

# Maine-Endwell CSD

## District Wide: Emergency/Crisis Response Plan

### Project SAVE

Revision 4: May 2001  
Revision 5: June 2003  
Revision 6: August 2013

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 Emergency Coordinator	5
Principals	5
Transportation Director	5
Asst Supt/Buildings & Grounds	6
School Nurse	6
School Medical Liaison	6
Food-Service Coordinator	7
Incident Report Form	8
Building Principal Needs Report	9
Types of Emergencies: Exterior/Building Occurrences	10
Responses	10
Bomb Threat Evacuation	10-11
Bomb Threat Guidelines	12
Railroad/Motor Vehicle Accident	13
Weather	13
Airplane Crash	13-14
Flooding of Highways and Low Areas	14
Bus Garage Building	14
Fire	14-15
School Bus Accidents	15
Weapons	15
Terrorist Event	16-17
Intruder/Hostage	17-18
Serious Injury/Death	18
Student Unrest	18-19
Hazardous Materials	19
Pandemic Flu Plan	20
Public Access Defibrillation (AED)	20-21
Internal Shelter Areas	21
Emergency Alarm & Procedures	22
Minimum Food and Water Requirements	22
Food Poisoning	22-23
Alerting of School District from Outside Sources	23
Protective Action Options	23-24
Lockdown Procedures	24
Lockout Procedures	25
Protective Action Options Procedures	25-27
Procedure for Emergency School Closings	28
Drills and Parent/Guardian Notification of Drills	29-30
Annual Instructions to Students and Staff	30
Identification of Resources Available	31
Prevention and Intervention Strategies	32
Procedures for Obtaining Assistance From Local Government	33
<b>Appendix One:</b> Building Contact Directory	34
<b>Appendix Two:</b> Identification of Building Resources/Special Needs	35-36

	AED/CPR roster by building/department	
<b>Appendix Three:</b>	External Evacuation Locations/Evacuation Contacts	36-37
<b>Appendix Four:</b>	Record of Drills	38
<b>Appendix Five:</b>	Call Trace Procedures	39-41

## **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 VanFossen
Assistant Superintendent/Chief Emergency Officer	Jeffrey L'Amoreaux
Director of Curriculum	Julie Gallagher
Principal Senior High	Thomas Burkhardt
Principal Middle School	Rick Otis
Principal Homer Brink	William Dundon
Principal Maine Memorial	Linda Kelly
Director of Auxiliary Services	Michael Aubel
School Nurse Middle School	Maureen Worhach
Pupil Personnel Director	Bradley Bruce
Board Member & Parent Representative	Kenneth DelBianco
Maintenance Supervisor	Michael Kodey

## **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 EMERGENCY COORDINATOR**

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 Emergency Coordinator.
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/CHIEF EMERGENCY OFFICER**

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
    2. hazardous chemicals
  - b. Tornadoes or high winds
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

775-0303

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

District Emergency Coordinator

754-1400

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

Maintenance & Grounds	754-1400
Telephone Receptionist	754-1400
Transportation	862-4469
Buildings:	
High School	754-1400
Middle School	786-8271
Homer Brink	786-8244
Maine Memorial	862-3263

Non-emergency phone numbers:

Fire Department – Endwell 785-0985

Fire Department – Maine 239-5701

Broome County Sheriff 778-1911

NYS Police 775-1241

American Red Cross 722-1246

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

(Signature)



BUILDING \_\_\_\_\_

School Population \_\_\_\_\_

Number of Staff \_\_\_\_\_

*Transportation Supervisor to complete next two items.*

Transportation Needs \_\_\_\_\_

number of buses

Special Transportation Needs \_\_\_\_\_

wheelchair lift

TELEPHONE NUMBERS:

Principal \_\_\_\_\_

Business \_\_\_\_\_

Home \_\_\_\_\_

FAX \_\_\_\_\_

Assist. Principal \_\_\_\_\_

Business \_\_\_\_\_

Home \_\_\_\_\_

Other Key Personnel (i.e., Head Custodian, Custodian, Building Grounds Supervisor)

Business \_\_\_\_\_

Home \_\_\_\_\_

Building Principal to submit Needs Report yearly by October 1.

1 copy for building file.

1 copy to District Emergency Coordinator.

## **TYPES OF EMERGENCIES**

### **EXTERIOR EMERGENCIES**

1. Earthquakes
2. Aircraft crashes
3. Floods
4. Weather
5. Train derailment or truck/vehicle accident resulting in possible or actual fire and explosion/  
Train derailment or truck/vehicle accident in the release of toxic dust, fumes, or gases.

