

York Central School Safety Plan

2018-19 School Year

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

THE BASIC PLAN

1. Introductory Material

Plan Development and Maintenance

8 NYCRR Section 155.17 (b) and 155.17 (c)(11) - requires that each school shall have a Building Level School Safety Team that consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local fire official, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The Building Level School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

Name	Title	Agency
David Furletti	Superintendent of Schools	York Central School
Rebecca Kane	School Resource Officer	Livingston County Sheriff's Office
Lindsey Peet	Middle/High School Principal	York Central School
Mary Kate Hoffman	Elementary Principal	York Central School
William Snyder	Interim Business Administrator	York Central School
Ameigh Coates	PPS Director	York Central School
Michelle DuBiel	Security Aide	York Central School
Tony Gullo	Director of Maintenance	York Central School
Heidi Newcomb	District Office Admin. Asst.	York Central School
Valerie Kingsley	School Nurse	York Central School
Dwayne Dougal	Transportation Director	York Central School
Bill MacKenzie	Teacher	York Central School
Kevin Neidermaier	Livingston County EMS	Livingston County Sheriff's Office

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.3 – 08/2018

school. Advanced planning should specify the type of communication and services provided by one agency to another.

Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency **and** with the New York State Police within thirty days of adoption.

Send Building Level Safety Plans to:

**New York State Police
Headquarters – Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226**

**Or by email to:
info@safeschools.ny.gov**

School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Record of Distribution

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to your School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent and any other persons deemed appropriate by the School Safety Team.

Distribution of the ERP shall be recorded in the following table.

Agency	Name of Receiving Party	Date
Livingston County Sheriff's Office	Sheriff Thomas Dougherty	
NY State Police	Trooper Kelley J. Mietlicki (Troop E)	
Town of York	Jerry Deming, Town Supervisor	
Town of Leicester	David Fanaro, Town Supervisor	

Plan Review and Updates

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP **annually** and update it by September 1st as needed.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Each update or change to the plan shall be recorded in the following table.

Revision/Update/ Amendment	Name	Date

Purpose and Situation Overview

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property.

School Safety Teams shall complete thorough threat assessments to identify circumstances in the school or near campus that may present unique problems or potential risk to people or property.

The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students. Date of threat/hazard assessment 7/10/2018.

Develop Threat and Hazard Specific annexes to address each identified threat/hazard from your assessment. Included in the Threat and Hazard Specific Annex section are examples of formats you may utilize while developing these ANNEXES.

The table on the following page provides a list of potential threats that schools should consider when conducting a threat/hazard assessment.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Threat, Hazard Types, and Examples

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none"> • Earthquakes • Tornadoes • Lightning • Severe wind • Hurricanes • Floods • Wildfires • Extreme temperatures • Landslides or mudslides • Winter precipitation • Wildlife
Technological Hazards:	<ul style="list-style-type: none"> • Explosions or accidental release of toxins from industrial plants • Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills • Hazardous materials releases from major highways or railroads • Radiological releases from nuclear power stations • Dam failure • Power failure • Water failure
Biological Hazards:	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis • Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> • Toxic materials present in school laboratories
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> • Fire • Active shooters • Criminal threats or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks • Suicide

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The School ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the School ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

2. Concept of Operations

The overall strategy of a School ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander is the designated Chief Emergency Officer for the School District. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

Initial Response

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

3. Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

CHAIN OF COMMAND / INCIDENT COMMAND

1. Superintendent of Schools

The Superintendent of Schools or his/her designee will be the chief emergency officer. He/she will determine when an emergency exists within the district. Information will be utilized from a variety of on-campus (ex: business manager, principals, department supervisors – custodial, food services, pupil personnel services, and transportation) and off-campus (ex: FEMA, NYS Police, County Sheriff, Livingston County Emergency Management Services, fire department) sources. The Superintendent will coordinate efforts with the appropriate state and local agencies; authorize a Public Information Officer (PIO); make all final decisions; and carry out the duties as outlined in Nos. 2-7 below.

2. Business Administrator

The Business Administrator serves as the Superintendent's first designee. Otherwise, the Business Administrator serves as the Superintendent's field general and his/her decisions carry the authority of the Superintendent. The Business Administrator will confer with the Superintendent before decisions are made and issued in the field. The Business Administrator will represent the interests of the custodial, food service, and transportation supervisors. If the Business Administrator is not present, then the Superintendent will designate a building principal or supervisor to act as the "field general".

3. Secondary Principal

The Secondary Principal serves as the Superintendent's second designee. Otherwise, the Secondary Principal will be assigned by the Superintendent as the situation warrants and represents the interests of secondary faculty, staff, and students. Once assigned to the field, the Secondary Principal reports to the Business Administrator. If the Business Administrator is not present, the Secondary Principal might be designated as the "field general" by the Superintendent according to the situation. If this occurs, the Pupil Personnel Services Director will assume the role as Secondary Principal.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

4. Elementary Principal

The Elementary Principal serves as the Superintendent’s third designee. Otherwise, the Elementary Principal will be assigned by the Superintendent as the situation warrants and represents the interests of the elementary faculty, staff, and students. Once assigned to the field, the Elementary Principal reports to the Business Administrator. If the Business Administrator is not present, the Elementary Principal might be designed as the “field general” by the Superintendent according to the situation. If this occurs, the Pupil Personnel Services Director will assume the role as Elementary Principal.

5. Pupil Personnel Services (PPS) Director

The PPS Director serves as the Superintendent’s fourth designee. Otherwise, the PPS Director will be assigned by the Superintendent as the situation warrants and represents the interests of the remedial and special education students. Once assigned to the field, the PPS Director reports to the Business Administrator. If the Business Administrator is not present, either the Secondary or Elementary Principal will be designated as the “field general” by the Superintendent according to the situation. If this occurs, the PPS Director will assume the role of the appropriate building principal.

6. Director of Maintenance

The Director of Maintenance serves as the Superintendent’s fifth designee. Otherwise, the Director of Maintenance conducts inter- and extra-building security, visual checks, and advises the Business Administrator and the Superintendent and their designees regarding the status of building and district-wide systems, except for the transportation department.

7. Transportation Director

The Transportation Director serves as the Superintendent’s sixth designee. Otherwise, the Transportation Director reports to the Business Administrator and advises him/her regarding the status of the district’s transportation fleet including bus drivers, bus garage, mechanical services. In the event that the Transportation Director is unavailable, the bus garage mechanic will be designated to fill these responsibilities.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.3 – 08/2018

PUBLIC INFORMATION OFFICER

ROLE

The role of a public information officer (PIO) is to:

1. Provide information to the media and the public concerning the emergency
2. Provide a central point for dissemination of information
3. Reduce the risk of conflicting information from multiple sources
4. Coordinate with the Emergency Coordinator what information to release, particularly with regard to sensitive topics such as cause of the incident, victims' names, firefighter injuries, etc.
5. Interface with the media and other appropriate agencies

PURPOSE

The purpose of the implementation of a public information officer is to:

1. Take the load of media demands away from the Emergency Coordinator
2. Give accurate and consistent information to the media
3. Establish a press area (away from the Command Post)
4. Provide tours or photo opportunities (if permitted)

RESPONSIBILITY OF PIO

The role and responsibilities of the PIO will be determined by the York Central School Emergency Preparedness Plan when an incident occurs at York Central School.

Offsite:

In the event of an incident involving the York Central School District, the offsite PIO will be selected by the Emergency Coordinator. The PIO will coordinate with the Emergency Coordinator, Director of Emergency Management, and law enforcement regarding the information to be released to the media. All information involving internal issues with the school district will be coordinated through the Emergency Coordinator (Superintendent of Schools or his/her designee – see Chain of Command above).

