



# **DISTRICT-WIDE SCHOOL SAFETY PLAN**

**(Schools Against  
Violence in Education)**

**McGraw Central School District**

10 West Academy Street  
McGraw, NY 13101-0556

Revised: August, 2019

McGraw Central School District  
District-Wide School Safety Plan

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## INTRODUCTION

Providing an orderly plan for dealing with an emergency is part of the responsibility of school officials for the management and overseeing of the District. Situations range from man-made problems such as fires and bomb threats to nature-made blizzards or floods. Emergencies range from highly dangerous, life-threatening situations to problems that are a mere inconvenience. Through careful planning, however, the effects of an emergency are mitigated, property damage is minimized and, most important, injury and death are avoided. Small problems remain small and do not escalate into catastrophes. Finally, the situation can be brought back to normal quickly and efficiently.

District-wide SAVE Plan: This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). This plan shall be reviewed on an annual basis on or before July 1<sup>st</sup> of each year.

Board of Education Approval: The Board of Education appointed a District-wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the McGraw Central School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. This plan was adopted by the Board of Education and submitted to the State Education Department.

Scope of Plan: Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the District’s priorities are first the protection of life, then preservation of property, and restoration to normal activities. This Plan and the Building Safety Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Safety Plan in a manner that will minimize loss of life, personal injury and property damage.

Project SAVE requires that this Plan include policies and procedures on several prescribed topics. In some instances, only a general policy on a certain topic is described for the District as a whole. Specific emergency responses to various contingencies (i.e. bomb threats and dangerous persons), and the confidential procedures to implement such responses, are included within the Building-level Safety Plans specific to each school.

Building-level Plans: Building-level safety plans have been developed to comply with Project SAVE to establish specific emergency response plans for each school building. These building safety plans provide detailed response procedures for each school building in the District. In contrast to this Plan, which is accessible to the public, the Building-level Plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building-level plans provide a confidential means to outline sensitive emergency procedures not included herein. These plans need to be accessible in all buildings to the building administrator, secretary, and alternate persons who could take charge.

Building-level plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2) and have been established for each instructional facility as follows.

1. McGraw Jr./Sr. High School
2. McGraw Elementary School

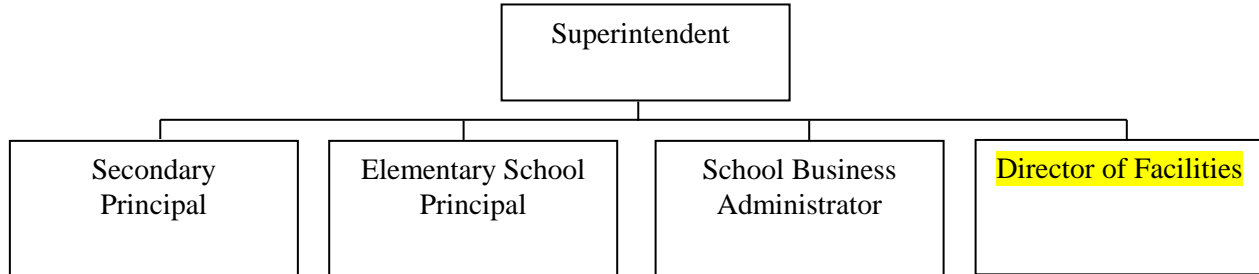
## INTRODUCTION – cont'd

District Chain of Command: The Superintendent is the “Individual In Charge”. In his/her absence the responsibility will go to the next alternate person in charge as detailed below. When the Individual-In-Charge has been notified that an emergency exists, he/she will serve as “Incident Commander”, activating the appropriate procedures, directing the emergency response actions and serving as part of a unified command system with emergency responders. Administrative chain of command (person in charge) if the Superintendent is not available:

Secondary Principal  
Elementary Principal  
School Business Administrator

Command Post: If the crisis demands the necessity to establish a “Command Post”, the District Office will be used for this purpose or other alternate locations appropriate to the situation.

### Incident Command Structure:



This manual is an aid to planning for contingencies. The word “contingency” is used here to cover all situations ranging from a disaster such as a raging fire or severe flood to an annoying problem such as a broken waterline in a building. It is broader in meaning than either the words “disaster” or “emergency.” A contingency is a situation that occurs unexpectedly has negative consequences and must be dealt with. The guiding principles for contingency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates which influence planning and decision making are included.

While an emergency situation may require on-the-spot decisions to respond to fast-changing developments during the emergency, there is a set of seven procedures that are standard responses to any emergency situation in schools. These eight procedures are: Summon Emergency Responders, Administer First Aid, Follow the Instructions of the emergency responders, Evacuate to a Safe Place, Take Shelter, Lockdown, Lockout, and Early Dismissal. Obviously, all eight procedures will not apply to every emergency. Indeed, some of the procedures are part of the planned response to any school emergency.

## **INTRODUCTION – *cont'd***

Summary of the Eight General Emergency Procedures:

### Summon Emergency Responders:

Clearly, in most emergency situations, the need for expert help is evident. It is imperative that local fire, police and emergency medical services are summoned quickly.

### Administer First Aid/CPR/AED:

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

### Follow Instructions:

Once the expert help has arrived, those experts are usually “in charge”. We can provide critical information and assist as directed.

### Evacuate to a Safe Place:

Many, but certainly not all, emergencies will require that the inhabitants of a building get out and sometimes go to another location to wait out the emergency. Evacuating students from the school may mean only going outside away from the building and waiting until the danger has passed. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building.

### Hold-In-Place:

In situations where it is preferred to keep students out of the hallways, such as during a medical emergency or other non-threatening condition, a Hold-In-Place procedure may be utilized. This procedure is ideal where a lockdown condition is not warranted and allows instruction to continue.

### Sheltering:

There are situations when it is safer to stay inside the building than to go outside. Sheltering is a procedure that is called for during severe electrical storms, chemical/radiological emergencies, or in any situation when it is safer to remain inside the building.

### Lock-Down:

A lock down will be ordered when there is a dangerous/armed individual inside the building and the situation requires that all occupants lock their door and remain in their current location.

### Lock-Out:

A lockout is most commonly used when the threat, or incident, is occurring outside the school building, on or off school property and it is necessary to prevent outside access into the building.

### Early Dismissal:

Similar to evacuation, early dismissal or “go home” is merely a procedure for getting students out of the building and united with their families, or other responsible surrogates who have been designated by the parents to care for the child.

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**DEFINITIONS**

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING SAFETY PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- H. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, student, teacher, administrator, and parent organizations, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- J. EMERGENCY – A situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.



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**DEFINITIONS - *cont'd***

- K. EMERGENCY RESPONSE BAG “Gotta Go Bag” - A conspicuously marked carry bag maintained in the Building Administrator’s office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept in the Business Office, Facilities Planning and with each Building Administrator.
- L. EMERGENCY SERVICES ORGANIZATION – A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- M. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. EVACUATION – Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- O. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- P. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- Q. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- R. IN-PLACE SHELTERING – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- S. INNER PERIMETER - The immediate area of containment around the incident site.
- T. LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- U. LOCK-DOWN - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- V. LOCK-OUT - Allows no unauthorized personnel into the building. All exterior doors are locked and main entrance is monitored by administrators, security or school resource officer. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when incident is occurring outside school building, on or off school property.

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**DEFINITIONS - cont'd**

- W. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. NATURAL DISASTER - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. OUTER PERIMETER - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.
- AA. POST-INCIDENT RESPONSE TEAM – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.
- BB. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an Emergency.
- CC. SAFETY ZONE – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- EE. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.
- FF. SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students or held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- GG. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

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**DEFINITIONS - *cont'd***

- HH. STUDENT RELEASE AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.
- II. TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- JJ. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order or instruction during or after the occurrence of a violent incident.

**2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION – 155.17(e)(1)(I)**

**A. MAPS AND FLOOR PLANS**

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Phone jacks for outside lines
3. Chemical Storage areas
4. Mechanical Storage areas
5. Kitchen area(s)
6. Mechanical rooms (HVAC, etc.)

The Building Safety Plans will include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated, and are placed with appropriate agencies.

**B. SURVEY OF VULNERABILITY**

The buildings covered in this plan include:

1. McGraw Jr./Sr. High School, 10 West Academy Street, McGraw, NY 13101
2. McGraw Elementary School, 50 West Academy Street, McGraw, NY 13101

We have surveyed sources of potential emergencies within our school buildings, grounds and community locations. Site-maps and floor plans of our buildings have been provided to local police and law enforcement but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways, bridges, and industry. A survey of vulnerability is included in each building level plan.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii)**

Evacuations may be necessary in the event of fire, weather, other emergencies, or violent incidents. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:

- (a) Fire Alarm
- (b) Intercom System
- (c) Verbal or Written Notification

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - cont'd**

**A. EVACUATION PLAN**

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, staff will take all necessary measures to prepare students for an evacuation. Students/staff will be evacuated to designated areas. Occupants may be transported by bus 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 once the child has obtained medical clearance, as applicable.

*(See also confidential Building Plan)*

First Step

1. The Building Administrator, or designee, will use the public address system if evacuation has not already been initiated. Battery backup will provide power to activate emergency lighting in the event of a power failure. Normal evacuation procedures, as posted in each room will commence unless otherwise directed by Building Administrator.
2. The Building Administrator, or designee, will phone the Superintendent to relay the situation causing the evacuation.
3. If students need to be evacuated to a remote school/location, the Head Bus Driver will be notified to send buses to the designated areas for evacuation purposes. (District Office will call sites).
4. When alerted, the classroom teachers will lead the students out of the building to the appropriate location as directed by the Building Administrator, or designee, as the emergency dictates. Normal evacuation routes that are posted in each room will be used unless the emergency prevents the use of exits and/or corridors. Alternate routes will be announced using the intercom system.
5. Special area teachers and non-instructional employees will help whenever needed to chaperone or supervise students.
6. The Building Administrator will designate individuals to check restrooms and other unsupervised areas to ensure everyone has evacuated safely.
7. Teachers should bring a class roster with them.
8. The Building Administrator will direct the building secretary to notify the location sites when the evacuation is underway. The Building Administrator will designate someone to bring a list of all students with names, addresses, and phone numbers.
9. The Head Custodian and Building Administrator will secure the building and check to ensure that everyone is evacuated. The Building Administrator will verify that all staff/students are safely out of the building.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - *cont'd***

**A. EVACUATION PLAN – *cont'd***

Second Step

1. All teachers, staff and students will remain at their temporary locations until further notice.
2. Students must be supervised to ensure calm and quiet.
3. Teachers must take attendance and notify the Building Administrator if a student is not present.
4. If students go to another school, or other off-campus location, they must be supervised at all times and provided a degree of structure to the extent possible.

Third Step

1. Building Administrator awaits further directions from the Superintendent of Schools.
2. A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The principal will assign someone to maintain a sign-out list and procedure.
3. When the students are transported home or to another school/off-site location, the Superintendent will notify parents using the public media.

**BUS LOADING PLAN**

All students will dismiss in a normal fashion. The buses will arrive at the usual bus loading site if possible. An alternate site will be chosen if conditions warrant. The location of the preferred loading site will be conveyed to the Head Bus Driver before buses are dispatched.

**B. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY**

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Safety Plan shall have a list of special needs students and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan is in the Building Level Safety Plan. This plan should include every child or staff member who has limited mobility and be reviewed as necessary (i.e.) when students and personnel change.
2. In case of an emergency where evacuation or a long-term stay on-site is required, the Building Administrator, and designated staff, will respond to the Relocation Center or to the designated Safety Zone to assist with special education students and staff who serve them.
3. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Building Administrator, and/or designated staff, will facilitate with outside groups.

3. **STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - cont'd**

C. **HOLD-IN-PLACE**

A Hold-In-Place procedure is used to limit movement of students and staff in hallways while dealing with short term, non-threatening, emergencies, i.e. medical emergencies.

In the event the Building Principal, or person-in-charge, is advised or deems it necessary to initiate a Hold-In-Place, the following procedures will commence.

- a. The Building Principal or designee will apprise all staff members over the PA system.
- b. Listen for instructions about the situation and your expected actions.
- c. Students in hallways should return to assigned classroom, if possible.
- d. Classroom teachers, take attendance. If students from other class(es) are present, notify instructor(s) of home classroom.
- e. All other staff assist students as needed.
- f. Normal instruction may continue
- g. **Do not respond to class bells** until further notice
- h. Classroom telephone may be answered
- i. Respond to fire alarm as normal
- j. Listen for updates and further instructions
- k. Respond to intercom, public address or other announcement

Hold-In-Place may end with P.A. announcement.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - cont'd**

**D. SHELTERING PROCEDURE**

A Sheltering Procedure may be called when leaving the facility would endanger the health and safety of the children/staff. An instruction to shelter students and staff will require assurance that all staff and students remain inside the school building. The procedure may involve some or all of the children depending on 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. Radiological emergencies or hazardous chemical spills can pollute food and water supplies. In such cases, ingestion of food and water should be prohibited until school officials receive authorization and instruction from appropriate health officials.

