

**GEORGE JUNIOR REPUBLIC UFSD
DISTRICT-WIDE SAFETY PLAN**



(Updated 9-8-2020)

GENERAL GUIDELINES

While an emergency may require on-the-spot response to decisions to fast changing developments, there is a set of six procedures which are standard responses to any emergency situation in schools. These six procedures are: **Administer First Aid; Summon Expert Help; Follow Instructions of the Expert; Evacuate to a Safe Place; Shelter Inside the Building; and Send Everyone Home (Go Home)**. Obviously, all six procedures will not be utilized in every emergency. Indeed, some are part of the planned response to a school emergency. The Superintendent will activate the District Response team members (Appendix N) and make emergency contact notification (Appendix K) as needed for the emergency.

DEFINITIONS

Summon Expert Help: Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters, and heart attack victims must be provided proper medical care.

Administer First Aid: First aid is usually defined as treatment that will protect the life of a victim and provide comfort until more expert help is secured.

Follow Instructions: Once expert help has arrived, those experts are usually “in charge.” At that time, the procedure is to follow instructions of the expert.

Evacuate to a Safe Place: Evacuation may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature or duration of the emergency may require transportation and temporary housing of the occupants in some other building.

Shelter Inside the Building: There are circumstances when it is safer to stay inside the building than to go outside. For example, the sheltering procedure is called for during severe electrical storms, or radiological emergencies.

Go Home: Similar to evacuation, early dismissal or “go home” is a procedure for evacuating students from a building and uniting them with their families or other responsible designated surrogates.

**** THE SUPERINTENDENT, OR DESIGNEE, SHALL BE THE PUBLIC INFORMATION OFFICER (PIO)**

**** THE PIO SHALL BE THE ONLY ONE TO TALK TO THE MEDIA/NEWS. ANY CONTACT FROM THE PRESS, RADIO AND/OR TV MUST BE DIRECTED TO THE PIO.**

EPIDEMIC/FOOD OR WATER POISONING

1. **Nurse:** Identify the problem as soon as possible epidemic/food or water poisoning.
2. **Nurse:** Notify Building Administrator and consult district physician – (607) 844-6336.
(See Appendix A for list) coordinate with Superintendent of Schools.
3. **Building Administrator:** Notify Superintendent – (607) 844-6323
4. **Superintendent:** Notify County Health Department – (607) 274-0300.
5. **Building Administrator/Superintendent:** Follow directives of district health physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building cooperation as appropriate.
6. **Superintendent/Building Administrators:** Notify William George Agency, parents, staff and students.
7. Public health officials: Monitor emergency.

RESOURCES

- * Emergency telephone numbers: Fire/Ambulance – 911.
- * Public Health Department.
- * Potable water is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.
- * News media, public address system.

FIRE/EXPLOSION

1. First person on the scene: Upon discovery or detection of smoke or fire or in the event of an explosion, sound building fire alarm immediately.

In the Science Lab:

* If there is danger of fire/explosion or toxic fumes;

Lab Teacher: Do the following two things simultaneously –

Evacuate room and get help from neighboring classrooms if needed to move

Injured students. Sound Fire Alarm **except during gas leak**. The teacher

Should block corridors adjacent to lab area if necessary. Notify Building Administrator

* If there is no immediate danger:

Do not move injured persons. Wait for medical assistance!

Do not sound fire alarm. Notify Building Administrator.

2. First person on the scene: Notify Building Administrator of what prompted fire alarm, location and source of fire/explosion if known.
3. Assist. Dir. Of Facilities: report to principal's office on any fire alarm.
4. All occupants: On sound of any fire alarm evacuate building in accordance with established emergency evacuation plans posted in each classroom. **After evacuation, close doors behind you!!**
5. Building Administrator(s) or designee:
 - a. Summon Fire Department- 911 give location of fire if known and maintain communication with 911.
 - b. Notify Superintendent – (607) 844-6323.
 - c. Notify Assist. Dir. Of Facilities – (607) 844-6452.
6. Custodial/Maintenance staff: Investigate source of fire, if possible or practical. Keep building Administrator Apprised.
7. Superintendent: Alert Director of support services – (607) 844-6204 of possible need to evacuate students and staff to another building.
8. Building Administrator:
 - If fire or smoke exists, await fire department's arrival and inform them of the situation, follow their instructions.
 - If non-smoke fire alarm, await fire department's arrival, and do not reset fire alarm system.
 - Keep Superintendent's Office informed.
 - Assign staff member to meet emergency personnel outside building.
9. Fire Department: Termination of emergency reset of fire alarm system.
10. Superintendent/Building Administrator: Resume, curtail or cease building operations as appropriate. Notify staff, parents and students.

RESOURCES

- * Local Emergency Responders: Police – 911, Fire/Ambulance – 911
- * Chemical inventory with MSDS's – located Building Administrators Office.
- * Zoned fire alarm system with enunciator panel.
- * Fire extinguishers, serviced and charged.

