

DISTRICT-WIDE SCHOOL SAFETY PLAN

ALFRED-ALMOND CENTRAL SCHOOL



The following is a guide to school safety terminology:

Shelter-in-place: Movement of students and staff is temporarily limited when an internal incident arises, such as a student fight, a medical emergency, a maintenance issue or there is a weather related/hazardous materials incident. This is initiated to keep students and staff away from the affected area.

Evacuation: Students and staff are required to be moved out of a building because it is safer outside than inside (as in the case of a fire, explosion or hazardous material spill).

Lockout: The school building is secured due to an imminent concern outside of the school building, such as a bear in the vicinity of a school. Regular activities may continue inside the school.

Lockdown: Students and staff take cover, remain silent and out of view. This occurs when an incident poses an immediate threat of violence in or around the school.

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NOTIFICATION OF SCHOOLS & PERSONNEL

<u>SCHOOLS</u>	<u>PERSONNEL</u>	<u>OFFICE/HOME</u>
Superintendent	Tracie Preston	607/276-6500 (O) 585/307-8474 (C)
Emergency Coordinator	Gene Snyder	607/276-6566 (O) 716/372-2343 (H) 607/765-9215 (C)
Building & Grounds	Gene Snyder	607/276-6566 (O) 716/372-2343 (H) 607/765-9215 (C)
Secondary Principal	Susan Bain-Lucey	607/276-6559 (O) 585/268-7079 (H) 607/382-9193 (C)
Elementary Principal	Brett Dusinberre	607/276-6525 (O) 607/587-8743 (H) 607/368-1941 (C)
Transportation Supervisor	Bryan Burdick	607/276-6565 (O) 585/268-7130 (H)

EMERGENCY PLANS

To account for the variable character of disaster emergencies and the extent of advance warning there are three differing plans of action for the health and safety of students and staff. They include:

- A. The Go-Home Plan
- B. The Sheltering Plan
- C. The Evacuation Plan

These plans are defined as follows:

- A. 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.
- B. The Shelter Plan or “stay where you are” is a decision when the situation is safer inside than outside. Generally, sheltering is for a short time but conditions could warrant extended sheltering. Sheltering plans identify the “Safest Area(s)” for occupants in each building.
- C. Shelter areas are all corridors excluding any space which is immediately adjacent to or opposite windows, a windowed stairwell or building entrance. Under certain circumstances, i.e.: no imminent danger, sheltering may occur in the classroom and other areas. You will be advised as to what action to take.
- D. The Evacuation Plan to a safe place requires that a building’s inhabitants get out and go somewhere else. Evacuation means only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building. School plans need to include provisions for transportation and use of alternate sites.

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.

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.

The 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

Superintendent's Office, Alfred-Almond Central School, Almond, NY 14804 (607)276-6500

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 and flashlights are available.
4. A list of EMERGENCY TELEPHONE NUMBERS are posted in the SB&G's Office, as well as the Superintendent, Principals' Offices, Bus Garage, Maintenance Shop and Business Office.
5. A list of Hazardous Materials are posted in the SB&G's Office.
6. A map of the Alfred-Almond Central School district showing the locations of District owned and operated buildings and the locations of other known educational agencies within the District boundaries.

LOCKOUT/LOCKDOWN

In the event there is an emergency situation at AACS, “Lockout” and/or “Lockdown” procedures, among other responses, may occur.

“Lockout” is a procedure which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building. Once a “Lockout” has been announced, the following guidelines shall be implemented:

- All students and teachers who are outside shall immediately return to the school building.
- Maintenance and Custodial staff will lock and secure all exterior doors.

The “Lockdown” procedure is 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, the following guidelines shall be implemented:

- Outside classes:
 - Children outside should be gathered and escorted to one of the following as the situation dictates: Upper athletic facilities-the concession stand, the dugouts, and/or the property line furthest away from the building. Lower athletic facilities-the track bathrooms, the dugouts, and/or the property line furthest away from the building. Playground-the property line furthest away from the building.
- Physical education classes inside:
 - H.S. Gym: shelter in locker room.
 - Pool: Shelter in pool locker room.
 - Weight room/Fitness Center: shelter in place.
 - Elementary Gym: Lock doors, shelter in place.
- School nurse: keep students, report attendance
- Teachers/staff close and lock room doors and windows. Do not cover the window on the door and leave the shades on your windows up. Remain quiet.
- High School Office notifies bus garage of “lockdown”.
- The bus garage will send a bus up to the upper athletic fields notifying them of lockdown and to pick up students and transport them to the bus garage. The pick-up point for this will be the upper athletic parking lot. Students and staff will stay on the bus until the need for the Lockdown is over. Bus garage will convey attendance to the high school main office.
- Also, a designee will be directed to meet emergency personnel with master rings. High School Office will notify the bus garage at the conclusion of the “lockdown.”
- Teachers and staff shall not open doors for anyone under any circumstances.
- All activities cease.
- All maintenance staff should immediately report to the area outside of the Superintendent’s Office with their walkie-talkies.

**The termination of “Lockout” procedures will be announced via the PA system, email, or telephone.

**The termination of “Lockdown” procedures will only occur when an authorized school personnel unlocks the door and provides face to face confirmation that the “Lockdown” is over.

