



2017/2018

**District Wide
School Emergency Plan**

Adopted 07/06/2017

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Hauppauge Union Free School District School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a district wide School Safety Team and charged it with the development and maintenance of the district wide school safety plan.

Identification of School Teams

The Hauppauge Union Free School District has appointed a district wide school safety team consisting of, but not limited to, representatives of the Board of Education, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are identified in Appendix A.

Concept of Operations

The district wide school safety plan will serve as a guide for the establishment of building-level emergency response plans. All protocols in building-level plans will be consistent with the district wide plan.

Both the district wide and building-level plans will be developed and implemented with the assistance of local first responders. A copy of the district wide and building-level plans will be given to the Suffolk County Police Department, Fourth Precinct, Hauppauge Fire Department and the Smithtown Fire Department.

All plans and procedures contained within the district wide and building-level plans will be consistent with the Incident Command System (ICS) and National Incident Management System (NIMS).

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school building will be the School Emergency Response Team. The Incident Commander will notify the Superintendent of Schools or his/her designee as soon as practically possible. Local emergency officials will also be notified, when appropriate. Appendix B contains a list of local emergency officials.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adaptation. The district wide plan may be adopted by the Board of Education only after at least one public hearing that

provides for the participation of school personnel, parents, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the district wide school safety plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

The plan will be reviewed periodically during the year and will be maintained by the district wide school safety team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the school security office.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

Training for students and staff shall be provided in order to maintain a safe and secure environment. At a minimum, training will include the following:

a) Staff

- (1) Right to Know
- (2) Blood Borne Pathogen
- (3) Violence Prevention
- (4) Knowledge of District Wide and Building-level School Safety Plans
- (5) Knowledge of Board Policies related to safety and security
- (6) Code of Conduct/Dignity for All Students Act
- (7) CPR/AED Training

b) Students/Staff

- (1) Review of Student Handbook and Code of Conduct
- (2) Fire Drill and Evacuation Drill Procedures
- (3) Non-violent Conflict and Peer Mediation

Drills and Exercises

Building level drills listed below will be conducted on an ongoing basis. Conducting drills constitutes training for students and staff. Plans will be reviewed, modified and implemented by the building principal in consultation with the building-level safety team.

- (1) Fire Drills – 12 annually, will include blocked exits and a minimum of 2 must be conducted during lunch time
- (2) Shelter in Place Drills - 2 annually (fall and spring)
- (3) Evening/After School Drills

- (4) Go Home Early Drills - 1 annually
- (5) Extended Evacuation Drills - 2 annually (fall and spring)

Drills/training will be conducted in conjunction with the Suffolk County Police Department, Hauppauge Fire Department, Smithtown Fire Department, Smithtown Public Safety, Islip Public Safety, Suffolk Fire Rescue and Emergency Services.

The building-level incident commander will record activities at all drills and submit to the appropriate district officials, as required.

Hazard Identification

The district has reviewed all areas of the district for potential hazards that may impact the operation of the school district. See Appendix B.

SECTION III: RESPONSE

The district wide and building-level crisis response teams will be organized based upon the Incident Command System. The district wide Incident Coordinator will always be the Superintendent of Schools and the building-level Incident Coordinator will always be the Principal. A back-up must be identified in the event of the absence or incapacitation of either individual. Below please find a description of each role identified in the Incident Command System.

Incident Coordinator

- Assume command.
- Classify level of threat by matching situation facts to threat criteria.
- Take protective action to stabilize the scene.
- Select and establish an appropriate command post.
- Activate appropriate Incident Command System (ICS) functions.
- Establish a unified command structure with responding agencies, if necessary.
- Conduct initial briefing of the Crisis Response Team (CRT).
- Set specific objectives and direct that incident action plans be developed.
- Brief all command post personnel on incident action plans.
- Continually review and update incident action plans with the CRT.
- Approve all incident information released to the news media.
- Set objectives and approve plans for returning to normal operations.

Operations

- Supervise and direct the activities of all personnel assigned to the Operations section.

