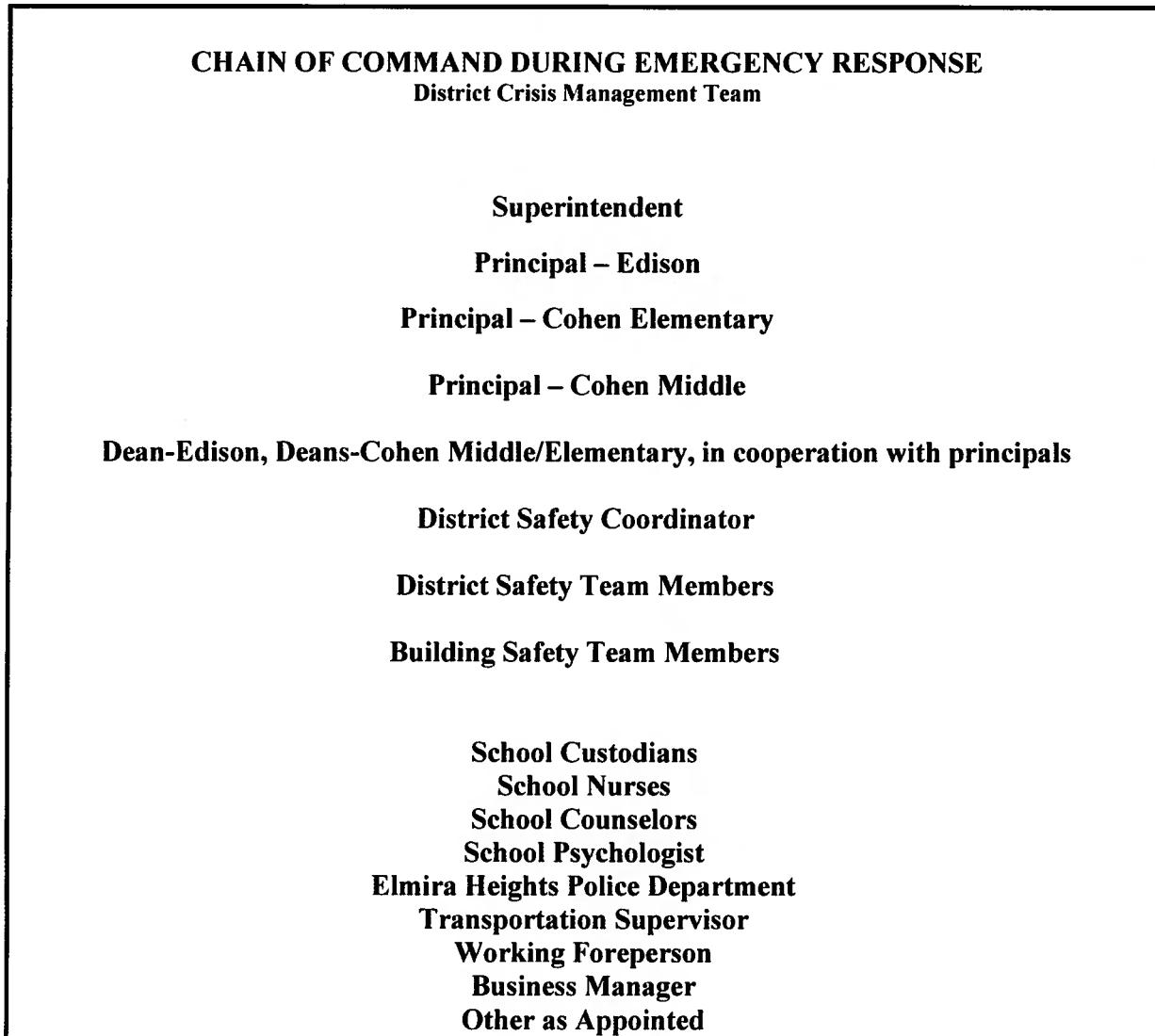
- Peer Mediation	- Access to BOCES Management Services (Right to Know, EAP, School Improvement)
- Youth Court	
- Suicide Prevention	
- Choice/Reality Theory	
- TCI (De-escalation training)	
- Social Workers	
- Elmira Heights Police Department	
- District-wide PBIS Plans	
- CIS (Children's Integrated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

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.

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.

### **Plan Modification Record**

Changes:

July 2003

Change: As a result of personnel changes, the responsibilities previously outline for the School Safety Director will now be the responsibilities of the Superintendent. This change is documented throughout the updated plan.

July 2003

The Chain of Command as outlined on page 11 has been updated to reflect current personnel and practices within the district.

July 2003

Addition of protocol for Implied incidents listed on page 66.