### **BUILDING EMERGENCIES**

1. Armed intruder
2. Bomb threat
3. Fire and/or explosion
4. Flooding
5. Food poisoning
6. Hazardous materials
7. Serious Injury or Death
8. Public Access Defibrillation
9. Weapons
10. Hostage
11. Intruder
12. Pandemic Flu
13. Student unrest

## **RESPONSES**

Students, outside employees and visitors, on sounding of disaster alarm signal, shall proceed directly to pre-designated shelter areas. Proper signs shall be erected along routes to shelter areas.

\*\*\*\*\*

### **BOMB THREAT EVACUATION PLAN**

1. Building administrator (or designee) where threat originates calls 911 (police, fire, ambulance).
2. Building administrator (or designee) calls District Office to notify Superintendent and Assistant Superintendent.

3. The Superintendent and/or Assistant Superintendent, in concert with the building administrator, decide where to evacuate: in-house or outside shelter. In the case of no immediate outside shelter being available, evacuees will move to a predetermined outside area. If neither the Superintendent nor the Assistant Superintendent is available, the building administrator makes the necessary decisions regarding evacuation. If in-house evacuation is decided, the receiving administrator is then notified by District Office. If outside shelter is decided, then the particular caretakers of the shelter are notified by District Office.
4. After the decision is made, the Transportation Department is notified by District Office. Students may or may not be bused home earlier than usual. If the former, emergency transportation goes into effect. If the latter, transportation procedures remain as usual. Walkers and those who travel by car are dismissed accordingly as well. It may also be necessary to contact the Director of Facilities and/or the Medical Liaison at this time.
5. The other schools in the District are notified of evacuation by the District Office personnel.
6. A command post is set up away from the targeted building. Communication between the command post and various district areas is begun (designated runners, cellular phones, bus radios, etc.)  
NOTE: Cellular phones or portable radios are not to be used inside building where threat originates.
7. A secondary staging area for transportation purposes is identified, if necessary.
8. Staff of the building to be evacuated are notified and individual school building evacuation procedures are put into effect. The faculty is to bring class records/attendance folders with them to evacuation site. Faculty will escort students to evacuation site. Once evacuees are at designated sites, they await further instructions according to individual building evacuation procedures.
9. If all evacuated students are dismissed earlier than usual, the staff (certified and classified) of that building may or may not be dismissed for the rest of the work day.
10. If students are to be sent home earlier than usual, the media is notified by District Office personnel. Phone and media inquiries are handled according to guidelines determined at the time; namely, how much information is to be disseminated to the public.
11. The Superintendent (or designee) is the official district spokesperson for communication with the media.
12. Board of Education members are then notified of threat and evacuation procedures by District Office personnel as soon as possible after plan goes into effect.

## **BOMB THREAT GUIDELINES**

*It is important to realize that any bomb threat, especially in a school, represents a potential sudden emergency. Regardless of the motivation of a person to call in a bomb threat or to leave a suspicious package in a school, the situation poses a serious crisis which must be addressed with prudent and immediate action. All bomb threats must be assumed to be genuine and treated as such.*

1. If you observe a suspicious object or potential bomb, do not handle the object.
  - a. Notify your immediate supervisor who will, in turn, notify the District Office.
  - b. A decision will then be made whether to evacuate the building. If so, then the Bomb Threat Evacuation Plan goes into effect.
2. If a bomb threat is received by phone, letter, FAX, e-mail or other means of communication, the Bomb Threat Evacuation Plan goes into effect.
3. If a bomb threat is received by phone, the receiver attempts to ask the caller the following questions (see Bomb Threat Instructions form):
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
4. The receiver of the bomb threat records the following information to the best of her/her ability (see Call Trace Procedures form):
  - a. The time of call
  - b. The age and sex of the caller
  - c. Speech patterns, accent, possible nationality, etc.
  - d. Emotional state of the caller
  - e. Background noise
5. The Bomb Threat Evacuation Plan immediately goes into effect.
6. The receiver of the call immediately notifies the Director of Facilities so that the call can be traced as soon as possible.
7. *Schools that receive a bomb threat must complete a New York State Bomb Threat Report Data Sheet as soon as possible following the conclusion of the bomb threat event and return it to the State Education Department.*

*As an addendum to the emergency management plan, please find the New York State Education Department Bomb Threat Response Guidelines. Keep this attachment with the district plan for reference.*

## **RAILROAD/MOTOR VEHICLE ACCIDENT**

A railroad derailment or motor vehicle accident (truck) within two thousand (2,000) feet of school building could possibly result in fires, explosions, and spill of toxic chemicals. In event of such an incident, an internal P.A. announcement will be made. Students, faculty, employees, and visitors will proceed to the pre-designated shelter areas. All persons will stay in shelter areas until notified by the Building Coordinator that Broome County Emergency Services declares the area safe. In cases of hazardous materials, lower designated shelter areas will probably be evacuated and persons moved to safe upper areas.

