



# **Palmyra-Macedon Central School District**

## *District-Wide School Safety Plan Building-Level Emergency Response Plans*

**2021-2022 Board of Education**

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# **Palmyra-Macedon Central School District District-wide School Safety Plan 2021 - 2022**

*Commissioner's Regulation 155.17*

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-Wide School Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed Building-Level Emergency Response Plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, manmade and technological disasters. To address these threats, the State of New York enacted the Safe Schools Against Violence in Education (SAVE) law in 2000. This component of Project SAVE is a comprehensive planning effort that addresses Mitigation, Prevention, Preparedness, Response and Recovery with respect to a variety of emergencies in the school district and its schools.

The Wayne-Finger Lakes BOCES in coordination with the Palmyra-Macedon Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this on-going district-wide cooperation and support of Project SAVE.

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## **Section 1.0**

### **General Considerations and Planning Guidelines**

#### **1.1 Purpose**

The Palmyra-Macedon Central School District-wide School Safety Plan was developed pursuant to (NYSED) Commissioner's Regulation 155.17. At the direction of the Palmyra-Macedon Central School District Board of Education, the Superintendent of the Palmyra-Macedon Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

This Plan is designed to provide guidance to each of the **Building-Level School Safety Teams** as well as the **District-level Emergency Operations Team (EOT)** before, during, and after an emergency and describes the general roles and responsibilities of the members. It identifies who will coordinate an incident and the procedures that will be employed. The plan also outlines how Palmyra-Macedon CSD will coordinate with adjacent school districts as well as Town, County and State agencies.

#### **1.2 Identification of School Teams**

The Palmyra-Macedon Central School District has maintained this District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, district and building level administrators, parent organizations; school safety personnel; Law Enforcement, Fire and EMS personnel; other school personnel and community representatives.

***See Appendix: A - District-Wide School Safety Team.***

In addition, each School's **Building-Level Emergency Response Plan** identifies three safety-related teams.

1. Building Safety Team
2. Emergency Response Team
3. Post-Incident Response Team

#### **1.3 Concept of Operations / Relationship between the District-wide School Safety Plans and the Building-Level Emergency Response Plans**

General protocols reflected in the District-wide School Safety Plan guide the development and implementation of individual Building-level Emergency Response Plans. This Plan sets forth the general procedures and protocols to be adhered to at each individual school essentially serving as the "safety" standard operating procedures. This includes the consistent use of plain language terminology for events and procedures to ensure understanding and to prevent confusion.

The Principal at each school appoints a Building-level School Safety Team that develops and maintains the Building-level Emergency Response Plans at the building level. It is expected and understood that no two Building-Level Emergency Response Plans will be identical as each has a unique student and staff population, physical layout and geographical considerations. This does not however relieve any school from abiding by the expectations set forth in the District-wide School Safety Plans.

In the event of an emergency or violent incident, the initial response at an individual school will be by that building's Emergency Response Team under the direction of the Principal (Incident Commander) or their designated alternate .

Upon activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by County and State resources through existing protocols.

#### **1.4 The National Incident Management System (NIMS)**

The National Incident Management System integrates existing best practices into a consistent, nationwide, systematic approach to incident management that is applicable at all levels of government, nongovernmental organizations (NGOs), and the private sector, and across functional disciplines in an all-hazards context.

Five major components make up this systems approach: Preparedness, Communications and Information Management, Resource Management, Command and Management, and Ongoing Management and Maintenance.

These critical components are addressed within the Palmyra-Macedon Central School District's District-wide and Building-level Safety Plans.

#### **1.5 Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment a minimum of 30 days prior to being adopted by the Board of Education. The District-Wide plan was formally adopted by the Palmyra-Macedon School Board **August 3<sup>rd</sup>, 2021** after a public hearing **at 7:00pm on August 3<sup>rd</sup>, 2021** that provided for the participation of school personnel, parents, students and any other interested parties.

Full copies of the District-wide School Safety Plan and any amendments have been, and will continue to be submitted to the New York State Education Department as required.

As required, the District-wide School Safety Team will formally review this Plan annually. This required annual review will be completed on or before July 1 of each year after its initial adoption by the Board of Education.

A copy of the Palmyra-Macedon Central School District's District-wide School Safety Plan may be viewed by appointment at the Palmyra-Macedon Central School District Office, or online at <https://www.palmaccsd.org/Content2/district-safety>. Building-Level Emergency Response Plans are confidential and are not subject to disclosure under Article 6 of the Public Officers Law or any other provisions of law, in accordance with Education law Section 2801-a. Copies of the District-wide School Safety Plan as well as each school's

Building-Level Emergency Response Plans are provided to the Village of Palmyra and Town of Macedon Police Departments, Wayne County Sheriff's Office and the New York State Police.

## **Section 2.0**

### **Glossary of Key Terms**

**Aide** - an individual assigned to provide general and/or specific support to scene managers.

**Alternate Site Evacuation** – An evacuation of the building wherein the population is move to one of the predetermined alternate evacuation sites for shelter while an incident is being addressed.

**Command** - The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency or delegating authority.

**Command Post** – A command post (CP) is a location for those specific personnel to assemble who are responsible for determining the exact status of the emergency, the resources that will be necessary and the incident strategy. Generally the CP will be located in the vicinity of the incident but not within the potential danger zone and will provide for basic needs such as shelter from the elements and a means of communication.

**Congregate Care Centers** - A location, such as a school, at which temporary lodging, feeding, clothing, registration, welfare, inquiry, first aid and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

**Crisis** - means an unpredictable, tragic event or situation that has potential to cause a state of upset and disorganization. Some examples are: death of a student, death of a staff member, death of a significant other to a student or staff member, traumatic event, suicide, serious accident, fire, violent school intrusion, community/national/world crisis event or a natural disaster.

**Designated Alternate** – Persons who have been designated by the Building Principal to act as the Incident Commander (IC) in the Principal's absence. In this capacity they have the same responsibility and authority as the Principal.

**Disaster** – means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbances.

**Duck and Cover** – a position students and staff may be directed to assume when there is an imminent threat of a violent attack, building failure or severe weather. Generally persons are directed to sit on the floor along the inside walls of the room or a hallway away from any windows / glass. Knees should be pulled up to the chest with the face turned down while covering their heads with their arms.

**Early Dismissal** - means returning students to their homes or other appropriate locations prior to the time of normal dismissal.

**Emergency** – means a situation including but not limited to a disaster that requires immediate action, occurs unpredictably and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

**Emergency Broadcast System (EBS)** - A method for local government officials to provide urgent broadcasts to the residents of their area utilizing commercial and educational radio and television stations.

**Emergency Management Office** – the Wayne County Emergency Management Office is responsible for countywide emergency planning and coordination. Provides staff support to the County Executive during an emergency as well as a wide range of support and coordination functions.

**Emergency Operations Team (EOT)** – during an emergency, refers to those pre-determined district-level personnel under the direction of the Incident Commander.

**Evacuation** - Means moving students for their protection from a school building to a predetermined location away from the building in response to an emergency.

**Family Reunification Plans** – A plan to reunite students with their parents/guardians following an unplanned event or crisis. Location may be an Alternate Evacuation Site.

**Finance Sector** - A part of the general staff of the Incident Command System, activated on long duration incidents, responsible for cost and financial analysis for the incident.

***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 is 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.***

**Incident** – means any event that poses a threat or potential threat to students, school personnel, or school property. Action by school personnel will be required to prevent or minimize the danger to life and/or property.

**Incident Commander (IC)** – The Incident Commander has overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics.

**Incident Command System (ICS)** – The Incident Command System, (ICS), is defined as a standardized on-scene, all-hazard incident management approach.

**Lockdown** – A protective action that may be implemented when there is an immediate and IMMEDIATE THREAT to the building population (i.e. **armed** intruder). All steps for a General Lockdown are completed, classroom activities will cease and students will be instructed to utilize duck and cover techniques usually along interior walls while remaining out of the line of sight. Lights and window coverings remain as they are unless instructed otherwise. Students involved in activities outside of the building will be instructed to move to a secure area away from the building

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

Sometimes referred to as a *reverse evacuation*. All students and staff involved in outside activities will be brought inside and all exterior doors and ground floor windows will be closed and locked. All internal school day activities (including passing between classes) may continue as normal pending further instructions. Based upon the specific circumstances, the Incident Commander may direct that the locked Main Entrance(s) be monitored to allow access to authorized persons only.

**Logistics Sector** - A part of the general staff of the incident Command System responsible for advance planning for accumulation of equipment and supplies for immediate response to an incident.

**Mutual Aid** – each school district operates under an informal agreement with other districts to provide assistance during emergencies. The mutual aid is provided through contact with the Superintendent of Schools.

**National Incident Management System (NIMS)** - The National Incident Management System integrates existing best practices into a consistent, nationwide, systematic approach to incident management that is applicable at all levels of government, nongovernmental organizations (NGOs), and the private sector, and across functional disciplines in an all-hazards context.

**Operations Sector** - A part of the general staff of the Incident Command System that is responsible for strategy and tactics to control an incident, under direction of the Incident Commander.

**Plain Language** – Plain language refers to the use of simple, common, direct words in all communications during an emergency. No color codes, no coded words or phrases, no unique bells or tones.

**Planning Sector** - A part of the general staff of the Incident Command System responsible for collecting, evaluating, and displaying incident intelligence information and for documenting the event, analyzing what has transpired thus far, and planning for possible further action.

**Public Information Officer (PIO)** - This person is responsible for releasing information to families, community members, and the media during a crisis.

**Rescue Area** (*Area of Rescue Assistance*) is an area, which has direct access to an exit, where people who are unable to use stairs remain temporarily in safety to await further instructions or assistance during emergency evacuation.

**Runner** – A person who is assigned the task of going from classroom to classroom or location to location to deliver information and directions relative to an incident. Information may be verbally given or through a delivered document.

**Sanitized and Cleared Area** – An assembly location, such as a gymnasium, or auditorium, that may be used to shelter students and staff after it has been thoroughly searched by school staff for any suspicious packages, objects or individuals. Students and staff are then locked down in that location while the incident (typically a non-specific bomb threat) is being addressed.

**School Cancellation** - Means a determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

**Shelter-In-Place** – This involves keeping students, staff and visitors in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated. This could be the result of a severe, extended weather event and may involve providing meals and overnight accommodations.

Such a directive may also be given if there is a threat that the outside air may be unsafe due to chemical, biological or radiological contaminants. In this circumstance all windows and doors will be secured and all HVAC (Heating, Ventilation, and Air Conditioning) systems will be shut off to minimize the influx of outside air.

**Threat Assessment Team** – A team of school and community officials who are called upon to assist in reviewing information relative to a particular student or students whose behavior may be cause for concern relative to the safety of any member of the school community. Membership will routinely include, but is not limited to: school administrative, instructional, and counseling personnel as well as community law enforcement and mental health agencies.

## **Section 3.0**

### **Mitigation and Prevention**

#### **3.1 Mitigation and Prevention Strategies**

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over mitigation.

However, not all such events will be prevented despite our best efforts. Therefore, we must formulate plans to intervene and mitigate – or minimize the impact and damage - of any negative event.

This section will identify specific prevention and mitigation strategies that have been implemented within the PMCSD. Many of these components serve as both prevention and mitigation tools.

#### **3.2 Program Initiatives**

The Palmyra-Macedon Central School District recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the Palmyra-Macedon CSD school community. The following is a partial list of such current initiatives.

- Operation Safeguard
- Olweus
- 7 Habits
- Responsive Classroom
- Natural Helpers
- Therapeutic Crisis Intervention
- 
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- 

#### **3.3 School Safety Assessments**

School Safety Assessments were initiated in the Palmyra-Macedon Central School District in 2012 and continue on an annual basis by the Director of School Safety. In addition to the actual physical inspection of each building in the district, consultations were also conducted with District and School level administrators including the departments of Transportation and Buildings and Grounds. Included in this process was a review of all Police, Fire and EMS calls for service at all Palmyra-Macedon CSD facilities.

Formal reports with findings and recommendations were completed and provided to the Superintendent of Schools upon the completion of these assessments.

### 3.4 Multi-Hazard Training, Drills, and Exercises

The District will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the grade levels involved and other building specific issues. Staff training will be routinely conducted at the school level followed by age-appropriate drills with the entire school population. These drills will primarily focus on our ability to responsibly and efficiently **assess a situation**, initiate the proper **communications** to the appropriate personnel and agencies and to be able to identify and **take the necessary protective actions** in a timely manner to mitigate the negative impact of an event.

The District will ensure that each building conducts drills and exercises to test the components of their respective building-level plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. Specific drills and training such as those involving our Lockdown and Lockout procedures; fire, natural gas, bomb threat and alternate site evacuations will be conducted annually (see below) and may involve a staff drill or training session only or the entire school population.

**Each school will conduct the following types and minimum number of drills:**

<b>Fire / Evacuation Drill</b>	<b>8 total</b>	<b>as scheduled by district</b>
<b>Lockdown</b>	<b>4 total</b>	<b>as scheduled by district</b>

To comply with Education law §807 amendments dated July 1, 2016, each school must conduct 4 lock-down and 8 evacuation drills (12 drills total) each year. While not required by this statute, it is also recommended that schools review lock-out and shelter-in-place procedures. 8 of the required Fire / Lockdown drills must be completed by December 31 of each school year.

Drills will be conducted periodically throughout the school year (not all within a few days for example) so as to make the most of the training.

\*\*Early Dismissal drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test. Parents and guardians will be notified in writing at least one week prior to such drill.

The Facilities & Operations office will be responsible for ensuring compliance with this drill requirement and will maintain records of the same.

### **3.5 Implementation of School Security**

- **Limited Access**

Each School District building is tasked with implementing this policy while tailoring it to the specific needs of their building. Generally, this means that the fewest exterior doors necessary to maintain normal business will remain unlocked during portions of the regular school/business day. Those doors that may need to remain unlocked during the school/business day will be monitored in some fashion.

- The district's schools utilize a video and/or audio electronic access control system at most of their main entrances that provides a means to remotely view/screen and approve visitors prior to granting them access into the building.
- All of the district's buildings utilize a keyless entry / electronic access control system allowing specific access (designated days/times, buildings and entrances) to authorized personnel by presenting a programmed proximity Identification badge to a reading device at those entrances.

- **Staff Photo Identification Badges**

All PMCSD employees are issued Photo Identification Badges that are to be displayed at all times while on school district property to assist visitors, students and staff in identifying employees as well as possible intruders.

- **Visitor policy**

Each school requires visitors to sign in, receive and display a school issued VISITOR pass. Visitors will be screened and their visit verified with the party they were coming to see prior to the visitor being escorted or directed to their destination. This screening will include asking the visitor to provide a form of photo identification for screening in the Raptor Visitor Management System.

- **Student Sign-Out Procedures**

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within school records and the "School Tool" student management system. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- **Video Surveillance**

A digital video surveillance system is in service at all PMCSD schools and the Transportation Department to assist in monitoring, deterring and recording activity in areas of chronic concern or perceived vulnerability.

- **Fire Alarm**

A fire detection alarm that is linked to a central monitoring station is in service at every PMCSD School and facility. These alarms and fire response procedures are tested regularly consistent with NYSED regulations.

- **Intrusion Alarm**

An Intrusion alarm that is linked to a central monitoring station is in service at every PMCSD School and facility and is intended to be armed whenever the building is closed and unoccupied.

### **3.6 Vital Educational Agency Information**

The District maintains general information about each educational facility located within the geographical boundaries of the school district, including non-public schools and childcare facilities.

Such information includes: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such educational agency.

### **3.7 Early Detection of Potentially Violent Behaviors**

The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the District will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means to include; brochures; district-wide newsletters, and the district web-site.

Students, their parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an assessment or investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Palmyra-Macedon CSD personnel to include members of the District's Threat Assessment Team...Law Enforcement, Mental Health Professionals, etc..., when deemed appropriate and within existing legal parameters.

### **3.8 Hazard Identification (External and Internal)**

The general list of sites of potential emergency include: all school buildings, playground areas, properties adjacent to schools, on and off-site athletic fields, buses, and off-site field trips.

**External (off-campus)**

A committee review of all businesses and traffic components within the district was conducted. The external sites of potential emergency were identified by the planning team in consultation with participating school personnel and outside agency representatives.

**Internal (on-campus)** sites involving potentially hazards include:

- Science and technology classrooms, chemical storage and preparation areas,
- Facilities and Operations areas / custodial cleaning products
- Boiler rooms
- School cafeterias / kitchens
- Home and career skills classroom
- Technology classrooms
- Computer closets
- Mechanical rooms
- Gymnasiums / Swimming Pool
- Athletic Fields
- Transportation Department
- Storage buildings

***Note: In addition, each Building-Level Safety Team is tasked with reviewing their respective Safety Plans to ensure that they have incorporated into their plans any and all potential hazards that may be unique to their building, site, or relative location within the community.***

### **3.9 Construction Safety and Security**

Each school under the direction of the Director of Facilities as well as the involved construction manager will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement includes maintaining sufficient and appropriate emergency egress routes and notifying building occupants of any changes.

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## Section 4.0 Preparedness

### 4.1 Preparedness / Components

The Palmyra-Macedon Central School District recognizes that quality and thorough planning will facilitate a rapid, coordinated, effective response when a crisis occurs. Much of the information relative to Preparedness is detailed in other areas of this report as referenced below.

- **School Safety Plans**

In this District-Wide School Safety Plan there is description of an overall response protocol for emergencies as well as several more detailed situational response procedures.

The concept of operations and the relationship between this District-wide School Safety Plan and each school building's Building-level Emergency Response Plan is described in Section 1.3.

- **Quick Reference Guides**

Each classroom and office district-wide is issued a **Faculty and Staff Emergency Response Quick Reference Guide** that must be either displayed or maintained where it can be accessed easily and without delay. This guide has the definitions of several key protective action directives that may be implemented during an incident along with a brief list of instructions and expectations associated with each directive.

Principals and Assistant Principals are provided with a **School Building Administrator's Quick Reference Guide**.

- **Building Floor Plans**

Current floor plans for each school building are maintained and readily available in the event of an emergency. These floor plans should include the location of alarm panels, utility shut-offs, chemical storage areas, science rooms, custodial closets and any other areas where hazardous chemicals may be stored or used regularly. They may also identify the locations of video cameras, electronic access controlled entrances, AEDs, Areas of Rescue Assistance, and fire extinguishers.

The Facilities and Operations office maintains an updated version of all of these floor plans. The floor plans of each building are included as an appendix to the District-wide School Safety Plans. Each building maintains an updated copy of their respective floor plans as well.

**See NaviGate Prepared: – Building floor plans, Site plans and District map.**

- **Emergency Equipment**

Each building should maintain at minimum the following emergency equipment in addition to a working inventory of food and water supplies, building master keys, and first aid/medical supplies. Items listed below are located in the buildings Emergency Go-Bags.

- Two-way radios.
- Flashlights – battery operated and/or rechargeable flashlights to compliment emergency lighting
- Battery-operated AM/FM radios w/ extra batteries to monitor emergency announcements during a power outage
- NOAA (National Oceanic Atmospheric Administration) Weather radio to receive weather related watches and warnings directly from the National Weather Service. If not available at each building then a district level office will monitor the Weather Radio and will utilize internal communication means to notify each building in a timely manner.
- Orange / reflective traffic vests
- Barrier tape
- Megaphone / Bullhorn

- **Emergency Operations Team (EOT)**

The Palmyra-Macedon Central School District has established an Emergency Operations Team (EOT) composed of the following titles that will assist the Incident Commander in the response to and resolution of incidents occurring within the District.