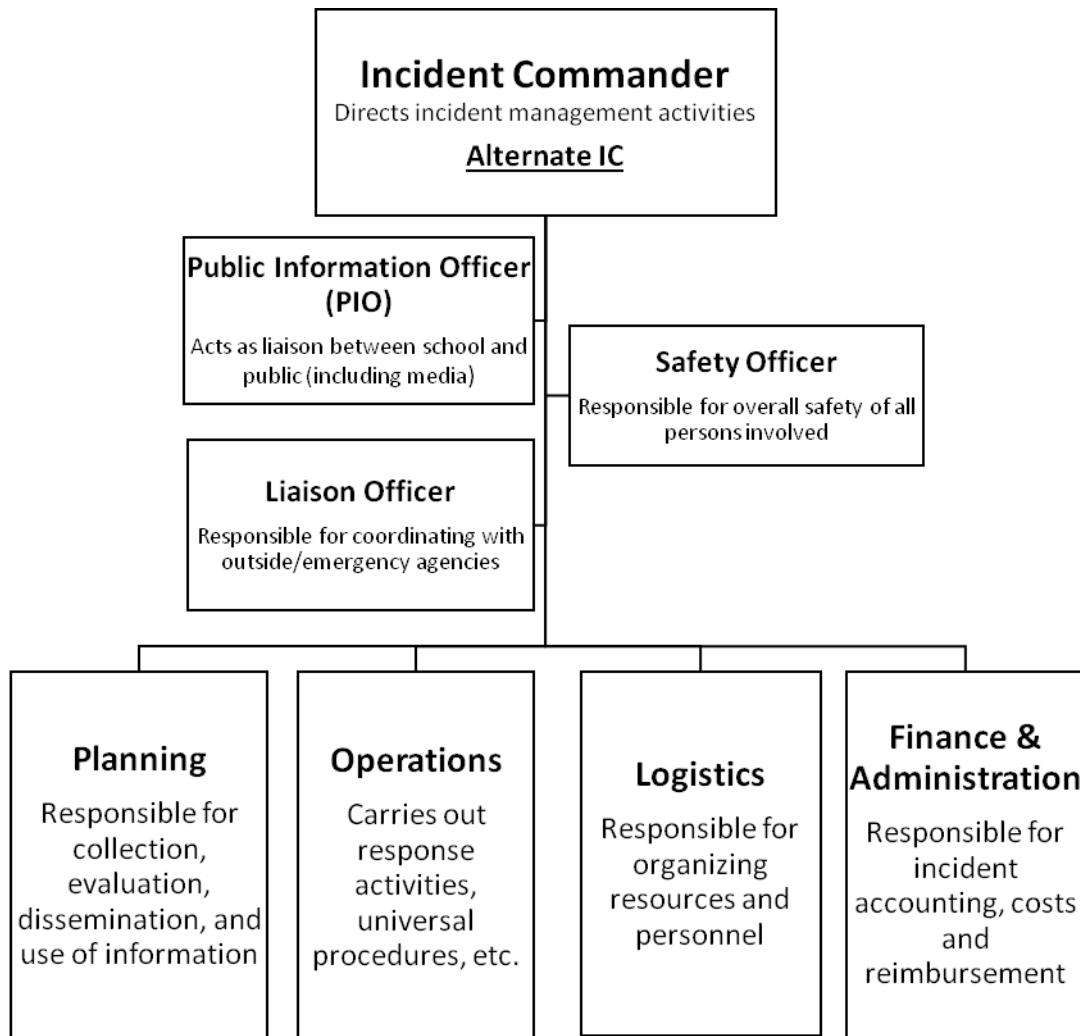
YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

4. Direction, Control, and Coordination

School Incident Command System

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



See Appendix B: Incident Command System for a listing of individuals designated to fill the Command Staff roles.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.3 – 08/2018

School Incident Command System (ICS) Roles Defined

The Incident Command System is organized into the following functional areas:

Incident Command

Directs the incident management activities using strategic guidance provided by the Superintendent or his designee.

Responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization and determine strategies to implement protocols (adapt as needed)
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
- Coordinate media relations and information dissemination with the Superintendent/Principal/Incident Commander
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
- Document all significant activities

Operations Section

Directs all tactical operations (actions) of an incident including the implementation of response/recovery activities according to ICS, care of students, first aid, psychological first aid, search and rescue, site security, damage assessment, evacuations and the release of students to parents.

Responsibilities and duties include:

- Monitor site utilities (i.e. electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by the Incident Commander and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need and access local/regional providers for ongoing crisis counseling for students, staff and parents/guardians.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure and request needed supplies from Logistics Section.
- Document all activities

As needed, Emergency Response Teams may be activated within the Operations Section. 8 NYCRR Section 155.17 (e)(2)(ii) requires the designation of individuals assigned to emergency response teams. Appendix C includes tables for documenting those designated individuals.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Planning Section

Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities and duties include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map), assist with ongoing planning efforts and maintain incident log
- Document all activities

Logistics Section

Supports ICS by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution. Coordinates personnel, assembling and developing volunteer teams and facilitates communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties include:

- Establish and oversee communications and activities during an incident (two-way radio, written updates, etc.) and develop telephone tree for after-hours communication
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment
- Document all activities

Finance/Administration Section

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Responsibilities and duties include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph and videotape damage to property
- Develop a system to monitor and track expenses.
- Account for financial losses in accordance with district policy and secure all records

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Coordination with Responders

The School ERP may have a set of interagency agreements with various agencies to aid in timely communication. Agreements with these agencies and services (including, but not limited to, mental health, law enforcement and fire departments) could help coordinate services between the agencies and the school. The agreements could specify the type of communication and services provided by one agency to another

In the event of an incident involving outside agencies, a transfer of command from the school Incident Commander to a responding agency will occur.

Source and Use of Resources

The school will use its own resources and equipment to respond to incidents until emergency responders arrive.

It is suggested that the school establish memoranda of understanding with local organizations and businesses to provide necessities in the event of an emergency. Examples include local grocery stores for food and water or county health departments for counseling services.

See **Appendix-D: Memoranda of Understanding**, include copies of all MOU's.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

5. Information Collection, Analysis and Dissemination

The School will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander.

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies. The school will also monitor the school district information portal, to determine any information pertinent or critical to the school's recovery effort.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

In the event of an emergency of a natural or man-made act, the York Central School District will evaluate the effect of the emergency on other educational agencies in the school district and outside the school district.

The Superintendent or his/her designee of the school district will be responsible for the evaluation process. Assistance in the evaluation process may be obtained from the Transportation Director of the school district, law enforcement agencies, BOCES, or the Office of Emergency Management Services.

If the effect is evident, the Superintendent or his/her designee will notify the contact person at each educational agency and inform him/her of the status of the emergency. Instructions at that time will be given to the contact person as to the handling of York Central School students.

Law enforcement agencies will be contacted through the Livingston County 911 Dispatch Center for assistance if needed.

Transportation, sheltering and other types of assistance will be provided to other educational agencies according to memoranda of understanding that have been pre-established with them. York Central School District will follow the directives of the appropriate municipal or county authorities who may be involved in the emergency.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

SCHOOLS SERVED BY YORK CENTRAL SCHOOL TRANSPORTATION

Outside District:

School	Location	Office Phone
Creekside School	Fairport	(585) 383-2239
Avalon School	Greece	(585) 227-6920
GV BOCES (May Center)	Mt. Morris	(585) 658-2253
School of the Holy Childhood	Henrietta	(585) 359-3710
St. Agnes	Avon	(585) 226-8500
Gilead School	Perry	(585) 689-3820
Lima Christian	Lima	(585) 624-3841
Byron-Bergen CSD	Bergen	(585) 494-1220
Perry CSD	Perry	(585) 237-0270
Mary Cariola Children’s Center	Henrietta	(585) 271-0761
Mt Morris Elementary	Mt. Morris	(585) 658-2019

NOTE: In the event of an emergency at York Central School, or an event of significant nature within the school district, the above-mentioned schools will be notified by the Transportation Director or designee. Specific instructions will be given to the contact person for the handling of York Central School District students.

SCHOOL CANCELLATION OR DELAYED OPENING:

The following individuals may alert the Superintendent of Schools if school should be cancelled or school opening should be delayed either because of weather conditions or any other emergency. The Highway Superintendents from the Towns of Leicester and York will contact the Transportation Director if they feel the road or visibility conditions merit the closing of school. The Transportation Director will advise the Superintendent.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Transportation Supervisor

The Transportation Supervisor or his/her designee will monitor changing weather and road conditions through empirical observation, communication with the weather bureau, town and village departments of public works, appropriate police agencies, and directors of transportation at neighboring school districts. After studying weather and travel conditions within the district, the Transportation Supervisor will call the Superintendent of Schools, if possible, prior to 5:45 AM on days when closing or a delayed start of school is being considered. On days when schools will be closed or opening is delayed, the Superintendent of Schools will arrange for notification of districts that will be affected by transportation changes.