\*\*\*\*\*

## **WEATHER**

In the event of such an incident, an internal P.A. announcement will be made. Students, faculty, employees, and visitors will proceed to pre-designated shelter areas. Students are to be confined in building corridors only.

### ***Severe Weather Watch has been issued in an area near school:***

1. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).
2. Bring all persons inside building(s).
3. Close windows and blinds.
4. Review severe weather procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.

### ***Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:***

1. Move students and staff to safe areas.
2. Remind teachers to take class rosters.
3. Ensure that students are in “*drop, cover, and hold*” positions (safe positions).
4. Account for all students.
5. Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

\*\*\*\*\*

## **AIRPLANE CRASH**

In the event of crashes into buildings, the normal fire alarm signal system is to be used and procedures followed to evacuate the building by normal fire drill. A possibility exists that the alarm system could be rendered inoperative by the crash. In such instance, the school P.A. system is to be used. If that is inoperative, bull horns or similar devices are to be used.

Upon evacuation of building, extreme caution is to be taken in instances of military aircraft crashes. In addition to fire hazards, dangers exist from unexploded missiles, ammunition and fuel cells. If any such dangers are observed in evacuation routes or at assembly sites, alternate routes and assembly sites are to be used.

\*\*\*\*\*

### **FLOODING OF HIGHWAYS AND LOW AREAS**

If flooding is possible, transportation of students into these areas should be delayed until all danger is over. Students are to be retained at their respective schools. The Transportation Department will determine which routes cannot be safely negotiated and will report immediately to the District Emergency Coordinator for his/her decision. The Coordinator will hold all students in their respective buildings until it has been determined who can and cannot be safely transported. Under no circumstances will buses be driven through flood waters flowing over roadways and no students will be discharged to homes in flooded areas.

\*\*\*\*\*

### **BUS GARAGE BUILDING**

In case of explosion, hazard, or exposure to toxic chemicals, the area will be evacuated immediately (private vehicles, operable buses). Employees will seek safe haven on or off premises. If on-premises shelter is sought, they will use same facilities as students, faculty, etc. Off-premises shelter area should be at a prearranged area where all shall report and await further instructions from the District Emergency Coordinator.

\*\*\*\*\*

### **FIRE**

#### **In the event that a fire, smoke from a fire, or a gas odor has been detected:**

1. Pull fire alarm.
2. Evacuate students and staff to a safe distance outside of building.
3. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
4. Teachers take class roster.
5. Principal notifies 911 and Superintendent.
6. Teachers take roll after being evacuated.
7. After consulting with Superintendent, Principal may move students to primary relocation center if weather is inclement or building is damaged.
8. No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

9. Principal notifies students and staff of termination of emergency. Resume normal operations.

\*\*\*\*\*

### **SCHOOL BUS ACCIDENT**

In the cases of accidents involving school buses or pupil personnel transportation, the driver is the immediate person in charge. The first priority will be activating the emergency medical system, while insuring safety of students and staff.

\*\*\*\*\*

### **WEAPONS**

#### **Staff or student who is aware of a weapon brought to school:**

1. Notify principal or teacher immediately.
2. Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or him/herself.
3. If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher should not leave classroom.

#### **Principal:**

1. Ask another administrator to join you in questioning suspected student or staff member.
2. Accompany suspect to private office to wait for police.
3. Conduct search with police if necessary.
4. Inform suspect why you are conducting search.
5. Keep detailed notes of all events and why search was conducted.
6. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
7. If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.

\*\*\*\*\*

## TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

### **Nuclear:**

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to specifically identified or lower level rooms. Interior hallways as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by the public safety, emergency management or military authorities.

### **Biological:**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

- Reverse-evacuate all people into school buildings.
- Shelter in place. **(Do not use basements or low lying areas)**
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

### **Chemical:**

- Reverse-evacuate all people into school buildings.
- Shelter in place. **(Do not use basements or low lying areas)**
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- Evacuation. *(The decision to evacuate should only be made after consulting with public safety, emergency management, or military authorities.)*

### **Conventional:**

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- Move students and staff to lower level rooms. Interior hallways as an alternate.
- Close all doors leading into hallways to minimize flying glass.



- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

If school is the target of the event:

- Evacuate to pre-designated off-site location(s).

