



CINCINNATUS CENTRAL SCHOOL

District Safety Plan

Safe Schools Against Violence In Education (SAVE)

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Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

This District-level Emergency Response Plan was developed by the Safety Committee, which met regularly to develop the document using sample outlines by the State Education Department and the District-wide Emergency Management Plan. The School Safety Committee also developed flip charts which will be located in each classroom as a quick reference guide for staff use during an emergency.

The Cincinnati Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Cincinnati Central School's Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Cincinnati Central School District Board of Education, the School Safety Team was charged with the development and maintenance of the District Emergency Response Plan.

B. Identification of School Teams

The Cincinnati Central School has developed three emergency teams as follows:

School Safety Team – This team meets on at least an annual basis to review the building safety plan, to assure input from the various stakeholders within the district, and to recommend amendments to the Board of Education for adoption.

Emergency Response Team – This team serves in the vital role as the District's responder to any emergency and will provide the necessary leadership to guide the district through an emergency situation from declaration, response, post-incident response, and the debriefing process used to improve future emergency preparedness and response.

Post-incident Response Team – This team engages with the response team upon the declaration of an emergency to assure that the personal needs of individuals and/or groups are catered to and taken care of to the best of our abilities. Food, shelter, water, medical, transportation, and psychological needs are examples of their areas of focus. Additionally, aftercare and debriefing to improve future responses are also a necessary component of this team's role.

C. Concept of Operations

If the Superintendent, or in his/her absence a designee, as the District's Emergency Coordinator, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post. Where appropriate, the Superintendent will notify local emergency officials.

A specific response or set of responses exists for all foreseeable emergencies. Each teacher and non-instructional staff member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. Flip charts will be located in each classroom. If uncertainty exists, the Principals shall be notified.

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Principal, County Emergency Coordinator, Civil Defense Officials, and other authorities. One or more of the following responses may be utilized: Early Dismissal, School Cancellation, Sheltering and Evacuation.

In an emergency, ordinary rules of work hours, work sites, job descriptions and any other contractual provisions, are subject to State, County, or School District directives.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. This plan will 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. The plan must be formally adopted by the Board of Education.

The School Safety Team shall review and revise the Building-level Emergency Response Plan annually, prior to July 1st of each year, after its adoption by the Board of Education.

Section II: Risk Reduction/Prevention and Intervention

A. Designation of School Teams

SCHOOL SAFETY TEAM

Eric Benedict, Director of Facilities
 Greg Bilodeau, Cook Manager
 Amber Bonham-DeLarm, Secondary School Secretary
 Jennifer Fox, Head Bus Driver
 Don Warnow, OCM BOCES Safety Officer
 Todd Freeman, Superintendent of Schools
 Thomas Durkot, Elementary Principal
 David Phetteplace, Secondary Principal

EMERGENCY RESPONSE TEAM

<u>Department/Name</u>	<u>School Extension</u>
Superintendent of Schools † Todd Freeman	5000
Secondary Principal David Phetteplace	5300
Elementary Principal Thomas Durkot	4250
Director of Facilities Eric Benedict	5150
Head Bus Driver Jennifer Fox	
Cook Manager Greg Bilodeau	5800

POST-INCIDENT RESPONSE TEAM

<u>Department/Name</u>	<u>School Extension</u>
Superintendent of Schools Todd Freeman	5000
Secondary Principal David Phetteplace	5300

Elementary Principal Thomas Durkot	4250
Director of Facilities Eric Benedict	5150
Head Bus Driver Jennifer Fox	
Greg Bilodeau	5800
School Psychologist Maxine Gage	3030
Guidance Counselors HS – Derek Witty	5420
MS – Kim MacDonald	4000
Social Worker Cathy Aitchison	3060
School Nurse Megan Potter, RN	5610
School Clinic Jeanine Dodds	5620
Director of Special Education Ramona Luetzger	5200
Elementary Teacher Chrystal Loomis	1020
Cafeteria Chrissy VanWagenen	5810

B. Prevention/Intervention Strategies

Building Personnel Training

Annual training is provided to members of the District’s Response Team through scheduled drills throughout the school year as follows: bus, fire, lockdown, on-site sheltering, evacuation (off-site sheltering), and tabletop. Additionally, debriefing sessions are also conducted with members of the response team after all drills.

