

DISTRICT EMERGENCY RESPONSE PLAN SUMMARY

**Draft for Public Review – New text is
highlighted yellow**

07-21-23

Romulus Central School

“Children First Learning Always”



Based on the NYS Guide to School Emergency Response Plans

[Public Hearing by BOE Scheduled for 08/22/23](#)

It is the intent to provide a plan which is consistent with the resources of the District while allowing one method or procedure to operate for a series of emergencies which might occur. By providing a limited number of actions which are applicable to many situations, it is our hope and intention that reactions will be automatic, and therefore more successful.

The District will utilize the NY Safe Schools guidelines for Emergency Response procedures.

During an emergency, the Emergency Response Team shall function as an operations group under the command of the District's Chief Emergency Officer- School Superintendent. All communications with the public, parents and news media during an emergency will be through the office of the Superintendent of Schools.

SCHOOL CANCELLATION

Cancellation due to hazardous weather conditions will be determined by the Superintendent of Schools in conjunction with the Transportation Supervisor and the applicable Highway Departments. Cancellations due to systems failure will be determined by Superintendent and the Head of Buildings and Grounds in consultation with the appropriate Directors. Notification of students and parents will be made over Television and radio stations and the Parent Square App to inform all students and staff with closing information.

TV Stations:

Rochester Area Channels: 10WHEC-TV / 8WROC / WOKR13 / Spectrum Cable

Syracuse Area Channels: WSTM TV 3 / WTVH –TV 5 and WIXT 9

Radio Stations:

Local Area: The Wall 99.3 / WNYR 98.5 / WFLR 95.9 / WFSW 1110 AM / WGVA 1240 AM / WCGR 1550 AM / WFLR 1570 AM / WAUB 1590 AM / WFLK

Other Areas: LITE 97 / WYXL 97.3 / WHCU 870AM / QCountry 103.7 / WTKOldies 1470 AM / WARM 101 / WHEN / WSYR / Y94FM / B104.7 / WPXY / WCMF / WHAM 1180 AM / MIX 100.5 / NERVE 95.1 / 94.1 Zone / Classic Rock I-100 / 99.9-100.3 / Hits 103.3 / The Vine 98.7 / WBEE / Fickle 93.3 / 106.7 Kiss FM / 102 SUNNY FM / 1280 AM Sports Radio

WEATHER-BUILDING SYSTEMS FAILURE

SEVERE THUNDERSTORMS/LIGHTNING

All outdoor activities will cease. Students and staff are to return to the building. If this should occur at dismissal time, a decision will be made by the appropriate Director if sheltering will be necessary.

TORNADO

Close all windows, curtains, blinds and/or shades should time allow. Take cover against the inside walls of hallways, away from doors and windows. If possible, all students should take refuge on the first floor.

EARTHQUAKE

Indoors: Take cover under a desk or table. Remain calm and quiet. Do not try to leave the building until you are instructed by emergency personnel.
Outdoors: Move away from all buildings, utility poles, trees, or any other object that could be in danger of collapse. Be aware that an aftershock may occur. All vehicles should stop and passengers are to remain in the vehicles until shaking ceases.

BUILDING SYSTEMS FAILURES

ELECTRIC, WATER, HEAT, TELEPHONE, SEWER, NATURAL GAS LEAK, and STRUCTURAL

Any individual observing a potential problem is to report the nature of the problem to the nearest office during school hours and to the maintenance department in the off hours. The Superintendent and the Head of Building and Grounds will decide if school opens late or closes early due to a system failure.

BOMB THREATS

BOMB THREATS

Any information of a suspicious object or report of any dangerous device should be reported to the Office of the Superintendent immediately.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

EVACUATION

EVACUATIONS

Should an emergency occur which requires the evacuation of all students in the building; the following actions will be taken:

- The administration will call 911 and the police.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

SHELTER IN PLACE

Should a need arise to take shelter within the building. An announcement will be made by the intercom alerting the staff

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

HOLD IN PLACE

This status is used to limit movement of students and staff while dealing with short term emergencies should a need arise to take shelter within the building.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