Modified versions sent to: (list all copyholders)

Thomas A. Edison High School:	Principal Al Turshman
Cohen Middle School:	Principal Judy Sanford
Cohen Elementary School:	Principal Kathy Plumley
Director of Curriculum/Staff Development:	Bev George
Head Custodian:	Jack Sawyer
Head Bus Driver:	Cheryl Summers
School Resource Officer:	Rick Churches
School Deans	Tia Mecum
School Offices	Kevin Erickson
Business Manager	Deb Palmer

July 2004

Addition of the Homeland Security System for Schools

Modified versions sent to: (list all copyholders)

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Al Turshman
Cohen Middle School:	Principal Judy Sanford
Cohen Elementary School:	Principal Kathy Plumley
Director of Curriculum/Staff Development:	Bev George
Head Custodian:	Jack Sawyer
Head Bus Driver:	Cheryl Summers
School Resource Officer:	Mike Cadek
Board of Education	
Local Law Enforcement Agencies	

BOE Policies Listed

July 2007

Changes Modified versions sent to: (list all copyholders)

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Al Turshman
Cohen Middle School:	Principal Terry Devine
Cohen Elementary School:	Principal Kathy Plumley
Director of Curriculum/Staff Development:	Bev George

Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHoughton
Community Resource Officer:	Mike Cadek
Board of Education	
Local Law Enforcement Agencies	
School Deans	
School Offices	Sue Freedman
Business Manager	Andy Lutz

July 2008

Changes Modified versions sent to: (list all copyholders)

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Al Turshman
Cohen Middle School:	Principal Jeff Lawrence
Cohen Elementary School:	Principal Kathy Plumley
Director of Curriculum/Staff Development:	Dawn Carling
Director of H.R./Elem. Asst. Principal	Ron Holloway
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHoughton
Community Resource Officer:	Mike Cadek
Board of Education	
Local Law Enforcement Agencies	
School Deans	
School Offices	Sue Freedman
Business Manager	Andy Lutz

August 2009

Changes Modified versions sent to: (list all copyholders)

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Al Turshman
Cohen Middle School:	Principal Jeff Lawrence
Cohen Elementary School:	Interim Principal Andy Lutz
Director of Curriculum/Staff Development:	Dawn Carling
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHouten
Elmira Heights Police Chief:	Rick Churches
Board of Education	
Local Law Enforcement Agencies	
School Dean(s)	Sue Freedman
School Offices	
Business Manager	Debra Palmer

May 2010

Changes Modified versions sent to: (list all copyholders)

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Jeff Lawrence
Cohen Middle School:	Principal Dawn Hanrahan
Cohen Elementary School:	Principal Andy Lutz
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHouten
Elmira Heights Police Chief:	Rick Churches
Board of Education	
Local Law Enforcement Agencies	
School Dean(s)	

School Offices	Mike Bennett
Business Manager	Gretchen Smith

March, 2011	
Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Jeff Lawrence
Cohen Middle School:	Principal Dawn Hanrahan
Cohen Elementary School:	Principal Andy Lutz
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHouten
Elmira Heights Police Chief:	Rick Churches
Board of Education	
Local Law Enforcement Agencies	
School Dean(s)	

School Offices	Mike Bennett
Business Manager	Gretchen Smith

Committee Members:	Judi Gibbs
	Melanie Beach
	Andrew Berg
	Amy Gee
	Andrew Lutz
	Joe Condame
	Michael Coghlan

March, 2012

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal Joe Robinson
Cohen Middle School:	Principal Dawn Hanrahan
Cohen Elementary School:	Principal Andy Lutz
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHouten

Elmira Heights Police Chief:	Rick Churches
Board of Education:	
Local Law Enforcement Agencies	
School Dean(s)	Mike Bennett Gretchen Smith
School Offices	
Business Manager	Debra Palmer
Committee Members:	Judi Gibbs Sylvia Milliken Patricia Berman Kurt Warner Andrew Lutz Mary Ann Sheets Michael Coghlan Linda Austin Jen Jadoski Amy Gee Sue Portwood Gretchen Smith

April, 2013

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal R. Thomas Boyanowski
Cohen Middle School:	Principal Dawn Hanrahan
Cohen Elementary School:	Principal Andy Lutz
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHouten
Elmira Heights Police Chief:	Rick Churches
Board of Education:	
Local Law Enforcement Agencies	
School Dean(s)	Mike Bennett Gretchen Smith Dan Crandall

School Offices  
Business Manager

Debra Palmer

April, 2014

Superintendent	Mary Beth Fiore
Thomas A. Edison High School:	Principal R. Thomas Boyanowski
Cohen Middle School:	Principal Dawn Hanrahan
Cohen Elementary School:	Principal Andy Lutz
Working Foreperson:	Mike Coghlan
Transportation Supervisor:	Richard "Todd" VanHouten
Elmira Heights Police Chief:	Rick Churches
Board of Education:	
Local Law Enforcement Agencies	

School Dean(s)	Mike Bennett Gretchen Smith Dan Crandall
School Offices Business Manager	Debra Palmer
BOCES Special Education Wing	Sally Dean
Committee Members:	Judi Gibbs Kurt Warner Andrew Lutz Mary Ann Sheets Michael Coghlan Amy Gee Sue Portwood Gretchen Smith Dave Nelson Dan Crandall Robert Cavalier Tracie Mayotte

Additional Revisions made to update school procedures and reflect personnel.

