



Williamson Central School District

4184 Miller Street
Williamson, New York 14589

Emergency Response Plan Addendum: Extracurriculars and Athletics



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2026-27



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WCS District Emergency Response Plan Addendum: Extracurriculars and Athletics

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Emergency Contact Information

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Introduction

An emergency response plan is essential for ensuring the safety and well-being of students, faculty, and staff in any educational environment. While general safety plans typically cover a broad range of scenarios, extracurricular activities – especially athletics – present unique circumstances that require specialized consideration. An addendum to the emergency response plan specific to extracurriculars and athletics addresses these unique needs, ensuring a comprehensive approach to student safety across all school activities.

Rationale

Extracurricular and athletic activities are an integral part of the educational experience, contributing to students' physical, social, and emotional development. The ERP Addendum specific to Extracurriculars and Athletics is intended to best ensure the safety of students during athletics and extracurricular activities, outlining procedures for execution of various emergency annexes, such as evacuations, and lockdowns.

1. **Student Safety and Well Being:** Athletics and extracurriculars often take place in environments separate from the main school building – on sports fields, in gyms, or on off-site locations. The ERP addendum ensures that all personnel (AD, coaches, advisors) are prepared and trained to act quickly and decisively in emergencies. It also ensures that students participating in these activities have access to the same level of safety preparedness as those in classrooms.
2. **Risk Identification:** Sports and other extracurricular activities pose different types of risks than typical onsite classroom settings. The addendum provides detailed procedures to identify and mitigate these risks.
3. **Coordinating with Local Authorities:** In the event of an emergency, especially for off-site or large-scale events, a coordinated response between the school district and

local authorities (police, fire department, EMS) is crucial. The addendum sets protocols for communication and coordination to ensure effective crisis management.

Regulatory Requirements for Emergency Response Plans in NYS

In New York State, school districts are required by law to develop and implement comprehensive emergency response plans, which must include provisions for various types of emergencies, including those occurring during extracurricular activities and athletics. The following key regulations require the inclusion of such information in school safety plans:

1. **NYS Education Law § 2801-a – School Safety Plans:** This law mandates that each school district develop a safety plan to address various emergency scenarios, including natural disasters, violent incidents, medical emergencies, and any other situations that could affect students' safety during the school day or during extracurricular activities.
2. **NYS Commissioner's Regulation 155.17 – Emergency Planning:** According to Commissioner's Regulation 155.17, each school district must create an emergency response plan that addresses the safety and well-being of students during "after-school hours," which includes extracurricular activities, sports events, and any school-related gatherings. The regulation specifically requires that these plans include provisions for:
 - Procedures for responding to emergencies in school buildings/on school grounds.
 - Plans for managing critical incidents during athletics & extracurricular activities.
 - Communication protocols to alert parents and guardians of emergencies.
3. **Title 8 of the NYS Codes, Rules, and Regulations (8 NYCRR 155.17):** The regulations stipulate that the school safety plans be reviewed and updated regularly. Specifically, it requires that plans address the safety of students engaged in school-sponsored activities outside the regular school day, such as sports events, club meetings, and field trips.

Confidential Nature of ERP Addendum

The confidentiality of safety annexes is designed to protect the privacy of individuals, the security of emergency measures, and the legal and operational integrity of the organization.

1. Sensitive Information - Detailed Emergency Procedures

- ☐ Specific protocols or plans that could be misused if accessed by unauthorized individuals. For example, evacuation routes, site layouts, or security measures for sensitive locations might be used maliciously.

2. Security Concerns - Vulnerabilities in Emergency Plans

- ☐ Publicly available emergency plans could provide malicious individuals with knowledge of weaknesses or gaps in the system, making it easier to exploit them.
- ☐ If the emergency response plan involves large public events, specific security measures, or protection protocols, having those details publicly available could increase the risk of harm to participants.

3. Internal Communication - Controlled Distribution

- ☐ Emergency response plans are shared with those who need to know – such as emergency response teams, coaches, or event coordinators – ensuring that only those directly involved in implementing the safety measures have access to the information.

Annexes

An Emergency Response Annex is a detailed section of an overall emergency management plan that outlines the specific procedures and actions to be taken during a crisis or emergency situation. It is a key part of an organization's broader Emergency Response Plan (ERP) and serves as a guide for responding to various types of emergencies, ensuring a well-coordinated, effective response. The Extracurricular and Athletics Addendum to the ERP includes four functional annexes: evacuation, lock out, lockdown and shelter in place.

1. Evacuation

- a. **Purpose:** This annex focuses on the course of actions to evacuate school buildings if it is determined that it is safer outside than inside (fire, explosion, hazardous material spill, etc).
- b. **Objective:** The objective of this annex is to ensure that all students, staff and visitors are quickly evacuated from school facilities to best mitigate risk/threat of interior source of danger.

2. Secure Lockout

- a. **Purpose:** This annex focuses on the course of actions to execute a secure lockout in the event there is imminent threat outside of the school (intruder, unpeaceful assembly/riot).
- b. **Objective:** The objective of this annex is to ensure that all students, staff and visitors are quickly secured in school facilities to best mitigate risk/threat of exterior source of danger.

3. Lockdown

- a. **Purpose:** This annex focuses on the course of actions to execute a lockdown in the event there is imminent threat of violence in or around the school (armed intruder).
- b. **Objective:** The objective of this annex is to ensure that all students, staff and visitors are secured in rooms/school facilities to best mitigate risk/threat of immediate danger.

4. Hold in Place

- a. **Purpose:** This annex focuses on the course of actions to execute a hold in place in the event students and staff are required to remain in place for a short duration incident (medical emergency, fight, maintenance situation).
- b. **Objective:** The objective of this annex is to ensure that all students, staff and visitors are contained during a short duration incident.

5. Shelter in Place

- a. **Purpose:** This annex focuses on protecting individuals from an immediate or

potential threat in the surrounding environment by keeping them safely indoors. It is typically used when it is safer to remain inside than to evacuate.