The Sheriff's Department, Fire Department Chief, or BOCES District Superintendent may also provide recommendations or directives to close school.

The Superintendent will make the decision to close school after consulting with all involved parties. The Superintendent will contact WHAM 1180 AM; local TV Channels NBC, ABC, CBS, YNN, and FOX; and initiate the School Personnel Closing Call Tree.

Director of Maintenance

The Director of Maintenance or his/her designee will be aware of man-made emergencies which may include: technological failures such as power failures, chemical and radiological accidents, fire or bomb threats, heating or water supply failures, through communications with building principals or custodians, and fire or intrusion alarms through communications with alarm monitoring personnel. The Director of Maintenance will notify the Superintendent of Schools immediately if closing of the District should be considered.

EARLY DISMISSAL:

These procedures will be used for emergencies, allowing enough lead time to safely transport children home. When a decision is made for an early dismissal of schools, the Transportation Department will require at least one hour to notify drivers to return for duty.

In extreme situations, the regular transportation route may be altered because of inaccessible road conditions. The Transportation Supervisor will communicate with town highway departments for recommendations on available alternate routes.

Other notes:

Athletic Director will make relevant calls to cancel events.

Elementary school students' parents will be phoned directly to ensure children are not left unattended at home.

Bus drivers will look for signs of occupancy before leaving a child at a home. Children will be brought back to the bus garage if no one is at home.

Transportation Director, Principals' Offices, and the District Office will remain on duty until all buses return

Superintendent or his/her designee will notify news media.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

6. Training and Exercises

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. Or by contacting your local emergency management agency.
- Annual training
 - Review ERP with staff
 - Training on violence prevention and mental health
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 fire / emergency drills each school year. 8 of these drills must happen before December 31st of each school year. 4 of the total drills for a given school year must be lockdown drills. 4 of the fire drills must require the use of fire escapes or secondary exits.
- 8 NYCRR Section 155.17 (e)(3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

Lockdown drills will be conducted internally to ensure that school staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated “safe areas” within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the school is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service **“SAFETY DRILL IN PROGRESS - PLEASE WAIT.”** This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

Use this table to document training and drills associated with this ERP including exercising of this ERP and informing faculty and staff of their roles within ICS.

Type of Training/Drill	Date of Training/Drill	Agencies Involved

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

7. Administration, Finance and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials. Copies of these agreements are located in Appendix D.

Documentation

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 08/2018

8. Authorities and References

The following are State and Federal authorizations upon which this School ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and 8 NYCRR Section 155.17 require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS). Refer to Appendix B for the defined chain of command.
- New York State Executive Order 26.1 (2006), established ICS as the state's standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) – 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.2 – 08/2018

FUNCTIONAL ANNEXES

The information in this section was developed utilizing the Federal Emergency Management Administration’s Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended.

- Shelter-in-Place
- Hold-in-Place
- Evacuation (required per 8 NYCRR Section 155.17 (e)(2)(i))
- Lock-out
- Lock-down

These annexes contain elements required by 8 NYCRR Section 155.17. Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- Crime Scene Management
- Communications
- Medical Emergency and Mental Health

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- Accounting for All Persons
- Reunification
- Continuity of Operations
- Recovery
- Security

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version 1.2 – 8/2018

1. Shelter-in-Place

Purpose

A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Actions

Initiate Shelter-in-Place

- **Shelter-in-Place** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, CARDS or COLORS)**

Consider using language similar to this in your announcement:

- **YOUR ATTENTION PLEASE.**
- **THERE IS A SITUATION REQUIRING YOU TO SHELTER-IN- PLACE.**
- **PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.**
- *Provide specific incident instructions*

Instructions

- Use clear, concise language to provide direction to the school based on the situation.
- If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency), they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students in temporary classrooms or outside of the main building for any reason should be instructed to move into the main school building.
- If the situation is not a threat to the exterior of the building, student's in-between classes or outside of their classroom for other reasons should be instructed to return to their class.

Additional Considerations for Shelter-In-Place

The Building Level Safety Team should consider the following when reviewing the current plan or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response.

Procedures for the following should be included:

- Turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate.
- Prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc. Activate Annex (es) appropriate to respond to the situation.
- Notify all concerned parties when the Shelter-in-Place is lifted.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version 1.2 – 8/2018

SHELTER IN PLACE:

The following procedure will be used when students and staff are to be sheltered within a district facility and not evacuated during an emergency situation:

1. The school district may be notified by county disaster preparedness representatives, public authorities, US Weather Bureau, police, public news media, and/or utility companies as to an impending emergency.
2. Once received, the appropriate administrator will notify the Superintendent of Schools of the emergency.
3. The Superintendent of Schools and/or his/her designee will notify the Transportation Supervisor and the Director of Maintenance.
4. The Business Manager will:
 - a. Assess the probable magnitude of the emergency.
 - b. Call the Superintendent of Schools and his/her designee and/or building principal(s) involved in the emergency.
 - c. Call the Food Service Director to mobilize emergency feeding plans.
 - d. Work with the building custodian(s) to implement any special instructions such as adjusting HVAC systems and securing building.
 - e. Acquire appropriate emergency materials for use during the emergency. These materials may include fresh drinking water, liquid soap, portable emergency generator, extension cords, etc.
5. The Superintendent of Schools will be kept informed of the progress being made relative to the disaster at hand and its effect on school staff and students.
6. The Transportation Supervisor will dispatch the district bus mechanic to the affected building for assistance to the principal(s) and custodian(s).
7. The School Nurse will be responsible for picking up student medications and information regarding the health care needs of special students in the event that the students are sheltered or evacuated. In addition, the nurse will determine if additional medications will be needed.
8. Building Principals will set up student release systems to include identification regarding to whom the student was released.
9. Middle and High School students and teachers will return to homeroom and take attendance. All students are to remain in the classroom until further direction from the principal is given.
10. Parents will enter through the auditorium foyer to sign out students. Students will only be released to parents or designated emergency contacts only after the District has established that conditions are appropriate.
11. The Business Manager and the School Superintendent will remain at the emergency site and/or affected building(s) until the emergency is corrected. The Director of Maintenance will update the principal(s) and the Superintendent of Schools on an hourly basis until the emergency is corrected. He/she will notify the Superintendent of Schools when the emergency has been corrected.
12. Principal(s) of the affected building(s) will communicate with the Superintendent of Schools as required, but at least once per hour.
13. Principal(s) of the affected building(s) will notify staff members by memorandum, public address system, or other methods as appropriate.
14. A contingency plan for student activities after evacuation or during sheltering will be prepared by each building principal or his/her designee. For example, intramural activities might be provided in the gym, the chorus or orchestra may perform, or films may be obtained for projection in the auditorium.
15. Unassigned faculty and staff will report to offices for further assignments that have been pre-determined by the building principals.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version 1.2 – 8/2018

2. Hold-in-Place

Purpose

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Actions

Initiate Hold-in-Place

- **Hold-in-Place** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, COLORS OR CARDS)**

Consider using language similar to this in your announcement:

- **YOUR ATTENTION PLEASE.**
- **THERE IS A SITUATION REQUIRING YOU TO HOLD IN PLACE.**
- **PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.**
- *Provide specific incident instructions*

Instructions

- Use clear, concise language to provide direction to the school based on the situation.

Execute Hold-in-Place

- Students in hallways, bathrooms or other common areas will return to their classroom. If the Hold-in-Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.
- All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.2 – 8/2018

3. Evacuation

Purpose

This annex focuses on the courses of action that the school will execute to evacuate school buildings and grounds. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites, required per 8 NYCRR Section 155.17 (e)(2)(i).

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

Actions

Initiate Evacuation

- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by activating the fire alarm and/or by a Public Address (P.A.) System or bullhorn.