## **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 resources 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 school safety plan(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 School Safety 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

### **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.

### **Homeland Security System for Schools**

Color coded Risk Level System and Recommended Actions for Schools Flowchart

<b>SEVERE (Red)</b>	<ul style="list-style-type: none"> <li>-Close school before it opens, or</li> <li>-Close school while in session, or</li> <li>-Lockdown Procedures *, ** or</li> <li>-Short-Term Shelter in place *, ** or</li> <li>-Transfer to Alternate Location or emergency shelter *, **</li> </ul>		
<b>HIGH (Orange)</b>	<ul style="list-style-type: none"> <li>-Complete O2 and Activate Lockout Procedures *, **</li> <li>-Complete Level Yellow</li> <li>-Limit access to facilities</li> <li>-Review facility use</li> <li>-Evaluate field trips</li> </ul>		
<b>ELEVATED (Yellow)</b>	<ul style="list-style-type: none"> <li>-Complete Level Blue</li> <li>-Review building use permits</li> <li>-Confer with authorities for further action</li> </ul>		
<b>GUARDED (Blue)</b>	<ul style="list-style-type: none"> <li>-Increase surveillance</li> <li>-Consider restricting parking near building</li> </ul>		
<b>LOW (Green)</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;">Continue</td> <td style="width: 70%; text-align: left;"> <ul style="list-style-type: none"> <li>-conduct building safety audit *, ***</li> <li>-review building safety plans</li> <li>-practice emergency drills</li> </ul> </td> </tr> </table>	Continue	<ul style="list-style-type: none"> <li>-conduct building safety audit *, ***</li> <li>-review building safety plans</li> <li>-practice emergency drills</li> </ul>
Continue	<ul style="list-style-type: none"> <li>-conduct building safety audit *, ***</li> <li>-review building safety plans</li> <li>-practice emergency drills</li> </ul>		

These are all actions to be taken by school districts upon direction from the County Executive, State Education Department, State Police, and/or State Emergency Management Office through the District Superintendent.

\*See Page 23 for definitions, instructions and response actions.

The ultimate responsibility for actions taken in a district rests with district administration. These recommended actions are guidelines and should be implemented based on the judgment and discretion of authorized district officials.

#### **Homeland Security Recommended Actions**

##### **Level Red – Severe Risk**

Please note that a red alert will be declared only in the event of an imminent, site-specific threat. Such an alert is likely to be very localized, based on credible intelligence information. Not all areas of the state will be affected the same in the case of a statewide red alert.

**R1**    Close school before opening

**R2**    Close schools while in session – Districts will close schools as soon as it is feasible. Students will not be released unless there is reasonable assurance that they will be in the custody of legally designated adults. Any student who is not released will be transported to one designated site within the district. Parents will be notified in advance of this procedure.

R3 Lockdown – School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed.

R4 Short-term Shelter in Place – Everyone reports to the assigned classroom as quickly as possible. Close and lock classroom doors and windows. Students not in the room are to report to the alternate shelter site. Take attendance, intercoms, radios and televisions may be used for getting information during the event. Do not allow anyone to leave the classroom. Wait for further instructions.

R5 Transfer to Alternate Location or Emergency Shelter – In the event of an order of a full evacuation to another building, or to a non-school building, assigned nurses will move first-aid supplies and medications with special needs students to their designated building(s). Staff will be assigned to students who need special treatment. REMAIN at the assigned area until released.

#### **Level Orange -High Risk**

O1 Complete O2 and activate Lockout Procedures – This procedure allows the school to continue with the normal school day, but curtails outside activity. Allows no unauthorized personnel into the building.

O2 Complete Level Yellow  
Limit access to facilities  
Review facility use  
Evaluate field trips

#### **Level Yellow -Elevated Risk**

Review building use permits  
Confer with authorities for further actions

#### **Level Blue – Guarded Risk**

Restrict parking and increase surveillance

#### **Level Green – Low Risk**

Normal Operations

## **Appendix**

### **Board of Education Policies**

3410 Code of Conduct on School Property

3510 Emergency Closing

5680 Safety and Security

## 5681 School Safety Plans

## 5683 Fire Drills, Bomb Threats and Bus Emergency Drills

*Note: Copies of the above mentioned Board Policies can be viewed after page 63*

### **Hazard Specific Protocols by Hazard Category for Elmira Heights Central Schools**

Building-level plans shall include the following hazard specific protocols, which may be slightly modified in response to building conditions or requirements.

#### **Injury or Illness Protocols**

##### **Bus Accident**

Action:	Notifications
Person(s) Responsible:	Bus driver, school personnel
<p>Driver shall notify the bus garage, district office or school office of the accident by radio. School personnel will contact 911. (If the driver has already notified 911 by cell phone, he shall alert school personnel to this fact.)</p> <p>If unable to make radio contact, first assistance on the scene will be asked to call 911.</p>	

District Safety Coordinator and Superintendent shall be notified as soon as possible. Building administrators shall be informed as soon as possible after verification of the age of the students.

Action:

Follow protocol in the transportation drivers and monitor handbook.

Person(s) Responsible:

All district staff

Action:

Immediate response after the accident

Person(s) Responsible:

Bus driver

Turn ignition to accessory and monitor radio.

Set brakes. Remain calm. Reassure students that emergency services are coming.

Protect the accident scene. Do not move bus unless further danger is likely or until directed to do so by law enforcement personnel.

Be alert for other hazards, such as ruptured fuel tank, electrical lines or dangerous traffic conditions.

Keep students on bus unless there is danger of fire, explosion or submersion or further traffic damage.

### **Bus Accident**

If evacuating the bus, supervise in a group no less than 100 feet from the bus in a safe designated area.

**Do not release any students. When district/school staff arrive at the scene, they will be in charge of the release of students.**

**Make no statements to bystanders or parents regarding the accident, fault or other information.**

Cooperate with law enforcement and provide all required information upon request.

Action:

First aid, medical review and emergency transportation.

Person(s) Responsible:

EMS, fire and emergency personnel, responding emergency service providers will carry out the New York State Emergency Service Protocols. **All decisions regarding treatment or transportation of injured students and staff shall be made by**

**emergency service personnel, in accordance, with the New York State Emergency Services Protocols.**

The school nurse will respond to offer assistance as needed and to advise the Superintendent or District Safety Coordinator.

