

# **Edmeston Central School**

## **District-Wide Safety Plan**

### **2016-2017**

#### **Introduction**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Edmeston Central School District supports the SAVE Legislation and facilitates the planning process. The Superintendent of Schools encourages and advocates on-going District-Wide cooperation and support of Project SAVE.

Emergency Plans are developed by the School Safety Team with input from members of the constituency groups they represent.

Legislation requires that Emergency 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.

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

##### **A. School Safety Team**

Roles:

- To maintain and review the Emergency Response Plan throughout the school year
- To revise the Emergency Response Plan as necessary throughout the school year

##### **B. School Emergency Response Team**

Roles:

- To be familiar with the response procedures to be followed in the Emergency Response Plan, in the event of an emergency situation.
- To know their responsibilities for the response process, in the event of an emergency situation, according to the Emergency Response Plans.

##### **C. Post-incident Response Team**

Roles:

- To be familiar with the recovery procedures to be followed in the Emergency Response Plan, in the event of an emergency situation.
- To know their responsibilities for the recovery process, in the event of an emergency situation, according to the Emergency Response Plans.
- To follow the recovery procedures as outlined in the Emergency Response Plans.

#### **D. Concept of Operations**

- The initial response to all emergencies at the building level will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by county and state resources through existing protocols.

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

#### **A. Designation of School Teams**

- A Building-Level School Safety Team, including the members required by regulation, has been created. Members of the team include:

#### **SCHOOL SAFETY TEAM**

Name	Office	E-Mail	Fax
Gary Furman Superintendent	(607) 965-8931	<a href="mailto:gfurman@edmeston.net">gfurman@edmeston.net</a>	(607) 965-8942 school
Christine Nichols Principal	(607) 965-8931	<a href="mailto:cnichols@edmeston.net">cnichols@edmeston.net</a>	
Pamela Grimm Director of Special Education	(607) 965-8931	<a href="mailto:pgrimm@edmeston.net">pgrimm@edmeston.net</a>	
Amanda Conklin Guidance Counselor	(607) 965-8931	<a href="mailto:aconklin@edmeston.net">aconklin@edmeston.net</a>	
Vicki Johnson Nurse	(607) 965-9609	<a href="mailto:vjohnson@edmeston.net">vjohnson@edmeston.net</a>	
Joe Temming Business Manager	(607) 965-9086	<a href="mailto:jtemming@edmeston.net">jtemming@edmeston.net</a>	
Ed Telfer Superintendent of Buildings and Grounds	(607) 965-8931	<a href="mailto:etelfer@edmeston.net">etelfer@edmeston.net</a>	
Local Law Enforcement	9-911		
Local Ambulance	9-911		
Sherri Vibbard Family Liaison	(607) 965-8931	<a href="mailto:svibbard@edmeston.net">svibbard@edmeston.net</a>	

**BUILDING-LEVEL  
EMERGENCY RESPONSE TEAM\***

**FACILITATOR** – Christine Nichols, Principal

**INTERNAL COMMUNICATIONS** – Pam Grimm

Brenda Belden –	Pre-K-4
Casey Popiel/Kelly Bennis–	5-8
Bonnie Hickling/Kim Denton–	9-12

**EXTERNAL COMMUNICATIONS** – Dr. Furman, Superintendent

**MEDIA CONTACT** - Dr. Furman, Superintendent

**STUDENT LIAISON-**

Katie Russell, Amanda Conklin, Lisa Holdorf  
Consultants: Lisa Boonan and Hillary Pope  
Teri Henderson, Denyse Dye, Holly Bennett (Health Zone)  
Victoria Johnson

**STAFF LIAISON** - Bruce Miller and Vince Slesinsky

**PARENT LIAISON** - Sherri Vibbard, Michel Galley  
Deb Conboy, Kris Slentz

**SECURITY COORDINATOR** - Daytime: Ed Telfer & Darren Belden  
Evening: Lee Mayne & Richard Wust

**TEAM RECORDER** - Tracy Plows

**CRISIS PROCESSOR** - Dr. Furman, Superintendent

**PEOPLE WHO CAN BE FREED UP** –Jen Bolton, Laura Porter  
Andrew Schultz, Tina Brett

\*Crisis Management Team – same as Emergency Management Team

Level Post-incident Response Team including the members required by regulation has been created. Members of the team include:

