

# **ONTEORA CENTRAL SCHOOL DISTRICT DISTRICT WIDE SAFETY PLAN 2019-20**

## **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 and county resources in the event of such incidents or emergencies. The District-Wide School Safety 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 school building level. School districts and other educational agencies stand at risk from a wide variety of acts of violence and nature, and man-made or technological 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 risk reduction & prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Onteora Central School District (CSD) supports the SAVE Legislation. The Superintendent of Schools encourages and advocates on-going district-wide cooperation with, and support for, Project SAVE.

# **Section I: General Considerations and Planning Guidelines**

## **Purpose**

The Ontario CSD District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Ontario CSD Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development, maintenance, and update of the District-Wide School Safety Plan. As per the amendments to 155.17, the District-Wide School Safety Plan supersedes the district's Emergency Management/Disaster Preparedness Plan.

## **Identification of School Team**

The Ontario CSD has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, staff members, administrators, parent organizations, school safety personnel and other school personnel. The members of the team for 2019-20 are identified in Appendix A.

## **Concept of Operations**

The District-Wide School Safety Plan is directly linked to the individual Building-Level School Safety Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level School Safety 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 her designee will be notified and, where appropriate, local emergency officials will also be notified.

Emergency response efforts may be supplemented by local, county and state resources through existing protocols.

## **Plan Review and Public Comment**

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. A copy of the plan will be available at Ontario CSD, Administrative Offices, Route 28, Boiceville, NY 12412.

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its original adoption. Public hearings will be held pursuant to plan updates. The District-Wide and Building-Level plans 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.

While linked to the District-Wide School Safety Plan, Building-Level School Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

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. Building-Level School Safety Plans will be supplied to both local and the NYS Police within 30 days of adoption.

## **Section II: Risk Reduction/Prevention and Intervention**

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact, of such emergency if it does occur.

### **Prevention/Intervention Strategies**

#### **Program Initiatives**

The following programs and activities are available to building administrators for improving communication among students and between students and staff:

- Dignity for All Students Act**
- Peer mediation programs at Woodstock Primary School**
- Student Government, SADD, GSA**
- PBIS (Positive Behavior Intervention and Supports) program**
- Building assemblies to empower students**
- Character Education**
- Child Study Case Management, Response to Intervention, Multi-Disciplinary Teams**
- Prime for Life (Drug/Alcohol Program)**
- Teaming up for Success (Adult-Student Mentoring Program)**
- Social Thinking Curriculum**
- Too Good For Drugs**

## **Training, Drills, and Exercises**

The Ontario CSD shall arrange to provide multi-hazard school training for staff and students at each educational site. Such training may include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and Superintendent of Schools.

The Ontario CSD annually performs twelve (12) fire and emergency drills at each of its school buildings which are documented for review. Eight (8) of the drills are fire drills and four (4) are lock down drills. Eight (8) of the drills are completed by December 31st. In addition, the district participates in the annual Go-Home Early Drill. The efficacy of these drills is assessed annually by building administrators, SRO and staff. Participation in the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service, is also required.

### **Clinical Staff: Social Workers, School Counselors, School Psychologists, Nurses and Nurse Practitioner.** These professionals are trained to provide

1. Crisis intervention services
2. Behavior Intervention
3. Counseling services
4. Risk assessments for self-harming behavior
5. Mediation services
6. Re-entry for students returning to school after an extended absence due to psychiatric hospitalization, drug rehabilitation, or suspensions. Social Workers & Psychologists are assigned to all the buildings. School Counselors are assigned at the intermediate and secondary level. Psychologists are more involved in special education evaluations; however, they also provide ongoing counseling services.

### **PBIS Training:**

- Establish “Coaches” and building teams who will attend PBIS trainings and bring PBIS back to the district to train all staff
- Attend PBIS trainings and coach or co-coaches delegate tasks
- Train all staff on PBIS
- Provide community and parent information on PBIS Technical Support
- The district will provide professional development for the volunteers on mentoring.
- Positive Behavioral Interventions and Supports (PBIS) as our district wide behavior system and make recommendation to the Core Team

### **School Resource Officer**

The District has a contractual relationship with the Ulster County Sheriff’s Department for the services of a School Resource Officer. The SRO maintains an office in the MS/HS building, but is a presence in all of the District buildings. The SRO develops a positive relationship with students and staff and provide resources and guidance to the District.