Action:	Respond to the scene
Person(s) Responsible:	<p>The Superintendent and/or his/her designee and school nurse shall respond to the scene to coordinate decisions requiring their action.</p> <p>Other school personnel may respond to the scene if summoned by the Superintendent or District Safety Coordinator, in cooperation with the Emergency Services Commander.</p> <p>The nurse, superintendent and/or his/her designee shall interview students at the scene if possible and perform injury assessment, taking census information and other data as deemed necessary for completion of school reports, records and forms. Interviews may be done at the staging area before release of students.</p> <p>The bus mechanic shall respond to the scene to photograph the damage to the bus, and make recommendations regarding the mechanical condition of the bus.</p> <p>One bus(es) will be placed on standby. These buses shall respond to the scene when summoned by the Superintendent and/or his/her designee, in coordination with emergency services. The drivers will take directions from personnel at the scene.</p> <p>If necessary, due to death or severe injuries to students or staff, the district crisis management team will be convened by the District Safety Coordinator in the crisis command post (district office or other suitable location). The crisis management team shall implement response activities.</p>
	<p><b>A student accident form must be completed as soon as possible after the event, in no event more than 48 hours after the injury.</b></p>

Action:	Release of uninjured students
Person(s) Responsible:	School personnel return all students by bus to a central staging area (school) and release all students from the staging area, upon completion of the necessary release forms. Parents will be called from the school to report to the staging area to pick up their children.

Action:	News Release
Person(s) Responsible:	Public information officer
	<p>The Superintendent is the public information officer for the district.</p> <p>Prepare news release/public statement for the media. Indicate that the accident is under investigation. Indicate that updates will be made when additional information becomes available.</p> <p><b>No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.</b></p>

#### **Emergency Protocol (Medical)**

**Each school building shall form and train a school safety building-level emergency response team to provide immediate response to building medical emergencies.**  
 Teams shall include necessary and appropriate personnel, shall receive necessary training, shall be equipped with necessary materials, supplies and resources and will be tasked to carry out routine first aid/medical response for the building.

**Upon awareness or notice of a medical emergency**

Faculty/staff person immediately contacts the building office by phone (using the internal emergency number), intercom or runner to request the nurse or the school emergency response team. School nurse and/or school emergency response team members are authorized to call 911 if necessary, without further authorization. The Building Office contacts the Nurse, Working Foreperson, and the District Office.

Building Emergency #'s	Elem. School	#6911
	Middle School	#6911
	TAE	#6911

**911 shall be called first in the event that it is apparent to the first person on the scene that the event is a medical emergency. The office shall then be notified immediately.**

Emergency situations that require immediate (911) medical attention include:

- **Cardiopulmonary arrest-no pulse or breathing**
- **uncontrolled bleeding**
- **severe respiratory distress**
- **major burns**
- **significant trauma**
- **unconscious/non-responsive**
- **shock- (rapid breathing, rapid pulse, restless, pale/blue/moist skin)**

- **anaphylactic shock**, such as severe bee sting allergy, food allergy- (difficulty breathing, fullness in throat, voice changes, flushed face, tingling sensation around mouth or face, wheezing or hives).

The message to the office will state:

\_\_\_\_\_ (identify person requesting the nurse or emergency team) needs the nurse or emergency team in \_\_\_\_\_ (location) immediately!

**When the nurse or the school emergency response team has been requested, office personnel shall call the nurse or activate the school emergency response team without further authorization. Office personnel will use the all-call to request the school emergency response team to report to the location of the emergency. The message will be repeated two times.**

**Upon arrival of the nurse or school emergency response team**

- The situation will be assessed. First Aid will be rendered, or
- Nurse, school emergency response team members or office personnel will call 911.
- School emergency response team members will take on assigned tasks.
- Command and control of the medical response to the emergency shall revert to emergency services personnel upon their arrival on the scene. Command and control of school personnel, students and resources shall be the responsibility of the emergency response team members.

**Requirements**

Building-level emergency response teams members, chain of command and responsibilities shall be defined in the Building-Level School Safety Plan.

Lines of communication and coverage for team members responding to emergencies shall be clearly identified in the building-level plan. Faculty information shall be provided in the faculty handbook.

Required training, annual drills and plan updates shall be the responsibility of the building team. All communications and notices to students, staff and parents, shall be under the auspices of the Building-Level Team, under the direction of the Building Principal.

Emergency medical action shall be consistent with the District-Wide School Safety Plan and other emergency procedures.

Annual review of the plan, no later than July each year, is required.

## Food Poisoning or Other Mass Illness

Action:	Notification
Person(s) Responsible:	School Nurse, Superintendent
	<p>Contact Principal or Superintendent. Contact other nurses for support.</p> <p>The Superintendent or designee shall call 911 and other appropriate health agencies.</p>
Action:	Treatment
Person(s) Responsible:	School Nurse
	<p>Provide treatment for those who are ill.</p> <p>Collect samples of stool and vomitus for analysis.</p>
	<p>Cooperate with and yield control to emergency service and health department personnel.</p> <p>Notify working foreperson of necessary supplies and needs.</p>
Action:	Coordination with other agencies
Person(s) Responsible:	Superintendent
	<p>Convene and activate the Administrative Team in the Crisis Command Post.</p> <p>Direct building staff to establish a location and facilities for emergency treatment.</p> <p>Coordinate with local, county and state officials in maintaining order and controlling traffic and access to the school building.</p> <p>Cooperate with state and county officials in their investigation. Retain food for analysis and testing.</p>
Action:	Notification of parents/relatives
Person(s) Responsible:	Principal, building personnel

Contact relatives/parents of the ill. Arrange for dismissal/release of the ill.