\*\*\*\*\*

## **INTRUDER/HOSTAGE**

### **Intruder – An unauthorized person who enters school property:**

1. Notify Principal.
2. Ask another staff person to accompany you before approaching intruder.
3. Politely greet intruder and identify yourself.
4. Ask intruder the purpose of his/her visit.
5. Inform intruder that all visitors must register at the main office.
6. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

### **If intruder refuses to leave:**

1. Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
2. Notify Principal if intruder still refuses to leave. Give a full description of intruder.
3. Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)
4. Principal notifies Superintendent and may issue lock-down procedures (see Lock-Down Procedures section).

### **Hostage:**

1. If hostage taker is unaware of your presence, do not intervene.
2. Call 911 immediately. Give dispatcher details of situation.
3. Seal off area near hostage scene.
4. Notify Principal/Main Office.
5. Principal notifies Superintendent.
6. Give control of scene to police and hostage negotiation team.
7. Keep detailed notes of events.

### **If taken hostage:**

1. Follow instructions of hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible.
4. Be respectful to hostage taker.
5. Ask permission to speak and do not argue or make suggestions.

**REMEMBER: WALK AWAY FROM THE INTRUDER IF HE/SHE INDICATES A POTENTIAL FOR VIOLENCE**

\*\*\*\*\*

**SERIOUS INJURY/DEATH**

**If incident occurred in school:**

1. Call 911.
2. Notify CPR/First Aid certified persons in school building of medical emergencies.
3. If possible, isolate affected student/staff member.
4. Notify Principal/Main Office.
5. Principal notifies Superintendent.
6. Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
7. Principal notifies parent(s) or guardians of affected student.
8. Determine method of notifying students, staff and parents.
9. Refer media to Superintendent's Office.

**If incident occurred outside of school:**

1. Activate school crisis team.
2. Notify staff before normal operating hours.
3. Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
4. Refer media to Superintendent's Office.

**Post-crisis intervention:**

1. Meet with school counseling staff and determine level of intervention for staff and students.
2. Designate rooms as private counseling areas.
3. Escort affected student's siblings and close friends and other "highly stressed" students to counselors.
4. Assess stress level of staff. Recommend counseling to overly stressed staff.
5. Follow-up with students and staff who received counseling.
6. Allow for changes in normal routines or test schedules to address injury or death.

\*\*\*\*\*

**STUDENT UNREST**

**PERSONNEL AT INCIDENT:**

1. Ensure the safety of students and staff first.
2. Contain unrest. Seal off area of disturbance.
3. Notify Principal.

4. Principal notifies Superintendent.
5. Warn staff. Principal may issue lock-down (see Lock-Down Procedures section).
6. Move students involved in disturbance to an isolated area.
7. Meet with student representatives to address issues.
8. Document incidents with detailed notes.

**OTHER STAFF:**

1. Keep students calm.
2. Lock classroom doors.
3. Do not allow students outside of classroom until you receive an all-clear signal from principal.
4. Make a list of students absent from classroom.
5. Document all incidents.

\*\*\*\*\*

**HAZARDOUS MATERIALS**

**Incident occurred in school:**

1. Call 911.
2. Notify Principal/Main Office.
3. Principal notifies Superintendent.
4. Seal off area of leak/spill.
5. Take charge of area until fire personnel contain incident.
6. Fire officer in charge will recommend shelter or evacuation actions.
7. Follow procedures for sheltering or evacuation.
8. Notify parents if students are evacuated.
9. Resume normal operations after consulting with fire officials.

**Incident occurred near school property:**

1. Fire or Police will notify Superintendent.
2. Superintendent will notify Principal.
3. Fire officer in charge of scene will recommend shelter or evacuation actions.
4. Follow procedures for sheltering or evacuation.
5. Notify parents if students are evacuated.
6. Resume normal operations after consulting with fire officials.

\*\*\*\*\*

## **PANDEMIC FLU PLAN**

### **I. Response – Active Pandemic**

- a) Monitor and evaluate illness/absences with school physicians for recommendations. Review district's policies and procedures.
- b) Collaborate response with local health departments and local agencies as needed.
- c) Implement alternatives to education in schools.

### **II. Preventative/Preparedness – Prior to Pandemic**

- a) Educate students, parents, and staff how to prevent the spread of infection (cover cough, hand washing, basic flu info, waterless gel, no sharing of personal items, etc.).
- b) Housekeeping practices and procedures will be reviewed to ensure consistency with infection control standards (disinfecting, maintenance/housekeeping schedules).
- c) Nurse workshop/forum (pandemic overview, monitoring, recordkeeping, reporting and education).
- d) Review necessary supplies (gloves, masks, water, disinfectants) so purchasing may be planned.
- e) Address extra-curricular activities (i.e., sports, field trips, etc.).
- f) Review and update facility sheltering agreements.
- g) Explore alternatives to education in school (websites, TV/public broadcast, virtual learning).

