

# Maine-Endwell CSD

## District Wide: Emergency/Crisis Response Plan

### Project SAVE

Revision 4: May 2001  
Revision 5: June 2003  
Revision 6: August 2013  
Revision September 2, 2015  
Revision August 23, 2017  
Revision September 20, 2018  
Revision August 15, 2019  
Revision August 30, 2020

**MAINE-ENDWELL CENTRAL SCHOOL DISTRICT  
INDEX**

**OVERVIEW**

**PAGE NUMBER**



TABLE OF CONTENTS

	Page
Introduction/Purpose	3
Plan Review and Public Comment	4
Emergency Planning Committee Members	4
Responsibilities: District Incident Commander	5
Principals	5
Transportation Director	5
Assistant Supt/Buildings & Grounds	6
School Nurse	6
School Medical Liaison	6
Food-Service Coordinator	7
Incident Report Form	8
Protective Action Options	9
Alerting of School District from Outside Sources	9
Protective Action Options	9-12
Drills and Parent/Guardian Notification of Drills	12-13
Identification of Resources Available	14
Prevention and Intervention Strategies	16
Procedures for Obtaining Assistance From Local Government	16
<b>Appendix One:</b> Building Contact Directory	17-18
<b>Appendix Two:</b> Identification of Building Resources/Special Needs AED/CPR roster by building/department	19
<b>Appendix Three: Incident Command System Chart</b>	20
<b>Appendix Four:</b> Record of Drills	21

## **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local, county, and state resources in the event of such incidents or emergencies. The district wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the building level. Districts stand at risk from a wide variety of acts of violence and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Maine-Endwell School District supports the SAVE legislation and facilitates the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **PURPOSE**

The Maine-Endwell District-wide School Safety Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District School Safety Plan. Membership shall consist of, but not be limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

### Concept of Operations

- The District School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans. Protocols reflected in the District School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- The District School Safety Plan covers all Maine-Endwell School District Facilities. There are no other public or private educational institutions within the district boundaries.

## **PLAN REVIEW AND PUBLIC COMMENT**

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building level plans may be adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan must be formally approved by the Board of Education.

## **DISTRICT WIDE COMMITTEE MEMBERS**

Superintendent of Schools & Information Officer	Jason Van Fossen
Assistant Superintendent-Business & Personnel	Jeffrey L'Amoreaux
Assistant Superintendent-Curriculum & Instruction	Julie Gallagher
Principal Senior High	Thomas Burkhardt
Principal Middle School	Rick Otis
Principal Homer Brink	Linda Kelly
Principal Maine Memorial	William Dundon
Director of Auxiliary Services	Michael Aibel
School Nurse Teacher/Middle School	Amy Wilson
Director of Special Education Services	Vanessa Dubrava
Board Member & Parent Representative	William Powell
Maintenance Supervisor	Michael Kodey
Student Representative	Dominic L'Amoreaux

## **Appendix 3-Incident Command System Chart for District Level**

## **BUILDING RESPONSIBLE PERSONS**

Building Principal or designees

## **PARENTAL NOTIFICATION**

Parents or guardians of students attending the district shall be notified annually regarding the availability of this plan and any drills that involve early dismissal.

## **RESPONSIBILITIES**

### **DISTRICT INCIDENT COMMANDER**

1. Take full control upon being notified of an emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate agencies.
5. Be prepared to turn over control to outside agencies.
6. Submit post-emergency reports to the Board of Education.
7. Perform required testing of the Emergency Management Plan.
8. Meet with local government, county, and emergency service organization officials to develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the District. These procedures will then be incorporated into the District's Emergency Management Plan.
9. If key individuals (e.g. Nurse, Principal) are rendered incapacitated because of the emergency, designate another person or persons to carry out necessary responsibilities.

### **PRINCIPALS**

1. Act as the School Building Incident Commander.
2. Familiarize themselves with the Emergency Plan.
3. Prepare a student education program regarding the Emergency Management Plan and review each year by September 1.
4. Ensure that at least one teacher is on each bus during an evacuation.
5. Ensure that teachers maintain an up-to-date roster of their class and that these are taken to shelter areas.
6. Ensure that disaster routes and alert description signs are conspicuously posted.

### **TRANSPORTATION DIRECTOR**

1. Transport all students and staff if the response calls for evacuation.
2. In case the bus fleet is inoperative, have prearranged plans in place to utilize another fleet.
3. Chart safe routes from disaster areas to ensure safe transportation.
4. If students cannot be delivered to their homes, take students to a shelter.
5. Faculty will assist bus drivers at assembly areas in the boarding and transporting of students.
6. Arrange for alternate sources of fuel if needed.
7. Prepare a plan for alerting and recall of off-duty drivers.

