

SARANAC CENTRAL
SCHOOL

DISTRICT-WIDE
SCHOOL SAFETY
PLAN



Saranac Central School
District Office
32 Emmons Street
Dannemora, New York 12929
(518) 565-5600

TABLE OF CONTENTS

COMMUNICATION.....	3
1. Chain of Command.....	3
2. Cooperating Agencies.....	4,5
3. Emergency Service Directory.....	5
4. Emergency Telephone Numbers.....	6
THE BASIC PLAN.....	6
1. SCSD School Wide Safety Plan.....	6,7
2. Educational Agency Information.....	7
3. Emergency Assistance From Local Governments.....	7
4. Emergencies and Students with a Disability.....	7
5. Emergency Drills on Buses.....	7,8
6. Implementation of School Security.....	8
7. Prevention/Intervention Strategies.....	8,9
8. Therapeutic Crisis Intervention System.....	9,10
9. Training, Drills and Exercises.....	10,11
FUNCTIONAL EMERGENCY RESPONSES.....	11
1. Bus Mechanical Breakdown.....	11
2. Bus Accident.....	12
3. Emergency Closing.....	13
4. Evacuation/Assisted Evacuation.....	13,14
5. Fire Emergency.....	14-16
6. Grievance.....	16,17
7. Hold-In-Place.....	17
8. Lock-Down.....	17,18
9. Lock-Out.....	18,19
10. Medical Emergency.....	20-22
11. Shelter-In-Place.....	22
THREATS AND/OR HAZARDS.....	23
1. Air Pollution.....	23
2. Bomb Threat.....	23
3. Chemical Spills.....	24,25
4. Civil Disturbance.....	25
5. Dangerous Person/Active Shooter.....	25,26
6. Earthquake.....	26,27
7. Flood.....	27
8. Hostage.....	27,28
9. Implied or Direct Threats.....	28
10. Infectious Disease.....	29
11. Intrusion.....	29,30
12. Kidnapping.....	30
13. Tornado.....	31,32
14. Weapon.....	32,33
15. Winter Storm.....	33

COMMUNICATION

(1) CHAIN OF COMMAND

CHIEF EMERGENCY OFFICER / PUBLIC INFORMATION OFFICER

- | | | |
|-------------------------------------|---|----------|
| 1. DISTRICT SUPERINTENDENT | District Office | 565-5600 |
| 2. BUSINESS ADMINISTRATOR | District Office | 565-5600 |
| 3. BUILDING PRINCIPALS | Morrisonville Elem. | 565-5980 |
| | Saranac Elem. | 565-5900 |
| | Middle School | 565-5700 |
| | High School | 565-5800 |
| 4. ASSISTANT PRINCIPAL | Middle/High School | 565-5800 |
| 5. INCIDENT COMMAND TEAM | Includes Counselor(s), Psychologist, and Nurse. | |
| 6. BUILDING EMERGENCY RESPONSE TEAM | | |
| 7. FACULTY & STAFF | | |

**The designee will be the next in the Chain of Command if the first named person is not available. This will be implied throughout the plan.*

Building Addresses:

Morrisonville Elementary School – 47 Sand Rd, Morrisonville, NY 12962

Saranac Elementary School – 18 Picketts Corners Rd., Saranac, NY 12981

Saranac Middle School – 70 Picketts Corners Rd., Saranac, NY 12981

Saranac High School – 60 Picketts Corners Rd., Saranac, NY 12981

CHIEF EMERGENCY OFFICER / PUBLIC INFORMATION OFFICER

- 1. DISTRICT SUPERINTENDENT 565-5600
- 2. BUSINESS ADMINISTRATOR 565-5600

BUILDING AND GROUNDS

- 1. DIRECTOR OF FACILITIES 565-5621
- 2. SECRETARY 565-5636
- 3. HEAD CUSTODIAN High School 565-5673
 Saranac Elem. 565-5848
 Morrisonville Elem. 565-5933

TRANSPORTATION DEPARTMENT

- 1. TRANSPORTATION SUPERVISOR 565-5630
- 2. SECRETARY 565-5631

(2) COOPERATING AGENCIES

EMERGENCY SHELTERS

SARANAC MIDDLE/HIGH SCHOOL (Designated Red Cross Shelter)

MORRISONVILLE ELEMENTARY

SARANAC ELEMENTARY

EMERGENCY TRANSPORTATION

BEEKMANTOWN CENTRAL SCHOOL BUS GARAGE
Contact: Transportation Supervisor
164 Haynes Road, Plattsburgh, NY 12901
563-8257

PERU CENTRAL SCHOOL
Contact: Transportation Supervisor
Peru, NY 12972
(518) 643-6060

NORTHERN ADIRONDACK CENTRAL SCHOOL
Contact: Transportation Supervisor
5572 Rt. 11, Ellenburg Depot, NY 12935
(518) 594-7060

PLATTSBURGH CITY SCHOOL DISTRICT
49 Broad St.
Plattsburgh, NY 12901
(518) 957-6000