### **III. Recovery**

Implement Crisis Response Plan to deal with the after effects of the pandemic.

\*\*\*\*\*

## **PUBLIC ACCESS DEFIBRILLATION**

Pursuant to Education Law sections 207 and 917 and Chapters 60 and 61 of the Laws of 2002, Automated External Defibrillators (AED) have been provided to each of the district's instructional campuses. Additionally, trained staff are assigned to each building to provide emergency response in the event of sudden cardiac arrest during all district sponsored student events and activities. In the event of a sudden cardiac arrest, trained staff will follow the protocols as outlined in training provided by the American Health and Safety Institute or equivalent provider. Whenever the AED is used, the emergency medical system is to be activated (911) and all written and electronic documentation is to be forwarded to the school's medical director within 24 hours of the event.

The School Medical Liaison should be notified as soon as possible after the event. Each building in which an AED is located will note the specific location of the equipment in their building level emergency response plan. The school district has mandated that all coaches, lifeguards, music department staff, nurses, and activity advisors receive training in CPR and AED use.

\*\*\*\*\*

### **INTERNAL SHELTER AREAS**

#### **HIGH SCHOOL**

Danger from external fire and explosion from railroad or motor vehicles source; tornado - use building corridors or evacuate the building if danger is from explosion. In the event of a tornado, **use building corridors only**, DO NOT USE GYMNASIUMS.

#### **MIDDLE SCHOOL**

Danger from external fire and explosion from railroad or motor vehicles source; tornado - use corridors on first floor or evacuate the building if danger is from explosion. In the event of a tornado, **use building corridors only**, DO NOT USE GYMNASIUMS.

#### **HOMER BRINK**

Danger from external fire and explosion from motor vehicles source; tornado - use all corridors. In the event of a tornado, **use building corridors only**, DO NOT USE GYMNASIUMS.

#### **MAINE MEMORIAL**

Danger from external fire and explosion from railroad or motor vehicle source; tornado - use all corridors. In the event of a tornado, **use building corridors only**, DO NOT USE GYMNASIUMS.

\*\*\*\*\*

## **EMERGENCY ALARM & PROCEDURES**

The regular fire alarm signal system and public address system shall be used to alert students and staff in buildings. Posted evacuation and/or alternate routes are to be followed. This will be used to evacuate the buildings for the following:

- a. aircraft crashes into buildings
- b. building fires and explosions
- c. bomb threats
- d. poisonous fumes or gases from internal sources
- e. building collapse

The public address system will be used in conjunction with this alarm to give specific instructions and information when necessary.

1. Flooding - The public address system will be used to alert and instruct building occupants when a danger from outside flooding requires the building to be evacuated.
2. Earthquake - The public address system shall be utilized to alert building occupants. The building will be evacuated using established fire drill routes. Once outside of building, students, faculty, etc. will move away a sufficient distance from exterior walls of building so as to be safe from collapsing walls and falling debris.

## **MINIMUM FOOD AND WATER REQUIREMENTS FOR A 24-48 HOUR SHELTER EMERGENCY**

FOOD REQUIREMENTS - 3 1/2 pounds of food or 2,500 calories per person.

WATER REQUIREMENTS - 5 gallons per person per day

SANITATION REQUIREMENTS - 1 toilet and shower for every 40 people

SLEEPING REQUIREMENTS - 40 square feet per person

## **AMERICAN RED CROSS GUIDELINES**

3. **Food Poisoning** -
  - a. Determine if there may be an outbreak:
    1. Number of persons absent or ill who suffer similar symptoms.
    2. Number of members of a group who also attended a common event become ill.
  - b. Notify the Broome County Health Department at (607) 778-2887.

- c. Generate a list of persons and their phone numbers who attended a suspected event (meal, trip, etc.)
- d. Have nurse collect stool or vomit specimens in either a clean jar or plastic bag. Tightly seal, label and store in a refrigerator if students become ill at school.
- e. Do not discard any foods on hand without asking the Health Department - refrigerate foods.
- f. If a school nurse is unable to function because of the disaster, the District Coordinator will designate another school nurse to report to the scene to carry out the above tasks.

## **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.

**Lockdown/Lockout** Lockdown or lockout procedures will be enacted if a situation shall arise in which it is in the best interest of our students and staff to keep them secured in their current locations or restrict entrance into a building.

