

# CINCINNATUS CENTRAL SCHOOL DISTRICT

## District Safety Plan

Safe Schools Against Violence In Education  
(SAVE)

Board Approved: TBD



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*Cincinnati Central – Striving to meet children’s needs, awaken their minds, and touch their hearts.*

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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 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 a chart which will be located in each classroom as a quick reference guide for staff use during an emergency.

The Cincinnatus 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 Cincinnatus Central School's Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Cincinnatus 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 Cincinnatus Central School has developed three emergency teams as follows:

**School Safety Team** – This team meets on at least an annual basis to review the safety plan(s), 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. 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 District 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.

*Information in the following paragraphs apply only to the Building Level Emergency Response Plans.*

*The Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.*

*Full copies of the Building-level Emergency Response Plan will be supplied to both the Cortland County Sheriff's Office and New York State Police, and Cincinnatus fire department within 30 days of adoption.*

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

*Appendices referenced in this District-Wide Safety Plan are the Appendices in the confidential Building-level Emergency Response Plan.*

## Section II: Risk Reduction/Prevention and Intervention

### A. Designation of School Teams

#### **SCHOOL SAFETY TEAM**

Michael Stafford, Superintendent of Buildings and Grounds  
Greg Bilodeau, Cook Manager  
Amber Bonham-DeLarm, Secondary School Secretary  
Deborah Lilley, Head Bus Driver  
Paul Smith, OCM BOCES Safety Officer  
Todd M. Freeman, Superintendent of Schools  
Kim Symons, Elementary Principal  
David Phetteplace, Secondary Principal  
Megan Potter, RN, School Nurse  
Bridgitte Cook, Director of Pupil Personnel Services

#### **EMERGENCY RESPONSE TEAM**

<u>Department/Name</u>	<u>School Extension</u>	
Superintendent of Schools Todd Freeman	5000	(607) 863-4069
Secondary Principal David Phetteplace	5300	(607) 863-3200
Elementary Principal Kim Symons	4250	(607) 863-3200
Superintendent of Buildings and Grounds Michael Stafford	5150	(607) 863-3200
Head Bus Driver Deb Lilley		(607) 863-3866
Cook Manager Greg Bilodeau	5800	(607) 863-3200

#### **POST-INCIDENT RESPONSE TEAM**

<u>Department/Name</u>	<u>School Extension</u>	<u>Number</u>
Superintendent of Schools Todd Freeman	5000	(607) 863-4069
Secondary Principal David Phetteplace	5300	(607) 863-3200
Elementary Principal Kim Symons	4250	(607) 863-3200
Superintendent of Buildings and Grounds Michael Stafford	5150	(607) 863-3200

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Head Bus Driver		(607) 863-3866
Deb Lilley		
Cook Manager		(607) 863-3200
Greg Bilodeau	5800	
School Psychologist		
Maxine Gage and F/T Intern	3030	(607) 863-3200
School Counselors		
HS – McKenzie Lidell	5400	(607) 863-3200
MS – Christina Hegedus	5420	(607) 863-3200
ES - TBD		
Social Workers		
Cathy Aitchison	2120	(607) 863-3200
Ashley Bush	1180	
Barb Englehart (P/T)	4000	
School Nurse		
Megan Potter, RN	5610	(607) 863-3200
School Medical Clinic (FHN)		
Jeanine Dodds	5620	(607) 863-3200
Director of Pupil Personnel Services		
Bridigtte Cook	5200	(607) 863-3200
Health Teacher		
Karissa Graham	2100	(607) 863-3200
Cafeteria		
Chrissy VanWagenen	5810	(607) 863-3200