Coordination with Emergency Officials

An annual tabletop exercise/training may be conducted in coordination with the Cortland County Fire and Emergency Management Office and other local officials.

Annual Multi-hazard Training for Staff and Students

At least once every school year, the school district will conduct a test of its emergency response plan for sheltering and 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.

Section III: Response

A. Assignment of Responsibilities

In the event of an emergency, the District's plan will be implemented through a chain of command as follows:

INCIDENT COMMANDER: The Superintendent and/or his/her designee is the District's Emergency Coordinator/Incident Commander. (The incident commander may be relieved of such duty by the local emergency responder, which would result in him/her assuming a support role of a unified command system.)

The Superintendent will depend on and work closely with the Emergency Response Team members, who have additional responsibilities noted below, to respond to the crisis in a thorough, professional and caring manner from beginning to end.

PUBLIC INFORMATION OFFICER: The Superintendent also serves as the Public Information Officer for the District.

SAFETY OFFICER: The District will utilize the services of their OCM BOCES Safety Officer.

OPERATIONS: These functions will be performed as follows:

- Site Facility/Check Security – Superintendent of Buildings and Grounds and staff
- Search and Rescue – Head Bus Driver
- Medical – FHN Physician, School Nurse, and FHN Clinic Staff
- Student Care – School Nurse, school faculty and staff.

PLANNING/INTELLIGENCE: These functions will be performed as follows:

- Documentation – District Clerk
- Situation Analysis – Leadership Team

LOGISTICS: These functions will be performed as follows:

- Supplies/Facilities – Superintendent of Buildings and Grounds and custodial staff
- Staffing – Building Principals
- Communications – Superintendent/Leadership Team
- Food Service Needs – Food Service Manager

FINANCE/ADMINISTRATION: These functions will be performed as follows:

- Timekeeping – District Clerk
- Purchasing – District Clerk

B. Continuity of Operations

In case of absence or unavailability of the Superintendent, the chain of command for emergency decisions is:

Secondary Principal, David Phetteplace	5300 or (607) 863-3200
Elementary Principal, Thomas Durkot	4250 or (607) 863-3200

C. Access to Floor Plans

A district street map (appendix 1) and building floor plans (appendix 2) are attached to this Emergency Response Plan. A copy of this plan shall be located in the District Office, Elementary Office, Secondary Office, Buildings and Grounds Office, Transportation Office, Cafeteria Office and Nurse’s Office. This plan shall also be sent to the local fire departments and local law enforcement agencies.

Other information of this nature that may be required by local emergency response agencies will be made available through the Office of the Superintendent of Buildings and Grounds.

D. Notification and Activation

The following internal and external communication systems may be used in emergencies:

Telephone (cell phones)	List serve email
Public Address System	Bus Radio System
District portable radios	Runner system
Local media	NOAA Weather Radio
Emergency Alert System (EAS)	Classroom Flip Charts
New York Alert	School Messenger

The report of an incident or a hazard’s development will be reported to the Superintendent as soon as possible. When the Superintendent declares an emergency, (s)he will begin implementing the emergency plan by declaring what protective action is to be taken and activating the chain of communication as indicated in appendix 16.

Each Principal is responsible to provide internal directions to all staff should any emergency or disaster occur. In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

The District Office serves as the Emergency Command Post. The Transportation Facility shall serve as the alternate Emergency Command Post.

The Command Post and alternate Command Post shall be equipped with a radio(s) to receive messages from the Emergency Broadcast System and the National Weather Bureau and with a radio receiver/transmitter on the District's school bus frequency. Each Command Post shall also be equipped with a telephone, emergency lighting, emergency telephone numbers, list of hazardous materials, and School District, local and regional maps.

Transportation staff members may be expected to report to work when alerted of an emergency. Staff members involved in the response shall continue their response actions until the emergency has ended.

E. Hazard Guidelines

CIVIL DISTURBANCE

Principal - At the beginning of an actual or potential civil disturbance obtain the following information:

- Where - specific location;
- When - time begun;
- How many persons involved;
- What is taking place;
- Purpose or intentions of group.

Principal - Notify Superintendent.