(3) EMERGENCY SERVICE DIRECTORY

Volunteer Fire Department/Rescue Squad	911
New York State Police - Plattsburgh Barracks	563-3761
Champlain Valley Physicians Hospital	561-2000
Ambulance	911
Emergency Department	562-7370
Clinton County Services	
Emergency Management	565-4791
Health Department	565-4840
Information	565-4490
Highway Department	565-4040
Sheriff's Office	565-4300
Town of Saranac	
Dog Control Officer	293-6666
Highway Superintendent	293-7707
Water & Sewer	293-6666
Radio Stations	
WCFE	563-9770
WIRY	563-1340
WEZF (STAR 92.9)	802-655-0093
WOKO, WJOY, WKOL	888-422-4798
Television Stations	
WPTZ-TV	561-5581
Newspaper: Press Republican	561-2300
American Red Cross – Clinton-Northern Essex Chapter	561-7280
New York State Electric & Gas	566-9846

(4) EMERGENCY TELEPHONE NUMBERS

Law Enforcement	911
Fire Department and Emergency Squad	911
District Superintendent	565-5600
Business Administrator	565-5600
Transportation Supervisor	565-5630
Director of Facilities	565-5621/726-0210
United States Border Patrol	298-2531
Federal Bureau of Investigation	563-4680
New York State Electric & Gas Company	566-9846
Clinton County Office of Emergency Services	565-4791
CVPH Emergency Room	561-2000

THE BASIC PLAN

(1) SCSD SCHOOL WIDE SAFETY PLAN

1. The Superintendent is the Chief Emergency Officer.
2. The chain of command will be utilized in the event that the Superintendent is unable to perform the duties of the Chief Emergency Officer.
3. The Clinton County Emergency Services Director and the local volunteer fire departments have expressed their desire to be contacted by dialing 911 whenever the Saranac Central School District is in need of emergency assistance or consultations.
4. The Saranac Central School District has a strong working relationship with the State Police barracks and work closely with them throughout the school year.
5. For incidents that impact the entire district, the Saranac Central School District Incident Command Center will be located at the High School/Middle School Campus unless the circumstances surrounding the emergency dictate that the buildings be completely evacuated. The school incident command will be located as designated by the Administrator and the first responder.

6. The Chief Emergency Officer (Superintendent) or his/her designee will be responsible for coordinating the use of resources and manpower during emergencies. This will be completed under the direction of the Fire Department, Emergency Services Director and State Police if on the scene. For purposes of the School District Wide Safety Plan the Emergency Services Director request we dial 911 for all emergency situations.
7. Building-Level Administrators, the Director of Facilities, and the Transportation Supervisor will work closely with the Chief Emergency Officer during an emergency.

(2) EDUCATIONAL AGENCY INFORMATION

The plan includes information about each educational agency located within the Saranac area, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

The agency information is located in a folder in the Superintendent's Office.

(3) EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS

The relationship between the Saranac Central School District and state and local governmental entities and emergency services providers is a dynamic one. Through our constant collaboration in regards to emergency planning, preparedness, and practice, solid relationships continue to evolve and strengthen. The resources of these agencies are readily available to our district if required.

Communication links, including direct phone and radio links, exist between every Saranac Building and Clinton County 911, Clinton County Sheriff Departments, and the New York State Police. The radios, both base stations and handhelds, are owned by Saranac and operated on our own Federal Communication Commission (FCC) licensed frequencies.

(4) EMERGENCIES AND STUDENTS WITH A DISABILITY

In order to ensure that students and staff with a disability are escorted to designated areas and/or evacuated from the building in an emergency, professional or para-professional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student or staff member, and their associated escort(s), can be found in their respective building office.

(5) EMERGENCY DRILLS ON BUSES

The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include

instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education, such member or members of the teaching or pupil transportation staff. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.

A drill shall be held during the school year, the first to be conducted during the first seven school days of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.

No drills shall be conducted when buses are on routes.

The school authorities shall certify on the annual report to the State Education Department that their district has complied with the subdivision (h).

(6) IMPLEMENTATION OF SCHOOL SECURITY

Each of the three buildings located within the Saranac Central School District will follow the same policies and procedures relating to school building security. However components of the building plans may differ slightly based on need.

All entrances to the Saranac Campus shall be locked at all times that the school is in session.

All visitors must sign in and sign out at the designated entrance to the particular campus and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel will greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular main office for further action.

(7) PREVENTION/INTERVENTION STRATEGIES

1. Each year, SCSD will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training include components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. SCSD will certify that all school staff receive training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

2. The Saranac Central School District will hold periodic District and Building Safety Committee meetings throughout the school year.
3. Five (5) swipe cards and (5) master keys will be available for the NYSP or other emergency personnel if necessary. They are located in the main office of each building.
4. A Building Chain of Command and Emergency Response Team has been identified in each building to assist in the event of an emergency or crisis situation.

(8) THERAPEUTIC CRISIS INTERVENTION SYSTEM

Protocol for Use of Physical Intervention

The use of physical restraint as defined in these guidelines shall be used only as means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others.

What does “physical restraint” mean?

Physical restraint means one or more individuals using physical force to reduce, restrict, or immobilize the ability of an individual to move his/her arms, legs, or head fully.

When is physical restraint used?

Except where otherwise specified as part of an approved individual crisis management plan or emergency intervention plan, physical restraints will only be employed as a safety response to acute physical behavior and their use is restricted to circumstances where the student, other students, staff members or others are at imminent risk of physical harm. Physical restraints will only be employed after other less intrusive approaches (such as behavior support techniques or verbal interventions) have been attempted unsuccessfully, or where there is no time to try such alternatives. Physical restraints will be employed for the minimum time necessary. They will cease when the student is judged to be safe and no longer at risk of self-injury or harming others or if the student displays signs of medical distress.