- Participate in planning sessions, concentrating on tactical objectives and operational strategies.
- Select or recommend perimeter assignments, staging area locations and resource requirements/availability to the Incident Commander.
- Advise the Incident Commander of the readiness for tactical deployment of resources.
- Issue operational orders to implement directives of the Incident Commander.
- Supervise and direct tactical operations, utilizing available resources as required.
- Make expedient changes to incident action plans based on field developments (with the concurrence of the Incident Commander).
- Provide the Incident Commander with frequent incident status updates.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Logistics

- Supervise and direct the activities of all personnel assigned to the Logistics section.
- Participate in planning sessions, concentrating on obtaining required resources and advising on their availability.
- Provide, maintain and control selected equipment, supplies, facilities and services required by the Operations section.
- Establish and maintain communications.
- Stage resources so that they are readily available.
- Coordinate and process requests for additional resources.
- Assign security for command post, staging areas and other sensitive areas as required.
- Maintain a visible chart of resources requested and advise the Incident Commander and Operations when resources are available for deployment.
- Direct that meals and refreshments be provided as needed for all incident personnel.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Liaison

- Identify representatives from and maintain contact with each responding agency, including communication links and locations of all assisting personnel.
- Handle requests from command post personnel for inter-organizational contacts.
- Monitor operations to identify current/potential inter-organizational contacts.
- Monitor operations to identify current/potential inter-organizational problems.
- Provide information to appropriate governmental agencies.
- Maintain an activity log.

Safety

- Participate in planning sessions, concentrating on issues of safety for both those caught up in the incident and those responding to it.

- Monitor operational activities to assess potential danger and unsafe conditions.
- Correct unsafe acts or conditions through regular lines of authority when possible.
- Invoke EMERGENCY AUTHORITY to immediately correct unsafe acts when time is of the essence.
- Monitor stress levels of personnel involved in the response.

Planning and Intelligence

- Provide briefing on incident size and scope to all personnel.
- Deploy and supervise personnel as needed to gather and assess intelligence information.
- Participate in planning sessions, concentrating on obtaining the information needed for decision making.
- Prepare estimates of incident escalation or de-escalation.
- Report to Safety any condition observed which may cause danger or be a safety hazard to personnel.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Administration/Finance

- Participate in planning sessions, concentrating on financial and cost analysis issues.
- Assist Logistics with procurement of equipment, supplies and other resources needed for incident resolution.
- Ensure that all personnel time records are maintained.
- Prepare incident-related cost analysis as required by the Incident Commander.
- Respond to and evaluate incident-related compensation claim requests.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Public Information

- Establish a media information center.
- Obtain copies of all media release and post them in the command post for review.
- Prepare information summary on media coverage for command post personnel.
- Obtain approval from the Incident Commander for release of information to the news media.
- Provide press briefings and news releases as appropriate.
- Arrange for meetings between news media and incident personnel as directed by the Incident Commander.
- Provide escort service for the media and other officials as necessary.
- Maintain a log of all activities.
- PTA President/Vice President will be notified by the Superintendent as to the status of district/building level crisis. The Superintendent will also provide PTA leadership with specific direction and details.

Incident Log/Scribe

- Maintain a command post journal, including minutes from command post briefings.
- Periodically distribute “situation reports’ to command post personnel.
- Refer pertinent information to Public Information.
- Maintain and display an updated map of the incident location.
- Post incident, collect and compile reports from all parties.

Notification Procedures

As appropriate, the following constituencies will be notified of an emergency or violent incident.

- Superintendent of Schools
- Board of Education
- PTA
- Parents
- Staff
- Outside emergency agencies
- District wide and other building-level crisis response teams
- Others as required

Notification will be made utilizing the following means of communication.

- District phone system – voice/text from student management system
- Redundant Dialer (or back-up phone chains)
- Website/email -blast/Facebook/social media
- Media

Internal/External Communications Systems

- Internal phone system
- PA System
- Audible Alarm System (fire and security)
- Building portable radios for internal communication
- Building radio for access to Buildings & Grounds and Security frequencies.
- District-wide radio base stations for Maintenance, Security, Transportation (District), and Transportation (Contract).

Vital Information

Each building will contain crisis kits, which must be updated at least twice each year.

KNOX Box

(Knox Box is mounted on the building exterior. Police and Fire have access to the box.)

The kit will contain the following:

- School maps
- School phone list
- School utility information
- Staff rosters
- Student rosters
- Building keys
- High School/Middle School locker assignment list with pass keys
- Teacher assignment list
- Building telephone for access to building phones
- Data port for access to computer network

Grey Box

(One box will be located in the principal's office. Second kit is located in nurse's office or other alternate location.)