**A student accident form must be completed as soon as possible after the event, in no event more than 48 hours after the injury.**

Action: Public notification

Person(s) Responsible: Public information officer

The Superintendent is the District Public Information Officer.

In cooperation with local, county and state officials, prepare a news release for the media. Indicate that the incident is under investigation. Indicate that further information will be released as soon as it becomes available.

**No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.**

## **Injury at an Athletic Event/extracurricular Activity**

If the injured party is a spectator:

Action:	Notification
Person(s) Responsible:	Event Supervisors
Provide first aid. Call 911 if necessary.	
Notify Athletic Director, who shall notify the Superintendent as soon as possible.	

If the injured party is a student athlete:

Action:	First aid/medical care
Person(s) Responsible:	Coach(es)
Provide first aid as appropriate. If necessary, call 911.	
If emergency transportation is necessary, a school representative shall accompany the injured athlete to the emergency room.	
School personnel shall remain at the hospital until a parent or guardian arrives at the hospital.	

Action:	Notification
Person(s) Responsible:	Coach, Athletic Director
Parents shall be notified in the event of any injury that requires first aid. Immediate notification will take place if emergency medical services are required.	
In cases of severe injury, the Superintendent shall be notified as soon as possible.	
<b>A student accident form must be completed as soon as possible after the event, in no event more than 48 hours after the injury.</b>	

Action:	Parent contact and follow-up
Person(s) Responsible:	Coach, Athletic Director, Event Supervisor

School staff shall initiate and maintain contact with the parents and the injured athlete.

The Superintendent shall notify the district liability insurance carrier as soon as possible after any serious injury.

All persons shall keep the Superintendent notified, in the event she is contacted by the media for information.

**No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.**

## Implied or Actual Threat of Violence Protocols

### Armed Person, Hostage or Terrorist on School Premises

Action:	Notification
Person(s) Responsible:	<p>First responsible person aware of the event, Principal or designee</p> <p>Immediately notify the office by phone, radio, or other method.</p> <p>Announce "Code Red" procedure.</p>
	<p>Call 911 and give specifics of the situation, such as number of persons involved, location, etc.</p> <p>Contact Superintendent or her designee.</p>
Action:	Containment
Person(s) Responsible:	<p>School personnel and students</p> <p>Check hallway.</p> <p>Classroom doors are to be locked. Students and staff are to remain out of sight. If possible, barricade door.</p> <p>Individuals not in classrooms or secure areas must go to the nearest room and seek shelter.</p> <p>Do not confront any armed person. Observe from a safe distance if possible. Prepare to take appropriate action.</p> <p>Be calm. Do not alarm or upset the intruder. Follow orders. Be alert.</p>
Action:	Evacuation and de-escalation
Person(s) Responsible:	<p>Law enforcement and emergency services</p> <p>Law enforcement authorities shall assume command and control upon arrival. All students and staff shall follow all directives and orders of the authorities in command.</p> <p>Authorities will follow protocols and guidelines to de-escalate and stabilize the situation.</p>
Action:	Activate District Crisis Management Team
Person(s) Responsible:	Superintendent

	Activate the Crisis Management Team to report to the Crisis Command Post. Initiate crisis response activities.
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Action:	Follow-up and public information
Person(s) Responsible:	Crisis Management Team

Debriefing and counseling of staff and students shall be organized and implemented. Building-level and district teams and personnel will cooperate with authorities and emergency service personnel.

Media announcements and press releases shall be coordinated with local county and staff officials. The Superintendent and/or his/her designee shall be the only employee of the district authorized to make public statements or comments on behalf of the district.

Action:	Notification
Person(s) Responsible:	Bus driver, school personnel

If feasible, use radio to alert bus garage before armed person takes control of the bus.

Remain calm. Do as directed by the intruder. Offer the intruder the use of the radio for communication. Ask permission to contact the garage by radio.

Be alert for law enforcement intervention. Cooperate fully with police.

**Responsible party shall call 911 immediately upon notification of the situation.**

Notify Superintendent or designee immediately.

Action:	Crisis Management Team
Person(s) Responsible:	Superintendent or designee
Activate Crisis Management Team to the Crisis Command Post.	
Implement crisis management activities.	

Action:	Public Information
Person(s) Responsible:	District Public Information Officer

Arrange for parent notification before any media releases are made. Cooperate with law enforcement officials regarding information released to the press during the incident.

**No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.**

## Bomb Threats

Action:	Notification	
Person(s) Responsible:	Person receiving the threat	
	Complete bomb threat checklist.	Notify building administrator and Superintendent, or designee.
Call 911, be available to speak with law enforcement officers.		