FIRE SAFETY & DRILLS

SIGNAL: Fire Alarm

ALL CLEAR: Teachers and students will be advised by the building principal that it is safe to re-enter the building.

State law requires that 12 fire drills are held per year, 8 must be held prior to December 1st. Drills must be completed in less than three minutes or they do not count towards the number of fire drills.

Each room has directions for evacuation clearly posted. Each teacher is to review the evacuation procedures for their room with each class assigned to that room the first day of school.

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 as per assigned evacuation procedures for that room. (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 procedure back to the classroom.

In the event that you observe an actual fire, no matter how small, your first obligation is to the safety of the students and other members of the staff. Therefore, ring the alarm to evacuate the building and immediately inform the office as to the location of the fire.

Know the location of the fire alarms.

Know how to use the alarm.

Know the recommended exit route for every room to which you are assigned and explain it to your students.

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).

A. BREAKING UP FIGHTS

1. Pay attention to warning signals and intervene before actual physical altercation, if possible.
2. Get assistance – ask a teacher next door 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.

B. 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. In the event of an emergency, you will hear a message over the loudspeaker stating, “Lockdown Lockdown, Lockdown” – close and lock all doors – keep all students in your room and follow lockdown procedure.
3. 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.**
 - Try to get the subject to say he won’t hurt you;
 - Use “where; what; how” to ask questions, **not “why”**
4. Make no quick moves; be passive; cooperate; maintain a distance and allow the person an escape route.
5. **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
6. Remember that time is an ally.
7. In early stages, attempt to get the person to let others leave – but don’t push the issue.

BOMB THREATS

The paramount concern shall be for the safety of the pupils and personnel in the District.

A bomb threat is a declared sudden emergency, requiring everyone to leave the endangered building. Any employee or student who receives information that a bomb threat to the schools 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.

- A. The school affected shall be evacuated immediately of all students and personnel, except for the Superintendent, principal, police and personnel assigned to aid in the search. No students or personnel will be permitted to re-enter the school building until directed by the Superintendent. When the Superintendent is satisfied that the best possible search has been completed and the building is safe, he/she will order the return of students to class.
- B. Emergency go-home procedures shall be placed in effect. Law enforcement officials shall be called to aid in the search for the bomb and apprehending the perpetrator. The Fire Department shall be contacted and put on station alert.

School authorities, after consulting with law enforcement officials, must make an informed decision about re-entry into the building. The Superintendent has the authority and legal responsibility to decide when everyone may re-enter the building after a criminal investigation. Based on information received, one of the following four decisions may occur:

1. Re-enter the building and resume classes.
2. Relocate building occupants to another facility.
3. Re-enter building within a set time limit.
4. Have an early dismissal.

**Any individual receiving a bomb threat over the telephone should refer to the following page and complete the questions to the best of his/her ability.

https://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

https://docs.google.com/document/d/1eNY4BT_ss3SELPt47ezdtVoNpcI3v8sgghn4L9B6HMY0/edit#heading=h.vitox31z7ch0

EARTHQUAKES

Earthquakes may strike without warning. 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.

When the earthquake ends:

1. Provide guidance to students, check for injuries, assess damage in your area.
2. Unless imminent danger, stay put, do not leave area.
3. 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**.

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 ‘Shelter Area.’ or:

High School gym – students & staff shall move to corridor outside band rooms.

Elementary Gym – 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.

1. 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.
2. 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.
3. 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.
4. Students are not to bring any possessions (books, coats, etc.) to shelter area.
5. 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.
6. Try to treat the situation in as “routine a way” as possible to avoid panic among students and staff.
7. Be prepared to assist students and staff who may have emotional reactions to the situation.
8. After taking shelter, if the storm is imminent, persons in the shelter area should take one of the following positions.
 - a) 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
 - b) Cross legs, sit on the floor, cover face with folded arms, with backs to the natural light.
9. Parents or guardians ONLY will be allowed to pick their children up. This release will be done ONLY by the principal or his designee.
10. 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.

TELEPHONE ROSTER

New York State Police 585/365-2611

Almond Fire Department 911
 Almond Ambulance 911
 Allegany County Sheriff 585/268-9200

American Red Cross 607/324-6511
 Alfred Mayor 607/587-9188
 Almond Mayor 607/276-5921

New York State Department of Health (Alleg. Co.) 585/268-9250
 New York State Department of Transportation 607/324-8340

Allegany County Emergency Services 585/268-7658

UTILITIES

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

SCHOOL PERSONNEL

Tracie Preston, Superintendent 585/307-8474 (C)
 Sue Bain-Lucey, High School Principal 585/268-7079 (H), 607/382-9193(C)
 Brett Dusinberre, Elementary Principal 607/587-8743 (H), 607/368-1941 (C)
 Gene Snyder, District Emergency Coordinator 716/372-2343 (H)
 Bryan Burdick, Bus Garage 585/268-7130 (H)
 Earl Pierce, Board President 607/587-8363 (H)

MEDIA

WLEA/WCKR 607/324-1480
 WHHO/WKPQ 607/324-2000
 Alfred Sun 607/587-8110
 Evening Tribune 607/324-1425