In the event the Superintendent of Schools advises the Building Administrator to have students/staff stay in place, the following procedures will commence:

1. The Building Administrator will apprise the teaching staff, the school nurse, the custodial staff, and the cafeteria 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 the designated shelter areas or to remain in classrooms as appropriate. Shelter areas are specified in the confidential Building-level Safety Plans.
3. The Building Administrator will assign selected staff members and the custodian(s) to secure the building. If emergency dictates, windows will be closed and the ventilation system shut down and closed.
4. If such a procedure necessitates remaining in school after regular school hours, public notification from the Superintendent, or designee, will follow as soon as practical.
5. In the event of air pollution or a chemical spill, the Building Administrator must assume that some students or staff may have suffered exposure. Medical evaluation and clearance should occur before the students or staff are released.
6. Parents will be advised as to preferred responses, but may come to the school office, or designated location, and sign out their child after obtaining medical clearance, as applicable. The Building Administrator will assign someone to maintain a sign out list and procedure.
7. Non-instructional staff and all non-assigned instructional staff will report to the Building Administrator for specific instructions.
8. The School Lunch Manager will be notified as possible if there is a needs to feed students and staff during a prolonged event.
9. The Superintendent will, if appropriate, contact the outside emergency resources and provide media notification.
10. Students/staff will remain inside the building until the Superintendent of Schools advises the Building Administrator to take further action.



**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - *cont'd***

**E. LOCK-DOWN**

(Quick Reference guide)

Lockdown instruction is given—via an announcement over the public address system.

Teacher's responsibilities to "Secure your Room":

When the announcement is made, teachers are to:

- ☐ Remain calm
- ☐ Lock or secure the room door, allow students outside your room to enter your room even if they are not assigned to you.
- ☐ Do not cover the windows.
- ☐ Assigned teachers will clear the bathrooms and secure students in rooms.
- ☐ Remember the only time you will communicate with the outside is when an official appears at your classroom door. Do not use or answer the classroom telephone.
- ☐ Move students out of line of sight of doors and windows.
- ☐ Do not respond to additional PA announcements.
- ☐ Take attendance—include additions and indicate missing students and their last known location. Do not attempt to locate a student out of your room. Keep this attendance record for when you are released from lockdown.

Students and staff outside the building must go to a predetermined, off-campus location. This includes bus runs and field trips (the Head Bus Driver is to be notified by the Superintendent).

**Lockdown will end only when occupants are physically released from their room by emergency responders, school administrators, or other authority.**

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - cont'd**

**F. LOCK-OUT**

Lockout is a procedure, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building. Most commonly used when the threat is general or the incident is occurring outside the school building, on or off school property.

In the event the Building Administrator, or person-in-charge, is advised or deems it necessary to initiate a lockout condition the following procedures will commence:

1. Announce that Lockout condition is being initiated
2. If the situation warrants, call 9-1-1
3. Have students who are on the school grounds immediately return to the school building
4. Administrators/custodians and assigned staff - lock and secure all exterior doors and entrances
5. If the threat is outside the building, then the window blinds should be kept CLOSED.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
7. Consider modified release of students for end of school day
8. In the event of a Lockout, shared staff scheduled to arrive from another building are not to report to the school. Shared staff members are to stay in the original building they were in. The Building Administrator, or designee, will assign coverage for the missing teacher from available and existing staff.
9. If one building on campus goes into a Lockdown, then the other buildings will initiate Lockout procedures.
10. Depending upon the circumstances/crisis, we may engage a Lockout first and then utilize a Lockdown if needed to appropriately address the emergency.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - cont'd**

**G. EARLY DISMISSAL**

An early dismissal is announced in the event of a system failure such as a heating/plumbing/ electrical failure that renders the building unsuitable for instructional purposes. Early dismissal may be a viable option for other emergency situations as decided by the Superintendent. The Head Bus Driver will be notified when and where to send buses. Early dismissal will follow normal dismissal procedures unless situation warrants otherwise. Alternate dismissal procedures and/or loading areas will be selected by the Building Administrator, or designee, as the emergency dictates.

Each Building Safety Plan shall contain provisions on the development of a telephone tree for communications with parents or guardians regarding the early dismissal.

“Emergency Information Sheets” will be sent out to all parents at the beginning of each school year to obtain the following:

1. Permission to send child home early in the event of emergency.
2. Any conflict of scheduling that may arise for working parents.
3. Alternate plans for the child’s welfare if neither parent can be informed of early dismissal.
4. Special students’ needs identified and planned for appropriately.

**H. SCHOOL CANCELLATION**

School cancellation could be announced in the event of prolonged system failures, severe weather, or other conditions that cause a return to school to be unsafe as decided by the Superintendent or emergency designee. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e., local radio and television stations.

#### **4. PREVENTION AND INTERVENTION STRATEGIES**

The District operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence. Some of these District-wide programs are described below:

##### **A. SPECIAL EDUCATION PROGRAMS**

1. The programs serving students with emotional disabilities provide services include individual counseling, referrals for psychiatric evaluation and/or therapy delivered through private clinicians or the Cortland Regional Medical Center. Services provided by the district social worker and/or school psychologists include meeting with students and families and to initiate or recommend behavior management programs in concert with outside agencies as appropriate. Special Education staff work with school counselors, administration, faculty and parents to address conflict issues and pursue collaborative responses with students who are at risk for inappropriate or violent behavior.
2. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
3. The students are closely monitored by trained staff and any indication of violent behavior, e.g., rumor of weapons, is immediately followed up and involves parents, local law enforcement, social services, mental health services as appropriate.
4. When a student expresses any suicidal or violent intentions, the staff member alerts mental health services and parents. The school psychologist will follow-up with outside clinical psychologist and/or psychiatrists as warranted.
5. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated. Mandated reporting expectations are honored, always involving the Building Administrator in concert with the school social worker, school nurse or school psychologist.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS –  
155.17 (e)(1)(xiii & v)**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students at the beginning of the school year and is periodically reviewed as needed. These concerns are identified and addressed in the District Code of Conduct. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and or law enforcement officials.

**A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR**

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems to be preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/ guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

**B. INTERPRETATION OF WARNING SIGNS**

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. Therefore everyone concerned must take precautions that students are not needlessly stigmatized.

**6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (e)(1)(xvii & v)**

The District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community need. The District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise. The following is a list of intervention programs and services currently available.

**A. PROGRAMS UTILIZED AT MCGRAW CENTRAL SCHOOL DISTRICT**

**1. Communication and Reporting of Violent Incidents**

- a. Among students - As part of the Student Awareness program of the Code of Conduct, students will attend a yearly training program to make them aware of their responsibility as a student in the McGraw Central School District. After the annual session, students will complete a follow up exercise in the classroom discussing their personal responsibilities using McGraw's Stand Against Violence flyer with K-12 students (refer to District School Safety Plan: Code of Conduct section VII).
- b. Students and Staff – On the first training day of school, staff will be made aware of the district-wide School Safety Program with emphasis on the staff and student communication responsibilities in relation to the Code of Conduct. Staff will review communication responsibilities at each building level. The Crisis Intervention Plan and each Building Plan will be reviewed by all staff during the training day.

Programs which may be included:

- peer mediation through trained guidance personnel
- conflict resolution through Cortland County New Justice
- mentoring program for student concerned with bullying or violence provided by trained guidance personnel

**2. Reporting School Violence**

Dissemination of McGraw's Stand Against Violence flyer.

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (e)(1)(iii)**

The District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the District administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE –  
155.17 (e)(1)(iii) - *cont'd***

**A. PROCEDURES - *cont'd***

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious;
  - Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school administrator/designee; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
  - Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
  - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received
5. Factors to consider when determining whether a threat is credible are listed in within the Building-level Safety Plans.
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.

7. **RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE –  
155.17 (e)(1)(iii) - *cont'd***

A. PROCEDURES - *cont'd*

7. If it is agreed that the threat is credible:
  - The administrator will immediately consult with appropriate law enforcement
  - The school administrator shall take appropriate action in accordance with the given instructions
  - The administrator will activate student lockdown or release if necessary
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

8. **RESPONDING TO ACTS OF VIOLENCE - 155.17 (e)(1)(iv)**

A. RESPONDING TO ACTS OF VIOLENCE

When an “act of violence” (as defined herein) occurs, the building response team will follow the protocols established in the Building Level Plan. These include: determining the level of the threat; monitoring the situation; initiate emergency responses as appropriate; contact law enforcement.

B. POST INCIDENT RESPONSE TEAM

1. The District has established a ‘**Post Incident Response**’ or ‘**Crisis Response**’ **Team** comprised of an Administrative Team Leader, School Nurse, school Social Worker, and others who will assist the school community in coping with the aftermath of an Emergency or Serious Violent Incident.
2. The Crisis Response Team will be activated whenever an incident occurs.

C. COUNSELING

Additional post-incident response assistance is available, if necessary, through the County Department of Mental Health.



9. **EMERGENCY RESPONSE PROTOCOLS - 155.17 (e)(1)(xvi)**  
**SITUATIONAL / MULTI- HAZARD RESPONSE - 155.17 (e)(1)(xiv),(xv)**

A. GENERAL PROTOCOLS

The Building Safety Plans contains specific procedures for each Standard Emergency Responses outlined in Section 3 of this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate one or more of the following responses will be carried out:

1. **SHELTERING** - May be used in the event of an emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated Safety Zone or other designated area. Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
2. **HOLD-IN-PLACE** – May be used to keep students out of the hallways, such as during a medical emergency or other non-threatening condition, a Hold-In-Place procedure may be utilized. This procedure is ideal where a lockdown condition is not warranted and allows instruction to continue.
3. **EVACUATION** - Takes place in the event of a fire, bomb threat, or other emergency which requires students and staff to leave the building immediately.
4. **LOCKDOWN** – May be used in the event of a dangerous intruder, violence, civil disturbance or other emergency during which movement within the building would endanger the safety of staff and students.
5. **LOCKOUT** - May be used in the event of notification that a dangerous person or condition outside of the school may be a credible threat to the security of the building. All exterior doors are locked and monitored by administrators or other assigned staff.

B. HAZARD SPECIFIC RESPONSES

Confidential procedures for specific emergencies are provided within the **Building-level Plans** for various contingencies including:

1. Assaults and Fights
2. Biological Agent or Poisonous Substance Threat
3. Bomb Threats
4. Dangerous and/or Armed Persons
5. Fire Alarms
6. Hazardous Material Spill In The Building
7. Hazardous Material Spill Off-Site
8. Medical Needs and Automated External Defibrillators
9. Severe Storm and Flood
10. System Failure (loss of power, heat, water, sewer, gas leak, structural)
11. Threats of Violence – Implied or Direct

**10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (e)(1)(vi)**

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The District cooperates with law enforcement to follow the mutually satisfactory protocols for such reporting. Generally, the procedures below shall be followed by District personnel:

**A. SEQUENCE OF ACTIONS.**

1. The first person who becomes aware of an emergency should notify the Building Administrator's Office.
2. The Building Administrator shall obtain the necessary information including who, what, where, when, how and shall cause the appropriate notifications and instructions to be given.
3. The Building Administrator shall maintain communication links within the school and with outside agencies and personnel:
  - Call 9-1-1
  - Call the Superintendent, or designee
4. The reporting guidelines that are set forth in the Building Safety Plans should be implemented depending on the nature of the emergency.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY  
- 155.17 (e)(1)(ix & x)**

**A. RESOURCES AVAILABLE**

District resources available in the event of an emergency are listed in Appendix K.

**B. STAGING AND TREATMENT AREAS**

Staging and treatment areas will vary depending on the location of the emergency. Administrators, Supervisory staff, and specific individuals will be instructed how to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The County 9-1-1 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

**C. LOCATION OF THE INCIDENT COMMAND POST**

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Safety Plan, or as otherwise directed by the Incident Commander.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter. Whenever possible, the Command Post should have the availability of land-line telephone communications as cell phone towers can be overwhelmed in a wide-scale event.