## Implementation of School Security

The Onteora CSD uses the following security procedures in its school buildings and on school buses:

- a) Monitor west end and front hallway in Middle School/High School during Instructional Time
- b) Securing those exterior doors not routinely used for student or staff entrance.
- c) To the extent possible, limiting entrance to the main door of each school building.
- d) Require use of the Visitor Management System for all visitors who enter the building past the main office
- e) Requiring all employees to wear identification badges.
- f) Electronic door monitor at all buildings
- g) Independent contractors will wear identification at all times
- h) Camera surveillance system in the Middle School/High School building
- i) Cameras on each large and small bus that is District owned and requires cameras on each large or small bus provided by transportation contractor that services the District.

## Vital Educational Agency Information

Each individual educational program within the Onteora CSD collects and maintains vital educational information, i.e. student enrollment, number of staff, etc. (see chart below). Transportation needs are assessed by the Transportation Department in conjunction with district administrators. Vehicle need based on 65 passenger bus utilization. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the district.

Location	Contact Person	Phone Number	Approximate Enrollment	Evacuation Vehicles Needed	Approximate Number of Staff
Onteora Middle/High School	Lance Edelman Jennifer O'Connor	845.657.2373	630	18	174
Bennett Elementary School	Gabriel Buono	845.657.2354	255	7	65
Phoenicia Elementary School	Linda Sella	845.688.5580	150	5	43
Woodstock Elementary School	Scott Richards	845.679.2316	160	5	41

## Critical Office & Fax Numbers

Name	Office Number	FAX
Superintendent	845.657.8851	845.657.8742
Asst. Super. for Business	845.657.8499	845.657.8742

Transportation	845.657.2537	845.657.7079
Buildings & Grounds	845.657.6384	845.657.6835
HS Principal	845.657.2373	845.657.7763
MS Principal	845.657.2373	845.657.7763

### Emergency “Red Phone” Numbers

In the event of a power outage, there are direct phone lines into each building and several offices that can be connected with a traditional rotary phone. These were historically red phones. The direct numbers are below by location:

Location	Emergency Phone Number
Superintendent’s Office	845.657.7805
Central Administration Conference Room	845.657.7804
Transportation Department	845.657.7803
HS/MS Main Office	845.657.7808
High School Principal’s Office	845.657.7806
Middle School Principal’s Office	845.657.7807
Bennett Elementary Main Office	845.657.2038
Woodstock Elementary Main Office	845.679.7726
Phoenicia Elementary Main Office	845.688.2096

### Dignity for All Students Act (DASA)

The Onteora Central School District has and will continue to meet all requirements of the Dignity for All Students Act as a means for providing a safe and welcoming learning environment. Each building will have a trained and Board of Education approved Dignity Act Coordinator who will be responsible for educating parents, students, and teachers as well as receive and investigate all complaints regarding bullying and harassment. The Dignity Act Coordinators will be responsible for reporting to the state those incidents that meet the requirements identified in the law in a summative report. Onteora Central School District will continue to promote those programs and curriculums that educate students on civility and citizenship.

## **Early Detection of Potentially Violent Behaviors**

Where a student is deemed by an appropriate staff member to require attention in this area the school principal, school counselor, social worker, school psychologist, and/or the CSE Chairperson of the district in which the student is enrolled shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to self or another. Parents will be notified and family court may also be contacted. If concerns are raised about a student's mental health, parents and school district personnel shall be contacted.

## **Hazard Identification**

Each Onteora CSD educational site is evaluated annually by the Buildings & Grounds Department (in conjunction with Ulster BOCES Risk Management) for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, biological contamination, and criminal mischief. There are fuel tanks at the Transportation Building on the Middle/High School campus, all buildings have heating fuel tanks, and the High School has chemical storage closets. A copy of the current hazard assessment can be found with each school's Building-Level School Safety Plan.

# **Section III: Response**

## **Notification and Activation (Internal and External Communications)**

In the event of a violent incident, either implied or direct, the Onteora CSD shall use Ulster County's 911 system to contact available law enforcement personnel. The Superintendent or his/her designee will contact local government officials including the county or city officials responsible for the implementation of article 2-B of the Executive Law (State and Local Natural and Man-Made Disaster Preparedness).

