

# NORTHEASTERN CLINTON CENTRAL SCHOOL

## 2023-2024 DISTRICT-WIDE SCHOOL SAFETY PLAN



Northeastern Clinton Central School  
District Office  
103 Rt. 276  
Champlain, New York 12919  
(518) 298-8242

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## **EMERGENCY TELEPHONE NUMBERS**

Transportation Supervisor	(518) 298-8242 ext. 1121
Buildings and Grounds	(518) 298-8242 ext.1101
Law Enforcement	911
Fire Department and Emergency Squad	911
United States Border Patrol	(518) 298-2531
Federal Bureau of Investigation	(518) 563-4680
New York State Electric & Gas Company	(518) 563-5300
Champlain Technology Group	(518) 298-2411
Clinton Country Office of Emergency Services	(518) 565-4791
CVPH Emergency Department	(518) 562-7370

## **CHAIN OF COMMAND**

### **EMERGENCY COORDINATOR**

- |                                     |   |                |
|-------------------------------------|---|----------------|
| 1. DISTRICT SUPERINTENDENT          | District Office                                 | (518) 298-8242 |
| 2. BUILDING PRINCIPALS              | Mooers Office                                   | (518) 236-7373 |
|                                     | Rouses Point Office                             | (518) 297-7211 |
|                                     | High School Office                              | (518) 298-8638 |
|                                     | Middle School Office                            | (518) 298-8681 |
| 3. ASSISTANT PRINCIPAL              | Office  | (518) 298-8638 |
| 4. INCIDENT COMMAND TEAM            | Includes Counselor, Psychologist,<br>and Nurse. |                |
| 5. BUILDING EMERGENCY RESPONSE TEAM |   |                |
| 6. FACULTY & STAFF                  |   |                |

#### District Building Addresses:

Mooers Elementary – 16 School Street, Mooers, NY 12958  
Rouses Point Elementary – Maple Street, Rouses Point, NY 12979  
Northeastern Clinton Middle School – 103 Rt. 276, Champlain, NY 12919  
Northeastern Clinton High School – 103 Rt. 276, Champlain, NY 12919

NORTHEASTERN CLINTON CENTRAL SCHOOL  
DISTRICT-WIDE SCHOOL SAFETY PLAN

**PUBLIC INFORMATION OFFICER**

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. DISTRICT SUPERINTENDENT      | Office (518) 298-8242 |
| 2. BOARD OF EDUCATION PRESIDENT | Office (518) 298-8242 |

**BUILDING AND GROUNDS**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| 1. BUILDING MAINTENANCE SUPERVISOR | Office (518) 298-8242 ext. 1101 |
| 2. CUSTODIANS                      | Office (518) 298-8242 ext. 1102 |

**TRANSPORTATION DEPARTMENT**

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. TRANSPORTATION SUPERVISOR | Office (518) 298-8242 ext. 1121  |
| 2. TRANSPORTATION ASSISTANT  | Office (518) 298- 8242 ext. 1120 |

## **COOPERATING AGENCIES**

### **EMERGENCY SHELTERS**

NORTHEASTERN CLINTON MIDDLE/HIGH SCHOOL  
103 Rt. 276, Champlain, NY 12919

MOOERS ELEMENTARY  
16 School Street, Mooers, NY

ROUSES POINT ELEMENTARY  
Maple Street, Rouses Point, NY 12979

### **EMERGENCY TRANSPORTATION**

BEEKMANTOWN CENTRAL SCHOOL BUS GARAGE  
Contact: Transportation Supervisor  
164 Haynes Road, Plattsburgh, NY 12901  
(518) 563-8257

CHAZY CENTRAL RURAL SCHOOL  
Contact: Transportation Supervisor  
609 Miner Farm Road, Chazy, NY 12921-3003  
(518) 846-8779

NORTHERN ADIRONDACK CENTRAL SCHOOL  
Contact: Transportation Supervisor  
5572 Rt. 11, Ellenburg Depot, NY 12935  
(518) 594-7060

## **INTERNAL AND EXTERNAL COMMUNICATIONS**

Each of the Northeastern Clinton Central School Building-Level School Safety Plans contains a policy and the specific procedures for contacting parents, legal guardians or persons in parental relation to the students of the building in cases of emergency.

## **EMERGENCIES AND STUDENTS WITH A DISABILITY**

In order to ensure that students and staff with a disability are escorted to designated areas and/or evacuated from the building in an emergency, professional or para-professional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student or staff member, and their associated escort(s), can be found in their respective building office.

## **EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS**

The relationship between NCCS and state and local governmental entities and emergency services providers is a dynamic one. Through our constant collaboration in regards to emergency planning, preparedness, and practice, solid relationships continue to evolve and strengthen. The resources of these agencies are readily available to our district if required.

Communication links, including direct phone and radio links, exist between every NCCS Building and Clinton County 911, Clinton County Sheriff Departments, and the New York State Police. The radios, both base stations and handhelds, are owned by NCCS and operated on our own Federal Communication Commission (FCC) licensed frequencies.

## **RESOURCES AVAILABLE FOR USE IN AN EMERGENCY**

NCCS has an inventory of district resources, which may be available for use during an emergency. The inventory is updated annually and includes facility, vehicle, and equipment information.

The Superintendent's Office can be contacted for more information on resources available.