The kit will contain the following:

- Master keys
- Blank name tags
- A school floor plan
- A classroom telephone directory
- A listing of locations of the shut-off mechanisms for the fire alarm, water electricity and HVAC
- Notebooks
- Pens, markers
- A complete student roster
- Bell schedule/Bus schedule
- Most recent yearbook available (Secondary only) Elementary Schools – use CD Rom of student pictures
- Daily attendance list (Will be obtained online @ secondary schools; elementary schools will provide on day of incident)
- Locker maps, locker assignment charts and locker master key (high school/middle school)
- Staff roster (from Personnel Office) with home phone numbers

Daily Prevention Measures

- Each teacher/staff member who occupies a room or area must scan room or area upon first entering.
- Classroom doors are to remain in the locked position. This will allow doors to be rapidly closed and secured in the event of an emergency.
- Principal/Administrator should be notified immediately if anything looks suspicious.
- When leaving room vacant, staff should lock and close door.
- After classes begin, all entrances will be locked, except those monitored or where access is controlled.
- All visitors must report to main office to obtain visitor's pass.
- All visitor passes must be returned to main office at end of visit.

Prevention and Intervention Strategies

A.

1. The district will take a proactive stance to provide strategies to identify respond and react to implied or actual situations that affect the health and safety of the school community.
2. Staff shall be trained to comply with Project SAVE legislation in the areas of violence prevention, recognition and resolution. Staff training will be evaluated and provided on an ongoing basis.
3. Non-violent conflict resolution programs.
 - a) Programs will be reviewed on an annual basis on the elementary and secondary levels and implemented to serve the school community.
4. Natural Helpers Program (HS).
 - a) The Natural Helpers Program at the high school level will be reviewed on an annual basis.
5. Guidance Program
 - a) The elementary and middle school guidance support program will be reviewed on an annual basis.
6. Youth & Community Alliance School-Based Prevention Programs.

The Youth and Community Alliance goals are to:

- A. Continue Wellness Week
 - Include Physical Education
 - Invite recognized speakers to talk about ways to prevent alcohol and drug abuse
- B. Continue the 5th grade orientation program
 - Responses say orientation was helpful
- C. Establish Pre-Prom Meeting
 - Promote drug and alcohol awareness
- D. Continue the “Kids Talk” Program
 - Provide a forum for dialogue/chat room type atmosphere. Article in the newspaper where students voice their opinion about different subjects (school newspaper, *Horizons*)
- E. Develop methods of assessment/evaluation of committee work/student behaviors
 - Reaffirm surveys, find alternate methods of surveying students, teachers and parents

7. Outside agencies.

- a) The district maintains a listing of outside agencies from Towns of Islip and Smithtown in addition to contracting for shared services through BOCES. The listing will be available through the School Guidance, SAS and PPS offices for students, staff and parents.
- b) Hauppauge School District Youth Services Guide.

B. Policies and procedures for contacting law enforcement officials in the event of a violent incident.

1. The district maintains equipment and facilities for the contact of police and emergency service agencies. In addition, many staff members maintain personal cell phones that would be available for emergency communications.
2. District equipment for emergency contact include:
 - a) District-wide phone system and public address systems.
 - (1) The district has in place a comprehensive phone system that allows for emergency communications from the majority of areas of all school buildings.
 - (2) An emergency phone will be placed in a Knox Box, which will be attached to the outside of each building, which allows for secured communications and PA system access.
 - (3) The PA system allows broadcasting of messages from authorized phones to all building PA systems.
 - (4) Each building has two emergency 911 phones in emergency kits.
 - (5) Each building has an emergency phone at the exterior of the building. Calls are routed to the district answering service for dispatch of security and emergency service agencies.
 - (6) As required by code, each building has at least one public pay phone that the public has access to for emergency calls.

C. Procedures for contact of government agencies for advice, assistance and resources

The district maintains a list of contacts for Town , County , State and Federal agencies that may render advice or assistance in an emergency.

- Town of Smithtown – district is part of emergency plan
- Town of Islip – district is part of the emergency plan
- Suffolk County – district is part of emergency plan
- American Red Cross has pre positioned a hurricane trailer – shelter supplies and set Hauppauge High School as a primary community shelter.

D. Threat Assessment is an ongoing practice. All threats regardless of source will be

evaluated. These may include but not limited to: spoken threats, notes, graffiti, rumor and social media postings.