**D. PERSONNEL AT THE INCIDENT COMMAND POST**

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Building Administrator or Site Supervisor, or in his or her absence, a designated staff person. He or she shall be designated the Incident Commander until law enforcement or emergency services personnel arrive.
2. The Head Custodian, or in his or her absence, a designated member of the Maintenance and Operations staff. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school secretary for the involved building shall bring the school's Emergency Response Bag.
4. The School Safety Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**E. DUTIES OF THE SUPERINTENDENT**

1. The Superintendent, or a designated administrator, will represent the District as part of the staff at the Command Post.
2. The Superintendent, or designee, will be responsible for acting as liaison between the Incident Commander and the faculty and staff. The Superintendent, or designee, will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students
3. The Superintendent or designee shall also be responsible for:
  - Mobilizing District personnel and resources as necessary
  - Designating a staff member(s) to organize the District's response to parents or guardians contacting the school, either via telephone or in person, as to the health and safety of their children
  - If delegated, providing information to the District Spokesperson with the approval of the Incident Commander
  - Performing other duties as assigned by the Incident Commander
  - Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the confidential list has been provided to selected administrators
  - Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan are distributed to all holders of the Plan
  - Directing each Building Administrator to review the Building Safety Plan for his or her school and to update any personnel changes.
  - A copy of any changes to the Building-level Safety Plans shall be sent to the Superintendent and be included in the Emergency Response Bag/"Gotta Go Bag" at each site. Copies of the Building-level Safety Plans shall be provided to County and State law enforcement agencies.
4. The Superintendent, or designee will maintain contact with the buildings affected by the emergency. When notified of an emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Building Principals, the School Business Administrator, the Head Custodian, and others as appropriate.
5. If an evacuation is ordered and off-site sheltering is initiated, the Superintendent or designee may request District Office personnel to report to the relocation site to help assist with the arrival of students from the building affected by the emergency.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR**

1. Review this Plan and the Building Safety Plan for your school at the beginning of each school year with the school faculty and staff.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Create plans and maps showing the Safety Zone for each school and determine the best location(s) to pick-up students and handicapped passengers and consult with the Head Bus Driver to determine the appropriate route(s) to transport the staff/students to the designated Relocation Center(s).
5. Maintain close contact with the Incident Commander at the Emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.
7. Building Administrators will designate staff to bring the Emergency Response/"Gotta-Go Bag" during all emergencies. This bag will go with each Building Administrator for all evacuations (outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. This bag should minimally contain:
  - A flashlight and spare batteries
  - Updated class rosters for each class using the room
  - Emergency evacuation (including assisted evacuation) plans
  - Latex gloves
  - Pen and paper
  - Names and telephone numbers of crisis team members
  - List of assigned roles for school personnel and division personnel
  - Laminated sign with the classroom teacher's name in bold letters
  - Spare batteries for two-way radios

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**G. DUTIES OF FACULTY AND STAFF**

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with a life-threatening emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an emergency to the outside.
2. Help can be summoned, and the Building Response Team for the school can be alerted, to initiate the correct emergency response. It is imperative that the guidelines contained within this plan and the Building-level Safety Plan be followed in the event of an emergency.
3. All District employees have a responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an emergency, the ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
4. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to the designated Safety Zone, avoiding any hazard areas.
5. Special area teachers and non-instructional employees shall report to the designated Safety Zone or assembly area and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Safety Zone or relocation site, the faculty will be responsible to take attendance and identify missing students. Missing students are to be reported to the Building Administrator, or designated person. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to the Safety Zone or relocation site.
7. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**H. DUTIES OF CUSTODIANS**

The custodial staff shall follow the direction of the Head Custodian, the Building Administrator, or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio communication is “open” throughout the emergency situation.
3. Provide support and be alert to needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

**I. DUTIES OF THE SCHOOL NURSE**

The school nurse for each building shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Relocation Site. The nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the Safety Zone and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**J. DUTIES OF THE DIRECTOR OF FACILITIES**

In the event of an emergency, the **Director of Facilities** will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) at the school building affected by the emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services as conditions permit.
2. Be prepared to share blueprints for any and all school buildings to police or emergency officials whenever needed.
3. The **Director of Facilities** will also set up:
  - A system for sharing blueprints of our buildings if needed during an emergency
  - A system for alerting the maintenance staff to assignments either during or after any emergency. This would include possible cleanup duties after an emergency.
  - A procedure for the assignment, and use of, powered equipment, maintenance vehicles, and other equipment from the District to assist as part of any emergency.
4. Radio communications with the building(s) affected by an emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted. Report to the Command Post, provide building plans, system operating instructions or other materials that may be of value to emergency personnel.
5. Recommend a plan and process for resuming normal school operations. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible.

**K. DUTIES OF SECRETARIAL AND SUPPORT STAFF**

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an "office" in the Safety Zone if this area is activated.



**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**L. DUTIES OF THE SPOKESPERSON**

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent, or designee, shall serve as District Spokesperson and liaison for the Incident Commander.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson will be:
  - Relay facts/statements as needed.
  - To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and District response;
  - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
  - To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
  - To organize the District response to parents; and
  - To provide for rumor control by keeping a TV set or radio tuned to a news station in the Command Center (not in classrooms and/or public places). The Spokesperson shall verify ALL facts heard and provide updates as appropriate.
2. The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the District.
3. All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
4. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
  - Causes or motives for the incident
  - Extent of casualties or damage
  - Expected duration of the operation
  - Liability or responsibility for the incident
  - Tactical responses, operations or considerations
5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
6. The Spokesperson should relay information and instructions to parents as to the procedures for reunification with their children.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - cont'd**

**M. DUTIES OF THE HEAD BUS DRIVER:**

In the event of an Emergency, the Head Bus Driver will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency. Develop a procedure by which drivers can be called back to perform this service.
2. Maintain a roster of vehicle availability, and up-to-date contact information for Transportation Supervisors at nearby school districts (i.e. Cortland City School District), in order to put a sufficient number of buses into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the pre-determined relocation site(s) for each school. Insure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center may serve as hub for centralized communication, or as an alternate command post, during an emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all emergencies.
7. The Head Bus Driver and law enforcement may declare at any time during an emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Head Bus Driver or law enforcement official stops the Code Silence.

**N. DUTIES OF SCHOOL LUNCH MANAGER**

In the event of an Emergency, the School Lunch Manager shall:

1. Prepare a plan for food preparation/distribution according to potential emergencies, i.e. weather related events, where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and resulting in additional students/staff to feed beyond the normal number at a school.
3. Communicate with the Building Administrator and Head Custodian in their building to assist with food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurse, teachers, etc.) in other response activities.
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.

**12. INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(e)(1)(xvii, viii)**

In the event of a broad scale emergency, it may become necessary to contact local governmental agencies such as the Highway Department or the County Emergency Management Office for assistance, as dictated by the situation. See Appendix B, “Emergency/Agency Telephone Numbers”, for a listing. Where outside agency support and coordination is needed during an emergency, the Superintendent, or designee, will contact local and County agencies as appropriate.

**13. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (e)(1)(xvii, xix & xi)**

**A. DISTRICT SITES**

Upon notification or declaration of an emergency, the Superintendent, or designee, will contact all District locations to communicate emergency information and instructions.

**B. PARENTS, GUARDIANS AND COMMUNITY**

**1. Parental Notification**

At the start of the school year, or when students enroll, the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans and family contacts for the child’s welfare if neither parent can be informed of early dismissal; and
- Special student needs: medical and other.

**2. Parental and Community Notification**

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

- The Superintendent, or designated Spokesperson, shall organize the District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

**C. STATE EDUCATION DEPARTMENT**

The Superintendent will be responsible for notifying The New York State Education Department, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

**14. SCHOOL SAFETY PERSONNEL – 155.17(e)(1)(xviii)**

**A. ALL STAFF**

Orientation has been provided to instructional, clerical, custodial and other support staff. Safety procedures are reviewed may include topics such as responding to medical emergencies, dangerous persons, threats of violence, bomb threats and other emergencies.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day
- Periodically check unsupervised areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Direct visitors without a visitors badge to report to the Main Office and contact the Main Office when this occurs
- Work with Building Administrators and guidance counselors to present problems of truancy, student behavior and assist as appropriate
- Check the condition of classrooms and secure doors and windows after classes have ended.

**15. MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(e)(1)(xiv)**

**A. TRAINING OF STAFF**

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Safety Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
2. Training for District staff is conducted throughout the school year. This training may include, but is not limited to: Right-To-Know; Hazard Communication; Bloodborne Pathogens; CPR and AED training; overview of the District SAVE Plan and Code of Conduct. This training is conducted annually to insure school staff understand emergency procedures and to review any changes to this Plan or the Building Safety Plans. The District may coordinate with the Cortland City Police Department, County Sheriff's Department, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, as well as additional incident specific programs.
3. Local emergency responders (e.g., police, fire, EMS) may conduct appropriate training in cooperation with the District as needed.
4. Training can entail short briefings, or presentations related to any aspect of preparedness, table-top exercises or full-scale drills and exercises. The training should convey the importance of everyone's role in implementing an effective school emergency response.

## **16. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS**

### **A. RESPONSIBILITIES OF THE DISTRICT**

All Building Administrators and Supervisors will perform the following tasks with respect to training for staff and students.

1. Review District Safety Plan and the Building Safety Plan for their particular building with their staff at the beginning of each academic year. Any revisions to the Plan will be distributed to Building Response Team, and other staff as applicable.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by the District.
4. Prepare education, training, and drills required to assure effective operation of the plan.

### **B. RESPONSIBILITIES WITH RESPECT TO STAFF**

The following tasks shall be performed by the Building Administrators with respect to staff training. Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff and volunteers so that the plan, or part of the plan, does not become non-functional if one person is absent.
3. Include emergency instructions for all students and staff.
4. Adapt emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service on emergency preparedness training to staff. Include orientation to volunteers and other visiting professionals and substitutes.

**17. EMERGENCY DRILLS AND EXERCISES – 155.17(e)(1)(xv)**

**B. CONDUCT OF DRILLS**

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal shall be held in each school building during each school year. Parents shall be notified at least one week prior to an early dismissal. Periodic exercises and drills will also ensure the school's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

1. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:
  - Conducted at least once every school year;
  - Inclusive of transportation and communication procedures; and;
  - Held with at least one week's notice to parents or guardians
  - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time.
2. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
3. Training programs can enhance overall school emergency preparedness and violence prevention by presenting ideas and response techniques consistent with safety plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training.

Training can entail short briefings, or presentations related to any aspect of preparedness or violence prevention. The training should convey the importance of everyone's role in implementing an effective school emergency response.

Training should be:

1. Provided for school staff assigned specific roles and areas of responsibilities in the Safety Plans;
2. Conducted annually to ensure school staff and students understand emergency preparedness and violence prevention and include any changes to school plans;
3. Consistent with local emergency response plans.

A specific form of training can be emergency simulations. The school district should, in cooperation with local emergency management officials, conduct periodic exercises or drills to test the safety plan. These exercises can be used to specifically test evacuation, dismissal, and other response actions, as well as the communications and transportation procedures to be used in an emergency.

**17. EMERGENCY DRILLS AND EXERCISES – 155.17(e)(1)(xv)**

**B. FIRE DRILLS**

A total of 12 fire drills shall be conducted each year, with eight occurring before December 31<sup>st</sup>. The Building Administrator will make the appropriate local fire department, or third-party alarm system monitor, aware of the timing of these drills. Fire drills must be taken seriously at all times.

Eight (8) of these drills shall be evacuation drills and four (4) shall be lock-down drills. Drills shall be conducted at different times of the school day. At least one (1) of the twelve (12) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one (1) of these drills shall be held during the first week of summer school.

From the time the alarm sounds, until occupants are back in the building, students and staff are to take these drills seriously. In buildings where students are housed, teachers shall implement the following procedures and those outlined in the confidential Building-Level Emergency Response Plans.

1. See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
2. Take class list (if safe). Move students quickly to the designated exits.
3. Escort the class to a safe distance from the building and remain with students until called back into the building.
4. Take attendance at the exterior assembly point (if possible). Report missing students to the Building Administrator after students are safely outside.
5. Be sure students know alternate escape routes from their classrooms.
  - Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
  - Be sure that staff and students know alternate escape routes from the classroom.

## 18. PLAN DISTRIBUTION AND REVIEW

### A. COPIES OF THE PLAN

A copy of this Plan shall be kept in the office of the Superintendent, School Business Administrator, Building Administrators, Head Custodian/Head Bus Driver, and Building Nurses.

## 19. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(e)(1)(xii)

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

### A. BASIC PROCEDURES

- (1) All District employees are required to wear an **employee badge** whenever they are in any District facility, except as exempted for specific safety reasons. This includes all shifts and all levels of employment.
- (2) When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear identification badges.
- (3) General access to buildings shall be limited to a clearly identified central access. All entrances, except for the main access, shall be locked and secured while classes are in session.

### B. VISITOR PROCEDURES

The Superintendent encourages parents/guardians and other citizens to visit the District schools and classrooms. The community should feel welcomed in our schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Administrator, or designee, is responsible for all persons in the building and on school grounds. In light of today's security concerns building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years. If a staff member observes a visitor, including a vendor, who is not known to them, the staff member shall request that person to identify themselves. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building or immediately call law enforcement based upon a threat assessment.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.



**19. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(e)(1)(xii)**

**B. VISITOR PROCEDURES – *cont'd***

5. All visitors are expected to abide by the rules for public conduct while on school property as outlined in the District Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
6. The Building Administrator is responsible to enforce the District Code of Conduct as applied to visitors.

**C. STAFF RESPONSIBILITIES**

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately call law enforcement and report their presence to the Building Administrator immediately. The Building Safety Plans contain detailed procedures for dealing with armed or dangerous persons.