## **EDUCATIONAL AGENCY INFORMATION**

The plan includes information about each educational agency located within the NCCS area, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

The agency information is located in a folder in the Superintendent's Office.



## **NCCS SCHOOL WIDE SAFETY PLAN**

1. The Superintendent is the Emergency Coordinator.
2. The chain of command will be found on page 5 of this document in the event that the Superintendent is unable to perform the duties of the Emergency Coordinator.
3. The Clinton County Emergency Services Director and the local volunteer fire departments have expressed their desire to be contacted whenever NCCS is in need of emergency assistance or consultations.
4. NCCS has a strong working relationship with the local State Police barracks and work closely with them throughout the school year.
5. The NCCS Incident Command Center will be located at the High School/Middle School Campus unless the circumstances surrounding the emergency dictate that the buildings be completely evacuated.
6. The Emergency Coordinator (Superintendent) or his/her designee will be responsible for coordinating the use of resources and manpower during emergencies.
7. The Superintendent, the Building-Level Administrators, the Building Maintenance Supervisor, and the Transportation Supervisor will work closely with the Emergency Coordinator during an emergency.

## **IMPLEMENTATION OF SCHOOL SECURITY**

Each of the three buildings located within the NCCS Campus follow the same policies and procedures relating to school building security.

All entrances to the NCCS Campus shall be locked at all times.

All visitors must sign in and sign out at the designated entrance to the particular campus and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular division office for further action.

## **PLAN REVIEW AND PUBLIC COMMENT**

Pursuant to Commissioner's Regulations, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the Districtwide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the District Office.

## **PREVENTION/INTERVENTION STRATEGIES**

1. Each year, all students and staff members will be provided information and training relative to school safety. This will include review of expected behavior, in particular, codes of conduct, and drills for fire, sheltering, emergency evacuation (Go Home Drill), and bus emergencies, as well as drills on critical incidents.
2. NCCS will hold periodic Building Emergency Response Team meetings.
3. NCCS will conduct annual training for Emergency Response Teams.
4. NCCS has hardened all glass on exterior doors with HANITTA Coding Protective Film (21ML) as an intruder deterrent measure.
5. NCCS has equipped all teaching areas (classrooms) and offices with door handles that are locked from the interior of the classroom or office space.

## **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

1. Northeastern Clinton Central School (NCCS) will conduct Superintendents' Days at which time teachers, administrators, and school personnel will receive the latest information and materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors.
2. Multiple approaches are provided for prevention and intervention programs, as well as communication programs for reporting potentially violent incidents. Students are given many opportunities to learn about each other and how to address conflicts when they arise.
3. Each year, informative materials regarding the early detection of potentially violent behaviors, including identification of family, community and environmental factors, are disseminated to all students and persons in parental relation to students of NCCS.

## **TRAINING, DRILLS, AND EXERCISES**

1. Time is set aside during the day before school begins each year in order for each building of the Northeastern Clinton Central School District to review the School Safety Plans with their staff. Particular attention is given to the Evacuation, Lock-Down, and Lock-Out procedures that have been established for each building.
2. Administration and staff review the duties and assignments of various staff during an evacuation or lock-down. A mock evacuation and lock-down drill may be performed at the beginning of the school year. The entire staff and student population will take part in the drill. The staff is then given the opportunity to ask questions and offer suggestions. Local and county emergency agencies can be included in the planning and execution of the drills.
3. Additional evacuation drills are conducted throughout the school year.
4. Lock-Down drills are also conducted four times each school year. During the days immediately following the drill, all staff is given the opportunity to ask questions and offer suggestions based on their experiences during the drill.
5. The Health and Safety Committee meets periodically to review the plan and discuss further modifications to the existing plan.

## **HAZARD IDENTIFICATION**

### **On-Campus**

Mooers Elementary

Rouses Point Elementary

Playgrounds

Middle School/High School/District Office Building

Bus Garage

Staff/Student Parking Lot (Front)

Staff/Student Parking Lot (Back)

Athletic Fields

The overgrown areas surrounding the campus

### **Off-Campus**

Route 11

Route 276

Route 276 & Prospect St.

The intersection of Route 276 and Route 11

Border Crossings

Various businesses housed in buildings that are in close proximity of each building.

## **SCHOOL SAFETY PERSONNEL**

The Northeastern Clinton Central School District does not employ hall monitors or any other school safety personnel at this time. This policy is subject to change and will be reviewed by NCCS administration on a periodic basis.



## **EMERGENCY CLOSING PLAN**

1. The Emergency Coordinator in consultation with the Building Administrator will decide if this “Emergency Closing Plan” should be implemented.
2. The Emergency Coordinator will notify the Superintendent of Schools of the local districts that NCCS is implementing the “Emergency Closing Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available.
3. The Emergency Coordinator will notify the Transportation Supervisor, Building Administrator(s) and the Public Information Officer.
4. The Building Administrator will notify the building staff of the decision to implement the “Emergency Closing Plan.”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “emergency school closing.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
6. Teachers and staff will prepare the students for early dismissal.
7. Students are to remain in their classrooms until called for bus loading.
8. Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
9. The Building Administrator will provide an area for parents or legal guardians of students wishing to pick up their children. Records will be kept of the departure times of the individual students.
10. Staff is to remain until dismissed by the Building Administrator.

