

June 2020

PROJECT SAVE
(Safe Schools against Violence in Education)
WAYNE-FINGER LAKES BOCES -WIDE SAFETY PLAN
Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety 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 each school district and its schools.

The Wayne-Finger Lakes BOCES, supports the SAVE Legislation, and intends to facilitate the planning process. The District Superintendent encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Wayne-Finger Lakes BOCES-wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Wayne-Finger Lakes BOCES Board of Education, the District Superintendent appointed a BOCES - wide Safety Team and charged it with the development and maintenance of the BOCES-wide Safety Plan.

B. Identification of School Teams

1) The Wayne-Finger Lakes BOCES has created a BOCES-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

Board of Education members: Joe McNamara, Anne Morgan
Administrator(s): Keith Henry, Erin Fairben, Michelle Sullivan
Teacher(s): Melissa Stuart
Parent(s): Sandy Baker
Safety Personnel: John Kelly, Jeff DeWind, Kelly Wasson
Insurance Company – Rob Anderson, Utica Mutual

- 2) The Wayne-Finger Lakes BOCES District Wide Command Center will be located in the Eisenhower Building, 131 Drumlin Court, Newark, NY and will consist of any or all of the following:

- Identification of the officials authorized:

The District Superintendent of Wayne-Finger Lakes BOCES is the chief communication link with the Commissioner of Education. He and/or his designee will be the responsible for the determination of response actions to cope with an emergency. The Wayne-Finger Lakes Incident Management Team and will be as follows:

<u>Vicma Ramos</u>	District Superintendent	Office: 315 332-7284
<u>Erin Fairben</u>	Assistant Superintendent for Instructional Programs, P-16 Cell Phone 315-573-1510	Office: 315-332-7280
<u>Michele Sullivan</u>	Assistant Superintendent for Innovation & Accountability	Office: 315-332-7247
<u>Keith Henry</u>	Assistant Superintendent for Administration Cell Phone 315-359-1856	Office: 315 332-7428 Home: 315 946-1598
<u>Quinn Smith</u>	Director of Human Resources	Office: 315 332-7282 Home: 585 301-2405
<u>Jeff DeWind</u>	Facilities Director Emergency Mgt. Coordinator Cell Phone 315-397-4215	Office: 315 332-7250

John Kelly

Coordinator of Security
Cell Phone 315-359-0091

Office 315-332-7534

**Wayne Finger-Lakes BOCES
Central Administration
Incident Management Operating Procedures**

The following Standard Operating Procedures exist for incident management by the Regional Support Center's central administration in support of any incident, emergency, or alert at a BOCES site that falls under Wayne-Finger Lakes BOCES Emergency Management Plan or action prompted by federal, state or local authorities.

Activation of Incident Management Team (IMT)

The program director that supervises a BOCES site will be immediately and directly notified (by phone) by the site supervisor or alternate that an incident/emergency has occurred, even a drill, or an alert has been initiated by an outside agency which meets the reporting criteria of the Emergency Management Plan. The District Superintendent's office is also immediately notified.

The District Superintendent, Associate Superintendent, Assistant Superintendent for Human Resources & Quality or the Assistant Superintendent for Administration, whomever is the most senior person present, will assess the information provided by the BOCES site or programs or alert by an outside authority and determine if the Incident Management Team should be activated.

Composition and Duties of Incident Management Team Members

- The Team Leader will be the most senior person present (District Superintendent, Associate or one of the Assistant Superintendents). Principal duties are to manage the overall team, be the final decision maker and serve as the senior organizational representative with all outside agencies. In the absence of the above persons the team leader is the Emergency Response Coordinator (Director of Facilities).
- All associate and assistant superintendents serve on the team.
- Public Information Coordinator or trained alternate will be required for all team activations. Principal duties are to: a) draft informational releases for the media, component districts, parents and other organizations, b) manage the media center if activated, c) serve as primary spokesperson for the organization, d) provide the site/ program personnel with media management guidance, and e) post information on website.
- Administrative Support (Stenographer/Secretary/Personnel Clerk) will be assigned for each activation with specific expertise as required by the specific event. Principal duties are to: answer phones, prepare various forms of documentation and correspondence, conduct informational search

for the team, and support other communication modes (e-mail, fax, & hardcopy).

- Emergency Response Coordinator is the Director of Facilities. That person coordinates activities of operations and maintenance personnel at all sites. He shall have necessary resources or acquire the resources to respond to the emergency.
- Technology Coordinator or designee (as required to support chat room or specialized e-mail groups). The requirement for this position will be event driven based on such things as the volume of information, unique communications requirements, activation of the media center and problems or issues with currently activated systems.
- On-Site Incident Coordinator. This is the Department Director who generally supervises the affected site. The Team Leader will determine if the IMT needs an impartial source of information from the incident site. Principal duties will be to serve as the information conduit between the site and the IMT, serve as the IMT's representative at the site with outside authorities, such as police, fire, and emergency management personnel (not the media), and carry out other duties as assigned. The Team Leader may assign other members of the team to be on site, from time to time, including himself/herself.

The IMT will use other resources as appropriate, including teacher and support staff association leadership and legal advice.

Location and Meetings of the IMT

Upon activation, the Incident Management Team will be located in the BOCES administrative pod at the Regional Support Center. IMT members will establish a presence in the pod, and a schedule of meetings, briefings and/or reporting requirements will be established by the Team Leader. The Media Center, if required, will be established in the Jack Loveless or Finger Lakes Conference Room, dependent upon the number of media representatives.

Communications- Rapid Responder and Emergency Response Interface

School personnel are given access to create individualized alert “buttons” which will be installed on all staff’s computers and or smartphones and tablets. School staff and first responders will receive notifications that an event has been initiated. The event shows immediately on the Rapid Responder dashboard. Staff are trained and instructed to Always dial 9-1-1 first for an immediate threat or medical emergency. This interface is used by staff and responder organizations during an event to quickly find information about a site location. The interface provides access to hundreds of data elements including tactical pre-plans, satellite and geospatial imagery, interior and exterior photos, floor plans, staging areas, hazardous materials, utility shut offs, and evacuation routes. The Public Address system will serve as a secondary method of communication in the event of an emergency. guidance from the Regional Support Center. If outgoing communication is essential, in terms of guidance or

As soon as the IMT is activated and incident management has moved into an operational phase, then communications support moves from phone coordination to textual communication which is interactive and can immediately serve as written documentation. At this point a determination is made as to what broader audience if any shall receive written communication. An online chat room may be established or “reactivated” specifically to support incident information exchange and management. A Listserv may also be established as determined by the IMT. All participants will be alerted by telephone when the primary communications modality will transition from voice to textual form. Depending upon the specific incident, there also may be a mix of primary communications’ modes. For example, if electricity is out at the incident sight or the students/staff must evacuate to another location then multiple means will operate simultaneously. In this example there would be voice communication between the site and the IMT and textual communication from the IMT to all other groups and interested parties, such as component districts, Board of Education, etc.

Local, State and Federal Alerts

The District Superintendent will maintain a process for communicating with component districts through their superintendents when alerted by local, state, or federal authorities using the SED/State Police guidelines embodied in the Homeland Security System for Schools as applied by the Wayne-Finger Lakes BOCES Region Chief School Officers.

The BOCES IMT leader or designee will notify supervisors of affected BOCES sites of actions to be taken. IMT will use the SED/State Police guidelines embodied in the Homeland Security System for Schools as applied by the W-FL BOCES Region CSOs.

Incidents at a W-FL BOCES Site

The team leader or designee, e.g. building site supervisor, notifies affected component districts and other authorities as designated in the BOCES School-Based Safety Plan.

Permanent Database

There is an established database for the IMT. All required reference documents (building blueprints, BOCES personnel rosters, key phone numbers for local, state and federal authorities, safety plans, etc.) which support any type of incident, emergency or alert decision-making and communications are identified and grouped together. This includes material for all BOCES sites and programs and for the Regional Support Center. The database is located in the administrative pod of the Regional Support Center and will be online. In addition, there will also be a hard copy file of any written documentation used in individual incidents or alerts for reference and case study purposes.

Concept of Operations

- The BOCES-wide Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the District Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

Plan review and public comment

- The plan must be reviewed by the BOCES building -level emergency response team at least annually and updated as necessary,
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be adopted by the school board by September 1 each year. Within 30 days from adoption, and no later than October 1, each district must post their District -Wide Safety Plan on their district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.
- While linked to the BOCES-wide Safety Plan, Building-level Emergency Response Plans 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.
- A copy of the plan must be filed with the State Police and local law enforcement within 30 days of adoption, but no later than October 15 each year. Plans must be entered in the Safe Schools application on the State Education Department Business Portal.

Section II: General Emergency Response Planning

A. Identification of sites of potential emergency, including:

- the process for identifying the sites,
- the location of potential sites, and

- the potential internal or external hazards or emergency situations identified

A.1 The sites listed below were identified by the planning team in consultation with participating school personnel and outside agency representatives:

Planning concerns for Finger Lakes Technical & Career center, Wayne Technical and Career Center, Pathways Technology Early College High School and the Regional Support Center.

FINGER LAKES TECHNICAL & CAREER CENTER - 3501 COUNTY ROAD 20, STANLEY, NY 14561 ONTARIO COUNTY

The campus in Stanley consists of a total of seven (7) structures of varying design. Two structures are steel framed masonry, there are steel framed metal sided structures, wood framed metal sided pole barns, and the Child Care Building is a multi-unit modular installed on permanent piers.

The campus is located 1/4 mile north of a major highway and a moderately busy intersection. Also, approximately 1.5 miles southeast of the campus is the county landfill. The area is surrounded by agricultural operations, dependent on volunteer fire service, and remote from ambulance and law enforcement services.

The campus is located on high ground open to high winds and drifting snow. Flooding is not a direct threat but could affect arrival or departure of students in general. Technological hazards, loss of services or utilities, and injuries are topics that need to be evaluated.

PATHWAYS TECHNOLOGY EARLY COLLEGE HIGH SCHOOL – 1000 TECHNOLOGY PARKWAY, NEWARK NY 14513

The Pathways Technology Early College High School (PTECH) program is located on The Finger Lakes Community College Campus located in Newark, NY. The campus consists of one building, which are steel framed with a concrete foundation.

The campus is located on low grounds with woods, streams, and higher ground surrounding the structure. Flooding is not a direct threat but could affect arrival or departure of students in general. Technological hazards, loss of services or utilities, and injuries are topics that need to be evaluated.