In the event of an emergency or disaster that may impact school facilities or programs, the Onteora CSD will use the following means to communicate with the community and between educational facilities within the district. This list is in no particular order and the use of communication will vary dependent on the nature of the individual situation:

Facebook

Telephone & Fax

Radio Systems

Electronic Mail

Onteora Central School District App.

Infinite Campus Auto Dial Feature (*Shoutpoint*)

Local Media (WKNY - WPDH - WPDA - WRRV - WRRB - WCZX - WKXP - WZAD - WRWD - WRNQ - WBWZ - WKIP - WPKF - WRNN-TV - WDST - WHUD - WSPK - WBNR - WLNA - WXPB - WBPM - WKZE - WHVW - YNN - FOX5 - NBC TV - School Closings Network - Cancellations.com - WJFF Jeffersonville - WABC TV)

In the event of an early dismissal or other event that warrants such action, persons in parental relations will be notified via the local media, Facebook, the Onteora website and App. and/or automated telephone calls.

## **Situational Responses**

### **Multi-Hazard Response Protocols**

Onteora CSD has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

<b>Hazard Category</b>	<b>Type</b>
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak
Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see **Appendix D** for an outline of the sequential response action for each emergency situation.

### **Responses to Acts of Violence: Implied or Direct Threats**

- Students, staff and visitors of the Onteora CSD are expected to abide by normal standards of civility (see **Appendix B**: Onteora CSD Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, District Superintendent) based on the nature of the threat.

- The Onteora CSD Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide Safety Plan.

**Acts of Violence**

Any act of violence against themselves or another, by a student, staff member or visitor, will not be tolerated by the Onteora CSD. In the event of such an incident the building administrator or his/her designee shall notify law enforcement and the Superintendent of Schools, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

**Arrangements for Obtaining Emergency Assistance from Local Government**

When appropriate, the Onteora CSD shall make use of the following local government agencies during emergencies;

Fire, Police, Medical	911
Central Hudson (Gas Odors)	800-942-8274
Congressional Offices	845-331-4466
Department of Environmental Conservation	845-256-3000
Family Court	845-340-3600
Poison Control Center	800-336-6997
Ulster County American Red Cross	845-338-7020
Ulster County District Attorney	845-340-3315
Ulster County Emergency Management	845-331-7000
Ulster County Health Department	845-340-3150
Ulster County Highway/Bridge Department	845-340-3100
Ulster County Sheriff’s Office	845-338-3640
NYS Police	845-338-1702
Town of Olive Police	845-331-3115
Town of Shandaken Police	845-688-9902
Town of Woodstock Police	845-679-2422
Ulster BOCES Traumatic Event Team	845-255-1402
Child Protective Services	800-342-3720

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

When deemed appropriate, the Superintendent of Schools or her designee will contact the appropriate local government district or agencies for advice or assistance during an emergency situation.

## **District Resources Available for Use in an Emergency**

Each Onteora school facility is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, food/water, fire extinguishers, automated external defibrillators (AEDs), flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, duct tape, hardware) are located in the maintenance shop in Boiceville. Each Onteora CSD facility can serve as a sheltering site, if required, during most emergencies.

The Onteora CSD Transportation Department maintains a fleet of 15 vehicles, which are currently in service. This fleet includes 6 large buses, 6 small buses, 1 suburban, 2 small SUVs and a minivan.

The Onteora CSD Facilities and Operations Department maintains 3 pickup trucks, 1 dump truck, 2 box trucks, 1 front end loader, 1 small utility vehicle – 4wd, 1- small utility vehicle – 2wd.

## **Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies**

The use of manpower and resources during an emergency shall be coordinated at each facility utilizing incident command protocols.

An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level School Safety Plan.

## **Protective Action Options**

### **(a) School Cancellation or Delay**

The decision to implement a cancellation or delay of the Onteora Central School District educational programs shall be made by the Superintendent or her designee. The Onteora Central School District Director of Transportation is then notified to contact both District employees and the contractor to send their buses to pick up students at the designated time. Persons in parental relations are notified via the local media, Facebook, the Onteora website and App. and/or automated telephone calls.

### **(b) Early dismissal**

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible. The decision to dismiss school early shall be made by the Superintendent or her designee. The Onteora Central School District Director of Transportation is then notified to contact both District employees and the contractor to send their buses to pick up students at the designated time. Persons in parental relations are notified via the local media, Facebook, the Onteora website and App. and/or the automated notification systems.