## **EMERGENCY LOCK-DOWN**

A “Lock-Down” will be used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. (Direct threat of Violence)

Any faculty or staff member has the ability and authority to initiate a “Lock-Down” condition by:

- Announcing a specific warning over the PA system, by phone.
- Any faculty or staff member has the authority to contact 911 for assistance.

The Classroom Teacher will:

1. Assess surroundings and proximity and ensure immediate safety of students.
2. If safe, quickly gather students from hallways and common areas near your classroom and direct them to their classroom.
3. Lock your door. Barricade if necessary.
4. Move students to a safe area in the classroom out of sight of the door. NO STANDING - Get in a LOW position on the floor. Cover windows and turn light off.
5. MAINTAIN SILENCE - Keep everyone quiet, Silence cell phones. Do not use the radio, TV, computer, etc. Do not answer or communicate through your locked door.
6. RELEASE NO ONE - Ignore bells and no bathroom breaks. Do not respond to P.A. announcements.
7. Do not respond to a fire alarm unless imminent signs of fire are observed.
8. Do not attempt to contact the office unless an emergency arises in your classroom.
9. Take attendance if possible. Make a list of all students/staff in the classroom.
10. Attend to any injuries as well as possible.
11. Be prepared to remain in “Lock-Down” for an extended period of time. Remain calm.
12. Stay hidden until released by law enforcement personnel. Wait for assistance from law enforcement or “All Clear” signal.

Important Note:

At the announcement of the Lock-Down, all staff and students who are outside the building will report to the location designated in their Building Level Emergency Response Plan.

**DO NOT RE-ENTER THE BUILDING. ALL NON-ASSIGNED STAFF WILL REMAIN IN PLACE UNTIL NOTIFIED.**

## **EMERGENCY LOCK-OUT RESPONSE**

1. School staff identifies, or are notified by Police, that there is an actual or potential threat from outside the building and notifies the Building Administrator.
2. The Building Administrator will initiate a “Lock-Out” response.
3. The Building Administrator will notify the Emergency Coordinator.
4. The Emergency Coordinator will notify the Public Information Officer.
5. A. If the school is initiating the Lock-Out response due to a situation or potential incident discovered at the school, they should advise Emergency Services (911) of the Lock-Out and what is anticipated.  
  
B. If a school is in a Lock-Out Response because they are notified by Police of a local situation, there is no need to call to advise Police of the Lock-Out. However, the Emergency Coordinator will keep the Police advised of any change in status in the building.
6. Based on the advice of the State Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.
10. Lock all exterior doors and windows.
11. All outside activities are terminated.
12. Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
13. Classes otherwise continue as normal.
14. Lockout is lifted when the external threat is resolved. Notification of such resolution will be announced as an “All Clear” signal.

## **EMERGENCY SHELTERING RESPONSE**

1. The Emergency Coordinator in consultation with the Building Administrator or designee will decide if the “Emergency Sheltering Plan” should be implemented.

**NOTE:** The Emergency Coordinator may contact the appropriate county Emergency Services Director and the State Police for input with the decision to activate the “Emergency Sheltering Plan.”

2. The Emergency Coordinator will notify the Superintendents of Schools of the local districts that NCCS is implementing the “Emergency Sheltering Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available.
3. The Emergency Coordinator will notify the Transportation Supervisor and the Public Information Officer.
4. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “Emergency Sheltering Plan.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
5. The Building Administrator will notify the building staff of the decision to implement the “Emergency Sheltering Plan.” Teachers, students and staff will remain in their rooms and classroom activities should be continued until further instructions are received from the Building Administrator.

## **BOMB THREAT RESPONSE**

Any employee receiving a call that a bomb has been placed in the building will immediately contact the Building Administrator or designee who will contact the Emergency Coordinator.

**NOTE:** A Bomb Threat Response will not be initiated by a fire alarm.

1. The Emergency Coordinator will initiate a Bomb Threat Response. The Emergency Coordinator or designee will notify all Building Administrators, 911 (the State Police, the County Emergency Coordinator and or the Sheriff's Department), the Transportation Supervisor and the Public Information Officer.
2. The intercom system will be used to give notice of the emergency condition/ situation. Once the notice is received, all staff members and students who are inside and outside the building will prepare for evacuation of the building. All faculty staff and students will evacuate the building at the nearest exit and proceed to the emergency assembly point (relocation designation).
3. Faculty and staff should visually inspect their rooms and adjacent hallways for suspicious objects and should notify the Building Administrator via the phone system if anything of a suspicious nature is observed. Further instructions will be given to the teacher at that time.
4. Students that are in the hallways and or restrooms need to be taken under supervision by the nearest faculty or staff member and given instructions regarding the evacuation. Once outside or at the emergency assembly point (relocation designation) they will rejoin their classroom teacher.
5. Attendance records need to accompany the faculty or staff to the emergency assembly point (relocation designation).
6. Upon arrival at the emergency assembly point, student attendance will be verified by the classroom teacher and the Emergency Coordinator and/or the Building Administrator.
7. The Emergency Coordinator will consult with the State Police and/or the Sweep Team before considering instituting the "Emergency Response Closing Plan" and/or the "Emergency Response Sheltering Plan."
8. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the emergency school closing. All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
9. The school district will await directions by the New York State Police for directions and information regarding the Bomb Threat.

