

# **Corning – Painted Post Area Schools District Wide Safety Plan**

**January 2013**

## **Introduction**

Emergencies at schools are paramount issues that must be addressed in an expeditious and effective manner. Schools stand the risk from a wide variety of acts of violence, natural disaster, and man-made disasters. To address these threats the School District has initiated a comprehensive planning effort to address prevention/mitigation, preparedness, response and recovery with respect to a variety of emergencies in schools and the District Office building.

# Overview / District Organizational Chart

## **SECTION I: General Considerations & Planning Guidelines**

- A. Purpose
- B. Identification of School Teams
- C. Concept of Operations
- D. Plan Review & Public Comment

## **SECTION II: Risk Reduction**

- A. Designation of School Teams
- B. Prevention & Intervention Strategies
- C. Identification of Sites of Potential Emergencies

## **SECTION III: Response**

- A. Assignment of Responsibilities
- B. Continuity of Operations
- C. Notification & Activation
- D. List of Potential Hazards
- E. Emergency Response Procedures
- F. Security

## **SECTION IV: Recovery**

- A. Short Term Response
- B. Long Term Response

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

At the direction of the Corning Painted Post Area School District Board of Education, the principal of the school appointed a Building Safety Team and charged it with the development and maintenance of the School Emergency Management Plan.

### **B. Identification of School Teams**

The CPP Administrative Office has developed four emergency related teams.

1. District Safety Team
2. District Emergency Management Team
3. Post-incident Response Team (Psychological Services and Medical Personnel)
4. School Emergency Management Teams

### **C. Concept of Operations**

1. The initial response to all emergencies at CPP District Offices will be by the District Emergency Management Team.
2. Upon activation of the District Emergency Management Team, the Superintendent of Schools or his/her designee will be notified and where appropriate local emergency officials will also be notified.
3. Efforts may be supplemented by County and State resources through existing protocols.

### **D. Plan Review and Public Comment**

1. This plan shall be reviewed and maintained by the District Safety Team, and be reviewed on an annual basis on or before July 1<sup>st</sup> of each year
2. The plan must be reviewed and approved by the Board of Education.
3. The Administrative Office Emergency Management Plans shall be confidential and shall not be subject to disclosure under the Public Officers Law or any other provision of law, in accordance with Education Law.

## **Section II: Risk Reduction**

### **A. Designation of District Teams – Information about the following required teams can be found in Appendix 2 of this document.**

1. District Safety Team – This representative team has the following functions:
  - a. Review the status of safety procedures and emergency response plans annually.
  - b. Recommend necessary changes, improvements and additions based on new developments, feedback, governmental mandates, and availability of resources to the District Safety Team.
  - c. Provide support for drill practice, staff and student training, and parental education about school safety and emergency response related issues.
2. District Emergency Management Team – This team of trained school personnel has the following function:
  - a. Mitigation of potential hazards, preparation for managing emergency events, response to all building-based emergencies, and to lead the recovery of the school and its population from these events.
  - b. Operation of emergency drills.
  - c. Education and preparation of students, staff, and parents in school emergency response practices.
  - d. Involvement of the school with community based emergency responders will be included in planning and response drills and efforts.
3. Post-incident Response Team – This team of school staff with psychological services/mental health experience has the following role:
  - a. Develop a plan and materials to use to deal with the emotional trauma of students and staff experienced as a result of an emergency event.
  - b. Assist with support of students and staff following an emergency event.
4. Medical Response Team – This team of school personnel has the following role:
  - a. Develop a medical response plan and practice for those staff with medical and first aid background.
  - b. Provide team members with practice/drill opportunities
  - c. Assist with medical and first aid services during and following an emergency event.
5. NIMS Description:
  - a. Members of these teams will follow emergency response procedures consistent with National Incident Response System (NIMS) guidelines.
  - b. Members of these teams will be trained in NIMS Courses IS 100 and IS 700 at a minimum.

## B. Prevention Intervention Strategies

### 1. Personnel Training

District and School Emergency Management Teams shall receive regular training in response and management of emergency situations, post-incident response, event evaluation and debriefing. Tabletop practices, drills and other exercises will be conducted using a bi-annual schedule. Staff and monitors acting in security functions may receive training in de-escalation, non-violent crisis intervention and non-violent intervention strategies.