## **ASSISTANT SUPERINTENDENT**

1. Select shelter areas within the respective school buildings which will provide the maximum protection of personnel against bodily harm and loss of life under the following emergency disasters:
  - a. Railroad derailment or motor vehicle accidents involving:
    1. explosive gases or liquids or hazardous chemicals
  - b. Tornadoes or high winds
  - c. Flooding
  - d. Fire
  - e. Heavy snow/ice storms
2. Install signs or paint arrows showing direction of travel to shelter areas.
3. Provide and maintain adequate emergency lighting systems in designated shelter areas.
4. Provide means of communication via telephone, 2-way radios, etc. in shelter areas and command post. \*See Bomb Threat Guidelines.
5. Install commercial radio receivers designed to receive commercial AM-FM broadcasts in shelters.
6. Assist and provide means to medical and food handling staffs re: moving of materials, supplies, etc. to and in shelter areas.
7. Secure grounds, allowing only emergency response personnel in or out of property.
8. Direct parents and media to proper locations for press conference and student information.

## **SCHOOL NURSE**

1. Work with the Superintendent in training of selected personnel in basic first aid treatment.
2. Administer first aid as required.
3. Maintain an adequate supply of first aid medical supplies to meet emergencies encountered during a prolonged period in a shelter (24 - 48 hours), (supplies: oxygen, over-the-counter medications, prescription drugs, bandages, compresses, splints, cots, privacy areas for the ill if such is to be handled and maintained; means shall be provided to secure these supplies against unauthorized use).
4. Work with Medical Liaison for recommending minimum food and water requirements.
5. If the needed supplies are not available, then the American Red Cross will assist with all necessary supplies.

## **MEDICAL LIAISON**

1. Coordinate training of personnel in first aid and CPR.
2. Coordinate administration of pre-hospital emergency medical treatment in any multiple- victim incident.

## **FOOD-SERVICE COORDINATOR**

1. Maintain an adequate amount of food and beverage for extended stay of persons in shelter areas (24 - 48 hours).
2. In the event a shelter condition exists, the Food-Service Coordinator shall coordinate the prepared food and beverage as needed. If the cafeteria is inoperative, the American Red Cross staff will supply food and water. This will be coordinated through the Broome County Department of Emergency Services.

**INCIDENT REPORT 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 _____

**Police, Fire, Ambulance**

**911**

District Emergency Coordinator

754-1400

The District Emergency Coordinator will direct the notification of the following internal offices:

Maintenance & Grounds	754-1400 x 2379
Transportation	862-4469
Buildings: High School	748-8070
Middle School	786-8271
Homer Brink	786-8244
Maine Memorial	862-3263

DISTRICT EMERGENCY COORDINATOR \_\_\_\_\_

(Signature)



## **ALERTING OF SCHOOL DISTRICT FROM OUTSIDE SOURCES**

Warning of severe weather conditions such as storms, tornadoes, and blizzards are usually issued by the National Weather Bureau and are transmitted by fixed radio frequency 162.475 MHZ and are received by receivers both tone activated and manually tuned. At least two tone activated receivers shall be maintained in operation at all times while school building and premises are occupied.

The National Weather Bureau also notifies the Broome County Office of Emergency Service of such conditions as well as other national or local emergencies. These weather and other emergency conditions are broadcast over fixed frequency to fire and police agencies. Such broadcasts could be received in designated areas by installation of receivers designed to receive emergency transmissions. Should the tone activated receivers fail to function, commercial radio receivers shall be provided in designated areas.

## **PROTECTIVE ACTION OPTIONS**

### **A. Definitions of Protective Action Options**

**Early Dismissal** meets the need to return students to their home and family as rapidly as safely possible.

**Evacuation** to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

**Sheltering** may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For weather related (tornado, hurricane, severe storm, etc.) internal sheltering areas within the building are used. These areas include rooms and halls without windows, doors or skylights. Auditoriums, gymnasiums and cafeterias with wide free span roofs are NOT used. When evacuation from our building is deemed appropriate, but early dismissal is not, community shelters are used.

## **B. Introduction**

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the Superintendent and/or Assistant Superintendent
- Activate the Building-level Emergency Response team

An emergency situation will exist in the event that one of the aforementioned hazards exists.