### **Lockdown Procedures:**

- Lockdown will be announced by intercom, public address system, or otherwise. Do not use codes. Call 911 and report your situation. Consider a lockout for adjacent school buildings as well.
- Immediately gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock classroom door(s) if possible and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- Do not cover windows.
- Leave the window blinds and lights as they are.
- Document and Attend to any injuries as well as possible.
- No one should be allowed to enter or leave a classroom or office under any circumstances without permission.
- Do not answer or communicate through the locked door.
- Do not allow anyone into your ‘secured’ area.
- Classroom phones should be left open. Refrain from using phones to allow for emergency use and the transmission of information if necessary.
- Do not respond to a Fire Alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.
- Do not talk within your secured area, except only as absolutely necessary.
- Take attendance – include additions. Missing students’ last known locations should be noted. Keep this record for when you are released from the lockdown.
- Use your best judgment with the knowledge you have.



## **Lockout Procedures:**

- **Lockout** will be announced by intercom, public address system, or otherwise. Use plain language to announce the lockout.
- If a school is in lockout because they were notified by police of a local situation, there is no need to call to advise police of the lockout. However, the school should keep the police advised of any change in status to your building.
- If the school is initiating the lockout due to a situation or potential incident discovered at the school, they should advise police of your lockout and what you may be anticipating.
- Lock all exterior doors and windows.
- All outside activities are terminated.
- Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
- Classes otherwise continue as normal.
- Lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.
- Upon resolution of an incident and termination of the lockout, contact police to advise them of such.

## **B. Introduction**

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the District 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)**

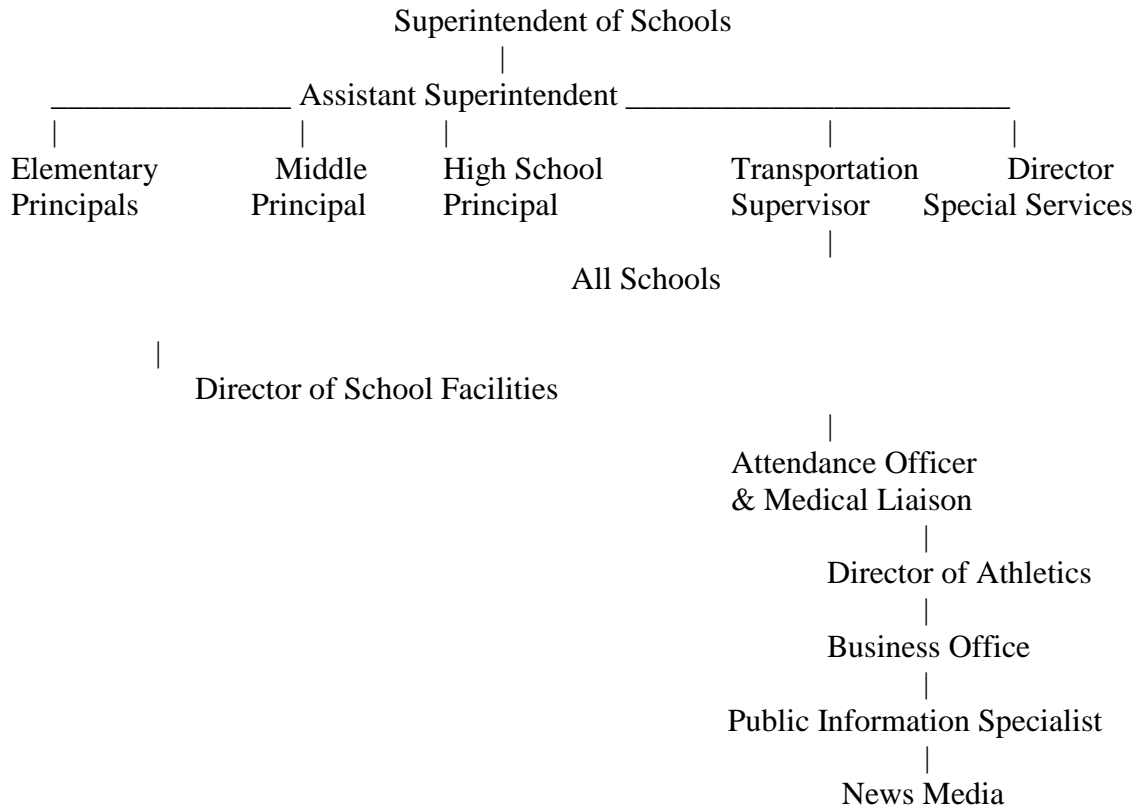
- Determine the level of threat by the District Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on the nature of incident
- Contact the Transportation Supervisor to arrange transportation – if necessary
- Where appropriate, facilities personnel will sweep the 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 following phone tree will be utilized for school cancellations. 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 following notice will be issued by building principals one week prior to the scheduled drill.