Carbon Monoxide Alarm – Emergency Procedures

1. The staff person noticing a carbon monoxide alarm (beeping) will immediately notify the Building Administrator of the carbon monoxide alarm and the location of the detector in alarm.
2. The Building Administrator, or designee, shall activate the fire alarm system at the nearest pull station in order to evacuate the building and notify the fire department of the situation by calling 911. The Building Administrator shall notify the Superintendent.
3. Immediately upon hearing the fire alarm, faculty and all others in the building shall evacuate the building via their pre-arranged evacuation route posted in each room, unless otherwise instructed by the Building Administrator.
4. In case of inclement weather, the Building Administrator will redirect staff and students to an unaffected location.
5. Teachers in rooms adjacent to restrooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the students shall be sent to the area where his/her own room has assembled, if safety permits.
6. When the fire alarm has sounded, the teacher shall take the attendance register for the group in the room. Upon arrival at the pre-arranged assembly point, the teacher will check the register to ensure no one is missing. A report will then be given to the Building Administrator at a designated point.
7. The Building Administrator shall designate door guards to ensure no one returns to the building.

RESOURCES

- * Local Emergency Responders: Police – 911, Fire/Ambulance – 911.
- * Zoned fire alarm system with enunciator panel.

HOSTAGE/KIDNAPPING/DANGEROUS PERSON WITHIN SCHOOL BUILDING

1. **First person on the scene:** Identify the situation; call 911 if appropriate, notify Building Administrator, describe situation and deliver written info as soon as possible.
2. **Building Administrator:** Notify 911 and Superintendent – (607) 844-6323 immediately. Assign staff to maintain 911 contact. Notify Director of Support Services – (607) 844-6204 as appropriate. Assign staff member to meet police upon arrival if possible.
3. **Building Administrator:** If individual is moving within building institute lockdown procedures.
4. **Building Administrator:** If the person attempts to leave the building, allow departure. Observe whether a car is used and note license number and description of vehicle and person(s).
5. **Building Administrator:** If the person attempts to leave the building with a student or member of the staff, be cautious in trying to intervene. Remember the most important consideration is the safety of all students and staff.
6. **Building Administrator:** Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate.
7. **Building Administrator:** Keep Superintendent apprised.
8. **Superintendent:** Notify parents or emergency contact of victim(s).
9. **Police:** Terminate emergency.

GENERAL PRINCIPLES FOR RESPONDING TO A DANGEROUS PERSON UNTIL AUTHORITIES ARRIVE

1. Remain calm, reassure others and try to prevent panic.
2. As quickly as possible move away anyone not directly involved with the incident.
If necessary, evacuate all or part of the building.
3. Address injured.
4. Maintain the lines of communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.
5. Gather as much information as possible. Have someone make notes to give to the police if possible.

RESOURCES

- Building Floor Plans.
- Local Emergency responders: Police – 911, Fire/Ambulance –911.

BOMB THREAT
(If received at school)

Person receiving threat: Fill out **Telephone Threat Information Sheet** if appropriate. (Appendix F)
Try to prolong conversation as long as caller will talk. Obtain as much information as possible. Listen for characteristics of caller and background noise.

1. **Person who received threat:** Notify Building Administrator, describe situation and deliver written info as soon as possible.
2. **Building Administrator:** Call 911 and Superintendent – (607) 844-6323.
3. **Building Administrator:** Notify Assistant Director of Facilities – (607) 844-6452.
4. **Building Administrator:** Notify Head Custodian.
5. **Building Administrator/Head Custodian:** Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate (**DO NOT use fire alarm in the event of a bomb threat**).
6. **Building Administrator:** Keep Superintendent apprised.
7. **Superintendent:** Notify parents or emergency contact of victim(s).
8. **Superintendent:** Determine when building is safe for re-entry.

RESOURCES

1. Building floor plans.
2. Local Emergency responders: Police – 911, Fire/Ambulance – 911.
3. Telephone Threat Information Sheet (Appendix F).

BOMB THREAT
(If called to 911 or police)

Superintendent or Administrator immediately available: Receive information from police department. Consult with police department as to the credibility of the threat. Make decision as to evacuation and/or school dismissal.

RESOURCES

- Building Floor Plans.
- Local Emergency responders: Police – 911, Fire/Ambulance – 911.

INCLEMENT WEATHER

Snow/Ice Storm – Thunder/Lightning/Wind Storm National Weather Service Storm Watch

1. **Building Administrator:** Curtail or cease all outdoor activities if there is any danger to occupants outdoors. Danger may be due to lightning (if thunder can be heard lightning can strike) or from hail, ice and dangerous wind chill temperatures. All outdoor athletics and recess activities should be canceled and all occupants brought indoors immediately.
2. **Building Administrator:** Notify or designate someone to inform staff supervising outdoor activities. Equip this individual with bullhorn if there are several outdoor activities occurring simultaneously or if they are spread out over school grounds.
 - A. Ensure all students and staff from outdoors are accounted for.
 - B. Check for and address all injuries, see Medical Emergencies page 7.
3. **Building Administrator:** Inform Superintendent – (607) 844-6323, of actions taken. Inform Superintendent of impending weather situation.
4. **Superintendent:** Cancel after school activities as appropriate. Select appropriate Emergency Response Action and relay instructions to Building Administrators and Superintendent of Buildings & Grounds.
5. **Building Administrators:** Implement selected Emergency Response Action as detailed beginning on page 8.
6. Termination of emergency will be issued by Superintendent.