## **C. Procedures of Protective Action Options**

### **School Cancellation**

- Monitor the situation – by the District Superintendent/Incident Commander or Designee
- Make Determination - by the District Superintendent/Incident Commander or Designee
- Contact the local media

### **Early Dismissal**

- Monitor the situation – by the District Superintendent/Incident Commander or Designee
- If conditions warrant, close school - Monitor the situation – by the District Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

### **Evacuations (before, during and after school hours)**

- Determine the level of threat by the district
- Contact the Transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, and visitors have been safely evacuated
- Establish a command post
- All non-instructional staff shall report to the command post for directions and duties
- Account for all students and staff population. Report any missing staff or students to the Building/Program Administrator

- Make determination regarding early dismissal – by the District Superintendent/Incident Commander or Designee
- If determination is made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center
- Student/visitor driver’s identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

### **Sheltering Sites (Internal and External)**

- Determine the level of threat by the District Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on the nature of incident
- Contact the Transportation Supervisor to arrange transportation – if necessary
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, and visitors have been safely evacuated
- Establish a command post
- Account for all students and staff population. Report any missing staff or students to the Building/Program Administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- A public information officer to provide information and current status of the situation to parents and the public
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

**NOTE: Any instructor or staff member experiencing difficulty with a student should report this to his or her supervisor immediately after the incident (or Drill). This will be dealt with by administration. Do not sacrifice your safety and that of other students.**

## PROCEDURE FOR EMERGENCY SCHOOL CLOSINGS

Depending on the situation, the District procedures for school cancellations will be followed. The Superintendent of Schools will make the final determination whether or not the schools should be closed. In his/her absence the Assistant Superintendent will make the final authorization.

### 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 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.

#### 1. **SHELTERING DRILL**

Upon notification of an impending actual situation or drill, building principals shall direct pupils and staff to designated assembly areas or remain in classrooms as appropriate.

#### 2. **TABLE TOP DRILLS/SIMULATIONS**

As part of the district's Emergency Response Plan, periodic table top exercises will be conducted to assess components of the comprehensive plan. Law enforcement, EMS, Fire Dept., and local government representatives will be invited to participate in said exercise. Components to be tested will include incident command, disaster declarations, responding to acts of violence, hazardous material release, and bio-terrorism. These drills will be designed to test the efficacy of the overall plan while promoting inter-agency cooperation and familiarity.

#### 3. **EARLY DISMISSAL**

Due to double trip requirements for transportation, pupils who would normally ride on a later bus will assemble in the assembly areas designated in the shelter plan. Staff personnel in the assembly area/areas will supervise pupils in assigned areas of the assembly room/rooms. Pupils 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 the 15 minute drill period or in the event of a real emergency immediately after the decision is made for an early dismissal.

\*\*\*\*\*

## **PARENT/GUARDIAN NOTIFICATION**

The District will use several means of communication to notify parents/community know when the scheduled drill will take place. The district will place the notice on the school website, on all electronic signs at the various buildings, and through the School Messenger system.

# DISTRICT RESOURCES

## Equipment

Buses	41
Pickup Trucks	7
Dump Trucks	1
Utility Van	1
Mini Van	2
SUV (4WD)	2
Backhoe	1
Small Converted Bus	1

Note: All Trucks and Buses have 2 way radios

### **Fuel available at Bus Garage**

6,000 gallons Diesel Fuel

Two-way communication radios, Cell phones (some with radio capabilities)

Canned foods and non-perishable food items stored throughout the District

In the event of an emergency the District Emergency Coordinator may authorize the use of any and all district resources in conjunction with the emergency response and recovery.

## **PREVENTION AND INTERVENTION STRATEGIES**

### **School Building Security:**

- Where possible all external doors will be locked during the school day, with visitor access through the main office entrance with the use of an access control system.
- All visitors to any district building or office are required to sign in and out, and will be issued visitor identification badges.
- All substitute teachers are required to sign in and will be issued substitute teacher identification badges.
- All staff will be issued picture identification cards.
- All staff members should question individuals not in possession of identification.
- Periodic safety audits will be conducted of all district buildings.

### **Prevention and Intervention Strategies:**

- The Maine Endwell School District will continue to provide annual training to all staff regarding the early detection of potentially violent behaviors and will disseminate information on this topic to teachers, administrators, parents and other persons in parental relation to students of the district, students and other persons deemed appropriate to receive such information. The district shall maintain documentation of training for all staff members. Prevention and intervention strategies will include collaborative agreements with state and local law enforcement officials designed to ensure that appropriate school personnel are adequately trained including being trained to de-escalate potentially violent situations.
- The district will offer non-violent conflict resolution training programs (peer mediation).