REGIONAL SUPPORT CENTER - 131 DRUMLIN COURT, NEWARK, NY
14513-1863 WAYNE COUNTY

The Regional Support Center in Newark consists of five (5) buildings on the NDC campus. The buildings are steel and masonry, with Village utilities. To the west and close to the buildings we occupy, are two neighboring businesses Newark Florists with numerous greenhouses and Halligan Manufacturing, furniture manufacturers. To the north within two blocks, Seneca Foods a food processing plant. Also, to the north is NYS route 31 a moderately busy highway and IEC an electrical component manufacturer. To the southwest is Ultra Life Batteries.

WAYNE TECHNICAL AND CAREER CENTER - 4440 EAST RIDGE ROAD,
E. WILLIAMSON, NY 14589, WAYNE COUNTY

The Wayne Technical and Career Center is located approximately 1/4 mile off NYS route 104, the northern corridor with relatively heavy vehicle traffic. The campus consists of seven (7) buildings, four (4) are student occupied. Of these four one is concrete plank and steel construction; one is a combination of steel-framed masonry and wood framed. The third building is a steel building, and the fourth (Business Ventures) is wood framed.

Located within four miles is a private airport with moderate usage. Also, the Center is within an agricultural area consisting mainly of fruit orchards. The area falls within the planning boundaries of the GINNA Nuclear Power Station. Planning for any mishaps has been established and reinforced by the Wayne County Emergency Management Office, drills are held on a regular basis and participation is required.

Internal List: Reference building plans for internal locations (see Appendix D)

B. Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:

- School cancellation,
- Early dismissal,

- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Sheltering sites (internal and external)

** BOCES Special Education facilities located on other school-district sites will follow the procedures used in the hosting district.

B.1 School Cancellation Procedures:

See BOCES BOE Policy #P7111 and P7112 (see Appendix A)

B.2 Early Dismissal Procedures:

See BOCES BOE Policy #P7111 and P7112 (Appendix A)

B.3 Evacuation Procedures:

See BOCES BOE Policy #P7111 and 7112 (see Appendix A)

B.4 Sheltering Sites:

<u>Building Name</u>	<u>Internal Sheltering Site</u>	<u>External Sheltering Site</u>
Finger Lakes TCC	Conference room, ground floor	Midlakes HS bus garage Gorham Elementary Hopewell Safety Bldg.
Wayne TCC	Conference room	Williamson CSD bus garage
Regional Support Center	Office Suites	See site specific plan (App. D)

B.5 Responses for specific emergencies and/or Threats of violence

Table of Contents

CRIMINAL OFFENSES

Anthrax Threat	page	14,15
Assault		15.16
Bomb Threat		17
Chemical - Bio Threat/Incident		18
Civil Disturbance		19
Gun Incident		20
Hostage Incident		21
Intrusion		22
Kidnapping Incident		23

NATURAL DISASTERS

Drought	page	24
Earthquake		25
Flood		26
Severe Storm		27
Winter Storm		28

TECHNOLOGICAL HAZARDS

Airplane Crash	page	29
Air Pollution		30
Energy Supply Loss		31
Gas Leak		32
Hazardous Material Spill		33
Radiological Incident		34
Water Emergencies		35

FIRE AND EXPLOSION

Explosion	page	36,37
Fire		37

SYSTEMS FAILURE

Building Structural Failure	38
Electrical System Failure	39
Heating System Failure	40
Loss of Building	41
Roofing Failure/Leak	42
Sewage System Failure	43
Water Failure	44

MEDICAL EMERGENCIES

DRABC	page	46
Allergic Reaction		47
Animal Bite		48
Bleeding		49
Blow to the Head		50
Broken Bones		51
Burns		52
Choking		53
Diabetic Shock		54
Electric Shock		55
Epidemic/Pandemic		56
Overdose		56

TRAUMATIC EVENTS

Bus Accident	page	58
Death		59
Suicide on Premise		60
Tragic Death		61

CRIMINAL OFFENSES

Wayne-Finger Lakes BOCES

I. **PRE-EMERGENCY PLANNING** - Planning for any type of **Criminal Offense** will require swift identification of the problem as well as proper reactions by **all** based on the specific incident. Contact and coordination with local or responding law enforcement agencies will be a necessary step in the pre-training of staff. The possible problems to arise in this area and the recommended initial responses are:

ANTHRAX THREAT.....	isolation of area and persons affected
ASSAULT.....	Isolate incident and persons involved, ensure safety of students
BOMB THREAT.....	scan exits and evacuate to safe area when directed
CIVIL DISTURBANCE.....	identify type, cause, location, ensure safety of students, then verify
GUN INCIDENT	secure students in classrooms, await further instructions
HOSTAGE INCIDENT	secure students in classrooms, await further instructions
INTRUSION.....	secure students in classrooms, await further instructions
KIDNAPPING	verify student rosters, limit activity until directed

II. **IMMEDIATE RESPONSE** - should be taken by person/persons recognizing the threat. These actions may be to notify building administrator and other members of the building crisis team of the threat, the location, number of people involved.

III. **NOTIFY** - enforcement agencies via 911, BOCES Superintendent, Asst. Superintendent, Dir. Of Facilities, Coordinator of Security.

IV. **VERIFY SEQUENTIAL RESPONSES** -

1. Identify disturbance
2. Notify staff
3. Notify law enforcement and emergency agencies
4. Notify district administrators

V. **RESOURCES** -

1. Wayne-Finger Lakes BOCES Emergency Response Guide - Section I
2. Telephone
3. Appendices - phone lists

- student roster
- building specific response information
- site plan
- building plans

ANTHRAX THREAT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Planning for an **ANTHRAX THREAT** is probably best accomplished with a brief explanation of the disease.

----- *Anthrax is a disease caused by a spore-forming organism. If the presence of the organism is proven, the disease is readily treated with common antibiotics. Knowing this, it is important to ensure that if there is such a threat, that threat will be treated as the real thing until proven otherwise. It is equally as important that all those purportedly exposed remain isolated and available to the persons responding to the threat.* -----

It is imperative that any threat is treated as the real thing and that thorough records be kept as to the method of receipt of the threat. If the threat was received via telephone, the telephone threat form should be filled out completely by the recipient as soon as possible.

- II. **IMMEDIATE RESPONSE** - Immediately after receipt of the threat, the suspect article should be located and not touched or touched further until the appropriate response agency has arrived. Anyone in the vicinity of the suspect article should remain isolated from others. Handling of the suspect article will cause further exposure and hamper any ensuing investigation. Isolate the area, do not allow anyone to enter or leave, until instructed by law enforcement, report the incident to the proper building administrator who in turn will call 911. Take no further action until instructed to do so by authorities. Responding agencies will include the Federal Bureau of Investigation, which will be contacted by the 911 dispatcher.

- III. **NOTIFY** - enforcement agencies via 911, BOCES Superintendent, Asst. Superintendent, Dir. Of Facilities

- IV. **VERIFY SEQUENTIAL RESPONSES** -
1. Record Threat
 2. Isolate area and persons exposed
 3. No entry or vacating of building, initiate HVAC shutdown

4. Notify building Administrator (notifies 911)
5. Notify BOCES Administrators
6. Await further instructions from responding agencies

V. **RESOURCES** -

Building Response Team
 Chain of Command Roster
 District Emergency Response Guide
 Public Address System
 Telephone
 911 service

ASSAULT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for an ASSAULT situation will be considered to be a responsibility of the building administrator, and may consist of training in conflict resolution, or simply the art of talking to a student or other individual to avert a possible threatening situation.
- II. **IMMEDIATE RESPONSE**-Using acquired skills, the individual involved or discovering the commission of an assault will immediately notify other building staff of the potential problem. Do what ever you deem necessary to ensure the safety of the majority of students and respond to the situation as soon as possible.
- III. **NOTIFY**- Building administrator, any portions of building staff deemed necessary, law enforcement agencies as recommended by existing building response plans.
- IV. **VERIFY SEQUENTIAL RESPONSE**-
 1. Training of staff to handle this type of situation
 2. Notify building administrator
 3. Notify building staff to the degree necessary for protection of students and assistance needed.
 4. Based on the severity of the situation, decide on the need for law enforcement assistance and notify agencies.
 5. Notify District Superintendents office

- V. **RESOURCES-** Staff Annual safety threat assessment training
(Online via partnership with Safe Schools, CLPS Consulting and via BOCES Security Coordinator at staff development)
- Building based employee Quick Reference Guide
 - Building familiarization training
 - Building Crisis Response Team
 - Emergency Response Plan appendices
 - Phone lists (Emergency Contacts)
 - Public Address System
 - Rapid Responder (Emergency response interface)
 - Telephone (Cellular / Desktop)

BOMB THREAT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Bomb threats to schools are criminal acts, which require reporting to law enforcement agencies. All threats are to be treated as the real thing, and the following procedures are a composite of New York State guidelines and BOCES policies (see appendix A). Staff training and awareness will be imperative to ensure the safety of all.
- II. **IMMEDIATE RESPONSE** - During receipt of threat the person taking call or other communication should be making notations on the approved phone Bomb Threat Instruction Card and attempting to get others involved in listening to the call. The building administrator or designee must be notified immediately, and the threat must be handled as directed through these plans. Proposed exits should be swept for unusual objects or hazards. Quickly and safely evacuate the building. Do not allow students to go to their lockers. Survey your area of responsibility. Have all occupants take personal items with them. Have staff survey the assembly area and move the students the recommended distance from the building. Do not use cellular phones or two-way radios.
- III. **NOTIFY**- enforcement agencies via 911, building response team members, BOCES Superintendent, Asst. Superintendent, Dir. of Facilities and Coordinator of Security.
- IV. **VERIFY SEQUENTIAL RESPONSES** -
 1. Notify building Administrator.
 2. Call 911 to notify Law Enforcement Officials.
 3. Notify building response team.
 4. Prior to evacuation, Sweep exiting routes for unusual objects
 5. Initiate controlled evacuation.
 6. Insure complete removal of students to safe areas.
 7. Wait for arrival of Law Enforcement Officials
 8. Sweep building for unusual objects (at the request of site commander).
 9. Decide further action based on situation and building response plan.
- V. **RESOURCES** -
 - Organizational training
 - Building based employee Quick Reference Guide
 - Building training
 - Building Crisis Response Team
 - Emergency Response Plan appendices
 - Law enforcement agencies
 - Phone threat form
 - Public address system
 - Site plans and Building floor plan

CHEM-BIO THREAT/INCIDENT

Wayne - Finger Lakes BOCES

I. **PRE-EMERGENCY PLANNING-** Responding to a biological threat or an incident will be the same with the exception that if the attack actually happens, there will be a sheltering requirement for an extended period of time. The initial response will be to proceed to a pre-determined space within the building. This space would preferably be one with few or no outside windows, access to water (stored), and all sources of outside air entry disabled. The building air intake and exhaust systems will have been shut down as dictated by the following response list. The agents that we are planning for as listed by CDC include but are not limited to: **Smallpox – Cyanide – Ricin – Botulism – VX – Sarin – Radiological - Anthrax**

II. **IMMEDIATE RESPONSE-** Upon notification from reliable sources, County Emergency Management Office, State Education Office, News media, etc., activate building crisis response team, insure that there are no classes outside the building, close and lock all doors and windows, insure building envelope and disable all air movement/circulation, insure provisions that are available are in the designated area, and listen for additional information from informed sources.