RESOURCES

- * Radio tuned to National Weather Service frequency.
- * Local emergency responders: Police – 911, Fire/Ambulance – 911.
- * Emergency Two-Way Radios – located in the Main Office.
- * American Red Cross – (607-273-1900)

MEDICAL EMERGENCIES

1. First person on the scene should see to the following as quickly as possible:
 - Assess the situation, call 911, if appropriate with information Who? What? Where?
 - Summon the nurse.
 - See to the administration of first aid by the first qualified person to arrive.
 - Calm and disperse other persons who are present.
2. **Nurse (responsible person):** Comfort the person and administer appropriate first aid.
3. **Nurse (responsible person):** Summon emergency services/ambulance- 911 if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
4. **Nurse (responsible person):** Notify Building Administrator and building custodian.
5. **Building Administrator/Nurse:** Notify parent or spouse.
6. **Building Administrator:** Notify Superintendent – (607) 844-6323.
7. **Custodial Staff:** Clean up body fluids according to district “Procedures for Cleaning up Body Fluid Spills” – Appendix F.

RESOURCES

- * Nurse or responsible person capable of handling a medical emergency.
- * Local emergency responders: Fire/Ambulance – 911.
- * Staff person(s) familiar with contingency plans.
- * Copy of district “Procedures for Cleaning up Body Fluid Spills”.

NATURAL DISASTERS

Hurricanes, Blizzards, Floods, and Drought:

These types of emergencies usually do not occur unexpectedly, there is a lead in time for hurricanes and blizzards to track from other geographic areas. In addition several hours or days of heavy rain/ snow occurs before the situation escalates into an emergency. Warnings and instructions may be relayed to the Superintendent of Schools via the National Weather Service, BOCES District Superintendent: (607) 257-1551, the County Emergency Response Office – (607) 257-3888 or the State Education Department – Office of Facilities Planning (518) 474-3906.

1. **The Superintendent** shall:
 - a. Implement the Emergency Response Action in coordination with above agencies
 - b. Relay selected emergency response action to Building Principal, parents, staff and students.
2. **Building Administrator:** Follow Superintendent's instructions.
3. **Superintendent:** If dismissal is prevented and prolonged sheltering (more than 4 hours) is anticipated the Superintendent in conjunction with the Director of Business and each Building Administrator should coordinate an inventory of building and district resources for emergency purposes. The inventory should include food stocks, flashlights, batteries, first aid supplies, duration/status of emergency lights and systems including available fuel sources.
4. Termination of emergency will be issued by Superintendent, BOCES District Superintendent or County Emergency Response Office, as appropriate.

Earthquake:

1. **Building Occupants:** If you are indoors when an earthquake occurs do not try to leave the building. Stay inside against an inside wall or under sturdy furniture. Assume a tuck position with hands over the head. If outside, get away from the building, utility poles and trees.
2. **Building Staff:** After an earthquake has occurred check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines and gas leaks.
3. **Building Administrator:**
 - a. Summon local emergency responders if needed.
 - b. Apprise Superintendent of situation.
 - c. Instruct custodians to shut down building systems (electricity, gas or water) if damaged or leaking. Evacuate building if safety of occupants is threatened, use discretion in event of electrical hazards
See also Systems Failure on page 13 and Medical Emergencies page 8. Be aware that aftershocks often occur. If a total breakdown of communications occurs each Building Administrator shall:
 - a. Implement the most appropriate Emergency Response Action
 - b. Initiate remedial response to the best of ability using resources available.
4. **Superintendent:**
 - a. Coordinate remedial response with local, county and state agencies.
 - b. Relay selected emergency response action to Building Administrators, parents, staff and students.
5. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

Tornado Warning: (Weather Service warning based on actual sightings)

1. **Building Occupants:** Be alert, bad thunderstorms, lightning, hard rain, strong winds and hail are favorable
Tornado conditions. Tornados and high winds are a result of roof failure, breaking glass and flying debris (airborne missiles). See Appendix I, Tornado Guidelines, for additional background information on tornados.
2. **Superintendent:**
 - a. Monitor emergency broadcast channel and weather service watches/warnings.
 - b. Relay selected emergency response action to Building Administrators, Superintendent of Buildings & Grounds, parents, staff and students.
3. **Building Administrator:**
 - a. Cancel all outdoor activities and summon all persons into building.
 - b. Evacuate students from most susceptible areas such as gymnasiums, cafeterias, areas with large amounts of glass and mobile classrooms.
 - c. Follow Superintendent instructions.
 - d. **Do not assemble occupants in gymnasiums, auditoriums or cafeterias.**
 - e. Give instructions to building occupants over public address system. Depending upon the circumstances, the Building Administrator may choose to have all occupants take shelter within their classrooms, against inside walls and away from windows or instruct all occupants to proceed to the building's tornado shelter areas. See Appendix H, Tornado Guidelines, for your buildings shelter areas.
4. **Building Occupants: DO NOT OPEN** windows, greater damage may occur and classroom items could become airborne hazards. Take shelter against inside walls away from any windows and as instructed by Building Administrator. If winds intensify, large hail begins to fall or a roar is heard have students and staff drop immediately into the protective tuck position with hands over the head and move under a table or desk if possible.
5. **Building Staff:** After tornado has passed check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines.
6. **Building Administrator:** Summon local emergency responders if needed. Apprise Superintendent of situation.

AFTER THE STORM

- a. Ensure all students and staff are accounted for.
- b. Check for and address all injuries, see Medical Emergencies page 9.
- c. If live electrical wires are down, switch building power off at the main service switch. Check for gas leaks in damaged areas of the building.
- d. Instruct persons to stay away from downed wires.
- e. Institute Emergency Response Action as directed by Superintendent.
7. **Superintendent:**
 - a. Coordinate remedial action in coordination with local, county or state agencies.
 - b. Relay instructions to Building Administrators, parents, staff and students.
8. Termination of emergency will be issued by Superintendent or County Emergency management Office, as appropriate.

