

EMERGENCY RESPONSE FIRST STEPS MANUAL

Important Notes:

You may update, as you see fit, the “Emergency Number” section (it is electronically highlighted in yellow) by identifying the key police, fire and emergency response officials (and their contact telephone numbers) that respond to the needs of your respective building, in accordance with your Building Safety Plan.

Should district office receive recommendations to modify these procedures from law enforcement, lead emergency management agencies, or fire and rescue services, then these updates will be redistributed to school buildings as received.

**2017-2018
Distribution**

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

EMERGENCY RESPONSE

FIRST STEPS MANUAL DRAFT

Fall 2017 Distribution

EMERGENCY NUMBERS

<u>Response Agency</u>	<u>Contact Name</u>	<u>Contact #</u>

This Guide has been developed as a quick reference for staff. The building safety plan compliments this guide. Familiarize yourself with its contents. There will be faculty meetings to review these plans in detail.

**THIS DOCUMENT IS TO BE TREATED AS CONFIDENTIAL AND FOR YOUR USE ONLY.
MAINTAIN IT IN A SECURE BUT ACCESSIBLE PLACE.**

THANK YOU

DISTRICT WIDE Plain Language Quick Guides

Lockdown – Quick Guide

- Lockdown will be announced by intercom, public address system, or otherwise. Do not use codes. Call 911 and report your situation. Consider a lockout for adjacent school buildings as well.
- Immediately gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- Do Not cover windows.
- Leave the window blinds and lights as they are.
- Document and Attend to any injuries as well as possible.
- No One should be allowed to enter or leave a classroom or office under any circumstances.
- Do not answer or communicate through your locked door.
- Do not allow anyone into your ‘secured’ area.
- Do not answer a classroom telephone.
- Do not respond to a Fire Alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.
- Do Not talk within your secured area, except only as absolutely necessary.
- Do Not respond to the intercom, public address system, or other announcements.
- Take Attendance – include additions. Missing students’ known last known locations should be noted. Keep this record for when you are released from the lockdown.

Lockdown will end ONLY when you are physically released from your room by emergency responders or other authority.

Shelter in Place – Quick Guide

For a Generic/Non-specific Bomb Threat:

- Announce “Shelter in Place”. Instruct Everyone to remain where they are and scan their respective area for anything out of the ordinary.
- Call 911.
- Activate School Building-Level Safety Team. Instruct them to scan common areas for anything unusual.
 - *Effective bomb threat response relies on the notion that information contained in a threat cannot be considered definitive; but rather, as clues which place the validity of the threat on a gradient scale between hoax (generic) and credible (specific, i.e. – date, time, location, method).
 - If no device is found, decide whether to continue school or evacuate. The school district administration may consult with police to make their decision.
 - If a device is found, follow step 3 for “A Specific Bomb Threat”.

For a Specific Bomb Threat:

1. Announce “Shelter in Place.
2. Call 911.
3. Activate School Building-Level Safety Team.
4. Call 911 for any emergency assistance if needed.

Lockout – Quick Guide

- Lockout will be announced by intercom, public address system, or otherwise. Use plain language to announce the lockout.
- If a school is in lockout because they were notified by police of a local situation, there is no need to call to advise police of the lockout. However, the school should keep the police advised of any change in status to your building.
- If the school is initiating the lockout due to a situation or potential incident discovered at the school, they should advise police of your lockout and what you may be anticipating.
- Lock all exterior doors and windows.
- All outside activities are terminated.
- Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
- Classes otherwise continue as normal.
- Lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.
- Upon resolution of an incident and termination of the lockout, contact police to advise them of such.

BOMB THREAT

Immediate Actions:

- 1.** If you notice a device or personally receive a threat, notify office immediately. Do not attempt to move a device or suspicious object. Do not use a telephone or radio to inform the office.
- 2.** Move class out of area. If you remain in class, because the object will block your safe exit, avoid all door glass and windows.
- 3.** If a signal is given to evacuate building, assist students in evacuating (Observe Fire Drill Evacuation Card, unless directed differently by an Administrator or Security Guard). After leaving the building, move 400 feet away from the building and take attendance. If possible have students sit and face away from building. Report missing students to an Administrator or designee.
- 4.** Stay with students. Follow directions and return to the building only when directed.