- b. Objective:** The objective of this annex is to secure all indoor spaces to prevent exposure to external hazards and to keep all individuals accounted for and together until the threat has passed or further instruction is given.

Incident Commander Role for Coach/Advisor

In the event of a critical incident during an extracurricular or athletic event, the responsible individual – whether supervisor, Athletic Director (AD), coach, or club advisor – assumes the role of the initial *Incident Commander*. This individual is responsible for ensuring the immediate safety of all involved and managing the incident until the arrival of an administrator or resolution of the situation.

Key Responsibilities of the Coach/Advisor as Incident Commander:

☐ **Collaboration with Host Team/Event Coordinator**

- ☐ When attending events outside the district, coaches and advisors will work closely with the host team's event coordinator to ensure student safety and effective event management. Responsibilities include:
- ☐ Understanding the host site's emergency procedures, including evacuation plans and emergency protocols.
- ☐ Identifying on-site safety resources, such as first aid stations, Automated External Defibrillator (AED) locations, and emergency exits.
- ☐ Establishing point of contact at the host site for communication during event.
- ☐ Coordinating student supervision and attendance monitoring to ensure all students are accounted for at all times.
- ☐ Aligning safety practices with both Williamson Central School District policies and the host site's procedures.

This collaboration helps ensure a safe and organized experience for all students and staff while participating in out-of-district activities.

☐ **Initial Incident Command:**

- ☐ Upon the onset of a critical incident, the coach/advisor will immediately assume command of the situation and ensure that appropriate safety protocols are enacted.
- ☐ The coach/advisor will remain the primary point of contact and will manage the immediate needs of the student athletes, as well as the logistics surrounding the incident.

☐ **Call 911:**

- ☐ The initial Incident Commander must call 911 immediately to report a critical incident if the situation requires emergency medical, law enforcement, or fire response.

- ☐ **Execute Applicable Safety Annex (see above or Appendix 8):**
 - ☐ The Incident Commander will execute the applicable safety annex in response to the critical incident as outlined in the ERP Addendum (Emergency Response Plan Addendum) for Extracurricular and Athletics. This includes following emergency protocols specific to athletic and extracurricular activities.
 - ☐ The Incident Commander will utilize TapApp as applicable and available to commence execution of safety annex.
- ☐ **Collaboration with Responders:**
 - ☐ The coach or advisor will work closely with law enforcement, emergency medical responders, and fire personnel to support effective coordination and ensure the safe resolution of any incident. This includes following established emergency protocols and providing responders with the information they need to manage the situation efficiently.
 - ☐ Additionally, the coach or advisor will coordinate with district administration to ensure that all communication and logistical efforts are consistent with the district's overall emergency response plan.
- ☐ **Communication Protocols:**
 - ☐ Athletics: Call the Athletic Director
 - ☐ The coach must promptly contact the Athletic Director to inform them of the situation and provide updates as needed.
 - ☐ The Athletic Director will immediately notify the Principal and Superintendent and/or designee as applicable to do so.
 - ☐ Extracurriculars: Call the Principal
 - ☐ The club advisor must promptly contact the Building Principal to inform them of the situation and provide updates as needed.
 - ☐ The Principal will immediately notify the Superintendent and/or designee as applicable to do so.
 - ☐ Superintendent Communication: The Superintendent and/or designee will manage communication with the broader community, ensuring that accurate and timely information is disseminated to parents, the public, and other stakeholders.
- ☐ **Student Athlete Accountability and Management:**
 - ☐ The coach/advisor is responsible for the safety and well-being of all student athletes during the incident, ensuring they are accounted for and provided with necessary care.
 - ☐ Reunification Process: The coach/advisor will oversee the reunification of student athletes with their families. See below.
 - ☐ If Families Are Not Present for Practice or Competition: If some families have not yet arrived for practice or competition, all communication will be directed to parents via ParentSquare to keep them informed of the incident and any necessary actions.

☐ **Managing Spectators:**

- ☐ The coach, event supervisor, chaperone or another designated staff member will manage spectators and/or audience, ensuring that they remain calm and safe during the incident. They will also assist with controlling access to the affected areas, as directed by law enforcement or first responders.

☐ **Coordination with Law Enforcement and First Responders:**

- ☐ While law enforcement and first responders lead the management of an emergency, the coach or advisor will collaborate with them to ensure smooth coordination. This includes assisting as needed and maintaining clear communication with all parties involved.

☐ **Resolution and Handover:**

- ☐ The coach/advisor is responsible for maintaining command of the situation until resolution or an administrator arrives. Once an administrator is on-site, the coach/advisor will hand over responsibility for the ongoing management of the incident.

☐ **Access and Identification:**

- ☐ BOE Approved Coaches and Advisors: All BOE-approved coaches and advisors are provided with a badge ID and key access to their respective buildings. This ensures that they have the necessary access to respond effectively to critical incidents.

☐ **Team/Club Rosters for Accountability:**

- ☐ Coaches: BOE-approved coaches are provided with team rosters via FamilyID. Coaches must always have possession of these rosters for attendance, accounting for all individuals, and facilitating the reunification process.
- ☐ Advisors: BOE-approved club advisors must generate club rosters and ensure they are in possession of the club roster at all times for attendance, accounting for all individuals, and reunification purposes.

☐ **Role of Law Enforcement/Emergency Responders:**

- ☐ Law enforcement personnel assume the role of Incident Commander during an emergency. They will direct the response efforts for the critical incident in coordination with the coach/advisor, emergency medical teams, and other responders.

☐ **Support from District/Building Level Incident Commanders:**

- ☐ A district or building-level Incident Commander will collaborate with the AD/coach/advisor to support the disposition of the critical incident in accordance with District/Building Safety Plans. This collaborative effort ensures the smooth management of the situation, from response through to resolution.