RESOURCES

- * Emergency two-way radios in the Main office.
- * Radio tuned to National Weather Service frequency. Battery operated AM/FM radio.
- * Local emergency responders: Police – 911, Fire/ Ambulance – 911.
- * Highway Department
- * American Red Cross – (607) 273-1900 & County Emergency Response – (607) 257-3888.

TOXIC SPILL, RADIOLOGICAL INCIDENT OR AIR POLLUTION

1. **Superintendent:**
 - a. Implement the Emergency Response Action in coordination with local and county agencies.
 - b. Relay selected emergency response action to building Administrators, Assistant Director of Facilities, parents, staff and students.
2. **Building Administrator:**
 - a. Cancel all outdoor activities and summon all persons into building.
 - b. Direct building staff to close all doors and windows within the building by using the public address system.
 - c. Direct building custodians to close all vents and shut off fans bringing outside air into the school.
3. Termination of emergency will be issued by Superintendent or County Emergency management Office, as appropriate.

OIL/GASOLINE/DIESEL SPILL

1. Upon discovery or detection of fuel spill on school property the first person on the scene will:
 - a. Notify Building Custodian
 - b. Notify Building Administrator.
 - c. Stop source of spill, if possible.
2. The Building Custodian will evaluate the problem insofar as possible and:
 - a. Stop source of spill, if possible.
 - b. Commence remedial response; i.e. absorbent socks.
3. The Building Administrator will notify the Superintendent – (607) 844-6323 and Director of Facilities – (607) 844-6479.
4. The Building Administrator in conjunction with the Superintendent will decide whether to curtail or cease building operation as conditions warrant.
5. The Building Administrator will institute the response chosen.

6. The Director of Facilities will notify 911 (if appropriate) and the New York State Department of Environmental Conservation – local (607) 753-3095 (if appropriate), after hours – 24 hr. spill hotline 1-800-457-7362 and New York State Department of Transportation – (607) 756-7072.
7. Recovery: Assistant Director of Facilities in conjunction with the Superintendent and Business Manager will direct cleanup work as direct by DEC/DOT. If formal emergency resolution is needed, the Superintendent will notify the Board of Education and State Education Department – Office of Facilities Planning – (518) 474-3906.
8. Termination of contingency will be issued by the Superintendent.

RESOURCES

- * News media, public address system, emergency two-way radio.
- * Maintenance Supervisor, Nurse/District Physicians.
- * Transportation system.
- * Local emergency responders: Police – 911, Fire/ Ambulance – 911.
- * Department of Environmental Conservation, Department of Transportation.
- * American Red Cross – (607) 273-1900, County Emergency Response – (607) 257-3888.

SYSTEMS FAILURE

Loss of Power, Heat, Water, or Sewage Systems, Natural Gas Leak or Structural Failure

1. Upon discovery or detection of a system failure, the first person on the scene shall notify a Building Custodian and Building Administrator.
2. **Building Custodian:** Evaluate the problem insofar as possible and notify the Building Administrator and the Director of Building and Grounds – (607) 844-6479.
3. **Assistant Director of Facilities.** Evaluate problem and commence appropriate remedial action such as call 911 or utility as necessary.
4. **Building Administrator:** Activate fire alarm if there is any question as to the safety of the building occupants. **(In the event of a GAS LEAK – use public address system.)**

In the event of a power failure all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting for a duration of at least 45 minutes.

5. **Assistant Director of Facilities:** Notify Superintendent – (607) 844-6323.
6. **Superintendent:** Curtail or cease building operations as appropriate, and notify staff, parents and students and issue instructions.
7. **Assistant Director of Facilities in conjunction with Director of Business:** Complete corrective actions and recovery.

8. If formal emergency resolution is needed the Superintendent shall notify Board of Education and State Education Department – Office of Facilities Planning – (518) 474-3906.

RESOURCES

- * NYSEG – (607) 347-4131
- * Local emergency responders: Police – 911, Fire/Ambulance – 911.
- * Emergency Two-way radio

BIOLOGICAL OR CHEMICAL THREATS

Person receiving threat:

1. For details on appropriate response and preparation for viral mitigation strategies see separate re-opening school plans that were developed with broad staff and stakeholder input in response to the COVID-19 pandemic.
2. Contain the threat to as few people and as small an area as possible.
3. Immediately isolate the exposed area, as well as the item that allegedly contains the agent.
4. Move people away from the immediate area.
5. Do not allow anyone to touch or move the threat/package.
6. Close all windows and doors, lock the door if possible; do not allow anyone access to that area.
7. Individuals originally present when the threat was discovered should remain nearby and not be permitted to contact uninvolved individuals.
8. Call 911 and/or your local law enforcement agency. They must contact the Federal Bureau of Investigation (FBI) on all anthrax threats. The FBI will then assume the lead in coordinating the investigation and the collection of evidence, including the transfer of evidence to the FBI laboratory for analysis.
9. Avoid unnecessary handling of the allegedly contaminated article. This will limit potential exposure and all the authorities to use this item as evidence in the criminal investigation and test it for fingerprints.
10. Tell individuals who directly contacted the threat not to eat, drink, or smoke. Do not chew gum, rub their eyes, ears, nose or mouth or place their hands near their face. If possible, escort them to a hand wash station where they should thoroughly wash their hands and/or other contaminated body parts with an abundant amount of soap and water.
11. Use only paper or cloth drying towels; segregate them from regular waste or dirty linen.
12. If contamination of clothing is evident, the individual(s) should carefully remove their clothing items and segregate them in a given area to control the spread of contamination.
13. Exposed individuals should remain together until health or law enforcement experts release them.
14. You may not have to shut down the HVAC system(s) with a threat unless the threat was directed at the HVAC system or the package/container was found within the HVAC system.
15. The New York State Emergency Management Office (SEMO) recommends, if possible, that you isolate and confine the threat to a given room or school area as described earlier.