**TO: Parents/Guardians**  
**SUBJECT: Early Dismissal**

The \_\_\_\_\_ School District has scheduled its annual test of the **Early Dismissal Plan** for \_\_\_\_\_.  
(date)

**Pupils will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Management Plan. Please make appropriate arrangements for the early arrival of your children as a result of this drill.**

Thank you.

\_\_\_\_\_  
**Principal**

# DISTRICT RESOURCES

## Equipment

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

## *Miscellaneous Custodial and Cleaning Supplies*

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

### **High School, Middle School, Homer Brink and Maine Memorial**

**Floor plans**  
**Fire Extinguishers**  
**Telephone Systems**  
**Public Address Systems**  
**Potable Water**  
**Food Storage**  
**Eye Wash**  
**Flash Lights and Batteries**  
**Heating Fuel**  
**Zoned Fire Alarms**  
**Water Supply (Fire)??**  
**Vehicle Fuel ????**  
**Bull Horns ????**

**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>	<u>Home #</u>	<u>Cell #</u>
Superintendent	Jason VanFossen	754-1400 X2310	748-3704	206-2125
Assistant Superintendent	Jeff L'Amoreaux	754-1400 X2303	206-2131	206-2131
- Director of Curriculum	Julie Gallagher	754-1400 X2324	785-2562	765-3849
High School Principal	Thomas Burkhardt	754-1400 X2319	786-3700	768-3366
Middle School Principal	Rick Otis	786-8271	754-9599	206-2126
Homer Brink Principal	William Dundon	786-8242	757-9191	206-2541
Maine Memorial Principal	Linda Kelly	862-3264	785-1851	341-5759
Director of Auxiliary Services	Michael Aubel	862-4469	687-2105	206-2542
High School Assistant Principal	Michael Pavlovich	754-1400 X2321		226-6455
Middle School Assistant Principal	Michelle Doig	786-8271		765-7362
Homer Brink Assistant Principal	Greg Asfoury	786-8244		341-5759
Pupil Personnel Director	Bradley Bruce	754-1400 X2325		760-7616
Athletic Director	David Cook	754-1400 x 2315		206-2135

#### **District Office Officials**

Mr. Jason VanFossen – Superintendent

Mr. Jeff L'Amoreaux – Assistant Superintendent

Mrs. Julie Gallagher- Director of Learning, Leadership and Accountability

Mr. Bradley Bruce – Pupil Personnel Director

Mr. David Cook-Athletic Director

SCHOOL BUILDINGS AND CONTACTS

<b>Maine- Endwell High School</b> <b>750 Farm to Market Road</b> <b>Endwell, NY 13760</b> Mr. Thomas Burkhardt Mr. Michael Pavlovich Mr. Bryan Takacs	<b>Student Population</b>	<b>Staff Population</b>
	<b>765</b>	<b>98</b>
	Auditorium Capacity 700	Gym Capacity 1500
	Principal	754-1400 ext 2319
	Asst Principal	754-1400 ext 2321
	Head Custodian	754 – 1400 ext 2356

<b>Middle School</b> <b>1119 Farm to Market Road</b> <b>Endwell, NY 13760</b> Mr. Rick Otis Mrs. Michelle Doig Mr. Andrew Ackely	<b>Student Population</b>	<b>Staff Population</b>
	<b>560</b>	<b>96</b>
	Auditorium Capacity 614	Gym Capacity 550
	Principal	786-8271
	Asst. Principal	786-8271
	Head Custodian	786-8222

<b>Homer Brink Elementary</b> <b>3618 Briar Lane</b> <b>Endwell, NY 13760</b> Mr. William Dundon Mr. Gregory Asfoury Mr. Keith Pipik	<b>Student Population</b>	<b>Staff Population</b>
	<b>692</b>	<b>115</b>
	Cafeteria Capacity 535	Gym Capacity 535
	Principal	786-8244
	Asst. Principal	786-8244
	Head Custodian	786-8246

<b>Maine Memorial Elementary</b> <b>2693 Main Street PO Box 218</b> <b>Maine, NY 13802</b> Mrs. Linda Kelly Mr. Michael Aubel Mr. Raymond Guerin	<b>Student Population</b>	<b>Staff Population</b>
	<b>472</b>	<b>89</b>
	Auditorium Capacity 385	Gym Capacity 510
	Principal	862-9519 ext 453
	Auxiliary Director	862-9519 ext 452
	Head Custodian	862-9259

<b>Maine-Endwell Transportation</b> <b>31 Church Street</b> <b>Maine, NY 13802</b> Mr. Michael Aubel Mrs. Darleen Fernquist		<b>Staff Population</b>
		<b>51 – 4 Subs</b>
	Auxiliary Director	862-4469
Head Bus Driver	862-4469	