### 2. Coordination with Emergency Management Officials

The building-level safety and emergency plans will be tested annually. We will coordinate our drills with our local police and local emergency responders and preparedness officials.

The officials we coordinate with are:

Responders	Name	Phone Number
Local Law Enforcement	Information in this Chart redacted per SED guidance for security purposes	
Local Emergency Services		
Local Fire Departments		

All exercises & drills will be overseen by the District Emergency Management Team.

## C. Identification of Sites of Potential Emergencies

1. The sites in and around your building that are potentially hazardous are listed below.

2. Sites need to be labeled, checked regularly by staff, and their location shared with emergency responders. Hazardous sites may include, but are not limited to the following:

Electrical panels/shut off, gas lines/shut off, heating plant, fuel storage tanks sewage system, ventilation/air conditioning units, supply/shut off, chemical storage areas, cleaning supplies, paper supply storage, industrial arts rooms, science labs, construction sites, isolated areas in proximity of building, nearby streams, rivers, ponds, steep areas, unprotected exterior gas, electric, air conditioning equipment,

nearby railroads, factories, highways, airports, fuel depots, prisons.

3. Locations and photos of hazardous sites and emergency cut-offs may be located on building maps located in **Appendix 3 and/or included and listed in Appendix 10**

### **Section III: Response**

#### **A. Assignment of Responsibility**

The District Emergency Management Team will respond using a chain of command consistent with the National Incident Management System (NIMS) Incident Command System.

1. Our adaptation of the NIMS ICS principles is included in **Appendix 2**.

#### **B. Continuity of Operations/Chain of Command**

1. In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Management Team.
2. In the event the emergency grows beyond the capacity of the SEMT, the Superintendent or his/her designee will activate the District Emergency Management Team and a transition of command will take place. The incident commander may be replaced by a member of a local emergency response agency or by a unified command member as dictated by the emergency situation. After relinquishing command, the Superintendent or his/her designee may be asked to serve in a support role as a part of the Unified Command.
3. The District Office chain of command to ensure continuity of operations is:

Name	Position
Names have been redacted per SED guidance for security purposes	Superintendent
	Assistant Superintendent
	Director of Secondary Education
	School Business Official

#### **C. Notification and Activation**

1. The report of an incident or hazardous development will be reported to the Superintendent or his/her designee as soon as possible following its detection.
2. The building personnel will utilize and maintain both internal and external communications in emergencies. These may include:

Device	Number	Staff Responsibility
Telephones	Information in this chart has been redacted per SED guidance for security purposes	
Cell Phones		
Walkie-Talkies		
Bullhorns		
Public Address System		
E-Mail / Web Page		
Runners		
Other		

1. In the event of emergency, the Superintendent or his/her designee will notify all building personnel to take appropriate protective action as outlined in the Emergency Management Plan. Further notifications will be addressed as outlined in the District-wide School Safety Plan.

**D. The District Office Emergency Management Plan includes a list of sites of potential hazards and emergencies. See Section II C. 2.**

**E. Recommended Emergency Drills and Procedures**

**Emergency response procedures for students, staff and visitors are described in detail in Appendix 4. (Pages 16-21)**

1. Evacuation
  - a. Fire and environmental emergencies in the buildings
  - b. Bomb threats
  - c. Without Transportation - Walking to an alternative site for shelter.
  - d. With Transportation – Busing to an alternative site for shelter.
  
2. Sheltering
  - a. Weather related – classroom duck and cover
  - b. Weather related – move to structurally sound areas
  - c. Biological/Chemical – large room sheltering in gym/auditorium
  - d. Lockdown – intruder, hostage taking and other dangerous situations
  - e. Hold in Place – Medical emergency, etc.
  - f. Lockout/Heightened Security – Danger in the vicinity of the building.
  - g. Extended Sheltering – When transportation or parents are unavailable.  
(Catastrophic events such as 9/11, hurricanes, etc.)
  
3. Parent Communication/Reunification
  - a. Rapid Calling System
  - b. Rapid Dismissal Drills – Parent pick-up at school
  - c. Rapid Dismissal – Regular Transportation

## F. Security

1. In the event of an incident/crime on district property, the building shall use the following procedures for securing and restricting access to the scene in order to preserve evidence from being disturbed or destroyed.
  - a. The initial scene security is charged to the Superintendent or designee until relieved by law enforcement officials.
  - b. No items shall be removed, cleaned, or altered without prior approval from law enforcement officials.
  - c. Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.
  