III. **NOTIFY** – After initiating the local response, the administrator in charge or his representative should confirm that the sheltering plan as prescribed has been initiated and that the site population is in their assigned safe area.

IV. **VERIFY SEQUENTIAL RESPONSES** - Notify Building Administrator
Notify Building Crisis Team
Notify Staff and Students
Ensure all staff and students are in designated area
Determine source of problem
Ensure the integrity of the building envelope (doors and windows)
Notify proper officials

V. **RESOURCES** - Emergency Management Plan - Quick Reference Guide
Emergency Response Guide
Telephone
AM/FM radio, NOAA radio
Building Plan with Emergency Shut Down information for HVAC (Appendix D - specific location)
Phone lists
PA system

CIVIL DISTURBANCE

Wayne-Finger Lakes BOCES

- I. PRE-EMERGENCY PLANNING** - Planning for Civil Disturbances should include dialog with the local, or responding law enforcement agencies, and could prove to be a challenge for all concerned individuals. The determining factors will be the reasons for the disturbance, whether the disturbance is on or off site, and the ramifications of attempting to send the students home.
- II. IMMEDIATE RESPONSE** - Notify building administrator. Identify type of disturbance and location. Accumulate as much information as possible about the cause, purpose, and intentions of the group and names of individuals involved. Involve staff to the extent possible and move students to a safe area as far from the disturbance as possible.
- III. NOTIFY** - enforcement agencies via 911 or designated methods, Crisis Response Team, BOCES Superintendent, Asst. Superintendent, Dir. of Facilities.
- IV. VERIFY SEQUENTIAL RESPONSES** -
 1. Verify and define problem
 2. Notify building administrator
 3. Notify needed enforcement agencies.
 4. Notify staff and students and move them away from areas where there is or may be violent confrontations.
 5. Notify BOCES Superintendent, Asst. Superintendent, Dir. of Facilities.
 6. Determine via policies and analyzing problem the next steps (evacuate shelter).
- V. RESOURCES** -
 - Building based employee Quick Reference Guide
 - Building training
 - Building Crisis Response Team
 - Emergency Response Plan appendices
 - phone lists
 - Appendix D - building floor plans
 - site plan
 - Law enforcement agencies
 - Notification lists
 - Rapid Responder / Public Address System
 - Telephone
 - Organizational Training
 - Student rosters

GUN INCIDENT

Wayne-Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for a Gun Incident will require both thought, as to the actual threat, as well as a thorough knowledge of the facility that the threat occurs in. Staff training will be necessary from one of the many available outside sources and should be scheduled as soon as possible. First and foremost is the safety of students and staff.
- II. **IMMEDIATE RESPONSE**- Through use of a predetermined code, or by use of internal communications, notify the building administrator of the scope of the incident and the location. The administrator will then proceed with the proper notification of authorities and the movement or evacuation of students as deemed appropriate. Should there be any question, the possibility of securing the students in the classrooms (lockdown or lockout see definitions appendix A), until the arrival of law enforcement officials, is also an option to be considered.
- III. **NOTIFY**- Building crisis response team and staff via internal communications methods and law enforcement officials via 911.
- IV. **VERIFY SEQUENTIAL RESPONSES**-
 1. Determine the scope and location of incident
 2. Notify building administrator
 3. Notify 911
 4. Alert crisis team and building staff
 5. Decide yes or no to evacuation and what routes to use
 6. Identify missing students or staff using class rosters
 7. Await the arrival of law enforcement officials
- V. **RESOURCES** -
 - Building based employee Quick Reference Guide
 - Building training
 - Building Crisis Response Team
 - Emergency Response Plan appendices
 - Phone lists
 - Appendix D - site plans
 - floor plans
 - Law enforcement agencies
 - Notification lists
 - Rapid Responder /Public Address System
 - Telephone
 - Organizational Training
 - Student rosters

HOSTAGE INCIDENT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Pre-emergency planning for this type of incident, as well as most of the criminal offenses', will require training and coordination with the local or responding law enforcement agencies. Knowledge of the whereabouts of students (student rosters) and the planned building response.
- II. **IMMEDIATE RESPONSE** - Person or persons identifying the situation should immediately notify the building administrator, crisis response team, and other building staff. Securing classroom doors (lockdown or lockout see definitions appendix A), taking attendance, keeping students calm and awaiting further instructions will be necessary.
- III. **NOTIFY** - building administrator, 911, District Superintendent, Emergency Coordinator.
- IV. **VERIFY SEQUENTIAL RESPONSES** -
 1. Identify situation
 2. Notify Building Administrator
 3. Notify law enforcement agencies
 4. Alert crisis team
 5. Secure classrooms and take attendance
 6. Await further instructions
- V. **RESOURCES** -
 - Building based employee Quick Reference Guide
 - Building training
 - Building Crisis Response Team
 - Emergency Response Plan appendices
 - Phone lists
 - Appendix D - site plans
 - floor plans
 - Law enforcement agencies
 - Notification lists
 - Rapid Responder /Public Address System
 - Telephone
 - Organizational Training
 - Class rosters

INTRUSION

Wayne - Finger Lakes BOCES

I. PRE-EMERGENCY PLANNING - Develop system for not only limiting access to buildings, but also identifying unauthorized visitors (intruders), as opposed to authorized. All staff should be authorized to, and comfortable at, challenging any visitor.

II. IMMEDIATE RESPONSE - Identify intruder. verify that there is indeed an intruder in the building or on the grounds, and that a real threat exists. Attempt to lead or direct individual to the main office, out of the building, or off the campus. Notify building administrator. If a threat to students exists, institute lockdown procedure as described in definitions, Appendix A.

III. NOTIFY - enforcement agencies, school staff via pre-arranged code, and District Superintendent.

IV. VERIFY SEQUENTIAL RESPONSES -

1. Identify there is an intrusion/intruder.
2. Attempt to direct individual to office, or off campus.
3. Notify building administrator
4. Notify building staff
5. Notify law enforcement agencies
6. Follow established procedures
7. Notify District Superintendent

V. RESOURCES -

- Building based employee Quick Reference Guide
- Building training
- Building Crisis Response Team
- Emergency Response Plan appendices
 - Phone lists
 - Appendix D - site plans
 - floor plans
- Law enforcement agencies
- Notification lists
- Rapid Responder / Public Address System
- Telephone
- Organizational Training
- Class rosters

KIDNAPPING INCIDENT

Wayne - Finger lakes BOCES

- I. PRE-EMERGENCY PLANNING** - Planning for a KIDNAPPING INCIDENT will require training of staff and input from the responding law enforcement agencies. The most important part of controlling a situation will be the ability of staff to account for the whereabouts of and identification of all students.
- II. IMMEDIATE RESPONSE** - identify or confirm that there has been a situation, notify building administrator, notify building staff, take attendance, ensure safety of students, follow established procedures.
- III. NOTIFY** - building administrator, building staff, law enforcement agencies, District Superintendent.
- IV. VERIFY SEQUENTIAL RESPONSE** -
 1. Identify situation/threat
 2. Notify building administrator
 3. Notify Coordinator of Security
 4. Notify law enforcement agencies
 5. Follow established procedures
 6. Follow direction of responding agencies
 7. Notify District Superintendent
 8. Identify and notify parent/spouse of victim
- V. RESOURCES** -
 - Building based employee Quick Reference Guide
 - Building training
 - Building Crisis Response Team
 - Class roster
 - Emergency Response Plan appendices
 - Phone lists
 - Appendix D
 - Site plans
 - Floor plans
 - Law enforcement agencies
 - Notification lists
 - Rapid Responder / Public Address System
 - Telephone
 - Organizational Training

NATURAL DISASTERS

DROUGHT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Comply with direction received from County Emergency Management Office or other authority, i.e. New York State Education Department, Governors office.

- II. **IMMEDIATE RESPONSE** - Follow direction as given. District closure may be a directive.

- III. **NOTIFY** - staff - students - media - parents

- IV. **VERIFY SEQUENTIAL RESPONSE** - verify notification plan

- V. **RESOURCES**
 - Emergency Response Plan
 - Media Notification Plan
 - Parental Notification
 - Staff Notification List
 - Superintendents Call List

EARTHQUAKE

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Organizational and site training as to the proper response will be basic. During this type of problem, the response will need to be very fast and the probable action will be your "Duck and Cover" drill as practiced at the beginning of the year. Further planning may include moving to the "Safest Area" as designated in your plans.
- II. **IMMEDIATE RESPONSE** - As stated the response will need to be fast and the staff member will need to act without direction. When time permits check with individuals in the immediate area, notify immediate supervisor and check for injuries.
- III. **NOTIFY** -
 - Immediate supervisor
 - Building Response Team
 - Necessary Support and Emergency Agencies
 - District Superintendent
 - Director of Facilities
 - County Emergency Management Office
- IV. **VERIFY SEQUENTIAL RESPONSE** -
 - Follow directions of County
 - Provide for the safety of staff and students
 - Activate Sheltering Plan
 - Prepare to activate Notification Plan
- V. **RESOURCES** -
 - County Emergency Management Office
 - District Emergency Response Plan
 - Appendix A - P643 Go Home, Shelter, Evacuation Plan
 - Phone lists
 - AM-FM Radio
 - Notification Plan, staff - school district - parental - media (appendix - Phone lists)
 - Office of American Red Cross
 - Telephone- Rapid Responder – PA System
 - Student roster

FLOOD

Wayne - Finger Lakes BOCES

- I. PRE-EMERGENCY PLANNING** - Plan and discuss the possible low-lying areas in your district and the ramifications if you are unable to return the students to home districts. Should this occur the need to shelter those students would need to be addressed. Check with local American Red Cross office for assistance.