### (c) Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building. The decision to evacuate is made by the building administrator or his/her designee. Once out of the building, students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases, students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the District administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

### (d) Sheltering

Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early. The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown).

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged.

### (e) Terrorist Threats & Activities

In the event of terrorist threats or activities, building administrators shall be instructed by the District Superintendent or her designee to follow the recommended actions outlined in the NYS Homeland Security System for Schools (see **Appendix E for an excerpt or [https://www.dhs.gov/sites/default/files/publications/18\\_0711\\_USSS\\_NTAC-Enhancing-School-Safety-Guide.pdf](https://www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf) for the entire document**). The actions recommended are based on the level of alert declared by the state and federal governments.

## Section IV: Recovery

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The administration of the Onteora CSD will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

- A. The Onteora CSD will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The district will also assist these teams by interfacing with relevant regulatory agencies and the media.

- B. The Ontario CSD’s administrative offices, under the direction of the Superintendent of Schools, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.
- C. BOCES Traumatic Event Team may be called to assist in the recovery.
- D. The Ontario CSD will document damage to facilities and provide any required information to our insurance carrier.
- E. The Ontario CSD Information Officer, Superintendent or designee, will interact with the community to provide timely and relevant information.

## **Appendix A**

### **DISTRICT WIDE SAFETY TEAM MEMBERS**

Victoria McLaren	Superintendent of Schools/Chief Emergency Officer
Jodi DeLucia	Assistant Superintendent for Curr. and Instruction
Monica LaClair	Assistant Superintendent for Business
Kyle Harjes	Interim Director of Operations and Maintenance
Nicole Sommer	Director of Transportation
Christine Downs	School Lunch Manager
Lance Edelman	Principal – H.S.
Jennifer O’Connor	Principal – M.S.
Gabriel Buono	Principal – Bennett
Suellen Elmendorf	District Medical Director
Karen Hansen	HS/MS Nurse
Sarah Turck	Guidance and Counseling Department Chairperson
Maegan Schenker	Social Worker
Valerie Storey	Board Member
Michael O’Rourke	BOCES Safety and Risk Management
Louis Casciaro	Insurance Representative/Community Member
Anthony Scarselli	School Resource Officer

## **Appendix B**

# **CODE OF CONDUCT**

The full Onteora Central School District Code of Conduct, Policy #3410, can be found on the District Website at <https://www.onteora.k12.ny.us/about/about-clone/code-of-conduct>

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## **APPENDIX C**

### **USE OF SURVEILLANCE CAMERAS**

The Ontario Central School District Use of Surveillance Camera Policy, Policy #5686, can be found on the District Website at <https://www.ontora.k12.ny.us/board-of-education/policies>

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# APPENDIX D

## CIVIL DISTURBANCES

### BOMB THREAT

Emergency Planning: Utilize the NYS Education Department Bomb Threat Response Guideline to develop a bomb threat response protocol. Provide training for those employees who volunteer to serve on search teams.

#### Response Protocols

<b>Action</b>	<b>Responsible Individual</b>
Upon receipt of bomb threat phone call ask questions as listed on the NYS Police Bomb Threat Instruction Card.	Person receiving call
Record answers to questions.	Person receiving call
Call 911 and listen carefully for instructions. <i>Do not use cellular phone or radio.</i>	Person receiving call
Notify Building Administrator.	Person receiving call Member of Building Response/Safety Team
Use appropriate means to notify building staff (do not use fire alarm) and enact bomb threat response protocol.	Building Administrator Member of Building Response/Safety Team
Notify Superintendent	Building Administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building Administrator Member of Building Response/Safety Team
Upon recommendation from law enforcement, terminate emergency & return to normal operations or close building.	Law enforcement Building Administrator Superintendent

## **CIVIL DISTURBANCES**

### **INTRUDER ALERT**

**Emergency Planning:** Develop appropriate procedures for identifying unauthorized visitors and intruders.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Identify suspected intruder	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Confront intruder/unauthorized visitor and ask for identification	Building administrator Member of Building Response/Safety Team
Escort intruder/unauthorized visitor out of the building	Building administrator Member of Building Response/Safety Team
If intruder refuses to leave, call 911 and maintain surveillance	Building administrator Member of Building Response/Safety Team
If warranted, notify staff that appropriate protocol is in effect. Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building.	Law Enforcement Building Administrator Superintendent