When needed, our emergency service partners will be consulted for recommendations And when needed intervention. Suffolk County Police will be asked to complete a School incident report to record any findings.

SECTION IV: SITUATION RESPONSE

LOCKDOWN

In certain critical situations, it may be determined that a threat exists inside the building and staff, students and visitors must take shelter. Under such circumstances, the building will be secured by using the Lockdown Plan. No plan can account for 100% of the incidents that a school will face. The most important item to remember is to react quickly and contact our emergency service providers for immediate assistance will ensuring the safety of building occupants

The Superintendent, or designee (district level) and/or building principal (building level) will give the order to go to Lockdown.

A clear message of: A LOCKDOWN HAS BEEN IMPLEMENTED will be broadcast over the PA system. No coded message will be used.

**CALL 911 TO INFORM THE POLICE OF A LOCKDOWN SITUATION.
PLEASE BE PREPARED TO NOTIFY THE POLICE OF THE SITUATION.
THE CALLER WILL MOST LIKELY BE TOLD TO STAY ON THE LINE.**

Lockdown Procedures

1. Announce via PA system, “A LOCKDOWN HAS BEEN IMPLEMENTED”.
2. **Call 911 – multiple calls OK – be prepared to give information about the incident i.e. street, location, room, type of incident.**
3. Close and lock all interior doors. (Interior doors should always be in the locked position. Under normal conditions, the doors may remain open to the hallway but should still be in the locked position.)

4. All staff and students outside the building will move to a safe area outside of the building. These safe areas will be designated by the building principal and communicated to the staff at the beginning of the school year.
5. Close and lock all windows
6. Close window blinds and move away from windows, if possible.
7. Move to an area out of view of the door window. Use tables and other furniture as shields.
 - 1) Keep occupants as quiet as possible.
 - 2) Maintain radio silence if you have a school radio – turn radio volume down just so you can hear it.
 - 3) Turn cell phone ringers off – do not make voice calls
 - 4) Staff if you have a cell phone – send an email to xxxxxx@HAUPPAUGE.K12.NY.US
Send a short message – ie: BW/RM12/2adults/22students
8. Remain calm and await instructions from the Building Administrator and/or police. Do not leave the room unless instructed to do so by building administration or police. **DO NOT SELF-EVACUATE THE BUILDING.**
9. Should the building FIRE ALARM sound during a lock down, **DO NOT EVACUATE.** The alarm may be a ploy to draw occupants to a danger zone.
10. Because it may not be possible to determine the full extent of a threat from outside the building, once the building is secure, no one will be permitted to enter or leave the building.
11. Classes or individuals outside at the time of a lockdown must not re-enter building and will need to secure offsite shelter.
12. Disregard PA announcements to leave rooms. Leave only when Police and School officials direct that the room should be evacuated. Disregard PA announcements that building is safe. **Rooms need to be cleared and released by police and school officials. Police WILL NOT clear building via PA system.**

LOCKOUT

In certain situations, it may be determined that the safest place for staff, students and visitors is inside the building because a potential threat exists outside the building. Under such circumstances, the building will be secured by using the Lockout Plan.

The lockout procedure allows the school to continue with the normal school day but curtails outside activity and allows no unauthorized personnel into the building. Most commonly, a lockout is used when the threat is general or the incident is occurring outside school building.

The Superintendent, or designee (district level) and/or building principal (building level) will give the order to go to Lockout.

A clear message of: A LOCKOUT HAS BEEN IMPLEMENTED will be broadcast over the PA system. No coded message will be used.

**CALL 911 TO INFORM THE POLICE OF A LOCKOUT SITUATION.
PLEASE BE PREPARED TO NOTIFY THE POLICE OF THE SITUATION.**

Lockout Procedures

1. Announce “A LOCKOUT HAS BEEN IMPLEMENTED”.
2. **Call 911**
3. Activate the building’s emergency plan and implement the incident command system in accordance with safety plan instructions.
4. Have students who are outside immediately return to the school building.
5. Administrators/Custodians/Assigned Staff – lock and secure all exterior doors and entrances.
6. Monitor main entrance and allow only AUTHORIZED personnel into building.
7. If necessary, consider using “barricades” to close off school driveways and parking lots.
8. If necessary, consider a modified release of students.
9. Many times a lock out will be instituted from a report from the police or viable police activity in the area or report of potential or future immediate issue at school, i.e., irate parent; report of a custody issue with possible

parental kidnap. Environmental issue may also result in a lockout (Hazardous material spill, Natural gas leak, etc).