Physical restraint must never be used as a form of (1) punishment, (2) consequence, (3) for “demonstrating who is in charge” or (4) for classroom maintenance (such as enforcing compliance with directions or rules or for preventing the student from leaving the classroom).

Who can physically restrain a student?

It is preferable that staff members who have successfully completed a comprehensive crisis management course physically restrain a student when the need arises. Some Saranac Central School District’ staff members have met this requirement through participating in Therapeutic Crisis Intervention System (TCIS) training. When an emergency arises requiring physical intervention by staff members who have not completed the TCIS training, these staff members will take appropriate action to stabilize the situation and will seek assistance from a certified staff member. Trainers certified through Cornell University provide initial and refresher courses to staff on a continuing basis. The skills and techniques that are taught within the TCIS training may be used and applied according to the guidelines provided in that training.

What happens if a student requires physical restraint?

The prevention of crises, through the use of behavior support techniques and verbal interventions will always be employed before the use of restraint. If physical restraint is needed, two or more trained staff members will be involved in the restraint process. Students are never permitted to restrain or assist in the restraint of other students. Staff will stop the restraint as soon as they judge that the student is safe and is no longer a risk to self or others or if the student displays signs of medical distress.

Once an emergency intervention is complete and the student has returned to baseline, the following procedures are to take place:

Behavior Report/Incident Report: Both sides of this document should be filled out immediately following the intervention.

Life Space Interview (LSI): An LSI should occur with the student and staff members involved with the restraint as soon as practical to clarify expectations and events, teach alternate behaviors, and safely return the student to his or her educational programming. The plan that the student comes up with during the LSI should be documented on the bottom of the Incident Report.

Medical Check: The student involved in a restraint should be checked by nursing staff to clear the student of any injuries that may have resulted from the intervention. The nurse will document any findings on the Incident Report. A nurse could be requested at staff discretion during a physical intervention to monitor a student who may have a medical condition or who is in a prolonged restraint.

Parent/Guardian Notification: Parents/guardians must be notified each time a physical restraint is used on a student. The classroom teacher or counselor will notify the appropriate parties regarding the incident as soon as practical on the same date of the incident. The staff member notifying the parent/guardian will sign the designated area on the Incident Report.

Debriefing: A TCIS trainer or other designee will conduct a debriefing of the incident with the primary staff members involved. This discussion will explore student behavior within the various stages of the TCIS stress-crisis model and will explore interventions that were implemented. This will allow for the primary staff involved to discuss the incident from beginning to end with another staff member. The debriefing process should occur on the same date of the incident.

Team Review: A team review will be conducted following any incident of physical restraint with the team of staff that provide services to the student. This will assure that an appropriate plan will be in place before the student returns to the classroom.

(9) TRAINING, DRILLS AND EXERCISES

1. Review of all safety procedures will be provided to all staff in the district. Particular attention is given to the Evacuation, Lock-Down, Shelter In Place, Lock-Out and Fire Drill procedures that have been established for each building.

2. Administration and staff review the duties and assignments of various staff during an emergency response situation. Eight evacuation drills and four lock-down drill will be performed during each school year. The entire staff and student population will take part in the drills. The staff is then given the opportunity to ask questions and offer suggestions. Local and county emergency agencies can be included in the planning and execution of the drills.
3. Eight of the required twelve drills be completed by December 31st of each school year.
4. Building and District Level Safety teams will meet periodically to review the plan and discuss further modifications to the existing plan.

FUNCTIONAL EMERGENCY RESPONSES

(1) BUS MECHANICAL BREAKDOWN RESPONSE

The instructions which follow are procedures to be followed by all Saranac Central School District employees transporting students in a school vehicle/bus in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuating drills.

1. Bring bus safely to a stop.
2. Leave on headlights and activate 4-way hazard lights
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible.
 - Location
 - Symptoms of problem
 - Assistance needed
 - Number of students on bus
5. Display properly the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Make necessary repairs if possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable. Do not send a student unless there is no other alternative.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

(2) BUS ACCIDENT RESPONSE

1. Keep calm, don't panic.
2. Activate 4-way hazard lights.
3. Call 911 by two way radio or cell phone.
4. Provide as much information as possible.
 - Location
 - Extent of damage
 - Nature and number of student injuries
 - Assistance needed
 - Number of students on bus
5. Call Transportation Supervisor by two-way radio or cell phone.
6. Attend to emergency first aid needs.
7. Fill in seating chart with student's full name and location at time of accident.
8. Properly display the reflectors found in the bus after emergency care is given.
9. Move students to a safe location, away from bus if necessary.
 - a. **During School Hours (EMS involved): (Contact State Police)**

Transportation Supervisor will:

 1. Notify school nurses and District Office
 2. Provide a seating chart completed by the bus driver noting students' full name and location at the time of the incident.

School Nurses will:

 1. Report to the scene to begin assessment, until relieved by EMS personnel.
 2. Continue to assist EMS, as needed.
 3. Contact parents.
 4. Complete bus accident form and attach to EMS "Patient Care" Report.
 5. Follow-up, as needed and document on accident report.
 - b. **After-School Hours (EMS involved):**

Bus Driver or School Employee will:

 1. Call 911 by two way radio or cell phone.
 2. Administer emergency care.
 3. Notify Transportation Supervisor or Business Manager, if supervisor is not available.
 4. Fill in seating chart with student's full name and location at time of accident.