- II. IMMEDIATE RESPONSE** - Monitor all weather sources including, weather channel, NOAA weather alert radio, decide on "Go Home" or "Shelter" for response. Check with local County Emergency Management Office for road closings and conditions.

- III. NOTIFY** - Immediate Supervisor
County Emergency Management Office
Home School Districts
Director of Facilities
Media

- IV. VERIFY SEQUENTIAL RESPONSE** - Monitor weather and road conditions
Contact Emergency Management Office
Contact home schools
Assess road conditions
Decide "Go Home" or "Shelter"
Notify parents via Media

- V. RESOURCES** - AM/FM Radio
NOAA Weather Radio
Emergency Management Plan - Quick Reference Guide
Emergency Response Guide
Rapid Responder
PA System
Transportation Plan

SEVERE STORM

(HURRICANE, THUNDERSTORM, TORNADO)

Wayne - Finger Lakes BOCES

- I. PRE-EMERGENCY PLANNING** - Familiarity with the Emergency Management Plan, Emergency Response Plan and the recommendations dealing with particular portions thereof. Coordination with County Emergency Management Office. Chain of Command Roster.
- II. IMMEDIATE RESPONSE** - Plan (based on response guide) the safest area for the students and staff, notify all using PA System, communicate with immediate supervisor, monitor weather using spotters if necessary, proceed to recommended area and ensure the safety of all.
- III. NOTIFY** -
 - Immediate supervisor
 - Students and staff
 - Any Classes in remote locations
- IV. VERIFY SEQUENTIAL RESPONSE** -
 - Notify Building Administrator
 - Monitor AM/FM and NOAA radios
 - Place Spotters
 - Decide Safest Area for staff and students
 - Communicate with County Emergency Management Office
 - Assess road and surrounding conditions
 - Decide "Go Home" or "Shelter"
 - Notify staff and students
 - Notify home schools
 - Notify Media
- V. RESOURCES** -
 - AM/FM Radio
 - NOAA Weather Radio
 - Phone lists
 - Rapid Responder
 - PA System
 - Emergency Response Guide
 - Contact lists
 - County Emergency Management Office

WINTER STORM

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Response will be determined by the time of day or the severity of the storm. You should make monitoring of the weather a continual practice by someone reliable. There should be a NOAA Weather Alert Radio on site, and it should be in an area that receives a strong signal and is always monitored. The radio should be set to sound an alarm continually until the warning has been listened to.

- II. **IMMEDIATE RESPONSE** - School not yet in session - Building Administrator will determine to cancel school opening and notify Media and District Superintendent. School in operation - Building Administrator will monitor conditions and attempt to send students home before conditions become unsafe. (See appendix A P664 - P764)

- III. **NOTIFY** - Assistant Superintendent
News Media
Staff
Home School Administrators

- IV. **VERIFY SEQUENTIAL RESPONSES** - Monitor Weather Conditions
Make decision to open/close
Notify Assistant Superintendent
Notify News Media
Notify Staff

- V. **RESOURCES** - Emergency Management Plan
District Policies
Call Lists
Phone
NOAA Weather Radio

TECHNOLOGICAL HAZARDS

AIRPLANE CRASH

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Awareness of the possibility of interruption of the normal operation of the school or school building and the impact it will have on your location.
- II. **IMMEDIATE RESPONSE** - Determine the problem, verify with County Emergency Management Office and or Sheriff's Office, and determine the necessary response. The choice of responses could be to "Shelter" or send home. Notify Building Administrator.
- III. **NOTIFY** - Building Administrator, Staff and Students, County Emergency Management Office, Assistant Superintendent.
- IV. **VERIFY SEQUENTIAL RESPONSE** -
 - Notify Building Administrator
 - Notify County Emergency Management Office
 - Determine threat or possible danger to students and staff.
 - Notify Assistant Superintendent
 - Coordinator of Security
- V. **RESOURCES** -
 - Emergency Management Plan - Quick Reference Guide
 - Emergency Response Guide
 - Phone and phone lists
 - Rapid Responder
 - PA system
 - Transportation Plan

AIR POLLUTION

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Air pollution can come in the form of an irritating odor, or a severe life-threatening combination of gasses and fumes. You must be prepared to respond to complaints and identify the problem and then the response. You should have on hand a detailed list of electrical breakers and their locations if the need to shut down air intakes, exhausts and circulation fans is necessary.
- II. **IMMEDIATE RESPONSE** - Notify Building Administrator, identify the problem and associated hazard, notify building staff, notify County Emergency Management Office, and act on the best possible response to the situation. It will also be necessary to ensure the envelope of the building by verifying that all windows and doors are closed. If there is a severe threat or danger, consider evacuation of building.
- III. **NOTIFY-**
 - Building Administrator
 - County Emergency Management Office
 - Building Custodian
 - Building Staff and Students
 - Director of Facilities
 - Assistant Superintendent
 - Coordinator of Security
- IV. **VERIFY SEQUENTIAL RESPONSE-**
 - Determine source of problem
 - Ensure the safety of Staff and Students
 - Curtail circulation of vapors or fumes – shut down all HVAC equipment
 - Ensure the integrity of the building envelope (doors and windows)
 - Notify proper officials
- V. **RESOURCES-**
 - Emergency Management Plan - Quick Reference Guide
 - Emergency Response Guide
 - Building Plan with Emergency Shut Down information for HVAC (Appendix D – specific location)
 - Phone lists
 - Rapid Responder
 - PA system

ENERGY SUPPLY LOSS

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- The loss or reduction of energy could be Governmentally imposed or short-term interruption from vendor. Familiarity with County Emergency Management Office Plans will help to plan for this situation. Should this situation be government imposed there will be directives from the agencies involved or from the State Education Dept.
- II. **IMMEDIATE RESPONSE**- Notify Administrators
- III. **NOTIFY**- Assistant Superintendent, Director of Facilities, Prime Supplier of energy type, Staff and Students and Home Districts
- IV. **VERIFY SEQUENTIAL RESPONSE**-
 - Determine problem and length of interruption
 - Attempt to obtain supplemental fuel delivery
 - Determine ability to operate on limited schedule
 - Reduce the number of buildings operating
 - Reduce number of hours of operation
 - Verify length of interruption
- V. **RESOURCES**-
 - Back up Generators
 - Batteries
 - Cellular phones
 - Emergency Management Plan
 - Emergency Response Plan
 - Phone lists
 - Phone
 - Media
 - Temporary heat

GAS LEAK

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING-** Establish policy and procedures to shut off utilities in the event of a need to prevent injury or exposure to danger. The possibility of injury to staff or students should be reduced at all costs.
- II. **IMMEDIATE RESPONSE-** Assess the possibility of injury and the need to shut off the utility, or the need to evacuate the facility. Notify utility on Gas Emergency Hot line phone number.
- III. **NOTIFY-** Building Administrator, Building Custodian, Emergency Response Team, Utility involved.
- IV. **VERIFY SEQUENTIAL RESPONSE-**
 - Shut off the utility
 - Notify Building Custodian
 - Notify Building Staff
 - Initiate Evacuation
 - Notify Utility
 - Notify Assistant Superintendent
 - Coordinator of Security
- V. **RESOURCES-**
 - Emergency Response Plan - Appendix D - Utility shut down plan
 - Phone
 - Phone List
 - Rapid Responder
 - PA system
 - Outside assembly area maps
 - Student rosters

HAZARDOUS MATERIAL SPILL

(OFF SITE)

(ON SITE)

Wayne - Finger Lakes BOCES

PRE-EMERGENCY PLANNING- Notification of a spill may come in a variety of methods including a call from the County Emergency Management Office, County dispatcher, or local law enforcement agency. Be prepared to act on the initial information. The response will be based on the information provided. If informed that there is time and a need to evacuate do so.

IMMEDIATE RESPONSE- Determine the danger involved, if time permits verify the information, react with "Sheltering Plan" or "Evacuation Plan" as prescribed in your buildings Emergency Management Plan. Close doors and windows and initiate HVAC "shut down plan".

- I. **NOTIFY-**
 - Building Administrator
 - 911
 - Building Response Team
 - Building staff and students
 - Building Custodian
 - Director of Facilities
 - Assistant Superintendent
 - Coordinator of Security
- II. **VERIFY SEQUENTIAL RESPONSES-**
 - Verify notification list above
 - Verify responses listed
 - Shut down building HVAC Systems as necessary (See details Appendix D)
 - Initiate "Go Home" or "Evacuation Plan"
 - Initiate Notification Plan
- III. **RESOURCES-**
 - Emergency Response Plan
 - Emergency Management Plan
 - District Response Team
 - 911
 - Notification Plan
 - Evacuation Plan
 - Transportation Plan

RADIOLOGICAL INCIDENT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Coordination with the County Emergency Management Office will be necessary for the smooth and orderly evacuation of the staff and students to a pre-planned destination and the necessary transportation for such an evacuation.
- II. **IMMEDIATE RESPONSE**- In the event of a Radiological Incident the initial warning will come from the County Emergency Management Office or County Dispatcher. It will be necessary to alert the building crisis team and insure an orderly response to all advisories from the County Office or notifications from the media. If it is necessary to shelter students and staff for a period of time to allow for the arrival of transportation, it may be necessary to shut down all building HVAC equipment. Ensuring the building envelope, by closing and locking all windows and doors. Shut down information will be included in appendix "D"
- III. **NOTIFY**- Building Administrator, crisis team, staff and students, Building Custodian, Assistant Superintendent.
- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Notify Building Administrator
 - Notify Building Crisis Team
 - Notify Staff and Students
 - Shut down all HVAC equipment
 - Ensure that all staff and students are evacuated on transportation provided
 - Ensure the loading of "Go Bag" with the KI pills and denial lists
 - Notify Home Schools of intended point of sheltering
 - Notify Assistant Superintendent
 - Maintain accurate lists of students and verify presence
 - All staff will remain with students until situation is declared over
 - Release students only to parent or guardian and verify in writing
- V. **RESOURCES**-
 - Emergency Management Plan
 - Building Plan with Emergency Shut Down information for HVAC (Appendix D - specific location)
 - Crisis Team
 - Transportation
 - County Evacuation Plan
 - Phones
 - AM/FM Radio
 - Rapid Responder
 - PA System
 - Class Rosters/ American Red Cross

WATER EMERGENCIES

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Coordinate with County Emergency Management Office, Town Water Department
- II. **IMMEDIATE RESPONSE**- Upon notification notify building staff and students of the problem. If the problem is water contamination instruct them not to drink and consider shut down of water supply until problem is solved. Notify building custodian and Director of Facilities.
- III. **NOTIFY**-
 - Building Administrator
 - Building O&M Department
 - Building staff and students
 - Health Department
 - Town Water Department
 - Director of Facilities
 - Assistant Superintendent
 - Coordinator of Security
- IV. **VERIFY SEQUENTIAL RESPONSES**- Communicate problem to all listed above and ensure that safety of all staff and students is first priority. Determine the need to close facility, be prepared to communicate with home school districts and initiate the "Go Home" plan.
- V. **RESOURCES**-
 - Emergency Response Guide
 - Phone
 - Phone Lists
 - AM/FM Radio
 - Rapid Responder
 - PA System
 - Utility shut down list
 - Vendor list for emergency water supply (bottled)

FIRE AND EXPLOSION

EXPLOSION

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING-** Practice the established procedure for emergency exiting of building as written and practiced for Fire Drills. The need to practice with blocked exits and the quick, quiet, orderly evacuation to ensure that there will be minimal disruption in the case of an actual emergency should be enforced.

