

Alfred-Almond Central School District



Emergency Management Plan

Updated 2018

6795 Rt. 21

Almond, New York 14804

(607) 276-6500

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A.1 DESCRIPTION OF THE PLANNING PROCESS

List in chronological order the steps followed to complete development of the School Safety Plan. Key activity dates to mention would include:

- a) establishment of the planning committee,
- b) board appointment of the emergency coordinator,
- c) committee sessions, d) meetings with outside agencies,
- e) stocking of command post,
- f) SED review of plan draft and
- g) Board of Education approval of the plan.

<u>ACTIVITY</u>	<u>DATE</u>
1. SED Regional Meeting – Rochester	_____
2. BOCES meeting with County Emergency Coordinators & Red Cross Representatives - Doug Gridley & Mike Sprague	_____
3. Established Emergency Committee – Meet with Principals designated local coordinator-establish initial criteria	_____
4. Emergency committee meeting – develop plan, protocol, etc.	_____
5. Initial Radio checks	_____
6. Updated Critical Info: phone #'s, contact, inventories, etc.	_____
7. Amend Updates each October	_____
8. Bi-monthly BOCES regional meetings	_____
9. School Emergency Meetings	_____
10. AACS Safety/Emergency Meetings –	_____
11. Board of Education appointed Safety Committee Members	_____

A.2 Amendment to the Regulation of the Commissioner of Education

Pursuant to Sections 201, 207, 305 and 2801-a of the Education Law and Chapter 181 of the Laws of 2000.

Section 155.17 of the Regulations of the Commissioner of Education is amended, effective November 14, 2000, as follows:

§155.17 (School Emergency Management Plans) School Safety Plans.

- a) Alfred-Almond Development of School Emergency Management Plans. Each Board of Education of a school district, other than a school district in a city having a population of more than one million inhabitants, and each Board of Cooperative Educational Services shall prepare by October 1, 1990 and shall update by October 1st of each succeeding school year, a school emergency management plan as prescribed in this section to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and state levels, which plan, and any amendments thereto, shall remain in effect until the adoption of a comprehensive multi-hazard, district-wide school safety plan and building-level school plans pursuant to subdivisions (b) and (e) of this section, at which time it shall be superseded by such plans. A copy of the plan shall be available in each school district for inspection by the public and shall be made available to the commissioner upon request.
- b) Development of school safety plans. Every Board of Education of a school district, every Board of Cooperative Educational Services and County Vocational Education and extension board and the chancellor of the city school district of the city of New York shall adopt by July 1, 2001, and shall update by July 1 of each succeeding year, a district-wide school safety plan and building-level school safety plans regarding crisis intervention and emergency response and management, provided that in the city school district of the city of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a district-wide school safety team and a building-level school safety team, as such terms are defined in subdivision c) of this sections, and shall be in a form developed by the commissioner in consultation with the division of criminal justice services, the superintendent of the state police and any other appropriate state agencies. A school district having only one school building shall develop a single building-level school safety plan, which shall also fulfill all requirements for development of a district-wide plan to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and state levels. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

Definitions. As used in this section:

- 1) Educational agencies means public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of (pupils with handicapping conditions) students with disabilities as defined in section 200.1(d) of this Title, and public and private schools for the education of preschool children with (handicapping conditions) disabilities
- 2) Superintendent means a Superintendent of Schools or a District Superintendent of schools, as appropriate.
- 3) Disaster means occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- 4) Emergency means a situation, including but not limited to a disaster, that requires immediate action, occurs unpredictably and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- 5) Emergency services organizations means a public or private agency, organization or group

other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.

6) School cancellation means a determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

7) Early dismissal means returning students to their homes or other appropriate locations before the end of the school day.

8) Evacuation means moving students for their protection from a school building to a predetermined location in response to an emergency.

9) Sheltering means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

10) Building-level school safety plan means a building-specified school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents prescribed in paragraph (2) of subdivision (e) of this section.

11) Building-level school safety team means a building-specific team appointed by the building principal in accordance with regulations or guidelines prescribed by the Board of Education, the chancellor in the case of New York City, or other governing body. The building-level team shall include but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

12) District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the school district, BOCES or county vocational education and extension board, that addresses crisis intervention, emergency response and management at the district level and has the contents prescribed in paragraph (1) of subdivision (e) of this section.

13) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, student, teacher, administrator and parent organizations, school safety personnel and other school personnel.

14) Emergency response team means a building-specific team appointed by the building-level school safety team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies and assists the school community in responding to a serious violent incident or emergency.

15) Post-incident response team means a building-specific team appointed by the building-level school safety team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency.

16) School safety plan means a district-wide school safety plan or a building-level school safety plan.

17) 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.

(b) Plans: School Emergency Management Plans

A school emergency management plan shall be designed to prevent or minimize the effects of emergencies and to coordinate the use of resources and shall include, but not be limited to:

- 1) the identification of sites of potential emergency;
- 2) the identification of appropriate responses to emergencies;

- 3) a description of the arrangements for obtaining assistance during emergencies services organizations and local governmental agencies;
- 4) a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- 5) the identification of district resources which may be available for use during an emergency;
- 6) in the case of a school district, a system for informing all educational agencies within such district of an emergency;
- 7) a description of plans for taking the following actions in response to an emergency where appropriate:
 - i) school cancellation
 - ii) early dismissal
 - iii) evacuation; and
 - iv) sheltering
- 8) in the case of a school district, certain information about each education agency located in the school district; including information on school population, number of staff, transportation needs and the business and home phone numbers of key official of each such agency; and
- 9) the procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

c) School Safety Plans – District-wide school safety plans and building-level school safety plans shall be 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.

1) District-wide school safety plans. A district-wide school safety plan shall be developed by the district-wide school safety team and shall include but not be limited to:

- i) the identification of sites of potential emergency;
- ii) a description of plans for taking the following actions in response to an emergency where appropriate:
 - (a) school cancellation
 - (b) evacuation
 - (c) sheltering
- iii) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school;
- iv) policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence.
- v) appropriate prevention and intervention strategies, such as:
 - a) collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to deescalate potentially violent situations and are effectively and fairly recruited;
 - b) non-violent conflict resolution training programs:

- c) peer mediation programs and youth courts; and
- d) extended day and other school safety programs;
- vi) policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- vii) a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- viii) the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- ix) the identification of district resources which may be available for use during an emergency;
- x) a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- xi) policies and procedures for contacting parents, guardians or persons in parental relations to the students of the district in the event of a violent incident or an early dismissal;
- xii) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- xiii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- xiv) policies and procedures for annual multi-hazard school safety training for staff and students;
- xv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- xvi) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- xvii) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanism for school violence;
- xviii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity and the hiring and screening process for all personnel acting in a school security capacity;
- xix) in the case of a school district, a system for informing all educational agencies within such school district of a disaster;
- xx) in the case of a school district, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency,

2) School emergency response plan. A school emergency response plan shall be developed by the building-level school safety team and shall include the following elements:

- i) policies and procedures for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident or other emergency which may occur before, during or after school hours, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student;

- ii) designation of an emergency response team, other appropriate incident response teams and a post-incident response team;
- iii) procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;
- iv) establishment of internal and external communication systems in emergencies;
- v) definition of the chain of command in a manner consistent with the national interagency incident management system (NIMS)/ incident command system (ICS);
- vi) coordination of the school safety plan with the state-wide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident;
- vii) procedures for an annual review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials; and
- viii) policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

3) Each board of education, chancellor or other governing body shall make each district-wide and building-level school safety plan available for public comment at least thirty days prior to its adoption, provided that only a summary of each building-level emergency response plan shall be made available for public comment. Such district-wide and building level plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide comprehensive safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than thirty days after their adoption. A copy of each building-level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the state police within thirty days of its adoption. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the public officer's law or any other provision of law.

4) The commissioner may grant a waiver of the requirements of Education Law section 2801-a, this subdivision and subdivision (b) of this section to any school district or board of cooperative services or county vocational education and extension board for a period of up to two years from July 24, 2000 upon a finding by the commissioner that such district had adopted a comprehensive school safety plan on or before November 1, 2000 which is in substantial compliance with the requirements of Education Law section 2801-a.

c) (f) Use of School Property - Each board of education and board of cooperative educational services shall cooperate with appropriate State, county and city agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. School districts and boards of cooperative educational services are required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives.

d) (g) Communication Liaisons –

i) Each district superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.

ii) The superintendent of schools in the cities of Buffalo, Rochester, Syracuse and Yonkers, during a local or State emergency, shall act as the chief communication liaison for all educational agencies located within the city district.

e) (h) Reporting - Each superintendent shall notify the commissioner as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a

school building in the district, and shall provide such information as the commissioner may require. School districts within a supervisory district shall provide such notification through the district superintendent, who shall be responsible for notifying the commissioner. Such information need not be provided for routine snow emergency days.

f) (i) Instruction - Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action to provide written information, by July 1 of each year, to all students and staff about emergency procedures.

g) (j) Drills - Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness officials, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

h) (k) Reports by Educational Agencies - The chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

i) (1) Nothing contained in subdivisions (a) – (h) – (a) or (c) of this section shall prevent an educational agency from using, in part or in total, an emergency management plan previously developed in cooperation with a county or other municipality as the emergency management plan required in this section until the adoption of school safety plans as required by subdivision (b) of this section; provided, however, that all applicable requirements of this section shall be met.

(k) (m) Commissioner of Education – The Commissioner of Education or his or her designee may order emergency response actions by individual school districts in the event that the local officials are unable or unwilling to take action deemed to be appropriate by State and/or county emergency personnel in accordance with county or State emergency preparedness plans or directives.

Executive Law

A.3 ART 2-B

Federal Aspects

Federal Disaster Relief Act of 1974 42 USCS §§ 5121 et seq.

CASE NOTES

The chief executive of a county may unilaterally declare a local state of emergency in a city, town or village within the territorial limits of the county without the prior concurrence of the chief executive of such city, town or village. 1979 Op Atty Gen 8/24 (formal)

A town has no authority to enact a juvenile curfew that holds parents responsible for their children's violation of a curfew. A town does have authority to enact a juvenile curfew under its police power if the curfew is necessary for the protection or preservation of the public health, safety and welfare. However, such curfew must be reasonable in relation to the ends sought to be achieved and should be narrowly drawn to avoid infringing on the fundamental rights of juveniles. 1980 Op Atty Gen

Dec. 15 (informal)

The chief executive of a local government may declare a state of emergency with respect to state-owned property in his locality. He is also authorized to use school buses to cope with a disaster as long as the school district agrees. 1980 Op Atty Gen Dec. 30

Under Article 2-B of the Executive Law, local chief executives and officers are immune from liability for the acts or omissions of disaster preparedness and civil defense forces. Local chief executives, officers and employees are immune from liability when performing disaster assistance pursuant to a civil defense plan, drill or test. Employees may be entitled to exemption under the General Municipal Law if they are not granted immunity by Article 2-B. Where the immunity provisions of Article 2-B do not apply, local executives, officers and employees may raise the defense of governmental immunity. 1980 Op Atty Gen Dec. 31 (formal)

Under Article 2-B of the Executive Law, local chief executives and officers are immune from liability for the acts or omissions of disaster preparedness and civil defense forces. Local chief executives, officers and employees are immune from liability when performing disaster assistance pursuant to a civil defense plan, drill or test. Employees may be entitled to exemption under the General Municipal Law if they are not granted immunity by Article 2-B. Where the immunity provisions of Article 2-B do not apply, local executives, officers and employees may raise the defense of governmental immunity. 1980 Op Atty Gen Dec. 31 (formal)

§ 25. Use of Local Government Resources in a Disaster

1. Upon the threat or occurrence of a disaster, the chief executive of any political subdivision is hereby authorized and empowered to and shall use any and all facilities, equipment, supplies, personnel and other resources of his political subdivision in such manner as may be necessary or appropriate to cope with the disaster or any emergency resulting there from
2. Upon the threat or occurrence of a disaster, a chief executive may request and accept assistance which is coordinated and directed by the county chief executive as provided in section twenty-six of this article.
3. A chief executive may also request and accept assistance from any other political subdivision and may receive there from and utilize any real or personal property or the service of any personnel thereof on such terms and conditions as may be mutually agreed to by the chief executives of the requesting and assisting political subdivisions
4. Upon the receipt of a request for assistance made pursuant to subdivision two or three of this section, the chief executive of any political subdivision may give, lend or lease, on such terms and conditions as he may deem necessary to promote the public welfare and protect the interests of such political subdivision, any services, equipment, facilities, supplies or other resources of his political subdivision. Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.

5. A political subdivision shall not be liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of any officer or employee in carrying out the provisions of this section.
6. The chief executive, when requesting assistance pursuant to this section may request assistance from the civil defense preparedness forces of any other political subdivision but only if the civil defense and disaster preparedness forces of the type being requested have already been activated within the political subdivisions requesting assistance. The chief executive of any political subdivision receiving such a request is hereby authorized and empowered, subject to the provisions of section 26 of this article, to respond thereto.
7. Any power or authority conferred upon any political subdivision by this section shall be in addition to and not in substitution for or limitation of any powers or authority otherwise vested in such subdivision or any officer thereof.

HISTORY:

Add L 1978, ch 640, § 3, eff Apr. 1, 1979

FEDERAL ASPECTS

Federal Disaster Relief Act of 1974, 42 USCS §§ 5121 et seq.

CASE NOTES

The chief executive of a local government may declare a state of emergency with respect to state-owned property in his locality. He is also authorized to use school buses to cope with a disaster as long as the school district agrees. (1980 Op Atty Gen Dec. 30 (formal))

Under Article 2-B of the Executive Law, local chief executives and officers are immune from liability for the acts or omissions of disaster preparedness and civil defense forces. Local chief executives, officers and employees are immune from liability when performing disaster assistance pursuant to a civil defense plan, drill or test.

Employees may be entitled to indemnification under the General Municipal Law if they are not granted immunity by Article 2-B. Where the immunity provisions of Article 2-B do not apply, local executives, officers and employees may raise the defense of governmental immunity. 1980 Op Atty Gen Dec. 31 (formal)

Civil defense auxiliary police may not operate vehicles owned by a police department unless the insignia on such vehicles unmistakably indicate from a distance that such vehicles are being operated by auxiliary police and not by members of the police department. 1981 Op Atty Gen Dec. 22

§ 26 Coordination of local disaster preparedness forces and local civil defense forces in disasters.

1. Upon the threat or occurrence of a disaster, the chief executive of a county may coordinate responses for requests for assistance made by the chief executive of any political subdivision with the county.
2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize existing organizations and lines of authority and shall utilize any disaster preparedness or civil defense plans prepared by the affected municipality.
3. A chief executive or any elected or appointed county, city, town or village official shall not be held responsible for acts or omissions of disaster preparedness forces or civil defense forces when performing disaster assistance.

History: Add L 1978, ch 640 § 3, eff. April 1, 1979

Sub 1, and L 1978, ch 641, eff April 1, 1979

B.1. EMERGENCY SAFETY COMMITTEE

The School Safety Committee will develop and annually update the School District Safety Plan in compliance with the Commissioner of Education Regulation 155.17.

TITLE	NAME	DAYTIME PHONE #	EVENING PHONE #	CELL PHONE #
Chair Person	Rich Calkins	607-276-6502		
High School Principal	Sue Bain-Lucey	607-276-6555		
Elementary Principal	Bob Woughter	607-276-6525		
Teacher	Mike Levey	607-276-6555 ext 4168	585-519-4004	585-314-7391
Faculty Representative	Mike Levey	607-276-6555 ext 4168	585-519-4004	585-314-7391
Support Staff				
Parent	Fioretto/Wojtkowiak			
Student – Student Government Pres.	Hudson Laprade			

Emergency Response Teams

School Staff

Emergency Coordinator	Gene Snyder
High Principal	Susan Bain-Lucey
Elementary Principal	Bob Woughter
School Nurse	Karleigh Ormsby

Local Law Enforcement

New York State Police
Alfred Police

County Emergency Management

Allegany Co.	Jeff Lucky
Steuben Co.	Tim Marshall

Local Emergency Response Agencies

Almond Volunteer Fire Department
Alfred-Station Volunteer Fire Department
Alfred Volunteer Fire Department

Post-Incident Response Teams

The Post-Incident response team for the school district will include the school's counselors, school nurse and appropriate staff. Additionally, counselors from other districts and from each county emergency management office may be utilized as needed

B.2 FACILITY INVENTORY

NAME OF BUILDING & STREET LOCATION FOR ALL DISTRICT BUILDINGS

Building

STREET

Alfred-Almond Central School & Bus Garage 6795, Rt. 21, Almond, NY 14804

B.3 EMERGENCY PHONE NUMBERS - OUTSIDE AGENCIES

<u>Agency Name & Agency</u>	<u>Name of Contact Person</u>	<u>Daytime Phone #</u>	<u>Evening P Phone #</u>
Fire Department	Almond Volunteer Fire Department	911 or 607-276-5921	607-276-2426 607-276-2632
	Alfred Alfred Station	607-587-8880 911 or 607-587-9201	607-587-8880
Ambulance	Same as Above		
Local Police	Alfred	607-587-8877 or 911	
County Sheriff		585-268-9200 or 911	
State Police		911	
County Disaster Coordinator	Jeff Luckey	585-268-7658	
Office Emergency Management	Tim Marshall, Steuben	607-664-2910	
County Red Cross	Hornell	607-324-6511	
Water Authority			
Gas Co.	National Fuel Gas	800-444-3130 – 24 hrs.	
Electric Co.	NYSE&G	800-572-1131 - electric 800-572-1121 - gas	
Poison Control	NYS/Rochester Buffalo Elmira	800-222-1222 716-878-7654 607-737-4357	
Hospital	St. James (Hornell) Jones Memorial (Wellsville) Noyes Memorial Hospital (Dansville)	607-324-8000 585-596-4000 585-335-6001	
Food Supplier	US Food Maines	800-605-7736 800-262-4637	
Transportation	Hornell Area Transit	607-324-7910	
Toxic Spills	NYSDEC – Buffalo Spill Hotline NYS DOT	716-851-7220 800-457-7362 607-324-8404	
Child Abuse Hotline	NYS Child House NYS Mandated Reporter	800-342-3720 800-635-1522	
Weather Service	Buffalo Office	716-565-0204	

B.4 EMERGENCY PHONE NUMBERS – Other Educational Facilities in District Boundaries

Alfred University John Dougherty 607-871-2108

Alfred State College Linda Acomb 607-587-3999

B.5 STAFF QUALIFIED TO ADMINISTER FIRST AID

High School – 607-276-6555

All physical education teachers plus additional teachers and staff are certified.