Transportation Supervisor will:

 1. Contact Parents/Guardians
 2. Complete bus accident form for each student involved.
 3. Send driver to be tested for drugs and alcohol.
 4. Follow up the school nurses the following day.
 5. Follow up with Chief Emergency Officer as needed.

**** If Accident involves the school van, the same protocol will be followed.**

(3) EMERGENCY CLOSING

1. The Chief Emergency Officer in consultation with the Building Administrator will decide if this “Emergency Closing Plan” should be implemented.
2. The Chief Emergency Officer will notify the Regional Superintendent of Schools of the local districts that Saranac Central School District is implementing the “Emergency Closing Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available.
3. The Chief Emergency Officer will notify the Transportation Supervisor, Building Administrator(s) and the Public Information Officer.
4. The Building Administrator will notify the building staff of the decision to implement the “Emergency Closing Plan.”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “emergency school closing.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
6. Teachers and staff will prepare the students for early dismissal according to their building protocol.
7. Staff is to remain until dismissed by the Building Administrator.

(4) EVACUATION PLAN

Should the need arise for the building to be evacuated during the school day; the following procedures are to be adhered to:

1. Once given the directive to exit the building, either by announcement or fire alarm, all classes will exit following the established Emergency Egress Route. If the fire alarm is sounded and the need to evacuate the school property is necessary, faculty will be notified via loud speaker.
2. The Building Emergency Response Team will ensure that the building is all clear. If necessary, The Building Principal will call 911 and the NYS Police, and the Superintendent. If necessary, The Building Principal will call The Transportation Supervisor and arrange for bus transportation to the building’s designated gathering location. The secretary will call the building’s designated gathering location prior to the

teachers and students arriving.

3. The Nurse will bring medications and first aid supplies.
4. After settling the students at the building's designated gathering location, attendance will be taken by each teacher. Attendance will also be taken for all faculty and staff by The Building Principal.
5. The Superintendent will work with custodial staff and emergency response teams to determine the condition of the building.

(4) ASSISTED EVACUATION PLANS FOR STUDENTS, FACULTY AND OTHERS WITH SPECIAL NEEDS

An Assisted Evacuation Plan should be completed for any child who has limited mobility and for any other who would require assistance to leave the building in an emergency. These forms can be found in the Building Safety Plan appendix.

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the principal not be designated as the person with primary responsibility. In an emergency situation, the principal must attend to many immediate demands and decision. Also, the principal should be free to report to the designated place in the assembly area to meet staff members and give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone that may have to take time to travel through the building against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stair well out of the flow of traffic. (Remember stairwells are designed to retard the speed of fire). The child remains there with the adult assistant until the students have passed and the stairs can be used.

Note: This form should be completed for every child who needs any kind of special accommodations in Emergency Evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

(5) FIRE EMERGENCY RESPONSE

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building. That person should then contact the Building Administrator and notify him/her of the location of the fire. The Building Administrator will notify the Chief Emergency Officer.

2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Designated staff will sweep designated areas. Upon reaching the assembly point, the student shall be sent to the area where his/her own room has assembled, if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. All students shall be instructed to leave all personal belongings, which may be in their classrooms, and immediately leave the building following the prearranged plan. No persons will be allowed to return to the building once it has been evacuated until authorized by the Chief Emergency Officer and the Building Administrator after consultation with the Fire Chief.
6. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the pre-assigned exit.
7. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.
8. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. In case of a fire, groups will remain at the assembly point.
9. Upon arrival of the Fire Department, the management of the building will proceed under their direction. The Fire Chief will inform the Chief Emergency Officer or Building Administrator, as to the safety of returning the occupants to the building.
10. After consulting with the Fire Chief, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
11. The Chief Emergency Officer will notify the Public Information Officer. He/she will handle all contacts with the news media.
12. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal

guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.

13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students
14. The Building Administrator shall hold a sufficient number of fire drills (eight before December 1) at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
15. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations.

(6) GRIEVANCE PLAN

DEATH OF STUDENT:

1. Activate Phone Tree/Inform all Faculty and Staff
2. Faculty and Staff Meeting
3. Contact local clergy for support:
 - a. United Methodist Church, Saranac – 293-8142
 - b. St. Joseph’s Catholic Church, Dannemora – 492-7118
 - c. Cadyville Wesleyan Church, Cadyville – 293-7149
 - d. St. James Church, Cadyville – 293-7026
 - e. St. Alexander’s Church, Morrisonville – 561-5039
 - f. Morrisonville Community Church, Morrisonville – 563-9739
 - g. Jehovah’s Witnesses, Morrisonville – 563-1549
 - h. High Banks Seventh Day Adventist Church – 293-6440
4. Contact neighboring Counseling Departments, if needed
 - a. Plattsburgh
 - b. Beekmantown
 - c. Peru
 - d. NAC
5. Create Memory Wall
6. Provide Open Forum (auditorium/gym) for students that wish to express feelings, share memories, and/or receive additional support
7. Contact Family

DEATH OF STUDENT’S PARENT/IMMEDIATE FAMILY MEMBER:

1. Activate Phone Tree/Inform all Faculty and Staff
2. Faculty and Staff Meeting
3. Contact Family
4. If necessary, contact local clergy for support (see above)
5. Provide list of community grief services

6. Consider donation to family or specific cause mentioned
7. On-going support from Counselors

DEATH OF FACULTY MEMBER:

1. Activate Phone Tree/Inform all Faculty and Staff
2. Faculty and Staff Meeting
3. Contact local clergy for support (see above):
4. Contact neighboring Counseling Departments, if needed (see above)
5. Create Memory Wall
6. Provide Open Forum (auditorium/gym) for students that wish to express feelings, share memories, and/or receive additional support
7. Contact Family

(7) HOLD-IN-PLACE

An “Emergency Hold-In-Place” may be used to limit movement of students and staff while dealing with short term emergencies.