Consider using language similar to this in your announcement:

- **YOUR ATTENTION PLEASE.**
- **WE NEED TO EVACUATE THE BUILDING.**
- **TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA.**
- **TEACHERS TAKE YOUR CLASS ROSTER**
- **TAKE ATTENDANCE WHEN SAFE TO DO SO**

- Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice that the school has been evacuated.
- Notify appropriate district staff that an evacuation of the school has occurred.
- Communicate changes in evacuation routes if primary routes are unusable.
- Activate Annex(es) appropriate to respond to the situation.
- Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.

**YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018**

Staff with radios and cell phones

NAME
David Furletti
Rebecca Kane
Dwayne Dougal
Lindsey Peet
William Snyder
Mary Kate Hoffman
Tony Gullo
Ameigh Coates
Heidi Newcomb
Michelle DuBiel
Valerie Kingsley

- Communicate when it is safe to re-enter the building or re-occupy a section of the school by bell system, radio transmission, public address system, designated staff, or bull horn.

Evacuation – Building Only

- Determine evacuation routes based on location of the incident and type of emergency. (See floor plans)
- Ensure all locations have designated secondary escape routes.
 - Designate alternate routes
 - Identify escape windows or other means of escape
- Evacuate Students/Staff with special needs
 - Disabled/wheelchair accessible routes
 - Address needs of other disabilities: autism, blind, hearing impaired, etc.
- Student Self-Evacuation: In the event that students find themselves out of the supervision of faculty or staff.
 - Students self-evacuate through nearest evacuation route or exit.
 - Students report to nearest assembly area and nearest teacher/staff.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit and other emergency supplies with you (Gotta Go Bags).
- Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
- Go to designated evacuation assembly area.

Designated Evacuation Assembly Areas (On School Grounds)

Building, Wing or Location	Assembly Area
South Side Field (behind playground)	See Map in Appendix
East Side Soccer Field (next to Bus Garage)	See Map in Appendix

- Account for all students. Immediately report any missing or injured students to the School Incident Commander.
- Main office staff: Take visitor log and student sign out sheet to evacuation assembly area.

**YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018**

Evacuation – (Off School Grounds)

In the event that the situation poses a significant enough risk that evacuation of the building and remaining on school grounds is determined to not be adequate, students and staff will be evacuated to an off-site location. The Building Level School Safety Team determines appropriate off-site evacuation areas prior to an actual incident. Preplan for off-site locations that offer adequate protection from the elements and communications abilities.

- Perform all evacuation steps as indicated for a building evacuation.
- Proceed to off-site locations.

Off Site Location		Address	Facility Contact Name
PRIMARY (for Middle/ High School)	Celebrate Family Church	74 Mt. Morris Rd. Leicester, NY 14481	Eric Scott
PRIMARY (for Elementary School)	St. Lucy's Church	2770 Retsof Rd. Retsof, NY 14539	Donna Falkner
SECONDARY	York Presbyterian Church	2662 Main St. York, NY 14592	(585) 243-1266
SECONDARY	St. Thomas Church	175 Main St. Leicester, NY 14481	(585) 243-1100
SECONDARY	York Town Hall	2668 Main St. York, NY 14592	Jerry Deming
SECONDARY	Pavilion Middle/High School	7014 Big Tree Road Pavilion, NY 14525	Dr. Sheila Eigenbrod

- Notify all assembly areas to evacuate to offsite location.
- Method of Travel

Students will be transported to these locations by school bus. The sites to be used during an event will be specifically determined by the School Superintendent or his/her designee on the day of the event in an effort to avoid any potential danger at the evacuation site. Bus loading will be by classroom for the elementary. Teachers will stay with their classes on the bus and at the sheltering location. Teachers will need to take attendance and carry students' home phone numbers with them. A teacher whose class is with another teacher at the time of evacuation should meet his/her class at the loading site. Secondary students will return to homeroom and will be evacuated by grade level. Homeroom teachers will stay with the class and will take attendance to ensure all students are present.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

EVACUATION DIRECTLY HOME

In some instances, the best course of action for an evacuation is to send students home. Students will be taken to the emergency address location that parents have indicated in our student management system. Parents are not to report to school to pick up their child. Students will be evacuated in an orderly fashion from grade 12 down to kindergarten so that older students or siblings can assist younger students. It may take more than one bus run to evacuate all students home. Mutual aid in the form of buses from another school district may be used. If it is deemed safe, student drivers will be dismissed to the high school gym and then released by a school official to their own vehicles.

Evacuation – Return to Buildings or Grounds

No students or staff shall return to school buildings or grounds until advised to do so by the Incident Commander or appropriate officials.

- The Incident Commander will make the decision when it is safe to return to the building.
- In the event that emergency response services (Police, Fire, EMS) are called, the Incident Commander may transfer incident command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.3 – 10/2018

4. Lockout

Purpose

This annex describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Actions

Initiate Lockout

- **Lockout** will be announced by intercom, Public Address (P.A.) System, or otherwise.
(DO NOT USE CODES, COLORS OR CARDS)

Consider using language similar to this in your announcement:

- **YOUR ATTENTION PLEASE.**
- **THERE IS A SITUATION REQUIRING THE SCHOOL TO LOCKOUT.**
- **ALL OUTDOOR ACTIVITIES ARE CANCELLED.**
- **PLEASE CONTINUE REGULARLY SCHEDULED INDOOR ACTIVITIES.**

Execute Lockout

- All outdoor activities shall cease and be immediately moved indoors (i.e., gym classes, playground, etc.).
- As soon as all students and staff are in the building all exterior doors shall be locked.
- Normal activity will continue within the building (unless directed otherwise).
- It is not necessary to turn lights off or to close blinds (unless directed).
- Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made.
- Report any suspicious activity observed either indoors or outdoors to the main office.
- A lockout will be lifted when notification is made by administration. Activate Annex(es) appropriate to respond to the situation.

Lockout Procedure

A lockout is the response to an actual or potential threat from outside the school building. An example of such a threat might be an escaped fugitive, custodial interference, or a disgruntled employee or spouse. Where the situation warrants, the school faculty, staff, and students are aware of – but not disrupted by – such a response being activated. Consequently, the school day continues as normal except for the termination of all outside activities. In some cases, the details of a lockout do not need to be shared with the students to protect the identity of the individuals involved and minimize disruption to the school.

Lockout objectives:

To keep any threat of violence or dangerous incident out of the school building.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

To promote minimal disruption to the education process when there is a potential or actual incident outside the school building.

Lockout procedures:

Lockout procedure will be announced via the intercom, public address system, or otherwise. Use plain language to announce the lockout.

If a school is in lockout because it was notified by police of a local situation, there is no need to call to advise police of the lockout. However, the school should keep the police advised of any change in status to your building.

If the school is initiating the lockout due to a situation or potential incident discovered at the school, it should advise police and/or the School Resource Officer and what is anticipated.

Lock all exterior doors and windows.

Terminate all outside activities.

Entry to the building may be gained only on a one-on-one basis and only through a locked and monitored door.

Classes otherwise continue as normal

A lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.

Upon resolution of an incident and termination of the lockout, advise police of such.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

5. Lockdown

Purpose

This annex describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

Actions

Initiate Lockdown

- Where possible a **Lockdown** will be announced by intercom, Public Address (P.A.) System, or otherwise. **(DO NOT USE CODES, COLORS OR CARDS)**
- Contact 911
- In events where an immediate threat to life safety is recognized (such as a person armed with a gun in the hallway) any faculty or staff shall raise the alarm and initiate a lockdown.

Lockdown must be immediate and deliberate, the announcement of a lockdown shall be as follows:

LOCKDOWN! - LOCKDOWN! - LOCKDOWN!

