

ALFRED-ALMOND CENTRAL SCHOOL



DISTRICT-WIDE SCHOOL SAFETY PLAN

2021-2022

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EMERGENCY CONTACTS

SCHOOL PERSONNEL

Superintendent, Tracie Bliven 607/276-6501 (O)
585/307-8474 (C)

Emergency Coordinator/Buildings & Grounds, Gene Snyder 607/276-6566 (O)
716/372-2343 (H)
607/765-9215 (C)

Transportation Supervisor, Bryan Burdick 607/276-6565 (O)
585/268-7130 (H)
585/610-9754 (C)

Secondary Principal, Melissa Rivers 607/276-6559 (O)
480/225-3459 (C)

Elementary Principal, Brett Dusinberre 607/276-6525 (O)
607/587-8743 (H)
607/368-1941 (C)

District Safety Committee Chairperson, Tom Murphy 607/276-4260 (O)
814/331-6195 (C)

EMERGENCY PERSONNEL

Alfred-Almond Bible Church (Ken Shutt) 607/276-6700
Almond Community Church 607/276-6151
Allegany County Sheriff 585/268-9200
Allegany County Emergency Services 585/268-7658
American Red Cross 607/324-6511
Almond Town Supervisor (Jamie Mansfield) 607/382-2660
New York State Department of Health (Allegany County) 585/268-9250
New York State Department of Transportation 585/973-2171
New York State Police - Amity Barracks 585/344-6200

UTILITIES

Electricity (NYSEG) 800/572-1111
National Fuel 800/444-3130

MEDIA

WLEA/WCKR 607/324-1480
WVHO/WKPK 607/968-8133
Alfred Sun 607/587-8110
Evening Tribune 607/324-1425

DISTRICT INCIDENT COMMAND (DIC) TEAM

DIC Team consists of Superintendent, Supervisor of Buildings and Grounds, the business manager, and CSE chairperson. All members of the DIC Team will assemble at the Command Post and implement the emergency response as directed by the District Incident Commander. The District Incident Commander will assign such other personnel as deemed necessary to meet the needs of the situation

The DIC Team will remain at the Command Post until the District Incident Commander has determined that the emergency is over, or it is unsafe, or no longer necessary to remain or assigned them elsewhere.

DISTRICT INCIDENT COMMANDER (Superintendent) WILL:

1. Take control upon being notified of an emergency
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate agencies.
5. Submit post-emergency reports
6. Perform testing of the Emergency Management Plan on an annual basis.
7. Meet with local government and emergency service organization officials to develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the district. These procedures will then be incorporated into the District's Emergency Management Plan.
8. Determine when and which educational agencies located within the school district shall be notified of an emergency and the action to be taken.
9. Make sure emergency supplies are available: flashlights, first aid kits, etc.

COMMAND POST LOCATION: *District Office, Alfred-Almond Central School, Almond, NY 14804*
Secondary site: Bus Garage/Transportation Office

1. The Command Post and immediate area are equipped to receive messages from: The Emergency Broadcast System, National Weather Bureau
2. Telephone System – Command Post area is equipped with telephone system and one cellular phone. Telephone system is on Emergency Generator Circuit.
3. Emergency lighting – Emergency lights throughout the building are battery operated.
4. A list of EMERGENCY TELEPHONE NUMBERS is posted in the Superintendent of Buildings and Grounds Office, as well as the offices of the Superintendent, Principals, Bus Garage, Maintenance Shop, Nurse, Student Services, and Business Office.
5. A list of Hazardous Materials is posted in the Superintendent of Buildings and Grounds Office.
6. Maps of the Alfred-Almond Central School district showing the locations of District owned and operated buildings and other known educational agencies within the District boundaries are located in the emergency binder and an electronic folder.

EMERGENCY PLANS

To account for the various disaster emergencies there are three differing plans of action to protect the health and safety of students and staff. The options are as follows: Go Home Plan; Shelter-in-Place Plan; Evacuation Plan.

The **GO-HOME PLAN** meets the need to return students to their homes and family as rapidly as possible. Schools need to have current plans which include names and phone numbers of family and designated surrogates. Special students also need to be identified and planned for appropriately.

The **SHELTER-IN-PLACE PLAN** is a protective action that may be implemented when a situation warrants keeping all students, staff, and visitors behind locked doors while an incident is being investigated and addressed – **NO IMMINENT THREAT**. Hallways, bathrooms and common areas should be cleared and occupants secured in the nearest lockable classroom or office. Classroom activities may continue as normal pending further instructions – no one is allowed to leave the classroom, including at normal passing times.