Principal/Superintendent - Notify staff and students and move them away from areas where violent confrontations are or may be occurring.

Principal/Superintendent/Transportation Supervisor - Consider closing school if conditions warrant. *Do not dismiss unless it can be achieved without risk to students and staff.*

RESOURCES

- List of emergency phone numbers – appendix 11.

HOSTAGE/KIDNAPPING/DANGEROUS PERSON

First person on the scene - Identify the situation

or

Person receiving call:

- Fill out Telephone Threat Information Sheet. (appendix 17)
- Try to prolong conversation as long as caller will talk.
- Obtain as much information as possible.
- Listen for characteristics of caller and background noise.

First person on the scene or person who received call – Notify Principal/Immediate Supervisor, describe situation and deliver written information as soon as possible.

Principal - Notify Superintendent (ext.5000) and County Sheriff (911).

Principal - Upon arrival of police, advise of the situation and follow instructions.

Be prepared to evacuate (DO NOT use fire alarm in this situation).

Principal - Keep Superintendent informed.

Superintendent - Notify parents and/or spouse of victim(s).

Police - Termination of emergency.

General Principles for Responding to a Dangerous Person Until Authorities Arrive

- REMAIN CALM, reassure others and try to prevent panic.
- As quickly as possible remove people not directly involved with the incident. If necessary, evacuate all or part of the building.
- Address injured. (appendix 12 for Trained Staff)
- Maintain communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.
- Gather as much information as possible. Have someone make notes to give to the police if possible.
- If the person attempts to leave building, allow departure. Observe whether a vehicle is used. Note license number and description of vehicle and person(s).
- If the person attempts to leave building with a student or staff member, remember the most important consideration is the safety of all. Observe whether a vehicle is used. Note license number and description.

RESOURCES

- Building Floor Plans – appendix 2.
- Emergency Responders – appendix 11 & 12.
- Telephone Threat Information Sheet – appendix 17.

MISSING CHILD

First person to notice missing child – call Attendance Aide.

Attendance Aide will verify attendance and check that child is not in Nurse's Office. If MS/HS student, she will also check with Guidance Office.

Attendance Aide will notify Principal confirming missing child.

Principal will activate Search Team. (Available members of Leadership Team)

Principal will notify parents.

Principal will notify appropriate agencies.

All call will be done as last resort.

The above steps are done in the order of administrative discretion.

Immediate notification to Building Principal and Search Team when child is located shall be made.

BOMB THREAT : (Board Policy #5683)

Person receiving threat - Upon receipt of a bomb threat by telephone question the caller and complete a Bomb Threat Form located in flip chart or appendix 17.

Person receiving threat - Notify Principal/Superintendent.

Superintendent of Schools or Designee – Notify Sheriff (911).

Superintendent of Schools - Notify staff and students to evacuate building, as appropriate. No evacuation for non-specific bomb threats.

Emergency Response Team – Sweep sheltering areas and routes of egress.

Superintendent notifies staff and students via PA system to evacuate or begin in-house sheltering.

Continue sweep of previously occupied areas.

Superintendent of Schools or Designee - Upon arrival, advise police of situation.

Sheriff and/or State Police - Termination of Emergency.

Superintendent/Principals - Resume, curtail or cease building operation. Notify staff and students.

FIRE/EXPLOSION

First person on scene - Pull Fire Alarm, except during gas leak (see Systems Failure, page 17). Notify Superintendent/Principals of what prompted fire alarm, location and source of fire/explosion if known.

Occupants - Evacuate building on sound of fire alarm in accordance with established emergency evacuation plans posted in each classroom. After evacuating, close doors behind you.

Superintendent/Principal Notify:

Fire Department (911)

State Education Department (518-474-3906 – Facilities Planning)

Head Bus Driver - if need to evacuate (607) 863-3866 or 863-3266

Custodial/Maintenance Staff - Investigate source and confirm evidence of fire if possible or practical.

Principals - Upon arrival, advise Fire Department Station and keep Superintendent's office apprised.

Fire Department - Termination of Emergency.

Superintendent/Principals - Resume, curtail or cease building and operation as appropriate and notify:

- Staff
- Students
- Parents

RESOURCES

Local Emergency Responders – appendix 11 & 12.