**BUILDING-LEVEL**  
**POST-INCIDENT RESPONSE TEAM**

Name	Office	E-Mail	Fax
Superintendent Dr. Furman	607-965-8931	<a href="mailto:gfurman@edmeston.net">gfurman@edmeston.net</a>	607-965-8942 School #
Principal Christine Nichols	607-965-8931	<a href="mailto:cnichols@edmeston.net">cnichols@edmeston.net</a>	
Director of Special Education Pam Grimm	607-965-8931	<a href="mailto:pgrimm@edmeston.net">pgrimm@edmeston.net</a>	
School Counselors Amanda Conklin Katie Russell	607-965-8674 607-965-8931	<a href="mailto:aconklin@edmeston.net">aconklin@edmeston.net</a> <a href="mailto:krussell@edmeston.net">krussell@edmeston.net</a>	
School Psychologist Lisa Boan	607-965-8931		
Superintendent of Buildings & Grounds Ed Telfer	607-965-8931	<a href="mailto:etelfer@edmeston.net">etelfer@edmeston.net</a>	
Security Aide (if applicable) Terri Convis	607-965-8931		
School Secretary Tracy Plows	607-965-8931	<a href="mailto:tplows@edmeston.net">tplows@edmeston.net</a>	
Nurse Vicki Johnson	607-965-8609	<a href="mailto:vjohnson@edmeston.net">vjohnson@edmeston.net</a>	
Business Manager Joe Temming	607-965-9086	<a href="mailto:jtemming@edmeston.net">jtemming@edmeston.net</a>	
Athletic Director Michael Clark	607-965-8931	<a href="mailto:mikeclark@edmeston.net">mikeclark@edmeston.net</a>	
Family Liaison Sherri Vibbard	607-965-8931	<a href="mailto:svibbard@edmeston.net">svibbard@edmeston.net</a>	

**B. Prevention/Intervention Strategies**

- All staff have been trained in the Edmeston Central School Emergency Response Plan prior to September 15, 2016.
- Fourteen staff members were trained in Therapeutic Crisis Intervention (TCI) for the 2015-16 school year.
- Procedures for conducting drills and exercises to test the components of your school’s plan shall be reviewed annually. These drills shall be conducted each year.

**The District-Wide School Safety Plan requires annual multi-hazard training for students and staff. Please describe how this training will be provided to staff and students in the building during the 2016-17 school year.**

**Training Plan:** We will hold all required fire drills, bus drills, a lockdown drill and an evacuation drill during the school year. The Safety Committee will meet periodically to review procedures.

**C. Identification of Sites of Potential Emergencies**

- The School Safety Plan requires an identification of sites of potential emergency. The School Safety Team has identified both internal and external hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

The building-level internal and external hazards list for the Edmeston Central School District is provided below; hazards specific to are indicated with an "x".

- X Infectious diseases
- X Bomb threats
- X Vehicular accidents
- X Earthquake
- X Storms, including tornadoes
- X Explosion
- X Flooding
- X Weapons
- X Visitors/Unauthorized Visitors

Sites where potential emergency incidents may occur include:

- X Highways and roads adjacent to the school
- X Offices, hallways, conference rooms
- X Flight-paths of airplanes

**Section III: Response**

#### **A. Assignment of Responsibilities**

- A chain of command consistent with the National Interagency Incident Management System (NIIMS)/Incident Command System (ICS) has been created for use in response to an emergency in the building. These NIIMS/ICS principles are adapted by the building response team as needed, to address the emergency situation
- The chain of command for Edmeston Central School is as follows:
  1. Superintendent, Dr. Furman
  2. Principal, Christine Nichols
  3. Dir. Special Education, Pamela Grimm
  4. Business Manager, Joe Temming

#### **B. Continuity of Operations**

- During an emergency, the building will follow procedures for the continuation of operations, if possible. This will be determined by the nature of the emergency situation, in accordance with Emergency Response procedures and the local law, fire and emergency agencies present.