## **CIVIL DISTURBANCES**

### **HOSTAGE TAKING**

**Emergency Planning:** Meet with local and state police to review appropriate responses.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Identify and evaluate hostage-taking situation.	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Call 911 and listen carefully for instructions.	Building administrator Member of Building Response/Safety Team
Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Notify parent(s) or spouse.	Building administrator Superintendent
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building.	Law Enforcement Building Administrator Superintendent

## **KIDNAPPING**

Establish attendance procedures to account for pupils and staff members including unscheduled releases during the school day.

### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Identify kidnapping situation.	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Call 911 and listen carefully for instructions.	Building administrator Member of Building Response/Safety Team
Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Notify parent(s) or spouse.	Building administrator Superintendent

## CIVIL DISTURBANCES

### PHYSICAL ASSAULT OR THREAT (To Self or Others Including Suicide Attempt)

**Emergency Planning:** Meet with local and state police to review appropriate responses.

#### Response Protocols

Action	Responsible Individual
In the event of physical assault attempt to break up confrontation and/or de-escalate the situation.	Building Administrator Member of Building Response/Safety Team
After controlling situation, notify building administrator	Building Administrator Member of Building Response/Safety Team
If necessary, call 911 to summon law enforcement or emergency medical services.	Building Administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement or emergency medical services of the situation, follow instructions, and provide any necessary assistance.	Building Administrator Member of Building Response/Safety Team
In the event of a threat, notify the Building Administrator	Person on scene Member of Building Response/Safety Team
Evaluate the level of threat and take appropriate action (e.g. call 911 to summon law enforcement or emergency medical services, call Superintendent).	Building Administrator Member of Building Response/Safety Team
Notify parents if student or students are involved in physical assault or threat against self or others	Building Administrator Member of Building Response/Safety Team

## ENVIRONMENTAL EMERGENCIES

### FLOOD

**Emergency Planning:** Monitor weather reports and cancel educational programs if appropriate.

#### Response Protocols

Action	Responsible Individual
Be familiar with the local flood plain.	Director/Asst. Director of Facilities & Operations Building Administrator(s)
If school is in session when flood watch/warning is received, monitor weather and road conditions.	Director of Transportation Building Administrator(s)
Based on weather and road conditions, take one of the following actions: <ul style="list-style-type: none"> <li>a. Continue normal school operations;</li> <li>b. Enact Early Dismissal Plan;</li> <li>c. Enact Sheltering Plan</li> </ul>	Building Administrator(s) Superintendent
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s)

## ENVIRONMENTAL EMERGENCIES

### HAZARDOUS MATERIALS INCIDENT

**Emergency Planning:** Provide First Responder Training & Incident Command Training for those individuals who are likely to encounter a HazMat Incident. Provide those individuals with copies of current Emergency Response Guidebook. Provide local fire company with copy of hazardous materials inventory.

### Response Protocols

Action	Responsible Individual
If adequately trained, take appropriate actions to control spill. If not trained, keep others away and isolate the location of the spill.	First person on scene.
Call 911 and the Department of Environmental Conservation.	First person on scene. Member of Building Response/Safety Team
Notify Building Administrator.	First person on scene. Member of Building Response/Safety Team
Notify Superintendent	Building Administrator Member of Building Response/Safety Team
Upon their arrival, give fire service/emergency response personnel all relevant information, and provide any necessary assistance.	Building Administrator. Member of Building Response/Safety Team
Based on advice of emergency responders, take one of the following actions: a. Enact Evacuation Plan; b. Enact Early Dismissal Plan.	Building Administrator.
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator.

## ENVIRONMENTAL EMERGENCIES

### SNOW/ICE STORM

**Emergency Planning:** Monitor weather reports and cancel educational programs if appropriate.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
If school is in session, monitor weather and road conditions.	Director of Transportation. Building Administrator(s).
Based upon road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan.	Building Administrator(s). Superintendent.
. If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator.

## ENVIRONMENTAL EMERGENCIES

### TORNADO WATCH/WARNING

**Emergency Planning:** Establish tornado sheltering locations within each school building. These locations should be on the building's lowest level and interior locations away from windows and doors. Areas with long-span roofs (e.g. gymnasiums) should be avoided. Monitor weather reports and cancel educational programs if appropriate.