**Do not activate fire alarm to evacuate students. Explosives may be wired into alarm systems.**

Action:	Response/evacuation	
Person(s) Responsible:	Superintendent, Principal, School Personnel	
<p>Follow NYS Education Department bomb threat responsibility guidelines and complete the required state forms.</p> <p>Be alert for suspicious objects in work areas and classrooms. If such an object is found, <b>do not touch it. Notify school office immediately.</b></p>		

Action:	Public information	
Person(s) Responsible:	District Public Information Officer	
<p>A statement may be prepared to provide to the media during the incident.</p> <p>“the district has received a threat to our buildings. No further information is available at this time. Additional statements will be issued when information becomes available.”</p>		

Action:	Public information	
Person(s) Responsible:	District Public Information Officer	
<p>A statement may be prepared to provide to the media during the incident.</p> <p>“the district has received a threat to our buildings. No further information is available at this time. Additional statements will be issued when information becomes available.”</p> <p>Further public statements shall be issued in cooperation with local or county officials. No statements will be made that will hinder investigation of the crime.</p> <p><b>No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.</b></p>		

## Child Abduction

*Whenever a suspicious person or person without an I.D. badge is observed in or around the school, an administrator, dean should be notified immediately so that the person can be questioned. Any unauthorized person who approaches a child is to be questioned by staff.*

Action:	Notification
Person(s) Responsible:	Any staff member observing the abduction
	<p><i>Be very cautious if intervening in possible child abduction. Such a situation could quickly turn violent.</i></p> <p>Emergency numbers to reach the offices are: 6911—Elementary, 6911—Middle School, 6911—High School. Office staff should immediately notify the District Office.</p> <p>If the abduction is in progress, and it is impossible to intervene, carefully observe the child and abductor. Try to get good descriptions of the child and the abductor, including estimated height and weight, hair color, clothing, distinguishing characteristics, vehicle description and license plate number, etc.</p> <p>If possible, notify another adult to assist in observation and contacting the office.</p> <p>As soon as possible, write down everything that you saw, to assist law enforcement in their investigation.</p> <p>As soon as possible, contact the office and request that 911 be called.</p> <p>Remain available to meet with law enforcement personnel.</p> <p>Office staff must notify the principal or designee immediately as well as the District Office.</p> <p>Superintendent or designees are to be notified as soon as possible.</p>

Action:	Investigation/cooperation with law enforcement
Person(s) Responsible:	Principal, School personnel
Provide information about the abduction to law enforcement. Cooperate fully with investigators.	
Action:	Parent notification
Person(s) Responsible:	Principal, Law enforcement
Notification of parents shall be in person. Principal and law enforcement personnel shall determine who shall make parent contact.	
Action:	Public notification
Person(s) Responsible:	District Public Information Officer, Law Enforcement personnel
<p>Any media release will be coordinated between the Public Information Officer and law enforcement officials. No announcement shall be made that might impact any investigation.</p> <p><b>No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.</b></p>	

## Civil Disobedience and/or Student Disorder (Disorderly Conduct)

*Be aware of preliminary indicators of potential disorder. General disorder, rumors of planned disorderly or illegal activities, fights or assaults, defiant behaviors, large gatherings of students, or significant numbers of students who are tardy or refusing to follow routines, or groups forming off campus and moving onto campus are such indicators.*

Action:	Notification
Person(s) Responsible:	Principal, dean, designee  Call 911.  Assess situation. Notify Superintendent.
Action:	Management
Person(s) Responsible:	Principal, Superintendent and school personnel  Work with law enforcement to isolate the disturbance.
	Avoid action to incite further disruption. Communicate by radio, phone or messenger rather than public address system, if necessary.  Re-route arriving buses or unload buses directly into areas located apart from the disturbance.
	If buses are leaving the school, load and disembark buses from areas apart from the disturbance.  Assign an incident reporter to log events as they occur, list names, etc.  Lock and/or secure empty or sensitive areas. Guard fire alarm pull stations.  Identify leaders. Ask them to disperse.  Following the disturbance, cooperate with law enforcement officials. Facilitate investigation. Initiate any school investigations immediately. Take testimony, statements, etc.  Follow school disciplinary codes and policies regarding student consequences and discipline and parent notifications.

Action:	Support
Person(s) Responsible:	Superintendent or designee
<p>Cooperate with law enforcement officials.</p> <p>Assign available district staff to monitor building entrances, help with traffic control and keep unauthorized persons from the area.</p> <p>Arrange for photographic recording of the incident if possible.</p>	

Action:	Public Information
Person(s) Responsible:	Superintendent or designee
<p>Restrict media access to the scene if possible.</p> <p>Ask for cooperation in minimizing inflammatory reporting by the media.</p> <p>Prepare release for the media in cooperation with law enforcement officials.</p> <p><b>No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.</b></p>	

### **Implied or Direct Threats of Violence**

Action:	Immediate Notification to administration or event supervisor
Person(s) Responsible:	Person first aware of the situation or nearest responsible person
	<p>Notification to Building Principal or supervisor on duty if at an event.</p> <p>Notification of Elmira Heights Police Department.</p> <p>Asses the situation and take appropriate action. Contact local authorities if necessary.</p> <p>Cooperate with local authorities to maintain appropriate safety and order.</p> <p>Follow the procedures as outlined in the district Code of Conduct for follow up action if required.</p>

**Weather Related Protocols**  
**Earthquake**

*In the event of an earthquake immediate full emergency service response is unlikely because of the widespread nature of the disaster.*