- Superintendent of Schools
- Assistant Superintendent for Business
- Director of Facilities and Operations
- Transportation Safety Coordinator
- Chief Emergency Officer (Designee- John P. Colella)
- Director of School Safety

- **District Stakeholders**

The District has assembled teams of district, school and community stakeholders who are actively involved in emergency planning for the School District. The membership of the District-wide School Safety Team is referenced in Section 1.2 and current members identified within the appendices.

The Building-level School Safety Team(s) are identified in the Emergency Planning Summaries of each school building.

## 4.2 The Role of the Incident Command System (ICS)

### **Incident Command System – definition and general discussion**

The Command and Management component of the **National Incident Management System (NIMS)** – see page 4, section 1.4) is designed to enable effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. The structure is based on three key organizational constructs: the **Incident Command System**, Multiagency Coordination Systems, and Public Information.

\*The Incident Command System, (ICS), is defined as a standardized on-scene, all-hazard incident management approach. ICS:

- Is based on proven incident management practices
- Defines incident response organizational concepts and structures
- Consists of procedures for managing personnel, facilities, equipment, and communications.
- Is used throughout the lifecycle of an incident (e.g., from threat to parent reunification).

ICS is designed to help school personnel ensure:

- The safety of students, staff, responders and others.
- The achievement of incident objectives.
- The efficient use of resources.

ICS:

- Meets the needs of incident of any kind or size
- Allows school personnel and responders to meld rapidly into a common management structure
- Provides logistical and administrative support to operational staff.
- Is cost effective by avoiding duplication of efforts.

(\* FEMA, Emergency Management Institute's *"Introduction to Incident Command System / ICS-100 for School"* training course.)

Response to all crises requires a clear chain of command between all responders. The ICS is based on the premise that every crisis has certain major elements requiring clear lines of command and control.

This premise and concept can apply to incidents that are responded to and resolved at the building level without outside assistance, those requiring assistance at the district level only as well as those that require the coordination of building and district resources and the appropriate community emergency response agencies.

As a practical matter, once emergency responders (Police, Fire, EMS) become involved, it is acknowledged that, based upon the specific nature of the event, the appropriate lead emergency response agency will assume command and will manage their particular aspect of the incident. It is the responsibility of the initial Incident Commander (IC) to manage the incident until such time that they are relieved of that designation by the Superintendent, other district-level EOT member or the appropriate Emergency Response

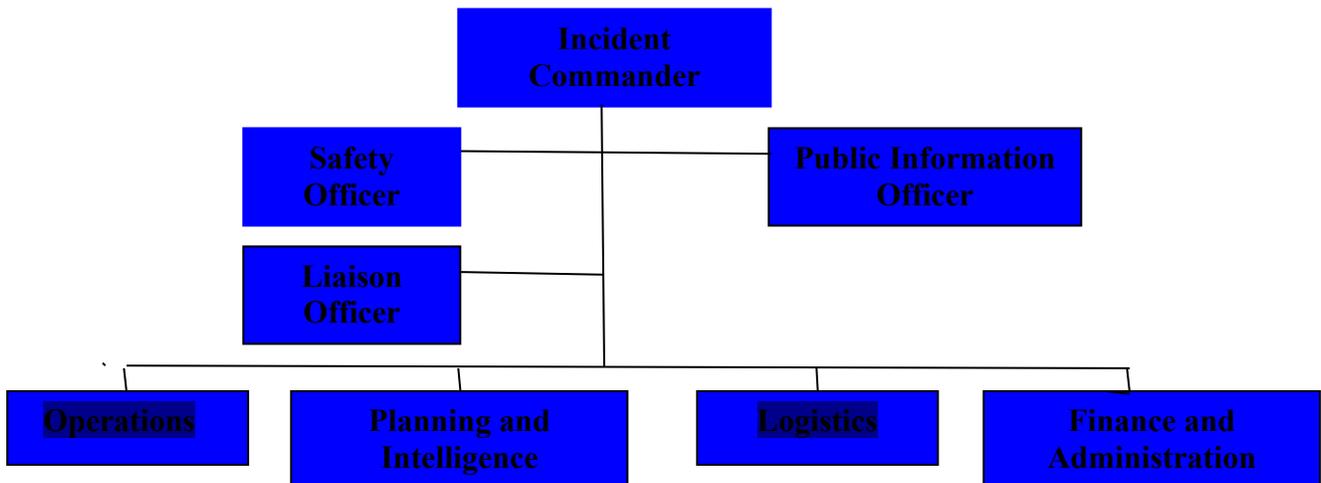
Command Officer. At that point the initial IC would likely assume another role within the ICS structure.

### 4.3 ICS Organizational Structure

Below is an example of an Incident Command Structure. It is important to understand that the **Incident Command System is driven by functions being performed, not people manning positions**. As such, each function does not have to be assigned to a different person. One member of the Building-level Emergency Response Team or the EOT may be able to handle several functions at once in an efficient and timely manner. Should any team member become overwhelmed the team can simply be expanded to assist.

Generally, the School and / or the District should be able to manage an event limited in scope and severity with just a few key functions, frequently with one person handling multiple sets of responsibilities, i.e. minor school bus accidents.

Only in the most severe or protracted incident would all of these functions need to be activated and assigned to individual persons. In such a case, District level and Emergency Response Agency personnel would likely fill many of these roles.



### 4.4 ICS titles and responsibilities

#### Incident commander (IC)

- **Generally** – The Incident Commander has overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics. This person manages the entire incident and will very often begin as the **Building Principal or in their absence the predetermined Designee**.
- **PMCS D** – The Building Principal would initially assume this role. If the event is of a serious or protracted nature, the **Superintendent of Schools, or in the absence of the Superintendent, the Assistant Superintendent for Business** may respond and assume this role. The building Principal may then assume the role of the Deputy Incident Commander or another role within the ICS. Ultimately, a Command Officer from the lead Emergency Response Agency would likely become the IC.

#### Public Information Officer (PIO) / Public Information Specialist

- **Generally** - This person is responsible for releasing information to families, community members, and the media during a crisis. The media can be a tremendous help in getting accurate and timely information to families and community members.
- **PMCS D** - The **Superintendent or the appropriate school building Principal or their Designee** are typically the only personnel authorized to make statements to the press or release information to the community. This function may also be delegated totally to another district staff member at the discretion of the Incident Commander.

#### Safety officer

- **Generally** - This person is responsible for the safety of the scene and the individuals at the scene including the safety of all response personnel. His or her role might include determining whether students have been evacuated far enough from the school.
- **PMCS D** - Initially an appropriate **member of the Building-level Emergency Response Team** should be assigned this role who is familiar with PMCS D Situational Response Guidelines and that school's specific protective action options. The **Director of Facilities and Operations in conjunction with the School Physician and School Nurses** may also assist. Once again, depending on the severity of the incident, an emergency responder may ultimately fill this role in consultation with school officials.

#### Liaison officer

- **Generally** - This person is responsible for coordinating with all of the agencies that have responded to the crisis. It is critical that this person be a good communicator and able to convey important information to responders about the situation or the school facility and to school staff about necessary actions.
- **PMCS D** – Initially this may be the **IC**. If the event is of a serious or protracted nature, the IC will assign that function to an appropriate member of the **Building-level Emergency Response Team or District EOT**.

#### Operations officer

- **Generally** - This person develops and implements strategies and tactics to carry out incident objectives. This person may also organize, assign, and supervise all the tactical or response resources assigned to the incident.
- **PMCS D** - An appropriate member of the **Building-level Emergency Response Team or District-level Emergency Operations Team** with the greatest technical and tactical expertise should be assigned this role.

### **Planning and intelligence officer**

- **Generally** - This person is responsible for collecting, evaluating, and displaying incident intelligence information and for documenting the event, analyzing what has transpired thus far, and planning for possible further action.
- **PMCS D** - An appropriate member of the **Building-level Emergency Response Team should be assigned this role, i.e. another building administrator (Designee) or non-instructional staff.**  
This person should act in the capacity of a scribe or assign someone else to maintain a chronological record of the event. An accurate accounting of the events and our response will be critical to our after action reporting and debriefing.

NOTE: Maintain all documentation, notes and records.

### **Logistics officer**

- **Generally** - This person manages the supply and staffing needs of the situation. The logistics officer focuses on acquiring the supplies needed to assist the emergency responders. The logistics officer's responsibilities will include long-term needs (beyond the first four hours) for things like food, water, and bathroom facilities, as well as transportation (if students need to be bused off campus). The logistics officer is also responsible for locating and assigning staff to fill various tasks for emergency situations. This could include finding staff to carry messages from the operations officer to those staff members directly managing students.
- **PMCS D** - Initially this will likely be the **IC**. If the event is of a serious or protracted nature, the IC will assign that function to an appropriate member of the **Building-level Emergency Response Team, i.e. another building administrator (Designee), or District EOT member, Cafeteria Manager, Transportation Safety Director, or the Director of Facilities and Operations.**

### **Finance and Administration**

- **Generally** – Monitor costs related to the incident. Provides accounting, procurement, time recording, and cost analysis.
- **PMCS D** – The Incident Commander or the Superintendent will determine if there is a need for someone to fill this role and if so will designate an appropriate individual with the proper business acumen and resources – the **Assistant Superintendent for Business.**

## **4.5 Additional ICS Terms and definitions**

**Unified Command** – The Unified Command organization consists of the Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure.

In a Unified Command, schools and responding agencies blend into an integrated, unified team. A unified approach results in:

- A shared understanding of priorities and restrictions
- A single set of incident objectives
- Collaborative strategies
- Improved internal and external information flow
- Less duplication of efforts
- Better resource utilization.

**Change of Command** – Incident direction will remain with the involved Palmyra-Macedon CSD Incident Commander unless the Incident Commander requests another individual to assume control, the District Superintendent, another member of the District EOT or a public safety official assumes command.

## **4.6 Command Post (CP)**

**Command Post / generally-** A command post is a location for those specific personnel to assemble who are responsible for determining the exact status of the emergency, the resources that will be necessary and the incident strategy. Generally the CP will be located in the vicinity of the incident but not within the potential danger zone and will provide for basic needs such as shelter from the elements and a means of communication.

**Building-level CP-** Depending on the nature of the event, a building-level CP could be established at the following locations: the Main Office, another administrative office within the building, at a designated location outside of the building, in a school bus on the property but outside of the danger zone or in an adjacent building. Each Building-level Response Plan will identify building-specific CP locations.

**District-level CP-** A district-level CP will be established at the direction of the Superintendent of Schools / Incident Commander.

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## Section 5.0 Response

### 5.1 Response Actions for Emergencies / Multi-Hazard Response - Introduction and general discussion

NOTE: In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the School Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, location of students, anticipated response time of emergency responders, availability of support personnel, availability of transportation, to name just a few. In the Situational Response Procedures section of this Plan, many specific emergency situations are identified and standard response procedures detailed. However, given the afore-mentioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

**If an emergency situation occurs at the building level, it is the responsibility of each and every District employee to take those actions that are geared toward preserving the health and safety of all students, staff and visitors.**

The Building Principal is designated as the person in charge – the **Incident Commander** – during the initial response to any emergency at their respective school. The Principal will provide leadership, organize activities and disseminate information with the assistance of the Building-level Emergency Response Team and the EOT if needed. If the Principal is unavailable or not on site, the **Designated Alternate** will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, the school will be seeking assistance from outside emergency responders in resolving the situation. As, such, the immediate objective is generally to **contain and manage** the incident until the emergency responders arrive on scene.

In every emergency type situation regardless of the nature of the emergency or the perceived threat to safety, there are three critical tasks that must be addressed in a timely manner by the Building Principal or designee (Incident Commander) or by the EOT under the direction of the Superintendent of Schools for those events that are not to be quickly resolved at the building level.

## Three critical tasks: **A. C. T.**

- **A**ssess - the level of threat and totality of circumstances
- **C**ommunicate - make notifications to inform and request assistance
- **T**ake Action - initiate appropriate protective actions to protect persons and property from harm

### 5.2 **Assessment** ..... *“What’s my situation?”*

Based upon the information available, the amount of time that can be taken to complete this assessment may vary greatly. For example, the report of an armed intruder or shots fired will have to be acted on immediately whereas other lesser events may allow for further investigation before having to make decisions as to notifies and protective actions.

- What is the nature of the apparent emergency?
- Where is the emergency taking place?
- What is the apparent level of threat to anyone’s safety?
- How much time do I have?
- Time of day
- Age and size of school population
- Weather conditions
- Access to Bus / transportation resources
- Access to Alternate evacuation site
- Amount of building – level support
- Access to district level support

### 5.3 **Communications**..... *“Who do I call?”*

Internal – w/in school, w/in district

External – emergency responders, community, other institutions...

**Internal Notifications**– Building Principal or designee must ensure that the proper persons are notified within the building and within district level offices and departments in a timely manner to keep them informed as to the nature of the incident as well as potential danger zones to be avoided, to obtain necessary assistance and to direct that the appropriate protective actions be implemented.

**\*\*\*Always notify the Superintendent’s Office at the earliest opportunity\*\*\***

**Building level** – Public Address system, two-way radios, building e-mail, conventional landline or cellular telephones, or a runner. Activation of Navigate Prepared.

**District level** – Conventional landline or cellular telephones, two-way radios, e-mail, and, or activation of Navigate Prepared.

In order to notify the Emergency Operations Team (EOT) and activate the emergency response protocol at the district level –contact the Office of the Superintendent.

**Plain Language** – The Palmyra-Macedon Central School District uses plain language which refers to the use of simple, common, direct words, terms and phrases in all

communications during an emergency. No color codes, no coded words or phrases, no unique bells or tones.

**External Notifications-** Should the initial assessment suggest that the assistance of outside emergency responders would be necessary, direct someone to **call 9-1-1** and to stay on the line. Provide the operator with as much information as possible. **If safe to do so**, remain on the line and have someone meet the first responders at a designated, safe location to direct them to the scene of the incident.

In Wayne County, all requests for Police, Fire or Emergency Medical Services are received and dispatched by calling **9-1-1**. Based on the nature of the event, the 9-1-1 Communications Center will dispatch the appropriate emergency personnel.

Police / Fire / Emergency Medical Services	9-1-1
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**Notifications to Other Educational Agencies** - This includes all Educational Agencies, Public and Non-Public.

- The Incident Commander will evaluate the potential impact of an emergency on other educational agencies located within the boundaries of the PMCSD as well as neighboring school districts and the regional BOCES.
- If the impact is evident, the Incident Commander will direct that the contact person at each affected educational agency be notified by telephone as to the status of the emergency and potential impact to the contact person's facility.
- If such contact cannot be made for whatever reason, the Incident Commander will contact 9-1-1 and request assistance in making the necessary notifications.

**Public Information: Parents / Community / Media** – Timely and accurate notification to parents and the community at large can ensure the responsible dissemination of accurate information relative to any unplanned or unusual activity taking place in our schools. With the widespread use of cell phones and other electronic communication devices it is likely that information about such an event will reach the community very quickly and will often be incomplete or inaccurate.

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

The notification will be made utilizing the Parent Square mass communication system or by a letter written by the affected building's principal and reviewed by the district administration. The letter will be mailed or sent home within on (1) business day of the incident or threat.

The Superintendent of Schools, or his designee will serve as the primary emergency public information officer during most emergencies and the Assistant Superintendent for Business will be the alternate when the Superintendent is not available. The overall functions of a public information officer will be:

- To present a positive, competent image of the school district while providing accurate information to the public regarding any unplanned event that may result in a change in the regular school day schedule (i.e. cancellation, early dismissal, etc...) or any event that may cause undue panic and concern and result in a problematic rush to the school by parents and media.
- The Parent Square mass communication system may be utilized to notify specified groups of any event that could affect that particular group.
- The Wayne County 911 Center reverse 911 system may also be used to complement the media information being released concurrently. Ideally a written script should be used to ensure consistency of message.

## **5.4 Take Protective Action** ... *“How to best protect my school?”*

Based upon the assessment of the situation, the Building Principal or designee will determine what, if any, appropriate protective action should be initiated. As all situations are unique and fluid in nature, a combination of our standard protective actions may need to be implemented or we may need to alter our response as the situation becomes more clear, changes, or at the direction of the Emergency Operations Team (EOT) or emergency responders (Police, Fire, EMS).

**Remember it is always much easier to downgrade or cancel a protective action than it is to try and elevate your response in the middle of an event.**

**Each Building-level Emergency Response Plan includes an Emergency Planning Summary along with additional documentation that details that building’s specific plans relative to how these protective actions will be implemented.**

**Note regarding Cell Phones:** Once any protective action is directed you can anticipate that many students and staff will begin using their personal **cell phones** to notify family members. It is critical at the onset that a directive is given and enforced that **NO cell phones shall be used until further notice**. The failure to do so will likely result in a rush of telephone calls to the school and district as well as vehicles trying to access the school property – all of which will make the task of managing the event much more difficult.

A general description of each protective action follows this listing.

- Cancel School Prior to Start
- Early Dismissal
- General Lockdown
- Emergency Lockdown
- Lockout
- Shelter-in-Place – generally for a short duration
- Sheltering – possible extended duration
- Fire Evacuation
- Building Evacuation – outside of building but remaining on campus (Fair and foul weather options)
- Building Evacuation – moving to an Alternate Site off-campus

## **Cancel School Prior to Start**

### **Standard Sequential Procedures**

When there is any doubt about conducting school due to inclement weather conditions or hazardous roads, the procedure outlined below shall be followed:

The Superintendent of Schools makes the final decision regarding closings. This decision is made only after travel conditions are evaluated by the Superintendent, the District Transportation Safety Coordinator and the Director of Facilities & Operations. Local Highway Departments and Law Enforcement agencies may be consulted as well.

If the roads are considered to be hazardous to travel and/or severe weather is expected throughout the day, the decision may be made to cancel school for the day. Once this determination has been made, notification will be made as quickly as possible utilizing the "Parent Square" mass communication system as well as other internal and external notification measures including the following media broadcast outlets:

RADIO: WHAM, WRRM, WVOR, and WCGR

TELEVISION: Local television stations: 8, 9, 10, and 13, YNN.

DISTRICT SOCIAL MEDIA: Twitter / FaceBook

## **Early Dismissal**

### **Standard Sequential Procedures**

There are occasions when a decision may be made during the school day to dismiss students early due to an emergency or if weather and traveling conditions worsen while school is in session. In this case, the same procedure is used for notification as when school is closed at the beginning of the day. It is extremely important that a plan is in place for each child, especially our primary and intermediate level children, should such a dismissal occur.

As soon as it has been determined that an emergency exists which requires transporting pupils home prior to scheduled dismissal times, the following procedures will be initiated by the Superintendent of Schools:

1. Building administrators, District Transportation Safety Coordinator and Director of Facilities & Operations will be notified.
2. The Transportation Safety Coordinator will notify drivers and prepare the buses.
3. Superintendent of Schools or his designee shall notify all area radio and TV stations and utilize the Parent Square mass communication system as appropriate.
4. Building Principals will inform office staff, faculty and students of closing procedures to be followed by PA announcement and cancel all remaining interscholastic and other activities.
5. The Athletic Director shall notify other schools and coaches regarding the cancellation of interscholastic activities.
6. The individual schools will notify any groups authorized to use their school facilities of the cancellation.
7. In the instance of a district-wide closing, the High School and Middle Schools are closed first to provide older siblings to be at home when elementary students arrive. Working parents of elementary students are advised to have a secondary or "emergency" location to receive their child/children in the event of an unscheduled closing.