Chemical inventory with MSDS - located in Building & Grounds Office.

Fire alarm system panel

Fire extinguishers - serviced and charged

Staff trained in First Aid and CPR – appendix 12.

EMERGENCY FIRE PROCEDURES

The staff person noticing a fire will immediately pull a fire alarm, except during a gas leak, (see Systems Failure, page 17) in order to evacuate the building. That person should then contact the Superintendent/Principal and notify him/her of the location of the fire.

Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.

When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room and the emergency packet (see appendix 19), and upon arrival at the prearranged assembly point, check the roll to see that no one is missing. All departments, faculty, and staff, as well as students, must be accounted for. Report missing personnel to appropriate administrator per procedure.

All students and staff shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building following the prearranged plan. No person will be allowed to return to the building once it has been evacuated until authorized by the Fire Chief.

At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file and quickly to the exit pre-assigned.

All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, go to the nearest fire exit.

Fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations. All employees must evacuate the building rather than attempt to fight the fire. The district currently does not train nor expect employees to use fire extinguishers.

Upon reaching the assembly area, students shall await further instructions and will return to the building only when authorized to do so. The return to classrooms shall be quiet, orderly and quickly accomplished. During inclement weather, the Principal shall contact the Head Bus Driver to obtain buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure, the two-way radios are to be utilized.

INCLEMENT WEATHER

Snow/Ice Storm – Thunder/Lightning

Head Bus Driver - Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.

Superintendent - Notify Principals of impending situation. Select appropriate Emergency Response Action and relay instructions to Principals.

Principal - Curtail or cease all outdoor and/or extra-curricular activities as appropriate. Summon all persons into the building with help of staff and public address system.

Principals/Head Bus Driver - Implement selected Emergency Response Action.

Superintendent - Termination of emergency will be issued by Superintendent.

RESOURCES

- Emergency Two-Way Radios located in each building and with key administrators
- Staff trained in First Aid and CPR – appendix 12.
- Emergency Telephone Number List – appendix 11.

SEVERE HIGH WINDS/TORNADO

In the event, notification, or declaration of an impending tornado/storm, warnings and instructions may be relayed to the Superintendent via the BOCES District Superintendent, the County Emergency Management office (607-753-5065) or Emergency Broadcast System.

Once a severe weather watch has been posted, the Superintendent or designee will notify the Emergency Response Team.

During a tornado warning, the Superintendent or Principal in charge shall notify all students, faculty members and others in the building that a tornado has been sighted and for all to go immediately to the nearest shelter. Cancel all outdoor activities and summon persons into the building with help of staff.

The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged shelter, check the group to see that no one is missing. A report shall be given to the Principal. Any person with your group that should have been with another should also be reported.

No student will be allowed to return to the room once it has been vacated until authorized to do so.

While proceeding to the pre-arranged shelter, emphasize silence and calmness so further instructions may be heard and lines will move quietly to the shelter area.

In the event of tornado conditions, large assembly areas such as large gym, small gym, cafeteria, Wilbur Auditorium, should not be used due to the fact that large roof spans are vulnerable. Interior walls and classrooms and/or interior hallways should be used to shelter occupants.

If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head. Do not assemble in gymnasiums, auditoriums or cafeterias.

RESOURCES

- Emergency Two-Way Radios - located in each building and with key administrators
- National Weather Service
- Emergency Telephone Numbers - appendix 11.
- Staff trained in First Aid and/or CPR - appendix 12.

EARTHQUAKES

During an earthquake:

Keep calm. Stay where you are. Most injuries occur from people entering or leaving buildings.

If indoors when an earthquake strikes, take cover under a table, desk, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.

Don't use candles, matches, or open flames during or after the tremor.

If outside when the earthquake strikes, move to an open area away from buildings and utility poles, water main, fire hydrants and gas lines.

After an earthquake: Reference the following sections as appropriate – Fire/Explosion (page 10), Systems Failure (page 17), Gas Leak (page 18).

RESOURCES

- Emergency Two-Way Radios - located in each building and with key administrators.
- National Weather Service
- Staff trained in First Aid and/or CPR - appendix 12.
- Emergency Telephone Numbers - appendix 11.