- II. **IMMEDIATE RESPONSE-** Determine the need to evacuate and the safest method for all areas. Use the building Fire Alarm if working or the PA System. Should these systems be inoperable, the use of runners or messengers from the Building Response team may be necessary. Evacuate to the predetermined safe assembly area away from the building and entry path of responding emergency vehicles. Call 911 to ensure that the alarm was received by the necessary response units.

- III. **NOTIFY-**
 - Building Occupants
 - 911
 - Assistant Superintendent
 - Director of Facilities
 - Home School Districts
 - Coordinator of Security

- IV. **VERIFY SEQUENTIAL RESPONSES-**
 - Evacuate Building Occupants
 - Verify all occupants are out and in designated assembly areas
 - Notify 911
 - Notify Building Administrator
 - Notify Director of Facilities
 - Notify Coordinator of Security
 - Advise Responding Emergency Agencies of problem
 - Assess Conditions
 - Decide to continue or suspend operation
 - Consider "Go Home" Plan

- V. **RESOURCES-**
 - Emergency Response Guide
 - Phone
 - Phone List

911
Fire Alarm System
Rapid Responder

FIRE

Wayne - Finger Lakes BOCES

- I. **PRE- EMERGENCY PLANNING**- Use and practice the existing Fire Drill Plan, to include exiting with blocked exits, and quiet and orderly evacuation to a predetermined area safe from the arriving Emergency vehicles.
- II. **IMMEDIATE RESPONSE**- Upon discovery of smoke or fire, immediately activate the Fire Alarm System. Insure the evacuation of all building occupants to a safe area. Call 911 to insure the delivery of the alarm to the Fire Department.
- III. **NOTIFY**-
 - Building Occupants
 - 911
 - Building Administrator
 - Assistant Superintendent
 - Director of Facilities
 - Coordinator of Security
 - Others based on the need to resume or discontinue classes.
- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Evacuate building to safe area
 - Verify all occupants are out
 - Verify notification of Fire Departments
 - Notify Building Administrator
 - Notify Director of Facilities
 - Notify Assistant Superintendent
 - Decide on continuation or cancellation
- V. **RESOURCES**-
 - Fire Alarm System
 - Phone
 - Phone List
 - 911
 - Class Rosters
 - Evacuation Plan or Go Home Plan

SYSTEM FAILURE

BUILDING STRUCTURAL FAILURE

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Annual building inspections are accomplished, during the Fire inspections, and are a combined process involving the Director of Facilities, the Building Custodian, and the Code Enforcement Official. Periodic visual inspections are performed by the Building Custodian, and notification of perceived problems will be handled as made known. Under the direction of the State Education Department an additional inspection will be performed every five years to rate the safety of the structure.
- II. **IMMEDIATE RESPONSE**- Upon noticing a problem with the building the individual should notify the Building Administrator. The Building Administrator should determine the need to evacuate the building or move occupants to a safe area. The Building Administrator should then contact the Building Custodian, Dir. of Fac., and the Assistant Superintendent.
- III. **NOTIFY**-
Building Administrator
Building Custodian
Assistant Superintendent
Director of Facilities
- IV. **VERIFY SEQUENTIAL RESPONSES**-
Verify structural problem
Evacuate or move occupants to safe area
Notify individuals listed above
Decide on need to close
Proceed with the plan or follow P643/P664
(Appendix A Emergency Response Guide)
- V. **RESOURCES**-
Phone
Phone List
PA system
Evacuation or Sheltering Plan
Notification Plan

ELECTRICAL SYSTEM FAILURE

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING-** Determining the ability to operate the building with limited electrical power available or loss of any building system and how to communicate with building occupants will be necessary.
- II. **IMMEDIATE RESPONSE-** Communicate with available sources to determine the extent of outage and approximate length of time before power is restored.
- III. **VERIFY SEQUENTIAL RESPONSES-** Notify Building Custodian, Building Staff and Students, decide on closing.
- IV. **NOTIFY-** Building Custodian, Building Staff and Students, Director of Facilities, Assistant Superintendent, Home School Districts.
- V. **RESOURCES-**
 - Emergency Response Plan
 - Sheltering Plan
 - Evacuation Plan
 - Cellular Phone
 - Phone Lists
 - Go Home Plan
 - Emergency Generator
 - Use runners for internal communication
 - Supplemental heat

HEATING SYSTEM FAILURE

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning, to determine the ability, to operate the building with the loss of any systems, electrical, heating, plumbing, sewage, or water service will be instrumental in the decision-making process.
- II. **IMMEDIATE RESPONSE**- Notify Building Custodian and verify problem, length of time without service, and determine impact on building operation. Consider the need to evacuate, or move into another site, or to initiate the "Go Home" Plan.
- III. **NOTIFY**-
 - Building Custodian
 - Building Administrator
 - Director of Facilities
 - Staff and Students
 - Assistant Superintendent
- IV. **VERIFY SEQUENTIAL RESPONSES**- Notify individuals listed above, determine the need to continue or cancel building operation, take necessary steps to insure the minimization of damage to the facility due to loss, and the most rapid mitigation of existing problem.
- V. **RESOURCES**-
 - Emergency Response Plan
 - Phone
 - Phone lists
 - Cellular Phone
 - PA system
 - Emergency Call List for O&M Department
 - Vendor contacts
 - Plan for supplemental heat

LOSS OF BUILDING

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Establish housing list to be used in the event of building loss or failure which would result in an extended period that the building could not be used. Additional space could be the result of doubling up of classes, using additional buildings on site, or an agreement with other school districts.
- II. **IMMEDIATE RESPONSE**- Establish the reason for loss, the expected length of time, impact on programs, safety is the most important part of any plan or response.
- III. **NOTIFY**-
 - Building Administrator
 - Director of Facilities
 - Assistant Superintendent
 - Board of Education
 - State Education Dept.
- IV. **VERIFY SEQUENTIAL RESPONSE**-
 - Identify Optional Spaces
 - Verify ability to acquire State Ed. Approval
 - Notify Districts
 - Staff, parents, students
 - Modify transportation plans
 - Begin recovery process to repair/replace structure
- V. **RESOURCES**-
 - List of possible spaces for operation
 - Architectural Firm
 - Surrounding School Districts
 - Local American Red Cross
 - State Education Dept.
 - Local Contractors
 - Insurance Co.
 - Insurance Adjusters

ROOFING FAILURE / LEAK

Wayne -Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Regular inspections of roofs and roof drains will ensure minimal problems based on build-up of debris and blocking of drains. Preventing poor drainage will insure a longer life of existing roofs, and a safer environment for students.
- II. **IMMEDIATE RESPONSE**- Determine the extent of problem, the imminent danger to students and staff, and the necessary steps to ensure safety. Moving building occupants may be necessary until notification and resolution of problem is accomplished.
- III. **NOTIFY**-
 - Building Custodian
 - Building Administrator
 - Director of Facilities
 - BOCES Administrators
- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Identify Problem
 - Determine Severity
 - Notify Staff and Students
 - Plan Response based on Safety and need to operate
 - Proceed with problem resolution
- V. **RESOURCES**-
 - Phones
 - Phone lists
 - O & M Department
 - Specific Vendors
 - Camera
 - Insurance Co.
 - District Architectural Firm

SEWAGE SYSTEM FAILURE

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING-** Knowing the existing building system and the operation of that system is the responsibility of the building custodian and the Dir. of Fac. Regular monitoring of system controls and the pumping stations is important to insure continued service. Unexpected failures are generally detected by drains backing up or the presence of surface water in the case of septic system problems.
- II. **IMMEDIATE RESPONSE-** Notify the building administrator and building custodian. Notify all departments to limit the use of water until they receive further notice. Determine the cause of the problem and the expected time of repair. If the need to close is determined, the building administrator must notify the District Superintendent or his designee and the home schools.
- III. **NOTIFY-**
 - Building Custodian
 - Building Administrator
 - Dir. of Facilities
 - District Superintendent
 - Assistant Superintendent
 - Building Staff
 - Home Schools
- IV. **VERIFY SEQUENTIAL RESPONSES-**
 - Verify notifications as listed above
 - Determine necessary steps to repair
 - Determine necessary resources
 - Decide on continuance of daily routine
 - Make repairs
- V. **RESOURCES-**
 - Contingency list for possible re-location of building occupants
 - Phone lists
 - List of possible contractors
 - District "Confined Space Entry Program"
 - Emergency response services list

WATER FAILURE

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Loss of any necessary building systems will require similar responses. Knowledge of the system and the steps necessary to determine the extent of the problem are necessary.
- II. **IMMEDIATE RESPONSE**- Notify the building administrator and building custodian. Determine the actual problem and decide on the length of time the loss will continue. Decide on the need to close the building or site, notify the Dir. of Fac., and District Superintendent or his designee.
- III. **NOTIFY**-
 - Building Custodian
 - Building Administrator
 - Dir. of Facilities
 - District Superintendent
 - Building Staff
 - Home Schools
- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Verify notifications as listed above
 - Determine necessary steps to repair
 - Determine needed resources
 - Decide on the continuance of daily routine
 - Make repairs
- V. **RESOURCES**-
 - Contingency list for possible re-location of building occupants
 - Phone lists
 - Contact numbers for local municipal departments
 - List of possible contractors

MEDICAL EMERGENCIES

A medical emergency is such that the injured individual needs assistance during the time that it takes for emergency medical responders to arrive on the scene.