BUILDING COLLAPSE **(STRUCTURAL FAILURE OR** **EARTHQUAKE)**

Immediate Actions:

1. Seek immediate shelter in room or in hall. Get under desks.
2. Avoid glass windows, heavy fixtures, gymnasium, auditorium or other large roofed areas.
3. When collapse action has subsided evacuate building. Do not wait for directions. Evacuate at least 400 feet from building.
4. Do not return to building; take attendance, report absentees to Administrator.
5. Await directions.

CIVIL UNREST (UNLAWFUL ASSEMBLY - RIOT)

Immediate Action:

1. Call building administrator. Notify if weapons are involved or physical injury situation is evident. Describe the number of persons involved; students or non-students; nature or reason for event.
2. Remove non - involved students from immediate area and secure classroom. Remain in classroom until notified of further direction. Reassure students.
3. If situation occurs in classroom, order students to get under desks (drop-duck-cover). Attempt to leave intercom on.
4. If incident is outside of classroom, close blinds and stay away from windows and door.
5. Do not permit students to enter or leave your room.
6. Only admit teachers and administrators that you know. If a police authority comes to the door, request identification.
7. Await directions, take attendance.

DRUGS AND **SUBSTANCES**

Immediate Action:

If a student is suspected of being under the influence of a substance or of distributing drugs or alcohol remain with student:

1. Contact security personnel or another teacher. Second teacher will remain for support and as an observer.
2. Security will escort pupil to health office and notify administrator.
3. The security staff person should maintain visual contact with student and the nurse will evaluate student. The administrator will take necessary steps as per administrative procedures.

EXPLOSION

Immediate Action:

1. Call principal.
2. If able to do so, and it has not already been activated, and you are reasonably sure an explosion has occurred, pull fire alarm and evacuate building according to fire drill plan.
3. Stay with students and remain 400 feet from building.
4. Take attendance and notify administrator of missing students.

FIGHTS

Immediate Action:

1. Direct students to stop fighting.
2. Call for administrative assistance, and notify security if possible. If your area is teaming, the first individual on the scene acts as Incident Manager.
3. Control onlookers, addressing those that you know, by name. With back up staff, isolate action. Attempt to separate individuals or groups.
4. Block access to additional students wishing to come into the area. Each staff member should address, by name, those students that they know.
5. Maintain a visual contact of the altercation and continue verbal efforts to have the action cease.
6. Do not attempt to physically separate the individuals by yourself. If using physical restraint approach from the side and never from the front of the student(s).
7. Remove objects, which could be used as a weapon.
8. Maintain names or descriptions of those who are fighting as well as those who refuse to leave area.
9. Weapons may be involved in any fight - approach with caution.
10. Assist security and administration when they arrive on the scene.

As in all cases, act reasonably based on the size of the pupils and the assistance available.

FIRE

Immediate Action:

1. If you notice smoke or fire in your building area call an administrator and pull fire alarm.
2. If you hear an alarm, evacuate building according to fire drill plan, being alert to possible impediments to normal route. Be prepared to assist in the evacuation of students with physical, emotional or mental handicaps.
3. Close door behind you - if possible close windows to prevent spread of fire and noxious fumes during evacuation.
4. Once the building has been evacuated, take attendance and inform the administrator of any children not in attendance.
5. Observe directions for return to the building or sheltering in an alternative site.

GAS LEAK

Immediate Action:

In the event of a gas leak, staff will be notified by messenger. The use of any phone, alarm or walkie-talkie might initiate an explosion. **DO NOT USE PHONE OR RADIO!!**

1. Do not turn off lights or activate or deactivate an electrical source.
2. If you detect a gas leak in your area, send a messenger with a note, to the office.
3. Open as many windows as is feasible.
4. When notified of a leak evacuate the building and remain 400 feet from building. Have children sit and face away from the building.
5. Take attendance and report any missing students to the administrator or designee. Remain and supervise pupils. Await directions.

