

**HARRISON CENTRAL SCHOOL DISTRICT**  
**EMERGENCY RESPONSE PLAN**



**HARRISON CENTRAL**  
**SCHOOL DISTRICT**

**District Level**  
**Emergency Response Plan**  
**2017-18**

**HARRISON CENTRAL SCHOOL DISTRICT  
EMERGENCY RESPONSE PLAN**

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# **HARRISON CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN**

## **Overview**

The District-wide School Safety Plan provides the framework for a school district to identify and implement appropriate strategies for creating and maintaining a safe and secure learning environment for all its students. Developed by the District-wide Safety Team, the district's plan provides the overall guidance and direction for development of the Building-level School Safety Plan for each of the school buildings within the district. While the District Wide School Safety Plan covers a broad scope of activities, the building plan focuses more directly on critical actions that must be taken to protect safety of students and adults in the event of an emergency. Taken together, the district and building plans provide a comprehensive approach to addressing school safety and violence prevention and the structure where all individuals can fully understand their roles and responsibilities for ensuring the safety of the entire school community.

As a part of developing the District Wide School Safety Plan, input shall be gathered from local law enforcement and emergency response agencies, who will contribute to the annual review of the plan. The District will also continue to seek resources and support through other state and county agencies.

## **Plan Review and Public Comment**

The District Wide School Safety Plan will be reviewed periodically and will be maintained by the District-Wide School Safety Team. A copy of the plan will be available in the offices of the Superintendent and the District Clerk.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment. The District Wide School Safety Plan will be adopted by the Board of Education only after at least one (1) public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, School Safety 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.

The approved District-Wide School Safety Plan will be posted on the District's website. School Emergency Response Plans (ERPs) will be supplied to local law enforcement agencies.

## **Planning Assumptions and Limitations**

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The District ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.

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- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the School ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

### **Distribution of the Safety Plan**

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption.

#### **Send District Level Safety Plans to:**

**New York State Police  
Headquarters – Field Command  
Attn: Safe Schools NY  
1220 Washington Avenue, Building 22  
Albany, NY 12226**

#### **Or by email to:**

**[info@safeschools.ny.gov](mailto:info@safeschools.ny.gov)**

***School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.***

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to your School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent and any other persons deemed appropriate by the School Safety Team.

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## Training and Exercises

The district understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

### Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at [www.training.fema.gov](http://www.training.fema.gov). ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at [www.dhSES.ny.gov](http://www.dhSES.ny.gov). Or by contacting your local emergency management agency.
- Annual training
  - Review ERP with staff
  - Conduct full staff briefings on roles to perform during an emergency
  - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
  - Conduct student briefings on roles they perform during an emergency

### Drills & Exercises

At a minimum, each school in the district will conduct the following exercises/drills annually:

- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- [8 NYCRR Section 155.17 \(e\)\(3\)](#) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

The following is recommended:

- 1 - Lockdown drill – Announced (first marking period)
- 3 - Lockdown drills – Unannounced (quarterly - following first announced drill)

Lockdown drills will be conducted internally to ensure that school staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated “safe areas” within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the school is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have

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your attention, this is a drill – LOCKDOWN – this is a drill”). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service “**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**” This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

The specific dates of training and drills in each school shall be specified in each school’s ERP.

### **Purpose and Situation Overview**

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property.

School Safety Teams shall complete thorough threat assessments to identify circumstances in the school or near campus that may present unique problems or potential risk to people or property.

The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students. School ERPs shall specify the date that the annual threat/hazard assessment is conducted.

Develop Threat and Hazard Specific annexes to address each identified threat/hazard from your assessment. Included in the Threat and Hazard Specific Annex section are examples of formats you may utilize while developing these ANNEXES.

The table on the following page provides a list of potential threats that schools should consider when conducting a threat/hazard assessment.

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**Threat & Hazard Types**

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none"> <li>• Earthquakes</li> <li>• Tornadoes</li> <li>• Lightning</li> <li>• Severe wind</li> <li>• Hurricanes</li> <li>• Floods</li> <li>• Wildfires</li> <li>• Extreme temperatures</li> <li>• Landslides or mudslides</li> <li>• Winter precipitation</li> <li>• Wildlife</li> </ul>
Technological Hazards:	<ul style="list-style-type: none"> <li>• Explosions or accidental release of toxins from industrial plants</li> <li>• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills</li> <li>• Hazardous materials releases from major highways or railroads</li> <li>• Radiological releases from nuclear power stations</li> <li>• Dam failure</li> <li>• Power failure</li> <li>• Water failure</li> </ul>
Biological Hazards:	<ul style="list-style-type: none"> <li>• Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis</li> <li>• Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i></li> <li>• Toxic materials present in school laboratories</li> </ul>
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Active shooters</li> <li>• Criminal threats or actions</li> <li>• Gang violence</li> <li>• Bomb threats</li> <li>• Domestic violence and abuse</li> <li>• Cyber attacks</li> <li>• Suicide</li> </ul>