FLOOD

In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the County Emergency Management Office (607-753-5065), the National Weather Service or other emergency response agency.

If the emergency occurs without warning, the Superintendent may need to initiate appropriate emergency procedures.

The Superintendent, in concert with the Emergency Response Team, will determine the safest course of action.

Road conditions will be monitored by the Head Bus Driver in conjunction with the Town and/or County Highway Departments, Cortland County Sheriff, and/or the NY State Police.

Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.

RESOURCES

- Emergency Two-Way Radios - located in each building and with key administrators
- National Weather Service
- Emergency Telephone Number List - appendix 11.

OTHER NATURAL DISASTERS - AIR POLLUTION, RADIOLOGICAL INCIDENT, TOXIC SPILL, DROUGHT

In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the BOCES District Superintendent or the County Emergency Management Office (607-753-5065).

If the emergency occurs without warning, the Superintendent may need to initiate local emergency procedures.

Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.

In the event of a toxic spill, radiological incident, or air pollution:

- Cancel all outdoor activities and summon all persons into building.
- Direct building staff to close all doors and windows within the building by using the public address system.
- Direct building custodians to close all vents and fans bringing outside air into the school.
- Superintendent will relay proper response action.

RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- National Weather Service
- Staff trained in First Aid and/or CPR - appendix 12.
- Emergency Telephone Number List - appendix 11.

MEDICAL EMERGENCIES

General

Examples: allergic reactions, animal bites, bleeding, blow to the head, broken bones, burns, choking, diabetic shock, drowning, electric shock, etc.

First person(s) on the scene:

- Summon the school nurse (or others qualified to give first aid – appendix 12).

- Secure the scene.
- Do not move victim unless directed by medical personnel.
- Calmly disperse other persons who are present.

School Nurse (or qualified person) –

- Comfort the person.
- Administer first aid.
- Summon emergency squad/ambulance (911) if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
- Notify Principal.

Principal/ School Nurse - Notify parent or spouse.

Principal - Notify Superintendent

Custodial Staff - Clean up body fluids according to District Procedures.

RESOURCES

- Staff trained in First Aid/CPR - appendix 12.
- District "Procedures for Cleaning up Body Fluid Spills" - appendix 18.
- Emergency Telephone Number List - appendix 11

Epidemic/Food or Water Poisonings

School Nurse - Identify the problem and notify the Superintendent.

Superintendent –

- Notify School Physician (Clinic 607-863-4126)
- Notify Principals
- Notify County Health Department (607-753-5036)
- Notify staff and news media as appropriate
- Notify Food Service Manager (315-790-2444)

Follow directives of the school physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.

Public Health Officials - Monitor emergency.

RESOURCES

Emergency Telephone Number List - appendix 11.

NOTE: Water suitable for drinking is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.

SYSTEMS FAILURE

General (Loss of Power, Heat, Water or Sewage Systems, Gas Leak)

Upon discovery or detection of a system failure the first person on the scene shall notify Superintendent of Building and Grounds or Custodial /Maintenance Person

Custodial/Maintenance - Notify the Superintendent of Buildings and Grounds (ext. 5150).

Superintendent of Buildings and Grounds or Custodial –

- Evaluate the problem insofar as possible and notify Superintendent and commence appropriate remedial maintenance action.
- Complete corrective actions and recovery.

Principal /Superintendent of Schools –

- Activate fire alarm if there is any question as to the safety of the building occupants. (In the event of a GAS LEAK, do not activate fire alarm, use the public address system.)
- Curtail or cease building operations as appropriate, and notify staff, parents and students and issue instructions.
- Notify Board of Education and State Education Department, Facilities Planning (518-474-3906) if formal emergency resolution is needed.

NOTE: In the event of a power failure, all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting.

RESOURCES

- NYSEG (1-800-572-1131)
- Emergency Telephone Number List - appendix 11
- Emergency two-way radios - located in each building and with key administrators

Oil/Gasoline/Diesel Spill

Upon discovery or detection of a fuel spill on school property the first person on the scene will:

- Notify Superintendent of Buildings and Grounds (5150).
- Notify Superintendent of Schools (ext. 5000).

- Stop source of spill if possible.