### **Order of Dismissal**

In the event that students in more than one school building are dismissed early, High School and Middle School students will generally be dismissed first. Intermediate School and Primary School students will be dismissed second.

## **Lockdowns**

**Lockdown** – A protective 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.

Lights and window coverings remain as they are unless instructed otherwise. Students involved in activities outside of the building will be instructed to move to a secure area away from the building.

***Note: Additional details on how a Lockdown is implemented and cancelled are included in each school's Building-Level Safety Plans.***

## Lockout

**Lockout** – A protective action that may be implemented when a situation is occurring outside of the school building or in the vicinity of school property (i.e. police investigation). Sometimes referred to as a *reverse evacuation*. All students and staff involved in outside activities will be brought inside and all exterior doors and ground floor windows closed and locked. All internal school day activities (including passing between classes) may continue as normal pending further instructions.

### **Standard Sequential Procedures**

- Lockout directive is given (plain language – NO CODES)
  - PA system
  - Two-way radios
  - Runner
  - Telephone system
  - Internal email
  
- Outside Activities curtailed
  - Students and Staff who are outside immediately return to building
  - Predetermined staff locks all exterior doors
  - Teachers / office staff close and lock all ground floor windows

NOTE: Parents, visitors, vendors, etc...who are in the building when the Lockout is implemented and wish to leave should be informed as to the circumstances and be encouraged to remain in the building but not detained.

An objective assessment of the specific circumstances – possibly in consultation with Law Enforcement will assist in determining how to deal with the many other potential variables: early dismissal student drivers, field trip buses, etc...

### **Limited Access Option**

- The Main Entrance remains locked, however, based upon the specific circumstances, the IC may direct that the main entrance be monitored by trained staff to allow limited access by authorized persons only\*.

\*If the IC has determined that it is reasonable to provide such limited access, it would be important that the person(s) assigned to monitor the main entrance be provided with as much information as possible (names, photos, descriptions) regarding the person or persons of concern who are not to be granted access as well as who to contact if such an attempt is made.

### **No Access Option**

- If the IC has directed that no discretionary access (other than emergency responders) be allowed based upon the IC's assessment - or at the direction of the Superintendent or Emergency Responders then all exterior doors will remain closed and locked.

**If safe to do so** - Pre-printed “**LOCKOUT**” signs should be posted conspicuously at the Main Entrance bearing a brief explanation of a lockout along with a phone number to call for more information.

### **Cancelling a Lockout**

- A **Lockout** can be cancelled by PA announcement or other conventional means.

## **Hold-In-Place (Short-term)**

### **Hold-In-Place**

Used to limit movement of students and staff while dealing with short term emergencies.

### **Standard Sequential Procedures**

- Pre-assigned staff responds to and inspects pre-determined shelter locations within the building based upon the nature of the threat to ensure that area is safe.
- Hold-In-Place directive is given (plain language – NO CODES)
  - PA system
  - Two-way radios
  - Runner
  - Telephone system
  - Internal email
- Students and Staff proceed to their designated locations in an orderly fashion
  - Students with special needs accounted and cared for
  - Necessary Medications assembled and transported to location
  - Student attendance taken noting/reporting missing and extra students
- Shelter locations are locked (if appropriate)
- If directive is given relative to the potential of **chemical, biological or radiological contaminants in the air**:
  - All exterior doors and windows will be secured
  - Assigned / designated personnel will turn off all HVAC systems to cease the influx of outside air.

***Note: Additional details on the how a Hold-In-Place is directed, implemented and cancelled including specific locations within each school are included in each school's Building-Level Safety Plans***

## **Shelter-In-Place** **(Possible extended duration)**

**Shelter-In-Place – possible extended duration** – This involves keeping students, staff and visitors in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated. This could be the result of a severe, extended weather event and may involve providing meals and overnight accommodations.

In the event that it becomes necessary to provide such shelter the Principal or designee will initiate arrangements to provide adequate supervision of the students under his/her direction

NOTE: The decision to provide sheltering for a possible extended duration will always be made by a District level authority.

### **Standard Sequential Procedures**

- Notify the Superintendent of Schools who will activate the EOT
- The Principal or Designee along with the EOT will make provisions for:
  - Health related needs through the Nurse
  - Food Services through the Director of Food Service
  - Building Maintenance through the Director of Facilities and Operations
  - Parental and Community notification (media, Student Messenger...)
- The Incident Commander will also notify:
  - Wayne County Office of Emergency Planning
  - Red Cross
  - Law Enforcement

## Fire Evacuation

**Fire Evacuation** – An evacuation of the building by predetermined routes to a predetermined assembly location as the result of a fire alarm activation or actual fire event.

### **Standard Sequential Procedures**

- Upon sensing smoke or evidence of fire, activate the building fire alarm immediately. **Call 9-1-1** as soon as possible to provide details as to the specific nature and location of fire and to ensure receipt of fire alarm activation.
- **Do not** delay activating the alarm to attempt to extinguish fire.
- **Activate The NaviGate Prepared software system.**
- **If safe to do so**, the building Principal or designee along with the custodian may investigate the alarm and based upon their findings may contact 9-1-1 to either slow down the response if it is a minor event or false alarm or to notify of a major event, generating a greater response.
- Evacuate the building following established fire evacuation procedures
  - Students walk out designated exits in a quiet, orderly manner.
  - NO unnecessary talking by students and staff.
  - All must exit – NO exceptions
  - If a door is hot to the touch, do not open, use alternate route or escape windows
  - In the event of smoke, stay low and close to the floor
  - Classroom windows and doors should be closed but not locked once last person leaves
  - Take attendance utilizing Navigate Prepared at predetermined assembly locations, report any missing or extra students and staff. Account for all students, staff and visitors.
  - Assembly areas should be a sufficient distance (minimum 100') from the building providing unobstructed access for emergency responders / vehicles.
  - Provide traffic control to limit access to campus to emergency vehicles only.
  - Assist those occupants with special needs to evacuation location or to the predetermined “*Rescue Areas*”
  - **If safe to do so**, predetermined staff will perform a post-evacuation sweep of the building to ensure all were notified and did in fact exit.
- Have someone meet the Fire Department to direct them to a specific location and assist as requested.
- The Fire Department supervisor is in charge of the scene and will make the determination if the building can be re-entered.

## **Building evacuation - Outside of building but remaining on campus -**

**Building evacuation - outside of building but remaining on campus** – An evacuation of the building wherein the population is moved to a predetermined location away from the building but remaining on campus / school property. Fair weather and foul weather locations must be established. An evacuation may be directed as the result of a fire alarm, bomb threat, gas leak, hazardous-material spill or other internal emergency.

NOTE: based upon the reason for the evacuation some of the following procedures would need to be amended or expanded, i.e.: no two-way radios during a bomb threat, the desired distance from the building during a gas leak or bomb threat, etc.

### **Standard Sequential Procedures**

- Building evacuation directive is given specifying the designated re-assembly location(s) along with reason for evacuation and if applicable, routes of egress to be avoided (plain language – NO CODES)
  - PA system
  - Two-way radios
  - Runner
  - Telephone system
  - Internal email
  
- Actual evacuation preceded by a visual inspection by pre-assigned personnel of routes of egress and planned re-assembly location(s)
  
- Activation and use of the Navigate Prepared software for accounting of students and staff, and eventual reunification.
  
- Students and Staff evacuate to assigned location(s)
  - Students with special needs accounted and cared for
  - Necessary Medications assembled and transported to location
  - Student \*attendance taken noting/reporting missing and extra students

Building Evacuation Plans are to be further detailed within each Building-Level Emergency Response Plan.

## **Building evacuation - Moving to an Alternate Site off-campus -**

**Building evacuation - moving to an Alternate Site off-campus** – An evacuation of the building wherein the population is moved to one of the predetermined alternate evacuation sites for shelter while an incident is being addressed. Students may walk or be transported by busses.

Each Building-level Emergency Response Plan Summary identifies multiple Alternate Evacuation Sites for that particular school – including at least one non-Palmyra-Macedon Central School District site.

When appropriate, school officials will seek the advice of the Wayne County Emergency Office before making any decisions on evacuation.

NOTE: This action may be as simple as moving for a fairly short period of time to a nearby school or church while a minor natural gas leak is addressed or it may involve a protracted relocation of the entire school population to an alternate site due to a facility failure or an incident of violence and from where the students may be dismissed or ultimately be reunited with their parents/guardians.

The PMCSD has standing agreements with several local facilities that could potentially be used by any district school. These are detailed within each respective Building-level Emergency Response Plan.

### **Standard Sequential Procedures**

- Identify most appropriate Alternate Site(s) based upon totality of circumstances
  - Coordinate with other PMCSD schools if more than one school affected
  - Notify appropriate PMCSD administrators to include the Superintendent of Schools.
  - Activation of the NaviGate Prepared software system.
  - Contact those identified as contact persons for site(s) – or – if close by and we have access (keys and alarm codes...) direct personnel to go to the site(s) to:
    - Ensure availability and access
    - Assess and address any immediate concerns
    - Prepare location for students arrival
  - Notify 9-1-1 of plans, routes and destinations and request assistance with traffic control
  - Notify Transportation Department of plans if buses will be necessary:
    - The number of buses necessary for school population and the location where the buses will be staged to board the students will have been predetermined.
  - If buses cannot be waited for and / or site is within walking distance
    - Relay and address any pedestrian / traffic control concerns to Police in preparation for walking the population to the alternate site,
- OR-
- Plan to walk the school population to a designated staging area(s) away from building to await buses for transportation

- Building evacuation directive is given specifying the designated Alternate Site(s) along with the plan for evacuating, (walking, taking buses, walking to staging area) and the reason for evacuation (plain language – NO CODES)
  - PA system
  - Two-way radios
  - Runner
  - Telephone system
  - Internal email
  
- Students and Staff evacuate to assigned Alternate Site(s)
  - Students with special needs accounted and cared for
  - Necessary Medications assembled and transported to location
  - Student attendance taken noting/reporting missing and extra students
  - **Teachers remain responsible for all persons under their control.**
  - Attendance will be taken utilizing **Navigate Prepared** prior to arrival at the evacuation site.
  
- Prepare for the possibility of:
  - Returning to your home school
  - Dismissal from Alternate Site
  - Reunification with family at Alternate Site
  
- Family Reunification Plans
  - An event may be of such a serious or protracted nature that it will not be possible to return to the home school for normal dismissal. In such cases it is likely that many parents and guardians of the students will want immediate access to their children. It may be necessary therefore to facilitate a family reunification at an Alternate Evacuation Site. Standard “sign-out” procedures must not be compromised in this setting. We must still confirm identification and legal access to the student before releasing.
  
  - In order for that to happen in a structured and safe manner it will be necessary to have at your immediate disposal:
    - **Navigate Prepared** Reunification software will be utilized.
    - School Tool information.
    - Current lists involving Court issued Custody Orders or Orders of Protection that specify whether or not a particular person is authorized to have custody or contact with a particular child.
    - Sufficient Personnel to coordinate this process and maintain order.

## **5.5 Emergency Evacuation Non-Ambulatory Disabled Individuals and other persons with disabilities**

It is the responsibility of the Building Principals, School Nurses, and the Director of Facilities and Operations to develop plans to provide emergency evacuation of non-ambulatory disabled individuals and other persons with disabilities including those who may be on floors above or below the level of exit discharge. These plans will typically include identifying "Rescue Areas" (safe areas) where non-ambulatory individuals can go in the event of an evacuation emergency as well as assigning staff to assist these individuals. The Health Office at each school will maintain a running list of individuals within their building who would require such assistance.

ADA definition: *Area of Rescue Assistance* is an area, which has direct access to an exit, where people who are unable to use stairs remain temporarily in safety to await further instructions or assistance during emergency evacuation.

This aspect of these plans would include all four of the Palmyra-Macedon Schools as each are multi-story buildings. Schools will work with the appropriate fire department to develop this plan and incorporate these details in their respective Building-Level Emergency Response Plans.

In addition to the identification of appropriate Rescue Areas, these plans should also include the training of designated staff in the proper use of rescue chairs - where available.

## 5.6 **PMCS D Multi-Hazard General Response Outline** **during the regular school day**

- **Initial Responder**

The first Palmyra-Macedon CSD employee on the scene of an incident, or the first employee who becomes aware of an incident will:

- Notify **9-1-1** if police, fire or ambulance assistance is clearly and obviously needed immediately
- Initiate immediate actions to protect students, staff and property within their immediate area
- **Notify the Building Principal or designee** who will assume the role as Incident Commander

- **Building Principal or designee – as Incident Commander**

The building Principal or designee upon being notified of the event will:

- **Assess** the level of threat
- Ensure proper **notifications** have been made both internal and external – including the **Superintendent of Schools**
- Implement the **protective actions** appropriate for level of threat
- Make assignments consistent with established response plans and ICS
- If appropriate - activate the Emergency Operations Team (EOT) by notifying the Superintendent of Schools and be prepared to provide the following information:
  - Specific location and nature of Incident
  - Protective Actions Implemented
  - Telephone number as a call back
  - Injuries or property damage
  - Immediate needs

- **Superintendent of Schools or other Emergency Operations Team (EOT) member – as Incident Commander**

Upon being notified of an incident, the following actions will be taken initially:

- Gather all available information
- Insure all appropriate initial response actions have been taken
- Go to scene or emergency area if appropriate
- Establish Command Post if not already done
- Identify yourself as Incident Commander/take command/make assignments
- Notify / update the Superintendent if applicable
- Give directions to resolve situation
- Make Notifications and Request Assistance
  - Local and county officials
  - Affected educational institutions
  - Other PMCS D Administrators and EOT
  - Other School districts
  - Outside agencies

- Stage resources at one or more locations to support the operation
- Coordinate efforts with community response agencies and District departments to resolve the incident
- Provide for proper recovery and review of event

## **5.7 PMCSD Multi-Hazard General Response Outline** **outside of normal school hours**

This section is intended to provide direction to those involved in responding to any emergency or crisis-type event that occurs in the school building or on campus outside of the normal school day. This includes the time prior to, and following the regular school day, weekends, summer, and other school holidays and recess periods.

Due to the many uncertainties about building occupancy and the presence of critical staff (Building-level Emergency Response Team Members) during these times when school is not in session, it is difficult to prescribe a specific course of action that will remedy any and all incidents occurring within this time frame.

Therefore, establishing a clear line of authority at all times within the building is critical. A designated staff member must know that they have charge of the building and should have a reasonable understanding of what activities are taking place, where and when they are taking place as well as the numbers of persons involved and who is supervising each respective activity.

Such authority will often remain with the Principal or Designee as identified in each Building Emergency Planning Summary as long as they are actually in the building. Evenings, weekends and holidays become more problematic as neither the Principal nor a Designee may be present for extended periods of time while various activities continue within the building and on campus. It is therefore important that the handing off of this responsibility be as clear during off-school hours as it is during the normal school day.

Adults involved in the supervision of these approved, off-hours activities (coaches, music/drama teachers, club advisors, Community Education teachers, etc...) need to understand that they are responsible to a great extent for the safety of those students and others involved with their activity.

The responsibility for the building during these hours often falls to a member of the Facilities and Operations staff. As such, these persons must again know that they have the responsibility to respond to an unplanned event and the authority and the means to initiate actions to protect persons and property from harm. Appropriate training will be provided to Facilities and Operations personnel.

For any unplanned event or emergency that occurs outside of the normal school day the PMCSD will follow the same protocols described and detailed previously in this section. These protocols are based upon the responsible completion of the three critical tasks involving **Assessment** of the situation, initiating the proper **Communications** and taking the appropriate **Protective Actions**.

How these tasks will be accomplished will vary depending on the totality of circumstances, i.e. nature of event, amount of activity within the building, means of communication available.

## **5.8 Emergency Communications**

The primary system of communication during an emergency will include the use of the Public Address (PA) System, two-way radios, landline (conventional) and cellular telephones, internal email, runner(s), Parent Square, fax service, district website, District Social Media outlets, and the news media.

## **5.9 Procedures for Obtaining Advice and Assistance from Local Government Officials**

In the event of an emergency where additional advice, assistance, or assets not readily available to the District are needed; the Incident Commander, the Superintendent, his/her designee will contact the 9-1-1 center of Wayne County who will assist in coordinating the delivery of necessary assistance and services from local and County agencies.

## **5.10 District Resources Available for Use in an Emergency**

The PMCSD has identified District-based resources, which may be available during an emergency.

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## Section 6.0 Situational Response Procedures

This section will outline general response procedures to be adhered to relative to specific emergency situations.

This section is organized into the following general categories of occurrences. Specific situations are organized alphabetically within each category.

- Civil Disturbances / Criminal Actions
- Environmental / Weather Emergencies
- Facility Related Emergencies
- Medical Emergencies
- Transportation Emergencies

**NOTE:**

Each topic will be introduced with a brief definition or description of the threat or potential emergency along with general comments. There will be a quick reference box identifying the more likely actions to take in consideration of the three identified tasks to be addressed by the IC.

**Example:**

<u>Quick Reference Box</u>	
<b>Assess:</b>	<b>Abduction (kidnapping / custodial interference)</b>
<b>Initial Notifications:</b>	<b>9-1-1 Building Emergency Response Team Building Occupants (Lockdown directive)</b>
<b>Protective Actions:</b>	<b>Lockdown and Lockout Take direction from responding Police</b>

These are only designed to be a quick reference and are not intended to be absolutes. The text that will follow will provide more details on the variables to be considered relative to the proper response actions.

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## **6.1 Civil Disturbances / Criminal Actions**

Guidelines are included in this section for the following events:

- Abduction
- Anthrax Threat
- Bomb Threat
- Explosive Device Suspected
- Fight
- Firearm
  - Suspected Only
  - Displayed and Threatened
  - Discharged
- Hostage
- Intruder
- Missing Student
- Riot
- Sexual Assault
- Student demonstration
- Suicide threat
- Threats of Violence– Direct or Implied
- Weapon (other than firearm)
  - Suspected
  - Displayed and Threatened

## Abduction

### Definition / background

Abduction involves a person being taken away by unlawful force or by fraud against their will. This may involve both students and staff and for the purposes of this section includes kidnapping and the unlawful removal of a child by a non-custodial parent or guardian – custodial interference.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to a possible abduction occurring on district property requires Law Enforcement involvement immediately.