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### **Implementation of the Incident Command System (ICS)**

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the district level will delegate appropriate authority to school personnel in response to an emergency. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. [8 NYCRR Section 155.17 \(e\)\(2\)\(v\)](#) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

### **Organization and Assignment of Responsibilities**

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

#### **Superintendent of Schools**

The Superintendent of Schools shall serve as the district-wide **Incident Commander** and shall direct operations in response to an emergency, in conjunction with local law enforcement and emergency first responders. The Superintendent may delegate functions to Assistant Superintendents and/or Principals, including the coordination of communication with the public, transportation, the relocation of students, etc.

#### **Principal**

The principal (or their designee) will serve as the on-site **Incident Commander**, as designated by the Superintendent of Schools, and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- Provide direction over all incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff and others
- Determine which emergency protocols to implement as described in the functional annexes of this ERP

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- Coordinate/cooperate with emergency responders
- Keep the Superintendent informed of the situation

### **Teachers / Substitute Teacher / Student Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary

### **Teaching Assistants**

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

### **Counselors, Social Workers & School Psychologists**

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Provide appropriate direction to students as described in this ERP for the incident type
- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

### **School Nurse/Health Assistant**

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

### **Custodians/Maintenance Staff**

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander

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- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

### **Principal's Secretary/Office Secretaries**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander/Principal
- Monitor radio emergency broadcasts
- Execute assignments as directed by the Incident Commander

### **Food Service/Cafeteria Workers**

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- Execute assignments as directed by the Incident Commander

### **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

### **Other Staff**

Responsibilities include:

- Execute assignments as directed by the Incident Commander

### **Students**

Responsibilities include:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by facility and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. "If you see something, say something.")
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

### **Parents/Guardians**

Responsibilities include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- Listen to and follow directions as provided by the School District.

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## **Emergency Response Protocols (Functional Annexes)**

The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended. A chart with these five emergency response protocols or functional annexes must be posted in every classroom, office, and meeting space (see Appendix C).

1. Shelter-in-Place
2. Hold-in-Place
3. Evacuation
4. Lock-out
5. Lock-down

These annexes contain elements required by [8 NYCRR Section 155.17](#). Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- Crime Scene Management
- Communications
- Medical Emergency and Mental Health

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- Accounting for All Persons
- Reunification
- Continuity of Operations

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## Shelter-in-Place

A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

## Hold-in-Place

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

## Evacuation

This annex focuses on the courses of action that the school will execute to evacuate school buildings and grounds. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites, required per [8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#). Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

## Lockout

This annex describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

## Lockdown

This annex describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger. A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

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## **Crime Scene Management**

This annex outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in [8 NYCRR Section 155.17 \(e\)\(2\)\(viii\)](#).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

## **Communications**

This annex includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders, required under [8 NYCRR Section 155.17 \(e\)\(2\) \(iv\)](#)), as well as the communication of emergency protocols before an emergency and communication after an emergency. Additionally, procedures shall be included for emergency notification of persons in a parental relation ([8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#)).

The School ERP must include policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media. Templates for statements/press releases to the media, a detailed communications plan, including standard procedures and protocols, should be developed and made available in advance of an incident.

### **Types of Communications**

#### **Communication between School and Emergency Responders**

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform [and/or other means] described in the School ERP to notify the principal/designee of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

#### **Internal Communications**

The school has identified a school spokesperson or public information officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in coordination of media communications.

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## Communication between School Officials and Staff Members

School personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to the greatest degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school.
- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.
- Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

## Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between faculty and students. Other methods of communication with students may include the following:

- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.

## External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

## Communication with Parents

- Before an incident occurs, the school will:
  - Inform parents on how to access alerts and incident information.
  - Inform parents that the school has developed an ERP, its purpose and its objectives. **Detailed response tactics should not be shared if they will impede the safe response to an incident.**
  - Information will be included in school PTA meetings and back to school events
  - Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, the school will:
  - Disseminate information utilize phone, e-mail and/or text messages to inform parents about what is known to have happened.
  - Implement a plan to manage phone calls and parents who arrive at the school.
  - Describe how the school and school district are handling the situation.
  - Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
  - Inform parents and students when and where school will resume.