Intervention in an emergency is intended to offer immediate first aid to a victim of an accident or injury to protect the life of the individual until competent medical attention or parental care is secured.

Included in this section are some but not all instances that may require medical treatment and the guidelines that are considered applicable at this time:

BASIC FIRST AID

First aid is the initial care of the injured or sick. It is the care administered by a concerned person as soon as possible after an accident or illness. It is this prompt care and attention prior to the arrival of the ambulance that may mean the difference between life and death, or between a full or partial recovery.

The principle to be adopted in first aid is immediate action. If a person is sick or injured, then they need help, and they need it immediately. Please remember that any action taken is to assist the individual and that you must act with authority, remain calm, and think your actions through.

DRABC

DANGER

Be aware of the situation and surroundings, don't put yourself, the victim, or others in a position which will cause further injuries.

RESPONSE

Gently shake and shout at the casualty. (Do not shake children or infants.)

Is the casualty alert, drowsy, confused, unconscious but reactive, unconscious with no reaction?

If unconscious put the casualty in a stable side position.

AIRWAY

Is airway open and clear?

Is breathing noisy?

Are there potential obstructions? (blood)

If so open and clear the airway.

BREATHING

See if chest is rising.

Listen for the sound of breathing!

Feel by placing hand gently on lower chest

If not breathing, begin CPR

CIRCULATION

Is there a carotid pulse, is it strong, regular?

Is there major blood loss?

ALLERGIC REACTION

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING-** Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.

- II. **IMMEDIATE RESPONSE-** The first consideration in any situation is to ensure that the individual is breathing, and that assistance is needed until the arrival of properly trained medical personnel. Notify the responders of the circumstances leading up to the incident. (Bee sting, use of any aerosol, cleaning agent, or other chemical the student or staff member may have been exposed to.)

- III. **NOTIFY-** Medical personnel/Nurse
Building Administrator
Home School
Parent

- IV. **VERIFY SEQUENTIAL RESPONSES-** Call for help or have someone call for you
Comfort individual
Administer first aid to the extent you are capable
Keep the individual calm until help arrives

- V. **RESOURCES-** School nurse
Accurate medical records
Material Safety Data Sheet file
911
Local Ambulance Service

ANIMAL BITE

Wayne - Finger Lakes BOCES

- VI. **PRE-EMERGENCY PLANNING**- - Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.
- I. **IMMEDIATE RESPONSE**- Notify nurse/building medical team
 Calm individual
 Call for assistance
 Catch or corner the animal being careful to not have other injuries
 If animal cannot be captured note description and direction of travel
- II. **NOTIFY**- Nurse/ medical team
 Building Administrator
 Necessary response services (Medical, Law enforcement)
 Home school
 Parent
- III. **VERIFY SEQUENTIAL RESPONSES**- Call for help
 Calm individual
 Attend to wound
 Notify building Administrator
 Attempt to capture animal or note direction of travel
- IV. **RESOURCES**- Building Nurse
 Medical team
 Building Response Team
 Phone lists
 911

BLEEDING

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING** - Planning for all medical and related emergencies should consist of properly trained staff, first aid /stop the bleed tourniquets kits, school nurse and medical information (as provided by parents) on all students.
- II. **IMMEDIATE RESPONSE**- Notify nurse/building medical team.
Lay victim flat on his back (use caution if you suspect head, neck, or back injury).
Elevate feet and injured limb above heart if possible.
Check ABCs (airway, breathing, circulation).
Remove any visible objects from the wound (do not remove any clothing or object stuck in the wound).
As available use necessary equipment to ensure compliance with the "Blood Borne Pathogens Standard".
Apply direct pressure to wound with clean cloth or your hand, strict adherence to blood borne pathogens procedures are highly recommended If blood continues to seep through apply more pressure (for embedded object apply pressure around the wound).
If bleeding does not stop, apply pressure to an arterial pressure point.
When bleeding stops, do not remove any cloths used to stop the bleeding, put the bandage over those.
Keep victim calm and still.
- III. **NOTIFY**- Nurse/ medical team
Building Administrator
Necessary response services (Medical, Law enforcement)
Home school
Coordinator of Security
Parent
- IV **VERIFY SEQUENTIAL RESPONSES**-- Call for help
Calm individual
Attend to wound
Notify building Administrator
- V. **RESOURCES**- Building Nurse
Medical team (Request Stop the Bleed tourniquet Kit)
Building Response Team
Phone lists
911

Note: Clean up measures are to be consistent with standard recommended blood borne pathogens procedures.

BLOW TO THE HEAD

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.
- II. **IMMEDIATE RESPONSE**- Any casualty that has been rendered unconscious or received a hard blow
to the head should always be examined by a doctor.
Notify nurse/building medical team.
Keep victim calm and completely still
Check victims' ABCs (airway, breathing, circulation)
Treat obvious injuries
Ensure that the airway remains open (if victim becomes unconscious or vomits)
- III. **NOTIFY**- Nurse/ medical team
Building Administrator
Coordinator of Security
Necessary response services -Medical
Home school
Parent
- IV. **VERIFY SEQUENTIAL RESPONSES**--- Call for help
Calm individual
Attend to wound
Notify building Administrator
- V. **RESOURCES**- Building Nurse
Medical team
Building Response Team
Phone lists
911

BROKEN BONES

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.

- II. **IMMEDIATE RESPONSE**-Notify nurse/building medical team.
 - Keep victim calm and completely still
 - Check victims' ABCs (airway, breathing, circulation)
 - Do not move a trauma victim who may have other injuries, unless it is absolutely necessary to remove him from further danger.
 - Check the victim's ABCs.
 - Check and treat for any other serious injuries.
 - Immobilize the injured bone or joint.

- III. **NOTIFY**-
 - Nurse/ medical team
 - Building Administrator
 - Necessary response services -Medical
 - Home school
 - Parent

- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Call for help
 - Calm individual
 - Attend to wound
 - Notify building Administrator

- VI. **RESOURCES**-
 - Building Nurse
 - Medical team
 - Building Response Team
 - Phone lists
 - 911

BURNS

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.

- II. **IMMEDIATE RESPONSE**- Notify nurse/building medical team.
Keep victim calm and completely still.
Check victims' ABCs (airway, breathing, circulation)
Do not move a trauma victim who may have other injuries, unless it is absolutely necessary to remove him from further danger.
Cool the burn with clean water only.
Cover with a clean non-adherent burn dressing.
Remove contaminated clothing.
If chemicals are involved, flush chemicals from the skin, etc.

- III. **NOTIFY**- Nurse/ medical team
Building Administrator
Necessary response services -Medical
Home school
Parent

- IV. **VERIFY SEQUENTIAL RESPONSES**- Call for help
Calm individual
Attend to wound
Notify building Administrator

- V. **RESOURCES**- Building Nurse
Medical team
Building Response Team
Phone lists
911

CHOKING

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.
- II. **IMMEDIATE RESPONSE**- Choking is the result of a foreign object in the airway. If the victim is coughing effectively, do not slap he or she on the back. If the coughing is having no obvious effect and the individual appears to be in increasing distress, the item may be totally obstructing the airway. Call or have someone call for help, position yourself behind the person and place your hands around the abdomen. Grab one fist with the other hand and firmly compress the victims' abdomen to expel air from the lungs. Try this maneuver several times. If the victim loses consciousness, lie him or her on their back, clear the airway, give two slow breaths (mouth to mouth) and then push upward on the abdomen. This may dislodge the obstruction. If the individual is unconscious the muscles in the airway will relax and may allow you to dislodge the item
- III. **NOTIFY**-
 - Nurse/ medical team
 - Building Administrator
 - Necessary response services -Medical
 - Home school
 - Parent
- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Call for help
 - Perform Basic life saving maneuvers
 - Calm individual
 - Notify Building Administrator
 - Monitor until medical help arrives
- V. **RESOURCES**-
 - Building Nurse
 - Medical team
 - Building Response Team
 - Phone lists
 - 911

DIABETIC SHOCK

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.

- II. **IMMEDIATE RESPONSE**- Call for assistance, attempt to identify the problem (high or low blood sugar). High blood sugar or Hyperglycemia will have the following symptoms: hot dry skin, excessively thirsty, drowsy, smell of acetone (nail polish remover) on the breath, and eventually unconsciousness. This individual need medical attention as they may require insulin. Low blood sugar or Hypoglycemia will have the following symptoms; pallor, profuse sweating, hunger, the person may be confused or aggressive, rapid pulse, may appear to be drunk, experience seizures, and finally become unconscious.

- III. **NOTIFY**-
 - Nurse/ medical team
 - Building Administrator
 - Necessary response services -Medical
 - Home school
 - Parent

- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Call for help
 - Perform Basic life saving maneuvers
 - Calm individual
 - Notify Building Administrator
 - Monitor until medical help arrives

- V. **RESOURCES**-
 - Building Nurse
 - Medical team
 - Building Response Team
 - Phone lists
 - 911

ELECTRIC SHOCK

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.

- II. **IMMEDIATE RESPONSE**- Call for help. DRABC. If the victim is still in contact with the power source, turn off the source, or disconnect the victim using a piece of wood or any other non-conductive item. **D**anger is the first consideration. Your ability to assist the casualty depends on caution until the source is disconnected. **R**espond by gently shaking and shouting at the casualty. Assess the casualties' condition, alert, reactive, confused, or unconscious. **A**irway, be sure the victim is breathing, is airway open and clear. Begin necessary first aid, check for additional wounds.

- III. **NOTIFY**-
 - Nurse/ medical team
 - Building Administrator
 - Necessary response services -Medical
 - Home school
 - Parent

- IV. **VERIFY SEQUENTIAL RESPONSES**- Call for help 911 & 9600#00 Medical Emergency
 - Perform Basic life saving maneuvers
 - Calm individual
 - Notify Building Administrator
 - Monitor until medical help arrives

- V. **RESOURCES**-
 - Building Nurse
 - Medical team
 - Building Response Team
 - Phone lists
 - 911

EPIDEMIC/PANDEMIC

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Planning for all medical and related emergencies should consist of properly trained staff, first aid kits, school nurse and medical information (as provided by parents) on all students.