## **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.

### C. Identification of Sites of Potential Emergencies

#### Site of Vulnerability within District Limits

S & D Petroleum Mini-Mart  
NYS Route 26  
Cincinnatus, New York 13040

#### Potential Hazard

Gasoline, Diesel,  
Kerosene, LP Gas

McKee Equipment  
Telephone Rd Ext.  
Cincinnatus, New York 13040

Tires, Various Chemicals

Cincinnatus Home Center  
NYS Route 26  
Cincinnatus, New York 13040

Pesticides, Lawn  
Chemicals, LP Gas,  
and Paints

Town of Cincinnatus  
Town Highway Department  
Lower Cincinnatus Road  
Cincinnatus, New York 13040

Gasoline, Diesel Fuel

Cincinnatus Central School  
2809 Cincinnatus Road  
Cincinnatus, New York 13040

Gasoline, Diesel Fuel, LP  
Gas, Playground Equip,  
Cafeteria, and Custodial  
Room/Storage

Otselic River

Flooding

New York State Electric & Gas  
Telephone Road

Electric Explosion  
Power Outages

CCS Transportation Garage  
2747 NYS Rt. 26, Cincinnatus, NY 13040

Diesel Fuel, Gas, LP Gas,  
Waste Oil

Family Dollar, Telephone Rd. Ext.

Chemicals

Dollar General  
2717 NYS Rte 26, Cincinnatus, NY 13040

Chemicals

### 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:

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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 – Building Principals and Fire Department Officials
- 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, Kim Symons	4250 or (607) 863-3200,
Superintendent of B/G, Michael Stafford	5150 or (607) 863-3200,

## **C. Access to Floor Plans**

A district street map (appendix F) and building floor plans (appendix F) are attached to the Building-Level Emergency Response Plan. A copy of this plan shall be located in the District Office, Elementary Office, Secondary Office, Superintendent of Buildings and Grounds' Office, Transportation Office, Cafeteria Office, Nurse's Office, and in the Lock Box by the Visitors' Center. This plan shall also be sent to the

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Cincinnati Fire Departments and local law enforcement agencies - Cortland County Sheriff's Office and New York State Police

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	Parent Square

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 began;
- How many persons involved;
- What is taking place;
- Purpose or intentions of the group.

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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 C.

#### **HOSTAGE/KIDNAPPING/DANGEROUS PERSON**

First person on the scene - Identify the situation  
or

Person receiving call:

Fill out the Telephone Threat Information Sheet. (appendix H)

Try to prolong conversation as long as the 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 the call – Notify Principal/Immediate Supervisor, describe the 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 a 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.

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 the 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 the 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 F.
- Emergency Responders – appendix F.
- Telephone Threat Information Sheet – appendix H.
- This process and information is included in the Building-Level Emergency Response Plan

#### **MISSING CHILD**

First person to notice a missing child – call Attendance Aide.

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

Attendance Aide will notify the Principal confirming the missing child.

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

Principal will notify parents.

Principal will notify the appropriate agencies.

All-call will be done as a last resort.

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

Immediate notification to the Building Principal and Search Team when the 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 the Emergency Response Booklet 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 the 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 the 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 the 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

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

Principals - Upon arrival, advise the Fire Department of the situation and keep the 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 – Call 9-1-1.

Chemical inventory with MSDS - located in the Superintendent of Buildings and Grounds' Office

Fire alarm system panel

Fire extinguishers - serviced and charged

Staff trained in First Aid and CPR

### **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 pre-arranged 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, 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 the 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 pre-arranged 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 pre-assigned exit.

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 the Superintendent of the 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.

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- Emergency Telephone Number List – appendix C.

### **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 the 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 C.
- Staff trained in First Aid and/or CPR

### **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.

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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 12), 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
- Emergency Telephone Numbers - appendix C.

## **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 C.

## **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 the 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
- Emergency Telephone Number List - appendix C.

## **MEDICAL EMERGENCIES**

### General

Examples: allergic reactions, animal bites, bleeding, hits 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).

Secure the scene.

Do not move the 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 the emergency squad/ambulance outside the building to direct emergency personnel to the scene.