#### Response Protocols

Action	Responsible Individual
Monitor NOAA Weather Radio.	Building Administrator(s).
If Tornado Watch is issued, continue to monitor weather radio and utilize tornado spotters, if available. Curtail all outdoor activities.	Building Administrator(s). Member of Building Response/Safety Team
If Tornado Warning is issued, immediately bring all students and staff inside the building and assemble in tornado sheltering locations.	Building Administrator(s). Member of Building Response/Safety Team
Inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s).
After the Tornado warning is discontinued, terminate emergency and return to normal operation or close building.	Building Administrator(s).

## ENVIRONMENTAL EMERGENCIES

### THUNDER/LIGHTNING STORM

**Emergency Planning:** Monitor weather reports and cancel educational programs if appropriate.

#### Response Protocols

Action	Responsible Individual
If school is in session, monitor weather and road conditions.	Director of Transportation Building Administrator(s).
Curtail all outdoor activities.	Building Administrator(s).
Based upon weather and road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan.	Building Administrator(s). Superintendent.
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s).

## ENVIRONMENTAL EMERGENCIES

### FIRE

**Emergency Planning:** Prepare staff and students for fire emergencies by performing required fire drills. Post emergency escape plans in all classrooms and other locations of pupil occupancy. Ensure all building occupants are familiar with the building.

#### Response Protocols

Action	Responsible Individual
Upon discovery of smoke, fire or evidence thereof, activate the building's fire alarm system.	First person on scene.
Notify Building Administrator.	First person on scene. Member of Building Response/Safety Team
If the fire occurs during the normal school day, call 911 to notify the fire department to dispatch to the building.	Building Administrator. Member of Building Response/Safety Team
Assemble in predetermined locations and perform headcount.	Faculty members.
Upon their arrival, apprise fire service of the situation, follow instructions, and provide and necessary assistance.	Building Administrator.
After the Fire Chief returns control of the building back to the agency, terminate emergency and return to normal operations or close the building.	Building Administrator. Superintendent.

## ENVIRONMENTAL EMERGENCIES

### GAS LEAK

**Emergency Planning:** Know the location of the following: main gas shut-off to building; gas meter; and, emergency gas shut offs in science labs and other relevant locations. Train new administrators on this procedure. Have phone number for Central Hudson gas leak response (800-942-8274) available.

### Response Protocols

Action	Responsible Individual
Upon discovery of a gas leak or the detection of gas odors (i.e. mercaptan) notify the building administrator.	First person on scene. Other staff member.
Notify Director/Asst. Director of Facilities & Operations.	Building Administrator. Maintenance/Custodial staff.
If location of leak is found or isolated (e.g. in a science lab) activate emergency gas shut off for that location. Make necessary repairs.	Maintenance staff.
If cause of leak is unknown, call 911 to alert fire service and call Central Hudson gas leak response.	Building Administrator.
Evacuate building according to established emergency escape plans.	All building occupants.
Assemble in predetermined locations and perform head count.	Faculty members.
Upon their arrival, appraise fire service & utility representatives of the situation, follow instructions, and provide any necessary assistance.	Building Administrator.
After the Fire Chief returns control of the building back to the agency, terminate emergency and return to normal operations or close building.	Building Administrator. Superintendent.

## ENVIRONMENTAL EMERGENCIES

### BUILDING FAILURE

#### SYSTEM FAILURE

**Emergency Planning:** All relevant personnel should be familiar with the basic operation of the major systems in the building (e.g. HVAC, electrical). Know the location of the valves that shut off the fuel supply to the building. Have architectural drawings that depict the building’s mechanical systems readily available.

#### Response Protocols

Action	Responsible Individual
Upon discovery of a building system failure, notify the building administrator.	First person on scene.
Notify Director/Asst. Director of Facilities & Operations.	Building Administrator. Maintenance/Custodial staff.
Investigate problem to determine the cause and assess danger to building occupants.	Maintenance staff. Building Administrator.
If problem can be readily fixed, effect repairs.	Maintenance Staff.
If problem cannot be readily fixed and there is a danger to the health and safety of building occupants, initiate Evacuation Plan.	Building Administrator.
Notify Superintendent.	Building Administrator.
If deemed appropriate enact Early Dismissal Plan.	Superintendent.
Notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Reopen the building once the problem has been corrected and all vital services (e.g. heat, water, electricity, sewer) are being provided.	Superintendent.