#### **C. Access to Floor Plans**

- In the event of a crisis situation, fire and law enforcement agencies have access to floor plans and other maps of the school's interior, school grounds and road maps of the immediate surrounding area. **In the event of an evacuation from the building, the designated person shall remove this information from the office and keep it in his/her possession to share with fire and law enforcement agencies.**

#### **Procedures for access to floor plans (with name of responsible person):**

Christine Nichols, Principal

Alternate: Tracy Plows, Secretary

#### **D. Notification and Activation**

- In the event of a crisis situation, fire and law enforcement agencies have access to floor plans and other maps of the school's interior, school grounds and road maps of the immediate surrounding area through their offices.
- Internal and external communication systems have been developed that will be used in emergencies. These procedures will be provided for the following:
  - Superintendent or designee
  - Building-Level Emergency Response Team
  - Local fire department
  - State and local law enforcement agenciesDetails are included in Emergency Response Plan
- Procedures are in place for notification and activation of the Emergency Response Plan. These procedures are outlined below:
  - Notify building administration of the situation
  - Building administrator notifies Superintendent and organizes Emergency Response Team

- Law enforcement, fire and emergency agencies are notified as needed.
- Team members activate their emergency procedures as outlined in the Emergency Response Plan

The District-Wide School Emergency Response Plan includes multi-hazard response plans for taking actions in response to an emergency. The Plan includes specific guidelines for the following types of emergencies:

Hazardous Materials Release	p.37
Bomb Threat	p.40
Outside Threat/Lockout	p.26
Lockdown	p. 27

**E. Evacuation Procedures**

- Policies and procedures have been developed for the safe evacuation of personnel and visitors to the school in the event of a serious violent incident which include at least the following:
  - Evacuation before, during and after school hours (including weather related early dismissal and security during evacuation) See Plan
  - Evacuation routes (internal & external) (include maps) See Plan
  - Sheltering sites (internal & external) (include maps) See Plan
  - Procedures for addressing nursing/medical needs, areas for triage and counseling
  - Procedures for contacting the Transportation department (965-8700)
  - Emergency notification of persons in parental relation to the students; completion of emergency closing information –Christine Nichols
  - Who is responsible for maintaining and carrying this information from the building, (e.g. student/staff attendance, emergency contacts?) Kim Denton and Brenda Belden
  - Attach your building telephone tree for all staff (updated quarterly)
  - Other procedures as determined by the School Safety Team (e.g. use of two-way radios, attendance lists during evacuation, emergency contact information for students, etc.) See Plan

**F. Security of Crime Scene**

In the event of a violent act on school property, the Building-Level Emergency Response Team will secure the crime scene and restrict access to preserve evidence until the local law enforcement arrives. Specify who is in charge until law enforcement arrives: Superintendent, Dr. Furman,

**ROSTER OF EMERGENCY PERSONNEL ON STAFF**

<u>Edmeston Central School</u> Position	Name	School Telephone Number
Nurse	Vicki Johnson	607-965-8609
Health Zone Nurse Practitioner	Denise Dye	607-965-6930
Other RNs or certified nurses on staff:	Health Zone nurse Gloria Robinson/others	607-965-6930
Firefighters and fire officers (volunteer or not) on staff:	Tammy Waite	607-965-8931
Certified, advanced first aiders on staff:	Jack Orendorff-bus garage	607-965-8770
Individuals certified to do CPR on staff:	Jack Orendorff-bus garage	607-965-8770
Individuals certified to use Automatic Emergency Defibrillators (AED) on staff:	Custodians Mike Clark Christine Nichols Tracy Plows	607-965-8931

## **TRANSPORTATION NEEDS LIST**

Students with Special Health Concerns will remain with designated aides during any evacuation until there is a parent to sign them out.

### **Section IV: Recovery**

The Emergency Response Plan will be coordinated with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident. BOCES provides a BOCES wide list of counselors who can be shared by other districts.

- Mental health counseling  
Amanda Conklin, Katie Russell, Lisa Booan, Hillary Pope
- Building security (Supt. Dr. Furman)
- Facility restoration: Dr. Furman, Ed Telfer
- Post-incident response critique: School Safety Team and others who participated in a significant way during the incident.

*Section IV*