**20. INDIVIDUAL BUILDING INFORMATION**

Each **Building-level Safety Plan** contains maps and floor plans of the buildings, and information on the number of staff and students in that school.

# **DISTRICT EMERGENCY MANAGEMENT POLICIES**

## **ADMINISTRATIVE POLICIES**

McGraw Central School District  
District-Wide School Safety Plan

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response have been prepared for various emergencies, i.e.; civil disturbance, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the Office of each Building Administrator, Building Nurse, Head Custodian, District Office, the Food Service Manager's Office and the Office of the Head Bus Driver.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

#### EMERGENCY COORDINATOR / INCIDENT COMMAND LIAISON

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district and shall address all news media.

The Superintendent is the District's Emergency Coordinator.

The Business Administrator is the District's alternate Emergency Coordinator.

The District Office serves as the Emergency Command Post.

The Bus Garage, Maintenance Office and the Elementary Principal's Office may serve as an alternate command post when designated by the Emergency Coordinator.

When an emergency is declared by the Superintendent, the members of the response team may be alerted to report to the Command Post.

#### CHAIN OF COMMUNICATION / CHAIN OF COMMAND

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, (s)he will begin implementing the emergency plan. The District chain of communication as follows:

Superintendent  
Secondary Principal  
Elementary Principal  
School Business Administrator

#### EMERGENCY RESPONSES

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: **EARLY DISMISSAL, SCHOOL CANCELLATION, HOLD-IN-PLACE, SHELTERING, EVACUATION, LOCKDOWN OR LOCKOUT.**

## **ADMINISTRATIVE POLICIES – *cont'd***

### **SCHOOL CLOSURE**

The decision to close school remains exclusively with the Superintendent. In case of absence or unavailability the chain of command for emergency decisions is:

High School Principal  
Business Administrator (when in district)  
Elementary Principal

The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

The Superintendent will also be responsible for notifying the District Superintendent of the OCM BOCES (315/433-2602) as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

### **GENERAL RESPONSIBILITIES**

In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students. Some students may be in need of extended supervision.

In an emergency, ordinary rules of work hours, work sites, job descriptions, and any other contractual provisions are subject to state, county, or school district directives.

Transportation staff members are expected to report to work when alerted of an emergency.

The Superintendent shall ensure the District-Wide School Safety Plan is reviewed annually by the district safety team.

## EMERGENCY MANAGEMENT PROCEDURES

### A. General

An action plan exists for all foreseeable emergencies. Each teacher and non-instructional staff member should familiarize themselves with the Flip Guide for Emergency Procedures. If uncertainty exists, the Building Administrator should be notified.

A copy of the District-Wide Safety Plan and Building Level Safety Plans are located in the office of each Building Administrator, each Building Nurse, **Director Of Facilities**, District Office, Head Bus Driver, and Food Service Manager.

If the Superintendent, or in his/her absence a designee, as the District's Emergency Coordinator, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post. If appropriate, the Superintendent shall activate the Crisis Intervention Team.

The Command Post/Alternate Command Posts shall be in contact with the Head Bus Driver/**Director of Facilities** to receive messages from the Emergency Broadcast System and the local news stations.

Each Command Post shall also be equipped with a telephone, emergency lighting, emergency telephone numbers, list of hazardous materials, and School District, county map, as well as with a radio receiver/transmitter on the District's school bus frequency.

Staff members involved in the response shall continue their response actions until the emergencies have ended.

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal drill in each school building during each school year. Transportation and communication procedures shall be included in the drills. The evacuation drill may occur at any time during the school day. The early dismissal drill will begin 15 minutes prior to the end of the regular school day. Parents shall be notified from the Superintendent's office at least one week prior to an early dismissal.

## **EMERGENCY MANAGEMENT PROCEDURES – *cont'd***

### **B. BUILDINGS**

Each Building Administrator is responsible to provide directions to all staff should any emergency or disaster occurs. Since the safety and health of the students and staff are of prime importance, the Safety Plans should be reviewed with the building staff. The following components should be building specific and are contained within the confidential Building-level Safety Plans:

1. Identification of key people, meeting points and assembly areas
2. Review of key people in each emergency and the proper sequence of action
3. Identification of sites of potential emergencies (inside and outside sources)
4. Identification of resources available (equipment, manpower, etc.)
5. Diagrams of all buildings/wings by floor
6. Identification of exit routes and shelter areas

The Building Administrator is responsible for monitoring the conditions of any school facility which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

## **EMERGENCY MANAGEMENT PROCEDURES – *cont'd***

### **C. TRANSPORTATION DEPARTMENT**

If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal bus driver assignments and routes will be suspended.

The Head Bus Driver will maintain a current list of regular and substitute bus drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan.

Members of the transportation staff will be oriented to the emergency evacuation plan by the Head Bus Driver.

#### **TRANSPORTATION PLAN DETAILS**

1. All available drivers needed will be notified by the dispatcher and director to report in case of an emergency, and to report to the Transportation Office. This will usually take approximately 1/2 to 3/4 of an hour.
2. Drivers reporting to the Transportation Office will be assigned a route. The director will notify the school principals of the geographic area which should be dismissed first.
3. The director will assist in loading the students and giving the drivers last minute instructions before they depart on their routes.
4. Students who are outside the school district under district authorization, i.e., field trips, athletic events, BOCES will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates.
5. All students will be evacuated by district buses only. No student will be allowed to drive any vehicle while the emergency evacuation is taking place.
6. Parent or emergency designee will be directed to evacuate site where s/he may pick up the child via a sign out procedure.
7. If necessary, the district will provide a bus to transport students to the Cortland Regional Medical Center for evaluation.

## **PUBLIC INFORMATION**

In any situation where normal school activities are disrupted, it is crucial for the school district to recognize its obligation to inform the public of the problem and how the district is responding to it. School Districts utilize public information procedures to provide information during emergencies that affect school operations.

The first step in addressing the public information function is to identify two people who will serve as the primary and alternate emergency public information designees for the district. While the Superintendent of Schools is the main individual who answers reporters' questions, the District's Alternate Emergency Coordinator shall serve in this capacity in the Superintendent's absence.

The overall functions of the public information designees will be to fully coordinate with each other as needed and:

1. To provide correct information to the public on what is occurring and what the school district is doing in response;
2. To prevent erroneous information from being disseminated;
3. To represent a positive image for the school district, and demonstrate that the district is responding to the situation in an organized and competent fashion;
4. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
5. To act as liaisons between the media/public and school district officials who are involved in decision making and the operational response to the emergency;
6. To organize the district's procedure for providing parental contact as to the health and safety of their children:
  - a) television, radio, news releases as appropriate
  - b) personal contact
7. Contact all educational agencies within and that serve the district.



# **GUIDELINES FOR SPECIFIC EMERGENCY SITUATIONS**

## **CIVIL DISTURBANCE**

**GENERAL**

**HOSTAGE**

**KIDNAPPING**

**DANGEROUS PERSON**

**BOMB THREAT**

## **CIVIL DISTURBANCE**

Police/Fire/Ambulance: CALL 9-1-1

1. Building Administrator - At the beginning of an actual or potential civil disturbance obtain the following information:
  - a) where - specific location
  - b) when - time begun
  - c) how many persons involved
  - d) what is taking place
  - e) purpose or intentions of group
2. Building Administrator - Notify Superintendent
3. Building Administrator - Notify staff and students and move them away from areas Superintendent where violent confrontations are or may be occurring.
4. Superintendent - Consider closing school if conditions warrant.  
**DO NOT DISMISS STUDENTS UNLESS IT CAN BE ACHIEVED WITHOUT RISK TO STUDENTS AND STAFF.**

## **HOSTAGE/KIDNAPPING/DANGEROUS PERSON**

Police/Fire/Ambulance: CALL 9-1-1

1. First person on the scene - Identify the situation or Person receiving call:
  - a. Try to prolong conversation as long as caller will talk
  - b. Obtain as much information as possible; take notes
  - c. Listen for characteristics of caller and background noise
2. First person on the scene or person who received call
  - a. Notify building administrator, describe situation and deliver written information as soon as possible.
  - b. information as soon as possible.
3. Building Administrator - Notify Superintendent (607-836-3636)  
Superintendent – Notify County Sheriff (607-753-3311)
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
6. Building Administrator - Keep Superintendent apprised.
7. Superintendent - Notify parents and/or spouse of victim(s).
8. Police - Termination of 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 remove people not directly involved with the incident. If necessary, evacuate all or part of the building.
3. Address injured.
4. Maintain 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 police if possible.
6. If the person attempts to leave building, allow departure. Observe whether a car is used. Note license number and description of vehicle and person(s).
7. If the person attempts to leave building with a student or staff member, be cautious in trying to intervene. Remember the most important consideration is the safety of all.

### **RESOURCES**

- Building Floor Plans
- Local emergency responders – Police/Fire/Ambulance: CALL 9-1-1

## **BOMB THREAT PROCEDURE (Quick Reference Guide)**

Local Law Enforcement: CALL 9-1-1  
Sheriff 607-753-3311 – Non-Emergency  
NY State Police - Troop C Headquarters: 607-561-7400

All office staff should be given bomb threat forms.

1. Person receiving threat CALL 9-1-1 (notify emergency responders through 9-1-1. Question caller and complete Bomb Threat Form (see Appendix D)
2. Person receiving threat – Notify Building Administrator,
3. Building Administrator – Notify Superintendent
4. Building Administrator – Notify staff & students to evacuate building, as appropriate (to pre-determined sites)
  - DO NOT MENTION “BOMB THREAT.”
  - DO NOT USE FIRE ALARM SYSTEM
5. Superintendent or Building Administrator – Upon arrival, advise police of situation
6. Superintendent informs Building Administrator to – Resume, curtail or cease building operation. Notify staff, students and contact media if students are being dismissed.
  - a) Make sure all secretaries, nurses, etc. know to call the Superintendent or Business Administrator in principal’s absence.
  - b) Walkie-talkies for teachers going outside

### **THE SEARCH – SUPERINTENDENT OR DESIGNEE ROLE**

The Superintendent or Designee has the ultimate responsibility to evacuate buildings, and the ultimate responsibility to order re-entry after a building search has discovered nothing suspicious.

1. Superintendent clears command center
2. Maintenance Channel 1 will be the communication connection for the district
3. Provides for transportation to safe areas if necessary – bus drivers will be on standby
4. Teams search building and grounds
5. Anything suspicious found is turned over to police
6. Decision to return or not return is made by the Superintendent after consulting with police
7. Contact media when necessary
8. Trace call through telephone company

## MISCELLANEOUS BOMB THREAT INFORMATION

### A. Interruption of Testing

1. The safety of students and staff is the first priority.
2. If a school is evacuated before the test administration has begun, the test should be administered as soon after the students return to the building as possible. The principal may reschedule the test for the following day if there is inadequate time remaining in the school day to allow students to finish the test, or if the students are too distressed by the situation to perform to their capability.
3. If a school is evacuated after the test administration has begun, the test should be continued as soon after the students return to the building as possible. The principal may reschedule the completion of the test for the following day if there is inadequate time remaining in the school day to allow students to finish the test, or if the students are too distressed by the situation to perform to their capability. The principal must make sure that all test materials (test booklets, answer sheets, scrap paper, etc.) are collected and securely stored until the test is completed the following day.
4. Emergency Evacuation of a school building. Evacuation of a school building during an examination may be required because of an emergency, such as a fire alarm or a bomb threat. In any situation in which the safety of the pupils is endangered, the principal has full authority to interrupt the examination immediately. If it is possible, the pupils should be kept under supervision during the emergency. Then, if work can be resumed, the time for the examination should be extended so that the pupils will be allowed their full time for the examination. Following the examination, a report of the circumstances should be made to the Office of State Assessment.

### B. County-Wide Bomb Threat – *see Superintendent's Confidential File*

# **FIRE AND EXPLOSION**

## **GENERAL**

### **EMERGENCY FIRE PROCEDURE**

#### **UNPLANNED FIRE ALARMS**

## **FIRE/EXPLOSION – General (Quick Reference Guide)**

Police/Fire/Ambulance: CALL 9-1-1

1. First person on scene - Pull fire alarm. Notify building administrator of what prompted fire alarm, location and source of fire/explosion if known.
2. Occupants - Evacuate building on sound of fire alarm in accordance with established emergency evacuation plans posted in each classroom. After evacuating close doors behind you.
3. Building Administrator or designated administrative staff - Notify:
  - a. Fire Department - CALL 9-1-1
  - b. Superintendent – Phone: 607-836-3636
  - c. Head Bus Driver (if need to evacuate) – Phone: 607-836-3670
4. Custodian – Examine enunciator panel and report to principal.
5. Custodial/Maintenance Staff – If not already activated, pull fire alarm. Assist people out of the building and/or check restrooms and other non-supervised areas. Investigate source and contain fire, if possible or practical
6. Building Administrator - Upon arrival, advise fire department of situation and follow its instructions.
7. Building Administrator - Keep Superintendent's Office apprised.
8. Fire Department - Termination of emergency.
9. Building Administrator and Superintendent -Resume, curtail or cease building operation as appropriate and notify staff, parents, students and media
10. In the Science Lab: If there is danger of fire/explosion or toxic fumes:  
Lab Teacher: Do the following two things simultaneously
  - a. Evacuate room and get help from neighboring classrooms if needed to move injured students:
  - b. 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 person(s). Wait for medical assistance.