HAZARDOUS MATERIAL EXPOSURE

Immediate Action:

1. Call principal and report as accurate and complete information as possible. Principal & staff will review Material Safety Data Sheet. (MSDS).
2. Evacuate the area immediately. In all cases, evacuate up wind of the spill. If the spill is in an area affected by wind, the administrator will station a person at the exit to select the safest route.
3. Report any injuries for medical assistance. Any exposure will require competent medical attention.
4. Upon the direction of the Police or Fire Department be prepared to evacuate to one-quarter mile – upwind of the building.
5. Take attendance, report students not in attendance to the principal, supervise and await directions.

Note: Any hazardous material leak or exposure requires immediate evacuation. Victims who have inhaled a substance require fresh air immediately. Chemicals that get on the skin need to be flushed with water immediately.

HOSTAGE

Immediate Action:

1. If Hostage Taker is unaware of your presence, do not intervene
2. Secure classroom and shelter students, maintain as much calm as possible.
3. Contact administration immediately by means of messenger or phone. Give as much information as possible regarding description and location of hostage taker(s), and number/identity of hostages.
4. Await instructions and do not permit students to leave rooms or secured areas.

*If you are within hostage area: remain calm, maintain calmness of others. If hostage taker(s) is an immediate threat to the life or health of you and/or others, the hostage taker is in a point of "control". Do not approach the hostage taker(s) particularly if a gun is involved.

INTRUDER, UNAUTHORIZED PERSON

Immediate Action:

1. If unauthorized person appears to be non-violent politely greet person and identify yourself.
2. Ask the person to identify himself/herself and the purpose of the visit.
3. Inform intruder of guest policy and escort, or have them escorted, to the main office to be checked in.
4. If intruder refuses, request that they leave the building, and immediately contact the main office giving a full description of the intruder.

*If at any time you suspect that the unauthorized person/intruder may become violent, obtain the assistance of security and/or walk away, secure yourself and others in the area to safety, and contact main office/security, giving full description of intruder.

KIDNAPPING, **ABDUCTION**

Immediate Action:

When a student is taken forcibly from the school, weapons may be involved.

1. Information is to be reported immediately to the principal by means of the nearest phone. The public address system is not to be used for this emergency.
2. Persons who were witness to the student's abduction should be debriefed by an administrator and should immediately document any information including a description of the individual, the clothes of the abductor, a car registration plate number, & description of the vehicle.
3. The principal will contact the police, parent and the superintendent of schools.
4. Faculty will be notified of the event by means of a messenger and a written note. A faculty meeting will be held at the close of the school day.
5. The principal will notify any school where there is a sibling of the abductee, and that child shall be provided, depending on age, with unobtrusive security.
6. A fact sheet will be developed by the principal and will be distributed to the staff. On the following morning, this sheet will be distributed to staff at a faculty meeting prior to school. The Emergency Response Team will provide the staff with guidance with respect to informing and counseling of students.
7. Members of the District Emergency Response Team will be available for student and staff counseling.
8. Additional security personnel will be placed in the school and campus during succeeding days and shall remain until relieved by the Superintendent of Schools.

STORMS

Immediate Action:

1. All weather alerts will be delivered to staff by messenger and note.
2. In the event of a storm, continue normal activities and instruct while awaiting instruction from the building administration.
3. Keep students in assigned area and maintain accurate accounting, if there is a possibility of an early dismissal. Send other pupils, if necessary, to retrieve pupils from library, office, etc.
4. If high winds are present, close blinds.
5. If high winds are a possibility - with damage - the administration will direct you to move your pupils to the hallway. Keep all students sitting on the floor and away from any glass, including vision panels in the classroom door.
6. Administration will notify staff of early dismissals and "Go Home" plans. This will be done by a messenger, and pupils will not be notified at the same time as staff.

SUICIDE, THREATENED SUICIDE

Immediate Action:

1. Contact administrator if a student is in the possession of a weapon or other lethal substance or has used such. If personal safety permits, stay with student and make notification through messenger.
2. If student's physical condition signals harm or ingestion of a substance, notify nurse immediately - do not wait for administrator.
3. Stay with ingestion victim. Try to determine the nature of the substance ingested. If trained, clear airway if necessary.
4. Enlist other teachers and staff to clear area. Staff will direct distressed students to wait in another area for Emergency Response Team members.
5. Administrators will contact police, EMS, Office of Pupil Personnel Services and Emergency Response Team.
6. Staff will clear halls and shelter students as directed by administration.
7. Staff will observe other students for distress and refer them, in person, to Emergency Response Team.
8. Principal will notify parents; arrange for faculty meeting and debriefing; meet on the following morning; prepare a briefing sheet for staff and arrange for district Emergency Response Team to support building as needed.
9. Staff will monitor other students for signs of distress and refer to Emergency Response Team. Staff counseling will be made available.
10. The principal will meet with the superintendent and/or designee to determine plans for community support if needed. Community support offers shall be channeled through the Emergency Response Team manager to the principal and superintendent and/or designee.