2. Preventative security measures included in our school.
  - a. Instruction of staff and students in safety related programs and strategies.
  - b. Safety related practices and drills - **Appendix 4**
  - c. Single point of entry and visitor management procedures - **Appendix 7.**
  - d. Student management system for potentially violent students - **Appendix 8**
  - e. Training and deployment of security related personnel.

## Section IV: Recovery

Post-incident Response Team has developed the following procedure for dealing with post-incident response.

### A. Short Term Response

1. Mental health counseling will be provided by our district's mental health professionals. The district will provide additional mental health professionals from other schools as necessary. Call the Director of Pupil Personnel Services for assistance. The Director of Pupil Personnel Services will activate the Post Incident Response Team if necessary. The district can also access the Tri-County Critical Incident Stress Management team for large scale events. A listing of mental health professionals is found in Appendix 4
  
2. Building security will be provided by designated personnel in locking down the building and securing the site whenever necessary.

Name	Position	Area of Responsibility
Information in this chart has	been redacted per SED	guidance for security purposes




3. The goal of the Emergency Response Plan is to restore the facility to normalcy as soon as possible.
4. A post-incident response analysis, facilitated by a district appointed staff member in conjunction with the building team, will be completed as soon as practicable. This process includes the pathology of the event and the response and a post-traumatic incident debriefing with the District or School Emergency Management Team as necessary.

**B. Long Term Response**

1. Mental Health professionals in our district will provide on-going counseling following critical incidents. They will also monitor post-traumatic stress symptoms and provide information to staff and parents on post-traumatic stress.
2. Parents of students exhibiting post-traumatic stress symptoms will be notified and provided a list of mental health agencies and providers.
3. Staff members exhibiting post-traumatic stress symptoms will be provided with a list of mental health agencies and providers, including the district’s Employee Assistance Program.
4. Building security strategies will be reviewed following a serious event.
5. The event will be analyzed by the District and or School Emergency Management Team to assess the likelihood of another similar occurrence and corrections will be made to reduce the likelihood of another similar event.

**Outline of Appendices**

The following Appendices provide the details of the school’s security, crisis management, emergency response, and recovery plans and procedures. They are the operational protocols that school and district personnel are to use in preparing and practicing for, responding to and recovering from emergency events that impact on schools and the district.

**(Appendices have been redacted on the website per SED guidance for security reasons)**

**Appendix 1 - District Street Map: Emergency Response Traffic Control**

**Appendix 2 – Administrative Office Teams**

**Appendix 3 - Building Floor Plan/Schematic Maps**

- 3.1 Area Map
- 3.2 Site Map
- 3.3 Building Map
- 3.4 Hazardous Areas Photos
- 3.5 Utility shut-offs locations and photos

## **Appendix 4 – Emergency Drills and Procedures**

### **4.1 Evacuation**

- a. Fire and environmental emergencies in the buildings
- b. Bomb threats
- c. Without Transportation - Walking to an alternative site for shelter.
- d. With Transportation – Busing to an alternative site for shelter.
- e. Reverse Evacuation – Rapid return to building for playground/PE students

### **4.2 Sheltering**

- a. Weather related – duck and cover
- b. Weather related – move to structurally sound areas
- c. Biological/Chemical – large room sheltering in gym/auditorium
- e. Lockdown – intruder, hostage taking and other dangerous situations
- f. Hold in Place – Medical emergency, etc.
- g. Lockout/Heightened Security – Danger in the vicinity of the school
- h. Extended Sheltering – When transportation or parents are unavailable.

### **4.3 Parent Communication/Reunification**

- a. Rapid Calling System
- b. Rapid Dismissal Drills – Parent pick-up at school
- c. Rapid Dismissal – Regular Transportation

**Appendix 5 – Staff Directory of Addresses and Telephone Numbers**

**Appendix 6 – Emergency Supplies and Equipment Inventory**

**Appendix 7 – Single Point of Entry Protocols/Visitor Expectations**

**Appendix 8 – Management of Threats and Aggression**

**Appendix 9 – Threat Assessment**

**Appendix 10 – Other as determined by the district**

**Appendix 11 – Emergency Hazard Guidelines**

**Appendix 1 -**

**District Street Map: Emergency Response Traffic Control**