Elementary School - 607-276-6525

All physical education teachers plus additional teachers and staff are certified.

B.6 SHELTERING CAPACITIES IN DISTRICT OWNED BUILDING

High School Gym	85' x 110'
High School Stage	40' x 20'
High School Cafeteria	66' x 45'
Weight Room	20' x 40'
Approx. 55 Classrooms	26' x 26'
Elementary Gym	50' x 72'
Auditorium	69' x 64'
School Bus Garage	88' x 100'

B.7 EMERGENCY INVENTORY

Resources	Central Office	High School	Middle School	Elementary School	Other Buildings
Telephone System		X	X	X	X
Zoned Fire Alarm System		X		X	
Radio Station					
Public Address System		X		X	
Transportation System					X
Potable Water		X	X	X	X
Fire Extinguishers		X		X	X
Electric Generators		X			
Water Supply – fire			Pool		
Food Storage			X		
Wash Device		X	Pool Filter Room		
First Aid Equipment			Pool	Nurse's Office	
AEDs		X	X	X	X
Blankets		X		X	
Gasoline Fuel Storage					X
Heating Fuel Storage					
Candles, flashlights, batteries		X			
Maps, School District Area			X		
Bull Horns			X		
Building Floor Plans				School Buildings and Grounds office	

B.8 TRANSPORTATION NEEDS SUMMARY

The buses that we have will transport all the staff and students from the school. The only need would be:

- 1) Bus drivers – utilizing those who work for the school for this, approximately 4 employees.
- 2) If there were to be a loss of power, there would be a need to find a means to fuel the buses.

Transportation Needs Assessment form to be completed by Administrators of each Public and Non-Public Building within the school district boundaries.

Building: Alfred-Almond Central School

School Population	Approx. 617
Number of Staff	Approx. 130
Transportation Needs	13 buses – 66 capacity

Special Transportation Needs

Wheelchair Lift - Bus 97 – 24 w/wheelchair lift
30 w/out wheelchair lift

Capacity of Buses about 850

Vans – 4 mini vans – 6 passengers w/1 driver

TELEPHONE NUMBERS:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Secondary School Principal	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
Elementary Principal	Bob Woughter	607-276-6525		607-968-1200

B. 9 FUEL & MAINTENANCE VEHICLE INVENTORY

<u>TYPE OF FUEL</u>	<u>CAPACITY OF TANK</u>	<u>LOCATION</u>
Diesel	10,000 Gal.	Bus Garage
Unleaded Gas	10,000 Gal.	Bus Garage

MAINTENANCE VEHICLE INVENTORY

<u>TYPE OF VEHICLE</u>	<u>USE</u>
¾ Ton 2015 F-250 Ford Pickup	4 WD
¾ Ton 2008 4250 Ford Pickup - Mtn	4 WD
¾ Ton 2009 F450 Dump Truck	4 WD
6 Wheel John Deer Gator	
Diesel Ventrac	Mower
Gas Ventrac	Mower
725 John Deer Diesel Tractor	
John Deere Tractor	4 WD, 3-Pt Hitch, Front Loader

B. 10 CAFETERIA INVENTORY

<u>LOCATION</u>	<u>NORMAL DAILY FEEDING CAPACITY</u>	<u>AVE. GOOD SUPPLY IN STORAGE. Ex: 1-wk supply 1 feeding per day/100 persons</u>
1. Elementary Cafeteria	Total - 750	Three times a day for three days
2. High School Cafeteria		

B.11 COMMAND POST

The command post is established and equipped in anticipation of and for timely response to an emergency.

The command post location is Superintendent's Office.

Verify the adequacy of the command post by indicating which of the following items were stored under safe keeping in the command post or elsewhere.

<u>Equipment Item</u>	<u>Stored</u>
1) AC/DC radio for emergency broadcast system National weather bureau reception	High School Principal's Office
2) Radio receiver/transmitter on school bus frequency	Bus Garage
3) Wireless Phones	Daily Use
4) Telephone	System on emergency electric circuit
5) Generator	Maintenance Shop
6) Flash Lights	Maintenance Shop
7) Binoculars	
8) Copy of emergency plan	Superintendent's Office
9) Hazard Com. Manual	S B & G Office
10) MSDS File	S B & G Office
11) Building Maps (Blue Prints)	S B & G Office
12) District Maps	Superintendent's Office

STATEMENT OF AGREEMENT
CONCERNING THE USE OF FACILITIES AS MASS CARE SHELTER
BY THE AMERICAN RED CROSS

This agreement is made and entered into between the governing board of Alfred-Almond Central School District of Allegany County, State of New York, and the _____ Chapter of the Red Cross, hereinafter referred to as "Red Cross."

RECITALS

Pursuant to the terms of Federal statutes, the Red Cross provides emergency services on behalf of individuals and family victims of disaster. _____ is authorized to permit Red Cross to use school buildings, grounds and equipment for mass care shelters required in the conduct of Red Cross Disaster Relief activities and wishes to cooperate with the Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making the aforesaid school facilities of _____ schools available to the Red Cross for the aforesaid use.

Now therefore, it is mutually agreed between the parties as follows:

1. _____ schools agree that, after meeting its responsibilities to pupils, it will permit, to the extent of its ability and upon request by Red Cross, the use of its physical facilities by Red Cross as mass shelters for the victims of disasters.
2. Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse _____ schools for any school food or supplies that may be used by Red Cross in the conduct of its relief activities in said mass shelters.
3. Notwithstanding any other agreements, the _____ Chapter of the American National Red Cross agrees to defend, hold harmless and indemnify the _____ Alfred-Almond Central School District against any legal liability in respect to bodily injury, death and property damage, arising from the negligence of the said chapter during its use of the property belonging to the said Alfred-Almond Central School District.

In witness thereof the governing board of the Alfred-Almond Central School District has caused this agreement to be executed by the President of the Governing Board, and the Red Cross has caused this agreement to be executed by the _____ Chapter said agreement to become effective and operative upon the fixing of the last signature hereto.
Signature to the Agreement:

Chairman, Red Cross Chapter

President, Board of Education of
Alfred-Almond Central School District

Date

Date

C.1 POTENTIAL EMERGENCY SITUATION AND SITES

IN ADDITION TO THE NORMALLY ANTICIPATED EMERGENCIES (SNOWSTORMS, FOR EXAMPLE) YOUR DISTRICT MAY BE MORE SUSCEPTIBLE TO OTHER POTENTIAL PROBLEM SITUATIONS. CONSIDER EACH AREA LISTED.
IN DISTRICT FACILITIES

	Major Concern (Yes)	Concern (No)	Bldg./Rms. Affected	Describe Likely Response (Evacuate, Shelter, Go Home)
Asbestos Fiber Release		x		
Athletic Injuries	x			First Aid
Bomb Threat		x		
Chemical Spill		x		
Fire		x		
Flood		x		
Food Contamination		x		
Fuel Spill/Leak		x		
Heating Plant Problem	x			Cancellation – Go Home
Hostage Situation		x		
Natural Gas Leak	x			Evacuate, cancel, go home
Structural Collapse		x		
Swimming Pool Accident	x			First Aid – Close Pool
Transportation Fleet Loss		x		
Toxic Vapor Release		x		
Utilities Failure	x			Cancel, go home
Winter Storm	x			Cancel, go home, shelter
High Winds, Tornado		x		Shelter

B. COMMUNITY SITES (Fill in all applicable information)

	<u>NAME</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>PHONE #</u>
Airports	Sterling Airways Hornell Airport www.airnav.com/airport/4G6	Airport Rd. Hornell, NY		607-324-2742
Bridges/Underpasses	NYS DOT Towns of Alfred & Almond		Tim Koegel Jamie Mansfield Wayne Jefferds	607-587-9184 607-276-5240 607-276-5240
Fuel Storage Facilities				
Hazardous Intersections	Same as #2			
Hazardous Roadways	Same as #2			
Industries which handle hazardous materials				
Potable water supply Radiological Industries/ Utilities				
Railroads	Norfolk/Southern			
Railroad Crossings	Norfolk/Southern			
Flood Control Dam	US Army Corp of Engineers	Hornell/Almond Rd. Hornell, NY	Joe Hess	607-324-6531

C.2 GENERAL RESPONSE ACTIONS FOR EMERGENCIES

Section II of this manual outlines responses for specific emergency situations on an individual basis. In all cases, the person involved in the crises is required to contact the emergency coordinator at some time during the initial response phase. The coordinator will then implement the following procedures:

- confirm with the person(s) involved what steps have been taken to alleviate the situation at that point
- offer additional immediate directions appropriate to the situation
- seek additional assistance from school district staff or outside agencies if necessary
- proceed to the emergency area if safe to do so
- contact other members of the operations group to stand by for further information and possible gathering at the command post
- determine if large scale sheltering, evacuation or go-home procedures must be implemented
- contact other affected educational institutions and local and county officials
- administration, faculty, staff and police shall not allow entry to or passage through buildings by unauthorized persons

C. 3 INFORMING OTHER EDUCATION AGENCIES OF AN EMERGENCY

The emergency coordinator will evaluate the impact of the emergency on other education agencies in the district. If the impact is evident, the emergency coordinator will telephone the contact person at each affected educational agency and inform them of the status of the emergency. If telephone lines are busy, Fax #'s may be successful. Police agencies serving the community will be contacted for assistance in communicating information if telephone/fax efforts are unsuccessful.

Transportation, sheltering and other types of assistance will be provided to other educational agencies according to already established agreements, or following the directives of the appropriate municipal and county authorities who may become involved in the emergency.

C.4 PROCEDURES FOR SCHOOL CANCELLATION

When it is necessary to close the school as a result of adverse weather conditions or other emergencies, the following radio stations will be contacted to announce our plans.

WLEA 1480 AM	Hornell	WKPQ 105.3 FM	Hornell
WHHO 1320 AM	Hornell	WCKR 92.1 FM	Hornell
WLSV 790 AM	Wellsville	WJQZ 103.5 FM	Wellsville
WETM – TV	Elmira	WKBW – TV	Buffalo

A phone call will be made with the schools calling system along with text messages. Posts will be made on Facebook and Twitter.

C. 5 PROCEDURES FOR EARLY DISMISSAL

- Each homeroom teacher will have a copy of the “Go Home Plan” bus routes.
- Students will be dismissed 15 minutes earlier than normal dismissal time and follow the procedures outlined in the “Go Home Plan.”
- When an announcement is made that the “Go Home Plan” is being instituted, teachers should wait to hear that buses have arrived and then accompany their class to the bus line-up and see that their students board the proper bus. Older students can be given the bus number prior to dismissal.

Please note that:

Bus numbers may be the same or different than the bus they normally ride to school.

Superintendent of Building & Grounds fills out incident report form.

DRILL PROCEDURES

Students will be dismissed 15 minutes earlier than normal dismissal time and follow the procedures outlined in the “Go Home Plan.”

C. 6 PROCEDURES FOR EVACUATION TO ANOTHER SITE

(In case of an earthquake, radiological incident, flood, hurricane, etc.)

Administration and Superintendent of Building & Grounds make determination whether students should be sent home or to another site.

- 1) If sent home, put “Go Home Plan” into effect.
- 2) If sent to another site (AU / McLane Center or Ag Tech Orvis Center) students should board their regular buses to go to the appropriate location.
- 3) Media will be advised where parents may find their children.
- 4) Appropriate agencies will be notified by SB & G and/or administration.

5) SB & G fills out incident report form.

Sheltering Plan

C. 7 PROCEDURES FOR SHELTERING STUDENTS, STAFF AND VISITORS

(In case students are unable to be dismissed)

- Students should stay in homeroom until they hear otherwise over the loud speaker.
- Teachers are expected to remain with their students.
- Special area teachers and aides without homeroom responsibilities should float and be available to help where needed.
- Principals will be responsible for long-term student needs decisions as the situation dictates.
- Visitors should report to the Main Office for instructions.
- Media will be advised when parents can expect children home.

C.8 DRILL INSTRUCTIONS

Students report to Homerooms for instructions regarding sheltering and then the “Go Home Drill” is instituted.

DRILL PROCEDURES

At least once every school year, the school district will conduct a test of its emergency plan for sheltering or early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill. A copy of the parent notification is on the following page.

Written drill instructions are included in this plan for evacuation, sheltering and early dismissal. The written directions will be provided to staff who in turn will review with students prior to the drill’s implementation.

C. 9 PARENT/GUARDIAN NOTIFICATION

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the pupil’s last address of record. Where possible, enrolled siblings will be included on one notice:

TO: PARENTS/GUARDIAN OF _____
ADDRESS: _____
SUBJECT: Early Dismissal

The Alfred-Almond Central School District has scheduled its annual test of the Early Dismissal Plan for (DATE). Pupils will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District’s Emergency Management Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

(Principal)

INCIDENT REPORT FORM

Type of Incident _____

Location _____

Date _____ Time _____ A.M. _____ P.M.

Person reporting the incident _____

Command post manned by _____

Type of Response -	Sheltering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Early Dismissal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Evacuation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	School Cancellation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notifications:	Phone #	Yes	No	Time
District Superintendent	_____	_____	_____	_____
Superintendent of Schools	_____	_____	_____	_____
Principal, Christian Academy	_____	_____	_____	_____
Fire Department	_____	_____	_____	_____
Police (Local)	_____	_____	_____	_____
Police (State)	_____	_____	_____	_____
County Emergency Coordinator	_____	_____	_____	_____
County Health Department	_____	_____	_____	_____
American Red Cross	_____	_____	_____	_____
Hospital	_____	_____	_____	_____
Transportation Supervisor	_____	_____	_____	_____
Building & Grounds Supervisor	_____	_____	_____	_____
Radio Station	_____	_____	_____	_____

DISTRICT EMERGENCY COORDINATOR _____

Signature

A – Civil Disturbance

An emergency caused by (a criminal) an action of a (member of the citizenry) person which requires an appropriate response by school officials. Contingency guidelines are included in this section for the following:

- 1) bomb threat
- 2) hostage
- 3) intruder
- 4) kidnapped person
- 5) vandalism
- 6) student demonstration
- 7) implied or direct threats by a student
- 8) student fight
- 9) armed student

In each case, the guiding principles for contingency planning are: holding action to contain the situation; keeping children away from the situation; getting word to the proper authorities and, finally, restoring normal activities.

Where appropriate, references are made to “Necessary Resources” for contingency planning.

It may become necessary to implement the *Go Home Drill*, the *Sheltering Plan* or the *Evacuation Plan*. Detailed instructions for implementing these plans are found in Appendix A of this manual.

Bomb Threat Incident Plan

For secretary or person answering the phone –

- 1) Upon receipt of a bomb threat by telephone:
 - a. Question the caller as to:
 - Where, specifically, is the bomb located?
 - When, exactly, is bomb set to go off?
 - What materials are in the bomb?
 - Why is caller doing this?
 - Who is the caller?
 - b. Write down answers to the above.
 - c. Listen for identifying speech characteristics: male/female, young/old.
 - d. If possible, keep person on the phone.
- 2) Do Not Hang Up. Have someone call from another phone (Citizen’s Com 1-888-248-4622) to report incident and number on which call was placed.
- 3) Notify police or fire department immediately and follow their directions.
- 4) Notify Building Administrator and/or Superintendent of Building & Grounds
- 5) Building will be evacuated via fire drill. If necessary, “Go Home Plan” will be instituted.

Bomb Threat Incident Form

Person Taking Call _____

Date of Incident _____

Time of Incident _____

Question Caller As To:

Where the bomb is located? _____

When the bomb is set to go off? _____

Why is the caller doing this? _____

Who is the caller?_____

Any identifying speech characteristics - Yes _____ No _____

If yes, please describe _____

Was the caller: Male _____ Female _____ Approx. Age _____

Were police or fire department notified? Yes _____ No _____

Please give a general description of the incident including whether the building was evacuated and how the incident ended.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BOMB THREAT

I) Contingency Plan:

Obtain specific information. Notify authorized persons. Commence evacuation. Do not use radio communications for fire alarm – remain evacuated until “All Clear” from administrator.

II) Persons Authorized to Take Immediate Action:

- Person receiving threat
- Superintendent
- Building Administrator(s)
- Protective Agency
- Emergency Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Secondary School Principal	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
Elementary Principal	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Emergency Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>RESOURCES NECESSARY</u>
1. Upon receipt of a bomb threat by telephone: a) Question the caller as to: <ul style="list-style-type: none"> - Where specifically is the bomb located? - When exactly is the bomb set to go off? - What materials are in the bomb? - Why is the caller doing this? - Who is the caller? b) Notify police or fire department immediately. c) Listen for identifying speech characteristics: male, female, young or old.	1. Person receiving call	1. Establish bomb threat incident plan.
2. Notify police for fire dept. immediately a) Follow their directions	2. Person receiving call	2. Telephone emergency numbers - Phone Book
3. Notify building administrator	3. Person receiving call	
4. Notify staff and students to evacuate part or all of the building, as appropriate. Do not mention Bomb Scare (Lie if necessary) a) Using Building Evacuation Plan b) Notify Superintendent	4. Building Administrator	4. Emergency Evacuation Plan including routes of travel within the building to designated outdoor assembly areas and roll call procedures.