#### **Quick Reference Box**

**Assess:** Abduction (kidnapping / custodial interference)

**Initial Notifications:** 9-1-1  
Building Emergency Response Team  
Building Occupants (Lockdown directive)  
Superintendent

**Protective Actions:** Lockdown and / or Lockout  
Take direction from responding Police

### Standard Response Steps

- Call **9-1-1** and provide as much information as possible as to descriptions of the event and those involved, as well as descriptions of vehicles involved and last known direction of travel.
- Implement a **Lockdown and Lockout**. While an abduction may imply that the suspect has taken the victim away from our building or campus it is still prudent to direct that a Lockdown and a Lockout be implemented for the following reasons:
  - to be certain that the situation is contained and the scene protected
  - to ensure that all other students and staff are accounted for
  - and to not cause any delay or distraction to responding Police
- **Notify the Superintendent**
- Assemble the appropriate Response Team Members
- Assign predetermined Response Team members to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, and district administrators...
- Secure and protect any area that may be a crime scene or contain evidence
- Gather pedigree information regarding the missing child.
- Identify the last person(s) who were with the child.
- Try to identify any potential witnesses – this is crucial to the success of locating the child quickly and unharmed.
- Assist Police with investigation

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## Anthrax Threat

### Definition / Background

The CDC defines anthrax as an acute infectious disease caused by spore-forming bacterium *bacillus anthracis*. Anthrax most commonly occurs in warm-blooded animals, but can also infect humans and, if left untreated, may cause death. Anthrax organisms can cause skin infection, gastrointestinal infection, or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled. All forms of the disease are generally treatable with antibiotics.

Reports of anthrax threats have often involved envelopes or packages containing a powdery substance.

### Quick Reference Box

<b>Assess:</b>	<b>Potential Anthrax threat</b>
<b>Initial Notifications:</b>	<b>9-1-1 Director of Facilities and Operations Superintendent</b>
<b>Protective Actions:</b>	<b>Lockdown and Lockout Take direction from Emergency Responders</b>

### What types of letters or packages may be suspect.

The following list represents some of the individual factors that should be considered when handling mail. However, the totality of circumstances must be considered when determining if a letter or package should be treated as “suspicious”.

- Any letter or package that has a suspicious or threatening message written on it
- Letter or packages with oily stains
- Envelopes that are lopsided, rigid, bulky, discolored or have a strange odor
- Envelopes with no return address
- Unexpected envelopes or packages from foreign countries
- No postage or non-canceled postage
- Improper spelling of common names places or titles

### Standard Response Steps

#### How to respond to a suspicious envelope or package

- Do not open the envelope or package
- Leave it and evacuate the room
- Do not allow others to enter the room
- Notify your building administrator or supervisor

**How to respond if an envelope or package is opened  
that contains suspicious material**

- DO NOT PANIC
- Close or cover the envelope or package to limit additional exposure
- Do not attempt to clean up powder
- Immediately evacuate the room involved, closing and locking doors and windows
- Notify 9-1-1
- **Notify the Superintendent**
- Assemble the appropriate Response Team Members
- Assign predetermined Response Team members to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, district administrators...
- Do not evacuate the building unless directed to do so by emergency responders
- Do not allow anyone to enter or leave the building until emergency responders arrive and approve
- **Initiate a Lockdown and Lockout to assist in containing the exposure**
- If possible, shut down the building's HVAC system
- Instruct room occupants not to touch their eyes, nose or any other part of their body
- If possible, all room occupants should wash their hands and other exposed skin thoroughly with soap and water
- If clothing is heavily contaminated, don't brush vigorously
- Compile a list of all persons who had actual or suspected contact with the powder or suspicious substance
- Follow the directions given by the emergency response personnel until the termination of the emergency

## Bomb Threat

### Definition / background

A bomb threat is defined as any correspondence – verbal, written, electronic..., which leads a receiver of that information to believe that there is an explosive device in the facility.

### Comment

No bomb threats should be ignored. However, the specificity of the threat and the totality of circumstances may reasonably impact the specific response plans. The decision whether or not to **evacuate, compartmentalize, or shelter-in-place** is dependent upon information received in the threat, and how detailed and credible that information is perceived to be. **Law Enforcement should be consulted to assist with this decision.**

**Compartmentalization** relies on students remaining in their present locations while school administration and authorities assess and investigate the threat – this would most likely involve a **Lockdown**.

### Quick Reference Box

<b>Assess:</b>	<b>Bomb Threat</b>
<b>Initial Notifications:</b>	<b>9-1-1 Building Emergency Response Team Building Occupants Superintendent</b>
<b>Protective Actions:</b>	<b>Lockdown or Lockout, then... Pre-evacuation “sweep” of egress route and destination Building Evacuation – min. 500’ from buildings/vehicles, or Building Evacuation – Alternate Site, or Sheltering-In-Place within building, or Compartmentalize (maintain Lockdown)</b>

Note: **Two-way radios and cellular phones are not** to be used during a bomb threat. Some detonators are activated by radio waves, which these devices emit. Building Administrators will need to rely on landline telephones, the public address system, e-mail, bullhorns and person-to-person conversation to communicate.

**Do not activate the fire alarm to facilitate an evacuation. Utilize the NaviGate Prepared software system.**

### Bomb Threat received by phone:

- Elicit and record specific information about the call utilizing the **New York State Police Bomb Threat Instruction Card**. One of these cards should be readily accessible at every phone in the district capable of receiving an outside call.
- Record the call if the phone set allows for that feature
- Do not use that phone again until Police tell you it is okay to do so
- Provide information to responding Police Officers.

**See Appendix: Q- New York State Police Bomb Threat Instruction Card**

**Bomb Threat received in written form:**

Handle the item as little as possible to preserve any evidentiary value. If given permission to do so by the Police, make a photocopy of the correspondence for school records and possible disciplinary procedures. If written on a wall or other fixed object, secure the location, (lock the bathroom door for example) and await Police arrival. **Do not** erase, wash, or paint over any written threat until given the clearance to do so by the Police. It would however be prudent to photograph the written threat.

**Bomb Threat received electronically (e-mail, text,...):**

Do not respond to the sender and cease use of that computer, cell phone or other electronic device until Police arrive and then take direction from them regarding the device in question.

Note: If at any time during this process, a suspected explosive device is discovered the entire building population **must** be evacuated ASAP and the procedures described in the **“Explosive Device –Suspected”** portion of this section followed.

**Standard Response Steps**

- Call **9-1-1** and provide detailed information relative to the threat and your response including any specific needs relative to your evacuation plans if applicable, i.e.: traffic control.
- **Notify the Superintendent.**
- Notify the Transportation Department to prepare for the possibility that buses may be needed for shelter or transport.
- The building Principal or designee will immediately use the Public Address System to direct that a **Lockout / Hold-In-Place** be initiated and to activate the appropriate members of the Emergency Response Team to initiate a visual search of all potential routes of egress from the building and the location where the school population may be moved should a full building evacuation ultimately be directed.
- Assign predetermined Response Team member(s) to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, district administrators, etc...
- The Principal will then instruct all teachers and staff to visually inspect their respective classrooms and workspaces for any unusual or suspicious objects and to report any such findings to the Main Office by PA, landline telephone or runner.

**No one should touch, handle or attempt to move any suspicious object.**

- If no suspicious items are found in your classroom or office, tape the: **NO SUSPICIOUS ITEMS** poster to the inside of the window in or next to your classroom door so as to be visible from the hallway
  
- If no suspicious items, packages or persons are initially observed a decision has to be made regarding how to best protect the building occupants while the investigation continues.

- **Evacuation of building option:**
  - The Principal will use the PA system to call for an evacuation of the building to the predetermined location that will be appropriate for the current circumstances and weather (on-site, off-site, alternate site).
  - If any suspicious items, packages or persons had been observed then the evacuation order will be preceded by a PA announcement detailing the areas and routes to avoid (staff assigned to block access to these areas).
  - Students should not be allowed to have access to their lockers to retrieve coats
  - Close but do not lock classroom doors.
  - Assist students and staff with special needs
  - Check attendance / report any missing or extra students and staff
  
- **Compartmentalization option:**
  - Students and Staff remain in their present locations pursuant to the lockdown level directed.
  
- **Shelter-In- Place option:**
  - Students and Staff move to a predetermined Shelter-In-Place location within the building that has been “cleared and sanitized” (thoroughly searched by school staff for any suspicious packages, objects or individuals).

**Once the appropriate option has been taken to safeguard students and staff:**

- With Police on scene, coordinate a search of the building with predetermined teams of volunteers.
- Once completed without any device being located and upon consultation with Police, direct an orderly return to the building and / or normal operations.
- Assist Police with investigation.

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## Explosive Device – Suspected

### Definition / background

A suspected explosive device is any device that by appearance and /or an accompanying threat appears to be capable of detonating and causing injury and property damage.

The discovery of a suspected explosive device may occur during the normal, routine inspection of classrooms and workspaces by staff or as the result of a search conducted during a Bomb Threat investigation.

Regardless of how such an item is discovered, the entire building **MUST** be evacuated as soon as possible. **No school staff should remain in the building** –that includes the volunteer Bomb search teams composed of District and school personnel.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Once a suspected explosive device is discovered, specially trained Law Enforcement personnel will assume command.

#### **Quick Reference Box**

<b>Assess:</b>	<b>Explosive Device – Suspected</b>
<b>Initial Notifications:</b>	<b>9-1-1 Building Emergency Response Team Building Occupants Superintendent</b>
<b>Protective Actions:</b>	<b>Building Evacuation – min. 1000’ from buildings/vehicles, or Building Evacuation – Alternate Site, or Staging Area to await bus transportation</b>

Note: **Two-way radios and cellular phones are NOT** to be used when dealing with a suspected explosive device. Some detonators are activated by radio waves, which these devices emit. Building Administrators will need to rely on conventional landline telephones, the public address system, bullhorns and person-to-person conversation to communicate.

Also, do **NOT** activate the **fire alarm** to facilitate the evacuation. Utilize the **Navigate Prepared** software system.

## **Standard Response Steps**

- **Do not touch or disturb the possible explosive device**
- Immediately initiate a full building evacuation to a location a minimum of 1000' from buildings or vehicles. The evacuation directive must include an announcement detailing the area(s) to avoid along with a request for the appropriate members of the Emergency Response Team to quickly initiate a visual search of all routes of egress from the building and the location where the school population will be moved. The use of Response Team members to deny access to the immediate danger zone and to redirect foot traffic is also advisable.

Note: Given this 1000' distance and the likelihood that the resolution of this event will be protracted (hours), anticipating the need to utilize one of the predetermined Alternate Evacuate Sites may well be appropriate.

- Call 9-1-1 from a landline telephone at the earliest, safe opportunity and provide detailed information relative to the location and description of the suspected explosive device and any specific needs relative to traffic control pursuant to your evacuation.
- **Notify the Superintendent.**
- Assist students and staff with special needs
- Check attendance utilizing Navigate Prepared / report any missing or extra students and staff
- Walking the school population to a predetermined Staging Area a sufficient distance off campus to await buses for transportation or shelter is also an alternative.
- Assign predetermined Response Team member(s) to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, and district administrators.
- Assist Police with investigation.

## Fight

### Definition / Background

A physical altercation involving two or more persons (not necessarily students) occurring either inside the school, outside of the school but still on school property or off school property at a school sanctioned or organized function.

An active fight may well result in injuries to the combatants and others. If not contained quickly the fight could escalate in intensity and in the number of persons involved.

### Quick Reference Box

<b>Assess:</b>	<b>Fight</b>
<b>Initial Notifications:</b>	<b>9-1-1 - if necessary Building Emergency Response Team- conflict mgmt. trained Nurse Building Occupants</b>
<b>Protective Actions:</b>	<b>Fight <u>inside</u> building – Lockdown, or Hold-in-Place Fight <u>outside</u> building – Lockout, or Hold-in-Place</b>

### Standard Response Steps

- If students are actively involved in a physical confrontation, staff members should use their best judgment regarding their own ability to separate the students and proceed accordingly.
- A Building Administrator should be requested to respond to scene along with the appropriate Response Team members (Conflict Management trained)
- Make initial verbal contact in a calm, low-toned voice.
- If behavior does not cease, shout, "STOP" and then lower your voice and encourage the students to talk about the issue somewhere else.
- Direct for all others to "CLEAR THE AREA" and perhaps direct that a **Lockdown (or Lockout)** take place to disperse the "audience" and contain the situation. (The refusal to disperse could result in disciplinary charges for those refusing to comply with a reasonable directive).
- Avoid physically intervening if at all possible – unless they are causing harm to themselves or others.
- Attempt to get combatants to separate and away from any onlookers to allow them to save face and calm down.
- Understand that violence is time-lined; if you can delay long enough, it will often subside.
- Notify **9-1-1** to request Police if fight does not cease, increases in intensity or numbers, involves a weapon or injuries have occurred or are imminent – or at the discretion of the Principal or designee. **Err on the side of safety.**
- Discuss their behavior and consequences only after students are calm.
- Do not leave them alone.
- Provide necessary medical treatment / first aid

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## **Firearm – Suspected Only** (Not threatened or displayed)

### **Definition / background**

A firearm is any pistol, revolver, shotgun, or rifle that is capable of discharging any configuration of a ball shot or single projectile that can cause physical injury to a person.

In this instance it has been reported that there may be a firearm on campus. This could involve it being in the actual possession of someone or perhaps in a locker, a vehicle or in a backpack. This report may be based upon information received or on the personal observations of the person reporting.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to the possible presence of a firearm in the building or on campus **MUST** require Law Enforcement involvement immediately. **Absent extreme, exigent circumstances**, no school administrator or personnel should be involved in the searching, questioning, or escorting of any person suspected of possessing a **firearm** without the actual presence of Police.

The management of this situation initially involves containing the situation without alerting, alarming or agitating the person suspected of possessing the firearm while arranging for a low-profile Police response.

### **Quick Reference Box**

**Assess:** Suspected Firearm in the building/on campus

**Initial Notifications:** 9-1-1  
Building Emergency Response Team  
Superintendent

**Protective Actions:** Lockdown / or Lockout / or hold in Place

### **Faculty/Staff Responsibilities:**

- **Notify the principal's office ASAP by discrete means with whatever details you can safely share - perhaps through a neighboring teacher.**
- **DO NOT LEAVE THE CLASSROOM.**
- **DO NOT APPROACH THE STUDENT.**
- **DO NOT ATTEMPT TO CONFISCATE THE FIREARM.**

**Standard Response Steps**

- Call 9-1-1 and provide as much information as possible about the suspect's description and location. Determine a discrete and safe location for Police to respond and enter the building. Have a copy of floor plans available.
- **Notify the Superintendent.**
- Assemble the appropriate Response Team members
- If safe to do so and depending on specific circumstances consider:
  - Implementing a discreet total or partial building, Emergency Lockdown or a Lockout implemented by a runner or other discrete means.
  - Evacuating adjacent areas
  - Maintaining discreet surveillance of the individual involved (video and / or PA system)
- Keep the police informed as to any change in status of the situation or location of individual
- Take direction from responding Police
- Be prepared to direct another protective action if the situation escalates

## Firearm –Threatened and Displayed

### Definition / background

A firearm is any pistol, revolver, shotgun, or rifle that is capable of discharging any configuration of a ball shot or single projectile that can cause physical injury to a person.

In this instance it has been reported that a person has actually threatened the use of a firearm and has displayed the firearm in such a manner that other persons would be aware of its presence.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to the possible presence of a firearm in the building or on campus **MUST** require Law Enforcement involvement immediately. **Absent extreme, exigent circumstances, no school administrator or personnel should be involved in the searching, questioning, or escorting of any person suspected of possessing a firearm without the actual presence of Police.**

Remember you are no longer in charge, the person with the weapon is. An incident involving a firearm is potentially capable of causing injury or death to students and staff. No one should attempt to be a “hero” in these situations because; if the effort fails tragic results could occur.

### **Quick Reference Box**

**Assess:** Firearm – Threatened and displayed

**Initial Notifications:** 9-1-1  
Building Emergency Response Team  
Building Occupants  
Superintendent

**Protective Actions:** Lockdown or Lockout directed by the safest means possible given the specific circumstances.

### Faculty/Staff Responsibilities:

- Notify the principal's office ASAP by **discrete means** with whatever details you can safely share including whether the firearm is actively being threatened or displayed - perhaps through a neighboring teacher.
- **Activate Navigate Prepared if possible.**
- **DO NOT APPROACH THE STUDENT.**
- **DO NOT ATTEMPT TO CONFISCATE THE FIREARM.**
- If a firearm is visible, or student is threatening:
  - Ask the student in a calm voice for permission to evacuate the rest of the class.
  - Try to calm the student and others.

- Evacuate quietly to a safe, secure location, if allowed. Take a class plan book and attendance records with you.
- If evacuation is not allowed, keep talking with the student (if it does not cause further agitation) until police arrive.

### **Standard Response Steps**

- Call 9-1-1 – provide as much information as possible about the suspect's description and location. Determine a discrete and safe location for Police to respond and enter the building. Have a copy of floor plans available.
- **Notify the Superintendent.**
- Assemble the appropriate Response Team members
- **Contain the situation by implementing a Lockdown or Lockout. The decision on how this is to be accomplished will have to be made based upon the specific circumstances. Our immediate goal here is to protect the school population while trying to not unduly alert, alarm or agitate the suspect.**
- If safe to do so, maintain discreet surveillance of the individual involved (video and / or PA system)
- Keep the police informed as to any change in status of the situation or location of individual
- Take direction from responding Police
- Be prepared to direct another protective action if the situation escalates

## Firearm –Discharged

### Definition / background

A firearm is any pistol, revolver, shotgun, or rifle that is capable of discharging any configuration of a ball shot or single projectile that can cause physical injury to a person.

In this instance, it has been reported that a firearm has actually been discharged on campus. There is an imminent danger to students and staff.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to the possible discharge of a firearm in the building or on the property **MUST** require Law Enforcement involvement immediately. **Absent extreme, exigent circumstances, no school administrator or personnel should be involved in the searching, questioning, or escorting of any person suspected of possessing or discharging a firearm without the actual presence of Police.**

Remember you are no longer in charge, the person with the weapon is. An incident involving a firearm is potentially capable of causing injury or death to students and staff. No one should attempt to be a “hero” in these situations because; if the effort fails tragic results could occur

### **Quick Reference Box**

<b>Assess:</b>	<b>Firearm – discharged</b>
<b>Initial Notifications:</b>	<b>9-1-1 Building Emergency Response Team Building Occupants Superintendent</b>
<b>Protective Actions:</b>	<b>Lockdown and/or Lockout Take direction from responding Police</b>

### Faculty/Staff Responsibilities:

- TAKE IMMEDIATE ACTION TO PROTECT THE STUDENTS AND STAFF IN YOUR AREA – **LOCKDOWN / DUCK AND COVER**
- ACTIVATE NAVIGATE PREPARED.
- DO NOT APPROACH THE STUDENT.
- DO NOT ATTEMPT TO CONFISCATE THE FIREARM.
- WHEN POLICE ARRIVE, DO AS THEY ADVISE.

**Standard Response Steps**

- Call 9-1-1 – provide as much information as possible about the suspect's description and location and any known information as to location and condition of any injured persons. Determine a safe location for Police to respond and enter the building. Have a copy of floor plans available.
- **Contain the situation by immediately implementing a Lockdown.**
- **Notify the Superintendent**
- **If safe to do so, assemble** the appropriate Response Team members – However, it is likely in this scenario that you would not want anyone moving about the building – including administrators and Response Team members. Any directive given should be clear and specific on this subject.
- If safe to do so, maintain discreet surveillance of the individual involved (video and / or PA system)
- Keep the police informed as to any change in status of the situation or location of individual
- Take direction from responding Police
- Be prepared to direct another protective action if the situation escalates

## Hostage Situation

### Definition / background

A hostage situation involves a person being held against their will by force or the threat of force. It is likely that a weapon is being used, threatened or implied to maintain control of the hostage(s) and to deter any attempts to free them.