LOCK DOWN PROCEDURE

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

LOCK OUT PROCEDURE

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

SCHOOL BUS ACCIDENT

- Dispatcher will make all necessary contacts, i.e. police, medical assistance, school authorities (District Office), Transportation Supervisor, building principal and nurse.
- Transportation Supervisor or designee will report to all accidents in or out of the District which can be reached in a timely manner, or to any accident involving serious injury, fatality, or excessive property damage. Will also provide update to school authorities as soon as possible.
- The appropriate school office will be given the names of any students and the destination of those students transported from the scene for emergency medical treatment if any. Parental/Guardian contact will be made to all those involved.
- Upon arrival at school, all students will be examined by the school nurse. The nurse will contact the parents of all injured students. Parent/Guardian communication will follow to all involved in accident.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

FIRE - CIVIL DISTURBANCE-MEDICAL EMERGENCY-CRIMINAL OFFENSES

FIRE AND/OR EXPLOSION

Faculty, Staff and Students will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

CIVIL DISTURBANCE

Any teacher or staff member on the scene at the beginning of an actual or potential civil disturbance should immediately notify the nearest office by the best means possible. Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

MEDICAL EMERGENCIES

First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or until the child is placed under the care of a parent or guardian. The school nurse is the lead member on any medical emergency. Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

MISSING STUDENT

Notify the Main Office if a student is believed to be missing from school. Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

KIDNAPPING/ABDUCTION

There are two primary types of abduction: Kidnapping and Custodial Interference. Kidnapping is the taking of a person by abduction. Custodial Interference is a relative of a child less than 16 years of age who intends to hold such child permanently or for an extended period of time and, knowing they have no legal right to do so, or takes or entices a child from a lawful custodian; i.e. school environment.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

UNAUTHORIZED VISITORS/INTRUDERS/HOSTAGE TAKING

The safety of students is of primary importance in all situations. Report any unauthorized visitors or suspicious circumstances to the office immediately. A call to 911 will be made from the office of the Superintendent. Faculty

and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

Communicable Diseases & Pandemic Flu Plan

This plan is a companion document to the District Emergency Response Plan. **Temporary measures in response to an outbreak of an infectious disease or exposure to a biohazard may be put into place as an extension to these plans. The determination to institute such measures (eg. to close Romulus Central School) due to pandemic flu will be made in conjunction with the Seneca County Health Department, New York State Education Department, NYS Health Department, and/or Federal Regulations.** The superintendent of Romulus will make the final determination and put in place all procedures necessary to notify the Romulus Community of school closure.

COMMUNICATION

Communication and information concerning the closing of school will be broadcast through the normal information/media outlets. Students and parents will also be notified through the school website as well as using the Parent Square notification system.

Information for public release will be determined by the Superintendent or his/her designee. This information will include:

- Closing procedures
- Educational updates
- Health updates
- Opening procedures
- Public service announcements

CLOSING PROCEDURES

Once the decision is made to close school:

- Staff and students will be notified
- Personnel needed to maintain the building will be informed as to duties and expectations. The building will be run on a minimum staff in order to keep exposure to the lowest levels.

- If enough notice is given that a closing will occur, students will be required to take home textbooks and academic materials.
- If students are not afforded an opportunity to take materials home, materials will be made available on line, by mail, or by pickup at school during designated times.
- Notification will be made to the NYS Education Department

REOPENING

The District will reopen at the discretion of the Superintendent or his/her designee. The decision to reopen will be based on guidance from the Seneca County & NYS Health Department, the New York State Education Department, and federal regulations. Before reopening, the District will take all necessary steps to ensure a safe environment for students and staff. We will follow all mandates made by the Seneca County Health Department to ensure that the building is ready for the return of students. Notification will be made to the NYS Education Department

Families will be notified the school is to reopen and will be given information as to the reopening procedures. In order to reopen the school will need to be able to provide a safe and secure environment. Students will need to be able to use most school resources including transportation, cafeteria services and health services.