Threatened Suicide:

1. All information relating to a potential suicide, from the possible victim or relayed through others (students, parents, staff, police and others), will be treated with greatest concern. Gather information (when, why, means, etc.), don't evaluate credibility. Notify principal, a member of Emergency Response Team or Office of Pupil Personnel Services.
2. Locate and remain with victim.
3. Other distressed students are to be referred to Emergency Response Team immediately.

WEAPONS IN SCHOOL, GUN WEAPON FIRING

Immediate Action:

1. Notify administration immediately by means of messenger or phone.
2. Upon an understanding that a gun has been displayed, secure classroom and shelter pupils.
3. Await instructions and do not permit pupils to leave room.
4. If students are outside of building, or the event is occurring outside of the building, the administrator shall make provisions to have supervisors martial the students into a safe area and leave them on the outside. High school students can be directed to middle school gymnasium.
5. Initiate stop, drop and cover with students if the event is suspected of being within the area of the class or place where your students are. The definition of area is liberally applied and staff should initiate this action if there is any suspicion of proximity. This technique means stop, drop to your knees and cover the back of your head with your hands. Remain in this position until advised of an "all clear" by an administrator.
6. If a weapon is fired, check for any injured student and get medical attention through the use of a runner directed to the nurse or building administrator.
7. If confronted by a person with a gun - do not attempt to disarm. (see more information on "Guidelines" page, last page of manual).

ANTHRAX THREAT

Middle Country Central School District Emergency Response Procedures Anthrax Scare

1. All reports findings of suspicious mail and/or a suspicious substance must be reported immediately to the building administrator, buildings and grounds/security office (Frank Fiorino), and the superintendent.
2. The building administrator will take all necessary measures to secure the suspicious substance/article in its original location and to secure that location.
3. Buildings and Grounds (Frank Fiorino) will notify all appropriate authorities and report back to the building.
4. The following security measures must then be consistently followed:
 - Security will place the suspicious envelope or package in a plastic bag or some type of container to prevent leakage of contents. **DO NOT SHAKE OR EMPTY THE CONTENTS OF THE SUSPICIOUS ENVELOPE OR PACKAGE.**
 - Evacuate and section off the area containing the suspicious envelope, package, or substance.
 - List all people who were in the room or area when the suspicious letter, package, substance was recognized. This list will be delivered to the appropriate authorities and district personnel.
 - Instruct any staff of student who may have come in contact with the suspicious envelope, package, or substance to wash their hands with soap and water and to shower as soon as possible. If substance has come into contact with clothing, instruct person to change clothes immediately.
5. After consultation with Frank Fiorino and the superintendent, a determination will be made regarding the necessity to evacuate the building.
6. Once a set of facts and findings have been established, they will be shared with the staff (in writing and/or staff meeting).
7. No one will speak to the media other than the superintendent, or designee.
8. The principal will send a letter to parents notifying them of each incident.

Guidelines:

Intelligence:

Report all information regarding possible fights, weapons, pupil distress, community related incidents, etc. to an administrator as soon as possible. Don't presume they already know.

Supervision:

It has been estimated that over 90% of incidents can be averted by staff presence and visibility. Deter through your presence. Be in the halls during passing times.

Personal Safety:

- Always be aware of your surroundings and alert to the unexpected.
- Know the shelter signal (and other emergency level codes, black, red and blue).
- Visualize what you will do in an emergency. Have your own plan.
- Know the members of the Emergency Response Team.
- Be aware of your own stress - use the Emergency Response Team for debriefing.
- Form a school safety team. (Contact your administrators for information regarding your building safety teams)

Sheltering:

In the event of an emergency, the most important task is to shelter pupils and self from harm. Shelter means removing students from harm or keeping them from possible harm. Secure pupils in the classroom or nearest available room. **In the event of a disturbance, ignore passing time bells, and keep pupils in room until directed.** Listen for administrative directions. In some cases, the administrator may elect to have students moved to a different area of the building. Follow directions, and maintain accurate attendance.