- | | | |
|--|---|--|
| 5. Upon their arrival, advise police or fire department of situation and follow their instructions.
a) advise superintendent | 5. Building Administrator
O&M person | |
| 6. Termination of Emergency | 6. Police / Fire Department | |
| 7. Resume, curtail or cease building operation as appropriate.
a) notify staff and students
b) return to building or transport | 7. Superintendent & Bldg. Administrator | 7. Public address system, if available, pupil transportation system. |
| 8. Establish Bomb Threat (Incident Form) | | |

Hostage

I) Contingency Plan:

Notify administrator, remove applicable students, and follow authorities' directions.

II) Persons Authorized to Take Immediate Action:

- First Person on the Scene
- Superintendent
- Building Administrator
- Protective Agency
- Local District Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify hostage situation	1. First person on the scene	
2. Notify building administrator	2. First person on the scene	
3. Notify immediately, the superintendent and police.	3. Building Administrator	3. Policy, emergency numbers – phone book
4. Advise police of situation and follow their instructions.	4. Building Administrator	
5. Notify parents or spouse	5. Superintendent	
6. Termination of emergency	6. Policy & building superintendent	

INTRUDER

I) Contingency Plan:

Notify Administrator. Maintain surveillance of pupil areas. Administrator will escort or notify authorities.

II) Persons Authorized to Take Immediate Action:

- School Staff
- Building Administrator
- Superintendent
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify intruder	1. School staff	1. Appendix E – Lockout/ Lockdown procedure
2. Notify building administrator	2. School staff	
3. Confront intruder	3. Building Administrator	3. Preassessment of situation to determine if additional staff should be present initially
4. Escort intruder out of the building	4. Building Administrator SB & G	
5. If intruder refuses to leave, maintain surveillance and summon police.	5. Building Administrator SB & G	5. Utilize resource persons indicated in 3 above or other staff who may be present. Police emergency phone #'s.
6. Advise police of situation and follow their instructions.	6. Building Administrator SB & G	
7. Termination of contingency	7. Police Building Administrator & SB & G	

KIDNAPPED PERSON

I) Contingency Plan:

Notify Administrator. Maintain surveillance of pupil areas. Administrator will escort or notify authorities.

II) Persons Authorized to Take Immediate Action:

- School Staff
- Building Administrator
- Superintendent
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

PERSON(S)

SEQUENTIAL RESPONSE ACTION

RESPONSIBLE

NECESSARY RESOURCES

- | | | |
|--|------------------------------------|-------------------------------|
| 1. Identify kidnapping situation | 1. First person on the scene. | |
| 2. Notify building administrator | 2. First Person on the scene. | |
| 3. Immediately notify the superintendent police. | 3. Building Administrator | 3. Police Emergency Phone #'s |
| 4. Advise police of situation and follow their instructions. | 4. Building Administrator | |
| 5. Notify parents or spouse. | 5. Superintendent | |
| 6. Termination of emergency. | 6. Police & Building Administrator | |

VANDALISM

I) Contingency Plan:

Notify Administrator.

Maintain surveillance of pupil areas.

Administrator will escort or notify authorities.

II) Persons Authorized to Take Immediate Action:

- School Staff
- Building Administrator
- Superintendent
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify Vandalism Situation	1. First person on the scene	
2. Notify Building Administrator	2. S B & G	
3. Notify Superintendent & Police	3. Building Admin, & S B & G	3. Emergency phone #'s
4. Advise police of situation and follow their instructions.	4. Superintendent	

Student Demonstrations

I) Contingency Plan:

Notify Administrator. Contact authorities. Follow authorities' directions and school policy.

II) Persons Authorized to Take Immediate Action:

- Building Administrator
- Superintendent
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify student demonstration situation	1. First person on the scene.	
2. Notify Building Administrator	2. First person on the scene.	
3. Notify Superintendent	3. Building Administrator	
4. Notify police & staff and move away from confrontation	4. Superintendent	4. Policy telephone #
5. Advise police and follow instructions A. Consider closing school	5. Administrator	5. PA System
6. Termination of Emergency	6. Police & Administrator	

PROCEDURES FOR DEALING WITH STUDENT DEMONSTRATIONS
(For District Approval)

Phase I

(Warning)

I am _____, Principal of _____.
(School Building)

I am asking you to return to your classes (or, if there are any non-students in the group, to leave the premises). Those who fail to respond to this request within the next five minutes will be subject to suspension from school and/or prosecution for violating the Penal Law of the State of New York. Please avoid additional trouble by leaving at this time.

Phase II

I am _____, Principal of _____.
(School Building)

Five minutes ago I asked each of you, who are not students, to leave the premises. I indicated to you at that time that if you had not returned to your classes or vacated the premises by this time you would be subject to suspension and/or arrest. Therefore, I am now indicating that each of you who are enrolled in our school is suspended and cannot return to school until an individual appointment has been made and kept by you and your parents/guardian. Your parents will be contacted in the near future regarding the appointment date.

To avoid further difficulty and arrest, I am now asking each of you to leave the school property immediately. You will have five minutes to comply with this request. If you have not vacated the school property in five minutes, the police will be called and you will be forced to leave and will be arrested. I must remind you that such an action will be recorded on your school record and will become a part of the police record as well. Neither of these will help you or your family. Therefore, for the last time I am reminding you that you have five minutes to leave the school property. Those failing to comply are in violation of the Penal Law of the State of New York since you are remaining unlawfully upon this property. In addition, since I am asking you directly to leave, failure to comply is an insubordinate act. You have five minutes to leave the school.

Phase III

I am _____, Principal of _____.

As a person delegated by the Board of Education to be in charge of this property, I have indicated to you on two occasions that you are remaining on this property unlawfully and I ordered you to leave. Since you have not done so, I have called for police assistance and I am prepared to file charges against you for prosecution as a violator of the Penal Law of the State of New York. This is _____ of the _____ Police Department (or Sheriff's Office.)
(Police Officer)

The Police Department would like to be alerted as far in advance as possible when building principals sense that a disruption may be developing.

Implied or Direct Threats by Students, Staff or Visitors

I) Contingency Plan:

- 1) Notify Administrator(s)
- 2) Follow Administrator directions and school policy

II) Persons Authorized to Take Immediate Action:

- School Staff
- Building Advisor
- Superintendent
- Protective Agency (Police)
- Local District Emergency Coordinator

III) Person to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

IV) Procedures for Responding to Implied or Direct Threats by Student, Staff or Visitor

- 1) Staff responsibilities:
 - a) If possible, escort person(s) issuing threats to building administrator
 - b) Follow directions of Building Administrator
- 2) Building Administrators Responsibilities:
 - a) Evaluate the seriousness of the threat
 - b) Follow up with necessary actions including but not limited to:
 - i) disciplinary action as outlined in the district's Code of Conduct Board Policy
 - ii) Referral to counseling.
 - iii) Law enforcement involvement.
 - iv) Superintendent's hearing and possible suspension for students or SED sanctions for staff.

Student Fight

I) Contingency Plan:

- Notify Administrators
- Maintain Surveillance of pupil areas
- Contact authorities
- Follow authorities' directions and school policy

II) Persons Authorized to Take Immediate Action:

- School Staff
- Building Administrators
- Superintendent
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

IV) Procedures for Responding to Student Fight

a) Staff Responsibilities:

1. Make verbal contact in a calm, low-toned voice.
2. If behavior does not cease, shout "STOP" and then lower your voice and encourage students to talk about the issues someplace else.
3. Try to get individuals to a more isolated area so they can calm themselves without losing face, or try to get the area emptied of other students so there is less audience and less danger.
4. Do not leave the students alone until they are calmed down.
5. Discuss their behavior and its consequences only after they are calm.
6. Understand that violence is time-lined; if you can delay long enough, it will subside.
7. Never grab or touch a violent student unless they are causing harm to themselves or others.
8. Give the students a choice by clearly stating, "You and I must go to the principal's office. If you refuse to go with me, I will notify the principal's office, who will probably call the police."
9. If the students refuse to cooperate by rendering the above steps invalid, notify the principal or assistant principal that you need help with a violence problem.

b) Building Administrator's Responsibilities

1. Assess situation and intervene if requested by teacher.
2. Call security or 911 if students refuse to cooperate.
3. Call the superintendent's office who will ensure that the necessary administrators are notified, from among the following:
 - operations
 - business
 - safety
 - media relations
4. Assist police in any way requested.
5. Follow disciplinary action according to your own code of student conduct.
6. File an incident report

Armed Student

I) Contingency Plan:

- Notify Administrators
- Maintain Surveillance of pupil areas
- Contact authorities
- Follow authorities' directions and school policy

II) Persons Authorized to Take Immediate Action:

- School Staff
- Building Administrators
- Superintendent
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Administrators	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Police – NYS		911		
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

IV) Procedures for Responding to Report of Student with Weapon

a) Staff Responsibilities:

1. Notify principal's office ASAP and advise whether a weapon is suspected or visible.
2. Try to calm the student and others.
3. STOP
 - DO NOT APPROACH STUDENT
 - DO NOT ATTEMPT TO CONFISCATE THE WEAPON
4. If a weapon is visible, or student is threatening, ask the student in a calm voice for permission to evacuate the rest of the class.
5. Evacuate quietly, if allowed – take class roll book with you.
6. If evacuation is not allowed, keep talking with the student until police arrive:
 - treat student with verbal respect
 - use open-ended questions: what, where or how - e.g. "Where have you been that got you so upset?"
 - DON'T ask why? this will only antagonize the assailant
 - Say "I hear." "I feel your anger." "You sound angry/concerned/worried/upset."
 - do not empathize – don't say "I understand."
 - don't tell the student to relax or calm down. He/she can't. You have to help.
 - don't lie or conspire
 - emphasize that you and others are human
 - if possible, get the student to say he will not hurt you
 - avoid closure
7. When police arrive, do as they advise.
8. After incident, file reports ASAP.

b) Building Administrator's Responsibilities

1. If weapon is suspected: (Define weapon, knife, pencil, firearm, etc.)
 - a) Have staff member bring the student to the office with backpack, purse, books and other possessions.
 - b) Ensure that at least two adults are present at the meeting.
 - c) Do not ask student to produce the weapon. Check student's person and backpack, etc. for weapons first. If student has no weapon, ask for location of any weapons.
 - d) If the student denies or refuses, ask the student to empty pockets and all other containers.
 - e) If search yields nothing, two adults and the student go to the student's locker for a search.
 - f) If a weapon is found, police are contacted to remove student from campus.
 - g) Notify a parent.
 - h) Call the superintendent
 - i) Follow disciplinary action according to the District's Code of Conduct.
2. If weapon is visible:
 - a) Call 911
 - b) Call the superintendent's office who will ensure that the necessary administrators are notified, from among the following:
 - operations
 - business
 - safety
 - media relations
 - c) Consider the following options:
 - Option 1 – Announce a “secret code” on PA system, which means all teachers, will lock doors. Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building.
 - Option 2 – Evacuate the building.
 - d) Escort police to scene.
 - e) Stay out of view of student.
 - f) Work with police officers as directed.
 - g) Maintain calm.
 - h) Refer media call to media relations.

B – ENVIRONMENTAL PROBLEMS

An emergency caused by a naturally occurring or manmade environmental problem requires an appropriate response by school officials. Contingency guidelines which track the extremes of a minor or major occurrence are included in this section for the following:

- Air Pollution
- Drought
- Earthquake
- Flood
- Flood 2
- Oil/Gasoline Spill
- Radiological Incident
- Storm – Snow/Ice – Wind / Hurricane
- Storm – Snow/Ice/Hurricane
- Thunderstorm/Lightening Storm
- Tornado
- Toxic Material Spill – Small/ Large
- Water Contamination
- Asbestos Fiber Release
- Red Cross – Nuclear Plan

In each case, the guiding principles for contingency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, references are made to “Necessary Resources” for contingency planning.

If it becomes necessary for school officials to respond to an environmental problem, they may rely on one of the following contingency responses.

Go Home

In many emergency situations, school officials are to implement their “Go Home Plans.” An up-to-date plan for dismissing students early in the event of snowstorms, heating plant failure, etc. is attached.

Shelter

An instruction to shelter students and staff will require school officials to assure that all staff and students remain inside school buildings. The plans for sheltering students and staff for as long as 24 hours are attached. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems should be shut down. Radiological emergencies or hazardous chemical spills can pollute food and water supplies. In such cases, ingestion of food and water should be prohibited until school officials receive authorization and instruction from appropriate health officials.

Evacuation

Upon receipt of an order to evacuate, school officials should take all necessary measures to prepare students for an evacuation. Students and staff will be evacuated by buses which will be sent to a safe location. Students are not to be permitted to go home. However, they may be permitted to leave school if accompanied by a parent or guardian.

- A) McLane Center at Alfred University
- B) Orvis Activity Center at Alfred State College

AIR POLLUTION

I) Contingency Plan:

Administrator will determine if school should open (am) or evacuate (pm).

II) Person Authorized to Take Immediate Action:

- County Director of Disaster Preparedness
- Superintendent
- Local District Emergency Disaster Coordinator

III) Person to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566	716-372-2343	607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon begin notified of a problem follow directions of the County Director of Disaster Preparedness. Institute appropriate action(s). (Allegany & Steuben)	1. Superintendent	1. School district go-home, shelter & evacuation plans, transportation system.
2. Termination of emergency.	2. County Director of Disaster Preparedness	2. Telephone
3. Recovery: See appropriate contingency guidelines	3. Superintendent	

DROUGHT

I. Contingency Plan:

Administrator will decide if district opens (am) or evacuates (pm).

II. Persons Authorized to Take Immediate Action:

- Supt. of Building * Grounds (Dir. of Facilities)
- Superintendent
- Building Administrator
- Local District Emergency Disaster Coordinator

III. Persons to be Notified:

Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
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Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
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<u>SEQUENTIAL RESPONSE ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon declarations of Alert, Warning, Emergency or Drought, status by local water commissioner, institute water conservation suggestions.	1. Superintendent	1. A drinking water supply is mandated and water is required for sewage system operation.
2. If water is unavailable, close school See: Water System Failure Contingency Guidelines	2. Superintendent	2. State Education Dept. Bureau of Educational Management Services 518-474-6541
3. Notify State Education Department and the local Office of Disaster Preparedness	3. Superintendent	

FLOOD

I) Contingency Plan:

If school is not yet open, make determination to remain closed.

II) Persons Authorized to Take Immediate Action:

- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. If school is in session, monitor weather and road conditions	2. Bldg. Administrator Superintendent	1. Weather Bureau; Highway Dept.; Transportation Super.; Dir. of Facilities; News Media. NOAA Radio
2. Close school if conditions warrant	2. Superintendent	
3. Institute "Go-Home" Plan	3. Bldg. Administrator; Transportation Super. Superintendent	3. District "Go-Home" Plan which includes pupil transp. system, com. network to recall bus drivers & media to inform parents.
4. If dangerous or impossible conditions preclude going home, provide shelter	4. Superintendent & Dir. of Facilities	4. Same as 1 above & American Red Cross
5. Recovery: If building is flooded, refer to Loss of Building Contingency Guidelines	5. Superintendent	
	1. Assign teachers to help secretaries with parents coming to school to pick up students.	
	2. Open phone lines to bus garage and keep people on phones at either end.	
	3. Make on announcement to building about closing.	
	4. Have secretaries call bus drivers in to drive.	

EARTHQUAKE

I) Contingency Plan:

County Disaster Plan. Coordinates the go-home, shelter and evacuation plans with the County Disaster Preparedness Plan.

II) Persons Authorized to Take Immediate Action:

- 1) County Director of Disaster Preparedness
- 2) Superintendent
- 3) Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon being notified of a problem, follow directions of the County Director Preparedness. Institute appropriate action(s).	1. Superintendent	1. School District "Go-Home," shelter & evacuation plans, transportation systems.
2. Termination of emergency	2. County Director of Disaster Preparedness	2. Telephone

RADIOLOGICAL INCIDENT

I) Contingency Plan:

- County Disaster Plan.
- Coordinate the go-home, shelter and evacuation plans with the County
- Disaster Preparedness Plan.

II) Persons Authorized to Take Immediate Action:

- County Director of Disaster Preparedness
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon being notified of a problem, follow directions of the County Director of Disaster Preparedness. Institute appropriate action(s).	1. Superintendent	1. School district "Go-Home," shelter and evacuation, transportation systems.
2. Termination of emergency	2. County Dir. of Disaster Preparedness	2. Telephone

OIL/GASOLINE SPILL

I) Contingency Plan:

- Notify Administrator & Director of Facilities – Determine size and proximity to children.
- Ventilate Area.

II) Person Authorized to Take Immediate Action:

- O & M Person
- Building Administrator
- Director of Facilities
- Superintendent

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
NYS DEC		716-851-7200		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of an oil/gasoline spill on school property: a) notify director of facilities b) notify building administrator	1. O & M Person	1. List of emergency phone #'s of district personnel.
2. Evaluate problem insofar as possible a) commence established remedial response b) stop source of spill if possible	2. O&M Person	2. Establish emergency remedial operation and maintenance procedures for possible occurrences including limits of remedial response.
3. Curtail or cease building operation, as appropriate. a) notify staff, parents & students	3. Building Administrator	3. Public address system, media, pupil transportation system. (See 5 below)
4. Notify Superintendent	4. Bldg. Administrator & Dir. of Facilities	
5. Notify NYS DEC Notify NYS DOT (if appropriate)	5. Director of Facilities	5. Statutes prohibit discharge of any petroleum and man-date cleanup and restoration

- | | | |
|---|---|--|
| 6. Curtail or cease building operation,
as appropriate.
a) notify staff, parent & students
b) see also: Loss of Building
Contingency Guidelines | 6. Superintendent | 6. Media |
| 7. Recovery stage: complete work as
directed by DOT & DEC | 7. Superintendent &
Dir. of Facilities | 7. Financial arrangements and
contracts by school business
official. If formal emergency
resolution needed, notify
Board of Education and
attorney. |
| 8. Termination of contingency
a) notify staff, parents
b) resume building operation | 8. DOT & Superintendent | 8. Work directed by DOT
completed.
Media |

STORM – SNOW – ICE / WIND - HURRICANE

I) Contingency Plan:

- County Disaster Plan. Coordinate the “Go-Home” shelter and evacuation plans with the
- County Disaster Preparedness Plan.