Do not sound fire alarm. Notify building administrator.

### **RESOURCES**

- Local Emergency Responders: Police/Fire/Ambulance CALL 9-1-1
- Chemical inventory with MSDSs - located in Business Office
- MSDS Online: <http://hq.msdsonline.com/ocmboces3810>
- Fire alarm system
- Fire extinguishers - serviced and charged
- Staff trained in First Aid and CPR – see Building-level Plans

## **EMERGENCY FIRE PROCEDURES**

Police/Fire/Ambulance: CALL 9-1-1

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building and notify the fire department. That person should then contact the building administrator and notify them of the location of the fire. The building administrator shall notify the Superintendent who will activate the Emergency Response Team.
2. Immediately upon hearing the fire alarm, faculty, and others in the building shall evacuate the building via their pre-arranged evacuation route posted in each room.
3. As per individual building plans, restrooms and other unsupervised areas will be checked to ensure that everyone has evacuated. Upon reaching assembly point, the students shall be sent to the area where his 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 at the pre-arranged assembly point, check the roll to see that no one is missing. All supervisors must verify the safe presence of their subordinate staff. The building administrator shall assign someone to verify the attendance of instructional staff. A report is then given to the building administrator at a designated point. A designated runner will bring absentee names to the nurse.
5. As per individual building plans, the building administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (door guards will be posted at all outside exits but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded and shall see that the door is closed as soon as the exit has been evacuated.
6. All students shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building, following the pre-arranged plan. No person will be allowed to return to the building once it has been evacuated until authorized by the Fire Chief.
7. 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 exit pre-assigned.
8. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room.



**EMERGENCY FIRE PROCEDURES – *cont'd***

9. The building administrator shall hold a sufficient number of fire drills 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, and etc.
9. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. The first priority of teachers and staff is to ensure that they and their students exit the building promptly and safely. All students and staff must evacuate the building rather than attempt to fight the fire. Only designated custodial and/maintenance personnel shall attempt to extinguish small, incipient fires. Designated personnel shall be instructed on the use of fire extinguishers.

Actions to extinguish small fires shall never be initiated until the alarm has been sounded and the process of evacuating the building has commenced.

11. 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 assemble as per individual building plan. During inclement weather, the building administrator shall contact the superintendent to obtain buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure, the two-way radios are to be utilized.
12. The Fire Chief will inform the building administrator as to the safety of returning occupants to the building and when the building is deemed 'all clear'.
13. If the students are to be transported home, the superintendent will contact parents through news media or public information designee.
14. **Teachers shall take attendance before students begin loading on the buses to assure that all students are accounted for.**

## **UNPLANNED FIRE ALARM**

Police/Fire/Ambulance: CALL 9-1-1

1. Building Occupants - On sound of any fire alarm all building occupants shall evacuate building in accordance with established evacuation routes posted in each room.
2. Designated Maintenance Staff – Examine enunciator panel and confirm evidence of fire.
3. Building Administrator/Head Custodian - If the presence of fire is not confirmed, summon Fire Department and explain situation. Only the Fire Department can determine that a building is safe for occupancy. Return to normal building operations.
4. Building Administrator(s)/Custodian - If presence of fire is confirmed:
  - a. Summon Fire Department: (9) 9-1-1
  - b. Notify Superintendent: 607-836-3636
  - c. Notify Head Custodian: 607-836-3614 or via radio
5. Maintenance Staff - Investigate source and contain fire, if possible or practical. Keep building administrator apprised of situation. Supervisor shall verify that all maintenance staff is accounted for.
6. Superintendent - Alert Head Bus Driver of possible need to evacuate students and staff to another building.
7. Building Administrator - Upon fire department's arrival, advise of the situation and follow instructions. Confirm attendance for all staff and students.
8. Building Administrator - Keep Superintendent's office apprised.
9. Fire Department - Termination of emergency.
10. Superintendent/Building Administrator - Resume, curtail or cease building operations as appropriate. Notify staff, parents and students, as appropriate.

## **RESOURCES**

- Local emergency responders – Police/Fire/Ambulance: CALL 9-1-1
- Emergency two-way radios - located in each building and with key administrators
- Chemical inventory with MSDSs located in Business Office
- Zoned fire alarm system with enunciator panel
- Fire extinguishers, services and charged
- Transportation System and Head Bus Driver

# **NATURAL DISASTERS**

**Inclement Weather**

**Severe High Winds**

**Tornado/Wind Storm**

**Earthquakes**

**Other Disasters**

McGraw Central School District  
District-Wide School Safety Plan

**INCLEMENT WEATHER**  
Snow/Ice Storm - Thunder/Lightning

Cortland County Emergency Management Office - 607-753-5065

1. Head Bus Driver/Head Custodian – Monitor weather and road conditions through local news stations and the internet. Notify Superintendent of impending situation.
2. Superintendent - Notify building administrator of pending situation. Select appropriate Emergency Response Action and relay instructions to building administrations.
3. Building Administrator - Curtail or cease all outdoor and/or extra-curricular activities as appropriate. Summon all persons into the building with help of staff and public address system.
4. Building Administrators/Head Bus Driver - Implement select Emergency Response Action. The Emergency Coordinator shall evaluate storm progress and predicted timelines for the purpose of considering the storm's impact on road conditions. Early dismissal will be considered as an option (see Early Dismissal Procedures page 14)
5. Termination of emergency will be issued by Superintendent.
6. During severe weather that happens at the close of the day, affected children will not be dismissed until the weather subsides.

**RESOURCES**

- Head Bus Driver: 607-836-3670
- Highway Dept. – County: 607-753-9377; Rte. 281: 607-756-2121; Polkville: 607-753-1669
- Emergency two-way radios located in each building and with key administrators
- Staff trained in Shelter Management, First Aid and CPR (Appendix L)

## **SEVERE HIGH WINDS**

Cortland County Emergency Management Office - 607-753-5065

1. Although not a risk area for hurricanes, upstate New York gets the high winds, severe storms and occasional tornadoes that accompany hurricanes as when “Gloria” made its way up the east coast in the fall of 1985 and hurricane “Sandy” in 2012.
2. The National Weather Service issues advisories on such storms with the location, wind speed, direction, and how much rainfall may occur.
3. During this time you should:
  - a. Keep your radio and TV on and listen for the latest weather service bulletin and advisories, as well as special instructions from local government officials.
  - b. Because the school may be used as an emergency shelter, store drinking water in jugs, pots and bottles. Drinking water from other sources could be contaminated by the storm.
  - c. Secure outdoor objects that might blow away.
  - d. Leave low lying areas subject to flooding.
  - e. Stay where you are if the structure is sturdy and on high ground. If not, and especially if local officials order an evacuation of your area, move to a designated shelter and stay there until the storm is over and the proper authorities say it is safe to return to your home or school.
  - f. After the storm, stay out of disaster areas. Sight-seeing hinders rescue and recovery operations.
  - g. Avoid utility poles and lines. Report broken mains and downed power lines to the police or fire department.
  - h. Use flashlights as a light source instead of matches or lanterns. A gas hazard may be present.
  - i. Don’t panic. It is important to listen to local government officials to prevent injury and to mitigate property damage.

## **RESOURCES**

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to local news station
- Local emergency responders – Police/Fire/Ambulance: CALL 9-1-1
- Highway Dept. - County: 607-753-9377; Rte. 281: 607-756-2121; Polkville: 607-753-1669
- Staff trained in First Aid and/or CPR
- County Emergency Management Office: 607-753-5065

## **TORNADO/WIND STORM**

Cortland County Emergency Management Office - 607-753-5065

1. In the event, notification, or declaration of an impending tornado/storm, warnings and instructions may be relayed to the Superintendent via the BOCES District Superintendent, the County Emergency Management office (753-5065) or other State Agencies.
2. Once a severe weather watch has been posted, the Superintendent will activate the Emergency Response Team. Should the Superintendent be unavailable, follow the chain of command. The Superintendent, or next in chain of command, will then implement the appropriate emergency response action.
3. During a tornado warning, the building administrator or teacher in charge shall notify all students of a sheltering procedure. Cancel all outdoor activities and summon persons into the building with help of staff.
4. 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.
5. The teacher shall take the attendance register for the group in the room and upon arrival at the prearranged shelter, 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 shelter, emphasize silence and calmness so further instructions may be heard and lines will move quietly to the shelter area. Shelter areas are specified in the confidential Building-level Safety Plans.
8. 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.

## **RESOURCES**

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to local news station
- Local emergency responders – Police/Fire/Ambulance: CALL 9-1-1
- Highway Dept. - County: 607-753-9377; Rte. 281: 607-756-2121; Polkville: 607-753-1669
- Staff trained in First Aid and/or CPR
- County Emergency Management Office: 607-753-5065

## **EARTHQUAKES**

Cortland County Emergency Management Office - 607-753-5065

An earthquake is the shaking or trembling of the earth's crust caused by underground volcanic forces or by breaking and shifting of rock beneath the surface. Earth movement, as frightening as it is, seldom is a direct cause of injury or death. Earth movement, however, weakens structures and causes them to shake or collapse. Most casualties result from falling debris, splintered glass, and fires.

During an earthquake:

1. Keep calm.
2. Stay where you are. Most injuries occur from people entering or leaving buildings.
3. If indoors when an earthquake strikes, take cover under a table, desk, bench, or against inside walls or doorways. Stay away from glass, window, and outside doors.
4. If outside when the earthquake strikes, move to an open area away from buildings and utility poles, water main, and gas lines.

After the earthquake:

1. Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury.
2. Check for fires.
3. Check utility lines and appliances for damage. If gas leaks exist, shut off main gas valve. Shut off electrical power if there is damage to wiring.
4. Draw a moderate supply of water in case service is disrupted. The majority of the water supply will be used for fire suppression.
5. Eat or drink only from closed/sealed containers.
6. Telephones should only be used for emergency purposes.
7. Respond to requests from police, fire fighting and relief organizations. Cooperate fully with local organizations.

## **RESOURCES**

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to local news station
- Local emergency responders – Police/Fire/Ambulance: CALL 9-1-1
- Highway Dept. – County: 607-753-9377; Rte. 281: 607-756-2121; Polkville: 607-753-1669
- Staff trained in First Aid and/or CPR
- County Emergency Management Office 607-753-5065

## **OTHER DISASTERS**

### **AIR POLLUTION - FLOOD - RADIOLOGICAL INCIDENT TOXIC SPILL**

1. In the event, notification, or declaration of any pending emergency, warnings and instructions may be relayed to the Superintendent of Schools via the BOCES District Superintendent, the County Emergency Management Office (607-753-5065) or other State Agencies. The Superintendent of Schools will then implement the Emergency Response Action as directed by the above agencies.
2. If the emergency occurs without warning, the Superintendent may initiate local emergency procedures.
3. If a breakdown of communications occurs, each building administrator will implement the most appropriate Emergency Response Action.
4. Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.
5. In the event of a TOXIC SPILL, RADIOLOGICAL INCIDENT or AIR POLLUTION:
  - 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 fans bringing outside air into the school.
  - d. Superintendent will relay proper response action.

## **RESOURCES**

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to local news station
- Head Custodian
- Local Emergency Responders: Police/Fire/Ambulance CALL 9-1-1
- Highway Dept. – County: 607-753-9377; Rte. 281: 607-756-2121; Polkville: 607-753-1669
- Staff trained in First Aid and/or CPR
- County Emergency Management Office: 607-753-5065



## **MEDICAL EMERGENCIES**

### **GENERAL**

### **EPIDEMIC/FOOD OR WATER POISONING**

## **MEDICAL EMERGENCY**

Police/Fire/Ambulance: CALL 9-1-1

### **RATIONALE:**

Life threatening emergencies although relatively uncommon can happen in any school at any time. These emergencies can be the result of pre-existing health problems, violence, unintentional injuries, severe asthma, anaphylaxis, choking, etc. These conditions are a very real possibility in our schools. A medical emergency response plan is crucial for accurate and fast medical care. In an effort to minimize the distress and enable as smooth a response as possible, procedures directing the activities of staff and student in the event of such an emergency have been established.

### **INITIAL NOTIFICATION PROCESS**

Should an incident occur, the first person on the scene shall contact the nurse's office and then the main office. The main office secretary notifies his/her building principal who then activates the medical emergency team via the PA system to the specific location. The Principal will notify the Superintendent.

### **MEETING REGARDING EMERGENCY**

A debriefing/meeting will be held the afternoon of the emergency to discuss the events that took place and each member will be given a feedback sheet to fill out.