<b>Maine-Endwell Maintenance</b> <b>750 Farm to Market Road</b> <b>Endwell, NY 13760</b> Mr. Michael Kodey		<b>Staff Population</b>
		<b>3</b>
Maintenance Supervisor	754-1400- ext 2379	

## **APPENDIX 2**

### Identification of Building Resources/Special Needs

#### **Schools**

##### **High School**

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

**# Students with Special Transportation Needs**

##### **Middle School**

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

**# Students with Special Transportation Needs**

##### **Homer Brink**

**# Staff that are CPR/AED Certified 6**

**# Students with Special Transportation Needs**

##### **Maine Memorial**

**# Staff that are CPR/AED Certified 4**

**# Students with Special Transportation Needs**

## **APPENDIX 3**

## EXTERNAL EVACUATION LOCATIONS EVACUATION CONTACTS

### Evacuation of a single building or buildings

It may be appropriate to evacuate a building or the campus in the event of fire, explosion, certain toxic chemical releases, bomb threat, and after earthquakes. The decision to evacuate any Maine-Endwell buildings will be made by the Superintendent (see Go-Home Plan). The signal to evacuate the buildings shall be by sounding the fire alarm or verbally via the public address system.

When this alarm is sounded, all groups will evacuate their buildings as quickly as possible. Normal fire drill evacuation procedures, as practiced, should be followed. The first person through each exit door should hold or prop it open.

Teachers will be required to bring their class lists with them, assemble and count their students at the designated assembly area at least 75 feet away from the building. They will immediately notify the Command Post of any missing students. Designated assembly areas are noted on the Maine-Endwell campus map. No one is to reenter the building until an all clear is given by an appropriate authority.

### Evacuation of the Maine-Endwell Campus

If the situation calls for the buildings to remain empty, the students and staff will be transported to another building. The buildings shall be evacuated in a rapid and orderly fashion. The bus garage shall be notified to provide buses. All available Maine-Endwell vehicles and any school buses on campus at the time of the incident shall be used to transport students to safety. Administrators and guidance counselors will accompany those groups not accompanied by teachers. Other Maine-Endwell staff will be requested to assist in the process as needed. No students will be allowed to drive their private vehicles unless accompanied by a Maine-Endwell staff member.

Depending on the scope of the emergency, designated gathering points for evacuated students and staff will be as follows:

<b>Maine Memorial</b>	<b>will evacuate to First Baptist Church or Town Garage</b>
<b>Homer Brink</b>	<b>will evacuate to Senior High or Endwell Fire Depart.</b>
<b>Middle School</b>	<b>will evacuate to Senior High or Highland Park Gymnasium</b>
<b>High School</b>	<b>will evacuate to Middle School or to Northminster Church 775-1001</b>

## 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				

## APPENDIX 5

### CALL TRACE PROCEDURES

#### HOMER BRINK AND MAINE MEMORIAL ELEMENTARY:

##### **When you receive a BOMB THREAT, HARASSING OR OBSCENE CALL:**

1. Observe which line the bomb threat, harassing or obscene phone call is on while caller is speaking.
2. After the call, HANG UP the receiver, and before receiving or making another phone call, pick up the receiver on the line the call came in on. You will hear a dial tone.
3. **Immediately, Dial \*57.** This will connect you to the Annoyance Bureau. Listen for the announcement confirming that the feature has been activated and hang up.

You will get no further information from the Annoyance Bureau. Only authorized persons, such as the police, Superintendent or his designee, will contact the Annoyance Bureau for follow up. Call the Superintendent's office immediately to report the bomb threat and to report whether or not the call trace was successful.

#### MIDDLE SCHOOL & SENIOR HIGH SCHOOL:

(Samsung Telephone System)

##### **When you receive a BOMB THREAT, HARASSING OR OBSCENE CALL:**

1. Observe your telephone display while caller is speaking.
2. Look for a 7XX number, i.e., 746, 742, etc., in the upper left hand corner of your display.
3. After the call, HANG UP the receiver, now, leave the receiver on the hook and dial the 7XX number that you saw when you received the call. You will hear a dial tone.
4. **Immediately, Dial \*57.** The call will go to the Annoyance Bureau. Listen for the announcement confirming that the feature has been activated and hang up.

You will get no further information from the Annoyance Bureau. Only authorized persons, such as the police, Superintendent or his designee, will contact the Annoyance Bureau for follow up. Call the Superintendent's office immediately to report the bomb threat and to report whether or not the call trace was successful.