II) Persons Authorized to Take Immediate Action:

- County Director of Disaster Preparedness
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
BOCES Superintendent	Jim Frame	607-324-7880		

<u>SEQUENTIAL RESPONSE ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon being notified of a problem follow directions of the Co. Dir. of Disaster Preparedness. Institute appropriate action(s).	1. Superintendent	1. School District “go-home” shelter and evacuation, transportation system.
2. Termination of emergency.	2. Co. Director of Disaster Preparedness	2. Telephone
3. Recovery: See appropriate contingency guidelines	3. Superintendent	
4. Assess damage to property.		

STORM - SNOW / ICE / HURRICANE (See also: Thunderstorm/Lightning Storm)**I) Contingency Plan:**

If school is not yet open, make determination to remain closed.

II) Persons Authorized to Take Immediate Action:

- Superintendent
- Co. Director of Disaster Preparedness (607-776-9631 – Steuben Co)
- Local District Emergency Disaster Coordinator ((585/268-7658 – Alleg. Co.)

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. If school is in session, monitor weather and road conditions	1. Building Administrator Superintendent	1. Weather Bureau, DOT, Transportation Emergency radio in Principal's Office
2. Close school if conditions warrant.	2. Superintendent	
3. Institute "Go-Home" Plan	3. Building Administrator Transportation Super. Superintendent	3. District "Go-Home" Plan which includes pupil transportation system; Communication Network to recall bus drivers & media to inform parents.
4. If dangerous or impossible conditions preclude going home, provide shelter.	4. Superintendent Dir. of Facilities	4. Same as #1 above & American Red Cross

THUNDERSTORM / LIGHTNING STORM (See also: Storm – Snow – Ice -- Wind – Hurricane Contingency Guidelines)

I) Contingency Plan:
Administration will determine if school remains closed/shelters or evacuates.

II) Persons Authorized to Take Immediate Action:

- Building Administrator
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Monitor proximity of thunderstorm	1. Building Administrator	1. Weather Bureau Emergency Radio in Principal's Office
2. Curtail all outdoor activities if conditions warrant	2. Building Administrator	
3. Summon all persons into building(s)	3. Building Administrator	3. Public Address System
4. Termination of contingency	4. Building Administrator	4. Public Address System

TORNADO

- I) Contingency Plan:
Plan cover against inside wall in halls, and away from windows of lowest floor of building.
- II) Person Authorized to Take Immediate Action:
- Building Administrator
 - Superintendent
 - Local District Emergency Disaster Coordinator

III) Person to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

TOXIC MATERIAL SPILL-MINOR

- I) Contingency Plan:
- (District developed spill control)
 - Ventilate – remove students – abate situation
- II) Persons Authorized to Take Immediate Action:
- Staff Member
 - Building Administrator
 - Director of Facilities
 - Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

TOXIC MATERIAL SPILL – MAJOR

I) Contingency Plan:

- County Disaster Plan. Coordinate the “Go-Home,” shelter and evacuation plans with the county
- Disaster Preparedness Plan.

II) Persons Authorized to Take Immediate Action:

- County Director of Disaster Preparedness
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon being notified of a problem, follow directions of the County Director of Disaster Preparedness & DEC. Institute appropriate action(s).	1. Superintendent	1. School District
2. Termination of Emergency	2. County Director of Disaster Preparedness	2. Telephone
3. Recovery – See appropriate contingency guidelines.	3. Superintendent	3. Telephone

WATER CONTAMINATION

I) Contingency Plan:

Administration will determine if school opens or closes early.

II) Persons Authorized to Take Immediate Action:

- O & M Person
- Building Administrator
- Director of Facilities
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
Health Department		585-268-9250		
DEC – Region 9 Allegany Sub – Office		716-851-7200		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of suspected water contamination a. Notify building administrator	1. First person on the scene.	1. List of emergency phone #'s of district personnel.
2. Notify Superintendent	2. Building Administrator	
3. Notify health department & DEC and follow their instructions.	3. Superintendent	
4. Curtail or cease building operation, as appropriate.	4. Superintendent	4. Potable water is mandated for drinking and sanitizing associated with kitchen operations. If water is not suitable for drinking cease operation of building unless equivalent provisions are made, such as bottled water and single-service disposable cups.

5. Recovery stage: completed work as directed by Health Department

5. Superintendent
Dir. of Facilities

5. Financial arrangements and contracts by school business official. If formal emergency resolution needed, notify Board of Education and school attorney.

6. Termination of contingency
a) Notify staff, parents, students
b) Resume building operation

6. Health Dept.
Superintendent

6. Water supply is potable.

ASBESTOS FIBER RELEASE

- I) Contingency Plan:
- During School – Evacuate and send home.
 - Non-School Hours – Preparedness to remain closed/alternate classes.
 - Complete forms.
- II) Persons Authorized to Take Immediate Action:
- O & M Person
 - Administrators
 - Governmental Agency
 - Local District Emergency Disaster Coordinator

III. Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
State Education Department		518-474-3852 Fax 518-474-3914		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
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- | | |
|-------------------------|--|
| 1. Notify Administrator | 1. First person on the scene |
| 2. Notify O & M Person | 2. First person on the scene |
| 3. Shut HVAC System Off | 3. O&M Person |
| 4. Seal Off Area | 4. O & M Person |
| 5. Evaluate | 5. O & M Person Trained Asbestos Designee
Administrator |
| 6. Evacuate | 6. Administrator |
| 7. End of Emergency | 7. Administrator |

C – FIRE & EXPLOSION

A fire or explosion in a building, or even a false fire alarm, will interrupt and disrupt building activities. The effects may be minor as in the case of a false alarm, but could be major in the case of a fire or explosion. Contingency guidelines which track the extremes of a minor to a major occurrence are included in this section for the following:

- explosion
- false fire alarm
- fire
- reset procedure

In each case, the guiding principles for contingency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates which influence planning and decision making included in the “Necessary Resources” column of a guideline.

EXPLOSION

- I) Contingency Plan:
- Sound Alarm
 - Notify protective agencies
 - Notify Administrator
 - Follow agency directions
 - Evacuate building

- II) Persons authorized to take immediate action:
- Occupants
 - Building Administrators
 - Director of Facilities
 - Superintendent
 - Protective Agency
 - Local District Emergency Disaster Coordinator
 - School Nurse

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Police/Fire Departments	NYSP	911		
State Education Department		518-474-3906		
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939

<u>SEQUENTIAL RESPONSE</u>	<u>PERSONS RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon occurrence of an explosion in a building: a) sound the building fire alarm immediately before attempting to discover source of explosion or notify building administrator.	1. First person on scene.	1. Establish procedures for instructing occupants of their responsibilities for sounding fire alarm.
2. Evacuate building in accordance with established emergency evacuation plan.	2. Occupants	2. Emergency Evacuation Plan.
3. Summon fire department a) notify superintendent & summon EMS if needed.	3. Building Administrator & designated admin. staff	3. Telephone emergency numbers, fire dept. direct interconnection.
4. Investigate source and contain fire, if possible or practical a) keep building administrators advised of situation	4. O & M staff, available school staff who are trained pursuant to SOSHA	4. Fire extinguishers, SOSHA training program
5. Upon their arrival, advise fire department of the situation and follow their instructions. a) advise superintendent	5. Building Administrator	5. NOTE: Upon a fire alarm, the fire dept. cannot be refused admission to a bldg; only the fire dept. can determine that a fire is out or that the building is safe for occupancy (Attorney Gen. Informal Opinion 81-13)
6. Termination of emergency	6. Fire Department	
7. Resume, curtail or cease building operation, as appropriate a) notify staff, parents students b) see also: Loss of building – Contingency Guidelines	7. Bldg. Administrator/ Superintendent	7. Public address system; pupil transportation system.

FALSE FIRE ALARM

I) Precontingency Planning:

- Evacuate Building.
- Notify Authorities of situation.
- Attempt to identify responsible person.

II) Persons Authorized to Take Immediate Action:

- Occupants
- Superintendent
- Building Administrator
- Local District Emergency Disaster Coordinator

II) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Fire Department		911 607-276-5921		
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon sounding the building fire alarm system, false alarm or otherwise: a) evacuate the building in accordance with established Emergency Evacuation Plan. (Fire Drill Plan)	1. Occupants	1. Emergency Evacuation Plan - Including routes of travel within the building to designated outdoor assembly areas and roll call procedures.
2. Summon fire department a) Notify Superintendent if applicable.	2. Bldg. Administrator Designated Administrative Staff	2. Phone emergency numbers, fire department direct interconnection.
3. Investigate source of alarm and confirm that there is or is not evidence of fire in the area: a) keep building administrator advised of situation	3. O& M Staff Available school staff who are trained pursuant to SOSHA	3. Zoned fire alarm system with annunciator panel; SOSHA training program
4. Upon their arrival, advise fire department of the situation and follow their instructions.	4. Building Administrator	4. NOTE: Upon a fire alarm, the fire dept. cannot be refused admission to a building; only the fire department can determine that a building is safe for occupancy (Attorney Gen. Informal Opinion 81-13)
5. Termination of emergency.	5. Fire Department	
6. Resume building operation.	6. Building Administrator	6. Public Address System
7. Investigate to identify who activated the alarm system. a) Institute administrative procedures to deter and apprehend the person(s) who maliciously activated the alarm system.	7. Building Administrator	7. Students, staff, local police and fire department.

FIRE

I) **Contingency Plan:**

- Sound the alarm and evacuate.
- Notify administrator and authorities.
- Follow authorities' directions.

II) **Persons Authorized to Take Immediate Action:**

- Occupants
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator
- School Nurse

III) **Persons to be Notified:**

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Fire Department		911 607-276-5961		
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939

FIRE REGULATIONS

In Case of Fire.....

I) Rescue any student/resident from immediate danger. Take them to a safe zone.

II) Alarm – turn in an alarm at the first sign of smoke, fire or sparks.

III) Confine the fire by ensuring all doors are secure in the area.

a) If you are not in danger – do not move.

b) At the first sign of danger (smoke, fire or sparks evacuate to a safe zone.

1. Using the main corridor move to the nearest safe zone.

2. If the main corridor is impassible, use an alternate exit and transfer to a safe zone.

IV) Extinguish – attempt to extinguish a small fire as soon as possible after pulling the alarm.

STAY CALM

SEQUENTIAL RESPONSE ACTION	PERSON (S) RESPONSIBLE	NECESSARY RESOURCES
1. Upon sensing of smoke or evidence thereof: a) sound building fire alarm immediately before attempting to discover the fire source, or notifying building administrator	1. First person Fire/smoke detection system, if existing.	1. Established procedures for instructing occupants of their responsibilities for sounding the fire alarm.
2. Evacuate building in accordance with established emergency evacuation plan.	2. Occupants.	2. Emergency Evacuation Plan including routes of travel within the building to designated assembly areas and roll-call procedures.
3. Summon fire department a. notify superintendent	3. Building Administrator Designated Administrative Staff	3. Phone emergency numbers, fire department direct inter-connection.
4. Investigate source and contain fire, if possible or practical	4. O&M Staff Available school staff who are trained pursuant to SOSHA	4. Zoned fire alarm system with annunciator panel, fire extinguishers; SOSHA training program.
5. Upon their arrival, advise fire department of the situation and follow their instructions	5. Building Administrator	5. Note: Upon a fire alarm, the fire department cannot be refused admission to a building, only the fire department can determine a fire is out or that the building is safe for occupancy (Attorney General: Informal Opinion 81-13)
6. Termination of emergency	6. Fire Department	
7. Resume, curtail, or cease building operation, as appropriate a) notify staff, parents, students b) see also: Loss of Building Contingency Guidelines	7. Building Administrator Superintendent	7. Public address system, media, pupil transportation system.

RESETTING THE ALARM

I) Contingency Plan:

If unavailable, follow the following outlined procedure.

Do not reset alarm panel without prior approval of the Fire Department.

The following are instructions for resetting the alarm panel:

1. Check the alarm panel to determine the source of the alarm. Search the indicated area cautiously to determine the problem.
2. Do not silence the alarm panel until the source of the alarm is determined. If there is a malfunction in the equipment and there is no fire, return to the alarm panel.
3. As soon as you have obtained approval, you may silence the alarm.
4. You can proceed to make any necessary repairs to equipment. After repairs are complete, return to the alarm panel to finish resetting. Refer to policy and training program on smoke detector replacement.
5. If at this time the alarm panel still indicates trouble, contact the first available supervisor.

Note: Fire alarm system keys are kept in the lock of the Fire Alarm panel in rear of Maintenance Shop. These keys are used to Access Annunciator panel keypad and to open pull stations located throughout building.

Specific instructions for responding to Fire Alarms and drills for both staff and fire department are also located at the Fire Alarm panel in rear of Maintenance Shop.

Annunciator Panel is located in the High School Main Lobby. Main fire alarm panel is located in Custodial Closet adjacent to Men's Lavatory at Gym Lobby.

D. - Medical Emergency

A medical emergency is the result of a minor or major illness or injury to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Such emergencies require that school officials have in place a carefully tested, medically approved plan for action with which all school personnel, parents, students and community are thoroughly familiar.

- Allergic Reaction
- Animal Bite
- Bleeding
- Blow to the Head
- Broken Bone(s)
- Burns
- Choking
- Diabetic Shock
- Drowning
- Electric Shock
- Epidemic
- Epileptic Convulsions
- Food Poisoning
- Heart Attack
- Respiratory Arrest
- School Bus Accident and/or Fire
- Shock
- Toxic Exposure
- Infectious Disease
- Multiple Injuries to Students
- Means to evacuate physically handicapped or injured persons
- Emergency Pool Regulations

In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of the parent or guardian.

Automated external defibrillators (AED's) are located at the following locations: Gym lobby, fitness center, back entrance near high school cafeteria, elementary lobby, and nurse's office.

WHAT TO DO IN AN EMERGENCY

1. Rescue the victim from life-threatening danger, if necessary.
2. Send someone to seek medical help, if the injury or illness is serious.
3. Restore or maintain breathing and heartbeat using mouth to mouth resuscitation or CPR.
4. Control heavy bleeding by applying clean compress and firm, direct pressure to the wound.
5. Treat poisoning as directed by the Poison Control Center. Save any container and try to identify the poison before calling the Center.
6. Prevent shock by helping the victim to lie down and by maintaining body temperatures.
7. Examine the victim for other injuries.
8. Seek medical help. Call 911, if not done previously. Arrange follow-up medical care.
9. Keep checking the victim's breathing and pulse. Don't leave until medical help arrives.

While one person administers first aid, or CPR to the victim, another must seek medical help.

Dial 911 or the emergency number for your area. Be ready to answer questions and provide important information.

Location of the emergency, including cross streets, floor and room numbers, and the phone number from which you are calling.

What happened? What kind of accident, injury or illness occurred.

How many people need help? Is anyone bleeding or unconscious? What first aid has been administered?

Training in first aid and CPR can save a life. Learn it **BEFORE** you need it by contacting your Red Cross Chapter.

ALLERGIC REACTION

I) Contingency Plan:

Persons who are hypersensitive to allergens.

II) Person authorized to take immediate action:

- First person on the scene.
- School Nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the stricken person.	1. First person on the scene.	
2. Summon emergency assistance.	2. First person on the scene.	2. School nurse, personnel trained to provide first aid, emergency squad ambulance. List of phone numbers.
3. Comfort the person and administer appropriate first aid, if necessary.	3. Responsible person School nurse	
4. Summon emergency squad/ambulance (If epipen is administered must call 911)	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building Administrator	
7. Notify Superintendent	7. Building Administrator	
8. Termination of emergency	8. School nurse	
9. Revise Pre-contingency Plan (if appropriate)	9. School nurse	

ANIMAL BITE

I) Contingency Plan: First Aid

II) Persons authorized to take immediate action:

- First person on the scene.
- School Nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Summon emergency assistance	1. First person on the scene Responsible person	1. School nurse, person(s) trained to provide first aid emergency squad ambulance. List of phone numbers.
2. Comfort the person and administer appropriate first aid. See note below.	2. Responsible person School nurse	
3. Summon emergency squad/ambulance or transport person to a physician.	3. Responsible person School nurse	
4. Notify building administrator	4. Responsible person School nurse	
5. Notify parents or spouse	5. Building administrator	
6. Notify Superintendent	6. Building administrator	
7. Termination of emergency	7. School nurse	

Note: If possible, identify animal and maintain surveillance. If practical, contain animal for rabies examination. Contact the County Health Department.