### **Medical Emergency**

- Faculty or staff members with the injured will call the office and notify the office of the situation
- Medical Emergency Team activation announcement via PA will be made if warranted (See Medical Emergency Plan)
- Superintendent will be notified

### **General Principals for Responding to a Medical Emergency until Ambulance and/or Fire Department Arrive:**

1. Remain Calm, reassure others and try to avoid panic.
2. As quickly as possible a team member will remove people not directly involved with the incident.
3. Address injured.
4. A team member will **CALL 9-1-1** and to the injured student's parents.
5. Gather as much information as possible. A team member will be delegated to take notes to give to EMS.
6. Maintain communication between members.

**Building Specific Procedures for Medical Emergencies – See Building-level Safety Plans**

### **EPIDEMIC/FOOD OR WATER POISONING**

1. School nurse - Identify the problem, notify building administrator, further define problem
2. Building Administrator - Notify Superintendent, 607-836-3636
3. Superintendent - Notify County Health Department of Epidemiology, 607-753-5036
4. Building Administrator/Superintendent - Follow directives of the school health physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.
5. Superintendent - Notify parents, staff and students
6. Public Health Officials - Monitor emergency

### **RESOURCES**

- Emergency telephone numbers: Fire/Ambulance: CALL 9-1-1  
Public Health Dept.: 607-753-5036  
Cortland Hospital: 607-756-3500  
Emergency Room: 607-756-3740
- news media, public address system
- public information person

## **SYSTEM FAILURES - GENERAL**

**Oil/Gasoline/Diesel Spills**

**Natural Gas Leak**

**Hazardous Chemical Spills**

**Structural Damage To Building**

**School Bus Breakdown/Accident**

## **SYSTEMS FAILURE**

Loss of power, heat, water or sewage systems, gas leak, or structural failure of an emergent nature.

Police/Fire/Ambulance: CALL 9-1-1

1. Upon discovery or detection of a system failure, the first person on the scene shall notify a custodial/maintenance person and building administrator.
2. Custodial/Maintenance person - evaluate the problem insofar as possible and notify the building administrator.
3. Custodial/Maintenance person and/or building administrator - use public address system to evacuate the building if there is any question as to the safety of the building occupants.
4. Custodial/Maintenance person - notify the Head Custodian 836-3614.
5. Head Custodian - evaluate problem and commence appropriate remedial action and notify Superintendent if situation warrants.
6. Superintendent - curtail or cease building operations as appropriate and notify staff, parents, and students and issue instructions. Notify the following as applicable:
  - NYSEG emergency number: 800/521-5572
  - National Grid: Power Outages: 800-867-5222, Gas Emergency: 800-892-2345
  - Village of McGraw: Water & Sewer: 607-836-6294
7. Head Custodian/Business Administrator - complete corrective actions and recovery.
8. Superintendent of Schools - notify Board of Education and SED - Office of Facilities Planning if formal emergency resolution is needed (518/474-3906).

NOTE: In the event of a power failure all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting. This does not operate the PA system, therefore each building should be equipped with a megaphone (located in maintenance office) for public announcements.

## **RESOURCES**

- Emergency two-way radios - located in each building and with key administrators
- Emergency Response Number: 800-521-5572
- National Grid: Power Outages: 800-867-5222, Gas Emergency: 800-892-2345
- Local Emergency Responders: Police/Fire/Ambulance: CALL 9-1-1
- Village of McGraw: Village Hall Offices/Highway/Water & Sewer: 607-836-6294
- Cortland Wastewater Treatment Facility (251 Port Watson St., Cortland): 607-756-7227

**OIL/GASOLINE/DIESEL SPILL/ NOXIOUS ODOR**  
DEC HOTLINE 315/426-7519 or 800/457-7362

1. Upon discovery or detection of a fuel spill on school property the first person on the scene will:
  - a. Notify Head Custodian: 607-836-3614
  - b. Notify Building Administrator(s): Elem., 607-836-3650 and High School, 607-836-3601
  - c. Stop source of spill, if possible
2. Head Custodian - evaluate the problem insofar as possible and stop source of spill, if possible. Commence remedial response, i.e., absorbent socks. Call 9-1-1 immediately if the spill cannot be quickly managed and contained.
3. Building Administrator - notify the Superintendent 607-836-3636
4. Building Administrator/Superintendent - decide whether to curtail or cease building operation as conditions warrant- (see Early Dismissal/Sheltering Procedures)
5. Building Administrator - institute appropriate response actions.
6. Head Custodian - notify the NYS Dept. of Environmental Conservation 24-hour spill hotline (800/457-7362). Notify the Cortland County Emergency Management office, 607-753-5065, and local 9-1-1 responders as needed.
7. Head Custodian, Superintendent and Business Administrator - recovery: will direct cleanup work as directed by DEC/DOT.
8. Superintendent - notify the Board of Education and SED - Office of Facilities Planning if formal emergency resolution is needed (518/474-3906).
9. Superintendent - will issue termination of contingency.

**RESOURCES**

- Local emergency responders: Police/Fire/Ambulance: CALL 9-1-1
- Emergency two-way radios - located in each building and with key administrator
- Head Custodian: 607-836-3614
- Head Bus Driver: 607-836-3670, transportation system
- Dept. of Environmental Conservation: 24-hour spill hotline: 800-457-7362
- Cortland County Emergency Management Office: 607-753-5065

## **NATURAL GAS ODOR/LEAK**

LOCAL EMERGENCY RESPONDERS: POLICE/FIRE/AMBULANCE: CALL 9-1-1  
NYSEG Emergency Number: 800/521-5572

1. First Person on the scene - Do Not Pull Fire Alarm, as it may cause ignition. Notify Building Administrator of the odor or leak.
2. Building Administrator or designated administrative staff
  - a. Notify occupants of evacuation by public address system. Inform building occupants not to turn any electrical switches and to immediately stop operation of any equipment.
  - b. Notify Fire Department – CALL 9-1-1
  - c. Notify Superintendent – 607-836-3636.
  - d. Notify Head Bus Driver of need to evacuate, 607-836-3670.
3. Occupants -
  - a. Evacuate building in accordance with established emergency evacuation plans posted in each classroom.
  - b. Do not turn off lights. Occupants in the kitchen, science labs, home economics room should turn off any gas appliances or equipment. After evacuating, close doors behind you.
  - c. As per individual building plans, restrooms will be checked to ensure that everyone received the warning and evacuates. Upon reaching assembly points, the students shall be sent to the area where his own room has assembled if safety permits.
  - d. When the notification to evacuate is given, the teacher shall take the attendance register for the group in the room, and upon arrival of the pre-arranged assembly point, check the roll to see that no one is missing. All supervisors must verify the safe presence of their subordinate staff. The building administrator shall assign someone to verify the attendance of instructional staff. A report is then given to the building administrator at a designated point.
  - e. As per individual building plans, the building administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (door guards will be posted at all outside exits, but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded, and shall see that the door is closed as soon as the exit has been evacuated.
  - f. All students shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building, following the pre-arranged plan. No student will be allowed to return to the building once it has been evacuated until authorized by the Fire Chief.
  - g. 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 exit pre-arranged.

**NATURAL GAS ODOR/LEAK – *cont'd***

4. Building Administrator – Upon arrival of the fire department, advise first responders of situation and follow instructions. Notify fire department of location of outside gas line shut offs.

Shut off valves are located in the following locations:

- a. High School shut off is along the West side of the wall below the window of the Boy's lavatory.
  - b. Elementary -----
  - c. Bus Garage shut off is located along the outside wall on the North side of the building.
5. Building Administrator – Keep Superintendent's office apprised.
  6. Fire Department – Termination of emergency.
  7. Building Administrator and Superintendent – Resume, curtail or cease building operation.  
Notify:
    - a. Staff
    - b. Parents
    - c. Students
    - d. Public Information Person

**RESOURCES**

- Local Emergency Responders: Police/Fire/Ambulance: CALL 9-1-1
- NYSEG Emergency Response Number: 800-521-5572
- National Grid: Power Outages: 800-867-5222, Gas Emergency: 800-892-2345



## **HAZARDOUS CHEMICAL SPILLS-SCIENCE LABS**

1. In case of an incidental science lab spill involving toxic or hazardous material, the Science teacher shall remove all students and other staff from the room and notify the building administrator. It is the responsibility of administration to evacuate the school, if necessary. A major chemical spill shall constitute a release that is regarded by the Science teacher to be an imminent and serious threat to life and/or property. In the event of a fire or major lab spill, the Science teacher is responsible for evacuating the premises by fire alarm. S/he must secure the lab room to prohibit entry once all people have evacuated the room. The Science teacher must call the building administrator who shall call 9-1-1 to notify the county HAZMAT Response Team. Upon arrival at the school, the village fire department must be notified of the HAZMAT spill.
2. In the event of a chemical spill, the building administrator shall assume that some students or staff may have suffered exposure. Medical evaluation and clearance must occur before the students or staff may be released.
3. Incidental spill clean-up procedure. Only trained people may clean up chemical spills. Clean up materials must be disposed of properly.
4. In the event that chemical contact has occurred follow the following Emergency First Aid Procedure:
  - a) Inhalation: Immediately contact the school nurse at Ext. 3606 for medical attention. If the spill substance is known, locate the proper MSDS. If possible, move the victim to fresh air and ventilate the space.
  - b) Eye Contact: Flush eyes with copious amounts of water for at least 15 minutes. Immediately contact the school nurse at Ext. 3606 to obtain medical attention. Locate the MSDS for specific safety information.
  - c) Ingestion: Immediately contact the school nurse at Ext. 3606 to obtain medical attention. Confirm the substance that has been ingested and locate the MSDS.
  - d) Skin Contact: Flush the affected areas with copious amounts of water. To the greatest extent possible, remove contaminated clothing. Immediately contact the school nurse at 3606 for medical attention.

The proper Safety Data Sheet shall be found in all of the following locations:

- Chemistry Lab Binder
  - High School Nurse's Office
  - Business Office
5. Building Administrator or designated administrative staff-Notify:
    - a) Fire Department/County HAZMAT Team – Phone 9-1-1
    - b) Superintendent – 607-836-3636
    - c) Designated Public Information Person – 607-836-3636
    - d) Head Bus Driver (if needed to evacuate) – 607-836-3670

### HAZARDOUS CHEMICAL SPILLS - GENERAL

1. In case of an incidental spill involving toxic or hazardous material, the first employee on the scene shall remove all students and other staff from the area and notify the building administrator. It is the responsibility of administration to evacuate the school, if necessary. A major chemical spill shall constitute a release that is regarded by the building administrator to be an imminent and serious threat to life and/or property. In the event of a fire or major lab spill, the employee is responsible for evacuating the premises by fire alarm. The building administrator must secure the lab room to prohibit entry once all people have evacuated the room. The building administrator shall call 9-1-1 to notify the county HAZMAT Response Team. Upon arrival at the school, the village fire department must be notified of the HAZMAT spill.
2. In the event of a chemical spill, the building administrator shall assume that some students or staff may have suffered exposure. Medical evaluation and clearance must occur before the students or staff may be released.
3. Incidental spill clean-up procedure. Only trained people may clean up chemical spills. Clean-up materials must be disposed of properly.
4. In the event that chemical contact has occurred follow the following Emergency First Aid Procedure:
  - a. Inhalation: Immediately contact the school nurse (High School, Ext. 3606; Elementary School, Ext. 3652) for medical attention. If the spill substance is known, locate the proper MSDS. If possible, move the victim to fresh air and ventilate the space.
  - b. Eye Contact: Flush eyes with copious amounts of water for at least 15 minutes. Immediately contact the school nurse (High School, Ext. 3606; Elementary School, Ext. 3652) to obtain medical attention. Locate the MSDS for specific safety information.
  - c. Ingestion: Immediately contact the school nurse (High School, Ext. 3606; Elementary School, Ext. 3652) to obtain medical attention. Confirm the substance that has been ingested and locate the MSDS.
  - d. Skin Contact: Flush the affected areas with copious amounts of water. To the greatest extent possible, remove contaminated clothing. Immediately contact the school nurse (High School, Ext. 3606; Elementary School, Ext. 3652) for medical attention.