Execute Lockdown

- **IF SAFE**, immediately gather students from hallways and areas near your room into classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock your door(s) and have students/staff move to the designated safe area of the room, ****REMAIN SILENT****
- **Leave lights on and blinds as they are. Do not cover door window.**

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- Teachers should position themselves in a location that gives them an advantage to manage their classroom effectively, and take the following action during a lockdown:
 - Do not allow anyone, under any circumstance, to leave your secured area.
 - Do not answer or communicate through your door or classroom phone.
 - Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
 - Do not respond to fire alarm unless actual signs of fire are observed. Doing so could compromise the safety of those already secured.
 - Document and attend to any injuries to the best of your ability.
 - Take attendance and include additions and missing students' last known location.
 - Do not respond to Public Address (P.A.) system or other announcements.
 - If an intruder enters the classroom, use **WHATEVER** means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical force or possibly deadly force to stop the intruder.
 - Potential tactics include:
 - Moving about the room to lessen accuracy.
 - Throwing items (books, computers, phones, etc.) to create confusion.
 - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – **FIGHT!**
 - Tell students to get out anyway possible – **RUN!**
- Staff/students participating in any outdoor activity upon the initiation of a lockdown should seek a safe location away from the building. Call 911 and report your situation including location and number of students.
- Procedures should be in place to re-direct buses in the event of a lockdown.

LOCKDOWN WILL ONLY END WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM OR SECURED AREA BY LAW ENFORCEMENT.

LOCK-DOWN PROCEDURE

During a crisis, the district may be required to initiate a school lock-down. This procedure is utilized for immediate student/staff and visitor safety. This procedure is defined as follows:

The school lock-down is a procedure initiated by school officials via a direct announcement by intercom, public address system, or otherwise. **DO NOT** use codes. **Call 911 and/or the School Resource Officer** to report the situation. Consider a lockout as well.

Immediately gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms adjacent to your classroom.

Visitors are to remain in place and await instructions.

Lock classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.

Do not cover windows.

Leave the window blinds and lights as they are.

Document and attend to any injuries as well as possible.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

No one should be allowed to enter or leave a classroom or office under any circumstances.
Limit any cell phone use because mass use can create problems with the communication grid for emergency responders. Student cell phones must be powered off and collected by the adult in charge in each classroom. Adult cell phones should only be used in a dire situation.
Do not answer or communicate through your locked door.
Do not allow anyone into your “secured” area.
Do not answer a classroom telephone.
Do not respond to a fire alarm unless imminent signs of fire are observed.
Doing so could compromise the safety of those already secured.
Do NOT talk within your secured area except as absolutely necessary.
Do not respond to the intercom, public address system, or other announcements.
Take attendance – include additions. Missing students’ last known locations should be noted. Keep this record for when you are released from the lockdown.

NOTE:

Lockdown will end **ONLY** when you are physically released from your room by emergency responders or other authorities.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

6. Crime Scene Management

Purpose

This annex outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in 8 NYCRR Section 155.17 (e)(2)(viii).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

Actions

Respond

- Ensure your personal safety first, then if possible, formulate a plan and make mental notes.

Evaluate

- Evaluate the severity of the situation, call 911 if appropriate.
- Identify involved parties.
- Be aware of weapons, hazards, and potential evidence.
- Don't touch anything unless absolutely necessary to preserve safety.

Secure

- Clear away uninvolved people.
- Establish a perimeter that prevents people from entering the potential crime scene.

Protect

- Safeguard the scene – limit and document any people entering the area.
- Don't use phones or bathrooms within the crime scene area.
- Don't eat, drink or smoke in the crime scene area.

Observe

- Write down your observations as soon as is safe to do so.
- Record detailed information – don't rely on your memory.
- Notes will aid first responders upon arrival and could be utilized in court.

Notify

- Call 911 if not already called or police are not on scene.

Document

- Take good notes - such as: time, date, people at scene, weather, doors open or closed, lights on or off and the position of furniture.
- Be prepared to provide your notes and information to police.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

7. Communications

Purpose

This annex includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders, required under 8 NYCRR Section 155.17 (e)(2) (iv), as well as the communication of emergency protocols before an emergency and communication after an emergency. Additionally, procedures shall be included for emergency notification of persons in a parental relation (8 NYCRR Section 155.17 (e)(2)(i)).

The School ERP must include policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media. Templates for statements/press releases to the media, a detailed communications plan, including standard procedures and protocols, should be developed and made available in advance of an incident.

Templates for statements/press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by Heidi Newcomb, York Central School District Clerk and located in the school's District Office.

Types of Communications

Communication between School and Emergency Responders

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform [and/or other means] described in the School ERP to notify the principal/designee of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

Internal Communications

The school has identified a school spokesperson or public information officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in coordination of media communications.

Communication between School Officials and Staff Members

School personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

the greatest degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:

- Blackboard Connect: An automated “all-call” system that distributes a pre-recorded message to all phone numbers populated within. Email and text messages can also be sent out through this system.
- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident for employees.
- E-mail System: An e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- School Website: Notifications can be posted here.
- Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day’s events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school’s public address system or face-to-face between faculty and students. Other methods of communication with students may include the following:

- Blackboard Connect: An automated “all-call” system that distributes a pre-recorded message to all phone numbers populated within. Email and text messages can also be sent out through this system.
- E-mail System: An e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- School Website: Notifications can be posted here.

External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

Communication with Parents

- Before an incident occurs, the school will:
 - Inform parents on how to access alerts and incident information.
 - Inform parents that the school has developed an ERP, its purpose and its objectives. **Detailed response tactics should not be shared if they will impede the safe response to an incident.**
 - Information will be included in the school calendar and school newsletter.
 - Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, the school will:
 - Disseminate information through the Blackboard Connect “all call” system to inform parents about what is known to have happened.
 - Implement a plan to manage phone calls and parents who arrive at the school.
 - Describe how the school and school district are handling the situation.
 - Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
 - Inform parents and students when and where school will resume.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- After an incident, school administrators will schedule and attend an open question- and-answer meeting for parents/guardians as soon as possible.

Communication with the Media

In the event of an incident, the School Incident Commander or the emergency responder Incident Commander (in the event command has been transferred), will coordinate with the public information officer and/or participate in a joint information effort to give accurate and consistent information.

- Establish a media site and reception area away from the school and any established Incident Command Post, Evacuation site or Reunification site.
 - Determine a media location for low impact events (such as a water main break) and high impact events (such as an active shooter incident) when media interviews at the school would be deemed impracticable due to the nature and severity of the incident.
 - Low Impact events can be handled at the School District Central Offices or similar type facilities as the number of media outlets and duration of media coverage can be expected to be low.
 - High Impact events can be handled at a community center, park or other facility that is of appropriate size to accommodate a large number of media outlets for an extended duration. **DO NOT** use government facilities (fire stations, etc.) as this will interfere with government administration and operations.

Pre-designated Media sites

	Alternate Location	Address and description
LOW IMPACT	York Central School District Office	2578 Genesee St. Retsof, NY 14539
HIGH IMPACT	York Central School Bus Garage	2578 Genesee St. Retsof, NY 14539

- Provide regular updates to the media and school community.
- Once Incident Command is transferred to emergency response authorities, so too will PIO functions be transferred to the ICS PIO.
- **Provide only information that has been approved to be released by the Incident Commander in charge of the scene.**
- Monitor the release of information and correct misinformation. Coordinate messages with the Incident Commander or PIO.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

CONTACT INFORMATION

<u>Outside Agencies</u>	<u>Contact Name</u>	<u>Contact Number</u>
Fire Department and Ambulance		911
Sheriff's Department	Sheriff Thomas Dougherty	911
State Police		911
Office of Emergency Management	Kevin Niedermaier	911
Livingston County Health Dept.	Jennifer Rodriguez	243-7270
Gas Company	RG&E	911
Electric Company	Niagara Mohawk	(800) 867-5222
Poison Control Center	Lifeline	911
York Town Supervisor	Jerry Deming	243-3128
York Town Highway Department	George Worden	243-2585
Leicester Town Supervisor	David Fanaro	382-3231
Leicester Village Mayor	Barry Briffa	382-3699
Leicester Town Highway Dept.	Russell Page	382-3538
American Red Cross (Geneseo)	David Parish	243-7029
York Town Water Dept.	George Worden	243-2092
	Ronald Copeland	243-2092
Fire Control System	Simplex	

<u>Internal Contacts</u>	<u>Contact Number</u>
Technology Coordinator, Jeanne Saraceni	243-1730, ext. 2239
Garage Mechanic, Larry Holbrook	243-3175
Insurance Company: Long Agency, Mt. Morris	658-3342
Cafeteria Manager, Laurie Cutcliffe	243-1730, ext. 2549
Dr. Greg Collins, School Physician	

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

8. Medical and Mental Health Emergency Annex

Purpose

This annex describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. 8 NYCRR Section 155.17 (e)(2)(vi) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

Actions

MEDICAL RESPONSE

1. PRE-EMERGENCY PLANNING
 - * Establish District Health Emergency/First Aid Policy and Procedure Manual

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * First person on scene
 - * School Nurse
 - * School medical doctor

3. PERSONS TO BE NOTIFIED
 - * School Nurse
 - * Superintendent
 - * Business Manager
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director
 - * Teacher
 - * Parent(s)

4. SEQUENTIAL RESPONSE/ACTION
 - * Identification of victim
 - * Summon emergency assistance
 - * Administer the appropriate first aid
 - * Summon ambulance, if necessary

5. TRANSPORTATION BY AMBULANCE

**YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018**

Ambulance transportation of a person either on-site or off-site (field trip) will be accompanied, if available, by the parent or school personnel. It will be the responsibility of the staff member to notify the school principal regarding the nature of the incident, status of the patient, transport destination, etc.