16. It is not necessary to confine unaffected students to classrooms, evacuate the building, or directly send students to a predetermined assembly area within the school.

→ Unless

- These actions aid the response efforts of the emergency providers

Or

- Eliminate possible exposure to the threat if it is widely disseminated through the building.

Or

- The alleged agent container location is unknown.

- ♦ Law enforcement and health officials will advise if you or the potentially exposed individuals must take any additional precautions.

MISCELLANEOUS POINTS

- ♦ It is difficult to obtain, culture, and disperse sufficient quantities of anthrax to pose a significant threat.
- ♦ Human to human anthrax transmission has never been documented.

THREAT OF VIOLENCE

1. Individual who is subject to threat of violence will notify building administrator or other school employee who will contact building administrator.
2. Building Administrator will notify Superintendent. Superintendent may notify Assistant Director of Facilities, or Director of Support Services depending on threat.
3. Building Administrator/Superintendent will assess threat and determine if immediate police or other assistance is required.
4. Building Administrator will investigate threat and if substantiated, individual issuing threat will be referred to police.
5. Building Administrator will confer with police or others to determine if threat of violence has been resolved.
6. Further action or sanctions concerning the individual issuing the threat will be determined by the results of the building administrator's finding and the status of the individual issuing threat (i.e., visitor, student, employee, etc.).

ACT OF VIOLENCE

1. Victim of act of violence will notify building principal or other school employee who will notify principal.
2. Medical assistance will be arranged if required.
3. Building Administrator will notify Superintendent. Superintendent may notify Assistant Director of Facilities, or Director of Support Services, depending on incident.
4. Building Administrator will determine if action is required to protect safety of other building occupants. If necessary evacuation, lockdown or sheltering may be warranted.
5. Police will be notified that an act of violence has occurred.
6. If act of violence is committed by student or employee, building administrator will proceed with disciplinary process as per District procedures.

RESOURCES

- * Emergency Telephone number: 911 or ambulance or police.

TRAINING OF STAFF/CONDUCT OF DRILLS

Training of Staff

1. The contents of this Safety Plan will be reviewed with all staff members in each school building at the beginning of each school year.
2. The role of each employee in each emergency situation will be reviewed and clarified as appropriate.
3. Revisions to Safety Plan will be made as warranted based on review with staff members.
4. In service training will be provided annually for staff regarding violence prevention and violence intervention strategies.

CONDUCT OF DRILLS

1. Teachers in all buildings will review with homeroom students the types of emergencies described in the School Safety Plan.
2. Teachers will review with homeroom students the appropriate response(s) for students and staff in each Emergency situation.
3. Teacher will provide answers to questions or provide clarification for students as required.
4. Drills will be coordinated with local, county and state emergency preparation officials.

EMERGENCY RESPONSE ACTIONS

- EARLY DISMISSAL

-STAY IN PLACE/SHELTERING PROCEDURE

-EVACUATION PLAN

EARLY DISMISSAL

Early dismissal will follow normal dismissal procedures unless situation warrants otherwise.

SCHOOL CANCELLATION

The Superintendent may cancel school in the event of prolonged system failures, severe weather or other unsafe conditions. Students, parents and staff shall be notified in accordance with snow day closing procedures.

DELAYED DEPARTURE

A delay in school dismissal may be necessary during weather contingencies that make travel unsafe. Weather situations may deteriorate throughout the school day creating unsafe driving conditions and hazardous roadways. It may be best to delay the departure of students to buses until the situation passes and safer road conditions can be restored. In this even the school's plan will be communicated through radio and TV announcements.

It may also be necessary to evaluate the dismissal of students during weather watches and warnings for approaching weather conditions.

There are two primary conditions to be weighed:

1. Upon departure, how much time is required to deposit all students safely at home?
2. How much time do you have before the storms are expected to impact the school district? Severe thunderstorm and tornado watches are sometimes issued a couple hours in advance of thunderstorm development. Watches are generally issued for large areas, so even if storms have developed, it may be a rapidly developing situation with less than an hour before the storms impact.

If condition 1 is less than condition 2, then a delayed departure is recommended. Buses provide little protection from severe storms. It is not advisable for parents to be driving to the school to pick up their children in severe weather. Parents should be made to understand that the child is far safer at school than on the road when a storm strikes.

If departure times are significantly delayed then sheltering procedures may need to be implemented.

