

JAMESVILLE-DEWITT SCHOOL DISTRICT

BUILDING SAFETY PLAN

POLICIES AND PROCEDURES FOR THE SAFE EVACUATION OF STUDENTS, TEACHERS, OTHER SCHOOL PERSONNEL AND VISITORS TO THE SCHOOL IN THE EVENT OF A SERIOUS VIOLENT INCIDENT OR OTHER EMERGENCY

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 by buses which will be sent 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.

- A. In the event a building evacuation is necessary and the emergency is restricted within a building such as fire, fumes, systems failure or bomb threat, the occupants will evacuate to their designated areas on school grounds.
- B. If a building must be evacuated and the emergency is not contained within that building, but more widespread such as chemical spills emissions, accidents, the occupants will evacuate.

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. Location of loading will be conveyed to the Facilities and Transportation Office before buses are dispatched.

ASSISTED EVACUATION PLANS STUDENTS WITH SPECIAL NEEDS

An assisted evacuation plan form 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.

SCHOOL BUS BREAKDOWN/ACCIDENT

A. Accident - Transportation Staff

1. Notify:
 - Fire Department Rescue Squad (911)
 - Ambulance (911)
 - Police (911)
 - Building Principal
 - School Nurse's Office

2. Director of Transportation or Head Mechanic may direct replacement bus to remove students from bus **only after instructed to do so by Emergency Medical Personnel on the scene.**

If the students have minor injuries, **as determined by the School Nurse following the initial assessment of the Emergency Medical Personnel on the scene of the accident,** the parents will be notified and asked to take the students to a family doctor.

3. If the accident occurs during the school day, after the police/rescue personnel have allowed the students to leave the scene of the accident, all students should be brought to their school. They should be directed to one location and the school nurse should interview/examine each student. Parents of each student should then be called and notified of the accident and the condition of their child.

4. If the accident occurs as a bus is delivering students home from school, after the police/rescue personnel have allowed the students to leave the scene of the accident, all students should be brought to the nearest JD school. They should be directed to one location and if a school nurse is available, (s)he should interview/examine each student. If a nurse is not available, rescue personnel on the scene should examine each child and the administrator in charge should interview each student. Parents of each student should then be called and notified of the accident and the condition of their child. A bus will then deliver the students home. If determined by the Director of Transportation and Principal, all students will be given Transportation Accident Notification Forms instead of notification by phone.

5. If the accident occurs on a field trip during an evening or weekend, the staff person(s) (chaperone, coach) on the bus will interview each student. That staff person and the representative of the transportation department will develop the strategy to notify the parents of each students.

B. 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 school 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 State Education Department that their district has complied with the regulation.

Emergency Notification

Procedures for providing emergency notification of persons in parental relation to a student/students specifically in our building:

General public: contact superintendent of schools for release of information to radio, TV, website

Individual victims: Incident command person will determine who and how to contact

Non-victims: students and adults, as practical, will be able to use cell phones in the control of personnel in the building chain of command

DESIGNATION OF AN EMERGENCY RESPONSE TEAM

EMERGENCY RESPONSE TEAM

The Emergency Response Team will guide the building in formulating and updating its emergency response plans and assist in conducting drills and other exercises to test components of the plans.

The building principal will designate a building emergency response team comprised of school personnel, local law enforcement officials, and representatives from emergency response agencies.

DESIGNATION OF OTHER APPROPRIATE INCIDENT RESPONSE TEAMS, AS WELL AS A POST-INCIDENT RESPONSE TEAM

Crisis Response

CRISIS ACTION PLAN

When a crisis or tragedy occurs that impacts faculty and students the principal and superintendent should be notified. The principal or assistant principal will determine what information will be given to staff members. A phone tree (updated yearly and available in the main office) will notify all staff of an emergency meeting to discuss how the crisis/tragedy will be handled.

The Crisis Response Team (CRT) will meet at a designated time to develop a specific plan for dealing with the crisis. The CRT will decide what to say at the faculty meeting. They will prepare a statement for all staff and the media if necessary. They will identify students and faculty who may need assistance and identify rooms that can be used. They will also identify people to staff each support room.

**ESTABLISHMENT OF INTERNAL AND EXTERNAL
COMMUNICATION SYSTEMS IN EMERGENCIES
AND
DEFINITION OF THE CHAIN OF COMMAND IN A MANNER
CONSISTENT WITH THE NATIONAL INTERAGENCY INCIDENT
MANAGEMENT SYSTEM/INCIDENT COMMAND SYSTEM**

Duties of the Incident Commander:

1. The incident commander shall be responsible for overall management of the incident either through single command or through unified command.
2. General management duties of the incident commander/unified incident command include:
 - a. Establishing objectives and overall management strategy associated with the incident.
 - b. Determining mission priorities, strategy and tactics for coping with the incident.
 - c. Mobilizing the necessary support resources.
 - d. Establishing a command post in a safe/secure and accessible location within the outer perimeter.
 - e. Designating various locations as staging areas, triage areas, landing zones, etc., in accordance with this plan.
 - f. Organizing, briefing, and assigning personnel
 - g. Maintaining a chronological log of actions and events
 - h. Demobilizing personnel and equipment utilized in the operation.
 - i. Conducting a post-incident debriefing and critique of the operation.