In summary, the coach/advisor's primary role as Incident Commander is to ensure the safety and well-being of the student athletes, maintain clear communication with relevant parties,

and provide effective management of the situation until the arrival of an administrator or until the situation is resolved. The role also involves coordinating with law enforcement, emergency responders, and district administration to ensure that the incident is handled appropriately and safely.

Reunification Plan for Coaches & Advisors – Athletics & Clubs

The purpose of reunification is to ensure the safe and orderly reunification of students with their families during or after a crisis, emergency, or evacuation that occurs during extracurricular activities.

- ☐ **Pre-Emergency Preparation:** By maintaining rosters, monitoring attendance, and having emergency resources readily available, coaches and advisors help ensure the safety and well-being of all students during school events and activities.
 - ☐ Know the Roster: Coaches and advisors must maintain an up-to-date list of all participating students for each practice, game, or meeting, and monitor attendance throughout the event to ensure all students are accounted for at all times.
 - ☐ Emergency Contact Information: Coaches and advisors must have quick access to student emergency contacts, either as a physical copy or via secure digital access.
 - ☐ Communication Plan: Coaches must be familiar with and ready to use the district or building communication protocols in the event of an emergency, including the chain of contact and ParentSquare notifications.
 - ☐ Go-Bag / Emergency Kit Recommended: Coaches should keep a small kit on hand containing:
 - ☐ Student rosters
 - ☐ First aid supplies
 - ☐ Automated External Defibrillator (AED) access or location
 - ☐ Concussion protocol and Emergency Response Plan (ERP)
 - ☐ Flashlight
 - ☐ Basic emergency supplies
- ☐ **During an Emergency:**
 - ☐ Coaches must stay calm. Students will take cues from their behavior.
 - ☐ Coaches must immediately account for all students and gather their group in a safe location.
 - ☐ Coaches must take attendance and report any missing students to administration and/or emergency personnel.
 - ☐ Coaches must follow all instructions from school leadership, security, or emergency responders without delay.

☐ **If Directed to Reunification Site:**

- ☐ Coaches must escort students to the designated reunification or staging area, as directed by district admin and/or emergency response personnel.
- ☐ Coaches must stay with their group at all times.
- ☐ Coaches must communicate clearly and calmly using age-appropriate language to keep students informed and reassured.
- ☐ **At the Reunification Site:**
 - ☐ Coaches must maintain group integrity by keeping all students together until officially released.
 - ☐ Coaches must not release any student unless cleared by reunification staff (district admin and/or emergency responders).
 - ☐ Coaches must assist the reunification team with verifying student identities and confirming approved release contacts, as applicable to do so.
 - ☐ Coaches should support students' emotional and physical needs, providing reassurance, water, seating, and other basic support.
 - ☐ Coaches must keep their phones available but instruct students not to post unverified information on social media.
- ☐ **Post-Reunification:**
 - ☐ Coaches must remain on-site and available for debriefings or further instructions.
 - ☐ Coaches must document any issues, concerns, or incidents that occurred during the emergency.
 - ☐ Coaches must follow up with any required reports or communication from administration.
- ☐ **Special Instructions for Off-Site Coaches/Advisors:**
 - ☐ Coaches must follow host site emergency protocols when off-site for athletic events or field trips.
 - ☐ Coaches must contact school administration and their athletic director or club supervisor as soon as possible if separated.
 - ☐ Coaches must prioritize student safety and supervision at all times – no exceptions.

Chaperones

Chaperones play a key role in supporting the safety and well-being of students at all school events, including games, concerts, plays, and other extracurricular activities. Their duties include:

- ☐ **Chaperone Responsibilities:**
 - ☐ Monitor entrances and exits to ensure doors are secured and prevent unauthorized access.
 - ☐ Supervise student behavior throughout the event to maintain a safe and orderly environment.

- ☐ Assist with crowd control and help manage large groups of students or attendees.
- ☐ Respond to incidents or emergencies promptly and follow school safety protocols.
- ☐ Communicate with event supervisors or faculty advisors if assistance is needed.
- ☐ Event Coordination:
 - ☐ The Faculty Advisor maintains the chaperone schedule for each event.
 - ☐ Athletic events: Dates are provided to the Faculty Advisor by the Athletic Director.
 - ☐ Music and fine arts performances: Dates are provided to the Faculty Advisor by the Music Department.
- ☐ Emergency Contacts Checklist:
 - ☐ Faculty Advisor – first point of contact for on-site issues.
 - ☐ Building Administrator / Principal – for urgent safety or discipline concerns.
 - ☐ School Nurse – for medical emergencies.
 - ☐ Security / Safety Officer – if available on-site.
 - ☐ 911 / Local First Responders – in case of life-threatening emergencies.

Training

Training on emergency response plans for coaches and advisors will be delivered as follows:

1. Emergency Response Plan Addendum: Coaches and advisors will receive a physical or digital copy of confidential emergency procedures.
2. In Person Workshop: Key aspects of emergency response plans are discussed with coaches during preseason coaches' meeting(s).
3. TableTop Exercises: The Athletic Director and/or Principals may facilitate tabletop or scenario-based exercises for Coaches and Advisors to review and coordinate responses to different types of emergencies. These activities help ensure staff understand their roles and strengthen overall emergency preparedness.

Student Well Being in Athletics: Known Medical and Health Related Concerns

Per NY State regulation, parents/guardians must complete an interval health history form no earlier than 30 days prior to the start of a sports season.

WCS obtains the interval health history electronically via FamilyID/ArbiterSports. Coaches have access to roster reports which includes the below pertinent information:

- ☐ Contact information for parents,
- ☐ Emergency contact information,
- ☐ PCP information,
- ☐ Preferred hospital, and
- ☐ Important health information (notes to coach).

Coaches are responsible for supervision and monitoring of known health/medical issues and for response to emergent ones.