## **CIVIL DISTURBANCE RESPONSE**

1. At the beginning of an actual or potential civil disturbance, the Building Administrator should notify the Emergency Coordinator who will notify the State Police.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will notify the staff and students and move them away from areas where violent confrontations are or may be occurring.
4. The Public Information Officer will handle all news media contacts.
5. The Emergency Coordinator and/or the Building Administrator will consult with the State Police and consider instituting the Emergency Lock-Dow, Lock-Out Response, Emergency Evacuation Plan, and/or the Emergency Closing Plan.
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **WEAPON ON CAMPUS**

Whenever a person is observed or reported to have a weapon, the Building Administrator will be notified immediately.

1. The Building Administrator will notify the State Police and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will identify the person and his/her location in the building.
4. The Building Administrator and/or the Emergency Coordinator will consider implementing the Emergency Lock-Down, Hold In Place, or Emergency Evacuation Plan to secure safety of the students and staff.
5. Depending upon the situation, the person should be asked to surrender the weapon or declare its location or the Building Administrator should wait until the State Police arrive to approach the person.
6. The Building Administrator should quietly ask the student to accompany him/her to the office (more than one school official should accompany the student).
7. If the person with the weapon is in a classroom, monitor classroom with the P.A. and/or telephone system.
8. If weapon is in a locker, check lockers; if weapon is found, then secure locker and wait for the State Police to arrive.
9. Provide the State Police with map of building if student is in classroom.
10. Record the name(s) of the person(s) who reported seeing a weapon and provide information to the police.
11. The Building Administrator and the Emergency Coordinator will assess the situation to determine follow-up steps.
12. Depending upon the outcome of a particular incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

## **HOSTAGE TAKING RESPONSE**

1. School staff identifies a hostage situation and notifies the Building Administrator.
2. The Building Administrator will notify the State Police and the Emergency Coordinator.
3. The Emergency Coordinator will notify the Public Information Officer.
4. In coordination with the State Police, the Building Administrator and the Emergency Coordinator will notify parents/legal guardian or spouse of individuals who are or could be hostages.
5. Based on the advice of the State Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Lock-Down" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" and/or the "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contacts.
7. Depending upon the outcome of a particular incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
8. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.



## **IMPLIED OR DIRECT THREATS**

A threat is defined as any expression of intent to inflict injury or damage. It includes actions, whether direct or implied, that a reasonable person would perceive as a threat to physical safety or property.

1. Any threat should be taken seriously and reported immediately. Staff and students becoming aware of a threat to self or others should immediately report the threat to the Building Administrator or Classroom Teacher. A threat could originate with anyone including employees, students, or visitors. Individuals making threats may be subject to immediate disciplinary and/or legal action.
2. The Building Administrator will notify the State Police and the Emergency Coordinator.
3. Based on the advice of the State Police, the Building Administrator will immediately take measures, appropriate for the situation, to prevent harm to students, staff and visitors. The Building Administrator will consider implementing the Emergency Evacuation Plan and/or the Emergency Lock-Down.
4. Every threat will be investigated and documented using regular fact-finding procedures. For threats emanating from employees, an appropriate level of disciplinary action may be recommended.
5. The Emergency Coordinator will notify the Public Information Officer.
6. The Public Information Officer will handle all news media contact.
7. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
8. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **INTRUSION RESPONSE**

1. School staff identifies that there is an intruder and notifies the Building Administrator.
2. The Building Administrator will initiate a "Emergency Lock-Down."
3. The Building Administrator will notify the State Police of the situation and follow their instructions for handling intruders and ensuring safety of students and staff.
4. The Building Administrator will notify the Emergency Coordinator.
5. The Emergency Coordinator will notify the Public Information Officer.
6. Based on the advice of the State Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **DANGEROUS PERSON**

These procedures can be used as a guide in responding to a situation in which a student, staff member or outsider is armed, has assaulted or threatens another person, or is behaving irrationally.

1. When a dangerous person is identified, the identifying observer must notify the Building Administrator and relay as much information as possible about the situation.
2. The Building Administrator will initiate an “Emergency Lock-Down.”
3. The Building Administrator will notify the State Police and the Emergency Coordinator.
4. Based on the information that can be gathered, the Building Administrator will consider the need to contact 911 or the local Emergency Medical Team.
5. The Emergency Coordinator will notify the Public Information Officer.
6. Based on the advice of the State Police, the Building Administrator will also need to consider implementing the Emergency Evacuation Plan.
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
9. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **KIDNAPPING RESPONSE**

School staff identifies a confirmed or potential kidnapping incident and notifies the Building Administrator.

1. The Building Administrator will notify the State Police and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. In coordination with the State Police, the Building Administrator and the Emergency Coordinator will notify parents/legal guardian or spouse of individuals who are or could be kidnapped.
4. The Public Information Officer will handle all news media contact.
5. Based on the advice of the State Police, the Emergency Coordinator and the Building Administrator will consider implementing the Emergency Evacuation Plan, Emergency Closing Plan, or Emergency Sheltering Plan.
6. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
7. If the situation allows, the Building Administrator or designee will provide an area for parents of students looking for information or desiring to pick up students.

## **EARTHQUAKE RESPONSE**

Building staff provides guidance to students during an earthquake: remain calm. Indoors: Get under a desk or heavy table. Do not try to leave the building. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.