Superintendent of Buildings and Grounds - Evaluate the problem insofar as possible and stop source of spill if possible. Commence remedial response, i.e., absorbents.

Superintendent of Schools - Decide whether to curtail or cease building operation as conditions warrant. Notify news media and use public address system as appropriate.

Superintendent of Buildings and Grounds and Superintendent of Schools - Notify the Department of Environmental Conservation (607-753-3095) or after hours, 24-hour Spill Hotline (1-800-475-7362). Recovery will direct cleanup work as directed by DEC and/or Cortland County Health Department (607-753-5035)

Superintendent of Schools - Notify the Board of Education and State Education Department, Facilities Planning (518-474-3906), if formal emergency resolution is needed.

RESOURCES

- Emergency Telephone Number List - appendix 11.
- Department of Environmental Conservation (607-753-3095)
- Cortland County Department of Transportation (607-756-7072)
- Cortland Highway Department (607-753-9377)

STRUCTURAL DAMAGE TO A SCHOOL BUILDING

The staff person noticing physical structural damage to a school building should contact the Principal and notify him/her of the location of the damage. The Principal shall notify the Superintendent of the physical damage. The Superintendent will determine the safety of the students in the building upon advice from the Superintendent of Buildings and Grounds. The Superintendent will activate the Emergency Response Team to determine if immediate evacuation is necessary. Should the Superintendent not be available, the Chain of Command shall be followed as indicated on page 6.

SCHOOL BUS BREAKDOWN/ACCIDENT

Bus Driver – Notify Head Bus Driver and call 911 if able.

Head Bus Driver:

- Notify Superintendent
- Dispatch another vehicle to scene - Head Bus Driver or Mechanic - take one bus to accident site to remove students from bus only after instructed to do so by emergency medical personnel on scene.
- Call 911 if driver not able
- Notify School Nurse (5610)
- Notify Principals
- Notify parents

NUCLEAR ATTACK

In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the Cortland County Emergency Management Office (607-753-5605) or other emergency response agency.

If the emergency occurs without warning, the Superintendent may need to initiate appropriate emergency procedures.

The Superintendent, in concert with the Emergency Response Team, will determine the safest course of action.

Road conditions will be monitored by the Head Bus Driver in conjunction with the Town and/or County Highway Departments, Cortland County Sheriff, and/or the NY State Police. Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.

RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- Emergency Telephone Number List - appendix 11.

F. Evacuation Procedures

The Superintendent shall provide administrators with a list of radio and television station telephone numbers for use in an emergency (appendix 16).

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services, 315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

EMERGENCY DISMISSAL

Emergency dismissal may be a viable option for emergency situations as decided by the Superintendent. The Transportation Department will be notified when and where to send buses. Emergency dismissal will follow normal dismissal procedures unless situation warrants otherwise. Alternate dismissal procedures and/or loading areas will be selected by the Superintendent of Schools or designee, as the emergency dictates.

Superintendent of Schools will notify News Media of an emergency dismissal.

The following information will be maintained in the Elementary, High School, Transportation and Attendance Offices:

- Permission to send child home early in the event of emergency

- Instructions where to send the child if not to be sent home
- Name and telephone number of employer(s) and/or person at which to contact parents in the event of early dismissal
- Alternate plans for the child's welfare if parent or caretaker cannot be informed of early dismissal
- Special students' needs identified and planned for appropriately (appendix 14)

Under certain circumstances students may be temporarily transported to off-site emergency sheltering. (see page 25)

SCHOOL CANCELLATION

School cancellation could be announced in the event of prolonged system failures, severe weather, or other conditions that cause a return to school to be unsafe as decided by the Superintendent or emergency designee. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e., local radio stations. (appendix 16- Confidential)

LOCKDOWN

A lockdown procedure is called when leaving the facility or walking through the building would endanger the health of employees and students.

SHELTERING/STAY IN PLACE PROCEDURE

A Sheltering/Stay in Place Procedure is called when leaving the facility would endanger the health and safety of the children/staff. An instruction to shelter students and staff will require assurance that all staff and students remain inside school buildings. The procedure may involve some or all of the children depending on the nature and location of the emergency.

EVACUATION PLAN

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, staff will take all necessary measures to prepare students for an evacuation.