### **Strategies for improving communication among students and between students and staff and reporting potentially violent incidents, such as the establishment of:**

- Youth-run programs
- Peer Mediation
- Creating a forum or the designation of mentors for students concerned with bullying or violence
- Annual presentations to the student body in an assembly format

**In all cases, documentation of programs or assemblies will be available for review upon request by any governing state or federal agency.**

## **PROCEDURES FOR OBTAINING ASSISTANCE FROM LOCAL GOVERNMENT**

In the event of any emergency requiring outside resources, the district will utilize the Unified Incident Management System, in collaboration with Broome County Emergency Services. Detailed instructions concerning the IMS are outlined in each building's emergency plan. When deemed necessary, the chief elected official may elect to invoke article 2b of the NYS Constitution, issuing a disaster declaration. Under such instances, the school district will comply with all directives in responding to the immediate disaster. The district realizes that its resources may be called upon in responding to emergencies that don't directly impact any of its schools. Examples may include the use of buildings as shelter areas in cooperation with the Red Cross, or the use of equipment, such as snow plows or school buses to respond to neighboring emergencies.

## **RECOVERY**

Specific plans for recovery from disaster are included in each building level plan. Where appropriate, the district will support any building level initiatives aimed at restoring a safe educational environment for students, staff and visitors. These efforts may include redeployment of physical and human resources to the affected building or buildings. The district also fully supports each building's plan for disaster mental health services and will facilitate the procurement of these resources when necessary.



## APPENDIX 1

### LISTING OF ALL SCHOOL BUILDINGS/CONTACT NAMES & PHONE NUMBERS

<u>Position</u>	<u>Name</u>	<u>Work #</u>
Superintendent	Jason Van Fossen	754-1400
Assistant Superintendent	Jeff L'Amoreaux	754-1400
Assistant Superintendent	Julie Gallagher	754-1400
High School Principal	Thomas Burkhardt	748-8070
Middle School Principal	Rick Otis	786-8271
Homer Brink Principal	Linda Kelly	786-8242
Maine Memorial Principal	William Dundon	862-3264
Director of Auxiliary Services	Michael Aubel	862-4469
High School Assistant Principal	Allison Murphy	748-8070
High School Assistant Principal	Jennifer Yurko	748-8070
Middle School Assistant Principal	Michelle Doig	786-8271
Homer Brink Assistant Principal	Molly Goosman	786-8244
Director of Special Education	Vanessa Dubrava	754-1400
Director of Athletics & P.E.	David Cook	754-1400

#### **District Office Officials**

Mr. Jason Van Fossen – Superintendent

Mr. Jeff L'Amoreaux – Assistant Superintendent-Business & Personnel

Mrs. Julie Gallagher- Assistant Superintendent-Curriculum & Instruction

Mrs. Vanessa Dubrava – Director of Special Education Services

Mr. David Cook-Director of Athletics and Physical Education

SCHOOL BUILDINGS AND CONTACTS

**Maine- Endwell High School  
750 Farm to Market Road  
Endwell, NY 13760**

Mr. Thomas Burkhardt	Principal	748-8070
Mrs. Allison Murphy	Asst. Principal	748-8070
Mrs. Jennifer Yurko	Asst. Principal	748-8070
Mr. Tim Callahan	Head Custodian	748-8070

**Middle School  
1119 Farm to Market Road  
Endwell, NY 13760**

Mr. Rick Otis	Principal	786-8271
Mrs. Michelle Doig	Asst. Principal	786-8271
Mr. Victor Stephens	Acting Head Custodian	786-8222

**Homer Brink Elementary  
3618 Briar Lane  
Endwell, NY 13760**

Mrs. Linda Kelly	Principal	786-8244
Mrs. Molly Goosman	Asst. Principal	786-8244
Mr. Tim Callahan	Head Custodian	786-8246

**Maine Memorial Elementary  
2693 Main Street PO Box 218  
Maine, NY 13802**

Mr. William Dundon	Principal	862-9519
Mr. Michael Aubel	Auxiliary Director	862-9519
Ms. Tanya Seward	Head Custodian	862-9259

**Maine-Endwell Transportation  
31 Church Street  
Maine, NY 13802**

Mr. Michael Aubel	Director-Auxiliary Services	862-4469
Mr. Andrew King	Head Bus Driver	862-4469

**Maine-Endwell Maintenance  
750 Farm to Market Road  
Endwell, NY 13760**

Mr. Michael Kodey	Maintenance Supervisor	754-1400
-------------------	------------------------	----------