1. After the quake, the Building Administrator, the school nurse and/or the able bodied building staff will check for injuries and provide emergency first aid.
2. The Building Administrator or the Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
3. The Building Administrator will account for students, teachers and support staff.
4. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water and gas mains and identify dangerous electrical situations.
5. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contact. He/she will prepare and/or review all statements for media release.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plan.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **FIRE EMERGENCY RESPONSE**

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building. That person should then contact the Building Administrator and notify him/her of the location of the fire. The Building Administrator will notify the Emergency Coordinator.
2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching the assembly point, the student shall be sent to the area where his/her own room has assembled, if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. All students shall be instructed to leave all personal belongings, which may be in their classrooms, and immediately leave the building following the prearranged plan. No persons will be allowed to return to the building once it has been evacuated until authorized by the Emergency Coordinator and the Building Administrator after consultation with the Fire Chief.
6. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the pre-assigned exit.
7. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.
8. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. In case of a fire, groups will remain at the assembly point. During inclement weather, the Emergency Coordinator or the Building Administrator may implement a horizontal evacuation of the building if feasible. Ordinarily, class would evacuate the building and then be directed to enter another building that had been deemed safe for occupation.
9. Upon arrival of the Fire Department, the management of the building will proceed under their direction. The Fire Chief will inform the Emergency Coordinator as to the safety of returning the occupants to the building.

## **FIRE EMERGENCY RESPONSE** (cont'd.)

10. After consulting with the Fire Chief, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
11. The Emergency Coordinator will notify the Public Information Officer. He/she will handle all contacts with the news media.
12. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students
14. The Building Administrator shall hold a sufficient number of fire drills (eight before December 1) at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
15. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations.

## **FLOOD RESPONSE**

1. During periods of flood watches, the Emergency Coordinator will monitor NOAA Weather Radio and be in contact with school districts that have a history of flood problems.
2. The Emergency Coordinator will base response on the input of the respective county Emergency Services Director.
3. The Emergency Coordinator will notify the Public Information Officer.

The Public Information Officer will handle all news media contacts.



## **TORNADO EMERGENCY RESPONSE**

1. During periods of tornado watches the Emergency Coordinator and the Building Administrator will monitor NOAA Weather Radio and be in contact with the County Emergency Services Director.
2. When a threat of a tornado exists, curtail all outdoor activities. The Building Administrator will notify all students, teachers and support staff over the PA if a tornado has been sighted and for all to go immediately to their assigned areas. Once a tornado warning is issued, the Building Administrator will assign spotters to watch for tornadoes.
3. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall ensure that everyone in these rooms receives the warning and evacuates.
4. The last person to leave the room shall see that the door is secured.
5. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged location, check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
6. No student will be allowed to return to the room once it has been vacated, until authorized to do so.
7. While proceeding to the prearranged location, emphasize silence so further instructions may be heard.
8. When the teacher and class arrive at their assigned location, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.
9. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.

## **TORNADO EMERGENCY RESPONSE (cont'd)**

After tornado or storm:

10. The Building Administrator, the school nurse and/or the able bodied building staff check for injuries and provide emergency first aid.
11. The Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
12. The Building Administrator will account for students, teachers and support staff.
13. The Maintenance Supervisor and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water mains and identify dangerous electrical situations.
14. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
15. The Public Information Officer will handle all news media contacts.
16. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
17. If the situation allows, the Building Administrator or designee will provide an area for parents of students looking for information or desiring to pick up students

## **WINTER STORM RESPONSE**

1. The Emergency Coordinator and the Building Administrator will monitor NOAA weather radio and keep in contact with the appropriate county Emergency Services Director and the local highway department.
2. The Emergency Coordinator and the Building Administrator upon consultation with the above-mentioned individuals will activate the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will prepare a news release for the local news media.
5. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **AIR POLLUTION RESPONSE**

Upon being notified of a problem, the Emergency Coordinator and/or the Building Administrator will consult with the appropriate county Emergency Services Director and consider the appropriate response.

## **INFECTIOUS DISEASE RESPONSE**

1. At the beginning of an Infectious Disease outbreak, the Emergency Coordinator will coordinate efforts regarding Infectious Disease Response with local Emergency Services offices, Department(s) of Health, the State Education Department and appropriate state and federal government agencies for closing and use of all school facilities to support infectious disease control.
2. Emergency Coordinator will contact the local Departments of Health and local Emergency Services offices for immediate response and guidance.
3. The Emergency Coordinator will notify the Public Information Officer and Building Administrator.
4. The Building Administrator will notify the staff and students if the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" are instituted.
5. The Public Information Officer will handle all news media contacts.
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted (by the Public Information Officer) in a further attempt to notify parents and guardians. The procedure for notifying parents is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or designee will provide an area for parents of students looking for information or desiring to pick up students.
8. The Emergency Coordinator shall determine the re-opening of school services based upon recommendations and direction from local Departments of Health, local Emergency Services offices, and the State Education Department.
9. School personnel will not be permitted in facilities until directed by Emergency Coordinator and after appropriate cleaning of facilities.

## **BUS MECHANICAL BREAKDOWN RESPONSE**

The instructions which follow are procedures to be followed by NCCS employees transporting NCCS students in a NCCS vehicle in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuating drills.