1. The Building Administrator will decide if the “Emergency Hold-In-Place” should be implemented.
2. If necessary, the Building Administrator or School Nurse will call 911 in the event of a medical emergency or serious injury to a student, staff or visitor.
3. The Building Administrator will notify the building staff of the decision to implement the “Hold-In-Place” via the intercom system. Teachers, students and staff will remain in their rooms and classroom activities will be continued as normal until further instructions are received from the Building Administrator.
4. If students are in the hallway, they should immediately return to their classrooms. Students in the cafeteria, recess or other area should remain there until the Building Administrator ends the “Emergency Hold-In-Place.”
5. The Building Administrator will announce the end of an “Emergency Hold-In Place” via the intercom system. The Building Administrator will then inform the Chief Emergency Officer of the emergency situation that warranted an “Emergency Hold-In-Place.”

(8) EMERGENCY LOCK-DOWN RESPONSE

A “Lock-Down” will be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

The Building Administrator will initiate a “Lock-Down” condition by:

- Announcing a specific warning over the PA system, by phone code, desktop, phone application, or touch button.
- The Chief Emergency Officer will contact 911 for assistance.

The Classroom Teacher will:

1. Quickly survey and clear the hallway of students/staff and lock the classroom doors.
2. Do not cover windows.
3. Leave the window blinds and lights as they are.
4. Move to a section of the classroom that is not visible from the corridor door.
5. NO STANDING – Get in a low position to the floor.
6. MAINTAIN SILENCE – Do not use the radio, TV, computer, etc. Do not answer or communicate through your locked door.
7. RELEASE NO ONE – Ignore bells and no bathroom breaks.
8. Do not attempt to contact the office unless an emergency arises in your classroom.
9. Make a list of all students/staff in the classroom when the “Lock-Down” was declared and record the names of any students/staff who enter the classroom after the “Lock-Down and Secure Response” was declared.
10. Attend to any injuries as well as possible.
11. Be prepared to remain in “Lock-Down” for an extended period of time. Remain calm.
12. Do not respond to a fire alarm unless imminent signs of fire are observed.
13. Wait for assistance from law enforcement or “All Clear” signal.

IMPORTANT NOTE: At the announcement of the Lock-Down, all staff and students who are outside the building will report to the location designated in their Building Level Emergency Response Plan. **DO NOT RE-ENTER THE BUILDING.**

ALL NON-ASSIGNED STAFF WILL REMAIN IN PLACE UNTIL NOTIFIED.

(9) EMERGENCY LOCK-OUT RESPONSE

1. School staff identifies, or are notified by Police, that there is an actual or potential threat from outside the building and notifies the Building Administrator or designee.

2. The Building Administrator will initiate a “Lock-Out” response.
3. The Building Administrator will notify the Chief Emergency Officer.
4. The Chief Emergency Officer will notify the Public Information Officer and Superintendent of Schools.
5. A. If the school is initiating the Lock-Out response due to a situation or potential incident discovered at the school, they should advise Emergency Services (911) of the Lock-Out and what is anticipated.

B. If a school is in a Lock-Out Response because they are notified by Police of a local situation; there is no need to call to advise Police of the Lock-Out. However, the Chief Emergency Officer will keep the Police advised of any change in status in the building.
6. Based on the advice of the State Police, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans in conjunction with the Superintendent of Schools.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.
10. Lock all exterior doors and windows.
11. All outside activities are terminated.
12. Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
13. Classes otherwise continue as normal.
14. Lockout is lifted when the external threat is resolved. Notification of such resolution will be announced as an “All Clear” signal.

(10) MEDICAL EMERGENCY RESPONSE

A medical emergency is a result of a major illness or injury to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Such emergencies require that school officials have in place a carefully tested, medically approved plan for action.

Allergic Reaction	Choking	Heart Attack
Animal Bite	Diabetic Shock	Respiratory Arrest
Bleeding	Drowning	School Bus Accident and/or Fire
Blow to the Head	Electric Shock	Seizures
Broken Bone(s)	Epidemic	Shock
Burns	Food-borne Illness	Toxic Exposure

In each case, the guiding principles are to provide appropriate emergency care until authorized medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid treatment is for the protection of the life and comfort of the victim until authorized medical treatment is provided, or, until the individual is placed under the care of the parent or legal guardian.