Emergency Phone Numbers:

Ambulance	911
Fire	911
Chemtrac	1-800-424-9300
Toxic Substance Control	1-800-424-9068
Pesticide Service Center	1-800-858-7378

PANDEMIC RESPONSE

Influenza is the most common pandemic to affect a school population. Influenza is a highly contagious respiratory virus that is responsible for illnesses and deaths around the world.

Assumptions

- A pandemic may occur in waves of varying severity over a long period of time.
- Illness rates among the general population may range from 15-30% at any one given time in a pandemic and mortality rates will be much higher than normal.
- A vaccine specific to a pandemic virus will not be available to the general public for at least six months after the initial outbreak.
- In the event of a pandemic, health and governmental services may be unavailable to provide direct care and other emergency services may be diminished.
- Loss of services from suppliers of essential products to schools is likely.
- Large numbers of staff absences will make it difficult to maintain school operations.
- Large numbers of student and staff illnesses will increase the potential for school closure.

Proactive Response

The district will encourage proper hand washing and/or sanitizing. Posters may be placed throughout the school building to remind students and staff to wash their hands regularly. The district will also help publicize or host flu vaccine clinics.

Response Procedure

1. The superintendent, or his/her designee, will serve as the Pandemic Manager and identify an appropriate support team.
2. If necessary and appropriate, N-95 Air Respirator Masks will be made available to the Pandemic Management Team. Other supplies to be purchased in the event of a pandemic: disinfectant, tissues, and hand sanitizer.
3. Communication to members of the community and media will follow the same protocol as for closing of school due to inclement weather.
4. The district will attempt to mitigate spread of a pandemic by restricting entry to the school building, canceling extracurricular or athletic activities, increasing ventilation rates, disinfecting the building, and isolating sick students or staff members until they can be transported home.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

5. All students and staff members will be encouraged to stay home when ill during a pandemic. The district will attempt to provide alternative methods of instruction for students who experience a long period of absenteeism.
6. The district will look into mutual aid agreements with the Red Cross or other entities to facilitate shared resources.
7. The district may need to change the school calendar or daily schedule as it recovers from a pandemic. The district will look to the State Education Department for guidance. The district will also work in close cooperation with the Livingston County Health Department regarding proper sanitation prior to re-opening school.

The Building Level School Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Instructions on where emergency medical supplies (e.g. first aid kits, AEDs) are located and who is responsible for purchasing and maintaining these materials.
- Assessment of staff skills for responding to a medical emergency, such as first aid or CPR. Complete the Post Incident Response Team table in Appendix C with appropriate staff.
- Procedures on sharing and reporting information about unusual situations, if warranted.
- Addressing the immediate, short, and long-term counseling needs of students, staff and families.
- Location where counseling and psychological first aid will be provided.
- A plan to have counselors available to assist students if necessary.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

9. Accounting for All Persons

Purpose

This annex focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

Lost Student Reported – Procedure to Follow:

- Get as much information from the caller as you can:
 - Name, Age, Teacher of the lost student?
 - When you expected him/her home?
 - If they usually ride a bus home, who is the driver?
 - Friends' names and phone numbers?
 - Any special concerns (custody issues, medical issues)?
 - Is this the first time that the child has not come home on time?
- Pull up the student's record in SchoolTool – print student photo and contact information.
- Call the Bus Garage – find out if or when the driver last saw the student
- Do an "All Call" over the PA system.
- Contact a building administrator or the superintendent.
- Look at the District Calendar to see what is happening at school – if there are home games or club meetings, check these areas to see if the lost student is there.
- Call the parent back to see if they have heard anything. If they have not, tell them you will check the school one more time and then call the police.
- Do another "All Call" over the PA system.
- Contact the school administrator again. Tell him/her that your next step is to call the police (use School Resource Officer first, if available).
- Meet the police officer. Give him/her the print out of the student photo and contact information.
- When the student is found, call the parent back to double check with them that they have their child and everyone is safe.

EVACUATION

EVACUATION TO A PRE-DETERMINED SITE

The sites to be used during an event will be specifically determined by the School Superintendent or his/her designee on the day of the event in an effort to avoid any potential danger at the evacuation site.

Bus loading will be by classroom for the elementary. Teachers will stay with their classes on the bus and at the sheltering location. Teachers will need to take attendance and carry students' home phone numbers with them. A teacher whose class is with another teacher at the time of evacuation should meet his/her class at the loading site. Secondary students will return to homeroom and will be evacuated by grade level.

Homeroom teachers will stay with the class and will take attendance to ensure all students are present.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

EVACUATION DIRECTLY HOME

In some instances, the best course of action for an evacuation is to send students home.

Students will be taken to the emergency address location that parents have indicated in our student management system. Parents are not to report to school to pick up their child. Students will be evacuated in an orderly fashion from grade 12 down to kindergarten so that older students or siblings can assist younger students. It may take more than one bus run to evacuate all students home. Mutual aid in the form of buses from another school district may be used. If it is deemed safe, student drivers will be dismissed to the high school gym and then released by a school official to their own vehicles.

The Building level Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Taking attendance and reporting to the Incident Commander when class relocates inside the building or an evacuation takes place.
- Reporting to the Incident Commander when a student, staff member, or guest cannot be located.
- Dismissal of students if they have been relocated in the building.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

10. Reunification

Purpose

The Reunification Annex details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

Actions

Designate Reunification Site

- Use the table below to designate Primary and Secondary Reunification sites.

Pre-designated Reunification Sites

	Location	Address	Contact Name
PRIMARY (for Middle/High School)	Celebrate Family Church	74 Mt. Morris Rd. Leicester, NY 14481	Eric Scott
PRIMARY (for Elementary School)	St. Lucy's Church	2770 Retsof Rd. Retsof, NY 14539	Donna Falkner
SECONDARY	York Presbyterian Church	2662 Main St. York, NY 14592	(585) 243-1266
SECONDARY	St. Thomas Church	175 Main St. Leicester, NY 14481	(585) 243-1100
SECONDARY	York Town Hall	2668 Main St. York, NY 14592	Jerry Deming

Parents must sign students out and physically be reunited with their child(ren) at the reunification site.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

The Building Level School Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Transporting students following an evacuation to the reunification site(s) (See Evacuation Annex).
- Notifying a contact person at the relocation site(s) to prepare for the arrival of students.
- Designating a Reunification Coordinator.
- Activating Annex(es) appropriate to respond to the situation.
- Designating a holding area for arriving students and staff away from waiting family members.
- Designating an adult report area for parents/guardians to sign-in and to check identification.
- Establishing a student release area. Students will be escorted to meet their parent/guardian and sign out.
- Establishing a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private and away from other parents. The School Psychologist or other designee, will coordinate this activity with emergency response personnel.
- Staging media area away from the reunification site and notify the PIO of the location.
- Keeping evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Releasing students to authorized persons after checking proof of identity and signing a student release form.
- Instructing parents/guardians to leave the site to make room for others once they have signed out their student.
- Arriving faculty and staff will provide a list of evacuated students to the reunification site staff immediately upon arrival.
- Providing for the Special needs students who may be significantly impacted by the stress of the incident and additional support staff may be required to support these students.
- Following the instructions of the Reunification Coordinator or designated staff and/or assist in staffing the site.
- Maintaining current student and staff emergency information that details special needs, such as medical or custody issues.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

11. Continuity of Operations Plan (COOP)

Purpose

This annex describes how the school and school district will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

Actions

The Building Level School Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response. Procedures for the following should be included:

- Selecting primary and secondary relocation sites that meet the needs of school.
- Activating the COOP any time and sustaining it for up to 30 days.
- Re-establishing essential functions, such as restoration of school operations, and maintaining the safety and well-being of students and the learning environment.
- Ensuring students receive applicable related services in the event of a prolonged closure.
- Protecting vital documents and making them available at alternate sites.
- Identifying personnel to assist in developing COOP and training them in activating COOP procedures.