- II. **IMMEDIATE RESPONSE**- An epidemic is the occurrence or prevalence of a disease in a locality such as a community at the same time. A Pandemic is an epidemic occurring worldwide or crossing international boundaries. If it becomes apparent that there is a major number of absences at a facility or in a village, city, or town, there is the possibility of the facility being shut down on the advisement of Administration, or other agencies such as the local Health Department, State Education Department, or Center for Disease Control. Note and respond to the needs of the victims, performing necessary first aid to comfort the victims and notify necessary personnel.

- III. **NOTIFY**- COVID Notification Process
Frontline-Contact Tracing

- IV. **VERIFY SEQUENTIAL RESPONSES**- Assess individual to determine problem
Comfort victim
Notify necessary personnel
Determine need to close facility or limit exposure to others.

- V. **RESOURCES**- Building Nurse
Medical team
Building Response Team
Phone lists
911

TRAUMATIC EVENTS

Traumatic Events are those that will affect the operation of not only the staff and students of a facility, but the school community as a whole. As with any planning endeavor the situations that follow will not be the only ones that are possible and the recommended responses not the only ones that will work.

Above the possible need for emergency first aid for persons involved in these types of situations, there will also be the need to counsel those not directly affected at or on the scene. The effects of a traumatic experience may extend to students, staff, responding agencies, parents, and community.

The situation will dictate the necessary responses, but the type of situation, location, and individuals involved will have an impact on how the follow-up will be conducted. The single most important resource will be that of qualified personnel to counsel and listen to anyone that feels the need to talk or express themselves. Your lists of contacts and organizations need to be readily available.

BUS ACCIDENT

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING-** Planning for any emergency situation must be broad based to cover numerous possibilities. The response to a bus accident will be determined by the severity and location of the incident as well as the immediate information provided to the administrator, staff, responding emergency services.

- II. **IMMEDIATE RESPONSE-** Upon receipt of information or rumor, verify that there has indeed been an accident, send representative of the school or district the scene to assist with problems on site. Verify injuries, students involved, and where the injured are transported. Notify Administration and site Crisis Teams. Evaluate the immediate, short term, and long-term effects on your organization and plan the necessary steps to be taken.

- III. **NOTIFY-**
 - 911
 - Crisis Team
 - Nurse
 - Building Administrator
 - Necessary response services -Medical
 - Home school
 - Parent
 - Parental pick up (see definition in Appendix A)

- IV. **VERIFY SEQUENTIAL RESPONSES-**
 - Off Site - Verify information (call the local law enforcement agency)
 - On Site - Call 911
 - Activate Crisis Team
 - Perform appropriate First Aid
 - Notify Administration
 - Notify Home Schools
 - Notify Parents
 - Plan for the necessary counseling and follow up (Critical Incident Debriefing)

- V. **RESOURCES-**
 - Crisis Team
 - Building Nurse
 - Medical team
 - Counseling Team
 - Phone lists
 - 911

DEATH

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Knowledge of the staff whom have had the training in Critical Incident Debriefing, and all information surrounding the specific incident is necessary to plan a response. Responses will be developed to fit the circumstances and Team Training will be necessary.
- II. **IMMEDIATE RESPONSE**- Processes for handling the dissemination of information in a controlled manner and at a central location is very important. The need to furnish accurate information and combat rumor is necessary to prevent further problems and misinformation. Establish area for counseling, and informal meeting areas.
- III. **NOTIFY**-
 - Building Administration
 - District Administration
 - Building Crisis Team
 - Staff
 - Counseling Staff Students
- III. **VERIFY SEQUENTIAL RESPONSES**-
 - Notify building Administrator
 - Verify information
 - Notify Building Crisis Team
 - Inform staff and students
 - Plan counseling sessions
 - Follow up to insure the necessary closure
- IV. **RESOURCES**-
 - Crisis Team
 - Counseling Staff
 - Critical Incident Debriefing Team

SUICIDE ON PREMISES

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**-- Knowledge of the staff whom have had the training in Critical Incident Debriefing, and all information surrounding the specific incident is necessary to plan a response. Responses will be developed to fit the circumstances and Team Training will be necessary.
- II. **IMMEDIATE RESPONSE**- Call for help and follow the **DRABC** guidelines. Be sure that you don't expose yourself or others to further **Danger**. **Respond** to the immediate situation, check the victim for vital signs. **Airway** check to assure that the victims' airway is clear. Check to see if the victim is **Breathing**. **Circulation** can be checked by feeling for a pulse or carotid pulse?
- III. **NOTIFY**-
Building Administrator
911
Activate Crisis Team
Notify Administration
Coordinator of Security
Home School
- IV. **VERIFY SEQUENTIAL RESPONSES**- Notify building Administrator
Follow **DRABC** procedures
Verify information
Notify Building Crisis Team
Inform staff and students
Plan counseling sessions
Follow up to insure the necessary closure
- V. **RESOURCES**- 911
Crisis Team
Counseling Staff
Critical Incident Debriefing Team
Emergency plan phone lists

TRAGIC DEATH

Wayne - Finger Lakes BOCES

- I. **PRE-EMERGENCY PLANNING**- Knowledge of the staff whom have had the training in Critical Incident Debriefing, and all information surrounding the specific incident is necessary to plan a response. Responses will be developed to fit the circumstances and Team Training will be necessary.

- II. **IMMEDIATE RESPONSE**- Processes for handling the dissemination of information in a controlled manner and at a central location is very important. The need to furnish accurate information and combat rumor is necessary to prevent further problems and misinformation. Establish area for counseling, and informal meeting areas.

- III. **NOTIFY**-
 - Building Administration
 - District Administration
 - Building Crisis Team
 - Coordinator of Security
 - Staff
 - Counseling Staff Students

- IV. **VERIFY SEQUENTIAL RESPONSES**-
 - Notify building Administrator
 - Verify information
 - Notify Building Crisis Team
 - Inform staff and students
 - Plan counseling sessions
 - Follow up to insure the necessary closure

- V. **RESOURCES** -
 - Crisis Team
 - Counseling Staff
 - Critical Incident Debriefing Team
 - Emergency plan phone lists

C. Description of procedures to coordinate the use of school district resources and manpower during emergencies, including:

C.1 Trained staff willing to assist in an emergency.

See individual Building Level Plans, Appendix D

C.2 Heavy Equipment Inventory

See individual Building Level Plans, Appendix D

C.3 Bus and Vehicle Inventory

See individual Building Level Plans, Appendix D

C.4 Fuel Inventory

See individual Building Level Plans, Appendix D

C.5 Cafeteria Capacities / Inventory Summary

See individual Building Level Plans, Appendix D

- Identification of the staff members assigned to provide assistance during emergencies.

This is a list of names and numbers for the Operation and Maintenance Department Staff for reaching staff during hours that the buildings are accessible. I have also included home phone numbers of all the staff, these are to be used only in emergency situations.

Newark Regional Support Center, 131 Drumlin Court, Newark, NY 14513-1863

	Work	Home	Cell
Jeff DeWind	(315)332-7250		(585)397-4215
Frank Buisch	(315)332-7402	N/A	(585)775-5035

Finger Lakes Technical and Career Center, 3501 County Rd. 20, Stanley, NY 14561

	Work	Home	Cell
Matt Buisch	(585)526-6422		(585)406-4279
Randy Gavette	(585)526-6423	(585)526-4537	(585)406-3338
Jeff Williams	(585)526-6423	(315)331-2142	(585)406-3336

Wayne Technical and Career Center, 4440 Ridge Rd., PO Box 19, Williamson, NY 14589-0019

	Work	Home	Cell
Ray Coulombe	(315)589-2614	(315)483-8337	(585)216-5721
Ken Faso	(315)589-2614	(315)483-4807	(585)330-9265
Brian Hotto	(315)589-2690	(315)483-9876	(585)370-9568

This is a list of names and numbers for the Operation and Maintenance Department Staff for reaching staff during hours that the buildings are accessible. I have also included home phone numbers of all the staff, these are to be used only in emergency situations.

D. Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.

The district will annually review with staff and students, their role in implementing the emergency plan.

E. Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

As the initial plan is developed and annually as the plan is updated, the chairperson of the planning committee will submit a draft of the plan to each affected county emergency management coordinator for review to insure compatibility with the county plan and statewide plan.

Each year, the Superintendent will conduct at least one test of the emergency response procedures for each student occupied facility. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. (Reference BOCES BOE #AR643)

Section III: Responding to Threats and Acts of Violence

- A. Policies and procedures for responding to threats of violence (see Section II B)**
- B. Policies and procedures for responding to acts of violence (see Section II B)**
- C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.**

All staff is required to notify the building administrator (or designee) of any violent incidences. The building administrator (or designee) will determine the seriousness of the situation and contact law enforcement immediately if the situation warrants.

- D. Identification of appropriate responses to emergencies (see Section II)**
- E. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.**

For incidences involving individual or several students, the parents of all students involved will be notified as soon as possible by the building administrator regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy all parents will be notified of the circumstances of the incident as soon as possible.

Section IV: Communication with Others

- A. Description of the arrangements for obtaining assistance during emergencies from emergency services organization and local government agencies.**

Contact the County Emergency management Office for the specific county:

Ontario: 585-396-4310

Wayne: 315-946-5663

Also, see Appendix B for additional numbers and agencies.

- B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.**

By contacting 911, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

- C. A system for informing all educational agencies within a school district of a disaster.**

The school superintendent or his/her designee will notify all educational agencies with district boundaries of any emergency situation that may affect their operation.

- D. In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:
(see Appendix D)**

- School population,
- Number of staff,
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.

Section IV: Prevention and Intervention Strategies

- A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures.**

All staff are required to actively participate in measures outlined by the administration for providing school safety and security. These include:

1. Limiting access for all persons to one main entrance or controlled entrance.
2. Wearing staff identification badges at all times.
3. Being cognizant of strangers in the building and stopping visitors who have not properly registered.
4. Providing adequate lighting in all areas.
5. Reducing and controlling traffic flow on campus.

6. Providing sign-in procedure via Raptor System for processing/verifying all visitors to student occupied buildings.
7. Training all staff on violence prevention, intervention and interdiction.