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### **Communication with the Media**

In the event of an emergency situation, school closing, or delay, the automated notification system will be initiated by the School Incident Commander or the emergency responder Incident Commander (in the event command has been transferred), who will coordinate with the public information officer and/or participate in a joint information effort. The District also posts emergency-related information on its website: [www.harrsioncsd.org](http://www.harrsioncsd.org). The following radio and television stations are also notified:

- Radio
  - WCBS: News Radio 1080 AM
  - WVOX: 1460 AM or 93.5 FM
  - WRRV: 92.7 FM; 96.9 FM
  - Radio Disney: 1340 AM; 1390 AM
  - WFAS: White Plains 1230 AM or 103.9 FM
  - WHUD: 100.7 FM
  - WPDH: 101.5 FM; 106.3 FM
  - MIX 97: 97 FM
  - WGCH: Greenwich 1490 AM
  
- Television
  - News 12
  - CBS Channel 2
  - NBC Channel 4
  - Fox Channel 5
  - ABC Channel 7

### **Medical and Mental Health Emergency**

This annex describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. [8 NYCRR Section 155.17 \(e\)\(2\)\(vi\)](#) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.



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## **Accounting for All Persons**

This annex focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

The Building level Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Teachers carry go bags with attendance lists whenever an evacuation occurs
- Taking attendance and reporting to the Incident Commander when class relocates inside the building or an evacuation takes place.
- Reporting to the Incident Commander when a student, staff member, or guest cannot be located.
- Dismissal of students if they have been relocated in the building.

## **Reunification**

The Reunification Annex details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency. The School ERP will indicate the specific reunification sites to be used in the event of an emergency.

The Building Level School Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Transporting students following an evacuation to the reunification site(s) (See Evacuation Annex).
- Notifying a contact person at the relocation site(s) to prepare for the arrival of students.
- Designating a Reunification Coordinator.
- Activating Annex(es) appropriate to respond to the situation.
- Designating a holding area for arriving students and staff away from waiting family members.
- Designating an adult report area for parents/guardians to sign-in and to check identification.
- Establishing a student release area. Students will be escorted to meet their parent/guardian and sign out.
- Establishing a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private and away from other parents. The School Psychologist or other designee, will coordinate this activity with emergency response personnel.
- Staging media area away from the reunification site and notify the PIO of the location.
- Keeping evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Releasing students to authorized persons after checking proof of identity and signing a student release form.
- Instructing parents/guardians to leave the site to make room for others once they have signed out their student.
- Arriving faculty and staff will provide a list of evacuated students to the reunification site staff immediately upon arrival.
- Providing for the Special needs students who may be significantly impacted by the stress of the incident and additional support staff may be required to support these students.

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- Following the instructions of the Reunification Coordinator or designated staff and/or assist in staffing the site.
- Maintaining current student and staff emergency information that details special needs, such as medical or custody issues.

### **Continuity of Operations Plan (COOP)**

This annex describes how the school and school district will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include the continuity of teaching and learning, business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, and safety and security.

The Building Level School Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Selecting primary and secondary relocation sites that meet the needs of school.
- Activating the COOP any time and sustaining it for up to 30 days.
- Re-establishing essential functions, such as restoration of school operations, and maintaining the safety and well-being of students and the learning environment.
- Ensuring students receive applicable related services in the event of a prolonged closure.
- Protecting vital documents and making them available at alternate sites.
- Identifying personnel to assist in developing COOP and training them in activating COOP procedures.

### **Threat & Hazard Specific Annexes**

The threat and hazard specific annexes provide unique procedures, roles, and responsibilities that apply to a specific hazard. They often include provisions and applications for warning the public and disseminating emergency public information.

Threat and hazard specific annexes do not repeat content, but build on information in the functional annexes and basic plan. Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all hazards.
- The hazard specific annexes should present only hazard-unique information.
- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.
- The plan becomes larger and more difficult for users to comprehend.

The school should customize threat and hazard specific protocols to fit their unique circumstances. Planning, training, drills and table-top exercises conducted with local emergency and safety officials will assist in the development of effective procedures and protocols. These activities will also help a school evaluate the appropriateness of the procedures in the plan. They assist with modifications or updating as necessary to ensure that the procedures are sufficient to provide a safe environment for students, staff and visitors.

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## **Active Shooter Threat**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an active shooter on school grounds or in the school building.

### **Scope**

The annex outlines responsibilities and duties, as well as procedures for staff responding to an active shooter on school grounds or in the school building.

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

### **Core Functions**

In the event of an active shooter, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

### **Functional Annexes That May Be Activated**

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

### **Activating the Emergency Response Plan**

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate the ERP immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible.

Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this annex.

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**Incident Commander Actions**

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g. lockdown or evacuation depending on the situation.
- Notify law enforcement, provide location and description of the shooter if possible.
- Notify schools buses to not enter the school grounds.
- Activate Communications Annex.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.

**Staff Actions**

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.
- Make appropriate notifications, provide description and location of the shooter if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

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## **Bomb Threat**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a bomb threat.

### **Scope**

The annex outlines responsibilities and duties, as well as procedures for staff responding to a bomb threat against school buildings or grounds.

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

### **Core Functions**

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

### **Functional Annexes That May Be Activated**

Functional Annexes that may be activated in the event of a bomb threat on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

### **Activating the Emergency Response Plan**

Individual(s) receiving bomb threats should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex.

### **Incident Commander Actions**

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.
- Notify law enforcement, provide threat details.
- Activate communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.
- Determine whether school will be closed or remain open.

### **Staff Actions**

- Implement the appropriate response procedures to keep students safe.

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- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

**Actions of Individual Receiving Bomb Threat**

- Immediately notify the Incident Commander
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA.
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes.
- The NYSP Bomb Threat Instruction Card should be placed next to telephones that are most likely to receive threats by phone.

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## **Explosion**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to an explosion.

### **Scope**

This annex outlines procedures for an explosion.

### **Core Functions**

**Important:** An explosion can occur in any location, inside or outside a school building. The location of the explosion will determine the response action.

In your immediate area:

- Immediately activate the fire alarm and call 9-911.
- Begin evacuation of the building using the closest, safest exit and close doors. Notify Principal.
- Principals are required to immediately contact the Superintendent's Office.

Other areas:

- If explosion is heard, attempt to determine location (inside/outside).
- Notify Principal.
- Principals are required to immediately contact the Superintendent's Office
- Make announcement to either evacuate or shelter in place.

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## **Field Trip Accident or Unusual Event**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to a field trip accident or unusual event.

### **Scope**

This annex outlines procedures for a field trip accident tor unusual event.

### **Core Functions**

- DO NOT leave students unsupervised.
- Call 9-911, if necessary.
- Notify Principal.
- Principals are required to contact the Superintendent's Office.
- Notify parent/guardian, if necessary.
- Staff to carry list of parents'/guardians' phone numbers.



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## **Fire Emergency Evacuation of Building**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a fire emergency evacuation of the building.

### **Scope**

The annex outlines responsibilities and duties, as well as procedures for staff responding to a fire emergency evacuation of the building. A fire or emergency evacuation of the building entails an event in which the fire alarm rings or other physical danger requires an evacuation of the building.

### **Core Functions**

- Immediately activate the fire alarm and notify the incident commander. A designated member of the office staff will call 9-911.
- Staff will evacuate the building as per the fire/emergency evacuation directions posted in each classroom. Teachers should note alternate exits as well.
- Any student who is physically unable to exit the building using the stairs is to have an evacuation plan in place. The evacuation plan shall include having an adult assigned to bring the student to one of the designated areas of refuge. The student and the adult will be evacuated from the area of refuge by the first responders.
- Any student who is not presently in a classroom should exit the building with the nearest adult.
- Teachers are to take their “Go Bags”, car keys, cell phone and once outside in a safe area, take attendance. Any student that is not accounted for should be reported to the principal.
- The incident commander and custodial staff will monitor the outside evacuation areas.
- Teachers will remain outside the building until instructions are given to return to the building or, if necessary, evacuate off campus.
- Upon arrival of first responders, advise them of the situation. Assist the fire department incident command with activities related to the incident; for example, accountability of building occupants, building plans (maps with building layout), and locations of utilities shut down, etc.
- Prepare public information release to the media, if necessary. If early dismissal is initiated, communicate information to parents, staff, etc.
- Resume, curtail, or cease building operation as advised by fire department officials. Notify staff, students, and parents.
- There will be 8 fire drills, 6 of which will be held before December 31. For each fire drill, the time will be noted and recorded.

If it is determined that a false alarm has occurred, the incident commander will investigate to identify who activated the fire alarm system and take appropriate disciplinary action.

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## **Gas Leak**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to gas leak.

### **Scope**

This annex outlines procedures for a gas leak.

### **Core Functions**

- The individual who suspects a gas leak will move students to safety and notify the Principal.
- The Principal or his designee will assess situation and, if necessary, will contact 9-911.
- If necessary, the Principal will evacuate the building. All steps should be taken to avoid using any electronic means of communication. The Principal will initiate a messenger system to notify students and staff to evacuate the building.
- The Principal will contact the Superintendent's Office and the Director of Facilities.