Student Well Being in Athletics: Concussion Protocol

In New York State, concussion management protocols are mandated to ensure the safety and well-being of students participating in athletic activities. Key requirements include:

- 1. **Immediate Removal from Activities:** Any student suspected of sustaining a concussion must be immediately removed from athletic activities. If there's any doubt about the presence of a concussion, it should be presumed until proven otherwise.
- 2. **Mandatory Training for School Personnel:** School nurses, certified athletic trainers, coaches, and physical education teachers are required to complete a New York State Education Department (NYSED)-approved concussion training course every two years. This training ensures that staff are equipped to recognize and manage concussions effectively. [New York State Department of Health](#)
- 3. **Return-to-Play Protocol:** Students who have sustained a concussion must be symptom-free for at least 24 hours and receive written authorization from a licensed physician before returning to athletic activities. This protocol is designed to prevent premature return to play, which can lead to further injury. [GMU CSD](#)
- 4. **Parental Notification:** Schools are required to provide concussion management information to parents or guardians and obtain their acknowledgment. This ensures that families are informed about the risks and management strategies associated with concussions. [GMU CSD](#)

These measures are part of the Concussion Management and Awareness Act, which aims to protect students from the dangers of concussions and ensure they receive appropriate care and recovery time. Coaches are responsible for supporting administration of the district’s [Concussion Protocol](#).

AED Device Locations

District	Elementary	Middle School	High School
☐ District Office - Copy Room ☐ Floater - Town Park ☐ Floater - AD	☐ ES Nurse ☐ ES Gymnasium	☐ MS Faculty Lounge ☐ MS Cafe hallway	☐ HS Nurse ☐ Cafeteria Hallway

School Closings and Weather Related Considerations

ERP: Emergency School Closings
Whenever circumstances arise that the Superintendent makes the decision to close schools

due to weather related or emergency situations, the following procedures will be utilized:

- ☐ Varsity athletic contests/practices scheduled for the day in question will be canceled.
 - ☐ Note: If later in the day projected weather conditions have reasonably improved the schedule games and/or practices MAY occur. The Superintendent or designee will determine if an exception is permissible.
- ☐ When school is closed, all JV and Modified practices and contests will be canceled for that day.
- ☐ Upon receipt of communication from supt, the athletic director will confirm cancellations directly with all coaches.
- ☐ Coaches must communicate cancellations to all team participants.
- ☐ The administration reserves the right to cancel all activities within the District if there is any reason for concern to the safety and welfare of the student-athletes, staff, and larger Williamson community.

ERP: Proactive Communication and Supervision, Inclement Weather

The New York State Public High School Athletic Association (NYSPHSAA) has established comprehensive guidelines to ensure the safety of student-athletes during [inclement weather](#) conditions.

Lightning Policy – NY State Thunder & Lightning Policy

The potential danger from lightning should not be underestimated. All cautions must be taken to ensure student/athlete and spectator safety. School district and site personnel should be aware of the signs indicating thunderstorm development and a plan for shelter should be set up prior to the start of any contest. Thunder and lightning necessitates that contests be suspended.

The occurrence of thunder and/or lightning is not subject to interpretation or discussion – *thunder is thunder, lightning is lightning*. Coaches/advisors must engage as follows in the event of thunder and/or lightning:

- ☐ Immediate Suspension and Seeking Shelter: Suspend play immediately and direct participants to go to shelter, ideally a building normally occupied by the public, or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car). Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers, and underground watering systems.
- ☐ Resumption of Activities: Activities can only resume 30 minutes after the last thunder or lightning occurrence. This 30-minute countdown resets with each new thunder or lightning event.

Should an event be canceled, the rules of the particular sport regarding such cancellations shall apply as to the event becoming official or resumed at a later date.

Heat Index Procedures

- ☐ Modified Heat Alerts: As outlined below, and in accordance with NYSPHSAA Heat Index Procedures, practice sessions or contests in all sports may require:
 - ☐ Access to clean drinking water source
 - ☐ Forced, frequent water breaks (every 10-15 minutes).
 - ☐ Loose clothing, light colored shorts and tee shirts (mesh recommended) for practice sessions.
 - ☐ Frequent rest breaks in shaded areas.
 - ☐ During all contests, the rules are to be modified to permit additional time outs for rest and forced water breaks.
- ☐ Full Heat Alert: At a heat index of 96°F or greater, all physical activities are prohibited, though team meetings are allowed.

	Feels Like Temp(Heat Index) under 79 degrees	Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: Feels Like Temp (Heat Index) 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: Feels Like Temp (Heat Index) 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: Feels Like Temp (Heat Index) 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

Courtesy: https://nysphsaa.org/documents/2023/5/5/Heat_Index_Procedure_5_23.pdf?id=3080

Wind Chill Procedures

- ☐ Wind Chill Considerations: Guidelines are in place to determine safe temperature thresholds for outdoor activities, ensuring athletes are not exposed to dangerously cold conditions.

	RealFeel (wind chill) above 40 degrees	Full activity. No restrictions
R E C O M M E N D E D	Wind Chill Caution: RealFeel (wind chill) 36 degrees to 20 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing.
	Wind Chill Watch: RealFeel (wind chill) 19 degrees to 10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss.
	Wind Chill Warning: RealFeel (wind chill) 9 degrees to -10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss. Consider postponing practice to a time when RealFeel temp is much higher. Consider reducing the amount of time for an outdoor practice session.
	REQUIRED Wind Chill Alert: RealFeel (wind chill) -11 degrees or lower	No outside activity, practice or contest, should be held.

Courtesy: https://nysphsaa.org/documents/2023/5/5/Heat_Index_Procedure_5_23.pdf?id=3080

Tornado Procedures

- ☐ Definitions:
- ☐ *Tornado Watch*: Conditions are favorable for tornado development.
 - ☐ *Tornado Warning*: A tornado has been sighted or indicated by radar.
- ☐ Procedure: In the event of a tornado warning, immediately suspend activities and direct everyone to seek shelter in a secure location, such as the lowest building level away from exterior walls and windows. Continue to monitor weather updates and resume activities only when the "All Clear" is issued.