## **APPENDIX 2**

### **Identification of Building Resources/Special Needs**

#### **Schools**

##### **High School**

**# Staff that are CPR/AED Certified 15**

##### **Middle School**

**# Staff that are CPR/AED Certified 10**

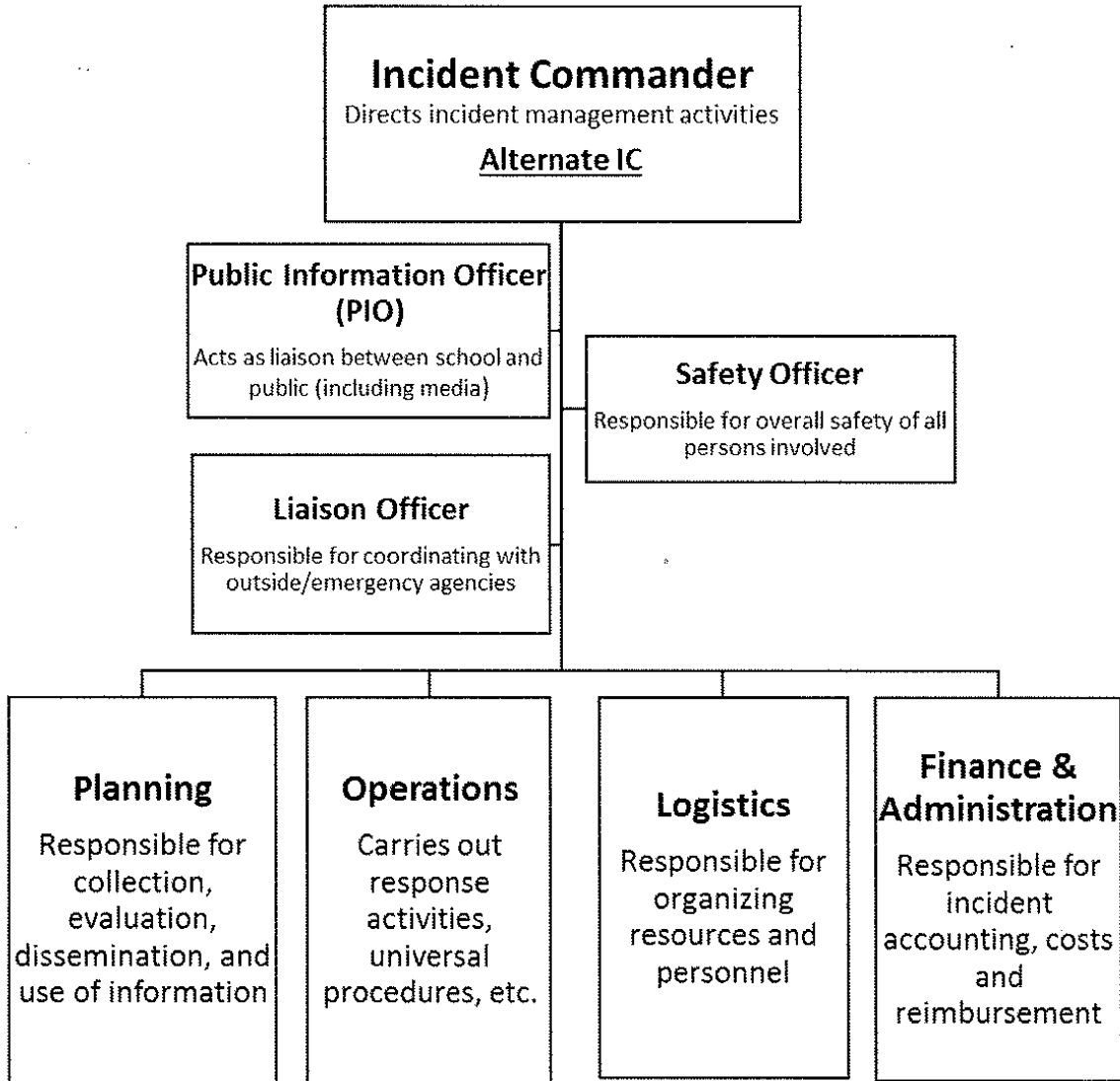
##### **Homer Brink**

**# Staff that are CPR/AED Certified 9**

##### **Maine Memorial**

**# Staff that are CPR/AED Certified 7**

**APPENDIX 3**  
**Incident Command System Organizational Chart**



## APPENDIX 4

	<b>MAINE MEMORIAL</b>	<b>HOMER BRINK</b>	<b>MIDDLE SCHOOL</b>	<b>HIGH SCHOOL</b>
Lockdown/Lockout				
Sheltering Drill				
Early Dismissal				
Table-Top Drill				