An effective medical emergency program should be based on medically and educationally sound procedures which are approved by the local board of education. Some of the components of such a program are: The American Red Cross First Aid Guidelines as attached)

AED/CPR for faculty/staff (Public Access Defibrillation Program)

Forms signed by the parent/legal guardian for:

Emergency Contact Information
Emergency Care Plans for individuals with known medical conditions
Consent for Emergency Transport (Special Education students only)
Sunscreen/Insect Repellent Physician Order

All school personnel and students will know the location of the Health Office. The emergency telephone number of Health Office should be conspicuously posted near each telephone.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc. should be kept on file in the nurse's office.

MEDICAL EMERGENCIES

1. Immediately contact the Health Office at the appropriate extension and have the AED sent to the scene.
2. Health Office staff will assess the need for further medical attention.
3. Protect the ill or injured from further injury.
4. Notify the Building Administrator call 911 if warranted.

5. The Building Administrator will contact the Chief Emergency Officer.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse. Follow all Red Cross First Aid guidelines per district protocol for this entire section.

HEART ATTACK

1. Immediately contact the Health Office at the appropriate extension.
2. If trained in CPR/AED, assess ABC's, begin CPR as per CVES PAD Program until Health Office staff arrives.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Chief Emergency Officer.
6. Building Administrator or Chief Emergency Officer will contact the parent/legal guardian/spouse.

SEIZURES

1. Immediately contact the Health Office at the appropriate extension.
2. Protect the victim from further injury.
3. Health Office staff will assess the need for further medical attention.
4. After seizure, assess for breathing and/or injury.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Chief Emergency Officer.
7. Building Administrator or Chief Emergency Officer will contact the parent/legal guardian/spouse.

FOOD-BORNE ILLNESS

1. Individual has a history with suspect food.
2. Report cluster of cases to the Health Department(s).
3. Follow direction from the Health Department.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Chief Emergency Officer.
6. Building Administrator or Chief Emergency Officer will contact the parent/legal guardian/spouse.

SHOCK

1. Immediately contact the Health Office at the appropriate extension.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Chief Emergency Officer.
6. Building Administrator or Chief Emergency Officer will contact the parent/legal guardian/spouse.

TOXIC EXPOSURE

1. Immediately contact the Health Office at the appropriate extension.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Health Office staff will contact the Poison Control.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Chief Emergency Officer.
7. Building Administrator or Chief Emergency Officer will contact the parent/legal guardian/spouse.

(11) EMERGENCY SHELTER-IN-PLACE RESPONSE

An “Emergency Shelter-In-Place Response” may be issued in situations involving dangerous chemical, biological, or radioactive incidents and/or emergency medical situations. For these situations it is necessary to shelter students and staff inside the classroom or other designated area in the school building.

1. The Chief Emergency Officer in possible consultation with the Building Administrator will decide if the “Emergency Shelter-In-Place” should be implemented.

NOTE: Depending of the nature of the emergency, the Chief Emergency Officer may contact the appropriate county Emergency Services Director and the State Police for input with the decision to activate the “Emergency Shelter-In-Place Response.”

2. The Building Administrator will notify the building staff of the decision to implement the “Emergency Shelter-In-Place Response.” Teachers, students and staff will remain in their rooms and classroom activities should be continued until further instructions are received from the Building Administrator.
3. Students in hallways, cafeteria, recess or other area should return to their assigned classroom, if possible. Students and staff should move away from windows, if situation warrants. If instructed, move out of classroom to designated safe area. Teachers will take attendance.
4. The Building Administrator in concert with the Chief Emergency Officer will determine, based on possible feedback from the State Police and/or Emergency Service Director, when to safely end the “Emergency Shelter-In-Place.” This will be announced over the PA system.

THREATS AND/OR HAZARDS

(1) AIR POLLUTION

Upon being notified of a problem, the Chief Emergency Officer and/or the Building Administrator will consult with the appropriate county Emergency Services Director and consider the appropriate response.

(2) BOMB THREAT

Any employee receiving a call that a bomb has been placed in the building will utilize the “Bomb Threat Information Sheet (checklist).” He/she will immediately contact the Building Administrator who will contact the Chief Emergency Officer.

NOTE: A Bomb Threat Response will not be initiated by a fire alarm.

1. The Chief Emergency Officer or Building Administrator will call 911 and report any information received on the Bomb Threat Information Sheet.
2. The Building Administrator will notify the Chief Emergency Officer of the Bomb Threat received. The Chief Emergency Officer will notify all Building Administrators, the Transportation Supervisor and the Public Information Officer.
3. The Building Administrator and the Chief Emergency Officer will determine based on feedback from the NYSP which emergency response condition to initiate. The intercom system and/or email will be used to give notice of a possible emergency condition. Once the notice is received, all staff members and students who are in the building will return to or remain in their assigned rooms and listen for updates.
4. Teachers should visually inspect their rooms for suspicious objects and should notify the Building Administrator via the phone system if anything of a suspicious nature is observed. Further instructions will be given to the teacher at that time.

NOTE: All staff members and students who are outside the main building will report to the area designated in their Building Level Emergency Response Plan.

5. The Building Emergency Response Team will conduct a pre-evacuation security sweep of the corridors and the grounds surrounding the campus. They will notify the Chief Emergency Officer and Building Administrator of the results of that sweep.