Air Quality (AQI) Considerations and Guidelines

During periods of poor air quality, such as those caused by wildfires or high pollution levels, it's essential for coaches to prioritize the health and safety of their athletes. The New York State Public High School Athletic Association (NYSPHSAA) provides guidelines to assist in making informed decisions regarding outdoor activities:

- ☐ **AQI 101-150 (Unhealthy for Sensitive Individuals)**: Recommended actions include increasing the frequency of substitutions, implementing exertion breaks throughout games, and emphasizing hydration.
- ☐ **AQI 151 and Above**: Outdoor activities should be relocated indoors or rescheduled to ensure the safety of all participants.
- ☐ **Monitoring Air Quality**: The district will utilize [AirNow.gov](https://airnow.gov) to check real-time AQI

readings. It's advisable to assess the AQI one hour prior to outdoor activities.

☐ **Recommendations for Coaches:**

- ☐ **Be Prepared to Adjust Activities:** Have contingency plans for practices and games, including indoor venues or rescheduling options.
- ☐ **Prioritize Athlete Health:** Be vigilant for signs of respiratory distress among athletes, such as coughing, wheezing, or shortness of breath. Encourage athletes with respiratory conditions to have their medications accessible and consider indoor alternatives if necessary.

AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

The Athletic Director will consult with Superintendent to make final determinations around cancellation of outdoor practices and/or athletic competitions.

ERP: Proactive Communication and Supervision

Concerts and Plays

Advisor Announcement Prior to Event:

Before we get started, we want to make sure you know what to do in case of an emergency. Please take a moment to locate the nearest emergency exits, which are clearly marked around the venue.

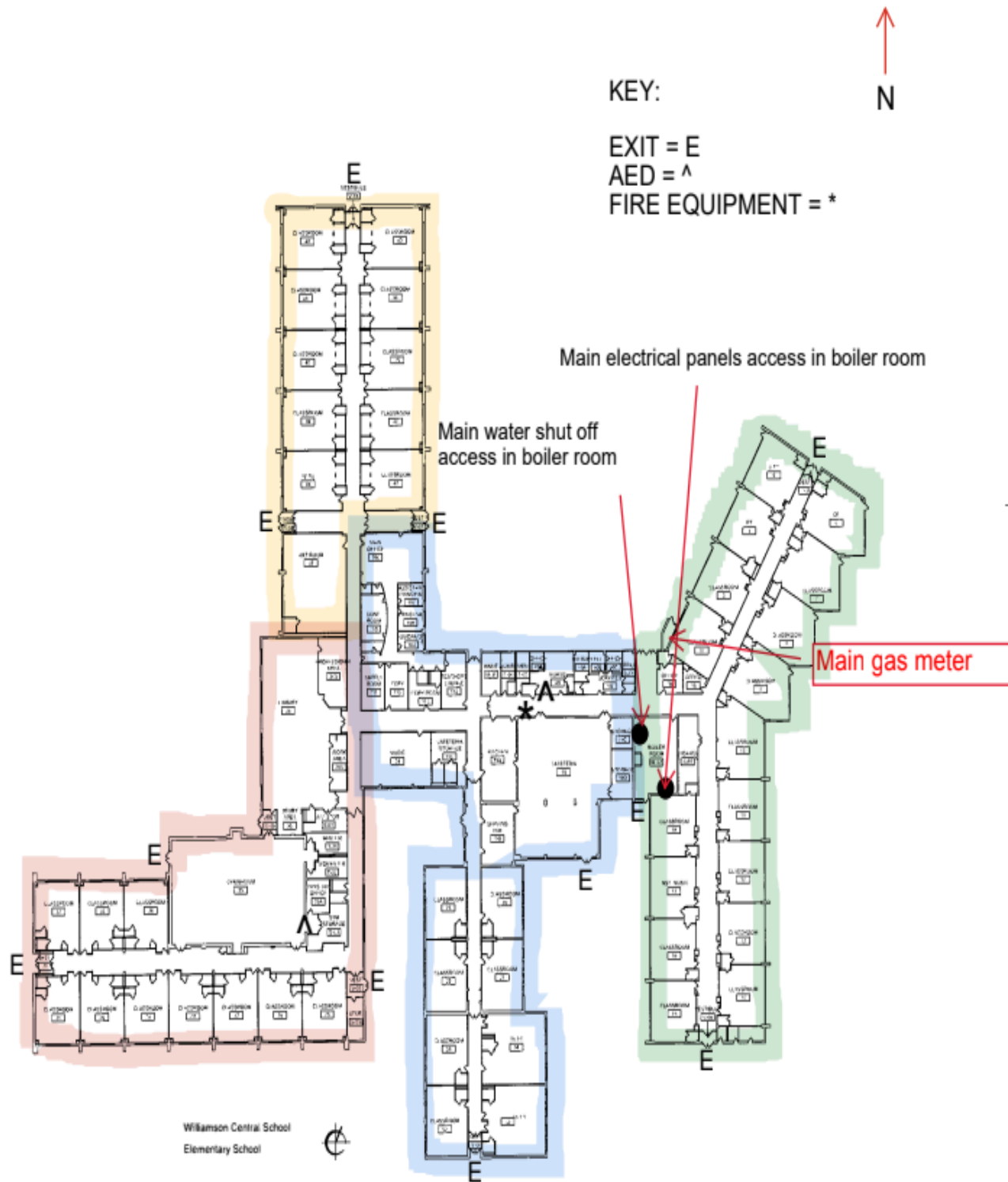
In the event of an emergency, we ask that you remain calm and proceed to the nearest exit, following any instructions given by event staff or emergency personnel.

Our staff will exit the building with students and remain with them at all times. Should we need to evacuate, our staff will bring students to a designated safe area and ensure safe deposit back to you.