Food Supply:

Current purchasing practices require food to be delivered to the district one week before it is scheduled to be served. A two week supply of food is delivered at one time. Dairy and bakery products are delivered each week. District inventories are adequate to supply food for at least 3 but no more than 5 days during an emergency which requires three meals per day.

Staffing If necessary, the call-back procedure for Food Service personnel will be activated.

Sanitation Measures:

Proper sanitation practices are essential to protect food from contamination. Chlorine bleach is an effective sanitizer. Disposable silverware and paper supplies will be used. All food must be kept covered at all times. Food handlers must wear plastic gloves.

Menus: Adjustments will be made to the regularly-followed menus as necessary. Examples would include substitutions to use perishable inventory first.

Special Procedures For Food Service Outside Of Normal School Hours:

- A. Staffing, sanitation, and menus will be followed according to above procedures.
- B. Meals served outside of the National School Lunch and Breakfast programs must be self supporting. Funds to pay for expenses incurred must be paid for from an account other than the School Lunch Account, according to State Education Department regulations.
- C. Community agencies, Office of Emergency Preparedness, Red Cross, and municipal governmental agencies are authorized to order mass feeding, and financial resources to support such a mass feeding will be provided by the requesting agency.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

D. Adequate labor and inventory records must be maintained for billing purposes.

Special Procedures for Power Failures:

- A. If the power failure is localized to one building, hot food will be transported from another location in insulated food carriers.
- B. Portable chafing frames which hold serving pans and which use canned heat are one alternative for serving hot foods.
- C. A high priority is to use perishable inventory, such as frozen and refrigerated food products.
- D. For maximum conservation of chilled air, keep freezers, coolers, and refrigerators locked except when removing products.
- E. Monitor temperatures. Dry ice can be utilized to help keep cold foods chilled.
- F. Serve foods which require limited preparation, such as canned juices, canned fruits, tuna fish, crackers, etc. Bar-B-Que sauce, salad dressings, and condiments will add taste and flavor. Customarily, soups, entrees, and vegetables are served hot, but some items are palatable when served at room temperature. These items include canned and frozen vegetables, tacos, English muffins, precooked roast beef, pancakes, etc. Save liquids from canned vegetables for use in preparing soups, since water may be in short supply.
- G. Adequate records must be submitted for reimbursement from the State Education Department. A tick sheet is acceptable for accountability in place of a cash register during a power failure.

Loss of Water Supply or Contaminated Water Supply:

Sufficient potable water must be available for food preparation, cleaning and sanitizing utensils and equipment, and hand washing. If a water problem is isolated to one building, water will be transported from another source. Coffee pots can be used to dispense water for washing hands.

- A. Water must be heated to 170 degrees Fahrenheit.
 - B. Bottled water will be obtained from a local dealer. Water usually is packaged in five gallon containers.
- Contamination of the Food Supply by a Non-Toxic or Toxic Substance

Notify the Livingston County Department of Health. An official of that department will officially determine whether the food is fit for consumption.

Cafeteria Inventory:

Normal Daily	Supply in Storage
960 individuals	3-5 days

NYS Education Department Regulatory Compliance Review and Responses

A. Risk Reduction/Prevention and Intervention Components:

1. Prevention/Intervention Strategies
The following strategies seek to improve communication among students and between students and staff. In addition, these strategies provide for reporting of potentially violent incidents and establish reporting mechanisms for school violence:
 - * Teachers are available during Period 10 to address student concerns and questions pertaining to both academic and social arenas.
 - * Social skills groups are offered at the Elementary, Middle and High School levels.
These groups seek to increase levels of communication, teach problem-solving

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

strategies, and offer a context in which greater social relations can be fostered.

- * School counselors and the school psychologist are available each day to meet with Students and to address emergency concerns.
- * A school social worker is available for preventative purposes and works to develop Increased communication between school and home settings.
- * A school resource officer (SRO) is stationed within the school building. The SRO aids in prevention and works with school emergencies.
- * Kids Project, a preventative program offered for the early elementary level, focuses on increasing communication as well as addressing behavioral and emotional concerns
- * The Student Board, comprised of High School students, works to increase communication among faculty, students and community members through various projects.

2. **Training, Drills and Exercises/Annual Multi-Hazard Training**

Twice per school year there are emergency evacuation drills for students, faculty and staff. These drills are in different locations to allow students, faculty and staff to become familiar with different routes and areas. Depending on the type of evacuation, the teachers will be notified (by PA system or hand delivered notes) as to where they are to take their students.

Teachers are to proceed as follows:

- * Bring map of route out of building
- * Bring room signs
- * Report to specified locations
- * Stay with class in designated area
- * Re-enter building only when told by school administrator or law enforcement
- * Load students onto buses only when Transportation Supervisor releases them. (Students will load by class.) Middle/High School will be released first (so that someone is home), then Elementary (K-5) when buses return.

Students are to:

- * Stay with teacher
- * Remain quiet and orderly
- * Listen for and follow any commands given them

Staff will fill wherever needed with classes or buses.

B. Implementation of School Security

1. Duties of the School Resource Officer

The School Resource Officer will be responsible for the following duties to assist with school security:

- * Provide and maintain a safe atmosphere for students, faculty, staff, administration, and visitors
- * Crime prevention officer, enforce campus security procedures, and make security suggestions
- * Provide a police presence and enforce laws when needed
- * Encourage communication among students, school community and law enforcement

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Enforce drug/alcohol procedures for the school
- * Positive role model for students
- * Patrol interior and exterior grounds

2. Policies/Procedures/Devices

- * Visitor badge system and sign-in/sign-out at Security Desk and offices
- * Card reader system on entrance doors
- * Numbering of entrance doors and room numbers on exterior windows
- * Camera installation throughout school campus
- * Random building checks by maintenance personnel (exterior doors)
- * Grounds and parking lot checks by maintenance personnel
- * Building secured by maintenance everyday at 4:30 p.m.
- * Building is occupied by staff 24 hours daily, Monday-Friday
- * Building checks performed Saturday and Sunday, morning and afternoon

C. Early Detection of Potentially Violent Behaviors:

The following information indicates various procedures for the dissemination of information to appropriate professionals, teachers, staff, and parents regarding the early detection of potentially violent behaviors.

- * Elementary Student Support Team (ESST): Monthly forum in which Kindergarten through Grade 6 students referred by a teacher or parent for academic, behavioral, social, or emotional concerns are reviewed. Documented recommendations are offered for both school and home settings.
- * Grade 6, 7 and 8 Team Meetings: Meetings with teachers and grade level counselor to review students with academic, behavioral, or emotional concerns. Offers recommendations and strategies for use within home and school settings.
- * Student Support Team (SST): Biweekly meetings that review students in Grades 7 through 12 referred by parents or teachers for academic, behavioral, or emotional concerns. Offers recommendations and strategies for use within home and school settings.
- * Annual Review Meetings and Triennial Review Meetings: Meetings are held for classified students to review progress and concerns in all areas. Recommendations are formally documented in an Individualized Education Plan (IEP) for the upcoming academic year.
- * Parent Forums: Scheduled meetings for interested parents held at the Elementary and Middle/High School levels.
- * Guidance Meetings: Meetings between school counselors, school social worker, and school psychologist to review student concerns and offer potential solutions.
- * Functional Behavior Assessments: Completed on students with significant behavioral concerns in order to document information, target specific areas of concern, and propose a formal behavior plan.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

* Resource Room/Consultant Teacher Meetings: Provide an opportunity to review students, share information, and brainstorm solutions for conflict resolution within the school setting.