Action:	Follow directives over PA.
Person(s) Responsible:	<p>Faculty and staff</p> <p>Follow directives, assume the protected position until trembling stops.</p> <p>Remain calm and try to keep students calm. Account for all students.</p> <p>Be alert for instructions from the office by PA or messenger. Be prepared to evacuate the building to an open area. Gather class lists and release forms, etc.</p>
Action:	Assess damage
Person(s) Responsible:	<p>Superintendent, designee, Principals, Crisis Management Team</p> <p>Activate Crisis Management Team. Implement crisis response activities.</p> <p>Attempt to determine whether severe building damage necessitates building evacuation. Order evacuation if uncertain.</p> <p>Shelter students in place if possible.</p> <p>Implement evacuation or early dismissal if deemed necessary.</p>
Action:	Coordination and cooperation with community agencies
Person(s) Responsible:	<p>Superintendent, designee, Crisis Management Team</p> <p>Establish communications with Boces District Superintendent, local, county and state emergency services, and Red Cross. Cooperate fully with all emergency agencies. Make undamaged building available for community sheltering.</p> <p>Attempt to assess local damage to infrastructure and services and the impact on district facilities.</p>
	<p>Assign staff to verify that utility services are either intact or turned off. Check, avoid, and notify if chemical or hazardous material spills.</p>

## **Flash Flood/Flood**

*In the event that conditions are favorable to flooding or flash flooding, weather emergency radios will be monitored.*

Action:	Notification
Persons(s) Responsible:	Superintendent, designee
	<p>Upon notification of impending flooding or flash flooding, a decision will be made, in cooperation with the county emergency management office and local authorities to implement sheltering, early dismissal or evacuation.</p> <p>School administrators and staff shall be notified of and implement the decision.</p> <p>Media announcements shall be issued by the Superintendent or designee to notify parents and guardians of the procedures being implemented. Student release to parents shall be in accordance with sign-out requirements.</p> <p>Procedures will be activated to enable the buildings to be opened as community shelters upon request for the Red Cross or Chemung County Emergency Management Office.</p>

### **Tornado, Severe Windstorm, Thunderstorm**

*National weather service radio will normally be the first indication that severe weather is approaching.*

Action:	Notification of Administrative Team
Person(s) Responsible:	District Officer Personnel
	<p>Notify principals of impending weather. Outside activities are to be cancelled.</p> <p>Will let administrators know about doing shelter in place.</p> <p>Assess situation. Shelter in place is the preferred action. If warning occurs at dismissal times, delay dismissal and retain students in schools. <b>Students already on buses should be returned into the school and supervised by their teachers.</b></p>
Action:	Follow directions over PA
Person(s) Responsible:	Building staff
	<p>Shelter in place procedure will be initiated during the storm.</p>
Action:	Follow-up/Recovery
Person(s) Responsible:	Superintendent, maintenance staff
	<p>Following the storm, await further directions. Remain in place.</p> <p>Facilities and grounds shall be checked for storm damage, downed wires, etc. before students are allowed to leave the building.</p> <p>Contact local officials (and insurance company; if applicable) if it appears that storm has damaged infrastructure or blocked roads.</p> <p>Assess situation and coordinate action with local, county and state emergency officials.</p> <p>If local storm damage is severe, student shelter in place action is preferred.</p>
Action:	Notification
Person(s) Responsible:	Superintendent, designee
	<p>Open communications with BOCES District Superintendent and local, county and state officials. Coordinate communications and media releases.</p> <p>If sheltering students in place notify media and provide information regarding school pick up requirements.</p>

## **Winter Storm**

*Severe winter weather may strike during the school day. The National Weather Service and weather channel are monitored when winter weather occurs.*

Action:	Weather response
Person(s) Responsible:	Superintendent, designee, District Superintendent
When winter weather is worsening, or a storm warning is issued during the school day, coordination and cooperation with local, county and state emergency officials shall be activated.	
If early dismissal is warranted, coordination with the BOCES district superintendent and other local school superintendents must be established.  Announcement of the early dismissal time should take place at least 2 hours before dismissal is scheduled. Media announcement is to be coordinated by the (BOCES) district superintendent.	

## **Service or Utility Protocols**

### **Electric Power Failure (including Brownouts)**

Action:	Notification and review
Person(s) Responsible:	Working foreperson, Superintendent, designee
	<p>Contact power provider, report outage.</p> <p>Attempt to determine expected duration. If anticipated power interruption is more than one hour, assess to determine if early dismissal is warranted.</p> <p>Notify staff and students of expected duration of outage. If early dismissal is required, notify staff of schedule.</p> <p><b>Remind staff to turn electrical devices to off position (computers, lights, TV's, etc.)</b></p>

### **Gas Line Break or Gas Leak**

Action:	Notification
Person(s) Responsible:	First person aware of the problem  Notify principal to evacuate the building and call 911.
	Use PA system <b>NOT FIRE ALARM</b> to evacuate the building occupants.  Open windows.
Action:	Main valve shut-off
Person(s) Responsible:	Maintenance personnel  Shut off gas.
Action:	Shelter or evacuation action
Person(s) Responsible:	Superintendent, designee  Assess the situation. Determine probable duration of problem. Consult with utility officials regarding possibility of re-entering the school.  Implement action.

### **Water Line Break or Leak**

Action:	Notification
Person(s) Responsible:	First person on scene.  Notify Superintendent or designee.

Action:	Notification
Person(s) Responsible:	Working foreperson, Superintendent, designee
	Contact Water Board. Call in private contractors for repair work, as needed.  Assign maintenance staff to close internal valves that are affected.  Maintenance staff are also to move articles that may be damaged by water.