The **BUILDING EVACUATION /ALTERNATE SITE EVACUATION PLAN** is an evacuation of the building wherein the population is moved to a predetermined location away from the building but remaining on school property or to a predetermined alternate site that will provide shelter while an event is being addressed. The population may walk or be bussed. An evacuation may be directed at the result of a fire alarm, bomb threat, gas leak or other emergencies.

In addition to having school emergency plans, providing instruction will prepare students and staff to respond to disaster and emergency situations in a practical way, which may save their lives and perhaps other lives. During emergencies, students and staff need to know what to do. It should be standard operating procedure for staff and students to be familiar with the school emergency plans – each should know what to do in an emergency and how to do it should the need arise. Preparedness training and drills for disaster emergencies are important and necessary.

It will be the responsibility of the District Emergency Coordinator to be the communication liaison between the District, local and county emergency preparedness agencies. When the District Emergency Coordinator has been notified that an emergency exists, he will activate the Plan and direct the operation from the Command Post.

In the event there is an emergency situation Alfred-Almond Central School, the following procedures, among other responses, may occur.

LOCKDOWN

A **LOCKDOWN** is a protective action that may be implemented when there is an immediate and **IMMINENT THREAT** to the building population procedure used when there is an immediate and imminent threat to the school building population. School students and staff are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff in place and remove any innocent bystanders from immediate danger. This procedure is most commonly used when there is an intruder in the building. Once a “Lockdown” has been announced, faculty and staff will follow district protocols.

LOCKOUT

A **LOCKOUT** is a protective action that may be implemented when a situation is occurring outside of the school building or in the vicinity of school property (e.g., police investigation). All students and staff involved in outside activities will be brought inside and all exterior doors and accessible windows closed and locked.

All internal school day activities may continue as normal – including passing between classes - pending further instructions.

LIFE-THREATENING MEDICAL EMERGENCY MEDICAL RESPONSE TEAM

A **LIFE-THREATENING MEDICAL EMERGENCY** may involve the response of the school’s Medical Response Team and may be accompanied by a **Shelter-In-Place**. A Life-threatening Medical Emergency does **not** necessarily imply that an act of violence has occurred or that there is a threat to anyone’s safety.

FIRE SAFETY AND DRILLS

Evacuation routes / directions for each room and/or area will be clearly posted. Teachers will review the evacuation procedures for their classroom with each class assigned to that room the first day of school.

Signal: Fire Alarm

All Clear: Building principal announces it is safe to re-enter the building.

Evacuation Procedures:

1. Upon hearing the fire alarm, students are to line up in the designated safe area in the room. The teacher will check the hallway to make sure it is safe and then the teacher will lead their students at a fast walking pace and exit the building per assigned evacuation routes. (Teachers should appoint someone to close windows and doors.)
2. All school personnel, except those assigned fire drill duties, will leave the building. Teachers must bring their red/green clipboard with them and take attendance when they get to their designated area. If you do not have your required students with you or there is an emergency, hold the red side of the clipboard up. If all required students are with you, please hold the green side of your clipboard up.
3. Students are to be moved at least 50 feet from the building upon exiting the doors. Roadways are to be kept clear. Once students are outside and secure, fire wardens will proceed to their assigned exits.
4. Upon the all-clear signal by the building administrator, students are to retrace the evacuation route back to the classroom.

In the event you observe a fire, no matter how small, your first obligation is to the safety of the building occupants. Therefore, ring the alarm to evacuate the building and immediately inform the office as to the location of the fire. Know the location of fire alarms and how to use them.

BOMB THREATS

A **BOMB THREAT** is a correspondence or a call, which leads a receiver of that information to believe that there may be an explosive device in the facility. Any employee or student who receives information that a bomb threat to the school has been issued shall notify the Superintendent immediately. The Superintendent (or senior designated administrator in the absence of the Superintendent) shall notify the school principal and law enforcement officials. The paramount concern shall be for the safety of the pupils and personnel in the District.

VIOLENCE INTERVENTION

There are two general categories of violent behavior that we may be confronted with in our schools: physical fights and individuals who are threatening with a weapon. Below are strategies for dealing with both types of incidents. Be sure to report any student threats of violence or any suspicious persons immediately to the building principal(s).