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## **Hazardous Materials**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to hazardous materials.

### **Scope**

Materials that are corrosive, flammable, and/or combustible present physical hazards; toxic materials present health hazards.

### **Core Functions**

- Do not touch or move any potentially hazardous material nor disturb any location in question.
- Isolate the area and limit access to qualified response personnel only.
- Call 9-911. Be specific about the description of the problem.
- Notify Principal or main office.
- Principals are required to immediately contact the Superintendent's Office and the Director of Facilities.
- Listen for and follow directions.
- Refer to Materials Safety Data Sheet (MSDS) in Safety and Risk Management Office for first aid and decontamination procedures.
- Any individual who has come into contact with hazardous materials must be evaluated by the school nurse, who may decide to call 9-911.

**Important:** All staff receive annual training related to hazardous communications. Some hazardous situations will require evacuation; others will require sheltering in place. Still others may require that the Department of Health is contacted.

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## **Loss of Life**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to a loss of life of staff or students by natural causes, accident, homicide, or suicide.

### **Scope**

The annex outlines responsibilities and duties, as well as procedures for staff responding to a loss of life.

### **Core Functions**

- Confirm information.
- Notify Principal.
- Principals are required to immediately contact the Superintendent's Office.
- Principal or the District Superintendent will determine the need to assemble the crisis team for necessary follow up and continued assessment.

**Note:** These procedures apply during and outside of the workday.

The untimely death of an employee or student by natural or other causes will have an impact on the workplace and the classroom. Properly dealing with such a tragedy is required to protect the interests of the family of the deceased and to maintain morale among affected employees and students. Police involvement will be necessary in cases of homicide or suicide if the incident occurred on district property or is school or employment related.

## **Death of Student or Staff Member**

### **If school is in session:**

- SERT will mobilize immediately to review list, determine action, and carry out responsibilities.
- Principal will inform staff via hand-delivered note or in person.
- When appropriate, the principal will make an announcement and observe a moment of silence using PA.
- Students and staff needing counseling will be directed to a designated area. Grief counselors will be there to meet students and staff. Staff needing class coverage can notify the main office and coverage will be provided.
- Students emotionally impacted and not ready to attend class may still come to school for professional support and guidance. They will be directed to one of the counseling sites.

### **If school is not in session:**

- SERT will mobilize immediately to review list, determine action and carry out responsibilities.
- Faculty will be notified by Black Board Connect system when information is received. The school will hold a faculty meeting at 8:00 am the next school day.
- Students emotionally impacted and not ready to attend class may still come to school for professional support and guidance. They will be directed to one of the counseling sites.

**Then follow process as if school is in session.**

### **Administrator procedure:**

1. Parent contact – establish district person for the family to contact. Contact person will keep parents informed of any activities at school pertaining to the deceased child.
2. District Office will notify all building administrators within the district

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3. Sibling information obtained.
4. Flag lowered to half-staff.
5. Student database information is locked.
6. All club/athletic/activity advisors notified (those who had contact with the student).

Special considerations for a death on school grounds:

Call 9-911 immediately and inform the Superintendent's office. The area or location where a body is discovered should always be treated as a potential crime scene. No one should be allowed to enter the area or touch any related items until the police complete their investigation and provide clearance.

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## **Natural Disasters**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to natural disasters.

### **Scope**

This annex outlines procedures for a natural disaster.

### **Core Functions**

#### **Tornado**

- After notification of a tornado watch or warning is issued, stop all outdoor activities.
- If an announcement is made to shelter the students, immediately:
  - Close the windows and blinds
  - Instruct the students to leave their personal belongings in the class
  - Classes on the main floor and those classes in the portables will move downstairs to designated areas in the hallway. Classes on the lower floor will move to a corner of the classroom away from the door and windows.
  - Instruct the students to remain silent.
  - Remain with the students until a PA announcement or message is sent to return to the classroom
  - Remain in the classroom and wait for further instructions
  - Take attendance and report missing students to office
- Remain sheltered until the “all clear” is given.

#### **Earthquake**

- Indoors: Get under a desk or heavy table (duck and cover). Do not try to leave the building. Evacuate building at direction of the principal.
- Outside: Get away from buildings, utility poles, and trees. If in a moving vehicle, stop and remain inside until tremors stop.
- Assess situation and, if necessary, refer to Hazardous Materials procedures.

#### **Flood**

There are two categories of floods to be prepared for, a regular flood and a flash flood. A regular flood can take several hours or days to develop. Flash floods can take only a few minutes to a few hours to develop. The National Weather Service alerts us when there is a possibility of flooding using the following terms.