ALTERNATE EVACUATION PLANS

The Evacuation Plan requires that a building's inhabitants get out and go somewhere safe.

1. Upon hearing the evacuation signal on the Audible Alarm System or being notified by telephone or intercom, staff and students are to immediately leave their building according to the Fire Exit Plan posted near each door, and/or according to the directions of designated Floor Wardens.
2. Staff and students are to walk to the right of the corridor in a single file with minimum talking.
3. Students are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building.
4. If evacuation is to be extended see SHELTER PLAN.
 - (a) When possible, regular pickup zones for emergency dismissal will be used.
 - (b) If an emergency evacuation is ordered, students and staff will be transported to the designated district shelter or alternate shelter established by the police or fire department.
 - (c) Where situations prevent student and staff pickups from the standard areas, alternate offsite areas are listed. Any offsite pickup zones will be coordinated with police and fire officials on the scene.

Suggested alternate offsite pickup zones :for students and staff members. All emergency offsite pickup zones will be coordinated with emergency service staff on site.

- (i) High School:
Lincoln Blvd.
Route 454
Route 111
- (ii) Middle School:
Park Avenue – High School or Alternate High School Zones
- (iii) Bretton Woods:
Across LIPA right-of-way to Grissom
- (iv) Forest Brook:
Path to Larch Lane
Path to Forest
- (v) Pines:
Best Learning Center– Route 454

(vi) Whiporwil School:

Out through Town House Village Complex

Shelter sites have been designated for both the short term and community use.

(a) Classroom shelter in place.

Short term until crisis is resolved or it is safe to move students and staff.

(b) Public (community) shelter plan in place.

BOE Policy 1500

District Emergency Shelter

The district has designated the High School as the community shelter and has a shelter plan in place with the Red Cross.

Transport to district shelter / reunification center

(i) Primary High School shelter

(ii) Secondary Middle School

EVACUATION FOR NON-AMBULATORY DISABLED INDIVIDUALS

Building principals are responsible for developing building-level plans for the safe movement and evacuation of non-ambulatory/disabled individuals. Plans will be ongoing and practiced as part of the regular drill cycle: Fire/Lockout/Lockdown /Evacuation.

In buildings with multiple floors that do not exit to ground level, AREAS OF RESCUE ASSISTANCE have been established.

Building	Rescue Area	Communication
High School	3 rd Floor Stairwell 06	Two-way rescue intercom
Middle School	2 nd Floor New A Wing	Two-way rescue intercom
Pines	2 nd Floor LMC/ Room 216 Stairwell	Two-way rescue intercom

Local emergency responders have been advised of the Areas of Rescue Assistance.

The building principal (incident commander) will ensure communication and check status of those assigned to the areas of rescue assistance in the event of an emergency.

Local emergency service providers will be asked to participate in emergency drills concerning those in the Areas of Rescue Assistance on an annual basis.

SHELTER PLAN

The Shelter Plan, or stay where you are, is a decision when the situation is safer inside than outside.

A. TAKE COVER

1. In the event of imminent danger due to natural or man-made disasters, facility will be notified by phone or intercom. Staff and students will be notified to “Take Cover”.
2. Staff and students will move to the main corridor outside the classroom. Classroom doors are to be closed. Move away from windows in case of glass breakage.
3. Students will sit on the floor with their backs to the wall, quietly.

B. IN BUILDING SHELTER (SAFE AREAS)

1. Upon being notified by audible alarm, telephone or intercom, staff and students are to immediately leave their current location according to the directions of the designated district administrator.
2. Staff should lead students to the designated shelter area as noted in this document.

C. OFF CAMPUS SHELTER

1. This plan is to be used when it becomes necessary to move students and staff off campus completely and immediately.
2. In many instances, off-site shelters will be determined by police or fire officials with little or no notice.
3. The building principal or incident commander must keep the Superintendent of Schools informed.
4. Based upon a non-coded email to PA announcement. Building occupants will be instructed how the evacuation will be conducted.
5. The gray boxes must be taken during the relocation.
6. Primary shelter High School. Alternate shelter is Middle School*.
7. Offsite shelters will be coordinated with on-site with Emergency Service Partners.

*Additional Off Campus Housing is available through the American Red Cross Program.