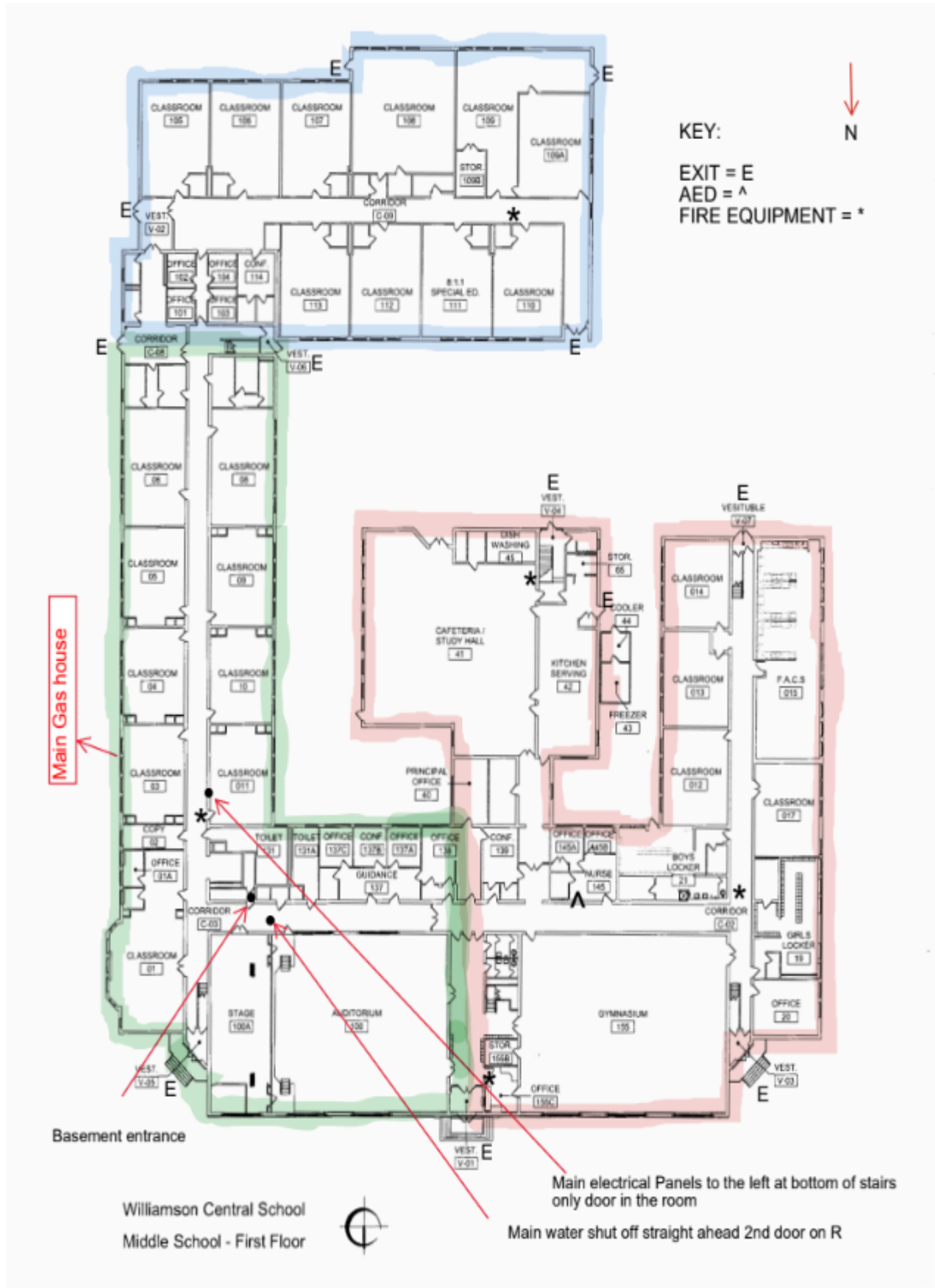
Parents and guardians should proceed to the _____ (reunification zone) to safely pick up students. Please do not attempt to re-enter the venue until it is cleared

	<i>by authorities and please follow directions from first responders.</i> <i>Your safety is our top priority so thank you for your attention. And now... Let's have an amazing night of music appreciation and student talent!</i>
Athletic Competitions	Athletic Director Announcement Prior to Event: <i>Before we get started, we want to make sure you know what to do in case of an emergency. Please take a moment to locate the nearest emergency exits, which are clearly marked around the venue.</i> <i>In the event of an emergency, we ask that you remain calm and proceed to the nearest exit, following any instructions given by event staff or emergency personnel.</i> <i>Coaches will exit with their athletes and remain with them at all times. Should we evacuate, coaches will bring the athletes to a designated safe area and ensure safe deposit back to you.</i> <i>Parents and guardians should proceed to the _____ (reunification zone) to safely pick up students. Please do not attempt to re-enter the venue until it is cleared by authorities and please follow directions from first responders.</i> <i>Your safety is our top priority so thanks for your attention, and enjoy the game! And now... Let's have an amazing night of _____ (athletic contest)!</i>
Note	The Williamson Central School District will have produced a welcome script recording for usage before all athletic competitions, plays, concerts, and/or large scale events. The recording must be consistently used for all large scale events hosted onsite at the Williamson Central School District.