Notify the 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
- District "Procedures for Cleaning up Body Fluid Spills".
- Emergency Telephone Number List - appendix C

#### 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 C.

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 Buildings 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 the 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 the 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 systems and emergency lighting.

#### RESOURCES

- NYSEG (1-800-572-1131)
- Emergency Telephone Number List - appendix C
- 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 the source of spill if possible.

Superintendent of Buildings and Grounds - Evaluate the problem insofar as possible and stop the 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 the 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 C.
- Department of Environmental Conservation (607-753-3095)
- Cortland County Department of Transportation (607-756-7072)
- Cortland Highway Department (607-753-9377)

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## **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/Continuity of Operations shall be followed as indicated on page 8.

## **SCHOOL BUS BREAKDOWN/ACCIDENT**

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

Head Bus Driver:

Notify Superintendent

Dispatch another vehicle to the scene - Head Bus Driver or Mechanic - take one bus to the accident site to remove students from the 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 C.

### **F. Evacuation Procedures**

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

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 the situation warrants otherwise. Alternate dismissal procedures and/or loading areas will be selected by the Superintendent of Schools or designee, as the emergency dictates.

The 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 G)

Under certain circumstances students may be temporarily transported to off-site emergency sheltering.

### **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.

## **LOCKDOWN**

A lockdown procedure is called when leaving the facility or walking through the building would endanger the health of employees and students. In the event that a lockdown is needed:

The Superintendent will notify all faculty and staff either by written notice or by public announcement, including the bus garage, and will call 911.

Upon notification of emergency, all students and staff will be instructed to remain in their respective classrooms or work areas. Students going to a different location in the building are to go to the nearest occupied room.

Close and lock all doors.

Staff/students will remain in lockdown status until the law enforcement or school personnel unlock your door.

Parents will be notified by Parent Square, local radio and TV stations as time permits.

## **SHELTERING/HOLD IN PLACE PROCEDURE**

A Sheltering/Hold 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.

In the event the Superintendent of Schools advises the Principal to have students/staff hold in place, the following procedures will commence:

The Principal will apprise the teaching staff, the school nurse, the custodial staff, and the cafeteria staff.

Upon notification/occurrence of an emergency situation or execution of a drill, the Principal shall instruct students and staff to report to designated shelter areas or to remain in classrooms as appropriate. Upon such notification, all students and staff will be directed to the designated shelter areas: UPK-4 to the Wilbur Auditorium, 5-12 to the large gymnasium.

The Superintendent or his/her designee will assign selected staff members and the custodian(s) to secure the building. If emergency dictates, windows will be closed and the ventilation system shut down and closed.

If such a procedure necessitates remaining in school after regular school hours, public notification from the Superintendent will follow immediately. The Superintendent of Schools will notify the Head Bus Driver.

Non-assigned instructional staff will report to the Principal for specific instructions.

The Food Service Manager will be notified as to possible needs for feeding the students and staff.

The Superintendent will, if appropriate, contact the outside emergency resources and provide media notification.

An inventory of building and district resources for emergency purposes will be maintained by the Superintendent of Schools.

Students/staff will remain inside the building until the Superintendent of Schools advises the Principal to take further action.

## **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.

### **First Step**

The Director of Facilities will activate the fire alarm (except in the event of a BOMB THREAT OR GAS LEAK - use public address system) if not already done. Battery backup will provide power to activate fire alarms and provide emergency lighting in the event of a power failure. Normal evacuation procedures, as posted in each room, will commence unless otherwise directed by the Superintendent.

The Principal or designee will inform the Superintendent of the situation causing the evacuation. Principals will make arrangements for a learning environment to occur while in the temporary location.

When alerted, the classroom teachers will lead the students out of the building to the appropriate location as directed by the Principal or designee as the emergency dictates. Normal evacuation routes that are posted in each room will be used unless the emergency prevents the use of exits and/or corridors.

Special area teachers and non-instructional employees will help whenever needed to chaperone or supervise students.