### **A. MECHANICAL BREAKDOWN**

1. Bring bus safely to a stop.
2. Leave on headlights and activate 4-way hazard lights, and if situation appears to be extremely dangerous put on amber lights.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible.
  - Location
  - Symptoms of problem
  - Assistance needed
  - Number of students on bus
5. Display properly the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Make necessary repairs if possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable. Do not send a student unless there is no other alternative.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.
11. The Building Administrator or designee will communicate with the Superintendent of Schools, parents and legal guardians of the students with information that may be deemed necessary.

## **BUS ACCIDENT RESPONSE**

### **B. ACCIDENT**

1. Keep calm, don't panic.
2. Activate 4-way hazard lights, and the use of overhead red flashing lights.
3. Call for help by two-way radio. Give as much information as possible.
  - Location
  - Extent of damage
  - Nature and number of student injuries
  - Assistance needed
  - Number of students on bus
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location, away from bus if necessary.
9. Send for help if radio is not usable.
10. Assist others who may be injured who were involved in the accident.
11. Obtain necessary information from driver of other vehicle involved in accident.
12. Obtain a written report from persons who may have witnessed the accident.

### **C. ACCIDENT - TRANSPORTATION STAFF:**

1. Notify those needed:
  - a. Ambulance
  - b. Law Enforcement Agency
  - c. The Building Administrator
  - d. Fire Department

## **BUS ACCIDENT RESPONSE** (cont'd)

2. The Transportation Supervisor will make arrangements for a qualified school bus driver to drive a bus to the site in order to return students to NCCS. In the case of an accident, only those students who were deemed uninjured would be returned to NCCS.
3. Notify:
  - a. The Emergency Coordinator
  - b. The Superintendent
  - c. The Building Administrator (if necessary)
  - d. All parents/legal guardians - by phone
  - e. Department of Transportation
  - f. Insurance Agency

### D. ADDITIONAL USEFUL PROCEDURES AT ACCIDENT SITE:

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

### E. REPORTING ACCIDENT

1. Department of Transportation Part 722 (Reports of Accident)
  - a. "722.1 any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph."



## **BUS ACCIDENT RESPONSE** (cont'd)

- b. 722.1 "No work shall be performed on and no passenger will be transported in the vehicle until it is released by D.O.T.
- 2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:
  - a. Section 600 - Leaving scene of an incident without reporting.
    - 1) Any person operating a motor vehicle who, knowing or having cause to know damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle, . . . then he shall report the same as soon as physically able to the nearest police station, or judicial officer."
  - b. Section 601 - Leaving scene of injury to certain animals without reporting.
    - 1) Any person operating a motor vehicle which shall strike and injure any horse, dog, or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take another reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community.)
  - c. Section 605 - Report required upon accident.
    - 1) Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.
- 3. State Education Department
  - a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law:
    - 1) "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities

## **BUS ACCIDENT RESPONSE** (cont'd)

or privately owned and operated for compensation for the transportation of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities."

- b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.

### 4. Forms – for Reporting Accident:

- a. MV-104 (7/05) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
- b. MV-104F (5/07) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.

### 5. Examples of Accident: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided.

#### a. School Bus Accidents

- 1) You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.
- 2) You are a school grounds keeper and a student was injured on the playground. You put the student in a school owned maintenance truck to bring him to the hospital, En route, you are involved in an accident.
- 3) You are a parent or legal guardian and regularly transport your children and four other neighborhood children to and from school, and you are paid by the school for your services. If an accident occurs while transporting the student to and from school, it is considered a school bus accident.

#### b. Non-School Bus Accident:

- 1) You are a certified school bus driver. You are involved in an accident En route to picking up your first student.
- 2) You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are in an accident. (cont'd)

## **BUS ACCIDENT RESPONSE** (cont'd)

### F. 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 each board of education, such member or members of the teaching or pupil transportation staff. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A drill shall be held during the school year, the first to be conducted during the first seven school days 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 subdivision (h).

## **ENERGY SUPPLY LOSS RESPONSE**

1. Upon discovery or detection of an electrical system failure, notify the Building Administrator.
2. The Building Administrator will notify the Maintenance Supervisor and the Emergency Coordinator.
3. The Maintenance Supervisor will evaluate problem insofar as possible.
4. The Building Administrator and the Emergency Coordinator will decide to cease building operation as appropriate.
5. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **STRUCTURAL FAILURE RESPONSE**

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him/her of the location of the damage. The Building Administrator will notify the Emergency Coordinator of the damage.
2. The Emergency Coordinator will determine the safety of the students in the building upon advice from the Maintenance Supervisor.
3. The Emergency Coordinator and the Building Administrator will activate the appropriate emergency plan, if necessary.
4. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will prepare a statement for release to the local media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **CHEMICAL SPILL RESPONSE**

1. Once a chemical spill in or around a school building is noted, immediately notify the Building Administrator who will immediately notify the appropriate county Emergency Services Director and the State Police.
2. The Building Administrator or designee will notify the Emergency Coordinator and attempt to determine the nature of the spill and the potential hazard involved through consultation with the appropriate County Emergency Services Director and the Mooers Volunteer Fire Department, the Champlain Volunteer Fire Department, or the Rouses Point Volunteer Fire Department and the State Police.
3. If the spill is of a non-hazardous nature and caused by the school, the Building Administrator or designee will contact the Supervisor of Buildings and Grounds to arrange through the appropriate county Emergency Services Director or New York State Department of Environmental Conservation, a prompt and effective cleanup.
4. If the spill poses a serious threat to life and the building should be evacuated, try to stay upwind at all times, the Building Administrator and the Emergency Coordinator will implement the appropriate emergency response.
5. The Emergency Coordinator will follow the direction of the State Police and/or the Fire Chief.
6. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.
7. Depending upon the outcome of the incident, the Building Administrator or designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
8. If the situation allows, the Building Administrator or designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.
9. In the event of a release of toxic material in an airborne manner and it is declared necessary to remain in the building, the Emergency Coordinator will establish contact with the appropriate county Emergency Services Director and the Mooers Volunteer Fire Department, the Champlain Volunteer Fire Department, or the Rouses Point Volunteer Fire Department and the New York State Department of Environmental Conservation. Staff should close all windows and shut down the ventilation system.