A hostage situation must be carefully surveyed and evaluated. The safety of the hostage(s), students, staff, and police is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained, the more likely it is the situation will be concluded without violence

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to the possible hostage situation in the building or on the property requires Law Enforcement involvement immediately.

### Comment

The variables involved in such an event will dictate specifics relative to what the most practical and safe protective action will be to take on behalf of the non-involved building occupants. The immediate goal is to summon the Police and to contain the situation by implementing the appropriate protective action.

### **Quick Reference Box**

<b>Assess:</b>	<b>Hostage situation</b>
<b>Initial Notifications:</b>	<b>9-1-1 Building Emergency Response Team Building Occupants Superintendent</b>
<b>Protective Actions:</b>	<b>Lockdown or building evacuation Take direction from responding Police</b>

### Standard Response Steps

- Call **9-1-1** and provide as much detail as possible as to the persons involved, location of event and presence of any weapons, location and condition of any injured parties.
- **Notify the Superintendent**
- If it is safe to do so, assign predetermined Response Team members to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, district administrators...
- Implement the appropriate **protective action** to minimize the risk to the unaffected portion of the school population and to contain the situation.

### If taken hostage:

- One's actions during an apparent hostage situation will have an impact on how the situation is resolved.
- Obey the hostage taker's orders and do not become antagonistic
- Talk in a normal voice. Avoid whispering when talking with other hostages, and avoid raising your voice when talking with hostage takers
- Avoid abrupt movements.
- Stay calm

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## Intruder

### Definition / background

For the purposes of this section an intruder is simply defined as any person who has apparently entered or remained in a district school or facility without permission or authorization. Therefore, an intruder may be an individual with legitimate business who has entered through an unlocked or unmonitored entrance and simply failed to report to the appropriate office and follow the standard visitor procedures. Or, an intruder may also be an individual who has entered or remained in our school or facility and has no legitimate business and may in fact have criminal or dangerous intentions.

### Comment

By this broad definition, a disoriented senior citizen observed in the hallway and an unknown adult observed running out of a private office area would both be considered intruders. As such the initial assessment of the totality of circumstances would dictate the appropriate response actions.

### Quick Reference Box

<b>Assess:</b>	<b>Intruder (as defined above)</b>
<b>Initial Notifications:</b>	<b>Depending on totality of circumstances Building Emergency Response Team 9-1-1 Building Occupants</b>
<b>Protective Actions:</b>	<b>Intruder generally – approach and assess Intruder suspicious or uncooperative - Lockdown / Activate NaviGate Prepared. Take direction from responding Police</b>

### Standard Response Steps

#### Intruder –generally

- Absent any immediate or obvious observations that would suggest that the intruder is dangerous or has any criminal intent, the only way to determine the person's intentions is to approach and inquire as to their business.
- All staff members are therefore authorized and encouraged to approach anyone who may fit the definition above if it appears safe to do so. This person may be asked the following questions.
  - May I help you with anything?
  - Who are you here to see?
  - What is the purpose of your visit?

- Should the person respond in a reasonable manner and have an apparent legitimate purpose for being in the building, see that the person is escorted to the appropriate office to complete the proper visitor sign-in procedure.
- If the person refuses to respond or does not answer the questions to your satisfaction, an administrator along with security (if available) should be contacted. Your impressions and assessment based upon your professional experience are extremely valuable and should help guide you in how to proceed.
- Ask the person to leave the building and observe to ensure that they actually exit the property. Avoid detaining or getting into any physical contact with the individual. If the circumstances warrant, call **9-1-1** to report the (suspicious) person. If not able to resolve, proceed to the directions below.

### **Intruder – suspicious / uncooperative**

- If the person appears suspicious or dangerous by their appearance, words or actions staff should NOT approach them. Safety is the priority.
- Call **9-1-1**, note the individual's description, and last known location and direction of travel.
- Initiate a **Lockdown**.
- Activate **NaviGate Prepared**.
- If safe to do so, maintain discreet surveillance of the individual involved (video and / or PA system)
- **Notify the Superintendent** and the appropriate Response Team Members
- Assist the Police upon their arrival

## Missing Student

### Definition / background

A student who is not able to be located and whose last known location was at school during the regular school day, at a field trip, or during an after school activity, on or off school grounds.

### Comment / Notes

The age of the missing student as well as any known information regarding the surrounding circumstances will likely impact the nature of our response, i.e. an 18 year-old High School Senior who frequently walks away from school versus a 10 year-old 5<sup>th</sup> grader involved in a parental custody dispute with no such history.

Should the circumstances suggest that the incident may be a possible abduction or custodial interference adhere to the protocols under: **Abduction – page 46**.

If **at any point** during this investigation information surfaces indicating that the student may be in danger (mental health, substance abuse, self-harm issues, etc...) a parent or guardian and 9-1-1 should be called without delay and the Superintendent notified.

Should the student be missing **but not from school** – assist the family and Law Enforcement in any way possible.

### Quick Reference Box

**Assess:** Missing Student

**Initial Notifications:** Building Emergency Response Team  
Building Staff  
Superintendent

**Protective Actions:** Possibly a Hold-in-Place to control movement during search.

### Standard Response Steps

- Notify other administrators and any other available support staff as to the identity and description of the missing student and direct that a search of the building and the immediate school grounds commence – record efforts and results.
- **Notify the Superintendent.**
- Initiate a building email to all staff with information on the missing student including a photo if available – preceded by a PA announcement to “check your email”.
- It may be prudent to direct a **Hold-in-Place** to allow for a controlled, uninterrupted search of the building should a passing time be near.
- Interview the student’s friends, classmates, teachers and others with potential information.
- If appropriate, call 9-1-1 and provide as much detail as possible as to the description and last known whereabouts of the missing student.

## Riot

### Definition / background

A Riot involves a violent public disorder. For purposes of this section there are three general kinds of riots we may encounter: student riots on campus, riots by strangers on campus, and riots in the surrounding community.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to a riot occurring on district property requires Law Enforcement involvement immediately.

#### **Quick Reference Box**

<b>Assess:</b>	<b>Riot</b>
<b>Initial Notifications:</b>	<b>9-1-1 Building Emergency Response Team Building Occupants Superintendent</b>
<b>Protective Actions:</b>	<b>Riot <u>inside</u> building - Lockdown or building evacuation to an alternate site.  Riot <u>outside</u> building - Lockout Take direction from responding Police</b>

### Standard Response Steps

- Call **9-1-1** and provide as much detail as possible as to location and extent of activities.
- **Notify the Superintendent.**
- Depending on location and overall circumstances, initiate the appropriate **protective actions** as referenced above to safeguard the school population.
- If it is safe to do so, assign predetermined Response Team members to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, district administrators...
- Do not dismiss students unless it can be achieved without risk to students and staff.
- Take direction from responding Police.

## Sexual Assault

### Definition / background

A Sexual Assault may involve a rape or other sexual contact committed without the consent of the victim. Lack of consent may result from factors such as forcible compulsion, or incapacity to consent due to age, or other mental and physical conditions.

### Comment

A rape or sexual assault only becomes a crisis to be managed by school staff when one or more of the following conditions exist:

- \*The rape or sexual assault occurs on school grounds
- The victim and / or parents of the victim requests school intervention
- Rumors are widespread and damaging
- Students observe police action or emergency services response

**\* Any reference to a possible sexual assault occurring on district property requires Law Enforcement involvement. If said assault is in progress or has just occurred the appropriate protective actions should be directed.**

When a school is informed that a rape or sexual assault has occurred to a student or staff member, the School Safety Team and the school must act to protect the identity and right to privacy of the victim as well as the alleged perpetrator. Information relative to the incident should be contained as much as possible. Appropriate response by school and district staff will be directed at minimizing the fears of fellow students and quelling the spread of rumors while not interfering with the criminal investigation.

### Quick Reference Box

**Assess:** Sexual Assault

**Initial Notifications:** 9-1-1  
Building Emergency Response Team  
Building Post-Incident Response Team – counselors  
Superintendent

**Protective Actions:** If the sexual assault is in progress or just occurred, a Lockdown would be appropriate to contain the situation, protect building occupants and to protect the victim and the crime scene.

If we were just now learning of an assault that occurred sometime in the past (several hours or days) no protective action would probably be necessary or appropriate. However the protection of the crime scene and any evidence would be necessary and appropriate.

Take direction from responding Police

**Standard Response Steps - Sexual Assault / Just occurred**

- Alert Principal and School Nurse immediately.
- Call 911 for Police and EMS response. Provide as much information as possible regarding the event and the description, location and condition of those persons involved.
- Provide privacy for victim – but do not leave victim alone
- If appropriate, direct a person to contain the situation and protect the school population and the crime scene.
- Isolate suspects if possible.
- **Notify the Superintendent**
- Assign responsible staff to protect the crime scene.
- Call the School Nurse to treat and remain with the victim. Provide first aid for serious injuries until EMS arrives.
- May also notify the Counselor to remain with the victim.
- Do not allow the victim to wash him or herself or clothing as such actions could destroy potential evidence.
- Isolate any witnesses and do not allow them to talk to anyone or among themselves.
- Principal and Counselor to notify a parent in person, if possible after consultation with Police.
- Assist administration and law enforcement as directed.

## Student Demonstrations

### Definition / background

A Student Demonstration involves a public display by all or a portion of the student population to express their collective opinion on a particular subject. Such an event may be well organized and pre-planned or a spontaneous response to an event.

### Comment:

If a student demonstration is pre-planned or strongly suspected, it would be important to consult with the local Police in advance to discuss response strategies to minimize disruption and reduce the risk of potential escalation of the situation.

### Quick Reference Box

<b>Assess:</b>	<b>Student Demonstration</b>
<b>Initial Notifications:</b>	<b>Building Emergency Response Team Superintendent Building Occupants 9-1-1 if directed to do so or situation warrants immediate response due to imminent safety concerns</b>
<b>Protective Actions:</b>	<b>Hold-in-Place– demonstration inside building Lockout – demonstration outside of building  Take direction from Superintendent and responding Police</b>

### Standard Response Steps

- **Notify the Superintendent**
- Assemble appropriate Building Response Team members
- Assign predetermined Response Team members to limit vehicle access to campus to only those involved in the response to this event – Police, Fire, EMS, district administrators...
- Determine appropriate **protective action** – if any
- Determine need for and role of local Police
- Work within established BOE protocols to resolve situation

## Suicide Threat

### Definition

A threat, implied or expressed to take one's own life.

### Comment:

Your objective in such a situation is to keep the person from committing the act, OR if he or she has already hurt himself / herself, to get medical assistance as soon as possible. Handling suicide threats requires the utmost sincerity, empathy and tact. The longer you delay the act, the more likely it is that the person will be rescued and receive the professional help they need.

### Quick Reference Box

<b>Assess:</b>	<b>Suicide Threat</b>
<b>Initial Notifications:</b>	<b>9-1-1 for Police and / or EMS Building Emergency Response Team – counselors Superintendent</b>
<b>Protective Actions:</b>	<b>If a weapon is involved – Lockdown If no weapon or threat to others – no protective action necessary  Take direction from responding Police</b>

### Standard Response Steps

- **Do not leave a suicidal student alone.**
- **Do not jeopardize your personal safety.**
- **If a firearm or other weapon is involved – follow that protocol which may include a Lockdown or other protective action to safeguard the school population.**
- Call 911.
- Notify School Nurse
- Notify the Counselor to respond if the scene is safe.
- **Notify the Superintendent**
- Actively engage the student in conversation -try to calm the student and others.
- If possible, remove any dangerous instruments from the student and immediate surroundings
- Evacuate other students quietly, if possible.
- Notify the student's parents/ guardians.
- Appoint a staff member to handle arriving parents.
- Escort Police to the scene and stay out of the view of the student.
- Isolate the situation.

## Threats of Violence – Direct or Implied Threat Assessment protocol

### Definition

A threat of violence is an expression of intention to do harm. This intention may be expressed through direct communication (verbal, written, electronic) or may be implied by other behaviors or communications.

### Comment

Having acknowledged that the recognition and early intervention into potentially violent situations is critical, it shall be the policy of the PMCS D to deal with all threatening situations and circumstances in a serious and deliberate manner. In addition to reporting and investigating direct threats, **all staff are also responsible for relaying to their respective school administration information about any student behaviors or communications that imply or suggest that a dangerous or threatening situation is possible.**

It has been found that most school attackers did not threaten their targets directly. Therefore, while it is important to respond to all students who actually *make* threats, it is also important that we identify and address those persons who may *pose* a threat as evidenced by their behaviors that indicate intent, planning, or preparation for an attack.

NOTE: The appropriate Police Department shall be contacted immediately if upon initial assessment the direct or implied threat of violence appears to be of a serious and/or imminent nature. The Police may be contacted at any time for their advice and assistance regarding any level of threat. Direct threats to personal safety may well constitute a violation of law and the student making the threat may be eligible for prosecution. Prosecution in Criminal or Family Court provides yet another opportunity for intervention.

Depending on the imminent nature of any direct or implied threat, the following procedures may be implemented by the District:

- Immediate deployment of staff trained in de-escalation or conflict resolution techniques to attempt to diffuse the situation – as identified in each Building’s Emergency Response Team.
- Inform the Building Principal or designee of implied or direct threat or troubling behaviors or communications.
- The Building Principal or designee may then initiate a threat assessment inquiry to attempt to determine the level and viability of the threat. This determination may be accomplished with the input and assistance of other building or District level administrators, the respective instructional and counseling team, and security personnel. If appropriate, Law Enforcement and Community Mental Health officials may also become involved as part of the Threat Assessment Team.
- Each building’s Emergency Planning Summary lists several ad hoc members of their respective School Safety Team. Among these members are individuals who comprise the District’s Threat Assessment Team. These members may be consulted at any time during a threat assessment inquiry. The following is a partial list of personnel and organizations typically represented.

- Law Enforcement
  - Counseling / Mental Health
  - District Disciplinary Authority
- 
- Depending on the nature of the direct or implied threat, and if time permits this inquiry would also involve interviewing potential witnesses, persons with knowledge as well as the actual parties involved. Some factors to consider when evaluating the level and viability of threat include, but are not limited to:
    - Specificity of threat to a person or persons
    - Reference to a specific means or weapon
    - Realistic aspect to threat
    - Specific reason or justification
    - History of student(s) involved
    - Known access to weapons or means
    - Propensity for violence

## Weapon (other than a firearm) – Suspected only

### Definition / background

For purposes of this section the term weapon shall refer to any instrument –**other than a firearm** - designed to cause physical injury or death

### Comment

Any type of weapon (knives, brass knuckles, bludgeon, etc.) being brought onto School District property poses a threat to the safety of our students, staff and visitors and is a serious violation of District policy and the Code of Conduct and may well be a violation of NYS Penal Law.

The nature of the weapon suspected would have a substantial impact on the response as well as whether the weapon is merely suspected or has been displayed and/or threatened. Also the age and background of the student involved may also be considered when determining a reasonable course of action.

**However, if any weapon type situation arises, it is always in the discretion of the Principal or their designee to involve the Police immediately upon receiving such a report if they believe it is appropriate given the circumstances to ensure the safety of all involved.** Also, as stated above, the possession of a weapon will likely be a violation of NYS Penal Law and will require Police involvement regardless of the perceived actual danger.

### Quick Reference Box

<b>Assess:</b>	<b>Weapon (other than a firearm) suspected only</b>
<b>Initial Notifications:</b>	<b>Building Emergency Response Team and / or 9-1-1 Superintendent</b>
<b>Protective Actions:</b>	<b><i>Possibly a Lockdown</i> Take direction from responding Police</b>

### Standard Response Steps

- Call **9-1-1** if deemed appropriate and necessary and notify Police of pending situation
- Isolate the student with his/her backpack, purse, books, and other personal property.
- If deemed safe to do so, have the person involved escorted to a private office by at least two (2) adults, one of which may be a Police Officer
- Advise the student what is suspected and ask if they are in fact in possession of a weapon
- **Do not allow the person to retrieve the weapon themselves**
- Instead, carefully locate, remove and secure the weapon with the aid of Police or Security if present
- Metal detectors may be used to scan students

- If the weapon is not located on subject, consider checking locker and other personal effects – consistent with established search policies and procedures.

## **Weapon (other than a firearm) – Displayed and Threatened**

### **Definition / background**

For purposes of this section the term weapon shall refer to any instrument –**other than a firearm** - designed to cause physical injury or death

In this instance it has been reported that a person has actually **threatened the use of a weapon and has displayed the weapon** in such a manner that other persons would be aware of its presence.

### **THIS IS PRIMARILY A LAW ENFORCEMENT ACTION MATTER**

Any reference to the displaying and threatening of a weapon in the building or on campus **MUST** require Law Enforcement involvement immediately. **Absent extreme, exigent circumstances**, no school administrator or personnel should be involved in the search, questioning, or escorting of any person who has displayed and threatened the use of any weapon without the actual presence of Police.

### **Comment**

Any type of weapon (knives, brass knuckles, bludgeon, etc.) being brought onto School District property and being displayed and threatened poses a threat to the safety of our students, staff and visitors and is a serious violation of District policy and the Code of Conduct and a violation of NYS Penal Law.

### **Quick Reference Box**

**Assess:**                      **Weapon (other than a firearm) displayed and threatened**

**Initial Notifications:**                      **9-1-1**  
**Building Emergency Response Team**  
**Building Occupants (protective action)**  
**Superintendent**

**Protective Actions:**                      **Possible Lockdown**  
**Take direction from responding Police**

### **Standard Response Steps**

- Call **9-1-1** – provide as much information as possible about the suspect’s description and location and weapon involved. Determine a discrete location for Police to respond and enter the building. Have a copy of building floor plans available.
- **Notify the Superintendent**
- Assemble the appropriate Response Team members
- **Contain the situation by implementing a Lockdown. The decision on how this is to be accomplished will have to be made based upon the specific circumstances. Our immediate goal here is to protect the school population while trying to not unduly alert, alarm or agitate the suspect.**
- If safe to do so, maintain discreet surveillance of the individual involved (video / PA)

- Keep the police informed as to any change in status of the situation or location of individual
- Take direction from responding Police
- Be prepared to direct another protective action if the situation escalates

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## **6.2 Environmental / Weather Emergencies**

Guidelines are included in this section for the following environmental problems.

- Earthquake
- Flood
- Hazardous Material Spill
- High Winds
- Radiological Incident
- Snow / Ice Storm
- Thunderstorm (severe)
- Tornado

## Earthquake

### Definition

An earthquake is the shaking or trembling of a portion of the earth, which results from the sudden shifting of rock beneath the earth's crust.

### Comment:

Earthquakes usually occur without warning. While Upstate New York has not been plagued with earthquakes there are several fault lines throughout upstate.

Research has shown that most injuries in U.S. earthquakes occur when people inside buildings attempt to move to a different location inside the building or try to leave. Quickly seeking a place of safety, such as under a sturdy table or desk, and moving as short a distance as possible to that place of safety, is recommended based on research.