Conference Procedures

When conferences are conducted in this facility, the moderator will announce locations of the exits prior to the beginning of the conference.

The moderator of the conference will also be in charge of attendance and notifying the Fire Chief if there is a missing person.

G. Security of Crime Scene

The Superintendent or designee is responsible for securing any crime scene until relieved by a law enforcement agency. Nothing shall be moved, cleaned or altered in any way without prior approval from appropriate law enforcement personnel. Nothing in this section should be interpreted in such a manner as to prevent rescue and aid of injured persons.

Section IV: Recovery

In the event of a severe act of violence or other emergency that has had a major effect on the well-being of students, school staff and the community at large, the building's Post-incident Response Team has developed the following procedures for dealing with post-incident response:

A. Short term:

- Convene Emergency Response Team and Post-incident Response Team
- Provide organizational and logistical assistance (including gathering and sharing of critical facts and information)
- Develop a plan to fit the current crisis
- Identify and monitor students and adults at risk or in need of support
- Provide mental health counseling where appropriate
- Debrief all faculty, staff, and Board of Education with factual information
- Provide support and monitor needs of leadership and crises teams
- Develop a statement for public release
- Announce crisis to school community
- Arrange for staff debriefing
- Delineate administrative, supervisory and staff roles
- Support Post-incident Response Team member responsibilities which include:

➤ **Administrator Responsibilities**

1. Keep staff updated
2. Identify faculty and staff in need of assistance or counseling
3. Emphasize facts and squelch rumors
4. Remain highly visible
5. Arrange for excused transportation for students attending off campus activities (i.e. funeral, memorial).
6. Assign extra clerical support staff as needed
7. Initiate phone tree

8. Contact community resource people
9. Notify librarian to put grief books on reserve
10. Contact outside consultants
11. Contact student leaders
12. Distribute literature
13. Conduct faculty meeting
14. Explore the need to request additional support services from neighboring districts
15. Check school calendar and reschedule events as necessary

➤ **Counselor Responsibilities**

1. Contact parents of student(s) who have died
2. Stop notification on student activity (progress reports, scholarship notices, testing, placement, attendance, etc.)
3. Rearrange seating, classes programs as indicated by crisis
4. Removal of personal items from desks, lockers, etc. and save for parent
5. Establish Crisis Centers
6. Talk with students
7. Encourage students to express feelings
8. Support students and/or encourage students to express feelings
9. Use support resource for self
10. Attend Funeral, if appropriate
11. Clarify misinformation
12. Express own feelings
13. Give information regarding grief
14. Do not judge reaction to grief
15. Give priority to referrals
16. Make appropriate referrals to psychologist, M.D.
17. Maintain accurate records of students who receive counseling
18. Call parents of students who appear significantly distressed and provide follow-up information such as names of local counseling agencies and telephone numbers to crisis services and notify principals of these students

➤ **School Psychologist/Social Worker Responsibilities**

1. Primary referral
2. In-school treatment
3. Staff counseling and education
4. Complete student assessments
5. Make referrals to physician or other appropriate persons
6. Contacts parents
7. Attend funeral, if appropriate

➤ **School Nurse Responsibilities**

1. Care for physical needs
2. Allow students to express concerns
3. Provide comfortable environment

4. Make assessments of students
5. Make referrals
6. Attend funeral, if appropriate

➤ **Faculty Responsibilities**

Faculty will follow the direction of the Leadership Team in addressing the crisis. Suggestions that the Administration may have for a faculty might include:

1. Announcing the event to the class as directed in writing
 2. Identifying the students who are in need of counseling
 3. Discussing the crisis with students if appropriate and as directed
 4. Relaying special instruction (i.e., plans for transportation to Memorial Service)
 5. Answering any other specific questions the students may have
 6. Clarify misinformation
 7. Express own feelings
 8. Attend funeral, if appropriate
 9. Condolence note for family
 10. Give information regarding grief
- Superintendent works with the media
 - Gather and share memorial services information

B. Long Term:

- Emergency Response Team and Post-incident Response Team debriefing
- Continue monitoring of those in need, including counseling and/or social service referrals
- Self-evaluation of both teams
- Mitigation process included in debriefing to reduce reoccurrence if probable
- Review of building security if applicable