CHAIN OF COMMAND- PANDEMIC FLU PLANNING TEAM

- Superintendent (Martin Rotz)
- Principal (Chris Puylara)
- Assistant Superintendent for C & I (Jennifer Bartlett-Prati)
- School Nurse (Babette Bennett)
- Transportation Director (Ed Ninestine)
- Senior Building Mechanic (Ed Oldfield)
- Cafeteria Manager (Kelly Updyke)
- Members of the District Safety Committee
- Romulus Board of Education
- Teachers by Seniority

OTHER POTENTIALLY DANGEROUS SITUATIONS

TOXIC MATERIAL SPILL - MINOR OR MAJOR WITHIN THE BUILDING

Students and staff should be removed from the area immediately. If possible, confine the spill and initiate clean-up procedures through facilities staff. The Superintendent will determine if there is a need for evacuation or sheltering procedures in consultation with the Head of Buildings and Grounds. The County Emergency Coordinator will be contacted for assistance. Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

HAZARDOUS MATERIAL INCIDENT - OFF SITE

The community has several potential sources of off-site Haz-Mat contamination as well as several highways, which traverse the District that may be used to transport such material. Upon notification and advice from the County Emergency Coordinator to the local emergency personnel of a problem, the sheltering plan may need to be implemented. A command post will be established at the Superintendent's Office. Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

STORM / SNOW / ICE / HIGH WIND

The safety of students and staff will be the determining factor in selecting the plan of action; cancellation, early dismissal or sheltering. Severe weather warnings from the National Weather Service are supplied to the school from the local office of Emergency Management and our BOCES. Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

DOMESTIC TERRORISM- Bioterrorism/Potential Dangerous Packages

If you suspect a dangerous piece of mail; DO NOT OPEN IT! Do not shake or squeeze the mail. Move people away from the mail and call the police.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

EARLY DISMISSAL

The decision for an emergency dismissal will be made in the same manner as the decision for cancellation. Staff will be notified via the PA system and/or the Parent Square App. Students in special classes are to return to their regular classes at this time. The transportation supervisor will notify BOCES and any other schools affected by an early dismissal. Students needing transportation changes may be assisted by individual school staff assuring each student they will be transported to their appropriate location. Notification to families will be made through the Parent Square App.

AFTER HOURS EVENTS

Should any potentially dangerous event transpire during an after-hours event (music/drama performance, athletic contest, extracurricular event, etc.), the supervisor of the event should immediately contact the Superintendent. Event supervisors should provide attendees with instructions for how to shelter, lock-down, and/or evacuate as part of the program for the event.

MENTAL HEALTH AND WELLNESS

The health and wellness of all individuals is a priority of the Romulus Central School District. The district maintains a contract for Employee Assistance through the WFL BOCES and Corporate Care which covers basic counseling services and referrals for all employees. Student services are covered through counseling offered by the Guidance Counselor, School Psychologist, and School Social Worker.

The policy of the Romulus Central School district is aligned to the priority of safety and wellness for all individuals. Any student, employee, or visitor to a school sponsored event that makes indication of violence or danger

towards themselves or others will be reported to the school administration for referral to the appropriate service which may include law enforcement. Concerns for student safety will be reported to parents and/or guardians.

HOMELAND SECURITY

National Terrorism Advisory System

The National Terrorism Advisory System (NTAS) is designed to communicate information about terrorist threats by providing timely, detailed information to the American public. All Americans share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

The following URL accesses current NTAS advisories (both Alerts and Bulletins), archived copies of expired advisories, and additional information on the NTAS system.

<https://www.dhs.gov/national-terrorism-advisory-system>

For the 2022-2023 school year, the United States remains in a heightened threat environment.

On Site Threat- follow the directions of the emergency management personnel.

On the Road- If trip destination or site is identified by the NTAS the trip may be cancelled and must return home.

Faculty and Staff will follow the procedures as stated in the Confidential Building Emergency Response Plan Summary.

CHIEF EMERGENCY OFFICER

Members of the Emergency Response Team will be assembled at the command post as needed and implement the emergency response as directed by the District Chief Emergency Officer. Other personnel as deemed necessary to meet the needs of the situation will be assigned. Members of the Emergency Response Team will remain on call at the command post

until it is determined that the emergency is over, or it is safe or they are no longer needed.