Duties of the Building Principal:

1. All building principals shall review this plan and their building specific procedures with their staff at the beginning of the academic year or whenever procedural changes are made.
2. The building principal remains with faculty and students to coordinate efforts and maintain order.
3. The principal shall have the authority to adapt, alter, or abandon these actions when, in his/her best judgement, the safety of the students, faculty, and staff may be better protected, or when the nature of the emergency demands other actions, based upon his/her assessment of the situation at that time. In such case, the principal shall communicate these changes to responding emergency personnel as soon as possible.

COORDINATION OF THE SCHOOL SAFETY PLAN WITH THE STATE-WIDE PLAN FOR DISASTER MENTAL HEALTH SERVICES TO ASSURE THAT THE SCHOOL HAS ACCESS TO FEDERAL, STATE AND LOCAL MENTAL HEALTH RESOURCES IN THE EVENT OF A VIOLENT INCIDENT

Onondaga County Department of Mental Health Student Assistance Program Postvention Services

Onondaga County mental health professionals supplement existing school personnel by providing on-site crisis intervention and supportive counseling to the students and school staff impacted by the incident. Follow-up services identifying at-risk students and group counseling services are also provided. Consultation is provided to the school districts, advising on the school's responsibilities and tasks and appropriate action in specific circumstances.

POSTVENTION OBJECTIVES

A. STUDENT SUPPORT:

- Counsel students individually, or in small groups, determined by the needs of the students.
- Providing mental health or suicide assessments when needed
- Contacting parents when indicated
- Referring students who need ongoing support to the crisis manager in the school or other designated person
- Providing outreach to students who are isolating in the hallways or other areas who do not come to a designated counseling area
- Evaluating students who are referred by concerned staff, administration, family members or peers

B. STAFF SUPPORT:

- Counseling staff individually or in small groups, determined by the needs of the staff
- Providing a counselor to be present in classrooms when requested by school staff
- Aiding in the establishment of a support group when asked

C. ADMINISTRATIVE SUPPORT:

- Consultation with school administrations and student support team members on issues as variable as general postvention procedures as well as issues more specific to the occurring situation, such as memorializations
- Help formulate the statement read to faculty and/students identifying the crisis
- Other administrative support, as needed or requested

PROCEDURES FOR REVIEW AND FOR CONDUCTING DRILLS AND OTHER EXERCISES TO TEST COMPONENTS OF THE EMERGENCY RESPONSE PLAN

TRAINING EXERCISES AND DRILLS

Training programs can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.

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

Training will be:

1. provided for school staff who have been assigned specific roles and areas of responsibilities in the Emergency Plan;
2. conducted annually to insure school staff and students understand emergency procedures and include any changes to school plans;
3. coordinated with local emergency services providers to receive information on policies and procedures from the emergency services community.

A specific form of training is emergency simulations. The school district will, in cooperation with local emergency management officials conduct one annual exercise or drill to test the emergency plan. These exercises must specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

DRILLS

At least once every school year, the school district will conduct a test of its emergency plan for sheltering and early dismissal. Such drills will not occur more than fifteen (15) minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill.

Sheltering Drill/Code C:

Upon notification of an impending actual situation or drill, Building Administrators shall direct pupils and staff to designated assembly areas or to remain in classrooms as appropriate. A Code C drill will be conducted at least one time each semester.

Emergency Management Drill:

Students will assemble in the areas designated in the SHELTER PLAN. They will stay there until their assigned bus arrives. Staff personnel in the assembly area will supervise students in assigned areas. Students will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be followed for the EARLY DISMISSAL PLAN, but moved up for emergency immediately after the decision is made for an early dismissal.

STAY IN PLACE/SHELTERING PROCEDURE

A Stay in Place/Sheltering Procedure is 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 school buildings. 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 *designated shelter areas or to remain in classrooms as appropriate.

EARLY DISMISSAL

An early dismissal is announced in the event of a system failure such as 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 Transportation Department 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 principal or designee, as the emergency dictates.

•“Emergency Situation Cards” will be sent out to all elementary 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. Name and telephone number of employer(s) at which to contact parents in the event of early dismissal.
4. Alternate plans for the child’s welfare if neither parent can be informed of early dismissal.
5. Special students’ needs identified and appropriately planned for.

• Each building nurse will maintain a copy of the Emergency Situation Cards for each student.

Fire Drills

1) Legal Requirements

Instruction and training in fire drills must be provided in all public and private schools. These fire drills must be held between September 1 and December 1 of each year. Two additional drills during summer school must be held in buildings where summer school is conducted. One of these must be held during the first week of summer school. Students also must be instructed at one of the drills about procedures to be followed if a fire occurs during a lunch period.

Every school year, three fire drills must also be held on each school bus, and include, for example, practice and instruction in the location of and operation of the emergency door, fire extinguishers, first aid equipment, and windows as a means of escape in case of fire or accident.

At least one-third of the drills shall make use of the fire escapes on buildings. Moreover, fire drills must be conducted during construction projects to familiarize students and staff with temporary exits and revised emergency procedures whenever temporary exits and revised emergency procedures exist.

In addition, instruction in fire and arson prevention must be given to all students for at least 45 minutes in each month school is in session. The course of instruction must relate to the protection of life and property against loss or damage as a result of criminally initiated or other preventable fires. The course must also include materials to educate children on the dangers of falsely reporting a criminal incident or impending explosion or fire emergency involving danger to life or property or impending catastrophe.

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. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e. local radio stations.

**POLICIES AND PROCEDURES FOR SECURING AND
RESTRICTING ACCESS TO THE CRIME SCENE IN ORDER TO
PRESERVE EVIDENCE IN CASES OF VIOLENT CRIMES ON
SCHOOL PROPERTY**