STAY IN PLACE/SHELTERING PROCEDURE

A Stay in Place/Sheltering Procedure is called **when evacuation of the facility would endanger the health and safety of the children/staff**. An instruction to shelter students and staff requires that all staff and students remain inside school buildings. Building occupants may be directed to simply stay in place or go to the shelter area depending upon the nature and location of the emergency. **During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems should be shut down.** Ingestion of food and water should be prohibited during radiological emissions or chemical spills until school officials receive authorization and instruction from appropriate health officials.

In the even the Superintendent advises a Building Administrator to institute stay in place/shelter procedures, the following will commence:

1. The Building Administrator will apprise the staff. Dining hall staff will be notified as to possible needs for feeding students and staff.
2. Upon notification/occurrence of an emergency situation or execution of a drill, the Building Administrator shall instruct students and staff to report to a designated shelter area or to remain in classrooms as appropriate.
3. The Building Administrator will designate custodians and/or staff members to secure the building. If the emergency dictates, windows will be closed and the ventilation system shut down and closed.
4. If circumstances require students to remain in school after regular school hours, public notification from the Superintendent will follow immediately.
5. Parents will be advised as to preferred responses, but may come to the school office and sign out their child. The Building Administrator will arrange a student sign out procedure.
6. Non-instructional staff and all non-assigned instructional staff will report to the principal for specific instructions.
7. The Superintendent will, if appropriate, arrange for outside emergency resources and provide media notification.
8. An inventory of building and district resources for emergency purposes will be maintained by the Director of Business.
9. Students/staff will remain inside the building until the Superintendent advises the Building Administrator to Take further action.

EVACUATION PLAN

A building shall be evacuated **when occupancy poses a danger to students and staff**. Upon receipt of an order to evacuate, school staff will take all necessary measures to prepare students for an evacuation. Students and staff will be evacuated to a safe location. Students will not be permitted to go home. However, they will be permitted to leave school if accompanied by a parent or guardian. Students and staff will be evacuated to secure location determined by the nature of the Emergency and the number of individuals to be evacuated.

The evacuation plan will be communicated to parents via radio and TV announcements.

FIRST STEP

1. The Building Principal will activate the fire alarm (**except in the event of a BOMB SCARE or GAS LEAK – use public address system**) if not already done. Battery backup will provide power to Activate fire alarm and provide emergency lighting in the event of a power failure. Normal evacuation procedures as posted in each room will commence unless otherwise directed by Building Principal.
2. The Building Principal will notify the Superintendent.
3. When alerted, the classroom teachers will lead the students out of the building by the normal evacuation routes posted in each room unless the emergency prevents the use of exits and/or corridors. Alternate routes will be announced using the intercom system. Special area teachers and non-instructional employees not responsible for students at the time of emergency may be utilized to direct students away from trouble areas or supervise assembly areas.
4. Staff members shall verify evacuation of restrooms and other unsupervised rooms.
5. Once outside the building, students will be led in an orderly fashion to a safe distance from the building and if the situation warrants, bused to another school/location. Teachers will bring a class roster with them.
6. If students are to be relocated the Building Administrator will direct the building secretary to notify the host building (reception site) when the evacuation is underway. The Building Principal will make arrangements for a learning environment to occur while in the temporary location to the best of ability.
7. The Head Custodian and Building Administrator will check to ensure that everyone is evacuated and secure the building. No one is to re-enter the building until directed.
8. When the students are relocated on campus or to another location, the Superintendent will notify the William George Agency Administration to determine and communicated pick up areas.

SECOND STEP

1. Upon arrival of the emergency responders, the Building Administrator (or designee) will advise of the situation and follow instructions.
2. If students are moved to another location, they will proceed to that building's shelter area and remain there until further notice.
3. Teachers should attempt to take attendance and should notify the Building Administrator if a student is not Present. Students should be supervised to ensure calm and quiet.

THIRD STEP

1. The Building Administrator awaits further directions from the Superintendent.
2. A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The Building Administrator shall arrange a student sign-out procedure.

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APPENDIX A

EMERGENCY TELEPHONE NUMBERS

EMERGENCY RESPONDERS:	EMERGENCIES	NON-EMERGENCIES
AMBULANCE SERVICE	911	844-5362
FIRE DEPARTMENT	911	844-8124
STATE POLICE	911	347-4440

OTHER LOCAL SERVICES:

Tompkins County Department of Emergency Response

NYSEG

American Red Cross

ALL CONTACTS:

(607)257-3888

(800) 572-1131

(607) 273-1900

APPENDIX B

ADMINISTRATOR/SUPERVISOR TELEPHONE NUMBERS

NAME	NUMBER	CELL	HOME
Sonia Apker Superintendent	844-6323	279-8151	749-6026
Tom Watts Asst. Superintendent	844-6356	327-3403	
Francisco Paler-Large Principal	844-6350		
Christine Sanford Curriculum Coordinator	844-6368	345-2814	
Mary Beth Austin Human Resources Manager	844-6477		
Anita Fowler Business Manager	844-6210		
Helen Hulings Managing Director	844-6214		
Ron Trumino Chief Operating Officer	844-6243	351-6866	
Danielle Chase Director of Operations	844-6393	345-0005	
David Dankert Director of Residential Services	844-6241	279-1040	
Tom Browne Director of Support Services	844-6204	220-8591	
Larry Lipfert Director of Building & Grounds	844-6479	342-3909	
Mary Ann Hanratty Nursing Supervisor/Medical Clinic Manager	844-6471		
Scott Jackson Director of Food Services	844-6333	342-3334	
Laurene Payton Director of Recreation	844-6370	351-6855	