BREAKING UP FIGHTS

1. Pay attention to warning signals and intervene before a physical altercation, if possible.
2. Get assistance – ask a teacher or a student to call the office or another teacher for help.
3. Remove obstacles, possible weapons and others – dismiss the audience.
4. Identify yourself, attempt verbal intervention; use noise distraction – shout; clap; drop a book, etc.
5. Give specific commands; remain non-judgmental.
6. Identify the aggressor, intervene to separate by removing aggressor after first energy peak falls.
7. If one of the participants has a weapon, don't try to disarm – wait for help.

DEALING WITH AN INDIVIDUAL WHO IS THREATENING WITH A WEAPON

1. Use emergency notification – if possible, call the office and request assistance if someone with a weapon confronts you or your students. As concisely as possible, describe the situation to the person on the phone.
2. Use reflective listening to deal with the individual until help can arrive:
 - Say “I hear,” “You sound angry/upset/worried.”
 - Talk about your family, etc., to try to bond with the person – they will be less likely to hurt you if they see you as an individual;
 - LISTEN to them;
 - Try to get the subject to say he won't hurt you;
 - Use “where; what; how” to ask questions, not “why”
3. Make no quick moves; be passive; cooperate; maintain a distance and allow the person an escape route.
4. DON'TS:
 - Don't confront or antagonize (don't ask why)
 - Don't negotiate – a professional will be there to do that
 - Don't tell the person to relax or calm down
 - Don't empathize (“I understand how you feel”)
 - Don't defend the school or system – allow the person to vent
5. Remember that time is an ally.
6. In the early stages, attempt to get the person to let others leave – but don't push the issue.

TORNADO/SEVERE WEATHER

DEFINITIONS:

- Tornado Watch - The weather is right for the production of tornadoes.
- Tornado Warning - A tornado has been sighted visually or by radar.
- Shelter Areas - All corridors excluding any space which is immediately adjacent to or opposite windows, a windowed stairwell or building entrances.
- Designated Shelter Areas - corridor space nearest each classroom or area which meets the criteria for a 'Shelter Area' or:
- High School Gymnasium - students & staff shall move to corridor outside band rooms.
- Elementary Gymnasium - students & staff shall move to corridor outside PE offices.
- High School Pool - students & staff shall move to corridor adjacent to high school cafeteria.
- Elementary Pool -student & staff shall move to corridor outside of the nurse's office.
- Elementary Cafeteria – Elementary Lobby and adjacent corridor.
- High School Cafeteria – Adjacent corridor and band room corridor.
- Upon receiving a tornado watch, all persons shall immediately be brought in from playgrounds and athletic fields and all building occupants alert to further instructions.
- Upon receiving a tornado warning, notification will be given by voice over the PA system, bullhorn or runner to all building occupants, playgrounds and athletic fields.
- Upon notification, all personnel shall immediately proceed by nearest route in an orderly fashion to your designated shelter area, closing all doors behind them. Corridor and stairwell doors shall be closed by nearest available person.
- Students are not to bring any possessions (books, coats, etc.) to shelter area.
- Teachers are to bring class attendance registers with them to shelter area. Attendance shall be taken as soon as possible and all students accounted for.
- Try to treat the situation in as "routine a way" as possible to avoid panic among students and staff.
- Be prepared to assist students and staff who may have emotional reactions to the situation.
- After taking shelter, if the storm is imminent, persons in the shelter area should take one of the following positions.
- Drop Procedure: Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms, with back to the natural light; or
- Cross legs, sit on the floor, cover face with folded arms, with backs to the natural light.
- Parents or guardians ONLY will be allowed to pick their children up. This release will be done ONLY by the principal or his designee.
- All persons shall remain in the shelter area until the all clear signal is received by voice, or it becomes unsafe to remain in the same area.

EARTHQUAKES

If an earthquake strikes the following procedures should be followed:

1. Indoors: Action Drop Procedure: (See below) Drop on the floor away from glass areas (Corridor side of room). Do not try to leave building.
2. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over. Immediately take protective position.
3. When the earthquake ends:
 - Provide guidance to students, check for injuries, and assess damage in your area.
 - Unless imminent danger, stay put, do not leave area.
 - Assessment will be made of building and advisor issued.

Action Drop Procedure:

The drop procedure is to be taken at the instant a disaster such as an earthquake or explosion is detected. Action drop is accomplished by assuming the protective position. To assume the protective position, drop to knees or remain standing hunched over, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms. Be sure that your body is turned away from windows and other glass that may shatter.

The signal for action drop will be a verbal command on the PA system. A disaster itself, such as the shaking of the earth in an earthquake will also signal an action drop.