### Quick Reference Box

**Assess:** Earthquake

#### Initial

**Notifications:** 9-1-1 for any necessary emergency services (Fire, Injuries...)  
Building Emergency Response Team

**Protective Actions:** FEMA – “Drop, Cover and Hold On”  
Monitor and take direction from the County Emergency Management Office

### Standard Response Steps

- The Federal Emergency Management Agency (FEMA) reiterates its long-standing advice for staying as safe as possible during an earthquake. It's easy to remember and even easier to do: **Drop** to the ground; take **Cover** by getting under a sturdy table or other piece of furniture; **Hold On** until the shaking stops.
  - Indoors: seek shelter under a desk or heavy table.
  - Outdoors: move away from the building, utility poles, and trees.
  - In school vehicles: stop the vehicle and remain inside it.
- Monitor and take direction from the County Emergency Management Office or Emergency responders.
- Anticipate the need to shelter or evacuate the school population.

## Flood

### Definition

A flood occurs when a river or stream overflows its bed. Floods can be slow to develop, or in the case of flash floods, they can occur suddenly with little warning and devastating power.

### Comment:

Each Building-level Safety Team should identify their respective building's vulnerability to a flooding situation – proximity to rivers, streams, drainage systems, etc.

### Quick Reference Box

**Assess:** Flood

**Initial Notifications:** 9-1-1 as needed  
Building Emergency Response Team  
Director of Facilities and Operations  
Superintendent

**Protective Actions:** Evacuate to safe location / higher ground  
Alternate Site  
Early Dismissal  
Take direction from Emergency Responders

### Standard Response Steps

- Ensure that the **Superintendent** and the Director of Facilities and Operations are aware of your situation.
- Listen to the radio for the latest storm information.
- If local authorities instruct you to do so, turn off all utilities at the main power switch and close the main gas valve.
- If the threat of building flooding is obvious or imminent, evacuate by the most efficient and appropriate means available seeking higher ground.
- If told to evacuate by local authorities / emergency responders, do so immediately.
- Depending on the scope of the flooding (very localized versus widespread), evacuation to an Alternate Site or an Early Dismissal may be directed.

## Hazardous Material Spill

### Definition

Hazardous materials are chemical substances, which if released or misused can pose a threat to the environment or health. These chemicals are used in industry, agriculture, medicine, research, and consumer goods. Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants. Many products containing hazardous chemicals are routinely used and stored in homes and schools.

### Comment:

A hazardous materials accident can occur anywhere. Communities located near chemical manufacturing plants are particularly at risk. However, hazardous materials are transported on our roadways, railways and waterways daily, so any area is considered vulnerable to an accident. Each Building-level Safety Team should assess their respective building's vulnerability to a hazardous material spill.

### Quick Reference Box

**Assess:** Hazardous Materials Spill

**Initial Notifications:** 9-1-1 for Police / Fire / EMS  
Building Emergency Response Team  
Director of Facilities and Operations  
Superintendent

**Protective Actions:** Evacuate immediate area / contain release  
Take direction from Emergency Responders

### Standard Response Steps

- For hazardous release **inside** building:
  - **Evacuate people from the immediate area of a hazardous material release. Do not enter a hazardous area to rescue those who cannot rescue themselves. (Await professional rescue).**
  - **Establish a perimeter and begin evacuating away from the release site.**
  - Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover your mouth with a cloth while leaving the area.
- For hazardous release **outside**:
  - Seek immediate shelter and follow shelter-in-place guidelines – including shutting down the HVAC if appropriate; or
  - Evacuate area by a safe route uphill and upwind of release.
- Call 911 for the fire department or police, as appropriate.
- Ensure that the **Superintendent** and the Director of Facilities and Operations are aware of your situation.
- Keep contaminated students, staff, etc. separate from the main population and allow EMS Response Team to conduct decontamination procedures.
- **Take direction from the Fire Department's Hazardous Material Team on whether to shelter in place or to evacuate during a hazardous material release.**

## High Winds

### Definitions

**HIGH WIND ADVISORY:** Announcement issued by the National Weather Service for sustained winds exceeding 25 mph (19 knots).

**HIGH WIND WATCH/WARNING:** A high inland wind watch/warning issued by the National Weather Service when either of the following occurs or are expected to occur in the near term: 1) Sustained surface winds (1-minute average) of 40 mph (35 knots) or greater lasting for 1 hour or longer; or 2) Sustained winds or gusts of 58 mph (50 knots) or greater for any duration.

### Comment

The concern about high winds includes possible loss of electrical power, potential structural damage that could result in injuries and impact the use of the building or cause mechanical failure, flying debris that could cause injuries to persons out of doors (i.e. PE classes, co-op students, walkers)

### Quick Reference Box

**Assess:** High Winds

**Initial Notifications:** 9-1-1 as needed  
Building Emergency Response Team  
Director of Facilities and Operations  
Superintendent

**Protective Actions:** Cancel School prior to start / Early Dismissal  
Lockout  
Sheltering procedures  
Take direction from the County Emergency Management Office / Monitor NOAA radio

### Standard Response Steps

- Consult with the Superintendent and the Director of Facilities and Operations as to proper steps to take that may include:
  - Curtail all outside activities by implementing a Lockout
  - Moving part of the school's population to a less vulnerable part of the building based upon the direction of the winds and potential injury threat due to flying glass from broken windows or wind thrown debris
  - Early Dismissal w/all students bused –**No Walkers**
  - Normal dismissal w/all students bused – **No Walkers**
  - Cancellation of all after-school activities
  - Accommodations for possible protracted (overnight) Sheltering
- The Superintendent will consult with the Wayne County Emergency Management Office and monitor the NOAA radio for information and direction.

## **Radiological Incident**

### **Definitions / General Procedures**

This involves an unplanned event at the Ginna Nuclear Power Plant in Wayne County that could pose a health and safety threat to a portion of the local community. These stages are not necessarily progressive but may be: Unusual Event; Alert; Site Area Emergency; and General Emergency.

The schools within the Palmyra-Macedon Central School District are not located within the 10-mile Emergency Planning Zone (EPZ) but are designated as Reception Centers for the Wayne Central School District (Pal-Mac HS) and for residents within Emergency Response Planning Areas (ERPAs) ERPA: W-1, ERPA: W-2, and ERPA: W-7.

A Reception Center is a designated location at which initial assistance is provided for evacuees. The assistance includes registration, first aid, if necessary, and assignment to a medical facility, if needed.

Wayne County Emergency Management Office (EMO) has the lead responsibility for off-site nuclear emergency planning and operations for Wayne County residents. It functions as a coordinating agency for governmental and private/volunteer agency support in such emergencies.

Upon being notified of any event related to Ginna the district will follow procedures as advised by the Wayne County Emergency Coordinator that will likely be to shelter-in-place or initiate an early dismissal (“go home”) to prepare to receive persons directed to the Pal-Mac reception centers. This could also involve the cancellation of instruction at those schools providing the reception centers for the duration of the event.

Although only the High School and Middle School have practiced response duties, all Pal-Mac schools are subject to the possibility of providing emergency shelter to evacuees during this type of event.

The Palmyra-Macedon Central School District will provide whatever assistance is requested by the Wayne County Emergency Management office.

***Ginna Disaster Plan-Available in District Office***

## Snow / Ice Storm

### Definitions – Winter Storm Watches and Warnings

A **winter storm watch** indicates that severe winter weather may affect your area.

A **winter storm warning** indicates that severe winter weather conditions are definitely on the way.

A **blizzard warning** means that large amounts of falling or blowing snow and sustained winds of at least 35 miles per hour are expected for several hours.

#### Quick Reference Box

<b>Assess:</b>	<b>Snow / Ice Storm</b>
<b>Initial Notifications:</b>	<b>Building Emergency Response Team Superintendent</b>
<b>Protective Actions:</b>	<b>Cancel school prior to start Early Dismissal Monitor NOAA radio Sheltering procedures</b>

### Standard Response Steps

- Prior to the school day: **(Cancel school prior to start)**
  - Snow Emergencies will generally be declared prior to the beginning of the school day. Radio and television stations will be notified in a timely manner of the decision to cancel school or delay the start of the school day due to a winter storm in addition to possibly utilizing the *Parent Square* mass communication system.
- During the school day: **(Early Dismissal)**
  - A snow emergency will be declared at the discretion of the Superintendent, generally after consulting with the Transportation Safety Coordinator, local and State Police.
  - Communication Tree will be followed to ensure that all buildings and departments are notified.
  - The Superintendent as the Public Information Officer will make the appropriate notifications in addition to possibly utilizing the *Parent Square* mass communication system.
  - The status of after-school activities will also be determined and made public.

- Severe/protracted event could result in need to implement Sheltering procedures

## Thunderstorm (severe)

### Definition

A thunderstorm is formed from a combination of moisture, rapidly rising warm air and a force capable of lifting air such as a warm and cold front, a sea breeze or a mountain. All thunderstorms contain lightning. Thunderstorms may occur singly, in clusters or in lines. Thus, it is possible for several thunderstorms to affect one location in the course of a few hours. Some of the most severe weather occurs when a single thunderstorm affects one location for an extended time.

A **severe thunderstorm watch** is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop. This is the time to locate a safe place in the home and tell family members to watch the sky and listen to the radio or television for more information.

A **severe thunderstorm warning** is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television, and wait for the "all clear" by the authorities.

### Quick Reference Box

<b>Assess:</b>	<b>Thunderstorm (severe)</b>
<b>Initial Notifications:</b>	<b>Building Emergency Response Team Superintendent</b>
<b>Protective Actions:</b>	<b>Curtail all outside activities Monitor NOAA radio</b>

### Standard Response Steps

- If indoors
  - Close and secure all windows and outside doors.
  - As directed by the building administrator, move students and staff to safer locations within the building (lower level hallways, at right angles to the path of the storm, staying away from windows).
  - Listen to a (battery operated) radio for the latest storm information.
  - Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous at this time.
  - Avoid water faucets and sinks as metal pipes can conduct electricity.
- If outdoors:
  - Attempt to get back into the school, other building or vehicle.

- If no structure is available, get to an open space and squat low to the ground as quickly as possible – **Do not lie flat on the ground**
- Bend forward and crouch with hands on knees.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines. Remove all metal objects
- Stay from rivers, lakes, or other bodies of water.

## Tornado

### Definition

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80 percent of all tornadoes strike between noon and midnight.

When a tornado threatens, individuals need to have a safe place to go and time to get there. Even with advances in meteorology, warning times may be short or sometimes not possible. Lives are saved when individuals receive and understand the warning, know what to do, and know the safest place to go.

### Quick Reference Box

<b>Assess:</b>	<b>Tornado</b>
<b>Initial Notifications:</b>	<b>9-1-1 for Police and / or EMS Building Emergency Response Team - counselors Director of Facilities and Operations Superintendent</b>
<b>Protective Actions:</b>	<b>Shelter-in-Place: Move all occupants to safe interior location (see below) Monitor NOAA radio Take direction from Wayne County EMO</b>

### Standard Response Steps

- If indoors:
  - **Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building utilizing hallways that are at right angles to path of storm**
  - If there is no basement, go to an inner hallway or a smaller inner room without windows, such as a bathroom or closet.
  - Get away from the windows.
  - Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
  - Use arms to protect your head and neck.
  - Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.

- If outdoors:
  - If possible, get inside a building.
  - If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
  - Use arms to protect your head and neck.

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## **6.3 Facility Related Emergencies**

Guidelines are included in this section for the following events:

- Asbestos Fiber Release
- Electrical System Failure
- Explosion
- Fire
- Heating System Failure
- Natural Gas Leak
- Roof Failure / Leak
- Structural Failure
- Water System Failure

## Asbestos Fiber Release

### Definition

Asbestos-containing materials become a health risk when they break up or crumble and release asbestos fibers into the air. (Flaking or loose and fragmented asbestos containing materials are called "friable.") The more tightly the material holds together, the less chance there is for the release of asbestos fibers. Materials like roofing shingles or floor tiles will release fewer fibers during abatement than pipe insulation or sprayed on asbestos that has to be scraped off structures.

Over a prolonged period of time, once asbestos fibers enter the lung, two major types of health problems occur. The lung may react to the fibers by forming fibrous or "scar" tissue around each microscopic fiber, and, over time, this scar tissue may lead to breathing problems. Fibers also may cause changes in the body that may eventually lead to cancerous growth.

### Quick Reference Box

<b>Assess:</b>	<b>Asbestos Fiber Release</b>
<b>Initial Notifications:</b>	<b>Director of Facilities and Operations Asbestos Designee School Nurse Superintendent</b>
<b>Protective Actions:</b>	<b>Hold-In-Place and / or Lockout (contain area of exposure) Evacuate (if directed to do so)</b>

### Standard Response Steps

- Remove all persons from the area of suspected fiber release and close off access to the area by closing doors or windows.
- Direct a General Lockdown
- Shut down HVAC systems
- Make appropriate contacts as above and follow their directions
- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Document all those possibly exposed
- Prepare for an evacuation that may be prolonged or for an early dismissal.

## Electrical System Failure

### Definition / Comment:

Loss of electric power to all or part of the building. May be short term and impact only one building or could involve the immediate, surrounding neighborhood due to an accident or lightning strike or could be more widespread and protracted in nature.

The loss of electric power could impact our ability to open or continue the school day. Each Pal-Mac facility is equipped with an emergency electric generator - with the exception of the Transportation facility that should minimize somewhat the degree of impact on normal school operations.

### Quick Reference Box

<b>Assess:</b>	<b>Electrical System Failure</b>
<b>Initial Notifications:</b>	<b>Building Emergency Response Team-custodian Director of Facilities and Operations Superintendent New York State Electric and Gas (NYSEG)</b>
<b>Protective Actions:</b>	<b>Short-term: Hold-In-Place Protracted: Alternate Site Evacuation or Early Dismissal</b>

### Standard Response Steps

- Initiate a **Hold-In-Place** to account for and protect building occupants
- Gather and distribute flashlights
- Open classroom doors to hallway to help illuminate the halls
- Ensure that the **Superintendent** and the Director of Facilities and Operations are aware of your situation.
- Depending on information from the electrical service provider a decision will be made as to whether we remain in Lockdown until resolution (anticipated short-term) or if we should initiate plans for an evacuation to an Alternate Site or an Early Dismissal (protracted or widespread problem)
- If necessary, make the appropriate notifications to the school and community.

## Explosion

### Comment:

An explosion within a school building poses an immediate and serious threat to the safety of all occupants whether or not the explosion was accidental or intentional in nature. Heating fuels, chemical storage areas, chemistry and technology classrooms, and custodial closets all may present an explosive type risk.

As in our response to a Fire, determining the cause of an explosion is secondary to the welfare of the students, staff and visitors.

### Quick Reference Box

**Assess:** Explosion

#### Initial

**Notifications:** Activate / Pull Fire Alarm  
9-1-1 for Fire, Police and EMS  
Building Emergency Response Team  
Superintendent  
Director of Facilities and Operations

**Protective Actions:** Fire / Building Evacuation  
Take direction from Emergency Responders

### Standard Response Steps

- Upon learning of an explosion, activate the building fire alarm immediately.
- Do not delay activating the alarm to attempt to determine the cause of the explosion.
- Evacuate the building following established fire evacuation procedures where possible and reassemble at a predetermined location further from the building.
- **It is critical that we identify and communicate areas to avoid if time allows**
- Assist those occupants with special needs to evacuation location or to the predetermined "rescue areas".
- Call 9-1-1 if possible to provide details regarding the apparent explosion
- Have someone meet the Fire Department to direct them to specific location
- Account of all students, staff and visitors
- Provide first aid and summon assistance for those injured
- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Take direction from Emergency Responders
- Prepare to take additional protective action, i.e. alternate site evacuation.

## Fire

**Comment:**

A fire within a school building poses an immediate and serious threat to the safety of all occupants.

<u>Quick Reference Box</u>	
<b>Assess:</b>	<b>Fire</b>
<b>Initial Notifications:</b>	<b>Activate / Pull Fire Alarm 9-1-1 for Fire, Police and EMS Building Emergency Response Team Superintendent Director of Facilities and Operations</b>
<b>Protective Actions:</b>	<b>Activate Fire Alarm <u>and</u> call 9-1-1 if possible Activate Navigate Prepared Follow established Fire evacuation procedures Take direction from Emergency Responders</b>

### Standard Response Steps

- Upon sensing smoke or evidence of fire, activate the building fire alarm immediately.
- **Call 9-1-1** as soon as possible to provide details as to the specific nature and location of fire and to ensure receipt of fire alarm activation.
- **Do not** delay activating the alarm to attempt to extinguish fire.
- **Activate the NaviGate Prepared software system.**
- **If safe to do so**, the building Principal or designee along with the custodian may investigate the alarm and based upon their findings may contact 9-1-1 to either slow down the response if it is a minor event or false alarm or to notify of a major event, generating a greater response.
- Evacuate the building following established fire evacuation procedures
  - Students walk out designated exits in a quiet, orderly manner.
  - NO unnecessary talking by students and staff.
  - All must exit – NO exceptions
  - Visitor / Volunteer sign-in books should be taken out to assembly location
  - If a door is hot to the touch, do not open, use alternate route or escape windows
  - In the event of smoke, stay low and close to the floor
  - Classroom windows and doors should be closed but not locked once last person leaves
  - Take attendance using Navigate Prepared at predetermined assembly locations, report any missing or extra students and staff. Account for all students, staff and visitors.
  - Assembly areas should be a sufficient distance (minimum 100') from the building providing unobstructed access for emergency responders / vehicles.
  - Provide traffic control to limit access to campus to emergency vehicles only.
  - Assist those occupants with special needs to evacuation location or to the predetermined "Rescue Areas"
  - **If safe to do so**, predetermined staff will perform a post-evacuation sweep of the building to ensure all were notified and did in fact exit.
- Have someone meet the Fire Department to direct them to a specific location and assist as requested.
- The Fire Department supervisor is in charge of the scene and will make the determination if the building can be re-entered.

## Heating System Failure

**Comment:**

Depending on the weather, the failure of a building's heating system could impact our ability to open or continue the school day.

**Quick Reference Box**

**Assess:** Heating System Failure

**Initial Notifications:** Building Emergency Response Team- custodian  
Director of Facilities and Operations  
Superintendent  
New York State Electric and Gas (NYSEG) if necessary

**Protective Actions:** Cancellation of School Prior to Start  
Early Dismissal  
Alternate Site Evacuation

### Standard Response Steps

- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Depending on information from Facilities and Operations a decision will be made as to whether school will be opened, whether we can remain in the building until resolution (anticipated short-term) or if we should initiate plans for an evacuation to an Alternate Site or an Early Dismissal (protracted problem).
- If necessary, make the appropriate notifications to the school and community.

## Natural Gas Leak

### Definition

Natural gas possesses a very narrow range of flammability allowing for combustion in a concentration of 4-5 percent per volume of air. Natural gas leaks, however, pose a potential danger that may require an immediate evacuation of the building.

### Comment:

There are several warning signs that you can see, hear and smell. Warning signs include:

- Unusual behavior or yellowish-color flame on gas fired device
- A hissing sound or unusual noise from a gas fired device
- A distinctive odor which is the result of an additive to natural gas for detection purposes

### Quick Reference Box

**Assess:** Natural Gas Leak

**Initial Notifications:** 9-1-1  
New York State Electric and Gas (NYSEG)  
Building Emergency Response Team – custodian  
Superintendent  
Director of Facilities and Operations

**Protective Actions:** Follow established evacuation procedures  
Take direction from the NYSEG and Emergency Responders

### Standard Response Steps

- Upon discovery or detection of a natural gas leak:
- Evacuate the building to a designated location at least 500' from the building taking advantage of any available cover. This order should be **verbally communicated**.
  - **DO NOT activate the Fire alarm system**
  - **DO NOT use landline or cellular phones within the building**
  - **DO NOT turn on or off or unplug any electrical connections**
- Assist those occupants with special needs to evacuation location or to the predetermined staging areas
- Account of all students, staff and visitors
- Notify **9-1-1 and NYSEG**
- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- The Building Custodian, insofar as possible, will assess the situation and, if possible and safe to do so, will shut off the gas supply and open windows and doors to ventilate the affected area to prevent a concentration of natural gas.
- Anticipate and begin to pre-plan for the possibility of an evacuation to an Alternate Site or an Early Dismissal. Bus drivers should be activated to "Stand-By" status in case re-entry of the building is not possible and the "Go-Home" plan must be implemented.
- Take direction from the Fire Department and NYSEG.
- If necessary, make the appropriate notifications to the school and community.