(3) CHEMICAL SPILL

1. Once a chemical spill in or around a school building is noted, immediately notify the Building Administrator who will immediately notify the appropriate county Emergency Services Director and the State Police.
2. The Building Administrator will dial 911 and notify the Chief Emergency Officer and attempt to determine the nature of the spill and the potential hazard involved through consultation with the appropriate County Emergency Services Director and the Saranac Volunteer Fire Department, the Cadyville Volunteer Fire Department, the Morrisonville Volunteer Fire Department or the Dannemora Volunteer Fire Department and the State Police.
3. If the spill is of a non-hazardous nature and caused by the school, the Building Administrator will contact the Director of Facilities to arrange through the appropriate county Emergency Services Director or New York State Department of Environmental Conservation, a prompt and effective cleanup.
4. If the spill poses a serious threat to life and the building will be evacuated, try to stay upwind at all times, the Building Administrator and the Chief Emergency Officer will implement the appropriate emergency response.
5. The Chief Emergency Officer will follow the direction of the State Police and/or the Fire Chief.
6. The Chief Emergency Officer will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.
9. In the event of a release of toxic material in an airborne manner and it is declared necessary to remain in the building, the Chief Emergency Officer will establish contact with the appropriate county Emergency Services Director and the Saranac Volunteer Fire Department, the Cadyville Volunteer Fire Department, the Morrisonville Volunteer Fire Department or the Dannemora Volunteer Fire Department and the New York State Department of Environmental Conservation. Staff should close all windows and working with Maintenance shut down the ventilation system.

10. The Chief Emergency Officer and the Building Administrator, in consultation with the appropriate county Emergency Services Director and the Fire Chief will implement the appropriate emergency response.

Chief Emergency Officer will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.

(4) CIVIL DISTURBANCE

1. At the beginning of an actual or potential civil disturbance, the Building Administrator will notify the Chief Emergency Officer who will notify the State Police.
2. The Chief Emergency Officer will notify the Public Information Officer.
3. The Building Administrator will notify the staff and students and move them away from areas where violent confrontations are or may be occurring.
4. The Public Information Officer will handle all news media contacts.
5. The Chief Emergency Officer and/or the Building Administrator will consult with the State Police to determine the appropriate emergency response protocol.
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/guardians of students looking for information or desiring to pick up students.

(5) DANGEROUS PERSON/ACTIVE SHOOTER

These procedures can be used as a guide in responding to a situation in which a student, staff member or outsider is armed, has assaulted or threatens another person, or is behaving irrationally.

1. When a dangerous person is identified, the identifying observer must notify the Building Administrator and relay as much information as possible about the situation.
2. The Building Administrator will initiate an “Emergency Lock-Down.”
3. The Building Administrator will notify the State Police and the Chief Emergency Officer (if necessary).

4. Based on the information that can be gathered, the Building Administrator will consider the need to contact 911 or the local Emergency Medical Team.
5. The Chief Emergency Officer will notify the Public Information Officer.
6. Based on the advice of the State Police, the Building Administrator will also need to consider implementing the "Emergency Evacuation Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/guardians of students looking for information or desiring to pick up students.

(6) EARTHQUAKE

Building staff provides guidance to students during an earthquake: remain calm. Indoors: Get under a desk or heavy table. Do not try to leave the building. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.

1. After the quake, the Building Administrator, the school nurse and/or the able bodied building staff will check for injuries and provide emergency first aid.
2. The Building Administrator or the Chief Emergency Officer will contact the appropriate (dial 911) County Emergency Services Director and notify the Public Information Officer.
3. The Building Administrator will account for students, teachers and support staff.
4. The Director of Facilities and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water and gas mains and identify dangerous electrical situations.
5. If the building has sustained damage, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contact. He/she will prepare and/or review all statements for media release.

7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plan.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

(7) FLOOD

1. During periods of flood watches, working with the Director of Facilities the Chief Emergency Officer will monitor NOAA Weather Radio and be in contact with school districts that have a history of flood problems.
2. The Chief Emergency Officer will base response on the input of the respective county Emergency Services Director.
3. The Chief Emergency Officer will notify the Public Information Officer.
4. The Public Information Officer will handle all news media contacts.

(8) HOSTAGE TAKING

1. School staff identifies a hostage situation and notifies the Building Administrator.
2. The Building Administrator will notify the State Police and the Chief Emergency Officer.
3. The Chief Emergency Officer will notify the Public Information Officer.
4. In coordination with the State Police, the Building Administrator and the Chief Emergency Officer will notify parents/legal guardian or spouse of individuals who are or could be hostages.
5. Based on the advice of the State Police, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Lock-Down" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" and/or the "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contacts.
7. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in

parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.

8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/guardians of students looking for information or desiring to pick up students.

(9) IMPLIED OR DIRECT THREATS

A threat is defined as any expression of intent to inflict injury or damage. It includes implied or direct threats of violence by students, staff or other individuals against themselves or others, including threat of suicide that a reasonable person would perceive as a threat to physical safety or property.

1. Any threat should be taken seriously and reported immediately. Staff and students becoming aware of a threat to self or others should immediately report the threat to the Building Administrator or Classroom Teacher. A threat could originate with anyone including employees, students, or visitors. Individuals making threats may be subject to immediate disciplinary and/or legal action.
2. The Building Administrator will notify the State Police and the Chief Emergency Officer.
3. Based on the advice of the State Police, the Building Administrator will immediately take measures, appropriate for the situation, to prevent harm to students, staff and visitors. The Building Administrator will consider implementing an emergency response protocol.
4. Every threat will be investigated and documented using regular fact-finding procedures. For threats emanating from employees, an appropriate level of disciplinary action may be recommended.
5. The Chief Emergency Officer will notify the Public Information Officer.
6. The Public Information Officer will handle all news media contact.
7. In the event of a student making an implied or direct threat of violence against themselves, including threat of suicide, the Building Administrator or his/her designee will initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary.