B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

1. Administrators and counselors share pertinent intake information regarding specific students with staff.
2. Alternative Education Staff meets daily to discuss students and their IEP's.
3. Selected staff meet systematically with probation officer, juvenile officers and social service staff.
4. Building Administrators meet with staff after an incident to discuss strategy.

C. Prevention and intervention strategies:

1. Staff training programs:
 - a) Life Space Crisis Intervention
 - b) DASA
 - c) Safe Schools (Online training)
 - d) Safe Schools NY (Quick reference guide-Emergency Response)
 - e) School Resource Officer (Training for Staff)
 - f) Coordinator of Security (Training for Staff)
 - g) CLPS School Safety consulting (Threat Assessment)
 - h) Therapeutic Crisis Intervention
 - i) NYS Police Safe Schools Training
 - j) CPR/First Aid/Narcan/Stop the Bleed
 - k) Bus Drivers Safety Training
 - l) Haz. Comm./RTK Training
 - m) Blood-Borne Pathogens
2. Student programs:
 - a) Social Skills Development Program
 - b) Review of student handbook and code of conduct with both students and parent sign-off
 - c) In the Technical & Career Centers, character education is a joint effort with the home school districts.
 - d) In the Special Education Centers, character education is embedded in the IEP of each student.
3. Full time counselors and/or social workers on each campus to develop rapport with students.

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, may include, but are not limited to the establishment of:

- Youth leadership programs,
- Peer mediation,
- Conflict resolution,
- Others based on district need.
 1. Special Ed Crisis Support Staff and Counselors.
 2. Alternative Ed effective groups on building self-esteem.
 3. Counselors on each vocational campus to develop rapport with students.

APPENDICES

Appendix A:

Definitions

Wayne-Finger Lakes BOCES Board of Education Policies and Procedures

Appendix B:

Communications Information

Appendix C:

Memoranda of Understanding or agreements relevant to implementation of the district-wide plan.

Sheltering and Transportation agreements with member Districts.

Red Cross agreements (There currently are no agreements)

Memoranda of Understanding or agreements with Ontario and Wayne County Sheriff's Office (School Resource Officer) program.

Appendix D:

D.1 Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff.

Reopening Plan.

Copies of all building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Notification Process.

D.2 Finger Lakes Technical & Career Center (FLTCC)

D.3 Regional Support Center (RSC)

D.4 Wayne Technical & Career Center (WTCC)

D.5 Pathways Technology Early College High School (PTECH)

Appendix A

DEFINITIONS AND BOARD OF EDUCATION POLICIES

Definitions in this appendix are based on the assumption that all recommendations of the Homeland Security directives are being followed. Recommendations on building security are based on the first and most important directive that to ensure a secure building, the only areas of the building that should be accessible are hallways, occupied classrooms, and occupied shop areas. All other areas, those considered to be sensitive such as Boiler rooms, Server closets, Phone rooms, and un-occupied areas will remain locked.

(Board of Education Policies will be posted as the new Policies are adopted and corresponding policy numbers are identified.)

Definitions

Clear and Sanitized Area: An assembly space, such as the gymnasium, that is used to shelter students, faculty and staff after it has been thoroughly searched by school volunteers and law enforcement for suspicious packages and objects.

Incident Command System: The Incident Command System, also known as ICS, is defined as a standardized on-scene emergency management system that allows multi-agencies to work together without any jurisdictional boundary problems. ICS defines the chain of command as a series of management positions in order of authority. Individuals in the chain of command are from different agencies and positions.

ELECTRONIC ADMISSION

Staff that is responsible for electronic admission via Raptor system to allow visitors into our student occupied sites need to ask for their name and the purpose of their visit. If the visitor refuses to provide you with this information do not allow him or her into the building and contact your supervisor. When multiple visitors arrive at the same time remind them all they need to be logged in. You will need to speak loudly enough so that you can be heard.

Student Occupied Buildings: (Special Education Campus follow their Host District procedures)

1. Ask for a government issued ID
2. Scan the ID via Raptor system to produce a visitor badge with their picture on it
3. Return their government issued ID
4. Contact the program staff to verify their appointment.
5. Exceptions: The main door can be open during student loading and unloading with staff supervision

Non-Student Occupied Buildings:

1. Allow visitors to enter via electronic entry. Direct visitors to sign in.
2. Exceptions: The main door can be open 1/2 hour before and 1/2 hour after the scheduled start time of large events. (Conferences, Test Scoring, etc) with staff supervision and conference sign-in.
3. After Hours/Weekends: Doors can be unlocked by Maintenance or BOCES staff 1/2 hour before and 1/2 hour after the scheduled start time. After the door is re-locked post a sign at the door with a cell phone number so latecomers can reach someone in the group to be let in.

All Campuses:

If they walk past you without stopping, you need to call out to them reminding them to do so. If they do not return then note what they look like, what direction they were headed, and then contact your supervisor/administration. (Either by radio, page, or cell phone) If you perceive an immediate threat - initiate a lockdown and call 911. Notify Administration of the circumstance. (Either by radio, page, or cell phone) Lockdown **in one building means Lockout in all other buildings on the campus.**

GENERAL LOCKDOWN

- **Definition:** A protective action that may be implemented when a situation warrants keeping all students, staff and visitors behind locked doors while an incident is being investigated and addressed – NO IMMINENT THREAT.

Hallways, bathrooms and common areas should be cleared, and occupants secured in the nearest lockable classroom or office. Classroom activities may continue as normal pending further instruction – no one is allowed to leave the classroom, including at normal passing times.

INSTRUCTIONS:

- Maintain Calm
- Remain in your classroom / supervise students
- Clear hallways
- Close and lock classroom door
- Take and note attendance – wait to be asked for attendance

- Check classroom e-mail for any additional information
- Continue instruction
- General Lockdown can be cancelled by Rapid Responder, PA or other conventional means

EMERGENCY LOCKDOWN

- **Definition** - protective action that may be implemented when there is an immediate and IMMINENT THREAT to the building population.

All steps for a General Lockdown are completed, classroom activities will cease, and students will be instructed to utilize duck and cover techniques usually along interior wall while remaining out of the line of sight. Lights and window coverings remain as they are unless instructed otherwise.

INSTRUCTIONS:

- Maintain Calm
- Remain in your classroom / supervise students
- Clear hallways
- Close and lock classroom door
- **If unable to lock door – attempt to barricade the doorway using classroom furniture**
- **Cease Instruction**
- **Duck and Cover out of the line of sight of door window**
- **Maintain silence**
- Take and note attendance – wait to be asked for attendance
- Lights and window coverings remain as they are unless instructed otherwise
- Do not respond to fire alarm unless imminent sign of fire is observed
- Do not respond to classroom phone or intercom

- Emergency Lockdown can only be cancelled by **School Administrator or Police Officer IN PERSON**

LOCKOUT

- Definition: A protective action that may be implemented when a situation is occurring outside of the school building or in the vicinity of school property (i.e. police investigation).

All students and staff involved in outside activities will be brought inside and **all exterior doors and accessible windows closed and locked. All internal school day activities may continue as normal – including passing between classes – pending further instructions.**

INSTRUCTIONS

- Maintain Calm
- Close and lock classroom windows
- Remain in your classroom / supervise students and continue instruction
- Check classroom e-mail for any additional information
- Lockout can be cancelled by PA or other conventional means

Short-Term Shelter in Place: A procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school (depending on building population) that has been clear and sanitized. Most commonly used during bomb threats and weather emergencies.

LOCK DOWN DRILL – QUESTIONS & ANSWERS

Q *Is all staff authorized to call an Emergency Lockdown?*

A Yes, if you perceive an imminent threat.

Q *What types of lockdowns are there?*

A There are two: A general lockdown which allows Administration to investigate where there is no imminent threat. There is also an Emergency Lockdown where it is perceived there is an imminent threat.

Q *How do we perceive an “imminent threat”?*

A Bank Tellers can spot counterfeit bills because they handle the real ones as a normal part of their routine. Staff is used to what is “normal” so the “abnormal” will tend to stick out. This is where your judgment comes in.

Q *Should we pull the blinds or not?*

The State Education Department and the NYS Police do not recommend closing the blinds. They want to be able to see into spaces from the outside.

Q *Should we turn on our communications radio or our cell phone?*

A Please leave the radios turned off and set your cell phone on silent. You do not want noise from those devices drawing attention to you.

Q *What do we do if we are on the phone with a customer or do, we answer our phone?*

A If you are on the phone during a drill please tell the caller you are in the middle of a drill and will call them back shortly. If it is a real event simply hang up. Do not answer your phone and do not answer if someone knocks on your door.

Q *What about public access or police access to the building?*

A In the case of a real event the police will be coming to the campus and will secure the outside of the building. They will be in touch with administration to gain access to the building. Visitors outside the building will be moved away from the campus by the police. In the case of a drill access to the public will be restored within a matter of minutes.

Q *What about groups using the conference rooms?*

A It is the responsibility of the BOCES staff member who scheduled the event to provide the emergency procedures to groups using our facility.

Q *What about locking the overpass doors between the buildings at the Regional Support Center?*

A The overpass doors are too far from an office to be secured quickly and safely. Staff should lock their own suite or office door as quickly as possible.

Q *What if you are using the washrooms or are away from your office at the time of a real event?*

A Join the office or suite nearest you if you can do so in a safe manner or remain where you are if you can be out of sight.

Q *During lock-down, is the security card door access turned off?*

A No because shutting the system off would place all doors with a reader in “open” status giving free access to the building.

Q *What if the fire alarm goes off during the drill or a real event?*

A Do not exit the building. You will receive exiting instructions from law enforcement or administration.

Appendix D

PROJECT SAVE

(Safe Schools Against Violence in Education)

BUILDING LEVEL EMERGENCY RESPONSE PLAN

FINGER LAKES TECHNICAL & CAREER CENTER

REGIONAL SUPPORT CENTER, NEWARK

WAYNE TECHNICAL & CAREER CENTER

PATHWAYS TECHNOLOGY EARLY COLLEGE HIGH SCHOOL

Commissioner’s Regulation 155.17

Introduction

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. Schools stand at risk from a wide variety 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.

The Wayne-Finger Lakes BOCES, in coordination with the Finger Lakes Technical & Career Center (FLTCC), the Regional Support Center – Newark, the Wayne Technical & Career Center (WTCC), and Pathways Technology Early College High School, Newark. The District Superintendent encourages and advocates on-going district-wide cooperation and support of Project SAVE.