Weapons and Guns:

- Give weapon holder space.
- If confronted, negotiate for more space.
- Don't attempt to disarm.
- Notify, if possible, an administrator who will contact police immediately.
- Remove students, if possible, from the scene.
- Rehearse, to yourself, your order to students - "Stop, get on your knees, cover your heads"
- Immediately report any and all information about a person having a weapon to an administrator.
- When intervening in a dispute, be aware that there could be a weapon.

Glass and "Large Unsupported Roofs":

In high wind situations and in explosions, these are surfaces and areas to be avoided.

Teaming:

Follow your School Safety Team guidelines for handling confrontations.

Evacuation:

If students and staff are evacuated from the building, it is important to move to a safe area. Your principal will designate these areas at the start of the school year. Parking lots, with vehicles, are not safe areas. There must be sufficient distance from building to lessen the chance of you or your students being affected by fumes or debris.

Identification:

In the event of a disturbance, it is important to remember persons for future apprehension and/or identification. Noting the clothing worn by the individual is helpful. Write down descriptions as soon as possible and note any witnesses to the event.

Pupil Accounting:

The accounting for students takes on increased importance during an emergency. Take attendance books with you during an evacuation and take attendance after your students have assembled outside. Immediately report any missing students to an administrator or emergency personnel.

B. General Daily Prevention Measures

The implementation of the District-Wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.
- After opening the room, staff should key the door in the locked position, if possible.
- When leaving the room vacant, staff should lock and close the door, where applicable.
- After school begins, all entrances should be locked, except those monitored or where access is controlled.
- All visitors must obtain a visitor's pass. All students, visitors and staff must adhere to district and building level identification (I.D.) and visitor pass policies and procedures.

Visitors to the Schools

The following policy excerpts apply to all Visitors in the Schools...

1240 VISITORS TO THE SCHOOLS

Regulation Info: 1240R |

To promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year.

All visitors shall be required to show photo ID (identification) to appropriate school personnel and record their name and purpose of visit. Upon the completion of said requirements the visitor will be provided with a visitation pass. All visitors must remain in the visitor registration area until such a time as the party they are visiting arrives to receive them unless otherwise directed by the building principal or designee. The Superintendent, or designee, shall develop guidelines for the implementation of this policy.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Visits to school buildings are to be in accordance with the Board regulations posted in conspicuous places. All visitors are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. A violation of the visitation policy shall be prosecuted pursuant to New York State law.

Cross-ref: 1520 Public Conduct on School Property

5450.1 Notification of Released Sex Offenders
8135 Safe Schools

Ref: Education Law §§1708; 2801

1240R VISITORS TO THE SCHOOLS

0.792131972656: 1240R | [back to information](#)

Visitors to the schools of the district shall be governed by the following rules:

1. Each Building Principal shall establish and maintain a safety plan outlining the process for registration and authorization for visits to his/her school. Such plans shall be submitted to the Superintendents of Schools for approval, and thereafter be made available in the Principal's office to anyone interested in visiting the school.
2. In specific circumstances the Principal of the school, or designee, must grant approval to the person or group wishing to visit.
3. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the school's Principal or designee.
4. All visitors must show photo ID (identification) to appropriate school personnel, sign in, and be issued a visitor's pass, which must be displayed at all times. The pass must be returned to the main office and the visitor must sign out at the conclusion of the visit.
5. Registration shall not be required for school functions open to the public, whether or not school-related.
6. Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns with parent may have regarding the student, whether or not school-related.
7. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board policies and administrative regulations. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.
8. The Principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors or visitors who do not comply with Board policy or administrators regulation procedures shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

5300.65 Code of Conduct - Visitors to Schools

Visitors to the Schools

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must enter through the designated single point of entry upon arrival at the school and show picture identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
- Visitors attending school functions that are open to the public, after school hours such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom or social activity while school is in session are required to arrange such visits in advance with the classroom teacher(s), and Building Principals, so that class disruption is kept to a minimum. The duration of each visit shall be determined by the building principal.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.