The proper (Material) Safety Data Sheet shall be found in all of the following locations:

- Departmental or Building Binder
  - Nurse's Office
  - Business Office
5. Building Administrator or designated administrative staff - Notify:
    - a. Fire Department/County HAZMAT Team – CALL 9-1-1
    - b. Superintendent – 607-836-3636
    - c. Head Bus Driver (if needed to evacuate) – 607-836-3670

### RESOURCES

- Local Emergency Responders: Police/Fire/Ambulance: CALL 9-1-1
- Emergency two-way radios - located in each building and with key administrator
- Cortland County Emergency Management Office: 607-753-5065

## **STRUCTURAL DAMAGE TO A SCHOOL BUILDING**

1. The staff person noticing physical structural damage to a school building should contact the building administrator and notify him/her of the location of the damage. The building administrator shall notify the Superintendent of the physical damage, the Superintendent will determine the safety of the students in the building upon advice from the supervisor of buildings & grounds. The Superintendent will activate the Emergency Response Team if the building warrants immediate evacuation. Should the Superintendent not be available, the Chain of Command shall be followed.
2. The building administrator will use the public address system to evacuate the building and notify the fire company; faculty and others in the building shall evacuate the building via their pre-arranged evacuation route posted in each room.
3. 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 student shall be sent to the area where his own room has assembled if safety permits.
4. When the evacuation request is given, the teacher shall take the attendance register for the group in the room, and upon arrival of the pre-arranged 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. The building administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (door guards will be posted at all outside exits, but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded, and shall see that the door is closed as soon as the exit has been evacuated.
6. All students shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building, following the pre-arranged plan. No student will be allowed to return to the building once it has been evacuated until authorized by the building administrator.
7. 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 exit pre-arranged.
8. 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.

## **STRUCTURAL DAMAGE TO A SCHOOL BUILDING – *cont'd***

9. The building administrator shall hold a sufficient number of evacuation drills at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine and unexciting. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
10. 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. During inclement weather, the building administrator shall contact the head bus driver 607-836-3670 to make available buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure the two-way radios are to be utilized.

### Evacuation Site to Await Busing or Return to School (per building):

#### **Building**

Elementary School  
High School

#### **Evacuation Site**

*See confidential Building Plan*  
*See confidential Building Plan*

11. The Fire Chief will inform the Superintendent as to the safety of returning the occupants to the building.
12. If the students are to be transported home, the news media will be contacted per closing of school plan.
13. Teachers shall take attendance before students begin boarding the buses to assure that all students are accounted for. A sign out sheet will be implemented by the building administrator to serve as a record of all students properly signed out by parent approved individuals. (See Emergency Early Student Dismissal Forms on file in each building).

## **RESOURCES**

- Local Emergency Responders: Police/Fire/Ambulance: CALL 9-1-1
- NYSEG Emergency Response Number: 800-521-5572
- National Grid: Power Outages: 800-867-5222, Gas Emergency: 800-892-2345
- Village of McGraw: Village Hall Offices/Highway/Water & Sewer: 607-836-6294
- Cortland Wastewater Treatment Facility (251 Port Watson St., Cortland): 607-756-7227
- Emergency two-way radios - located in each building and with key administrator
- Cortland County Emergency Management Office: 607-753-5065
- NY State Education Dept. – Office of Facilities Planning: 518-474-3906
- School Architect & Engineer
- School Insurance Carrier

## **SCHOOL BUS BREAKDOWN/ACCIDENT**

### Review with drivers annually

The instructions which follow are suggested procedures to be followed by the bus driver in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

#### Mechanical Breakdown

1. Bring bus safely to a stop.
2. Activate 4-way hazard lights, and if situation appears to be extremely dangerous, turn on any lights that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible:
  - a. location
  - b. symptoms of problem
  - c. assistance needed
  - d. number of students on bus

Send for help if radio is unusable

5. Display properly the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Move students to a safe location away from bus if necessary.
8. 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.

#### Accident

1. Keep calm, don't panic.
2. Activate 4-way hazard lights and the use of overhead red flashing lights.
3. Make radio contact with bus garage if possible. Send for help if radio is unusable.
  - a. location
  - b. extent of damage
  - c. nature and number of student injuries
  - d. assistance needed
  - e. number of students on bus
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.

**STUDENTS SHOULD NOT BE MOVED UNLESS THERE IS AN IMMINENT DANGER WHICH MAKES THE RISK OF CAUSING POSSIBLE NEURAL AND SPINAL DAMAGE WORTH TAKING. DECISIONS TO MOVE STUDENTS SHOULD BE THE RESPONSIBILITY OF EMERGENCY MEDICAL PERSONNEL!**

## **SCHOOL BUS BREAKDOWN/ACCIDENT – cont'd**

8. Move students to a safe location, away from bus if necessary.
9. Assist others who may be injured who were involved in the accident.
10. Obtain necessary information from driver of other vehicle involved in accident.
11. Obtain a written report from persons who may have witnessed the accident.

### Accident - Transportation Staff

1. Notify:
  - a. Emergency Responders: CALL 9-1-1
  - b. school nurses' office: 607-836-3605
2. Head bus driver or mechanic takes one bus to accident site. Remove students from bus only after instructed to do so by emergency medical personnel on scene.  
**Note: DO NOT release any passenger until s/he has been checked by the emergency squad.**  
If there is any doubt as to the possibility of injury, INSIST that the passenger be taken, by ambulance or school vehicle, to the emergency room for a thorough check. If ANY of the passengers sustained serious injuries, it is best to have everyone taken to the emergency room to be checked, as the shock of the experience may cause others to fail to notice or admit their own pain.
3. Before any student is released to his/her parent or guardian, the driver must:
  - a. Contact the Head Bus Driver to verify custodial rights;
  - b. The individual must present a photo ID to the driver;
  - c. Obtain a note or signature from the parent/guardian stating that the child was released to him/her.**Note: The building principal will provide and keep updated this list to the Head Bus Driver**
4. Notify:
  - a. district office: 607-836-3636
  - b. building principal: 607-836-3631 (Elem.) or 607-836-3601 (High School)
  - c. all parents - by phone
  - d. insurance agency: NYSIR 1-800-476-9747 (1-800-ISNYSIR)

### Additional Useful Procedures at Accident Site:

1. Do not move injured persons unless absolutely necessary, and only after the extent of injuries have been determined by thorough examination by qualified person. Exceptions to this would be, if a life threatening situation should exist, such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Assist persons who have stopped breathing first, then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
4. Keep the injured persons comfortable and try to maintain a cheerful atmosphere, especially with the student.

## **SCHOOL BUS BREAKDOWN/ACCIDENT – cont'd**

### Reporting Accidents

1. Department of Transportation Part 722 (Reports of Accident):
  - a) 722.1 *“Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone.”*
  - b) 722.1 *“no work shall be performed on and no passenger will be transported in the vehicle until it is released by DOT.”*
2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:
  - a) Section 600 - Leaving scene of an incident without reporting:
    - 1.a *“Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle...then he shall report the same as soon as physically able to the nearest police station or judicial officer.”*
  - b) Section 601-Leaving scene of injury to certain animals without reporting  
*“Any person operating a motor vehicle which shall strike and injure any horse, dog or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if none of these has been located, then to a police officer of a nearby community).”*
  - c) Section 605 - Report required upon accident:  
*“Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of \$600.00 is sustained, shall within 10 days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.”*
3. State Education Department:
  - a) Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law: *“School bus.” Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers, and other persons acting in a supervisory capacity, to or from school activities or privately owned and operated for compensation for the transportation of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.”*
  - b) It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.

**SCHOOL BUS BREAKDOWN/ACCIDENT – cont'd**

4. Forms - For Reporting Accident:
  - a. MV-104 (5/11) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
  - b. MV-104F (5/07) - This multi-copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.
5. Examples of accidents: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided:
  - a. School Bus Accidents
    1. You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.
  - b. Non-School Bus Accident
    1. You are a certified school bus driver. You are involved in an accident enroute to picking up your first student.
    2. You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are involved in an accident.

**Emergency Drills on Buses**

1. 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 the board of education. 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.
2. A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31 and the third between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the SED that their district has complied with the regulation.



McGraw Central School District  
District-Wide School Safety Plan

**APPENDICES**

A	Administrator Telephone Numbers
B	Emergency/Agency Telephone Numbers
C	District-Wide School Safety Committee
D	Bomb Threat Form
E	Annual Written Instructions to Students and Staff
F	Early Dismissal Drill Notification Form
G	Incident Report Form
H.	Medical Emergency Assessment Sheet
I.	Medical Emergency Feedback Sheet
J.	Survey of Vulnerability
K.	Resources Available Within District
L.	School Bus Fleet Inventory
M.	Maintenance Vehicle Inventory
N.	Procedures for Cleaning Up Body Fluid Spills
O.	Non-Public Schools and Day Cares
P.	Assisted Evacuation Plans for Non-Ambulatory Students/Special Needs
Q.	Red Cross Agreement

McGraw Central School District  
District-Wide School Safety Plan

**APPENDIX A**

**ADMINISTRATOR TELEPHONE NUMBERS  
EMERGENCY RESPONSE TEAM**

<u>NAME/DEPARTMENT</u>	<u>SCHOOL PHONE</u>
Emergency Coordinator Superintendent of Schools- Melinda McCool	607-836-3636
Business Administrator – Troy Bilodeau	607-836-3640
High School Principal – Mark Dimorier	607-836-3600
Elementary School Principal – Susan Prince	607-836-3650
Head Bus Driver / Head Custodian Tom McCall	607-836-3670 / 607-836-3614
Director of Special Educ./Curriculum Karen Genzel	607-836-3669
Food Service Manager Greg Bilodeau	607-836-3619

McGraw Central School District  
District-Wide School Safety Plan

**APPENDIX B**

**EMERGENCY/AGENCY TELEPHONE NUMBERS**

Local Police (Cortland Co. Sheriff's Dept.) (Non-Emergency Administrative Number)	9-1-1 607-753-3311
McGraw Fire Department	9-1-1
Cortlandville Fire Department	9-1-1
Ambulance/Paramedic	9-1-1
NY State Police - Troop C Headquarters	607-561-7400
NY State Police – Troop C School & Community Outreach Coord.	607-561-7412
NY State Police – Homer Barracks	607-756-5604
Village of McGraw (Village Hall Offices/Highway/Water & Sewer)	607-836-6294
Town of Cortlandville – Town Supervisor Highway Dept.	607-756-6091 607-756-8241
School Physician – Dr. Castellanos	607-756-9941
Poison Control Center	800-222-1222
<b>Guthrie Cortland Medical Center</b>	607-756-3500
Cortland County Office of Emergency Management	607-753-5065
Cortland County Dept. of Environmental Conservation	607-753-3095
Cortland County Health Department	607-753-5036
Cortland County Highway Department	607-753-9377 607-756-2121 (Route 281) 607-753-1669 (Polkville)
NY State Department of Transportation – Syracuse Regional NY State DOT – Cortland/Tompkins Residency	315-428-4351 607-756-7072
NY State Electric & Gas	800-572-1121
National Grid: Power Outages: Gas Emergency:	800-867-5222 800-892-2345
Cortland Wastewater Treatment Facility	607-756-7227
Red Cross – Cortland Chapter	607-753-1182
District Architect & Engineer	

**APPENDIX C**

**DISTRICT-WIDE HEALTH & SAFETY COMMITTEE – 2019-20**

Mark Dimorier, Principal, High School  
Nancy Harriger, Teacher, High School  
Nicole Lener, Teacher, High School  
Marisa Zogg, Board Member  
Taylor Hughes, Teacher, High School  
Tom McCall, Head Custodian/Head Bus Driver  
Melinda McCool, School Superintendent  
Vanessa Whorrall, Elementary School Nurse  
Susan Prince, Principal, Elementary School  
Jennifer Hillman, Community Member  
Jamey Crumb, Teacher, High School  
Emily Swisher, High School Nurse  
Corey Wilson, Teacher, Elementary School  
Deanna Morey-Wurst, Teacher, High School

**APPENDIX D**

**BOMB THREAT FORM**

**TELEPHONE PROCEDURE**

INSTRUCTIONS:

BE CALM, BE COURTEOUS, LISTEN. DO NOT INTERRUPT THE CALLER. LET AN ADMINISTRATOR KNOW RIGHT AWAY. COMPLETE THIS FORM.

PERSON RECEIVING CALL: \_\_\_\_\_  
TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
NUMBER WHERE CALL WAS RECEIVED: \_\_\_\_\_

QUESTIONS

KEEP CALLER TALKING.

ASK QUESTIONS:

Is the bomb located in this building? i.e. high school \_\_\_\_\_  
When will bomb go off? \_\_\_\_\_  
Where in the building? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
Why is the threat being made? \_\_\_\_\_  
What is the name of caller? \_\_\_\_\_  
Where are you now? \_\_\_\_\_  
What is address? \_\_\_\_\_  
How does caller know so much about bomb: \_\_\_\_\_  
Other information: \_\_\_\_\_  
Exact wording of the threat: \_\_\_\_\_  
\_\_\_\_\_

CALLER'S IDENTITY:

Sex: \_\_\_\_\_ Approximate Age: \_\_\_\_\_

ORIGIN OF CALL:

Local: \_\_\_\_\_ Long Distance: \_\_\_\_\_ Internal: \_\_\_\_\_ (within bldg.)