Appendix C

George Junior Republic Profile

BOSCOWITZ FIELD HOUSE (gymnasium)
27 Finn Circle

7th-12th Grades

NUMBER OF STUDENTS: 45 NUMBER OF STAFF: 12
PRINCIPAL: FPL PHONE: 844-6350
CLASS TIME: 8:35 AM - 2:45 PM

EDUCATION UNIT 1 (lower school)
24 McDonald RD

7th-12th Grades

NUMBER OF STUDENTS: 180 NUMBER OF STAFF: 80
PRINCIPAL: FPL PHONE: 844-6350
CLASS TIME: 8:35 AM - 2:45 PM

EDUCATION UNIT 2 (upper school)

7th-12th Grades

NUMBER OF STUDENTS: 10 NUMBER OF STAFF: 2
PRINCIPAL: FPL PHONE: 844-6350
CLASS TIME: 8:35 AM - 2:45 PM

MARTINEAU CENTER

7th-12th Grades

NUMBER OF STUDENTS: 30 NUMBER OF STAFF: 10
PRINCIPAL: FPL PHONE: 844-6350
CLASS TIME: 8:35 AM - 2:45 PM

APPENDIX D

STAFF QUALIFIED TO ADMINISTER FIRST AID AND CPR

<u>NAME</u>	<u>ROOM/LOCATION</u>	<u>TYPE OF CERTIFICATION</u>
Sonia Apker	131B	First Aid/CPR
Mary Ann Hanratty	Clinic	First Aid/CPR/AED
Lori LaMontagne	Clinic	First Aid/CPR/AED
Rebecca Rice	Clinic	First Aid/CPR/AED
James Manning	106	CPR w/AED
Seth Montgomery	Boscowitz	First Aid/CPR/AED
Brandy Moorehouse	Clinic	First Aid/CPR/AED
Craig Nevins	414	First Aid/CPR/AED

APPENDIX E

TELEPHONE THREAT INFORMATION SHEET

Questions to ask:

- When is bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Exact wording of the threat:

Sex of caller: _____ Race: _____ Age: _____ Length of call: _____

Time of call: _____ Date: _____

Caller's Voice: (Circle)

Loud High Intoxicated Calm Fast Stutter Distinct Accent
Soft Deep Disguised Angry Low Nasal Slurred

Background Sounds: (Circle)

Voices Quiet Animals Street Traffic Office Machinery
Airplanes Trains Music Factory Machinery

Threat Language: (Circle)

Well-spoken/educated Foul Irrational Incoherent

Taped Message read by threat maker

APPENDIX F

PROCEDURES FOR CLEANING UP BODY FLUID SPILLS

**These procedures must be used to clean up all spills involving:
Vomit, Blood, Feces, Urine, Semen or Vaginal Secretions.**

1. PUT ON PROTECTIVE GLOVES

Wear disposable gloves. If unanticipated contact occurs immediately wash affected areas with soap and water or use a Vionex antimicrobial skin wipe found in the “General Staff Personal Infection Control Kit” distributed to all employees.

2. CLEAN UP

For small spills, use paper towels to wipe up then use clean paper towels with soap and water. For larger spills, apply an absorbent material (i.e. Odor-sorb, Discard, Quaff) until absorbed then sweep up all material. Place all waste in a plastic bag and seal.

3. DISINFECT AREA

For hard surfaces such as floors use a clean mop and disinfectant. Shampoo carpets, rugs and cloth furniture with disinfectant.

4. BAG DIRTY MATERIALS

Place all disposable items in plastic bag, remove gloves and seal. Note: Clothing and other non-disposable items should be rinsed in a disinfectant solution and placed in a plastic bag to be sent home.

5. DISPOSE OF DIRTY MATERIALS

Place all bags of disposable waste into another plastic bag (double bag), secure and dispose of immediately in dumpster located outside building. Dispose of dirty water down the drain.

6. CLEAN EQUIPMENT

Rinse broom, dust pan, mop bucket or other equipment in disinfectant solution then rinse thoroughly with hot water. Soak used mops in fresh disinfectant solution then rinse thoroughly. Disinfectant solution should be promptly disposed of down the drain.

7. WASH HANDS

Wash hands with soap and water. Bar soap is acceptable.

ACCEPTABLE DISINFECTANTS

The disinfectant must be able to kill HIV and Hepatitis. The following disinfectants are registered by the US Environmental Protection Agency (EPA) for use in schools; Airex Laboratories “Airex 109”, MPC “Spectrum HBV”, Arsenal “re-Juv-Nal” Disinfectants and Household Bleach - bleach to be used only in an emergency if the previously listed products are not available (1 part bleach to 10 parts water). Do not use aerosol sprays.

APPENDIX G

TORNADO GUIDELINES

Hail is often present with strong thunderstorms. Hail can range in size from pea size to the size of grapefruit. Large hail is often associated with a tornado. Large hail does not always imply a tornado, but tornadoes are usually from the same area of a thunderstorm where hail is found. Occupants outdoors should be brought indoors immediately and instructed to stay away from skylights and windows. Never assemble occupants in gymnasiums, auditoriums, cafeterias or other areas with large roof spaces during a tornado threat. In the event of a tornado or tornado warning see Natural Disasters, Page 10 for instructions.