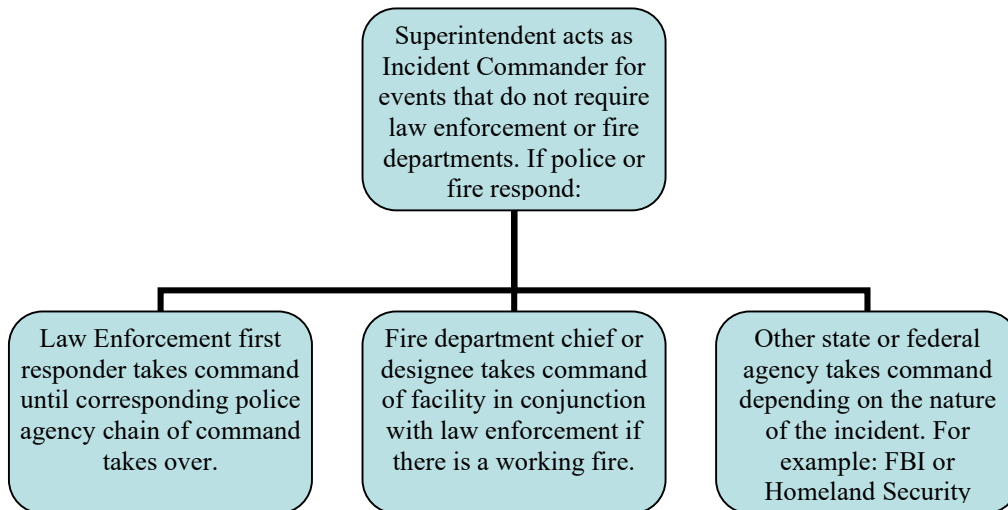
DISTRICT COMMUNICATIONS OFFICER

In most emergencies, there is a need for accurate and up to date information. However this purpose is best served if one and only one person is held responsible for providing information to the general public, parents, and news media. With this in mind, the person authorized to provide information will be designated Communications Officer. All requests for information will be referred to this Officer.

Communications Officer: Marty Rotz

INCIDENT COMMAND PROTOCOL

In the event of a campus emergency requiring first responder support, Incident Command of the RCSD facility will follow the flowchart below. Certain emergencies will require response by law enforcement, fire departments, and/or emergency medical personnel such as an ambulance.



IN THE ABSENCE OF THE ABOVE INDIVIDUAL(s) FOLLOW DISTRICT CHAIN OF COMMAND

EMERGENCY RESPONSE TEAM

During an emergency, the Emergency Response Team shall function as an operations group under the command of the District's Emergency Coordinator. All communications with the public, parents, and news media during an emergency will be through the office of the Superintendent of Schools.

Title/Name	Work Phone 1-866-810-0345
Chief Emergency Officer	(In the absence of the Superintendent or any other member, this list shall serve as a chain of command)
Superintendent Marty Rotz	Ext. 330
Principal Chris Puylara	Ext. 342
Director of Curriculum/Instruction Jenn Bartlett-Prati	Ext. 172
Dean of Students Mike Pane	Ext. 320
Guidance Counselor Victoria McCusker	Ext. 338
Head of Buildings/Grounds Edward Oldfield	Ext. 180
Transportation Supervisor Ed Ninestine	Ext. 409
School Nurse Babette Bennett	Ext. 325
School Psychologist Steven Dolan	Ext. 335
School Social Worker Katie Harris-Maxwell	Ext. 360
School Resource Officer James Palmer	Ext. 346
Romulus Fire Department Stacy Bennett	Department 607-869-5282 Cell: 315-729-5934

EMERGENCY PHONE NUMBERS **OUTSIDE AGENCIES**

<u>Agency</u>	<u>Contact Person</u>	<u>Day Phone</u>
Ambulance		911
Fire Department Romulus Department		911 607-869-5282
Seneca County Sheriff Non-emergency		911 607-869-3721
NY State Police		607-869-5200
County Emergency Management – Melissa Taylor		315-539-1757
Department of Health		315-539-1920
NYSEG (Electric Co.)		800-572-1131
Geneva General Hospital		315-787-4500
Red Cross		315-568-9436
Trumansburg Phone Co		607-387-5454
Child Abuse Hotline		800-342-3720
Seneca County Mental Health		315-539-9258
Poison Control Center		1-800-333-0542
Corporate RCS Employee Assistance Program		585-506-5187 or 315-462-0464