## Roof Failure / Leak

**Comment:**

A roof failure that results in a leak can pose a danger from falling debris, slips on wet floors or potentially a collapse of a portion of the roof structure.

The immediate objective is to move students and staff away from the problem area and summon the proper facilities assistance. The problem may be more serious than what it appears, i.e. potential structural failure, so err on the side of safety.

**Quick Reference Box**

**Assess:**                      **Roof Failure / Leak**

**Initial Notifications:**      **9-1-1 - as necessary**  
   **Building Emergency Response Team - custodian**  
   **Superintendent**  
   **Director of Facilities and Operations**

**Protective Actions:**      **Possibly: Hold-In-Place and / or Evacuation (partial)**  
   **Remove students and staff from immediate area**  
   **Take direction from Facilities and Operations and Emergency Responders**

**Standard Response Steps**

- Remove all students and staff from immediate area
- Consider a Lockdown or partial evacuation if deemed necessary to contain the situation and keep students and staff away from danger.
- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Depending on the extent of the leak, the building custodian will attempt to mitigate the problem to the extent he can safely do so. He may also deem it appropriate to shut off electric power to the area(s) involved.
- Depending on information from Facilities and Operations a decision will be made as to whether school will be opened, whether we can remain in the building until resolution (not a major leak or threat to safety) or if we should initiate plans to cancel school, evacuate to an Alternate Site or an Early Dismissal (protracted or major problem).
- If necessary, make the appropriate notifications to the school and community.

**Structural Failure**

**Comment:**

A structural failure could involve the discovery of an imminent structural failure – or the actual collapse of a wall, floor, ceiling, roof or any other structural part of a school building.

Such an event poses a substantial threat to the health and safety of the building's occupants not only due to falling debris and building materials but also due to other hazards that could result from a structural failure. Such resultant hazards may not be readily obvious but could include damage to electrical systems exposing live wires or igniting a fire, or damage to gas supply lines that could cause a leak of natural gas into the facility.

**Quick Reference Box**

**Assess:**                      **Structural Failure**

**Initial**

**Notifications:**            **9-1-1 for Fire, Police and EMS**  
**Building Emergency Response Team-custodian**  
**Superintendent**  
**Director of Facilities and Operations**

**Protective Actions:**    **Evacuate affected area(s) or entire building**  
**Hold-In-Place**  
**Take direction from Operations and Maintenance**  
**Take direction from Emergency Responders**  
**Possibly- Early Dismissal, Alternate Site Evacuation**

**Standard Response Steps**

Depending on nature and scope of problem:

- Evacuate the affected area(s) of the building
- Consider initiating a **Hold-In-Place** to contain the situation and control movement throughout the building until the scope of the problem can be determined
- **If in doubt as to the extent of the problem or related risks, evacuate the entire building unless or until advised otherwise by the Incident Commander or Emergency Responders.**
- Call 9-1-1 if possible to provide details as to the specific nature and location of the problem
- Assist those occupants with special needs to evacuation location or to the predetermined "rescue areas".
- Account of all students, staff and visitors
- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Anticipate and begin to pre-plan for the need to implement additional protective actions such as an Early Dismissal or an evacuation to an Alternate Site.
- If necessary, make the appropriate notifications to the school and community.

**Water System Failure**

**Comment:**

Although the failure of the water system would not likely pose an immediate threat to health and safety it could impact our ability to open or continue the school day. Our ability to provide food service and functioning sanitary systems would likely be adversely impacted by such a failure

**Quick Reference Box**

<b>Assess:</b>	<b>Water System Failure</b>
<b>Initial Notifications:</b>	<b>9-1-1 if needed Building Emergency Response Team Director of Facilities and Operations Wayne County Water Authority Superintendent</b>
<b>Potential Protective Actions:</b>	<b>Cancellation of School Prior to Start Early Dismissal Alternate Site Evacuation</b>

**Standard Response Steps**

- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Depending on information from Facilities and Operations and the Wayne County Water Authority a decision will be made as to whether school will be opened, whether we can remain in the building until resolution (short term) or if we should initiate plans to cancel school, evacuate to an Alternate Site or an Early Dismissal (protracted or major problem).
- If necessary, make the appropriate notifications to the school and community.

## **6.4 Medical Emergencies**

Guidelines are included in this section for the following medical problems.

- Cardiac arrest - Public Access Defibrillation (PAD) Program
- Food Poisoning
- Medical Emergencies – Code Blue
- Pandemic Flu

### **Cardiac arrest Public Access Defibrillation (PAD) Program**

**NOTE: See appendix: O - for the District's complete "Procedure for Emergency Use of Automatic External Defibrillators".**

**Cardiac arrest defined:**

Cardiac arrest is an abrupt disruption of the heart function causing lack of blood flow to vital organs. Abnormal heart rhythms are the cause of most cardiac arrests. Ventricular fibrillation, a specific type of chaotic heart rhythm, is the most common abnormal rhythm associated with cardiac arrest. The treatment for ventricular fibrillation is defibrillation, shocking the heart into a regular rhythm. Untreated cardiac arrest due to ventricular fibrillation ultimately leads to cardiac death.

**Quick Reference Box**

<b>Assess:</b>	<b>Possible Cardiac Arrest</b>
<b>Initial Notifications:</b>	<b>9-1-1 Nurse / CPR and AED trained staff Building Emergency Response Team Superintendent</b>
<b>Potential Protective Actions:</b>	<b>Hold-in-Place Medical Code Blue</b>

When a victim is found to be unconscious:

- 9-1-1 will be called immediately to request an ambulance
- Medical Code Blue announced
- An AED unit will be brought to the victim
- Trained CPR/AED responders will go to the victim and will provide the appropriate care consistent with their training.
- A Hold-In-Place may be implemented to provide privacy for the victim and unobstructed access for emergency medical services.

**PAD Program information:**

The PMCS D will comply with following required components included in the 2002 legislation - Section 917 of the Education Law.

The NYS legislation requires public school officials and administrators responsible for public school facilities to ensure the presence of **at least one staff person** who is trained in the operation and use of an AED:

- whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, or
- whenever a school-sponsored athletic contest is held at any location.

School sponsored and school approved curricular and/or extracurricular events/activities are all activities of the LEA associated with its instructional curriculum or otherwise offered to its students: for example, classroom instruction, school clubs, and athletics.

Activities related to the LEA that are **not curricular in nature are excluded from this mandate**: for example, Board meetings, PTA meetings, school-based management team meetings, etc.

Other activities sponsored by outside groups such as 4-H, Girl/Boy Scouts, Community Youth Groups including physical activity, etc. **are not included in this mandate**, even if the school process includes board or administrative approval.

- Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.
- Each instructional school facility should have as its goal a specific response plan that targets a victim's collapse to defibrillation time less than or equal to **4 to 5 minutes**.

Each PMCSD school facility has been equipped with sufficient AED units to meet this standard. All district AED users will be trained and certified in CPR/AED and the list of trained staff maintained at both the building and district level.

## **Food Poisoning**

### **Definition / Comment:**

Food Poisoning is an acute illness following the eating of foods contaminated by bacteria, bacterial toxins, natural poisons, or harmful chemical substances. The symptoms, in

varying degree and combination, include abdominal pain, vomiting, diarrhea, headache, and prostration; more serious cases can result in permanent disability or death.

**Quick Reference Box**

**Assess:**                      **Food Poisoning**

**Initial Notifications:**        **School Nurse**  
   **9-1-1 for ambulance if needed**  
   **Director of Food Services**  
   **Superintendent**  
   **Wayne County Health Department**

**Protective Actions:** **Cease serving food in Cafeteria**  
   **Lockout Cafeteria and Kitchen**

**Standard response steps:**

- Send ill students to the School Nurse
- If a pattern of multiple -similar illnesses is noted, report suspicions to the School Nurse and Principal or Designee.
- Retain any suspected food for testing; do not allow anyone to continue eating until a suspected source is found and an investigation conducted.
- Close cafeteria, cease serving food and interrupt those currently eating
- Notify the Director of Food Services
- Ensure that the **Superintendent** and the Director of Facilities and Operations have been notified of your situation.
- Determine severity of illness and how widespread.
- Notify the Wayne County Health Department
- If a severe problem:
  - Call 911 for ambulances.
  - Administer first aid until medics arrive.
  - File appropriate reports with the district and Wayne County Public Health Dept.
- If not a severe problem:
  - Administer first aid until parents arrive.

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### **Medical Emergencies-Code Blue**

**Comment:**

A medical emergency may involve a relatively minor illness or injury causing the victim discomfort or pain or it can be of such severity as to be life threatening. In each case, the guiding principle is to provide appropriate care until competent medical or parental care is secured.

The School Nurse will generally take charge of addressing any injuries or illnesses that occur within the school and will summon additional assistance as deemed appropriate – Ambulance, parental response.

A list of all building staff members who are trained in First Aid (or beyond) and CPR/AED should be maintained and be readily available to the Building Principal or Designee should the School Nurse not be available, additional assistance is required or when more than one person needs to be attended to.

Community-based Emergency Medical Services (ambulance) will be summoned when necessary to attend to persons who are in need of treatment beyond First Aid.

### **Medical Code Blue**

In the event of a **life-threatening medical emergency**, the appropriate emergency action will be implemented by the **Medical Code Blue Team**. The Purpose of the Medical Code Blue Team is to provide a comprehensive response plan to a **life-threatening** medical emergency on school grounds during school hours.

Each School's Building-Level Emergency Response Plan will identify their respective Medical Code Blue Team members and their specific assignments.

If a Medical Code Blue is implemented, teachers should not send students to the Health Office for routine medications or minor illness or injury.

#### **Quick Reference Box**

<b>Assess:</b>	<b>Medical Emergencies / Code Blue</b>
<b>Initial Notifications:</b>	<b>School Nurse, Medical Code Blue Team 9-1-1 for ambulance if needed Superintendent</b>
<b>Protective Actions:</b>	<b>If appropriate: Hold-In-Place</b>

### **Standard response steps:**

- Assess injury / illness and the need for emergency assistance
- Summon School Nurse
- Implement a **Medical Code Blue** if appropriate

- Retrieve an AED if appropriate and identify trained AED/CPR staff to respond and assist
- Call 9-1-1 for ambulance if needed
- If a student has an emergency plan on file due to chronic health conditions, follow the plan.
- Comfort the stricken person and administer appropriate first aid consistent with level of training until resolved or additional medical assistance arrives
- If circumstances seem appropriate, i.e. crowd gathering, congested hallways, lack of privacy, implement a **Hold-In-Place** to provide unobstructed and quick access to victims by School Nurse or Ambulance personnel and to provide a measure of privacy for the victim.
- Ensure that the **Superintendent** has been notified of your situation.
- Make appropriate parental notifications and complete proper documentation of events.

## **Pandemic Flu / Communicable Diseases**

***NOTE: See Public Health Emergency Communicable Disease  
Protocol Plan 2021  
(District Safety Tab- [palmaccsd.org](http://palmaccsd.org))***

**Definition / Comment:**

Pandemic Flu is a global epidemic that could occur if a new influenza virus emerged that was able to spread rapidly from person to person. Four influenza pandemics occurred in the 20<sup>th</sup> century, and scientists warn that another is inevitable.

When a pandemic occurs the number of people who get sick will be much larger than during a normal flu season and their illness will be much more severe. That is because few of us would have any natural immunity to a new virus. Every segment of society would be profoundly affected, including schools. In a pandemic, schools may have to close to limit the spread of the illness, or because of excess absenteeism. Such a closure could last for an extended period of time.

**Influenza-like illness case definition:**

The Centers for Disease Control and Prevention defines an influenza-like illness as having the following symptoms:

- Fever of more than 100 degrees Fahrenheit.
- **and** cough and /or sore throat (in the absence of a known cause)

Other symptoms may include nasal congestion, muscle aches and fatigue.

A student with flu-like symptoms must be sent to the nurse for screening. If the student meets the case definition as described above, he/she must be excluded from school until symptom free.

**Response:**

Our response to a Pandemic flu will be under the direction of the Wayne County Department of Public Health Emergency Manager and the PMCSD School District Physician.

Palmyra-Macedon Central School District will utilize the New York State Department of Health –Pandemic Flu Action Kit For Schools in New York State should a pandemic flu be threatened.

This action kit provides directions / suggestions for school districts to take in the following circumstances:

- Prior to outbreak of pandemic flu
- Pandemic flu is identified in other parts of the world/US – but not in NYS
- Pandemic flu outbreak worsens - threat becomes regional (school closure advised)
- Pandemic flu ends (schools reopen)

## **6.5 Transportation related Emergencies**

Guidelines are included in this section for the following transportation related problems.

- School Bus Accident
- Weapon on a School Bus

## **School Bus Accident**

### **Definition / Background**

Every bus driver must report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Transportation Safety Coordinator.

### **Comment**

Determining the amount of damage is not the job of the driver - the requirement of a

Police Report would fall under normal NYS Vehicle and Traffic standards. If the bus is not damaged but there is damage to other public or private property, that entity would always retain the right to make a Police report regardless of damage to district or bus company property.

**Quick Reference Box**

**Assess:**                      **School Bus Accident**

**Initial  
Notifications:**            **Transportation Department / Transportation Safety  
Coordinator  
9-1-1 as necessary  
Superintendent**

**Protective Actions:** **Evacuate if possibility of fire or other imminent danger**

**Standard Response Steps**

- The driver will contact the Transportation Safety Coordinator immediately with any type of bus accident.
- The driver will then ensure children are out of the danger area and request through the Transportation office the assistance of Police, Fire or Emergency Medical Services, or another vehicle to transport students.
- The Transportation Safety Coordinator will notify the district office of the incident, respond to the accident scene and will continue to provide updates to district office every 20-30 minutes and will arrange for another bus to complete student run if necessary
- The district office will notify the appropriate building administrator.
- If any students need to be transported to the hospital the district superintendent will assign a designee to respond to the hospital to remain on site.
- The building administrator will be responsible for notifying the parents of the children who are injured or will be late arriving home.
- The Transportation Safety Coordinator will abide by all applicable NYS Vehicle and Traffic, State Education Department and Department of Transportation regulation with regard to the school bus accident.
- Any student presenting with no complaint or injury will be released to the school nurse or district official at the scene for further evaluation and transportation. Once the student has been released by EMS providers to school personnel, the district personnel assume responsibility for the student and any further assessment, treatment, or transportation to a hospital as needed.

**Weapon on a School Bus  
(Weapon suspected or actually observed)**

**Comment**

Any type of weapon (firearm, knives, brass knuckles, bludgeon, etc.) being brought onto School District property – including a school bus poses a threat to the safety of our

students and staff and is a serious violation of District policy and the Code of Conduct and may well be a violation of the NYS Penal Law.

School Bus Drivers will respond in a manner that best ensures the safety of all the bus occupants. Maintaining a calm demeanor and notifying Dispatch in an accurate, discrete and timely manner will greatly enhance the likelihood of a safe resolution.

**Quick Reference Box**

**Assess:**                      **Weapon on a School Bus  
(Weapon suspected or actually observed)**

**Initial  
Notifications:**            **Transportation Department Dispatcher  
Transportation Safety Coordinator  
9-1-1  
Superintendent**

**Protective Actions:** **Stop bus in a safe location – await assistance**

The following standard response steps may best be utilized when a possible weapon has not yet been threatened or used / discharged.

**Standard Response Steps**

**Driver:**

If occurs on the way to school:

- DO NOT pick up any more students.

If occurs on the way home from school:

- You MAY continue to drop off students.

- REMAIN CALM
- Notify dispatch in a calm, discrete manner that there may be a weapon on the bus
- If possible and safe to do so, provide additional details as to type of weapon, whether suspected only, displayed or threatened, student(s) involved, descriptions and any other important information
- Determine a safe place to stop the bus away from traffic – notify dispatch
- Advise students that you may have a minor mechanical problem and you will be on the way shortly
- If you are about to enter the school site, stop the bus immediately upon entering school property and await the arrival of Law Enforcement.
- **DO NOT APPROACH THE MAIN ENTRANCE OF THE SCHOOL**
- Absent exigent circumstances, drivers should NOT attempt to confiscate the weapon
- Comply with directions being relayed from 9-1-1 to dispatch and that of responding Law Enforcement.

**Transportation Dispatcher:**

- Notify Transportation Supervisor

- Notify 9-1-1 of event, available details and the location of bus – request a discrete response (no lights, siren) so as to not alert or agitate the involved student(s)
- Relay instructions from 9-1-1 dispatcher to driver

**Transportation Supervisor:**

- Respond to scene if appropriate – do not intercede until Law Enforcement is on scene
- Assist in protecting scene, student accountability and welfare
- Assist Law Enforcement
- Make appropriate internal notifications
- Arrange for another bus to complete student run if necessary
- Coordinate with home school to make necessary notifies to parents of incident if appropriate, possible delays, etc.
- Identify witnesses, complete appropriate reports and referrals for involved school

**Section 7.0  
Recovery**

## **7.1 Review and Debriefing**

The involved school's safety team will meet as soon as is practical after the incident is resolved to review the incident and determine if the school's response plan was adhered to, to evaluate the quality of that response and to determine if any improvements are needed to enhance the plan.

Depending on the nature and scope of the incident, this review may include input from members of the EOT as well as local emergency responders.

## **7.2 After Action Reporting**

The Incident Commander is responsible for preparing an after action report once an incident is terminated. Within two (2) days of the incident conclusion, a detailed report will be submitted to the Superintendent.

## **7.3 District Support for Buildings**

In addition to response and support during an emergency, the District will use all resources at its disposal to support the Emergency Response and Post-Incident Response Teams at the affected school(s) after the incident has been resolved to the point where recovery of normal operations can commence.

## **7.4 Disaster Mental Health Services**

In addition to District Psychologists and Counselors, PMCSD may request the assistance of outside agencies in support of the Post-Incident Response Teams at the affected school(s). This may involve seeking out additional local (nearby school districts, City, County) support or could, if warranted, involve accessing federal and state mental health resources as well.

## **7.5 Post-Incident Response Guide**

### **Introduction**

The following guide provides suggestions on how the PMCSD may want to proceed after a crisis has occurred and there is no longer an imminent threat to the school or its occupants. Not all of the following suggestions would be necessary or appropriate in every

crisis. **These are suggestions only.**

### **Superintendent of Schools**

- The Superintendent of Schools will notify the President of the School Board and Board of Education Members when a critical incident occurs.
  