BLEEDING

I) Contingency Plan: Emergency/First Aid Procedures

II) Persons authorized to take immediate action:

- First person on the scene.
- School nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Person to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
-----------------------------------	------------------------------	----------------------------

- | | | |
|---|---------------------------------------|---|
| 1. Identify person who is bleeding | 1. First person on the scene. | |
| 2. Summon emergency assistance | 2. First person on the scene. | 2. School nurse, person(s) trained to provide first aid emergency squad ambulance. List of phone numbers. |
| 3. Comfort the person and administer appropriate first aid. | 3. Responsible person
School nurse | |
| 4. Summon emergency squad/ambulance, if necessary. | 4. Responsible person
School nurse | |
| 5. Notify building administrator. | 5. Responsible person
School nurse | |
| 6. Notify parents or spouse | 6. Building Administrator | |
| 7. Notify superintendent | 7. Building Administrator | |

BLOW TO THE HEAD

I) Contingency Plan: Emergency/ First Aid Procedures

II) Persons authorized to take immediate action:

- First person on the scene.
- School nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey Robert Woughter	607-276-6555 607-276-6525	585-268-7079	607-382-9193 607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the person who has received a blow to the head.	1. First person on the scene.	
2. Summon emergency assistance.	2. First person on the scene.	2. School nurse person(s) trained to provide first aid, emergency squad ambulance. List phone numbers.
3. Comfort the person and administer appropriate first aid, if necessary.	3. Responsible person School nurse	
4. Summon emergency squad/ambulance	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building Administrator	
7. Notify superintendent	7. Building Administrator	
8. Notify school physician	8. School nurse	

BROKEN BONES

I) Contingency Plan: emergency/first aid procedures.

II) Persons authorized to take immediate action:

- First person on the scene
- School nurse
- Superintendent
- Building administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

SEQUENTIAL RESPONSE/ACTION	PERSON(S) RESPONSIBLE	NECESSARY RESOURCES
1. Identify person with broken bones	1. First person on the scene.	
2. Summon emergency assistance	2. First person on the scene.	2. School nurse, person(s) trained to provide first aid emergency squad ambulance. List of phone numbers.
3. Comfort the person and administer appropriate first aid.	3. Responsible person School nurse	
4. Summon emergency squad/ambulance, if necessary.	4. Responsible person School nurse	
5. Notify building administrator.	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building Administrator	
7. Notify superintendent	7. Building Administrator	

BURNS

I) Contingency Plan: emergency/first aid procedures.

II) Persons authorized to take immediate action:

- First person on the scene
- School nurse
- Superintendent
- Building administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the burned person	1. First person on the scene.	
2. Summon emergency assistance	2. First person on the scene.	2. School nurse, person(s) trained to provide first aid, emergency squad ambulance. List of telephone numbers.
3. Comfort the person and administer appropriate first aid.	3. Responsible person School nurse.	
4. Summon emergency squad/ambulance, if necessary.	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent		

CHOKING

I) Contingency Plan: emergency/first aid procedures.

II) Persons authorized to take immediate action:

- First person on the scene
- School nurse / EMT's
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

PERSON(S)

NECESSARY

SEQUENTIAL RESPONSE

RESPONSIBLE

RESOURCES

- | | | |
|---|---------------------------------------|--|
| 1. Identify the stricken person | 1. First person on the scene | |
| 2. Summon emergency assistance | 2. First person on the scene | 2. School nurse, person(s) trained to provide first aid, emergency squad ambulance. List of phone numbers. |
| 3. Comfort the person and administer appropriate first aid. | 3. Responsible person
School nurse | |
| 4. Summon emergency squad/ ambulance, if necessary | 4. Responsible person
School nurse | |
| 5. Notify building administrator | 5. Responsible person
School nurse | |
| 6. Notify parent or spouse | 6. Building administrator | |
| 7. Notify superintendent | 7. Building administrator | |

DIABETIC INCIDENTS

Contingency Plan:

List of persons who are diabetics.

Emergency / First Aid Procedures

I) Persons authorized to take immediate action:

- First person on the scene
- School nurse / EMT's
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

II) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey Robert Woughter	607-276-6555 607-276-6525	585-268-7079	607-382-9193 607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the stricken person	1. First person on the scene	
2. Summon emergency assistance	2. First person on the scene	2. School nurse, person(s) trained to provide first aid
3. Comfort the person and administer appropriate first aid.	3. Responsible person School nurse	
4. Summon emergency squad – ambulance (if glucagon is administered must call 911	4. Responsible person School nurse	4. List of phone numbers
5. Notify building administrator)	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent	7. Building administrator	
8. Termination of emergency	8. School nurse	
9. Revise precontingency plan, if appropriate		

DROWNING

- I) Contingency Plan: Conduct swimming pool programs consistent with Section 155.6 of the Regulations of the Commissioner of Education.
- II) Persons authorized to take immediate action:
- First person on the scene.
 - School nurse
 - Superintendent
 - Building Administrator
 - Protective Agency
 - Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Nicole Bordeaux	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the drowning person	1. First person on the scene	
2. Remove the person from the water and summon emergency assistance.	2. First person on the scene Lifeguard	2. Lifeguard, school nurse person(s) trained to provide first aid, emergency squad ambulance. List of phone numbers.
3. Comfort the person and administer appropriate first aid.	3. Responsible person School nurse	
4. Summon emergency squad/ ambulance, if necessary	4. Responsible person School Nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent	7. Building administrator	

ELECTRIC SHOCK

I) Contingency Plan: Emergency / First Aid Procedures

II) Persons authorized to take immediate action:

- First person on the scene.
- School nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the stricken person	1. First person on the scene	
2. Separate victim from electrical source and summon emergency assistance	2. First person on the scene	2. School nurse, person(s) trained to provide first aid, emergency squad ambulance. List of phone numbers.
3. Comfort the person and administer appropriate first aid.	3. Responsible person School nurse	
4. Summon emergency squad/ ambulance, if necessary	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent	7. Building administrator	
8. Recovery: correct the cause of	8. Director of facilities	

EPIDEMIC

I) Contingency Plan: Emergency / First Aid Procedures

II) Person authorized to take immediate action:

- School nurse
- School physician
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
School Physician	Dr. Zahi Kassas, MD	585-596-4105		585-593-8808
Public Health Official		585-268-9250		
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the problem	1. School nurse School physician Bldg. Administrator Superintendent	
2. Notify public health officials	2. School physician	2. Public health dept.
3. Follow directions of the school physician and public health officials	3. Bldg. Administrator Superintendent	3. Public health dept., news media
4. Termination of emergency	4. Public health officials	
5. Recovery: Notify staff, parents and students	5. Superintendent	5. News media

EPILEPTIC CONVULSIONS

I) Contingency Plan:

List of persons who are susceptible.

II) Persons authorized to take immediate action:

- First person on the scene
- School nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Person to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the stricken person	1. First person on the scene	
2. Summon appropriate responsible person	2. First person on the scene	2. School nurse
3. Calm and disperse other persons who are present, if necessary	3. Staff person	
4. Notify school nurse	4. Staff person	
5. Notify building administrator	5. School nurse	
6. Notify parents	6. Building administrators School nurse	
7. Revise pre-contingency plan, if appropriate		

FOOD POISONING

I) Contingency Plan:
Emergency / First Aid Procedures

II) Persons authorized to take immediate action:

- School nurse
- School physician
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Public Health Official of Allegany County		585-268-9250		
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify the problem	1. School nurse School physician Building Administrators Superintendent	
2. Notify Public Health Officials	2. School physician	2. Public Health Dept.
3. Follow directions of the school physician and public health official	3. Building administrator Superintendent	3. Public Health Dept., news media
4. Termination of emergency	4. Public Health Officials	
5. Recovery: notify staff, parents and students	5. Superintendent	5. News Media

HEART ATTACK

I) Contingency Plan:
Emergency / First Aid Procedures

II) Persons authorized to take immediate action:

- First person on the scene
- School nurse
- Superintendent
- Building administrators
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Location of AED's:
Gym lobby, fitness center, elementary lobby, back entrance near high school cafeteria, and nurse's office

IV) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey Bob Woughter	607-276-6555 607-276-6525	585-268-7079	607-382-9193 607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

SEQUENTIAL RESPONSE/ACTION	PERSON(S) RESPONSIBLE	NECESSARY RESOURCES
1. Identify stricken person	1. First person on the scene	
2. Summon emergency assistance	2. First person on the scene	2. School nurse, person trained to provide first aid, emergency squad ambulance, list of phone numbers, AED
3. Comfort the person and administer appropriate first aid	3. Responsible person School nurse	
4. Summon emergency squad/ ambulance, if necessary	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent	7. Building administrator	

RESPIRATORY ARREST

I) Contingency Plan:
Emergency / First Aid Procedures

II) Persons authorize to take immediate action:

- First person on the scene
- School nurse
- Superintendent
- Building Administrator
- Protective Agency
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify stricken person	1. First person on the scene	
2. Summon emergency assistance	2. First person on the scene	2. School nurse, person trained to provide first aid, emergency squad ambulance, list phone numbers
3. Comfort the person and administer appropriate first aid	3. Responsible person School Nurse	
4. Summon emergency squad/ambulance, if necessary	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent	7. Building administrator	

SCHOOL BUS ACCIDENT AND/OR FIRE

I) Contingency Plan: (School bus accident / fire procedure)

II) Persons authorized to take immediate action:

- School bus driver
- Person(s) at the scene
- Superintendent
- Building Administrator
 1. Protective Agency
 2. Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMT's	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Relocate pupils away from danger area	1. School bus driver Students Person(s) at the scene	
2. Render first aid to injured persons	2. School bus driver Students Person(s) on scene	2. First aid kit
3. If necessary, request emergency assistance Ambulance fire department rescue squad and/or Police	3. School bus driver, Students, Person(s) on scene	3. Phone, two-way radio
4. Notify school district administration. Request spare vehicle to transport uninjured pupils.	4. School bus driver	4. Phone, two-way radio
5. Nurse will exam each student prior to being released to class or elsewhere if on school premises or when returned to school if accident is not on school premises. Make sure parents' sign a release form if they are picking kids up from the scene.	5. School nurse	

**ALFRED ALMOND CENTRAL SCHOOL DISTRICT
DEPARTMENT OF PUPIL TRANSPORTATION**

WHAT TO DO AT THE SCENE OF A BUS ACCIDENT

Call base VIA radio immediately giving location, whether or not there are injuries and a brief estimate of damage.

A. Keep Cool and Think

B. Evaluate the need to:

- 1) move or evacuate the bus
 - a. if in danger of fire
 - b. if in danger of being hit again, or causing another accident

C. The person at base will notify police, ambulance, the building whose students are aboard your bus, and Director of Administrative Operations.

- 1) Please continually update the person at the base with vital information, (i.e. when police arrive, ambulance, etc.

D. While you are waiting for assistance, COMPLETE A BUS SEATING CHART, noting every student (first and last name) and where they were sitting.

E. DRIVER'S REPORT – Must be signed at the scene by the driver.

- 1) If no defects at the time of the accident, write it up and sign.
- 2) If there was a problem with the bus, write it up and sign.
- 3) Driver must do 1 of the above, if they are able.

F. After an accident, the bus mechanic and/or DOT will inspect bus for problems.

G. It is OK to move the bus without passengers, if NOT a fatal accident. FATAL accident require contacting DOT before moving the bus.

H. OFFICE RESPONSIBILITIES

- 1) Notify Police Agency
- 2) Notify _____
- 3) Notify _____
- 4) Call for tow truck
- 5) Send replacement driver and bus, if necessary
- 6) Notify DOT office

I. FOLLOW UP:

- 1) Check with schools about injuries and parent notification
- 2) Complete information to _____ as soon as possible
- 3) Complete accident report and have copies sent to DOT, DMV and SED
- 4) Request a copy of the accident report from the sheriff's office, state, or village police.
- 5) Be sure driver signs accident report and that a copy of driver's daily report is attached to the accident report that remains in the office records
- 6) Provide the sheriff's office, state, or village police with a copy of the seating chart
- 7) Notify insurance agent

TO: All Drivers:

PROCEDURES FOR AN EMERGENCY SCHOOL BUS DRILL

The day before the drill it will be posted on the board. Announce the following to your students:

“TOMORROW MORNING THERE WILL BE AN EMERGENCY DRILL WHEN WE GET TO SCHOOL. YOU WILL BE ABOUT FIVE MINUTES LATE GETTING OFF THE BUS, SO PLEASE PLAN ACCORDINLY.”

The morning of your scheduled drill, pull into school. Secure your bus, shut down the engine, stand and face the students.

“IN THE EVENT OF A FIRE OR OTHER EMERGENCY SUCH AS A MAJOR TRAFFIC ACCIDENT, YOU SHOULD FOLLOW THE DRIVER’S INSTRUCTION AT ALL TIMES. IF AT ALL POSSIBLE, WE WOULD STAY WITH THE BUS BUT IF WE MUST EVACUATE, EXIT THE BUS FROM THE FRONT AND BACK DOORS. IF THE DOORS ARE BLOCKED, THIS BUS HAS AN EMERGENCY DOOR ON THE LEFT SIDE IN THE REAR OF THE BUS AND EMERGENCY WINDOW EXISTS WHICH ARE CLEARLY MARKED. THERE ARE ALSO ROOF EXITS, WHICH YOU OPERATE BY TURNING THE HANDLE AND PUSHING UP ON THE EXIT DOOR.”

There is a fire extinguisher located in the front of the bus, along with the First Aid Kit. (Point to them)

Chances are good that any fire would be in the front of the bus where the engine and all the wires are located. SO PLEASE BE CAREFUL NOT TO TOUCH ANY METAL PARTS WHICH MAY BE HOT. If there are any odors of smoke or toxic fumes, stay close to the floor when you exit the bus. Have two (2) bigger students to help those out of the rear exit. NO ONE IS TO JUMP OUT BY THEMSELVES.

“WE ARE GOING TO EXIT THE BUS FROM THE FRONT AND BACK DOORS AS YOU WOULD IN AN EMERGENCY. LEAVE YOUR BELONGINGS IN YOUR SEAT. WAIT OUTSIDE THE BUS SO I CAN MAKE SURE EVERYONE IS OFF AND SAFE. IN A REAL EMERGENCY WE WOULD MOVE 200 FEET FROM THE BUS BUT TODAY STAY JUST OUTSIDE THE BUS TOGETHER. YOU WILL BE ALLOWED BACK ON THE BUS FOR YOUR BELONGINGS.”

“Please exit the bus now as if it were an emergency. PLEASE BE QUIET.”

Please remember to commend your students for doing a good job (if they did) and let them know this is part of your job and is done for their safety. If you have questions, ask before you are to do the drill. Remember you need to be prepared.

Thank you for your cooperation.

Bryan Burdick
Transportation Supervisor

SHOCK

- I) Contingency Plan:
Emergency / First Aid Procedures

II) Persons authorized to take immediate action:

- First person on the scene
- School nurse / EMT's
- Superintendent
- Building Administrator
- Protective Agency

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>RESOURCES</u>
1. Identify stricken person	1. First person on the scene	
2. Summon emergency assistance	2. First person on the scene	2. School nurse, person(s) trained to provide first aid, emergency squad ambulance. List of phone numbers
3. Comfort the person and administer appropriate first aid	3. Responsible person School nurse	
4. Summon emergency squad/ ambulance, if necessary	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	
7. Notify superintendent	7. Building administrator	

TOXIC EXPOSURE

I. Contingency Plan:

Train all staff members about toxic substance and transmit similar information to students.

II. Persons authorized to take immediate action:

- First person on the scene
- School nurse/ EMT
- Superintendent
- Building Administrator
- Local District Emergency Disaster Coordinator

III. Person to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Teacher	Teacher in Classroom			
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Director of Facilities	Gene Snyder	607-276-6566		607-765-9215
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215
School Nurse	Karleigh Ormsby	607-276-6535		607-382-0939
EMTs	If necessary	911		

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Identify stricken person	1. First person on the scene	
2. Summon emergency assistance	2. First person on the scene	2. School nurse, person(s) trained to provide first aid, emergency squad ambulance. List of phone numbers.
3. Comfort the person and administer appropriate first aid	3. Responsible person School nurse	3. First Aid information from Toxic Substance Information and Training Data Sheet
4. Summon emergency squad/ambulance, if necessary	4. Responsible person School nurse	
5. Notify building administrator	5. Responsible person School nurse	
6. Notify parents or spouse	6. Building administrator	

7. Notify superintendent

8. Termination of emergency

9. Recover: Revise Pre-contingency
Plan, if appropriate

7. Building administrator

8. School nurse

9. Superintendent

INFECTIOUS DISEASE

Policy

In the event that infectious disease is diagnosed in a resident or staff member, the appropriate steps to control and prevent the spread of infection will be taken.

RESPONSIBLE PARTY

All Staff

Nurse

Staff Physician

Nurse & Staff

Nurse

Physician

PROCEDURE

1. Observe a potential infection
2. Report condition to nurse
3. Determine appropriate plan of action:
 - a) May establish infectious precaution when observable symptoms warrant, i.e. skin rash, purulent drainage, history of exposure to communicable disease.
 - b) Provides direction to staff re: care of student until physician's orders are obtained.
 - c) Obtains a specimen for culture when purulent drainage is present.
 - d) Informs physician of condition.
4. Observes student, diagnoses condition, writes orders for treatment of infection.
5. Provides report of condition to nursing staff.
6. Prescribes treatment and recommends precautions to prevent the spread of infection.
7. Implement physician's orders.
8. Provides report to:
 - a) local Health Dept. in accordance with Public Health Law in the case of disease designated reportable.
9. May request, in serious cases, assistance from state or local health agencies.

MULTIPLE INJURIES TO STUDENTS ON A SCHOOL SITE

In the event of injuries to a multiple of students on a school site:

The building principal will:

1. Activate medical personnel within the building
2. Call the local ambulance service
3. Notify the Superintendent of Schools
4. Notify the parents of injured students

The Superintendent of Schools will:

1. Assemble, if necessary, an Emergency Committee
2. Notify the Superintendent of Buildings & Grounds
3. Determine, after consultation with the principal and Superintendent of Building & Grounds, if an unsafe condition exists requiring evacuation of the building.

The Emergency Committee will:

1. Maintain communication with:
 - a) the building principal or his designee
 - b) Hospitals or medical facilities
 - c) Media representatives

The Superintendent of Building & Grounds or his designee will:

1. Immediately proceed to the site of the occurrence
2. Report conditions to the Superintendent of Schools
3. Initiate necessary procedures to correct any dangerous conditions

MEANS TO EVACUATE THE PHYSICALLY HANDICAPPED OR INJURED:

BODY & BLANKET CARRIER

The Nurse's Carry or Hip Carry

If the nurse approaches from the resident's right side, she pulls the resident's left arm over her left shoulder by grasping the resident's left wrist with her left hand, palm down.