GO HOME EARLY PLAN

1. The Go Home Plan meets the need to return students to their homes and family as rapidly as possible Due to weather conditions, building service failure, etc.
2. Students are to remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible.
3. Teachers and Administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
4. Staff is to remain until dismissed by an Administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators are responsible for a final building check before leaving and locking doors.
5. For some districts, this procedure may result in delays of up to three hours before students reach their homes. Therefore it might become necessary to revise the “Go Home Plan” to a “Shelter Plan”. In this event, the “Shelter Plan” procedures should be followed.
6. At least one district staff member will remain in the building until a report is received all children have been dropped off
7. Dismissal order will be reviewed annually as part of the Emergency Closing Procedures and updated as required.

ARMED INTRUDER/ACTIVE SHOOTER/HOSTAGE TAKER

SEQUENTIAL RESPONSE ACTIONS

1. Identify Intruder. Verification should be made that there is indeed an intruder in the building, on the grounds, or if a real threat exists. Always assume an intruder is armed and dangerous.
2. Notify Building Occupants – PA Announcement:
3. Notify local law enforcement agencies by telephone at 911 and follow their instructions. Do not attempt to overtake the assailant. Use time to de-escalate situation.
4. Under the direction of an Administrator, notify all building occupants using the public address system via Plain language message.
5. A lock down of all rooms, assembly halls and entrances should take place immediately.
6. Isolate the area of the incident from all staff and students. Do not allow anyone to enter the area without the advice of law enforcement agencies. If possible, leave an exit route for the intruder to leave.
7. Based on advice from law enforcement officials, consider implementing the following response actions:
 - a. Isolate the area of the building involved; Develop class changes; Evacuate staff and students from uninvolved areas; Notify parent(s) and /or spouse(s) of victim(s); Implement Go Home Guidelines;
 - b. Direct media to media liaison; Set up a receiving area (isolated) for family members of victims;
 - c. Set up a receiving areas for members of the media
 - d. When school district administrator(s) and/or local law enforcement give “all clear”, direct staff to conduct accountability check. When accountability check is complete, staff and students may resume normal operations.

EXPLOSION

SEQUENTIAL RESPONSE ACTIONS:

1. Upon the occurrence of an explosion in a facility notify the local fire and emergency services at **911**.
2. Initiate Evacuation Plan via PA.
3. Notify the following individuals designated in this document:
 - a. Assistant Principal/Coordinator
 - b. Principal/Administrator
 - c. Clerical
 - d. Custodial
 - e. Support Staff
 - f. District Central Administration
4. Initiate accountability procedure to determine if any staff, students, or visitors are injured or missing. Do not allow students to leave until all accounted for. Work with EMS to establish triage area.
5. Upon their arrival, advise the fire department of the situation. Assist the fire department incident command with activities related to the incident, such as accountability of building occupants, building plans (maps with building layout), locations of utilities shut down, etc.
6. Resume, curtail or cease building operation, as advised by fire department officials. Notify staff, students and parents.

FIRE EMERGENCY

SEQUENTIAL RESPONSE ACTIONS:

1. Upon the discovery of smoke or fire in a facility, sound the building fire alarm immediately. Building Alarm may also activate due to pull station activation, smoke, heat, co activation
2. Begin evacuation of facility in accordance with established emergency evacuation plans. Close classroom doors behind you. Do not prop hallway smoke doors in an open position.
3. Notify the local fire and emergency services at **911**.
4. Initiate accountability procedure to determine if any staff, students, or visitors are injured or missing.
5. Do not allow students to leave until all accounted for.
6. Upon their arrival, advise the fire department of the situation. Assist the fire department incident command with activities related to the incident, such as accountability of building occupants, building plans (maps with building layout), locations of utilities shut down, etc. Work with EMS to establish triage area.
7. Resume, curtail or cease building operation, as advised by fire department officials. Notify staff, students and parents.
8. If false alarm, investigate to identify the individual(s) who activated the alarm system.