Teachers should bring emergency packets with them.

The Principal will designate someone to bring a list of all students with names, addresses and phone numbers.

The Director of Facilities and Principal will secure the building and check to ensure that everyone is evacuated.

If students need to be evacuated to a remote school/location, the Head Bus Driver will be notified to send buses to the selected loading area for evacuation purposes. Faculty and staff will supervise the orderly boarding of students, elementary children first, followed by the middle school with the high school last, as directed by the Emergency Response Team.

When the students are transported home or to another school, the Superintendent will notify parents using the news media.

### Second Step

All teachers, staff and children will remain at their temporary locations until further notice.

Students should be supervised to ensure calm and quiet.

Teachers must take attendance and notify the Principal if a student is not present.

If students go to another location, teachers and students should proceed with as normal a schedule as possible.

### Third Step

Principal awaits further directions from the Superintendent of Schools.

A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The principal (with associated Student Data Information) will verify release records of students being signed out.

## **NO STUDENTS IN ATTENDANCE EMERGENCY EVACUATION PLAN**

Purpose: This correspondence will be given to all employees normally working in the facility. This notice only applies to the times when students are NOT in attendance. This procedure outlines what to do in case of fire, emergency, evacuation, and conference considerations.

### In Case of Fire

Activate the fire alarm pull station. This will automatically alert the Fire Department to respond. Employees should review the location of these devices. They are normally next to all exits leading to the exterior of the building.

Evacuate the building.

Do not attempt to extinguish the fire unless you are qualified to do so.

### Evacuation (fire or any emergency requiring evacuation)

Leave immediately using the safest, most accessible exit. If possible, close all windows and doors.

Upon exiting the building assemble in the storage facility (former bus garage).

Attendance - The Superintendent or designee will account for all persons within the building.

Missing Persons - Names and last known location of these individuals will be communicated to the Fire Chief immediately upon his arrival.

Re-entry to the facility is prohibited until the all clear has been issued by the fire official in charge.

### 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.

### **OFF-SITE EMERGENCY SHELTERING PLAN**

Students will be transported (when possible) to locations as specified depending on circumstances. Off-site sheltering location keys, located in the District Office, shall be picked up by the District Clerk who will hand keys to principals for designated locations. The Superintendent will notify off-site location supervisors.

Release records need to be kept during release to parents. Parent/Guardian sign-out is required before releasing students. The parent must sign the student out. The principal (with associated Student Data Information) will verify release records of students being signed out.

The Superintendent will notify principals and supervisors with regards to further directions.

Off-site sheltering agreements letters/Memoranda of Understanding – appendix D.

All visitors will go with the class/personnel they are with.

### **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**

#### PERSONNEL RESOURCES

School Psychologist (Maxine Gage/FT Intern)	3030	(607) 863-3200
School Counselors		
HS – McKenzie Lidell	5400	(607) 863-3200
MS – Christina Hegedus	5420	(607) 863-3200
ES - TBD		
Social Worker		
Cathy Aitchison	2120	(607) 863-3200
Ashley Bush	1180	(607) 863-3200

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Barb Engelhart (PT)	4000	
Cook Manager Gregory Bilodeau	5800	(607) 863-3200
Food Service Manager Chrissy VanWagenen	5810	(607) 863-3200
Head Bus Driver Deb Lilley		(607) 863-3866
Cincinnati Emergency Squad Melissa Rice		(607) 745-6224
School Nurse Megan Potter	5610	(607) 863-3200
School Medical Clinic (FHN) Jeanine Dodds	5620	(607) 863-3200
Cortland County Sheriff State Police	911 or 911 or	(607) 753-3311 (607) 756-5604
Cortland Fire Control	911 or	(607) 753-5065
Cincinnati Fire Chief Jeff Peck	911 or	(607) 745-2213

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

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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 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 recurrence if probable
- Review of building security if applicable