Action:	Response
Person(s) Responsible:	Superintendent, designee, Principal
	Determine potential duration of problem and assess impact on activities.  Identify and implement appropriate action.

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

### **Aircraft Crash**

In case of an aircraft crash on district premises, 911 will be called. District emergency response activities shall be under the command and control of emergency service authorities at all times after the crash.

Decisions on evacuation, dismissal and sheltering will be made in cooperation with emergency service authorities.

School personnel shall cooperate fully with authorities.

## Chemical Spills

*Small or non-toxic spills that do not threaten students, staff or water sources.*

Action:	Notification
Person(s) Responsible:	First person on the scene
<p>Contact maintenance supervisor on duty.</p> <p>Identify material and quantity spilled if possible.</p>	
Action:	Clean-up
Person(s) Responsible:	Under Directions of Chemical Hygiene Officer or Designee
<p>Review MSDS for hazards and clean-up protocols. Contact BOCES or the District Chemical Hygiene Officer for additional advice.</p> <p><b>If there is any question about the nature of the potential exposure, call 911 immediately and proceed under the “major spills” protocol.</b></p>	

## **Major Spills, Hazards to Students, Staff or Water Sources, or Spills of Toxic Substance or Substances That Give off Toxic Fumes**

Action:	Notification
Person(s) Responsible:	First person on the scene and building staff
	If inside, notify building office and office will call 911 immediately.
	<p>Evacuate area immediately. Have a responsible person guard the area to prevent inadvertent re-entry into the area.</p> <p>If outside, inform building staff to alert occupants to close windows.</p> <p>Building staff must notify the school safety director and the Superintendent as soon as possible.</p>
Action:	Containment
Person(s) Responsible:	Under Directions of Chemical Hygiene Officer or Designee or Hazmat Personnel
	<p>If toxic fumes are not present, attempt to confine the material with dam or dike.</p> <p><b>Untrained staff shall not proceed with any activity beyond the attempt to confine the materials.</b></p> <p>Upon arrival of hazmat response team, and during the remediation and clean-up, school personnel shall coordinate and cooperate with emergency response personnel.</p>
Action:	Coordination
Person(s) Responsible:	Working Foreperson, Superintendent, School Administrator
	<p>Coordinate building evacuation, relocation of students and staff and medical care with emergency services personnel.</p> <p><b>Emergency services personnel shall maintain command and control until the emergency is declared over.</b></p> <p>Notify GST BOCES Health and Safety Personnel for support and advice during and following the emergency.</p>

<p>Coordinate with local, state and federal officials as necessary during clean-up and recovery.</p>	
Action:	News release
Person(s) Responsible:	Public Information Officer
<p>The Superintendent is the District Public Information Officer.</p>	
<p>The Superintendent or designee shall issue a press release to the media with all available information. Additional releases will follow as information becomes available.</p> <p><b>No employees shall make any statement or comment to the media unless authorized to do so by the Superintendent.</b></p>	

## **Explosion/Fire**

Action:	Notification/alarm
Person(s) Responsible:	Person first aware or nearest responsible person
	<p>Activate nearest fire alarm pull station immediately. Do not attempt to put out the fire until after the alarm is sounded.</p> <p>Building evacuation action is in effect.</p>
Action:	Response
Person(s) Responsible:	Principal designee, Superintendent, nurse, school personnel
	<p>Cooperate with fire officials who shall assume command and control at the scene. School nurse shall assist emergency service personnel as needed.</p> <p>Assess situation and activate appropriate sheltering evacuation, or dismissal plan.</p> <p>Maintenance staff shall assist in traffic control. Roads and access ways shall be kept clear.</p> <p>Emergency team members shall activate and implement appropriate protocols.</p> <p>Contact insurance company if applicable.</p>

**Evacuations occasioned by explosions shall be to areas no less than 200 feet from the building(s) and clear from responding emergency service vehicles.**

### **Hazardous Material Spill off- School Premises**

Action:	Notification
Person(s) Responsible:	911
	<p>The Superintendent will be notified by the Chemung County Emergency Management Office as soon as it is determined that school occupants may be in danger. Emergency service officials shall provide recommendations regarding shelter, dismissal and/or evacuation.</p> <p>Principal or designee shall be notified of the action plan immediately.</p> <p>District personnel shall cooperate fully in executing the commands of emergency service officials.</p>

## **Radiological Emergency**

Action:	Notification
Person(s) Responsible:	911
<p>The Superintendent will be notified by the Chemung County Emergency Management Office as soon as it is determined that school occupants may be in danger. Emergency service officials shall provide recommendations regarding shelter, dismissal, and/or evacuation.</p> <p>Principal or designee shall be notified of the action plan immediately.</p> <p>District personnel shall cooperate fully in executing the commands of emergency service officials.</p>	

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

Action:	Notification
Person(s) Responsible:	Supervisor, coach or district employee responsible for event  Call 911 if necessary for immediate assistance.
	Person in charge shall contact immediate supervisor and/or Superintendent as soon as possible.  Notify building custodians.  Parents shall be notified in the event of any injury that requires first aid. Immediate notification will take place if EMS is required.
Action:	Response
Person(s) Responsible:	Supervisor, coach or district employee responsible for event
	Assess area for safety and take necessary action to move participants to a safe area.
	Parent contact follow-up.

## **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 School Safety Plan.
7. After the evacuation is complete, communicate completion to the Working Foreperson.
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 Working Foreperson) 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 Working Foreperson 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 Working Foreperson 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.

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.