She pulls down on the arm, raising and turning the resident's body so she can slide her right hand into the right armpit. (The procedure is reversed if the approach is made from the resident's left side.) The nurse then releases the resident's wrist, makes a half turn on the left so that the hips are squarely against the resident's abdomen. With the knees slightly bent and the feet apart, she reaches back with her free arm and grasps both of the knees. The resident is now secured by the armpit and knees. The nurse draws the resident up on her hips (leaning slightly back to do this) before she leaves the bed. Be careful not to carry the resident on the buttocks, otherwise the resident will slip.

A great deal of lifting power results from pushing against the floor with her feet as she stands erect as possible and straightens out her knees. She walks with her chest out and shoulders back.

For every carry there is a method of unloading the resident safely. In other words, now that you have got them, what are you going to do with them? To unload the resident in the corridor, the nurse places the resident's buttocks against the wall and drops on the knee closest to the wall, leaning against the resident as the person slides down the wall. The nurse used the wall to sustain the resident's weight and to maintain her own balance. The resident is locked between her body and the wall.

The Knee Drop

This carry is particularly useful for handling excessive weight, fracture cases, post-operative and pregnancy cases, when only one nurse is immediately available. In addition to this, if the resident is lying on the floor, the knee drop will insure the least involvement of the rescuer. The blanket is doubled length-wise and placed on the floor parallel to the bed. The approach is made from the resident's left. The nurse slips her right arm under the resident's neck, grasping the right shoulder with the right hand. The left arm is slipped under the knees or thigh (depending on the height of the bed) against the bed opposite the resident's thigh. Both feet are flat on the floor, six inches apart, her right foot approximately six inches from the bed. The resident is pulled from the bed. No lifting is necessary.

The Ankle Roll

If the nurse finds the resident on the floor, she places a blanket, open to full length, parallel to the body. She then places the resident's arm closest to the blanket down the side of the body. For removal purposes, it makes no difference if the resident is face down or face up. The nurse takes the ankle farthest from the blanket and places it on top of the nearest ankle. She presses down on the top of the ankle and pulls up on the bottom ankle, turning the resident over on the blanket and pulls the resident from the room.

The ankle room may also be used if the resident is lying on his stomach in bed. All emergency carries are utilized with the resident lying on his back. The nurse places the resident's arm along the body and ankle rolls the resident to the edge of the bed. As the resident begins to turn over, the nurse quickly slips to the side of the bed and keeps the resident from falling off the bed. The resident is then in an ideal position for further rescue carries since the resident is now close to the edge of the bed.

The Swing Carry **(Two-Nurse Carry)**

If the nurses approach the resident's left, number one nurse, standing with her feet together slips her right arm under the resident's neck and grasps the right shoulder in her right hand. She slides her left arm behind the left biceps and grips the resident's upper left arm. Number one nurse brings the resident to a sitting position by taking one step with

the left foot toward the foot of the bed. When the resident is sitting, number two nurse grabs the ankles of the resident and swings them off the bed. (Reverse procedure if approach is made from the right side.) Both nurses stand close to the resident's side facing in the same direction. Each then takes one of the resident's wrists and pulls the arm around her own neck and down across her chest. Each nurse then reaches across the resident's back and places her free hand on the top of the other nurse's shoulder. Both nurses then let go of the resident's wrists. Each reaches under the resident's knees and grabs the wrist of the other nurse, one is removed from the bed by both nurses pushing up with their shoulders and both walk out of the room.

To unload in the corridor, each nurse drops on the knee closes to the resident while leaning against the resident. The nurses place the resident's buttocks on the floor and lower the resident to her back. This is probably the easiest removal of all and it is the two-man carry which can be used on stairs and fire escapes. Two nurses can carry the resident anywhere.

The Extremity Carry

Number one nurse brings the resident to a sitting position in the same manner described in the swing carry. When the resident is sitting, she places her arms through the armpits and grips her own wrist above the resident's feet. With her left hand under the resident's right heel, she pulls the ankle clear of the bed and immediately slides between the resident's legs as far as the resident's knees. As the number two nurse makes a half turn left, she grabs the resident's right knee under her right arm. Completing the turn, she transfers her left hand under the resident's left knee, which she encircles with her left arm. Both nurses then take one step away from the bed and carries the resident from the room.

This carry involves a hugging action with the resident's back carried tight against number one nurse's chest. The resident's shoulders should be as close to a level with the nurse's shoulder as possible.

To unload in the corridor, number two nurse stands with her right foot slightly behind and about six inches from her left, and lowers the resident's legs to the floor. Number one nurse lets the resident slide down her body until the buttocks reach the floor, then lowers the resident to his back. The carry is useful when the path of exit is narrow because of furniture or fire.

The Four-Nurse Carry

Where immobility of the resident is important; for example, interaction cases, four may easily move a resident in this manner.

The first nurse entering obtains a bed blanket and folds it in half, lengthwise, then places it on the floor near the foot of the resident's bed. The remaining three nurses all approach the resident's bed from the same side. Number two nurse slips her arm under the resident's neck and grabs the resident's far shoulder in her hand. Her other hand is slipped under the small of the resident's back as far as it will go. Number three nurse slips both arms under the resident's body, one above the buttocks and one below. Number four nurse slips both arms under the resident's legs and grips them above and below the knees.

Together they lift and hug the resident close to the chest. They turn to the blanket leading with resident's feet and again, simultaneously lower the resident to the blanket. After preparing the blanket, number one nurse proceeds to the resident's side opposite the three nurses and assists them in lowering the resident to the blanket.

The number one nurse slips over the corner of the blanket at the opposite end at one corner. The nurse at the opposite end immediately slips to the same side as number one nurse at the other corner. Together, the other two nurses each take a corner of the blanket on their own side. The nurses roll the blanket edge, palm down, towards the resident, making a grip and upon a signal from number one nurse, together make the lift. They may then easily proceed from the area. This carry may also be used to place a resident on a wheeled stretcher.

On a stairway or fire escape, the bearers must carry with the hands hip tight, not at arms length. With four nurses, the resident is carried feet first.

The four-nurse carry may also be used to place a resident on a wheeled stretcher.

If you are a little short-handed, the same carry may be done with three nurses. Remember, it is always easier to drag a resident, but if you have to carry, number one nurse prepares the blanket, then proceeds to help nurses two and three make the lift. The three nurses then place the resident on the blanket. The lift is made with two nurses at the resident's shoulders and one at the knees, with the knees close to her body and both hands of the third nurse grasping both sides of the blanket. With three nurses, always carry the resident out head first.

Blanket Drag-Carry for General Use

A blanket is spread fully open on the floor. The resident is placed or rolled on to a blanket by whatever means is most convenient. The resident should be placed so that the blanket extends six to eight inches beyond the head. The nurse or attendant should always take precaution to protect the head when removing the resident from bed, wheelchair, or any other position, in order to place or roll the resident in position on the blanket.

The resident should be centered lengthwise on the blanket. The nurse or attendant takes a position at the resident's head facing the same direction as the resident. The blanket corners should be rolled three or four times which forms a strengthened means for grasping. The blanket is then gripped by the nurse or attendant with a hand on each side of the resident's head to form a cradle with the blanket. The resident is pulled head first with the nurse or attendant walking backward.

Two employees can work as a team in the blanket drag-carry with each gripping a side and pulling in the same manner as prescribed for one person.

This carry is very effective in removing heavy or totally disabled residents. There is very little friction when the blanket is pulled over a smooth or polished floor, which conserves energy for the nurse or attendant so that he or she is able to remove more residents in an emergency evacuation. Also, in a dangerous smoke or fire situation, the resident is close to the floor where there would be more oxygen to breathe and also less heat. If necessary, this carry can be used to move a patient down a flight of stairs. The head should be lowered first, taking care not to bump it in the lowering process.

When a blanket is not available and speed of movement is important, a patient may be moved by the "clothes drag" technique.

Firmly grab the patient's shirt so that his head is resting on your forearm. As you pull him to safety, keep his head as close to the floor or ground as possible and keep his body in a straight line. Make sure that the collar is not pulled so tightly around the neck that it creates an airway obstruction. A patient can be moved down the stairs by the clothes drag, with a shirt in the position of your hands. When ready to descend the stairs, place your hands under the patient's shoulders, with your palms up. Cradle his head in your arms and slide him as close to the place of the stairs as possible.

EMERGENCY POOL REGULATIONS

for **SCHOOL & POOL PERSONNEL**

For school personnel during school hours - 8:00 a.m. – 4:00 p.m.

At the ringing of the pool emergency alarm, the following duties are assigned as follows:

Main Office Personnel: Call a doctor
 Call Fire Department or Emergency Department
 Call an Ambulance

Nurse's Office:

Nurse report to swimming pool immediately.

Gymnasium:

All classes are to be seated and instructors report to the pool immediately.

Maintenance personnel on duty:

Report to pool area immediately to help with any mechanics of the pool.

After 4:30 p.m.

The above calls are to be made by the person in charge of the pool, who shall then notify the pool director immediately or the next person "in Line" should pool director not be available at the time.

For Pool Personnel during school hours – 8:00-4:00 p.m.

1. Provide emergency treatment to victim
2. Sound the pool alarm
3. Clear pool of all students
4. Make certain main doors leading from the swimming pool to the vestibule and the outside doors are unlocked for the doctor, firemen and ambulance

Procedure for Clearing Pool

1. Explain the following procedures for clearing pool to all classes
 - a) At the sound of the pool alarm all swimmers are to leave the pool and go to the locker rooms.
 - b) Appointed student leaders are to assume their assigned responsibilities for emergency situations.

Hours Other Than School Hours

1. Provide emergency treatment to victim
2. Call fire department on emergency phone. (Say: "We have an emergency in our pool. Send a doctor, inhalator and ambulance immediately.")
3. Clear pool of all swimmers
4. Make certain the main doors leading from swimming pool to the vestibule and the outside are unlocked for medical personnel.

Emergency Drills:

Two emergency drills are to be held each year.

Clearing the Pool:

All swimmers are to be instructed that in case of an emergency that they are to leave the pool and deck area immediately and go to the locker room.

Emergency Phone:

The phone in the pool office will be used only in case of an emergency.

E. - SYSTEMS FAILURE

Failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature and readily or easily corrected, or may be major, create emergency conditions and involve extensive or extended corrective work. Contingency guidelines which track the extremes of a minor to a major occurrence are included in this section for the following failures:

- Electrical System Failure
- Energy Loss or Reduction – Governmentally Imposed Fuel Shortage
- Gas Leak
- Heating System Failure (Loss of Heat)
- Roofing Failure (Leak)
- Sewage System Failure
- Structural Failure
- Water System Failure

In each case, the guiding principles for contingency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates which influence planning and decision making are included in the "Necessary Resources" column of a guideline.

Because a major occurrence may render all or part of a building or bus fleet unusable for school purposes, either temporarily, short-term, long-term or permanently, a contingency guideline is included in this section for:

- Loss of Building
- Loss of Transportation

ELECTRICAL SYSTEM FAILURE

I) Contingency Plan:

Superintendent will make decision to remain closed or close early.

II) Person authorized to take immediate action:

- First person on the scene
- O & M person
- Building Administrator
- Director of Facilities
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of an electrical system failure: a) sound fire alarm if there is any question as to the safety of building occupants. b) Notify building administrator or O&M person, as appropriate.	1. First person on the scene	
2. Evaluate problem insofar as possible a) Shut off power, as appropriate b) Notify director of facilities c) Commence established remedial response	2. O&M	2. Established emergency remedial O&M procedures for possible occurrences, including limits of remedial response (see IV-3 below)
3. Curtail or cease building operation, as appropriate a) Notify staff, parents and students b) See also: Loss of Building Contingency Guidelines	3. Building Administrator	3. If a utility power interruption, take appropriate steps to protect occupants and physical plant. Public address system – pupil transportation system.
4. Notify superintendent	4. Building Administrator Director of Facilities	
5. Evaluate problem and commence appropriate remedial action a) Advise superintendent if situation will be of extended duration	5. Director of Facilities	5. District O&M personnel outside assistance – phone numbers (electrical contractor, fire alarm service, communication system service, electrical engineer utility company service personnel) established board of education policy authorizing obtaining of certain outside assistance.
6. Curtail or cease building operations, as appropriate a) Notify staff, parents & students b) See also: Loss of Building Contingency Guidelines	6. Superintendent	6. Fire alarm and exit light system are mandated. If inoperable provisions must be made for equivalent safety in occupied areas.
7. Recovery stage: Complete corrective actions	7. O&M person Director of Facilities Superintendent	7. Financial arrangements and contracts by school business official. If formal emergency resolution needed, notify Board of Education & school attorney.
8. Termination of Contingency a) Notify staff, parents and students	8. Building Administrator Superintendent	8. Electrical system operates properly – media

ENERGY LOSS OR REDUCTION

I) Contingency Plan:

Superintendent will make decision to close early or remain closed.

II) Persons authorized to take immediate action:

- State Energy Office
- County Director of Disaster Preparedness
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon notification of problem: a) Determine the extent to which schools can operate b) Contact prime supplier to determine availability of fuel c) Implement procedures for reducing fuel consumption further	1a. Superintendent Transportation Supervisor Director of Facilities b) Business Official c) Business Official Bldg. Administrator Transportation Supervisor Director of Facilities	1. Inventory of fuel supplies by location: - Fuel consumption - Records
2. Contact local director of disaster preparedness a) Implement procedures per county disaster plan	2. Superintendent a) Superintendent	
3. If necessary, implement plan for alternative school day or alternative building use schedule. (Shorter day, shorter periods, no after school activities, etc.	3. Superintendent	
4. If necessary, close school(s)	4. Superintendent	

GAS LEAK

I) Contingency Plan:

- a. Evacuate the building – notify administration

II) Persons authorized to take immediate action:

- a. O & M Person
- b. Building Administrator
- c. Director of Facilities
- d. Local District Emergency Disaster Coordinator

III) Persons to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Gas Company – 24 hours		800-444-313		
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of a gas leak: a) notify director of facilities b) notify building administrator	1. O & M person	1. List of emergency phone numbers of district personnel
2. Evaluate problem insofar as possible a) Shut off gas supply b) Commence established remedial response	2. O & M person	2. Establish emergency remedial operation and maintenance procedures for possible occurrences, including limits of remedial response.
3. Curtail or cease building operation, as appropriate a) Notify staff, parents & students b) See also: Loss of Building Contingency Guidelines	3. Bldg. Administrator	3. Public address system, media, pupil transportation system
4. Notify Superintendent	4. Bldg. Administrator	
5. Evaluate problem and commence appropriate remedial action	5. Dir. of Facilities	5. District operation & maintenance personnel. Outside assistance – phone numbers of - Gas Company service personnel - Plumbing contractor - Excavation contractor Established Board of Education policy authorizing use of certain outside assistance.
6. Curtail or cease building operation, as appropriate: a) notify staff, parents & students b) see also, Loss of Building Contingency Guidelines	6. Superintendent	6. See also: Heating System Failure Contingency Guidelines.
7. Recovery stage: Complete corrective actions.	7. O & M Person Dir. of Facilities Superintendent	7. Financial arrangements and contracts by school business official. If formal emergency resolution needed, notify Board of Education and school attorney
8. Termination of contingency	8. Bldg. Administrator Superintendent	8. Gas leak is corrected. Media

HEATING SYSTEM FAILURE :(Loss of Heat)

I) Contingency Plan:

Superintendent will determine to remain closed or close early

II) Persons authorized to take immediate action:

- O & M Person
- Building Administrator
- Director of Facilities
- Superintendent

III) Person to be Notified

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of a loss of heat: a) notify director of facilities b) notify building administrator	1. O & M Person	1. List of emergency phone numbers of district personnel.
2. Evaluate problem insofar as possible. a) Commence established remedial response.	2. O & M Person	2. Established emergency remedial operation and maintenance procedures for possible occurrences including limits of remedial response.
3. Curtail or cease building operation, as appropriate: a) notify staff, parents & students b) see also: Loss of Building Contingency Guidelines	3. Building Administrator	3. Public address system, media, pupil transportation system.
4. Notify Superintendent	4. Building Administrator Director of Facilities	
5. Evaluate problem and commence appropriate remedial action	5. Director of Facilities	5. District operation and maintenance personnel. Outside assistance: - phone numbers - boiler service - burner service - temperature control service - Fuel supplier, etc. Established board of education policy authorizing obtainment of certain outside assistance.
6. Curtail or cease building operation, as appropriate: a) notify staff, parents and students b) see also: Loss of Building Contingency Plan	6. Superintendent	6. There is no mandated minimum temperature to allow occupancy. Such is a board of education determination. State Ed. Dept. guidelines are suggested. Common sense is the rule. Media
7. Recovery Stage: Complete corrective actions	7. O & M Person Dir. of Facilities Superintendent	7. Financial arrangements & contracts by school business official. If formal emergency resolution is needed, notify board of education & school attorney
8. Termination of contingency a) notify staff, parents & students b) resume building operation	8. Building Administrator Superintendent	8. Heating system operates properly. Media

LOSS OF BUILDING

I) Contingency Plan:

All or parts of a building may become unusable for school purposes:

- a. temporarily - a matter of hours;
- b. short-term – a matter of days;
- c. long-term – a matter of months;
- d. or permanently

II) Persons authorized to take immediate action:

- Building Administrator
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Board of Education	President – Earl Pierce		607-587-8363	
State Education Department		518-474-6541		
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Relocate educational programs displayed by a contingency which renders all or parts of a building unusable for school purposes	1. Superintendent Building Administrator	1. Surplus existing teacher areas: - within building - in separate district schools - in nearby districts – see education law 403 (s) & (b) - double session - obtain approval of SED, Bureau of School Supervision (518/474-5894) - Temporary Quarters, obtain approval of SED, Bureau of Facilities Planning (518/474-3906) - rented within community - manufactured buildings / rented or purchased.
2. Revise pupil transportation system, as necessary	2. Superintendent Transportation Supervisor	
3. Notify staff, parents and students	3. Superintendent	3. Media
4. Recovery stage (as appropriate) a) assess damage, cause, and effect; cure b) clean-up – following insurance company concurrence c) Ascertain insurance settlement, if any	4. Superintendent Director of Facilities Business Official Board of Education	4. Outside assistance: - insurance company adjuster - Appraiser - Architect/engineer - Professional Consultants as

- d) develop architectural/engineering State Ed Dept. requirements) and cost estimates.
- e) develop instructions to contractors' plans and specifications: bid procedures, if not a formally declared emergency.
- f) progress work in accordance with procedures for any public capital construction project.

needed solutions as needed (pursuant to

- Contractors as needed
- Financial arrangement and contracts by school business official – school attorney. If formal emergency resolution needed, notify board of education or school attorney.
- State Ed Dept., Bureau of Facilities Planning (518-474-3906)

LOSS OF TRANSPORTATION FLEET

I) Contingency Plan:

(County Disaster Plan) Superintendent will make decision to stay closed or subcontract.