(10) INFECTIOUS DISEASE

1. At the beginning of an Infectious Disease outbreak, the Chief Emergency Officer will coordinate efforts regarding Infectious Disease Response with local Emergency Services offices, Department(s) of Health, the State Education Department and appropriate state and federal government agencies for closing and use of all school facilities to support infectious disease control.
2. Chief Emergency Officer will contact the local Departments of Health and local Emergency Services offices for immediate response and guidance.
3. The Chief Emergency Officer will notify the Public Information Officer and Building Administrator.
4. The Building Administrator will notify the staff and students if the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" are instituted.
5. The Public Information Officer will handle all news media contacts.
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted (by the Public Information Officer) in a further attempt to notify parents and guardians. The procedure for notifying parents is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/guardians of students looking for information or desiring to pick up students.
8. The Chief Emergency Officer shall determine the re-opening of school services based upon recommendations and direction from local Departments of Health, local Emergency Services offices, and the State Education Department.
8. School personnel will not be permitted in facilities until directed by Chief Emergency Officer and after appropriate cleaning of facilities.

(11) INTRUSION

1. School staff identifies that there is an intruder and notifies the Building Administrator.
2. The Building Administrator will initiate an "Emergency Lock-Down."
3. The Building Administrator will notify the State Police of the situation and follow their instructions for handling intruders and ensuring safety of students and staff.
4. The Building Administrator will notify the Chief Emergency Officer.

5. The Chief Emergency Officer will notify the Public Information Officer.
6. Based on the advice of the State Police, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/guardians. The procedure for notifying parents/guardians is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

(12) KIDNAPPING

School staff identifies a confirmed or potential kidnapping incident and notifies the Building Administrator. (dial 911 right away)

1. The Building Administrator will notify the State Police and the Chief Emergency Officer.
2. The Chief Emergency Officer will notify the Public Information Officer.
3. In coordination with the State Police, the Building Administrator and the Chief Emergency Officer will notify parents/legal guardian or spouse of individuals who are or could be kidnapped.
4. The Public Information Officer will handle all news media contact.
5. Based on the advice of the State Police, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students.

(13) TORNADO

1. During periods of tornado watches the Chief Emergency Officer and the Building Administrator will monitor NOAA Weather Radio and be in contact with the County Emergency Services Director.
2. When a threat of a tornado exists, curtail all outdoor activities. The Building Administrator will notify all students, teachers and support staff over the PA if a tornado has been sighted and for all to go immediately to their assigned areas.
3. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall ensure that everyone in these rooms receives the warning and evacuates.
4. The last person to leave the room shall see that the door is secured.
5. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged location, check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
6. No student will be allowed to return to the room once it has been vacated, until authorized to do so.
7. While proceeding to the prearranged location, emphasize silence so further instructions may be heard.
8. When the teacher and class arrive at their assigned location, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.
9. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.

After tornado or storm:

10. The Building Administrator, the school nurse and/or the able bodied building staff check for injuries and provide emergency first aid.
11. The Chief Emergency Officer will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
12. The Building Administrator will account for students, teachers and support staff.

13. The Director of Facilities and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water mains and identify dangerous electrical situations.
14. If the building has sustained damage, the Chief Emergency Officer and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
15. The Public Information Officer will handle all news media contacts.
16. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
17. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/guardians of students looking for information or desiring to pick up students.

(14) WEAPON

Whenever a person is observed or reported to have a weapon, the Building Administrator should be notified immediately.

1. The Building Administrator will notify the State Police and the Chief Emergency Officer (if it appropriate to the situation).
2. The Chief Emergency Officer will notify the Public Information Officer.
3. The Building Administrator will identify the person and his/her location in the building.
4. The Building Administrator and/or the Chief Emergency Officer will consider implementing emergency response protocol.
5. Depending upon the situation, the person should be asked to surrender the weapon or declare its location or the Building Administrator should wait until the State Police arrive to approach the person.
6. The Building Administrator should quietly ask the student/adult to accompany him/her to the office (more than one school official should accompany the student/adult, if possible).
7. If the person with the weapon is in a classroom, monitor classroom with the P.A. and/or telephone system.
8. If weapon is in a locker, check lockers; if weapon is found, then secure locker and wait for the State Police to arrive.

9. Provide the State Police with map of building if student is in classroom.
10. Record the name(s) of the person(s) who reported seeing a weapon and provide information to the police.
11. The Building Administrator and the Chief Emergency Officer will assess the situation to determine follow-up steps.
12. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/guardians is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/guardians of students looking for information or desiring to pick up students.

(15) WINTER STORM

1. The Chief Emergency Officer and working with the Director of Facilities, Transportation Supervisor Building Administrator will monitor NOAA weather radio and keep in contact with the appropriate county Emergency Services Director and the local highway department.
2. The Chief Emergency Officer and the Building Administrator upon consultation with the above-mentioned individuals will activate the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
3. The Chief Emergency Officer will notify the Public Information Officer.
4. The Public Information Officer will prepare a news release for the local news media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.