## **CHEMICAL SPILL RESPONSE (cont'd)**

10. The Emergency Coordinator and the Building Administrator, in consultation with the appropriate county Emergency Services Director and the Fire Chief will implement the appropriate emergency response.

The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.

## **MEDICAL EMERGENCY RESPONSE** (cont'd)

A medical emergency is a result of a major illness or injury to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Such emergencies require that school officials have in place a carefully tested, medically approved plan for action.

Allergic Reaction	Choking	Heart Attack
Animal Bite	Diabetic Shock	Respiratory Arrest
Bleeding	Drowning	School Bus Accident and/or Fire
Blow to the Head	Electric Shock	Seizures
Broken Bone(s)	Epidemic	Shock
Burns	Food-borne Illness	Toxic Exposure

In each case, the guiding principles are to provide appropriate emergency care until authorized medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid treatment is for the protection of the life and comfort of the victim until authorized medical treatment is provided, or, until the individual is placed under the care of the parent or legal guardian.

An effective medical emergency program should be based on medically and educationally sound procedures which are approved by the local board of education. Some of the components of such a program are:

AED/CPR for faculty/staff (Public Access Defibrillation Program)

Forms signed by the parent/legal guardian for:

- Emergency Contact Information
- Emergency Care Plans for individuals with known medical conditions
- Consent for Emergency Transport (Special Education students only)
- Sunscreen/Insect Repellent Physician Order

All school personnel and students should know the location of the Health Office. The emergency telephone number of Health Office should be conspicuously posted near each telephone.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc. should be kept on file in the nurse's office.



## **MEDICAL EMERGENCY RESPONSE (cont'd)**

### **MEDICAL EMERGENCIES**

1. Immediately contact the Health Office at the appropriate extension.
2. Health Office staff will assess the need for further medical attention.
3. Protect the ill or injured from further injury.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### **HEART ATTACK**

1. Immediately contact the Health Office at the appropriate extension.
2. If trained in CPR/AED, assess ABC's, begin CPR as per CVES PAD Program until Health Office staff arrive.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### **SEIZURES**

1. Immediately contact the Health Office at the appropriate extension.
2. Protect the victim from further injury.
3. Health Office staff will assess the need for further medical attention.
4. After seizure, assess for breathing and/or injury.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Emergency Coordinator.
7. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### **FOOD-BORNE ILLNESS**

1. Individual has a history with suspect food.
2. Report cluster of cases to the Health Department(s).
3. Follow direction from the Health Department.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

## **MEDICAL EMERGENCY RESPONSE** (cont'd)

### **SHOCK**

1. Immediately contact the Health Office at the appropriate extension.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### **TOXIC EXPOSURE**

1. Immediately contact the Health Office at the appropriate extension.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Health Office staff will contact the Poison Control.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Emergency Coordinator.
7. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

## **ASSISTED EVACUATION PLANS** **FOR STUDENTS, FACULTY AND OTHERS WITH SPECIAL NEEDS**

An Assisted Evacuation Plan should be completed for any child who has limited mobility and for any other who would require assistance to leave the building in an emergency. These forms can be found on page 53 of this document.

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

It is suggested that the principal not be designated as the person with primary responsibility. In an emergency situation, the principal must attend to many immediate demands and decision. Also, the principal should be free to report to the designated place in the assembly area to meet staff members and give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone that may have to take time to travel through the building against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stair well out of the flow of traffic. (Remember stairwells are designed to retard the speed of fire). The child remains there with the adult assistant until the students have passed and the stairs can be used.

Note: This form should be completed for every child who needs any kind of special accommodations in Emergency Evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

## **ASSISTED EVACUATION PLAN FOR STUDENT WITH SPECIAL NEEDS**

Name of Child \_\_\_\_\_

Building \_\_\_\_\_

Teacher and room \_\_\_\_\_

Reason Child needs assistance \_\_\_\_\_

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

Person responsible \_\_\_\_\_

First alternate person responsible \_\_\_\_\_

Second alternate person responsible \_\_\_\_\_

Special Arrangements needed at Assembly Area \_\_\_\_\_

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

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Attach copy of student's class schedule of out-of-classroom service.

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

Copies on file:

Principal

Nurse

District Office

Classroom/Homeroom Teacher

Substitute Information Folder

District Emergency Response Plan

Circulate information to all Special Area or Class Teachers. Copy of plan should be kept with class attendance roster.