VOICE CHARACTERISTICS: (Speech, Language, Accent)

Intoxicated: \_\_\_\_\_ Slurred: \_\_\_\_\_ Lisp: \_\_\_\_\_ Distorted: \_\_\_\_\_  
Race: \_\_\_\_\_ Foreign: \_\_\_\_\_ Emotional: \_\_\_\_\_ Angry: \_\_\_\_\_  
Calm: \_\_\_\_\_ Irrational: \_\_\_\_\_ Righteous: \_\_\_\_\_  
Other: \_\_\_\_\_

BACKGROUND NOISES:

Music: \_\_\_\_\_ Quiet: \_\_\_\_\_ Voices: \_\_\_\_\_ Animals: \_\_\_\_\_  
Trains: \_\_\_\_\_ Airplanes: \_\_\_\_\_ Street traffic: \_\_\_\_\_  
Factory machines: \_\_\_\_\_ Office machines: \_\_\_\_\_  
Other: \_\_\_\_\_

## **APPENDIX E**

### **ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF**

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by any of the following methods:

1. School district calendar mailed to all district residents.
2. Handout for students to carry home.

At a minimum, written notification shall include the following information:

1. Identify alarm warning system.
2. Various procedures which may be followed, such as evacuation, sheltering, and early dismissal.
3. Name of District Emergency Coordinator and the names of the members of the Emergency Response Team.
4. Methods for disseminating information during an emergency.
5. A source for additional information.

McGraw Central School District  
District-Wide School Safety Plan

**APPENDIX F**

**EARLY DISMISSAL DRILL NOTIFICATION**

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the student's last address of record. Where possible, enrolled siblings will be included on one notice.

TO: Parent or Guardian of:

\_\_\_\_\_  
\_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: Early Dismissal

The McGraw Central School District has scheduled its annual test of the Early Dismissal Plan for

\_\_\_\_\_.  
Date

Students will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

\_\_\_\_\_  
Principal

McGraw Central School District  
District-Wide School Safety Plan

**APPENDIX G**

**INCIDENT REPORT FORM (Optional Form)**

TYPE OF INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

PERSON REPORTING INCIDENT: \_\_\_\_\_

COMMAND POST MANNED BY: \_\_\_\_\_

TYPE OF RESPONSE: SHELTERING	YES _____	NO _____
EARLY DISMISSAL	YES _____	NO _____
EVACUATION	YES _____	NO _____
SCHOOL CANCELLATION	YES _____	NO _____

NOTIFICATIONS:	YES	NO	TIME
Superintendent	_____	_____	_____
Business Administrator	_____	_____	_____
Head Bus Driver	_____	_____	_____
Head Custodian	_____	_____	_____
Food Service Manager	_____	_____	_____
High School Principal	_____	_____	_____
Elementary School Principal	_____	_____	_____
Fire Department	_____	_____	_____
Police (County Sheriff)	_____	_____	_____
Police (state)	_____	_____	_____
County Emergency Management Office	_____	_____	_____
County Health Department	_____	_____	_____
American Red Cross – Cortland Chapter	_____	_____	_____
District Physician	_____	_____	_____
Hospitals:			
Cortland Regional Medical Center	_____	_____	_____
NY State Electric & Gas	_____	_____	_____
Radio Stations	_____	_____	_____
NYS Education Department (Facilities Planning)	_____	_____	_____

SUPERINTENDENT \_\_\_\_\_

Signature



**APPENDIX H**

**MEDICAL EMERGENCY ASSESSMENT SHEET**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Injured: \_\_\_\_\_

Place of Accident: \_\_\_\_\_

Bodily part injured: \_\_\_\_\_

How injury occurred: \_\_\_\_\_

B/P: \_\_\_\_\_ Respirations: \_\_\_\_\_ Pulse: \_\_\_\_\_

AED initiated:        YES    NO

CPR initiated:        YES    NO

State what occurred at the time of response team arrival:

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Signature of Staff: \_\_\_\_\_

**APPENDIX I**

**MEDICAL EMERGENCY FEEDBACK SHEET**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Responsibility in situation: \_\_\_\_\_

1. Were you clear on your responsibilities prior to the emergency?
  
  
  
  
  
  
  
  
  
  
2. Did you feel you were given accurate information to perform your duties?
  
  
  
  
  
  
  
  
  
  
3. Do you feel communication was maintained during the crisis?
  
  
  
  
  
  
  
  
  
  
4. What do you feel could be improved for a future emergency situation?

**APPENDIX J**

**SURVEY OF VULNERABILITY**

**IN-DISTRICT SITES**

McGraw High School  
10 West Academy Street  
McGraw, NY 13101

McGraw Elementary School  
50 West Academy Street  
McGraw, NY 13101

McGraw Bus Garage  
East Avenue  
McGraw, NY 13101

**OUT-OF-DISTRICT SITE WITHIN  
DISTRICT LIMITS**

**POTENTIAL HAZARD**

Interstate 81

Corridor for transportation of hazardous  
materials

Route 41

Corridor for transportation of hazardous  
materials

Tioughnioga River

Flooding  
Corridor for spread of hazardous materials

McGraw Central School District  
District-Wide School Safety Plan

**APPENDIX K**

**RESOURCES AVAILABLE WITHIN DISTRICT**

RESOURCES	HIGH SCHOOL	ELEM. SCHOOL	BUS GARAGE
Telephone System	X	X	X
Zoned Fire Alarm System	X	X	X
Public Address System	X	X	
Nurses' Office/First Aid	X	X	X
Fire Extinguisher	X	X	X
Battery Backup System (exit lighting)	X	X	X
Emergency Generator			
Water Supply – fire hydrants on streets	X	X	
Eye Wash Device	X	X	X
Blankets, Cots			
CPR Masks	X	X	
Gasoline Fuel Storage			X
Emergency two-way Radio	X	X	X
Flashlights, Batteries	X	X	X
Maps – school district area	X		X
Bullhorns	X	X	
Building Floor Plans	X	X	X
Kitchen, cooking & eating utensils	X	X	
Emergency “Gotta-Go” Bags			

APPENDIX L

SCHOOL BUS FLEET INVENTORY

# BUS LIST

<u>BUS #</u>	<u>PLATE #</u>	<u>YEAR</u>	<u>CAPACITY</u>	<u>VIN</u>	<u>IN-SERVICE</u>	<u>GVWR</u>	<u>BODY CODE</u>	<u>Mileage</u> 08/29/19
80	AT 5043	2015	60 + 2WC	4UZABRDT4FCGL7938	10/31/2014	31,000	0375771	45647
81	AR1252	2017	66	4UZABRDT9HCHR4285	02/03/2016	31,000	1568987	34727
82	AR1264	2017	66	4UZABRDT0HCHR4286	02/04/2016	31,000	1569088	34264
83	AR1263	2017	66	4UZABRDT4HCJC5124	11/07/2016	31,000	1667598	22611
84	AR1262	2018	66	4UZABRFC5JCJK6922	08/25/2017	31,000	1762970	21888
85	AR1261	2018	66	4UZABRFC7JCJK6923	08/25/2017	31000	1763021	18369
86	AR1260	2019	66	4UZABRFC6KCKE4927	08/02/2018	31000	137669	14902
87	AR1258	2019	66	4UZABRFC8KCKE4928	08/02/2018	31000	1860593	10509
88	AR1257	2020	66	4UZABRFC5LCLS7884	08/23/2019	31,000	1961403	750
89	AR1259	2020	54	4UZABRFC5LCLT2597	08/23/2019	31,000	1961852	772
C-13	AR1255	07 CHEV	8	1GNFC16077J312827	04/25/2007	7200	Suburban	108220
C-14	AR1265	10 CHEV	8	1GNUCHE04AR219533	06/11/2010	7200	Suburban	96519
C-15	AF4550	15 CHEV	8	1GNSC5ECXFR233427	10/08/2014	7300	Suburban	46343
C-16	AA9110	15 DODGE	7	2C4RDGBG1ER136312	10/08/2014	6050	Van	52179
T-6	AD2989	15 FORD	F-350	IFDRF3H69FEA71155	08/19/2014	7718		7124.1
T-7	AR1251	18 CHEV	2500	1GC0KUEG0JZ283987	10/09/2018		Silverado w/plow	
		2017	Ventrac	4500Z-AJ06196	6/2017			105.5
		2012	Loader	MF 1652 - JWF51303	7/2012			849

**APPENDIX M**

**MAINTENANCE / GROUNDS VEHICLE INVENTORY**

2017 Vantrac w/snowblower & mower

2012 – 1652L 4 WD Massey Ferguson Tractor/Loader

## **APPENDIX N**

### **PROCEDURES FOR CLEANING UP BODY FLUID SPILLS**

These procedures must be used to clean up all spills involving: vomitus, 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.
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., Discard, Quaff) until absorbed then vacuum or 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, dustpan, 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.

### **DISINFECTANTS**

The disinfectant must be able to kill bacteria, fungi, viruses and tuberculosis causing organisms. The following disinfectants are registered by the United States Environmental Protection Agency (EPA) for use in schools: 3M #10 quaternary Disinfectant, Quest, DMQ Disinfectant and Neutralizer and household bleach (1 part bleach to 10 parts water). Do not use aerosol sprays.

**APPENDIX O**

**NON-PUBLIC SCHOOLS AND DAY CARE CENTERS**

NAME	PHONE NUMBER	CONTACT
Cortland County Child Development Center	607-758-9325	



## **APPENDIX P**

### **ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS**

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency. These forms can be obtained from the [District Office].

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

It is suggested that the Building Administrator not be designated as the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to 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 who may have to take time to travel through the building or 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 stairwell out of the flow of traffic (Remember that the stairwells are designed to retard the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

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.

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**APPENDIX P – cont'd**

**ASSISTED EVACUATION PLAN  
FOR STUDENTS WITH SPECIAL NEEDS**

Name of Child \_\_\_\_\_ Building: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher (Home Room Teacher) \_\_\_\_\_ Room: \_\_\_\_\_

Reason child needs assistance: \_\_\_\_\_

The student uses (*check applicable*): Wheelchair \_\_\_\_\_ Crutches \_\_\_\_\_ Student is ambulatory \_\_\_\_\_

Assistance to be given: \_\_\_\_\_

Is student to be assisted to, and supervised at, an Area of Refuge? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, list specific location: \_\_\_\_\_

Is the Area of Refuge equipped with a call button? Yes \_\_\_\_\_ No \_\_\_\_\_

The call button is connected to the \_\_\_\_\_ and is staffed by \_\_\_\_\_

Has this been communicated to the local Fire Department in advance? Yes \_\_\_\_\_ No \_\_\_\_\_

Is student to be assisted directly to the exterior of the building? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, how? \_\_\_\_\_

If Stair Chair or other device is to be used? \_\_\_\_\_ Where is it located? \_\_\_\_\_

Are staff responsible trained and familiar with location & use of device? Yes \_\_\_\_\_ No \_\_\_\_\_

List specific exterior assembly point: \_\_\_\_\_

Special arrangements needed at assembly point: \_\_\_\_\_

The staff person responsible is to inform \_\_\_\_\_ upon safe arrival.

Primary person(s) responsible: \_\_\_\_\_

Alternate person responsible: \_\_\_\_\_

Alternate person responsible: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

**Attach copy of student's class schedule and out-of-classroom services.**

\_\_\_\_\_  
Signature of person who prepared plan

\_\_\_\_\_  
Date

File copies with:     Principal/Program Supervisor  
                             District Office  
                             Substitute information folder  
                             Building Nurse  
                             Classroom/Homeroom Teacher  
                             Building-Level Response Plan

Circulate information to all special area or class teachers.

Copy of plan should be kept with class attendance roster.

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APPENDIX Q

RED CROSS AGREEMENT

American Red Cross  
Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: \_\_\_\_\_ Facility: McGraw Jr.-Sr. High School

Parties and Facility

Owner:

Legal name: McGraw Central School District  
Chapter: \_\_\_\_\_  
24-Hour Point of Contact: \_\_\_\_\_  
Name and title: Mary E. Curcio, Superintendent  
Work phone: 607-836-3636 Cell phone/pager: 315-783-4284  
Address for Legal Notices: \_\_\_\_\_  
PO Box 556  
McGraw, NY 13101  
\_\_\_\_\_  
\_\_\_\_\_

Red Cross:

Legal name: The American National Red Cross  
Chapter: \_\_\_\_\_  
24-Hour Point of Contact: \_\_\_\_\_  
Name and title: Bonnie Heath  
Work phone: 607-753-1182 Cell phone/pager: \_\_\_\_\_  
Address for Legal Notices: \_\_\_\_\_  
111 Port Watson St.  
Cortland, NY 13045  
\_\_\_\_\_  
\_\_\_\_\_

*Copies of legal notices must also be sent to:*  
The American National Red Cross, Office of the General Counsel,  
2025 E Street, NW, Washington DC 20006  
and  
The American National Red Cross, Disaster Operations,  
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

see attached facility lists  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
  - a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among*

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bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

McGraw Central School District

Owner (legal name)

Mary E. Curcio

THE AMERICAN NATIONAL RED CROSS  
(legal name)

By (signature)

*Mary E. Curcio*

By (signature)

Name (printed)

*Mary E. Curcio*

Name (printed)

Title Superintendent of Schools

Title

+

Date

*4/30/12*

Date