If your school has more than one story, evacuate the upper level of the school. The lowest level is always the safest. School designed with “open classrooms” may prove difficult to find safe areas for all occupants due to a lack of interior load-bearing walls, large spanning roofs and the use of large amounts of glass. It may be necessary to determine hazard ranking for each area of the building. Below is a list of areas in order of their probability of failure:

1. Windows on exterior walls
2. Rooms with large roof spans
3. Exterior walls of upper story and roof
4. Interior walls of upper story, exterior wall of lower level and interior glass.
5. Interior, lower story, non-load-bearing walls.
6. Interior, lower story, load-bearing walls.

APPENDIX H

PREVENTION AND INTERVENTION PROGRAMS

Programs that are used with George Junior Republic Union Free School District to encourage communication with students.

PBIS 7-12

Family Weekend 7-12

Guidance office meetings with students 7-12

School Psychologist -students referred from teachers or requested from student or parent

Social Skills instruction

Health Ed Curriculum

Social Workers

APPENDIX I

TRAINING & DRILLS

Annual Drills

12 Building Emergency Drills - 8 from the first day of school to 12/31 then 4 from 12/31 to June, 4 of which must be Lock-down drills.

Go Home Early Drill

Weather Drill when notification is received from NWS

Periodic Drills

Bomb Threat

Lock Down - 4 are required during school year

Intruder

Suspicious Vehicle (Person)

Training

De-escalation Training

Altercation Training

Restraint Training

Drug Workshop

Student's Against Destructive Decisions

The drills and training are reviewed at the next staff meeting for the building. They hold training sessions and drills during staff development days and they are reviewed that day. The district also reviews emergency procedures on the staff welcome back day before schools starts.

APPENDIX J

SECURITY PERSONNEL AND PROCEDURES

Personnel:

Staff Members (New staff are fingerprinted)

Procedures:

All visitors sign in at office
Most doors are locked with keyed entry
Internet filtering
Internet use agreements

While the district does not employ Hall Monitors or other school safety personnel, the district does perform the practices noted above to keep security at a high level. Also, in the training of staff, there is a review of violence prevention and intervention strategies. In addition, staff has been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

APPENDIX K

CONTACT PROCEDURES

The District's Safety/Compliance Officer is the representative on the Local Emergency Planning Committee (LEPC) which supplies input on the plan from government officials, law enforcement and fire. This is an ongoing process.

Emergency Personnel Contacts

Medical Emergency - Nurse contact 911

Bomb Threat - Building Administrator contacts law enforcement

Fire - Pull station, smoke or heat detector directly notify 911

Dangerous Person - Building Administrator contacts law enforcement

Inclement Weather - Superintendent of Schools contacts radio & TV stations

Spill - Superintendent of Buildings & Grounds contact 911

Transportation - Transportation Supervisor notifies emergency services

Systems Failure - Superintendent of Building & Grounds contacts appropriate utility

Threats of Violence - Principal notifies law enforcement

Parents or persons in Parental Relation

Principal directs contact.

The Superintendent's office shall coordinate informing all leadership within the agency.

APPENDIX L

DISTRICT RESOURCES AVAILABLE IN AN EMERGENCY

Resources	School
Telephone	X
Fire Alarm	X
P.A. System	X
Nurse's Office	X
Two Way Radio	X
Public Transit	X
Food Storage	X
Portable Water	X
Gasoline/Diesel	X
Floor Plans	X
Kitchen	X
Fire Extinguishers	X
Trucks/Plows	X
Flashlights	X
National Weather Service Radio's	X

The use of the district resources shall be directed by the Superintendent in consultation with the Director of Business and Finance, Superintendent of Buildings and Grounds, the Transportation Supervisor, Building Principals and other staff as required in response to the emergency.

APPENDIX M
CHAIN OF COMMAND

COMMAND CENTER: Main Office

ALTERNATE COMMAND CENTER: Patio Conference Room Chopnick Administration Building

NAME/PHONE	ALTERNATE/PHONE	DUTIES
Sonia Apker/ 844-6323	Tom Watts/ 844- 6356	Commander and District Spokesperson
Larry Lipfert/ 844-6479	Tyler Coakley/ 844-6452	Coordinates Buildings and Grounds Personnel
/844-6214	Ron Trumino /844-6243	Coordinates Agency support
Scott Jackson/ 844-6333	Bob Daniels/844-6381	Coordinates Food Services and Staffing
Mary Ann Hanratty/ 844-6471	John Weaver/ 844-6382	Coordinates Medical and First Aid Staff
Tom Brown / 844-6204	AOD/ 844-6860	Coordinates Support Services
Stacy Burns/ 844-6311/844-6365	Connie Miller/ 844-6315	Maintains Log of Communications and Activities During Incidents

APPENDIX N

DISTRICT RESPONSE TEAM (AS needed by emergency)

Title	Name	Phone
Superintendent	Sonia Apker	844-6323
Assistant Superintendent	Tom Watts	844- 6356
Principal	Francisco Paler- Large	844-6350
Curriculum Coordinator	Christine Sanford	844-6368
Business Manager	Anita fowler	844-6210
Executive Director	Helen Hulings	844-6214
Chief Operating Officer	Ron Trumino	844-6243
Director of Operations	Danielle Chase	844-6393
Director of Buildings and Grounds	Larry Lipfert	844-6479
Nursing Supervisor/ Medical Clinic Manager	Mary Ann Hanratty	844-6471
Director of Food Services	Scott Jackson	844-6333