HAZARDOUS MATERIALS SPILL

SEQUENTIAL RESPONSE ACTIONS:

1. Upon discovery or detection of any spill of a hazardous material, petroleum or chemical product, notify the following individuals designated in this document:
 - a. Assistant Principal/Coordinator
 - b. Principal/Administrator
 - c. Clerical
 - d. Custodial
 - e. Support Staff
 - f. District Central Administration
2. If material is known, determine quantity and obtain Material Safety Data Sheets (MSDS). Notify Fire Department, Police Department and Chemtrec, as necessary.
3. Administrators and Fire Department Official will evaluate the problem.
 - a. If trained and adequately protected with safety equipment, determine cause.
 - b. If trained and adequately protected with special equipment, mitigate the situation.
 - c. Notify New York State DEC spill hotline at 1-800-457-7362, if appropriate.
4. Based on the advice of the fire department, curtail or cease building operations, as appropriate. In the event of "Shelter" recommendation, close off all outside air intakes and curtail all outside activities.
5. After consulting with fire and environmental officials, resume normal operations or initiate off-campus shelter or "Go Home" plan. If evacuating, notify staff and students to evacuate using the fire evacuation pre-plan. Insure that evacuation route does not go through the spill area. Re-route evacuee's away from spill area. Do not evacuate downwind - go crosswind.

SCHOOL BUS ACCIDENT

SEQUENTIAL RESPONSE ACTIONS:

1. Upon receipt of notification of a school bus accident, the following information should be gathered from the caller:
 - a) Location of the incident? – street/cross street
 - b) Number of injured persons, if any?*
 - c) Has Emergency Services been called?*
 - d) Have Local Police been notified?
 - e) Are victims being transported to hospital? If yes, which hospital(s)?
2. **Call 911 if call has not been made.**
3. Notify the following individuals designated in this document:
 - a) Assistant Principal/Coordinator
 - b) Principal/Administrator
 - c) Clerical
 - d) Custodial
 - e) Support Staff
 - f) District Central Administration
4. At the Principal/Administrator's discretion, a school district representative will be sent to assist at the On-Scene Incident Command Post. Obtain list of students from transportation office.
5. Monitor the situation through Fire and Law Enforcement officials or the School District Representative on scene and gather accurate information regarding the number and names of injured students/staff and the hospital(s) they will be transported to. Help compile required PD/DMV reports.
6. At the Superintendent's discretion, notify the parents/legal guardian or spouse(s) of the injured as soon as possible. Do not let parents go to scene of accident. Notify the media liaison.
7. Maintain communication with Emergency Services and hospital for current status of accident scene and patient condition.
8. If directed to do so, activate the critical incident counseling team.
9. When the incident is terminated by emergency services and local law enforcement agencies, resume normal operations. Provide alternate transportation, if necessary.
10. Determine if a replacement bus is needed to complete route.
11. Student release from the scene.

CRIME SCENE PRESERVATION

In the event of a crime on school property, every effort must be made to secure the crime scene until the police arrive.

Take Pro-active steps to secure the area.

1. Close and lock door(s) if needed.
2. If individuals or witnesses are involved, have them stand by until police arrive.
3. Prevent unauthorized access until police arrive and conduct investigation.
4. Crime scene area may be entered after police have released the area back to the school.

Clearly document in the incident report all details. If police remove any evidence, a general receipt should be generated along with the central compliant report and attached to your report.

CHAIN OF CUSTODY

In the event of confiscated or recovered property, it is important to maintain an unbroken chain of custody.

In simple terms:

- School staff recovers or confiscates an item(s) found or taken from someone.
- Staff member will assure the safe keeping of the object.
- If the object is a weapon or controlled substance, item(s) will be secured in a restricted area.
- Items(s) will be turned over to the police as soon as possible.
- Upon arrival of the police, item(s) will be surrendered. Police will issue a central complaint number and a general receipt for the surrendered item(s).
- If police do not remove confiscated property, district will return or dispose of the property.

BOMB THREAT

SEQUENTIAL RESPONSE ACTIONS:

- The Principal/Administrator or designee should notify local law enforcement agencies by land line telephone at **911**.
- Upon receipt of a bomb threat by telephone, initiate Response Form. Listen for identifying speech characteristics; male or female; young or old, etc. Fill out the response form as completely as possible.
- Notify the following individuals designated in this document:
 - Assistant Principal/Coordinator
 - Principal/Administrator
 - Clerical
 - Custodial
 - Support Staff
 - District Central Administration
- Under the direction of an administrator listed in item 3, notify all building occupants using the appropriate plain language message over the public address system. Do not activate the fire alarm. Do not use cellular phones or radios.
- Classroom doors are left open during a bomb threat.
- The Building Principal/Administrator will direct all staff, pupils and visitors to evacuate via searched routes or shelter in a safe area, or hold in place. Maintain silence and wait for further instructions.
- Remove building occupants away from vehicles, dumpsters and trash cans in the event of a secondary device.
- Volunteers should perform search of their area as required and recommended by police.
- When “all clear” is given by the designee and the local law enforcement agency, instruct the staff and students to report back to their classrooms to conduct an accountability check.