II) Persons Authorized to Take Immediate Action:

- Superintendent
- Business Official
- Local Director, Disaster Preparedness
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
State Education Department		518-474-6541		
Transportation Supervisor	Bryan Burdick	607-276-6565	585-268-7130	607-329-2130
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. If school is not in session, cancel school pending transportation.	1. Superintendent	1. News Media
2. If loss is associated with a county disaster, notify local director of disaster preparedness.	2. Superintendent	2. County Disaster Plan
3. If buses cannot be repaired immediately, arrange for alternate transportation through lease or contract.	3. Superintendent Business Official Board of Education State Ed. Dept.	
4. If school is in session and a county disaster is in progress, contact the local director of disaster preparedness. Take action according to his/her directions.	4. Superintendent Building Administrator	4. County Disaster Plan
5. Termination – Transportation arrangements: Normal	5. Local Director of Preparedness	5. County Disaster Plan

ROOF FAILURE (LEAK)

I) Contingency Plan:

Move students. Notify Maintenance and Administration

II) Persons authorized to take immediate action:

- O & M Person
- Building Administrator
- Director of Facilities
- Superintendent
- Local District Emergency Disaster Coordinator

III) Person to be notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of a roof leak a) notify director of facilities b) notify building administrator	1. O & M Person	1. List of emergency phone numbers of district personnel.
2. Evaluate problem insofar as possible a) Commence established remedial response	2. O & M	2. Established emergency remedial operation and maintenance procedures for possible occurrences including limits of remedial response
3. Curtail or cease building operation, as appropriate a) notify staff, parents and students b) see also – Loss of Building Contingency Guidelines	3. Building Administrator	3. Public address system, media, pupil transportation system.
4. Notify Superintendent	4. Building Administrator	
5. Evaluate problem and commence appropriate remedial action	5. Director of Facilities	5. District operation & maintenance personnel. Outside assistance – phone numbers -- roofing contractor -- roofing consultant -- Established Board of Education policy authorizing obtainment of certain outside assistance.
6. Curtail or cease building operation, as appropriate a) notify staff, parents & students b) see also – Loss of Building Contingency Plan	6. Superintendent	6. Media
7. Recovery stage: Complete corrective actions	7. O & M Person Director of Facilities Superintendent	7. Financial arrangements and contracts by school business official. If formal emergency, resolution needed, notify board of education and school attorney.
8. Termination of contingency a) notify staff, parents and students b) resume building operation	8. Building Administrator Superintendent, Media	

SEWAGE SYSTEM FAILURE

I) Contingency Plan:

Superintendent will determine to remain closed or close early.

II) Persons authorized to take immediate action:

- O & M Person
- Building Administrator
- Director of Facilities
- Superintendent
- Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

SEQUENTIAL RESPONSE/ACTION	PERSON(S) RESPONSIBLE	NECESSARY RESOURCES
1. Upon discovery or detection of a roof leak a) notify director of facilities b) notify building administrator	1. O & M Person	1. List of emergency phone numbers of district personnel.
2. Evaluate problem insofar as possible. a) commence established remedial response	2. O & M Person	2. Established emergency remedial operation and and maintenance procedures for possible occurrences including limits of remedial response.
3. Curtail or cease building operation, as appropriate a) notify staff, parents & students b) see also, Loss of Building Contingency Guidelines	3. Building Administrator	3. Public address system, media, pupil transportation system
4. Notify Superintendent	4. Building Administrator Director of Facilities	
5. Evaluate problem and commence appropriate remedial action	5. Director of Facilities	5. District operation and maintenance personnel. Outside assistance – phone numbers – plumbing contractor – excavation contractor – Dept. of Environmental Conservation – Health Department Established board of education policy authorizing obtainment of certain outside assistance.
6. Curtail or cease building operation, as appropriate a) notify staff, parents and students b) see also, Loss of Building Contingency Plan	6. Superintendent	6. A sewage system is mandated. If system is totally inoperable or insufficient for occupancy use, cease operation of building unless equivalent provisions are made. See also Water System Failure Contingency Guideline
7. Recovery stage: complete corrective actions	7. O & M Person Director of Facilities Superintendent	7. Financial arrangements and contracts by school business official. If formal emergency resolution needed notify board of education & school attorney.
8. Termination of contingency a) notify staff, parents, students b) resume building operation	8. Building Administrator Superintendent	8. Sewage System operates properly – Media

STRUCTURAL FAILURE

I) Pre-contingency Planning:

Superintendent will arrange for closing or alternate housing

II) Persons authorized to take immediate action:

- O & M Person
- Building Administrator
- Director of Facilities
- Superintendent
 - i. Local District Emergency Disaster Coordinator

III) Persons to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery of an imminent structural failure of actual collapse: a) notify director of facilities b) notify building administrator	1. First person on the scene	1. List of emergency phone numbers of district personnel
2. Evaluate problem insofar as possible	2. O & M Person	2. Establish emergency remedial operation and maintenance procedures for possible occurrences, including limits of remedial response.
3. Curtail or cease building operation, as appropriate a) notify staff, parents and students	3. Building Administrator	3. Public address system, media, pupil transportation system.
4. Notify Superintendent	4. Building Administrator Director of Facilities	
5. Evaluate problem. If actual collapse, summon insurance company advisor. a) Commence appropriate remedial action	5. Director of Facilities	5. District operation and maintenance personnel. Outside assistance: - phone numbers - general contractor - demolition contractor - architect/engineer Established board of education policy authorizing obtainment of certain outside assistance.
6. Curtail or cease building operation, as appropriate. a) notify staff, parents and students b) see also: Loss of Building Contingency Guidelines	6. Superintendent	
7. Recovery stage: Complete corrective actions.	7. O & M Person Director of Facilities Superintendent official.	7. Financial arrangements and contracts by school business If formal emergency resolution needed, notify board of education and school attorney.
8. Termination of Contingency: a) notify staff, parents & students b) resume building operation	8. Building Administrator Superintendent, Media	8. Structural failure corrected.

WATER SYSTEM FAILURE

I) Contingency Plan:

- a. Superintendent will make decision to remain closed or close early.

II) Persons Authorized to Take Immediate Action:

- O & M Person
- Building Administrator
- Director of Facilities
- Local District Emergency Disaster Coordinator

III) Person to be Notified:

Position	Name	Work Phone #	Home Phone #	Cell Phone #
Superintendent	Richard Calkins	607-276-6500	607-276-6681	607-222-6372
Building Principals	Susan Bain-Lucey	607-276-6555	585-268-7079	607-382-9193
	Bob Woughter	607-276-6525		607-968-1200
Local District Emergency Disaster Coordinator	Gene Snyder	607-276-6566		607-765-9215

<u>SEQUENTIAL RESPONSE/ACTION</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>NECESSARY RESOURCES</u>
1. Upon discovery or detection of a water system failure: a) Notify director of facilities b) notify building administrator	1. O & M Person	1. List of emergency phone numbers of district personnel
2. Evaluate problem insofar as possible. a) Commence established remedial response	2. O & M Person	2. Established emergency remedial operation and maintenance procedures for possible occurrences, including limits of remedial response.
3. Curtail or cease building operation, as appropriate. a) notify staff, parents and students b) see also: Loss of Building Contingency Guidelines	3. Building Administrator	3. Public address system, media, pupil transportation system
4. Notify Superintendent	4. Building Administrator Director of Facilities	
5. Evaluate problem and commence appropriate remedial action	5. Director of Facilities	5. District operation and maintenance personnel. Outside assistance: -- plumbing contractor -- excavating contractor -- Health Department Establish board of education policy authorizing obtainment of certain outside assistance.
6. Curtail or cease operation, as appropriate a) notify staff, parents and students b) see also: Loss of Building Contingency Guidelines	6. Superintendent	6. Drinking water and water for sewage system operation are mandated. If water system is totally inoperative or inadequate for occupancy use, cease operation of building unless equivalent provisions are made. Potable water is mandated for sanitizing associated with kitchen operation. See also: Water Contamination Contingency Guidelines.
7. Recovery stage: complete corrective actions.	7. O & M Person Director of Facilities Superintendent official.	7. Financial arrangements and contracts by school business If formal emergency resolution needed, notify board of education and school attorney.
8. Termination of contingency: a) notify staff, parents and students b) resume building operation	8. Building Administrator Superintendent, Media	8. Water system operates properly.

Appendix A

1) Emergency Plans

Based on the severity of an emergency, there are three emergency plans that may be implemented to protect the school population. They are the *Go Home Plan* (early dismissal), *Sheltering Plan* and *Evacuation Plan*.

Go Home Plan

This plan meets the need to return students to their homes and families as rapidly as possible. Parents and guardians will be notified of an early dismissal via local radio. Special student needs will be identified and planned for appropriately.

Once the *Go Home Plan* has been announced, teachers shall keep students in their rooms until buses arrive and an announcement to dismiss is made. If there is no one at home or at the emergency destination, children will be brought back to school until parents/guardians can be located.

Staff will be asked to volunteer to ride buses to ascertain that someone is at each destination to receive each elementary-age child.

The *Go Home Plan* may be implemented for a variety of reasons including, but not limited to inclement weather, system failure or a civil disturbance (bomb threat).

Sheltering Plan

The *Sheltering Plan* is decided upon when the situation is safer inside than outside. Generally, sheltering is for short periods of time but conditions could warrant extended sheltering.

In the case of severe weather, tornado, or a hurricane, all students will be brought/kept indoors and instructed to seek shelter in corridors. The specific corridors to which students should report based on their current location (homeroom, gym, pool, etc.) are listed in the “Tornado/Severe Weather” section in teacher’s individual copies of the “Emergency Management Plan.”

When there is no imminent danger, sheltering may occur in classroom and other areas. Teachers and staff will be advised which action to take.

Evacuation Plan

The *Evacuation Plan* requires the building’s inhabitants to leave the building and go somewhere else. Generally, evacuation means only going outside, away from the building and waiting for the danger to pass. Evacuation routes are those that are used for fire drills.

In some circumstances, however, the nature of the emergency may demand that students be transported and housed temporarily at some other location. Alternate locations may be the school bus garage, Alfred University McLane Center or Alfred State College Orvis Activities Center. In the case of students being evacuated to another site off school grounds, parents will be notified by public radio. Special needs of students will be accommodated.

Evacuation of Disabled Student, Staff & Teachers

In case of an emergency evacuation, disabled persons shall be assisted to the school’s two safe zones. These are the safe zones which are utilized during fire drills.

The locations of the safe zones are on the second floors of the high school and the elementary school. The High School safe zone is just outside the School Counselor’s Office and at the top of the stairs outside room 250, adjacent to the School Counselor’s Office. The elementary school safe zone is at the top northeast stairwell.

Termination of an evacuation may result in returning to the building or the “Go Home Plan” may be implemented.

2) Specific Instructions for Bomb Threats

When a bomb threat is received, follow Contingency Plan & Sequential Response Actions as outlined in Part II, A., I of the School Safety Plan.

Search

- 1) Prior to evacuation, volunteers will be asked to search evacuation routes to assure that areas are clear of suspicious objects. Alternate routes of evacuation will be taken upon discovery of a suspicious object.
- 2) Upon a notice to evacuate the building, teachers and staff should take a quick look around their rooms for suspicious objects. Any objects should be reported to administrator or Emergency Coordinator.
- 3) After evacuation, volunteers will be asked to do a “sight only” room search for suspicious objects that may be a bomb. Objects are not to be touched. Suspicious objects are to be immediately reported to administrators or Emergency Coordinator.

Evacuation

Building occupants shall be notified via the public address system when an evacuation is to take place. Unless circumstances require otherwise, evacuation routes will be those used during a fire drill and students and staff will file to athletic fields and playground areas as in a fire drill. During inclement weather, there are two options for evacuation. They are:

- a. Evacuation of students and staff to the school bus garage. Students must not be allowed access to lockers.
- b. Sheltering in Sanitized and Cleared Areas
Gymnasiums may be used to shelter students and staff while a full building search is being conducted. The gymnasiums, prior to their use as evacuation shelters, must be thoroughly searched by volunteer staff and law enforcement officials for suspicious objects. Also, to be searched are bleachers, locker rooms (including lavatory facilities), equipment storerooms and coaches’ offices.

Appendix B

Board Regulation & Material for Student Handbook Regarding Matters That Could Produce Disciplinary Action

A student shall be subject to disciplinary action in relation to the following:

- a) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function. Alcoholic beverages shall mean and includes alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- b) The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician, which is to be taken by the particular student at the time in question.
- c) Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- d) Verbal or physical intimidation.
- e) Fighting or causing physical harm to another.
- f) Disrespect toward a faculty member.
- g) Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include school grounds, school buildings, or a school bus.
- h) Possession or use of knives or other weapons not included in section (g) on school premises. School premises include school grounds, school buildings or a school bus.
- i) Failure to comply with the direction of a teacher, administrator or other school employee.
- j) Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
- k) Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words, which may incite or offend another person.
- l) Selling, using or possessing obscene material.
- m) Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
- n) Any willful act, which disrupts the normal operation of the school community.
- o) Possessing or using a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.
- p) Disrupting the educational process.

- q) Interfering with the teacher's authority over the classroom.
- r) Acting as a violent pupil.
- s) Vandalizes school property or the property of a student or staff member.
- t) Violates the civil rights of another student.
- u) Dressing in a manner that represents a safety hazard or is disruptive or interferes with the educational process.

The range of penalties, which may be imposed for the conduct set forth above, is as follows:

- 1) Verbal warning;
- 2) Written warning;
- 3) Written notification to parent;
- 4) Counseling;
- 5) Probation;
- 6) Reprimand;
- 7) Detention;
- 8) Suspension from transportation;
- 9) Suspension from athletic participation;
- 10) Suspension from social or extracurricular activities;
- 11) Suspension of other privileges;
- 12) Exclusion from a particular class;
- 13) Involuntary transfer; or
- 14) Suspension upon instruction.

When the student repeatedly is substantially disruptive of the educational process (p) or substantially interferes with the teacher's authority over the classroom (q) or is violent (r) the minimum period is suspension upon instruction for five school days as well as suspension from athletic participation and social or extracurricular activities for the period of suspension upon instruction. The suspending authority may reduce the period of suspension as specified in this paragraph for good cause shown, on a case-by-case basis, in a manner consistent with state or federal law.

Any suspension from attendance upon instruction for violation of any section may be imposed only in accordance with Education Law §3214(3).

The type and extent of punishment for violations of all sections except section (g) and beyond the minimum in relation to section (p), (q) and (r) shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

In accordance with the Gun-Free School Law (20 U.S.C.A. §3351, the Gun-Free Schools Act of 1994 (20 U.S.C.A. §8921), New York State Education Law §3214 (3) and this Board policy, the punishment for violation of Section (g) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determine shall be on a case-by-case basis.

The term "firearm: as used in Section (g) is defined in 19 U.S.C.A. §921(3) and shall include any weapon including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler to firearm silencer; or any destructive device. Such term does not include an antique firearm. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already

described in this paragraph. Except that “destructive device” shall not mean any device not designed or redesigned for use as a weapon.

The superintendent shall refer a pupil who has been determined to have violated section (g) as follows;

- a) If the pupil is under 16 years of age to the Family Court in accordance with the Family Court Act, Article 3.
- b) If the pupil is 16 years of age or older to the appropriate law enforcement agency.

The term “violent pupil” is defined as follows:

A violent pupil is an elementary or secondary student under 21 years of age who:

- 1) commits an act of violence upon a teacher, administrator or other school employee;
- 2) commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- 3) possesses, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- 4) displays, while on school district property, which appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- 5) threatens while on school district property, to use any instrument that appears capable of causing physical injury or death;
- 6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property; or
- 7) knowingly and intentionally damages or destroys school district property.

The term “disruptive pupil” is defined as:

A disruptive pupil is an elementary or secondary student under 21 years of age who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

A teacher may remove a disruptive student from the classroom for a period not to exceed two class days in relation to (p) or (q).

School property or school premises means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the schools in the district or in or on a school bus.

A school function shall mean a school-sponsored extracurricular event or activity.

* * * * *

Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.

b) Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

c) Knowingly and unlawfully possesses marijuana in violation of Penal Law 221.05. A single violation of 221-.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court.

a) Any student under the age of 16 who is found to have brought a weapon to school, or

b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20(42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

REPORT OF A DISRUPTIVE PUPIL

To: _____

Date: _____

From: _____
(Name of Teacher)

(Gr. Level & Subject Matter)

Re: _____
(Name of Pupil)

(Gr. Level & Instruction Class)

Classified Student: ___ Yes ___ No

I am referring to you the above-mentioned pupil who was disruptive on _____
Date

___ The pupil was substantially disruptive of the educational process.

Describe in detail the events, specify the particular conduct, what you did, what was said by you, the pupil or others: (add narrative to this form)

Set forth the names of witnesses to these events.