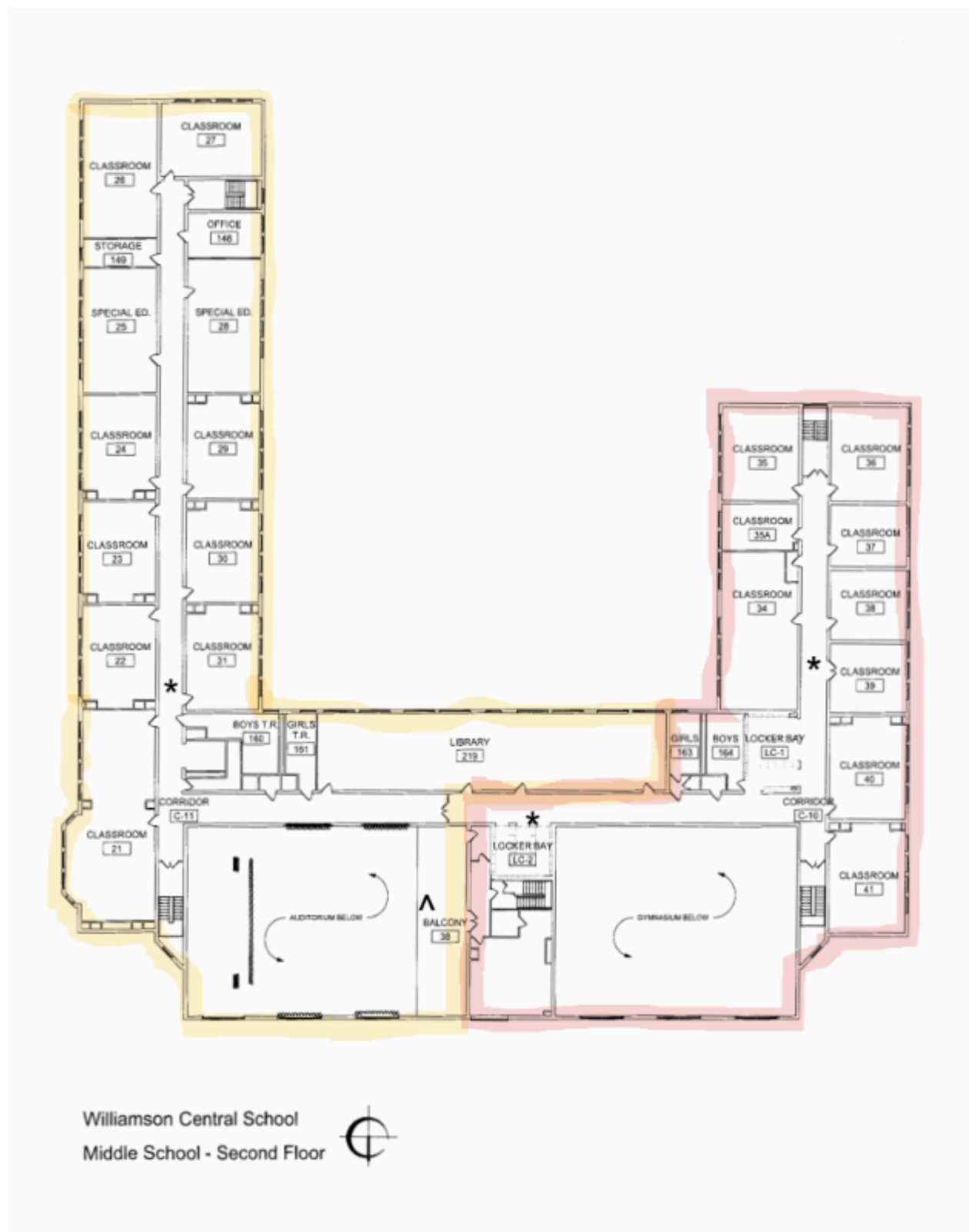
Appendix 1: Elementary School Floor Plan



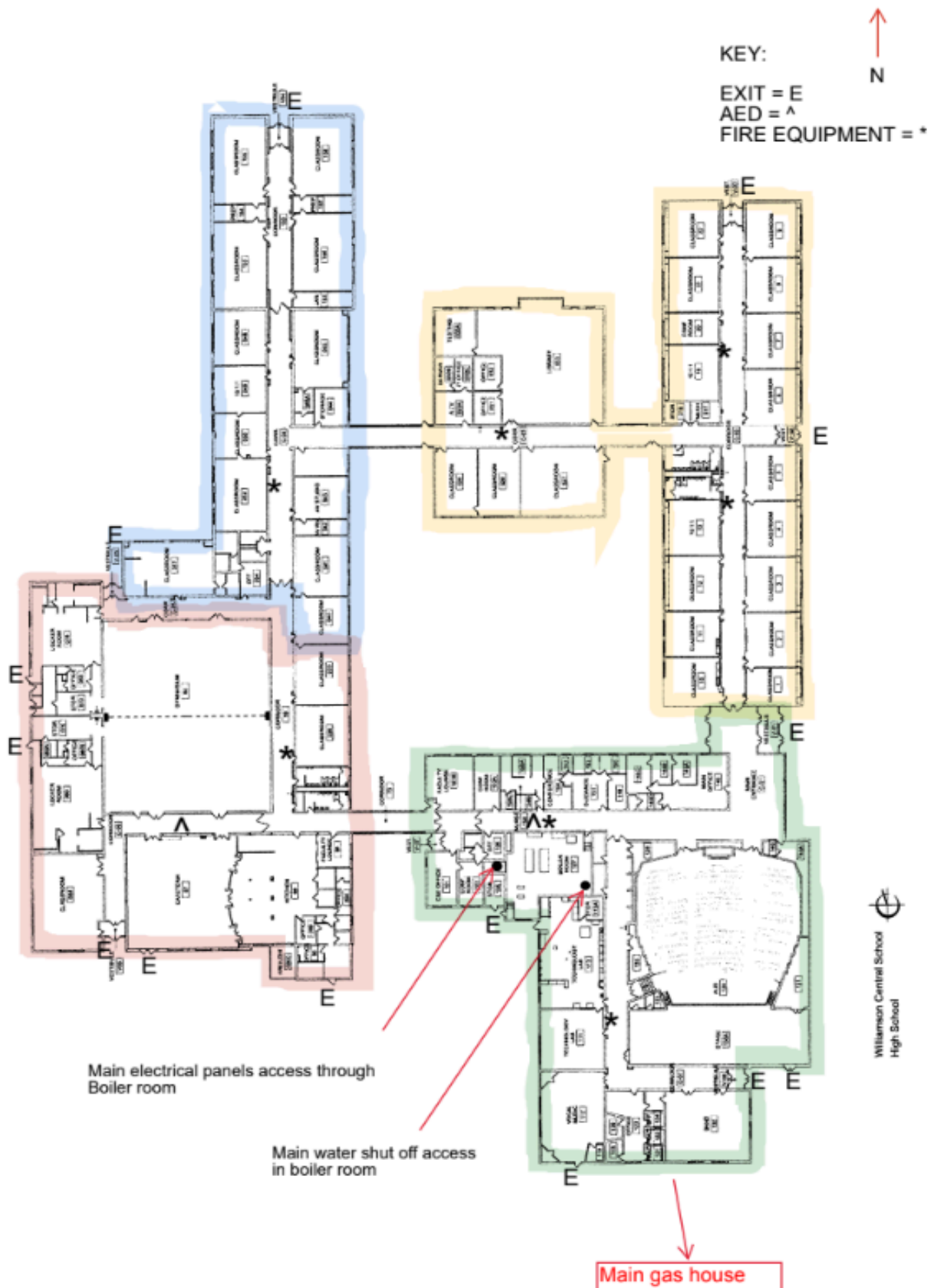
Appendix 2: Middle School Floor Plan, First Floor