- A flood or flash flood **WARNING** means that a flood or flash flood is occurring or will occur very soon.
- A flood or flash flood **WATCH** means that a flood or flash flood is possible.

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Procedures:

- Know your area's flood risk.
- Listen to local weather reports. If it has been raining hard for several hours, or steadily for several days, be alert to the possibility of a flood.
- Maintain contact with your Principal.
- Be prepared to follow established evacuation or sheltering procedures if necessary.
- If outdoors or in a vehicle: Move to higher ground away from rivers, streams, creeks, and storm drains. Do not drive around barricades – they are there for your safety.
- If your vehicle stalls in rapidly rising waters, abandon it immediately and climb to higher ground.

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## **Report or Observation of a Weapon or Use of a Weapon**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to a report or observation of a weapon or use of a weapon.

### **Scope**

This annex outlines procedures for a report or observation of a weapon or use of a weapon.

### **Core Functions**

#### **Report or Observation of a Weapon**

- Do not confront the individual(s) in possession of a weapon.
- Notify Principal/District Superintendent's Office.
- Call 9-911, if necessary.
- Attempt to isolate the individual(s) from the larger group.
- Maintain surveillance of the individual(s) in possession of a weapon.

#### **Use of a Weapon**

- Call 9-911 with all available information, i.e., location and number of perpetrators and types of weapons.



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## **Suicide Threat**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event that a suicide threat is made.

### **Scope**

The annex outlines responsibilities and duties, as well as procedures for staff responding to a suicide threat.

### **Core Functions**

In the event that a suicide threats is made, follow the following procedures:

- **Never leave the student alone**
- **If a suicide attempt is in-progress, 9-1-1 must be called *immediately* – DO NOT WAIT**
- **Any suicide threat (verbal, written, e-mail, or otherwise) should be treated seriously.**
- **Notify school administration immediately.**
- **Move the student, if possible, to a private area to be assessed by the appropriate personnel.**

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## **Threats of Violence**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to a threat of violence.

### **Scope**

Threats of violence can be verbal, written, or gestured and fall into four categories: direct, indirect, veiled, and conditional. Direct threats are those in which there is no misunderstanding of the perpetrator's intent, such as "I am going to kill you." Indirect threats tend to be vague, unclear, and ambiguous. These threats are designed to manipulate or intimidate others. Veiled threats are those in which the perpetrator does not directly say what they intend to do, but the meaning is implied or understood by the recipient. For example, "Something big is going to happen." Conditional threats are often used in cases of extortion.

### **Core Functions**

#### Levels of Risk

- Low Level
  - Vague
  - Indirect
  - Inconsistent
- Medium Level
  - More direct than low level
  - Indications of planning
  - Indications of place, time, and ability
- High Level
  - Direct
  - Specific
  - Imminent and serious danger
  - Stalking
  - Suspicious persons or vehicles
  - Possibility of weapon

### **Procedures:**

- Notify the Principal or designee.
- The Principal or designee will assess the level of the threat.
- The Principal or designee will be responsible for reviewing, investigating, and evaluating all threats reported. The Principal or designee will determine and establish protocol for an investigation, and this will be followed in the most consistent manner possible. The investigation and response will be documented, as well as all investigation procedures, responses of witnesses and the alleged threat-maker. Information collected as a part of the investigation must be confidential.
- The responsible administrator will determine when it is necessary to consult with external resources to assist in intervening in high-risk situations. A directory of potential resources should be designated ahead of time. Upon the conclusion of the investigation, the students' parents should be notified of any pertinent findings (Refer to the Code of Conduct for guidelines on questioning students)

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## **Transportation**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to a transportation incident.

### **Scope**

This annex outlines procedures for a transportation incident.

### **Core Functions**

#### **Aircraft Crash**

- Call 9-911.
- Notify Principal.
- Principals are required to immediately contact the Superintendent's Office.
- Determine necessity to evacuate the building using the closest, safest exit. Select evacuation route to avoid contact with any parts of aircraft.
- If necessary, follow Hazardous Materials procedures.

#### **Bus/Car Accident**

- Call 9-911.
- Notify Principal.
- Principals are required to immediately contact the Superintendent's Office and the Transportation Office.
- In the event of a bus accident, students remain with the bus until the situation is assessed by District personnel.
- In the event of a bus accident, the District personnel who reports to the scene takes attendance of the students present and identifies where students were sitting on the bus.
- Parents are notified by District personnel.
- If/when students return to school following a bus accident, students are evaluated by the school nurse, who refer students for additional medical care as needed.