- The Superintendent of Schools or designee will be the individual who will represent the Palmyra-Macedon Central School District in response to media inquiries. All faculty and support staff (especially secretaries and office personnel) will be alerted that no one except the Superintendent of Schools or designee will make statements to the media. A prepared statement relating necessary facts should include:
  - a. A statement of personal sorrow and sense of loss
  - b. Statement of basic facts
  - c. In the case of student suicide, the words tragic and tragedy should be included so that other students "at risk" view the incident as a tragedy rather than an opportunity for glory
  - d. The way in which the administrators, faculty, staff and students have responded to the tragedy
  - e. The types of interventions that have occurred and those planned for the foreseeable future
  
- The Superintendent of Schools will, whenever appropriate and possible, accompany the members of the Post-incident Response Team to the funeral services.

### **Building-level Post-incident Response Team - generally**

The Building-level Post-incident Response Team will have the responsibility of assisting the school community in coping with the aftermath of a serious violent incident or emergency. Post-incident Response Team members will be among the first to be notified.

- Convene at the earliest possible time following the crisis for a meeting in Room No. \_\_\_\_ to help the Principal prepare a written statement for the staff to be presented at the (*insert time*) Emergency Staff Meeting. It may be most prudent to convene on the weekend in some crisis situations to effectively manage communications to staff and parents and to initiate the proper support services as needed.
  
- Review roles in providing support during the day of the critical incident. Room No. \_\_\_\_\_, when needed, will serve as the coordination site for student support.

- Attend an end-of-school debriefing meeting for staff. Prepare to offer any support in ways needed.
- Meet with the Principal, following staff debriefing, if possible, to process the day's events and prepare for the next school day.
- Meet daily, for as many days as necessary, to process events and decide measures needed to meet the needs of students, staff, family, and community.
- Solicit and encourage feedback from students, staff, family, and community.
- Meet after the passage of 2 to 3 weeks to evaluate and possibly revise the plan based on students, staff, family, and community feedback.

### **Administrative Team**

The responsibilities of the Administrative Team as part of the Post-incident Response Team include:

- The Principal oversees the Post-incident Response Team and initiates the procedures
- Principal notifies the assistant Principals, secretary, and the Superintendent of Schools, when a critical incident occurs.
- Alert the Post-incident Response Team using the established telephone tree as specified in the Building-level Emergency Response Plan.
- Notify the staff that a critical incident has occurred and a before-school emergency meeting will be conducted.
- Notify Principals of partner schools, if applicable (and others in surrounding areas where siblings and/or friends of the injured or deceased may attend). If a letter is sent home to students, it will be faxed to these schools.
- Request counselors from schools within the District and from outside agencies to provide services to students following the crisis. (Counselors will be told to report to the Main Office to sign in and then to report to the Counseling Office.)
- Gather factual information regarding the critical incident and convene a meeting of the Post-incident Response Team at *(insert time)* in the Auditorium.
  - The team will develop a written statement to be made available to all staff members at *the (insert time)* emergency staff meeting.
  - A statement will be prepared by the Principal to be shared with the public.
- If the critical incident is a death, the Principal will also have called the family to

- offer condolences and to inquire about the desirability of attendance at the wake and/or funeral services by the staff and/or students. If possible, family responses to these issues should be included in the written statements.
- Principal introduces members of the Post-incident Response Team and informs staff of the availability of intervention services throughout the day.
  - Principal informs staff of the locations of the Crisis Counseling Rooms. Room # \_\_\_\_\_ will serve as the Coordination Site for student support when needed.
  - Principal will alert the entire staff that there will be a debriefing meeting at the end of the school day.
  - Designate the first segment of the school day (30-50 minutes) for information and discussion regarding the critical incident.
  - The classroom teacher, a designated Post-incident Response Team member or an outside resource person will provide discussions and support to each classroom.
  - Post-incident Response Team members with a homeroom will request that their rooms be covered while members provide support to the most involved.
  - Psychologists and/or counselors will offer to meet with the family of the injured/deceased and provide assistance as needed.
  - Will compose a handwritten letter to the parent(s) or family of the victim. The letter should serve as an expression of sorrow from the administration, faculty, and staff and an offer of continued support and assistance.
  - Principal will compose a letter to all parents describing the incident and providing basic facts. Accompanying this letter will be a one-page overview of helping children cope with crisis and directions to parents who are removing children to attend funeral services.
  - Principal will work with building staff and the Superintendent, if necessary, to try to arrange for coverage for staff members who wish to attend the funeral services.
  - Make arrangements to have the personal belongings of the deceased returned to the family.
  - Ensure that the name of the deceased is removed from attendance, computer rolls, computer program, classrooms, mailing lists, Rolodex files and other listings.
  - Principal arranges for a parent community meeting for the purpose of debriefing the critical incident and the events that followed, if necessary. Appropriate staff

and resources will assist with this meeting.

- When appropriate, contact the family and interested parties to explore and select an appropriate memorial choice.
- Responsible for expressing thanks to all who helped.

### **Psychologists / Counselors**

The psychologist and/or counselors, as members of the Post-incident Response Team:

- Will attend a (*insert time*) Post-incident Response Team Meeting with the Principal to help prepare a written statement to be shared with the staff at the (*insert time*) Emergency Staff Meeting.
- Coordinates service delivery. Provides direction and assistance to the members of the Post-incident Response Team, who will be providing support services to students and staff throughout the day.
- Offers to meet the family of the injured/deceased and provide assistance, as needed. They will also provide information regarding appropriate community resources.
- Offers support to individuals and groups of students, staff, and parents. Attends the parent-community-debriefing meeting. They will be prepared to discuss issues regarding the incident and provide information on appropriate follow-up/resources.
- Meets with the Principal, members of the Post-incident Response Team and entire staff for feedback and possible revision of the Building-level Emergency Response Plan.
- Notifies and elicits necessary support from District counselors as needed to assist members of the Post-incident Response Team, which will provide services during the first hours of school and beyond.
- After consultation with the Post-incident Response Team, alerts the appropriate outside resources to provide additional support during the first day and beyond.
- When the additional psychologists and/or counselors arrive, building staff will provide them with a schedule of where their services are needed and a name tag so that they can be identified by students, staff, and other visitors.
- Contacts classroom teachers to determine the need for additional classroom

support immediately following the incident and in the weeks following.

- Solicits information from teachers regarding any students who may be exhibiting continued signs of distress or whose history may indicate counseling services.
- Arrange a presentation for students who are planning on attending the funeral home and/or church service to prepare them for these events.

### **Nurse**

The school nurse, as a member of the Post-incident Response Team:

- Attends the *(insert time)* Post-incident Response Team Meeting with the Principal to help prepare a written statement to be shared with the staff at the *(insert time)* Emergency Staff Meeting.
- Prepares to receive an influx of students who may appear with a wide range of symptoms.
- Provides information regarding students who may be exhibiting signs of distress or who are in need of support services.
- Receives support as needed from a member of the Post-incident Response Team.

### **School Secretary**

The school secretary, as a member of the Post-incident Response Team:

- Attends the *(insert time)* Post-incident Response Team Meeting with the Principal to help prepare a written statement to be shared with the staff at the *(insert time)* Emergency Staff Meeting.
- Determines if any substitute teachers are in the building and provides them with basic information shared at the staff meeting and the name and room number of a staff member who may provide assistance throughout the day.
- Staffs the "Information Center", providing information regarding:
  - Where Post-incident Response Team can be contacted
  - Location of counseling rooms
  - Whereabouts of the Principal
  - Funeral arrangements and wishes of the family, when available
  - Any other information deemed necessary by the Principal
- Fields and documents all calls from the media and directs them to the Superintendent of Schools, Principal, Public Information Specialist or other

designated media response person, as directed by the Principal.

- Along with office personnel, will be provided a written statement in order to provide consistent information to the community
- Is responsible for greeting Post-incident Response Team Members and directing them to the Post-incident Response Team Room.
- May arrange with the school food services staff to have coffee and coffee supplies provided to the Post-incident Response Team Room.

**Teachers and Staff (members of the Post-incident Response Team):**

- Attends the (*insert time*) Post-incident Response Team Meeting with the Principal to help prepare a written statement to be shared with the staff at the (*insert time*) Emergency Staff Meeting.

**All other teachers and staff:**

- Will be invited to attend a (*insert time*) Emergency Staff Meeting in the event of a critical incident.
- Will be responsible for familiarizing him/herself with the Building-level Emergency Response Plan and for developing an awareness of appropriate responses to grieving students and other strategies to help students cope.
- Will facilitate a first period (30-50 minutes) classroom discussion (with the assistance of a member of the Post-incident Response Team or outside resource). This will provide the students the opportunity to ask questions and share fears, feelings, and concerns.
- Will adhere to classroom schedules and rituals as much as possible to provide structure, consistency, and reassurance. Non-standardized tests can be postponed and homework assignments can be eliminated or shortened to accommodate children's shortened attention spans and need for family closeness and support.
- Will respond to students who are obviously in a state of distress and will send that student, with a classmate, to a designated counseling room or request assistance in the classroom.
- Teachers/Staff will, when needed, notify the office of a class, which contains a large number of distressed students requesting support from the Post-incident Response Team.
- Will provide an opportunity for students to offer condolences to the family by writing or creating poems and cards.

- Will gather the personal belongings of the deceased and give to the Principal for return to the family and will delete the name of the deceased from all listings.
- Will, if indicated, provide additional opportunity for students to share feelings and discuss the loss and stages of grief. This can be accomplished with the help of the counseling staff, if desired.

#### **School Librarian**

- The librarian will be responsible for obtaining age appropriate books and materials for children, which deal with the subjects of death, loss, and bereavement, to be housed in a special section of the library.

#### **Safety and Security**

- Upon request, security personnel will be deployed for the purpose of ensuring traffic control, preservation of District assets and to assist in the monitoring of students in large assembly areas for possible unsafe or destructive behaviors.

#### **Custodian**

- Upon an assessment of the situation, the Director of Facilities and Operations will provide additional custodial resources for the purpose of restoring the building to a condition deemed to be safe for occupancy by staff and students.

#### **PTSA Representative**

The PTSA Representative, as a member of the Post-incident Response Team:

- Will attend the (*insert time*) Post-incident Response Team Meeting prior to the Emergency Staff Meeting for the purpose of learning the basic facts and to help prepare a written statement to be given at the (*insert time*) Emergency Staff Meeting.
- Acts as a liaison to the PTSA Executive Board, to disseminate basic facts and the Post-incident Response procedures.

## **Section 8.0**

### **Building-level Emergency Response Plans**

# **Palmyra-Macedon Central School District Building-Level Emergency Response Plans**

*Commissioner's Regulation 155.17*

## **Introduction**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

Each school building within the Palmyra-Macedon Central School District must conform to the standard procedures and protocols detailed in the District wide School Safety Plan. As each building is unique in population, layout, and location, each building-specific plan has been customized to meet the individual needs of that building while keeping with the intent of Project SAVE.

The Palmyra-Macedon Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District wide cooperation and support of Project SAVE.

## **General Considerations and Planning Guidelines**

### **Purpose**

Each school's Building-level Emergency Response Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Palmyra-Macedon Central School District's Board of Education, the Principal of each school has appointed a Building-level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

To comply with the July 1, 2016 amendments, the Palmyra-Macedon Central School District's Board of Education will designate an individual as the Chief Emergency Officer, either the superintendent or the superintendent's designee. The Chief Emergency Officer will coordinate appropriate safety, security, and emergency training for district and school staff, annually update all Building-Level Emergency Response plans, assist with decisions related to security related technology and development of policies for the use of such technology, and to ensure that required evacuation and lock-down drills are conducted in accordance with the requirements of Education Law §807.

### **Identification of School Teams**

Each school has developed three emergency teams:

- Building-level School Safety Team
- Building-level School Emergency Response Team
- Building-level Post-incident Response Team

These teams are personnel from within the school itself and the PMCSD as well as representatives of other stakeholder groups within the school and the Palmyra-Macedon CSD community. The role of each team is briefly summarized in the Plan Summary section of this document.

### **Concept of Operations**

The initial response to all emergencies at all District schools will be by the appropriate members of the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent will be notified and, where appropriate, local emergency officials will also be notified.

### **Plan Review and Public Comment**

- These plans will be reviewed periodically during the year and will be maintained by each Building-level School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), a summary of these plans will be made available for public comment at least 30 days prior to its adoption. The District-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plans must be formally adopted by the Board of Education.
- Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 280 I-a.
- Copies of all of the Building-level Emergency Response Plans, including each building's Emergency Planning Summary have been supplied to the Village of Palmyra and Town of Macedon Police Departments and the New York State Police. All of these plans will also be maintained in the office of the Superintendent.

### **Plan Summary**

#### **Risk Reduction/Prevention and Intervention**

##### **Designation of School Teams**

- Building-level School Safety Teams, including the members required by regulation, have been established at each school building. Members of these teams include: school safety personnel; local law enforcement officials;

representatives of teacher, administrator, and parent organizations; local ambulance and other emergency response agencies; community members; other school personnel; and other representatives appointed by the Board of Education. These teams are tasked with the development and maintenance of their respective school's Emergency Response Plan.

- Building-level Emergency Response Teams, including the members required by regulation, have been established at each school building. Members of these teams include school personnel; local law enforcement officials; representatives from local, regional, and/or state emergency response agencies; and other appropriate incident response teams. The actual persons who would respond to an emergency will vary on the nature of the emergency (bomb threat search teams as opposed to staff trained in conflict intervention).
- Building-level Post-incident Response Teams, including the members required by regulation, have been established at each school building. Members of these teams include school personnel; medical personnel; mental health counselors; and others who can assist the school community in coping with the aftermath of a serious violent incident or crisis

Note: In most instances, there is a core membership on all three building-level teams with additional members added for the skills and expertise they can provide in specific situations.

### **Prevention/Intervention Strategies**

Training for emergency teams and security personnel including de-escalation training will be provided.

Staff training will be routinely conducted at the school level followed by drills with the entire school population. These drills focus on our standard response actions to a potentially threatening incident to include: our Lockdown and Lockout procedures, fire evacuations, bomb threat procedures, and alternate site evacuations. The use of tabletop drills to accomplish or complement this training will be utilized when live drills are impractical or not sufficient to meet the training goals.

### **Identification of Sites of Potential Emergencies**

Each School Safety Team will continue to work to identify both internal and external hazards unique to their building and campus that may warrant protective actions, such as the evacuation and sheltering of the school population. The Safety Team shall assess all potential on-campus hazards, as every building is unique in student and staff population, physical layout and geographical location. Potential hazards generated by locations off of the campus that could endanger the school's occupants also have been identified and potential protective actions pre-planned.

## **General Response Procedures**

### **Assignment of Responsibilities / Continuity of Operations**

The building Principal is designated as the person in charge during a crisis situation – the Incident Commander (IC). The Principal will provide leadership, organize activities and disseminate information with the assistance of the School's Emergency Response Team. In the event that the Principal is unavailable at the time of the crisis, the designated alternate(s) will provide the necessary leadership and coordination.

As described in the District wide School Safety Plan, the building Principal or the designated alternate is directed to contact the Superintendent at the earliest opportunity. The Superintendent, depending on the nature and severity of the event may notify and assemble the appropriate members of the Emergency Operations Team (EOT) to provide additional support for the affected school. The Superintendent may also assume the role of the Incident Commander.

In most instances where this level of school response is warranted, the school will be seeking assistance from other emergency responders in resolving the situation. As such, the immediate objective is generally to contain the incident and successfully manage it until the emergency personnel arrive. The Principal or designated alternate acts as the Incident Commander throughout the event or until such time he/she is relieved by the Superintendent, another member of the EOT or the appropriate emergency response agency on-scene supervisor (Police, Fire, and Emergency Medical Services). If relieved as the Incident Commander, the Principal may remain at the Command Post as the School and District representative providing resources and support to the emergency response agencies.

### **Access of Floor Plans**

The District wide School Safety Plan includes floor plans for every school building in the District. The District wide Plan is distributed to all local emergency response agencies. Each Building-Level Emergency Response Plan includes floor plans for their respective building. Copies of which are readily available in the Main Office and in the offices of the Director of Facilities and Operations. Floor plans are also available in Navigate Prepared, along with a virtual view of rooms, offices and hallways.

### **Notification and Activation**

- All staff are familiar with how and when to call 9-1-1 for emergency services (Police, Fire, EMS)
- Internal and external communication systems have been developed that will be used in emergencies.
- The Superintendent of Schools or his designee will serve as the primary resource when disseminating information relative to a crisis or emergency outside of the District.

- Procedures are in place for notification and activation of the Building-level Emergency Response Plan. Staff and students have been instructed on how to quickly and correctly respond to specific directions given by the Principal or designated alternate.

### **Hazard Guidelines**

The District wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The school building's plan may include building-specific response guidelines and procedures that may expand upon the District wide guidelines in order to meet the needs of that building and its population.

### **Sheltering and Evacuation Procedures**

Procedures have been developed for the safe sheltering or evacuation of students, teachers, other school personnel and visitors to the school in the event of any type of emergency. The following areas have been considered when developing these procedures:

- Evacuation before, during and after school hours
- Evacuation routes (internal & external)
- Sheltering sites (internal - Lockdown/external - Alternate Site)
- Procedures for addressing medical needs
- Transportation
- Emergency notification of persons in parental relation to the students

### **Security of Crime Scene**

Once it appears that there is no longer an imminent threat to anyone's safety and 9-1-1 has been called; it is critical that the scene of a crime not be disturbed. The Principal or the designated alternate will assign an Emergency Response Team member to be responsible for securing the crime scene. The following is a brief list of responsibilities for the assigned team member:

- Don't touch anything.
- Clear away uninvolved people.
- Establish a perimeter using barrier tape, cones, desks...whatever is at your disposal. The scene may be an entire classroom, the gym, or a hallway. (It is always better to cordon off too large a scene than too small. The Police can always shrink the scene after they make their assessment. It may be more difficult for them to expand it into contaminated areas. For example, instead of taping off the bathroom stall where an assault has taken place, secure the entire restroom.)
- Limit access to emergency responders only (Police, Fire, EMS).
- Don't eat, drink, smoke, or use the phone or bathroom facilities within the area of the scene.
- Document observations and keep a running chronology of events.

### **Emergency Planning Summary**

An Emergency Planning Summary has been developed for use by each School Safety Team to assist them in assembling some of the basic information necessary for their plans and to act as a quick school-specific reference in the event of an emergency.

Each building provides a copy of their Emergency Planning Summary and any updates to the Superintendent of Schools.

### **Recovery**

Each school will coordinate with the District and other local community resources to assist in recovering from a violent incident.

Actions for recovery may include, but are not limited to: (examples)

#### **Mental health counseling (students and staff)**

- Provided and coordinated by District counseling staff
- Coordinated by District counseling staff supported by resources within the Palmyra-Macedon CSD community

#### **Building security**

- Coordinated through the Superintendent's Office at the District level
- Coordinated at the building level by the Principal or designee

#### **Facility restoration**

- Coordinated through the Director of Facilities and Operations

#### **Post-incident response critique**

- Coordinated at the building level by the Principal. This critique may involve other involved District departments including Facilities and Operations, Transportation and Security depending on the degree and nature of the incident.

#### **Post-Incident Response Guide**

- Post-incident Response Teams may utilize all, or part of, the Post-Incident Response Guide located in the Recovery section of the District wide plan depending on the nature and degree of the incident.
- Should the event be of such a nature and degree that District, local and contracted services for any of the above recovery actions are not sufficient, the District will assist in coordinating with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources.