Appendix 3: Middle School Floor Plan, Second Floor



Appendix 4: High School Floor Plan



Appendix 5: Stadium Floor Plan



Appendix 6: Williamson Town Park Map



Appendix 7: Sign Out Sheet



Williamson Central School District

4184 Miller Street
Williamson, New York 14589

Williamson Central School District Sign-Out Sheet for Families

The coach/advisor sign-out sheet is used during a critical incident to account for all student athletes and/or participants and to ensure an efficient reunification process with their families.

Note: Every child MUST be signed out by their parent or guardian.

Date of Event/Incident: _____

Event/Practice: _____

Location: _____

Incident Commander: _____

Student/Athlete Name	Parent/Guardian Name	Parent/Guardian Signature	Time of Sign-Out	Notes (if any)

WCS Emergency Response Protocols

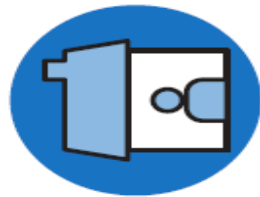
Effective 7/1/25, schools must use the emergency terms on this card. (8 NYCRR §155.17)

SCHOOL NAME:

Williamson Central School District

911 ADDRESS:

4184 Miller Street, Williamson, NY 14389



SHELTER-IN-PLACE/SHELTER

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

SHELTER IN PLACE PROTOCOL

- Hold in place announced - move quickly!
- Students and staff remain in current locations until further notice.
- Move away from windows if situation warrants.
- Students in hallways should return to assigned classroom, if possible.
- Once secure, all outdoor activities are terminated.
- Take attendance.
- Enter and exit through front monitored door only.
- Listen for updates.



HOLD-IN-PLACE/HOLD

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT-TERM EMERGENCIES.

HOLD IN PLACE PROTOCOL

- Hold in place announced - move quickly!
- Students and staff remain in current locations until further notice.
- Students in hallways should return to assigned classroom, if possible.
- Enter and exit through front monitored door only.
- Take attendance.
- Listen for updates.

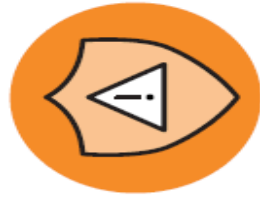


EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

EVACUATION PROTOCOL

- Secure lockdown announced - move quickly!
Evacuate immediately to designated outside location. Use secondary route, if necessary.
- Students in hallways should evacuate through the nearest exit.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off-site location.
- Listen for updates.



SECURE LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

SECURE LOCKOUT PROTOCOL

- Secure lockdown announced -move quickly!
- Lock all exterior doors and windows.
- All outdoor activities are terminated.
- Once secure, no entrance or exit from building.
- Classroom instruction continues as normal.
- Take attendance.
- Only respond to P.A. or alarms when there is an immediate life safety hazard based on observed conditions (smoke, fire, heat).
- Listen for for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

LOCKDOWN PROTOCOL

- LOCKDOWN announced - move quickly!
- If safe, gather students from hallways.
- Lock the door. Barricade.
- Move students to a safe area in the classroom out of sight of the door.
- Close blinds and turn off lights.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Only respond to P.A. or alarms when there is an immediate life safety hazard based on observed conditions (smoke, fire, heat).
- Stay hidden until physically released by law enforcement personnel.

Appendix 9: Reunification

During an Emergency

- ☐ Coaches must stay calm. Students will follow your lead.
 - ☐ Coaches must immediately account for all students and move the group to a safe location.
 - ☐ Coaches must take attendance and report any missing students to school administration or emergency personnel.
 - ☐ Coaches must follow instructions from school leadership, security, or first responders.
-

If Directed to a Reunification Site

- ☐ Coaches must escort students to the assigned reunification or staging area.
 - ☐ Coaches must remain with their group at all times.
 - ☐ Coaches must use age-appropriate communication to keep students calm and informed.
-

At the Reunification Site

- ☐ Coaches must maintain group integrity and keep students together.
 - ☐ Coaches must not release any student unless authorized by the reunification team.
 - ☐ Coaches must assist the reunification team with verifying student identity and confirming approved contacts.
 - ☐ Coaches must support student needs (e.g., water, seating, emotional reassurance).
 - ☐ Coaches must keep phones available but advise students not to share unverified info on social media.
-

Post-Reunification

- ☐ Coaches must remain available for debriefings or further instructions.
- ☐ Coaches must document any incidents, concerns, or irregularities.

- ☐ Coaches must complete any follow-up reports or communications required by administration.

 Special Instructions for Off-Site Events

- ☐ Coaches must follow emergency protocols at host sites during off-campus events.
- ☐ Coaches must contact school administration and their athletic director or club supervisor if separated or if an incident occurs.
- ☐ Coaches must prioritize student safety and supervision at all times.

For questions or to report an emergency, contact your athletic director or administration immediately.