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## **Utility Failure**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place relating to a utility failure.

### **Scope**

This annex outlines procedures for a utility failure including but not limited to a loss of heat, electric, water, or other building services.

### **Core Functions**

- If there is any question as to the safety of building occupants, evacuate the building.
- Contact the custodian who should call the Operations and Maintenance Office.
- Notify Principal.
- Principals are required to immediately contact the Superintendent's Office.
- Limit or cease building operations, as appropriate.

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## **Weather Related or Unplanned Early Dismissal**

### **Purpose**

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a weather related or unplanned early dismissal.

### **Scope**

The annex outlines responsibilities and duties, as well as procedures for staff responding to a weather related or unplanned early dismissal. A weather related or unplanned early dismissal of the building entails an event in which students must be dismissed home early from the building in an unplanned scenario due to weather or other conditions.

### **Core Functions**

In the event of an emergency situation, staff and students will be given specific instructions. This will depend on the event. All staff should be prepared for general early dismissal, as specified in the school's ERP.

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## Appendix A – Communications

### District Administrators & Secretaries

Name	Position	Phone	Secretary	Extension
Beukema, Kimberly	HHS Principal	630-3090	Kathy DeCarlo	630-3094
Colonna, Marlene	Director of Social Studies	630-3147	LouAnn Ruiz	630-3332
Colosimo, Natalie	LMK Assistant Principal	630-3034	TBD	630-3036
Fried, Scott	LMK Principal	630-3031	Linda Marsico	630-3033
Fusco, Lynn	Director of Fine & Performing Arts	630-3043	Barbara Malifitano	630-3016
Galano, Christopher	Director of PE, Health & Athletics	630-3125	Robin Webb	630-3127
Gleason, Megan	Director of English Language Arts	630-3148	LouAnn Ruiz	630-3332
Goldman, Stephanie	PAR Assistant Principal	630-3242	Maureen Selvaggio	630-3223
Greenfield, Michael	Assistant Superintendent for C&I	630-3321	Donna Accurso	630-3322
Griffo, Laurie	HHS Assistant Principal	630-3120	Lorraine Fontana	630-3336
Gutterman, Adam	PUR Principal	630-3170	Patty Recchia	630-3322
Hymes, Valerie	HAS Principal	630-3190	Jo-Anne Gaglione	630-3192
Kaitz, Claire	Supervisor of Secondary Special Education	630-3017	Joanne Lederer	630-3026
Kortright, Dennis	PRE Principal	630-3150	Debbie Rogers	630-3152
Ladewig, Brian	Assistant Superintendent for HR	630-3319	Christine Beitler	630-3003
Malczewski, Kelly	Director of Guidance	630-3092	Vicki Battaglia	630-3345
Mastrota, Larry	HHS Assistant Principal	630-3119	Lorraine Fontana	630-3336
Moran, Marina	Director of World Languages & ENL	630-3384	Joy Budesca	630-3386
O'Keefe, Joan	Director of Science & Technology	630-3146	LouAnn Ruiz	630-3332
Purcell, Lenny	Director of Facilities	630-3018	Christina Wallace	630-3020
Salierno, Bob	Assistant Superintendent for Business	630-3008	Jane Kelleher	630-3010
Seligman, Brian	Director of Technology	630-3389	Barbara Malifitano	630-3016
Snider, Julie	Director of Special Education	630-3027	Fran Catarinacchio	630-3025
Spagnola, Jennifer	HAS Assistant Principal	630-3203	Tara Brereton	630-3193
Spector, Scott	LMK Assistant Principal	630-3039	TBD	630-3036
Toscano, Jennifer	Supervisor of Elementary Special Education	630-3024	Lori Prestwood	630-3030
White, Margaret	Supervisor of Elementary Education	630-3385	Joy Budesca	630-3386
Woodard, Mark	PAR Principal	630-3220	Celina Lee	630-3222
Wool, Louis	Superintendent of Schools	630-3021	Bonnie Fava	630-3023

### Medically Trained Personnel

Name	Title or Location	Phone Number
Dr. Ann Engelland	District Physician	917-301-6078
Linda Sannicandro, RN	Harrison High School	914-630-3123
Susan Fiorenza, RN	Louis M. Klein Middle School	914-630-3046
Lisa Arlotta, RN	Harrison Ave. Elementary School	914-630-3194
Tara Stempel, RN	Parsons Memorial Elementary School	914-630-3224
Sharon Gainsburg, RN	Purchase Elementary School	914-630-3175
Cathy Krug, RN	Samuel J. Preston Elementary School	914-630-3154

**HARRISON CENTRAL SCHOOL DISTRICT  
EMERGENCY RESPONSE PLAN**

## **Appendix B - School Incident Command System (ICS)**

The Incident Command System is organized into the following functional areas:

### **Incident Command**

Directs the incident management activities using strategic guidance provided by the Superintendent or his designee.

Responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization and determine strategies to implement protocols (adapt as needed)
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
- Coordinate media relations and information dissemination with the Superintendent/Principal/ Incident Commander
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
- Document all significant activities

### **Operations Section**

Directs all tactical operations (actions) of an incident including the implementation of response/recovery activities according to ICS, care of students, first aid, psychological first aid, search and rescue, site security, damage assessment, evacuations and the release of students to parents.

Responsibilities and duties include:

- Monitor site utilities (i.e. electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by the Incident Commander and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need and access local/regional providers for ongoing crisis counseling for students, staff and parents/guardians.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure and request needed supplies from Logistics Section.
- Document all activities

As needed, Emergency Response Teams may be activated within the Operations Section. [8 NYCRR Section 155.17 \(e\)\(2\)\(ii\)](#) requires the designation of individuals assigned to emergency response teams. Appendix C includes tables for documenting those designated individuals.

### **Planning Section**

Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities and duties include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map), assist with ongoing planning efforts and maintain incident log
- Document all activities

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## Logistics Section

Supports ICS by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution. Coordinates personnel, assembling and developing volunteer teams and facilitates communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties include:

- Establish and oversee communications and activities during an incident (two-way radio, written updates, etc.) and develop telephone tree for after-hours communication
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment
- Document all activities

## Finance/Administration Section

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Responsibilities and duties include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph and videotape damage to property
- Develop a system to monitor and track expenses.
- Account for financial losses in accordance with district policy and secure all records

## Coordination with Responders

The School ERP may have a set of interagency agreements with various agencies to aid in timely communication. Agreements with these agencies and services (including, but not limited to, mental health, law enforcement and fire departments) could help coordinate services between the agencies and the school. The agreements could specify the type of communication and services provided by one agency to another

In the event of an incident involving outside agencies, a transfer of command from the school Incident Commander to a responding agency will occur.

## Source and Use of Resources

The school will use its own resources and equipment to respond to incidents until emergency responders arrive.

It is suggested that the school establish memoranda of understanding with local organizations and businesses to provide necessities in the event of an emergency. Examples include local grocery stores for food and water or county health departments for counseling services.



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**Appendix C – Emergency Response Protocols (Functional Annexes)**

<b><u>Shelter-In-Place</u></b>	<b><u>Hold-In-Place</u></b>	<b><u>Evacuate</u></b>	<b><u>Lockout</u></b>	<b><u>Lockdown</u></b>
<p><i>Used to shelter students and staff inside the building.</i></p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Move away from windows, if situation warrants.</li> <li>• If instructed, move out of classroom to designated safe area. Stay together at all times.</li> <li>• Take Attendance.</li> <li>• Listen for updates.</li> </ul>	<p><i>Used to limit movement of students and staff while dealing with short term emergencies.</i></p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Listen for updates.</li> </ul>	<p><i>Used to evacuate students and staff from the building.</i></p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</li> <li>• Bring attendance list and class roster.</li> <li>• Close the classroom door after exiting.</li> <li>• Take attendance when safe to do so.</li> <li>• If evacuating off site, take attendance before moving from and upon arrival at off site location.</li> <li>• Listen for Updates.</li> </ul>	<p><i>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</i></p> <ul style="list-style-type: none"> <li>• Listen for instructions regarding the situation and your actions.</li> <li>• Lock all exterior windows.</li> <li>• Leave blinds/lights as they are.</li> <li>• Take Attendance.</li> <li>• After initial instructions listen for updates.</li> <li>• Classroom instruction continues as normal.</li> <li>• All outdoor activities are terminated.</li> <li>• Listen for updates.</li> </ul>	<p><i>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</i></p> <ul style="list-style-type: none"> <li>• When you hear lockdown announced, you should move quickly to execute the following actions.</li> <li>• If safe, gather students from hallways and common areas near your classroom.</li> <li>• Lock your door. Barricade if necessary.</li> <li>• Move students to a safe area in the classroom out of sight of the door.</li> <li>• Leave windows, blinds/lights as they are.</li> <li>• Keep everyone quiet, silence cell phones.</li> <li>• Take attendance, if possible.</li> <li>• Do not communicate through door or answer room phone.</li> <li>• Do not respond to P.A. announcements or fire alarm.</li> <li>• Stay hidden until physically released by law enforcement personnel.</li> </ul>