## ENVIRONMENTAL EMERGENCIES

### BUILDING FAILURE

### STRUCTURAL FAILURE

**Emergency Planning:** Have readily available structural plans for the building and a copy of the results from the most recent Building Condition Survey.

#### Response Protocols

Action	Responsible Individual
Upon detection of a suspected structural failure, notify the Building Administrator.	First person on scene.
Notify Director/Asst. Director of Facilities & Operations	Building Administrator. Maintenance/Custodial staff.
Investigate problem to determine the cause and extent of damage.	Maintenance staff. Building Administrator.
Assess danger to safety of building occupants. Notify Superintendent	Director/Asst. Director of Facilities & Operations. Maintenance staff. Building Administrator.
If problem is deemed sufficiently dangerous, initiate Evacuation Plan. If problem does not appear to be an imminent threat continue normal operations.	Building Administrator. Director/Asst. Director of Facilities & Operations.
Notify Superintendent.	Building Administrator. Superintendent
Initiate Early Dismissal Plan or continue normal operations.	Superintendent.
If Early Dismissal Plan is initiated, notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Contact the agency's architectural/engineering firm to assess the problem and provide a report.	Superintendent. Director/Asst. Director of Facilities & Operations.
Reopen the building once the problem has been corrected or find alternate facilities.	Superintendent.

## MEDICAL EMERGENCIES

### SICK/INJURED PERSON

**Emergency Planning:** Have First Aid kits and medical supplies readily available at each site. Maintain a listing of those staff members certified to perform First Aid and/or CPR.

#### Response Protocols

Action	Responsible Individual
Identify sick/injured person.	First person on scene.
Contact main office and/or nurse's office.	First person on scene. Other staff member.
Provide comfort and, if qualified, basic first aid to sick or injured person.	First person on scene. Other staff member.
If necessary, call 911 to emergency services.	School Nurse. Other staff member.
Apprise medical responders of any specific medical conditions the victim may have.	School Nurse. Building Administrator.
Notify parents or spouse.	Building Administrator.
Notify Superintendent, if called for.	Building Administrator.

## MEDICAL EMERGENCIES

### SCHOOL BUS ACCIDENT

**Emergency Planning:** Establish procedures for responding to a school bus accident, including provisions for adequate communication.

#### Response Protocols

Action	Responsible Individual
Radio in accident to Director of Transportation.	School bus driver.
Call 911 to summon emergency response.	Director of Transportation. Other Transportation Department Staff.
Take names and addresses of all passengers and keep passengers on the bus unless it is hazardous to do so.	School bus driver.
Contact Assistant Superintendent for Business and Building Administrator.	Director of Transportation. Transportation Department Staff.
Contact parents and spouses if necessary.	Director of Transportation. Transportation Department Staff.
Notify Superintendent	Transportation

## **MEDICAL EMERGENCIES**

### **MASS ILLNESS/EPIDEMIC**

**Emergency Planning:** Maintain open dialogue with county health officials. Have first aid and medical supplies on hand at each facility. Maintain a listing of those staff members certified to perform First Aid and/or CPR.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Identify illness pattern.	School Nurse. Building Administrator.
Attempt to determine the causative or etiologic agent.	School Nurse.
Notify Superintendent.	Building Administrator.
Notify the Ulster County Health Department.	Building Administrator.
Notify the parents of any stricken students.	Building Administrator.
Meet with public health officials, apprise them of the situation, and provide and necessary assistance.	Building Administrator. School Nurse.
If warranted, initiate Early Dismissal Plan.	Building Administrator. Superintendent.
If Early Dismissal Plan is enacted, notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Reopen building upon guidance from public health officials.	Superintendent.

# Appendix E

## Terrorist Threats & Activities

### Department of Homeland Security National Terrorism Alert System

#### Types of Advisories

<b>Bulletin</b> Describes current developments or general trends regarding threats of terrorism.
<b>Elevated Alert</b> Warns of credible terrorism threat against the United States.
<b>Imminent Alert</b> Warns of credible, specific and impending terrorism threat against the United States.