Place By Clerical Phones – For Use In The Event Of A Bomb Threat

Bomb Threat Response Form

Person receiving call: *Don't hang up!*
Be Alert! Get Specifics! Be Responsive!
Keep the call going.

Exact time of call: _____

Exact words of caller: _____

Dial *69 after call is over: # _____

QUESTIONS TO ASK

When is bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

CALLER'S VOICE (circle)

- | | |
|----------|-----------|
| Accent | Crying |
| Squeaky | Angry |
| Sincere | Stressed |
| Loud | Slow |
| Excited | Nasal |
| Giggling | Deep |
| Broken | Stutter |
| Slurred | Normal |
| Lisp | Disguised |
| Calm | Rapid |

If voice is familiar, whom did
 It sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number call received at:

Date:

Report call immediately to:

BACKGROUND SOUNDS (circle)

- | | |
|-------------------|---------|
| Airplanes | Trains |
| Office/Machinery | Voice |
| Street Traffic | Animals |
| Factory/Machinery | Music |
| Quiet | |

THREAT LANGUAGE (circle)

- | | |
|------------------------------|------------|
| Foul | Irrational |
| Incoherent | Taped |
| Well spoken (educated) | |
| Message read by threat maker | |

Remarks: _____

Date: _____

Name: _____

Position: _____

Phone Number: _____

Pre-Clearance and Security Screening in Lieu of Evacuation:

This option may only be implemented prior to the receipt of an actual bomb threat. This option is appropriate when a school reasonably anticipates the receipt of a bomb threat or if there is a particular concern over the possibility of a bomb threat. An example of this may be during the administration of Regents examinations or during other school-wide events, such as dances, homecoming events, etc. This option may not be reasonable during other times. If the school administrator chooses to enact the prudent procedures outlined below, and there is reasonable accountability for ensuring the safety of students and other building occupants, then evacuation is not required. This approach may also be particularly helpful in the event of multiple bomb threats or bomb threats directed at all schools in a county, BOCES, or school district.

School administrators who choose this option must ensure that all steps for ensuring the security of the building are followed completely. Local law enforcement officials and the New York State Police are available for consultation in preparing such a plan and for training school staff on screening techniques.

1. Staff must be assigned to do a “walk-through” of the buildings and grounds prior to the arrival of students in the morning to assure that there are no suspicious objects in the building.
2. Staff members who complete the “walk-through” must report findings to the school principal. Monitors must also be assigned to walk around the outside of the building if State examinations are being administered.
3. A single point of entry to each building for students and staff must be established, and monitored by a school official.
4. School staff must monitor all exits.
5. In the case of State examinations, students must not be admitted to the building for a State examination more than 30 minutes before the start of that examination.
6. Students may only be admitted to the building after passing through a checkpoint to ensure that they are bringing with them only lunch/snacks and other pre-approved items. This includes items such as inhalers (for medical purposes), pens, pencils, and specific materials appropriate to the exam, such as a calculator or a compass. Student book-bags and knapsacks must be inspected. It may be appropriate to send a notice home prior to the event to clearly state that book bags will not be permitted for that particular event.
7. During State examinations, exam locations are to be clearly marked. Except in those schools where regular interaction is occurring during the exam period, students must be allowed only in the specific areas of the building where the exams are being administered.

8. All lockers, including unassigned lockers, must have locks.
9. A reporting procedure must be in effect for sighting any unusual object or behavior.
10. Parking adjacent to buildings is not permitted.
11. In the event it is necessary to evacuate the building, the steps outlined in the preceding sections must be followed.

In summary, evacuation is not required provided the building and grounds have been “cleared” at the start of the day and continually monitored throughout the day. Please note that if the procedures are not completely and correctly put into effect, then the building must be evacuated to a “sanitized and cleared” area or completely evacuated upon the receipt of a bomb threat.

*New York State Education Department Bomb Scare Procedures

APPENDIX A

TO BE COMPLETED

APPENDIX B

TO BE COMPLETED