## **EMERGENCY SERVICE DIRECTORY**

Volunteer Fire Departments	911
Champlain Volunteer Fire Dep.	(518) 298-5500
Mooers Volunteer Fire Dep.	(518) 236-5311
Rouses Point Volunteer Fire Dep	(518) 297-5502
Champlain EMS	(518) 298-5911
New York State Police - Plattsburgh Barracks	(518) 563-3761
Champlain Valley Physicians Hospital	(518) 561-2000
Ambulance	911
Emergency Department	(518) 562-7370
Clinton County Services	
Emergency Management	(518) 565-4791
Health Department	(518) 565-4840
Information	(518) 565-4490
Highway Department	(518) 565-4040
Sheriff's Office	(518) 565-4300
Town of Champlain	
Dog Control Officer	(518) 236-7715
Highway Superintendent	(518) 298-8160
Water & Sewer	(518) 297-6468
Radio Stations	
WCFE	(518) 563-9770
WIRY	(518) 563-1340
WEZF (STAR 92.9)	(802) 655-0093
Television Stations	
WPTZ-TV	(518) 561-5581
Newspaper	
Press-Republican	(518) 561-2300
American Red Cross – Clinton-Northern Essex Chapter	(518) 561-7280
Telephone Company	
Champlain Technology Group	(518) 297-2411
New York State Electric & Gas	1-800-572-1131

## **PARENT/FAMILY REUNIFICATION PLAN**

Our parent/family reunification plan is used if it becomes necessary to relocate the entire school population to an alternative site. Such a move would take place when it is determined by school officials that keeping students in the school would be hazardous to students and staff. We have two alternative sites for each school building. When families are notified of the activation of our parent/family reunification plan, they will be told where the students have been transported. SchoolTool maintains our current parent/guardian names and phone numbers and emergency contact information. SchoolTool contains a class list for each period. Lists may be printed by teachers. Attendance is taken by teachers regularly to ensure accurate records. Teachers will use their list from SchoolTool to check their attendance in an emergency evacuation or drill. Staff members will utilize this list to organize sign-out. It is critically important that our office, has all necessary phone numbers so that we are able to contact families at any time during the school day in the event of an emergency. At the alternative site, there will be stations set up to receive parents/guardians alphabetically by student last name. Parents/Guardians will report to the station that has the first letter of the student's last name. They will give the station worker their child's name and present their own identification. Once they have been identified, their child will be brought to the station for sign out and reunification.

- It is essential that parents/guardians first report to their respective station. We must be organized in order to ensure 100% accountability of our students.
- All individuals picking up students must be positively identified by our staff or provide valid identification. Unless a person's name is on our list as having permission to pick up a child, we will not release a child to them.

If it becomes necessary to activate our parent reunification plan, **WIRY** radio station (518-563-1340) and **WPTZ** television station (518-561-5555) may be notified. Our **One Call Now and E-mail** may also be utilized to contact families.

***Suggested Language: Hello, this is the NCCS building administrator. We are evacuating our school building. Although a first instinct is to come to the school, please do not as this may interfere with emergency responders and safety personnel. Parents and guardians should report to our alternative site. Once there, parents and guardians will report to a sign out station according to their child's last name, present identification and sign out their child. After that, the student will be retrieved from their safe location and released. The alternative site is (Insert site location). Thank you for your cooperation and support.***

## **ACCOUNTING FOR ALL PERSONS PLAN**

### **RECORDS, CONTACTS & ATTENDANCE**

Northeastern Clinton utilizes SchoolTool to maintain our current parent/guardian names, phone numbers and emergency contact information. SchoolTool contains a class list for each period. Lists may be printed by teachers. Attendance is taken by teachers in SchoolTool regularly to ensure accurate records. Teachers will use their list from SchoolTool to check their attendance in an emergency. Missing students will be reported to the principal or designee by the teacher. The principal will then reach out to other areas to determine the location of the student in question. Once the student is located the principal or designee will inform the teacher of the student's location.

### **EMERGENCIES AND STUDENTS WITH A DISABILITY**

In order to ensure that students and staff with a disability are escorted to designated areas and/or evacuated from the building in an emergency, professional or para-professional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student or staff member, and their associated escort(s), can be found in their respective building office.

### **SCHOOL SECURITY & VISITORS**

Each of the three buildings located within the NCCS Campus follow the same policies and procedures relating to school building security.

All entrances to the NCCS Campus shall be locked at all times during the academic school day.

All visitors must sign in and sign out at the designated entrance to the particular campus and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular division office for further action.

In an emergency the Visitor Sign-In/Out log from each office will be used to account for persons other than students and employees.

## **CONTINUITY OF OPERATIONS PLAN (COOP)**

It is the policy of the Northeastern Clinton Central School District to respond quickly at all levels in the event of an emergency or threat in order to continue critical internal operations and to provide support to the families, students, faculty, and staff of the school district that may be affected by the emergency. Education continuity management includes the processes, procedures, decisions and activities to ensure that school divisions can continue to function throughout disruptive events such as an emergency, a disaster or a crisis. While the likelihood of an education disruption or disaster occurring is uncertain, we intend to have the capability to continue to provide essential services and to ultimately resume the delivery of all of our educational services.

Northeastern Clinton is particularly committed to ensuring that they have the capabilities to:

- Attend to student and staff safety and well-being,
- Continue essential critical activities in the event of a disruption,
- Ensure there is sufficient capacity to sustain our essential critical activities, and
- Recover completely from a disruption and return to the “new normal” delivery of educational services.
- Review, maintain and enhance our Education Continuity Plan capability.