___ The pupil substantially interfered with my authority over the classroom.

Disruptive Pupil

Describe in detail the events; specify the particular conduct, what you did, what was said by you, the pupil or others:
(add narrative to this form)

Set forth the names and witnesses to these events:

* * * * *

Has the student a history of disruptive behavior: ___ Yes ___ No

I removed the pupil from my class: ___ Yes ___ No

___ The pupil was accompanied by an adult to the Principal's Office.

Number of days ___ (Board Policy limit is two days)

___ Yes I provided the student with an explanation of the basis for the removal and allowed
the pupil to informally present the pupil's version of the relevant events.

Provide details including what you said and what the pupil said: (add narrative to this form)

If the answer is no, complete the next paragraph:

___ Within 24 hours of the pupil's removal, I shall provide the pupil with an explanation of the
basis for the removal and give the student an informal opportunity to be heard. I shall
provide my Building Principal with the details, including what I said and what the pupil
said, within six hours of my conversation with the pupil.

Specify what you believe would be the appropriate additional action to be taken:

___ I have attached to this form the class and homework assignments to be completed by the pupil
for the period of the student's exclusion from my class.

Date _____ Signature _____

History

___ Yes This was not the first time this school year that I removed the pupil.

___ No If yes, provide the details of the other removal(s), including date,
length of removal and the circumstances of each removal.

Signature _____

Disruptive Pupil

ACTION OF BUILDING PRINCIPAL

This form was received by me on _____ at _____

Date

Time

___ I informed the person in parental relation to the pupil of the pupil's removal as well as the reasons for removal.

___ A copy of the notification is attached.

___ The written notification was given within 24 hours of the removal.

___ Written notice was given as follows:

___ personal delivery

___ express mail to the last known address (es) of the parent or person in parental relation to the student

___ other (describe – must be reasonably calculated to assume receipt of the notice within 24 hours of the removal

___ proof of service is attached

___ The pupil and the person in parental relation:

___ did not

___ did

request an informal conference to discuss the reasons for removal.

If an informal conference is requested, complete the following:

___ The conference was held with 48 hours of the pupil's removal from class.

___ The informal conference was held on:

_____ at _____ at _____
Date Place Time

Disruptive Pupil

Those present were:

____ The reason for removal were given as follows: (summary of what was said)

____ The pupil, as well as the person in parental relationship, was given an opportunity to present the pupil's version of the relevant events. The following was stated:

Building Principal or Designee

____ I designate _____ a school administrator to act in my behalf regarding this matter.

Building Principal

Date

INSTRUCTIONS:

- A) A teacher is required by statute to immediately report and refer a violent pupil to the principal.
- B) Violent behavior is defined as follows:

A violent pupil is an elementary or secondary student under 21 years of age who:

- 1) commits an act of violence upon a teacher, administrator or other school employee;
- 2) commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- 3) possesses, while on school district property, a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing physical injury or death;
- 4) displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- 5) threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death;
- 6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, or other school district employee or any person lawfully upon school district property, or
- 7) knowingly and intentionally damages or destroys school district property.

REPORT OF A VIOLENT PUPIL

To: _____

Date: _____

From: _____

Name of Teacher

Gr. Level & Subject Matter

Gr. Level & Instruction of Class

Classified Student: ___ Yes ___ No

I am referring to you the above-name pupil who was violent on _____
Date

The pupil was violent as follows: (check the appropriate items and provide the details)

- ___ committed an act of violence upon a teacher, administrator or other school employee.
- ___ committed, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
- ___ possessed, while on school district property, a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing physical injury or death;
- ___ displayed, while on school district property, what appeared to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- ___ threatened, while on school district property, to use any instrument that appears capable of causing physical injury or death;
- ___ knowingly and intentionally damaged or destroyed the personal of a teacher, administrator, or other school district employee or any person lawfully upon school district property; or
- ___ knowingly and intentionally damaged or destroyed school district property.

Violent Pupil

Supply details of each item checked including what happened, when, what was said and the names of witnesses:

Has the student a history of disruptive behavior? ___ Yes ___ No

If yes, give details including dates:

Specify what you believe would be the appropriate action to be taken:

Dated _____

Signature _____

Appendix C

Alfred-Almond Central School CRISIS INTERVENTION PLAN

1. Principal and superintendent are notified that a death has occurred (one who finds out first will inform other.)
2. The superintendent will determine whether or not there will be school for the day. If not, the emergency school closing policy will be followed.
3. If there will be school, the superintendent will determine if elementary, secondary or both need to be informed. Superintendent then begins the emergency phone tree for elementary, secondary or both.
 - All contacted are informed of the incident and requested to attend a before school staff/faculty meeting scheduled for 7:30 a.m. in the cafeteria.
 - If one cannot reach the person next on the emergency phone list, go ahead and contact next name on list.
 - Continue to try reaching original next person, if still cannot get through, contact principal with the name of staff person you were unable to reach
4. The principal calls the school-employed members of the postvention team, the school counselors, school psychologist, and school nurse and informs of incident and requests each be present at the before school postvention team meeting scheduled for as soon as possible in the superintendent's office.

Topics to discuss include:

- a. Determination regarding whether or not to call in the out of school postvention volunteer members. Depending on the trauma/expected level of reaction, the principal may have already called and requested outside volunteers be present for this postvention team meeting.
Postvention Volunteer Contacts:
 - Counselor – Andover, 607-478-8491
 - Mary Coburn – Wellsville, 585-593-2290
 - If further assistance is needed contact Allegany Counsel Association Pres. (Mary Coburn will know the current Pres. name and number)
 - b. Specifics regarding the case are gone over
 - c. Organize, write, and copy a written statement which will be given to each staff member and which will be what the teachers will read from to inform students. Included should be any wishes of the parent regarding attendance at funeral services and locations of support stations set up in the building for students and staff.
 - d. Decision on any alterations in the school.
 - will homeroom be extended for students to receive the news
 - will there be any P. A. for the morning
 - will all classes remain scheduled
 - will after school activities go on as scheduled
 - e. Hand out materials to be given to staff, are organized by school counselor and psychologist.
 - f. what will be said and who will say it at the 7:30 a.m. faculty meeting is settled upon.
5. The principal and superintendent together decide whether or not to fly the flag at half-mast and, if so, superintendent designates someone to alter the flight of the flag.
 6. The superintendent or designee is to call/visit the family (May enlist the help of the school psychologist or counselor):
 - to get details of the incident
 - to get permission from the family/police to release information
 - to lend any needed support and offer assistance
 - to inquire about the family's wishes regarding staff/student attendance

- at any scheduled funeral/memorial services
 - to find out funeral arrangements
7. The superintendent to contact school(s) of any of the victim's siblings – to notify
 8. Superintendent will handle the expression of condolence to the family on behalf of the faculty, staff, students, and administrators (done by letter, see handout on suggestions for writing letters of condolence).
 9. Principal will contact two (2) substitute teachers to cover for teachers throughout the day. This will allow teachers any needed time outs for regrouping as well as time to spend with students in distress.
 10. Faculty/staff meeting in cafeteria at 7:30 a.m.
 - Facts are covered
 - Guidelines are handed out
 - Support stations announced and any volunteer out of school postvention support members at the meeting are introduced.
 - Purpose of support stations gone over, one to be set up specifically for faculty, though faculty and students are encouraged to attend together when able.
 - Faculty encouraged to roam halls during the day and to attend student lunches and check student rest rooms-this is to find/note any students having particular difficulty and to make appropriate referrals to support stations or school counselors
 - Debriefing faculty meeting announced for the end of the day
 - Faculty dismissed, several may be asked to cover school entrances until homeroom (see number 11)
 11. Principal assigns staff to monitor entrances to the building to control/direct media
 - To prevent students at risk from leaving the building - Students go to homerooms. Homeroom teachers read written release to students.
 - Give accurate, brief details
 - Expect shock, anger, pain
 - Announce available support stations
 - Discuss parent wishes, if known
 - Encourage students to express feelings/discuss concerns
 - Counteract rumors with the facts
 - Do nothing to glorify or encourage glorification of a student suicide (i.e., do refer to it as a tragedy, tragic mistake, unfortunate decision, etc.
 12. School counselor should make contact with any in-school siblings and with close friends of the victim (support and watch, contact parents when necessary).
 13. School counselor should make contact with any in-school siblings and with close friends of the victim (support and watch, contact parents when necessary).
 14. Teachers should refer names of close friends to the counselor and should escort students in distress (or have them escorted) to the school counselor/nearest support station.
 15. Principal to prepare a letter (to go home with each student at the end of the day). See sample letter handouts.
 - a. tell of the death
 - b. tell what the school has done for the students
 - c. encourage parents to listen to and support their children
 - d. encourage parents to call for help if needed
 - e. list of community resources for students and parents
 - f. family wishes regarding funeral arrangements
 - g. address to send sympathy/condolences
 - h. reminder of the procedure for students to be excused from school

16. Designated media person – the principal or the superintendent – will handle any press/media. Release should contain:
- a statement of personal sorrow and a sense of loss
 - When appropriate the words tragic and tragedy are included so that other students at risk might be encouraged to view the death as a tragedy rather than an opportunity for glory.
 - The way in which the students, faculty, staff, and administrators have responded to the tragedy. Identify interventions we have implemented for the day and ones to be used in the days ahead.
 - Include or encourage media to include names of crisis hotlines for any viewing or reading public. Some 24 hour numbers are:
- Wellsville Counseling Center Hotline 716-593-5706
- St. James Mercy Hospital 24 hr. line 324-0191
- Lifeline 716-275-5151
17. All faculty, staff, students to direct any media person to the principal or superintendent (whichever of the two is the designated media person for the day.)
18. Principal to designate one person to handle and log all calls. The principal will give specific instructions on what to say, and all media calling will be referred to the designated media person (superintendent or principal).
19. Principal shall make arrangements to have the personal belongings of the victim returned to the family. the principal may choose to wait and allow the family to come in and clean out the victim's lockers/desk at a later date. The family's preferences will be respected when at all possible. Remember:
- gym locker
 - book locker
 - desk
 - work in classrooms
20. The school psychologist and school counselor will notify local clergy in order that they may arrange any youth services or activities.
21. The school nurse should be prepared to handle an influx of students who may appear with a wide range of symptoms. The nurse will request (from the principal) a nurse's aide to be called in, if necessary.
22. Teachers should try to provide structured assignments and should consider postponing any tests and quizzes.
23. Teachers should acknowledge the emotions in the classroom and may use assignments to ventilate and channel anger (teachable moments: discuss wakes, funerals, other rituals, services, customs associated with death or address appropriate behaviors at services).
24. Teachers should remove the name of the victim from class records, grade report sheets, attendance sheets, mailing lists, et cetera. Any of the victim's work which you would like to be sent home to the family should be gathered up, labeled as such and dropped off at the school counselor's office.
25. School counselor to remove victim's name from attendance (notify nurse to do same), computer programs, mailing labels (notify superintendent's office, main office and nurse to do same) and other listings (i.e., diplomas, etc.).
26. Superintendent is to notify school board members of the death.
27. End of day staff debriefing meeting:

- Regroup, support each other, reconstruct the day's events and any problems which occurred.
- Make plans for the next day-should postvention volunteers be called in for the next day?
- Report any students or staff who appear to need help or appear to be at risk.
- Schedule another debriefing meeting for the end of the next day.

28. Postvention team member meeting with the principal and superintendent – to follow the faculty-debriefing meeting. Topics to include:
 - The day's events
 - Any issues raised in the faculty meeting
 - Clarify support services needed
 - Brainstorm any items neglected
 - Make notes of any items neglected or of any ways in which the postvention plan may be improved upon should we need to use it again in the future.
 - Decide if next day postvention meeting is necessary for before school, and if so, schedule it.
 - Should a community/parent meeting be held with an invited guest speaker to address how to talk with your children about death or the grieving process.
29. After school debriefing meetings may need to be held for several days in a row. This will be decided by the principal and the superintendent. It is suggested that debriefing meetings be held for at least the initial day and the day after the crisis. A one-week (after the last debriefing meeting day) follow up debriefing meeting should also be scheduled. Other follow-up meetings to be scheduled at the discretion of the superintendent and principal or at the request of staff members.
30. Crisis team members should contact the parents/guardians of any students who are very distressed or who may be at risk for suicide or other destructive behavior.

Alfred-Almond Central School

Emergency Management Plan



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6795 Rt. 21

Almond, New York 14804

(607) 276-6555

NOTIFICATION OF SCHOOLS & PERSONNEL LOG

School Personnel	Name	Telephone Numbers to be reached at Work, Home/Cell Phone	Date/Time Called	Reason for Calling/Incident
Superintendent of Schools	Richard Calkins	607-276-6500 (W) 607-276-6881 (H) 607-222-6372(C)	Date: Time:	
Emergency Coordinator	Gene Snyder	607-276-6566 (W) 607-765-9215 (C)	Date: Time:	
Superintendent of Buildings and Grounds	Gene Snyder	607-276-6566 (W) 607-765-9215 (C)	Date: Time:	
High School Principal	Susan Bain-Lucey	607-276-6555(W) 585-268-7079(H) 607-382-9193(C)	Date: Time:	
Elementary Principal	Bob Woughter	607-276-6525(W) 607-968-1200(C)	Date: Time	
Transportation Supervisor	Brian Burdick	607-276-6565(W) 585-268-7130(H) 607-329-2130(C)	Date: Time	
AACS School Board President	Earl Pierce	607-587-8363 (H)		

TELEPHONE ROSTER

COMMUNITY ASSISTANCE

Alfred Mayor	607-587-9188
Alfred Station Fire Company	607-587-9201 (non emergency) 911
Alfred Volunteer Fire Department	607-587-8880 (non emergency) 911
Allegany County Emergency Services	585-268-7658
Allegany County Sheriff	585-268-9201
Almond Fire Department	607-276-5921 (non emergency) 911
Almond Ambulance	911
Almond Mayor	607-276-5921
American Red Cross	607-324-6511
New York State Department of Health	585-268-9250
New York State Department of Transportation	607-324-8340
New York State Police	607-276-6776 or 911

UTILITIES

Electricity (NYSE&G)	800-572-1111
National Fuel	800-444-3130

MEDIA

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

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 two 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 leave their assigned room 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. The first student out of each exit door should hold the door open for the remainder of the students, and then follow the line outside.
3. All school personnel, except those assigned fire drill duties, will leave the building. Teachers must bring class attendance registers with them.
4. Students are to be moved at least 50 feet from the building upon exiting the doors. Roadways are to be kept clear.
5. 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 may hear a message over the loudspeaker stating, "Please excuse the interruption – close and lock all doors – keep all students in your room until further notice."
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 – allows 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.

DISTRICT EMERGENCY COORDINATOR

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.

EMERGENCY TEAM

Emergency Team consists of Superintendent, high school and elementary principals and Emergency Coordinator. All members of the Emergency Team will assemble at the Command Post and implement the emergency response as directed by the District Emergency Coordinator. The Emergency Coordinator will assign such other personnel as deemed necessary to meet the needs of the situation

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

THE DISTRICT EMERGENCY COORDINATOR 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 to Superintendent of Schools
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 –

High School Administration Offices, 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 is 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 is 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 AACCS, “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 return to their classrooms and/or gymnasiums.
 - Specifically:
 - physical education classes out front of school - report to HS gymnasium, lock doors, ensure communication access (email, phone), shelter in locker room.
 - physical education classes on upper athletic field – move to bus garage
 - students on playground – return to building and enter nearest classroom
- physical education classes inside:
 - H.S. Gym: shelter in locker room.
 - Pool: Shelter in pool area.
 - 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. Cover the window on the door but leave the shades on your windows up. Remain quiet.
- The high school principal’s designee will place lockdown signs on the entrance located on the windows of the gym and the main office entrances. The elementary principal’s designee will place lockdown sign on the main elementary entrance window.
- 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 this 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/staff take attendance. If all students are present report “all present” to the office. Please indicate any students that are not present as well as indicating any

additional students/adults that may be sheltering in your classroom. Report attendance to appropriate building principal via email or by phone if email is not working.

- Building principals ensure all students are accounted for.
- 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" and "Lockdown" procedures will be announced.

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.

1. 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.
2. 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.

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, and assess damage in your area.
2. Unless imminent danger, stay put, do not leave area.
3. Assessment will be made of building and advisory 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 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 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, bull horn 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 stair well 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 till the all clear signal is received by voice, or it becomes unsafe to remain in the same area.

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 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.

TO: Daytime Maintenance and Custodial Staff
FROM: Gene Snyder
DATE: November 5, 2012
RE: Lockout procedures

In the event a "Lockout" procedure is announced, the following staff will be responsible for securing the entrances and exits they are assigned:

Steve Smith:

- HS north and south entrances.
- Room 103/104 south exit doors.
- Room 138 (Band Classroom) north exit door.
- Auditorium south exit doors.

Tracey More:

- Jr. High south entrance door.
- Room 168 (Industrial Arts) exterior door and overhead door.
- HS Kitchen exterior door.
- Exterior double doors nearest the Drama storeroom.

Brian Jacobs:

- HS Boiler room door.
- HS Gym corridor door (opposite soda machines).
- Gymnasium lobby entrance doors.
- Gym lobby west exit door.
- All exit doors from HS Gym.

Gene Snyder:

- Elementary South stairwell door.
- Double doors opposite weight room.
- Pool exterior doors.
- SB&G office exterior door.
- Shop overhead door.

*Staff reports to command center after assigned doors are locked.