* Child Study Team (CST): Weekly meetings involving Elementary Principal, counselor, speech therapist, social worker, nurse, PMHP, and autism consultant to assess student needs and offer in-school supports.

D. Response – Notification and Activation (Internal and External Communications)

All students are required to have, on file, a Student Information Form that identifies parents' home and work phone numbers and three emergency contacts in the event a parent cannot be reached. This provides the district with information which is used in the event of an emergency.

In the event of a violent incident or an early dismissal, the following procedures are used to contact parents, guardians or persons in parental relation to the students of the district:

1. The Superintendent or designee will use the “all call” emergency notification system to call the contact numbers on file.
2. The Superintendent or designee will use the PA system, email, district website, and/or written notes to notify staff members.
3. For students in grades K-6, all available staff is assigned to begin calling families to make them aware of the situation. Should the district be unable to reach a parent, phone calls are made to emergency contacts. In addition to individual contacts, information is provided to local radio and TV stations. The names of those stations are provided both through individual letters and through the school handbook. In the event that no one can be reached prior to dismissal, an attempt will be made to transport the child home. However, should the bus driver note no signs of occupancy, he/she will return the child to school (or a designated safe location) under adult supervision, until such time as a parent is notified.
4. The Superintendent will notify the news media.

E. Responses to Acts of Violence: Implied or Direct Threats

Policies and procedures identified as responses to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school shall include the following:

The building administrator shall contact appropriate authorities to assist in responding to the threat of violence. Such authorities may include the school resource officer, other supervisors, Sheriff's Department, Mobile Mental Health. Safety for all concerned will be paramount in determining protocol for diffusing the emergency. Students and staff will be advised to follow procedures as identified in either the “Sheltering” or “Evacuation” guidelines identified in the Emergency Plan. Parents, guardians, or persons in parental relation to students shall be notified as appropriate.

THREAT AND HAZARD SPECIFIC ANNEXES

The threat and hazard specific annexes provide unique procedures, roles, and responsibilities that apply to a specific hazard. They often include provisions and applications for warning the public and disseminating emergency public information.

Threat and hazard specific annexes do not repeat content, but build on information in the functional annexes and basic plan. Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all hazards.
- The hazard specific annexes should present only hazard-unique information.
- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.
- The plan becomes larger and more difficult for users to comprehend.

The school should customize threat and hazard specific protocols to fit their unique circumstances. Planning, training, drills and table-top exercises conducted with local emergency and safety officials will assist in the development of effective procedures and protocols. These activities will also help a school evaluate the appropriateness of the procedures in the plan. They assist with modifications or updating as necessary to ensure that the procedures are sufficient to provide a safe environment for students, staff and visitors.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Active Shooter Threat

Purpose

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an active shooter on school grounds or in the school building.

Scope

The annex outlines responsibilities and duties, as well as procedures for staff responding to an active shooter on school grounds or in the school building.

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

Core Functions

In the event of an active shooter, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

Functional Annexes That May Be Activated

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

Activating the Emergency Response Plan

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate the ERP immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible.

Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this annex.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Incident Commander Actions

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g. lockdown or evacuation depending on the situation.
- Notify law enforcement, provide location and description of the shooter if possible.
- Notify schools buses to not enter the school grounds.
- Activate Communications Annex.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.

Staff Actions

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.
- Make appropriate notifications, provide description and location of the shooter if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Bomb Threat

Purpose

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a bomb threat.

Scope

The annex outlines responsibilities and duties, as well as procedures for staff responding to a bomb threat against school buildings or grounds.

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

Core Functions

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Functional Annexes That May Be Activated

Functional Annexes that may be activated in the event of a bomb threat on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

Activating the Emergency Response Plan

Individual(s) receiving bomb threats should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex.

Incident Commander Actions

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.
- Notify law enforcement, provide threat details.
- Activate communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- Determine whether school will be closed or remain open.

Staff Actions

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

Actions of Individual Receiving Bomb Threat

- Immediately notify the Incident Commander
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA.
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes.
- The NYSP Bomb Threat Instruction Card should be placed next to telephones that are most likely to receive threats by phone.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

ABDUCTION:

There are two primary types of abduction:

- * Kidnapping: the taking of a person by abduction.
- * Custodial Interference: a relative of a child less than 16 years who intends to hold such child permanently or for a protracted period of time and, knowing that he/she has no legal right to do so, takes or entices such child from a lawful custodian (i.e., school environment).

1. Any Staff Member:
 - a. Notify Principal's office immediately
 - b. Try to detain abductor while other personnel dials 911 and parent/guardian
 - c. Try to obtain a license plate number if abductor leaves
 - d. Report to the Principal's office
 - e. Do not release information to the media, refer to District Office

2. Principal:
 - a. Notify District Office
 - b. Dial 911 (law enforcement)
 - c. Call parent or guardian
 - d. Work with police personnel when they arrive on scene
 - e. Initiate school lock-down
 - f. Gather pedigree information regarding the missing child
 - g. Identify the last person(s) who were with the child
 - h. Try to identify any potential witnesses; this is crucial to the success of locating the child quickly and unharmed
 - i. Refer media to District Office

3. District Office:
 - a. Prepare staff meeting information with principal
 - b. Handle media inquiries

4. Preplan:

Enforce Security Badge system. All employees are to help enforce the following system:

Visitors, including parents, are asked to observe the following procedures:

- 1. Report to the Security Office**
- 2. Sign in**
- 3. Receive and wear a visitor's pass**
- 4. Conduct business**
- 5. Report back to the Security Office and sign out**

Parents will obtain a dismissal form from office to give to a teacher to take child (Teachers and Parents).

Check with parents before releasing student to someone who has not been previously designated (Principal's Secretary).

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Automated External Defibrillator (AED)

In accordance with New York State Education Law 917, the District shall provide and maintain automated external defibrillator (AED) equipment in each instructional school facility, in quantities and types deemed to be adequate to ensure ready and appropriate access for use during emergencies. Whenever school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, and whenever a school-sponsored athletic contest is held at any location, the District shall ensure that an AED is on site along with at least one staff person who is trained in the operation and use of an AED. When a school-sponsored competitive athletic event is held at a site other than a public school facility, the District shall assure that AED equipment is provided on site with a trainer operator.

The District shall notify the appropriate Regional Emergency Medical Services Council of the existence, location and type of AED it possesses. No person (other than a licensed health care practitioner) may operate an AED unless that person has successfully completed a training course in the operation of an AED which is approved by a nationally-recognized organization or the State Emergency Medical Services Council.

The District shall enter into a written collaborative agreement with an Emergency Health Care Provider (a hospital providing emergency cardiac care or physician with knowledge and experience in emergency cardiac care) which shall set forth written practice protocols, and policies and procedures with respect to the use of AEDs in the District. The collaborative agreement shall be filed with the New York State Department of Health and the appropriate Regional Emergency Medical Services Council. This agreement shall specify:

- * a core emergency response team of trained personnel, including the school nurse, and method to activate this team;
- * an emergency plan that clearly states all policies and procedures relative to the use of an AED;
- * the strategic placement and availability of AED units;
- * a rapid and effective communication system (particularly with regard to events held at remote locations);
- * required training for persons who may operate an AED in the District;
- * regular maintenance of AED units according to the manufacturer's specifications;
- * periodic testing and repair/replacement of non-functioning units;
- * procedures for reporting the use of an AED to the Emergency Health Care Provider, and the appropriate local emergency medical services system, emergency communication center or emergency vehicle dispatch center;
- * physician oversight of the District's AED program.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.3 – 10/2018

BIOLOGICAL INCIDENT

For example: Anthrax Threat

If you receive a letter claiming to be infected with anthrax or a phone call saying there is an anthrax presence at your site, your first response has to be CONTAINMENT. The key to controlling the situation is to remain calm and limit the area and persons exposed to the threat.

Immediately after identifying the threat: **DIAL 911**. Make an announcement that ALL staff and students are to remain in the rooms they are in (or proceed immediately to their next scheduled room). If applicable, do not allow anyone in or out of the room where the letter was opened. Do not call in any additional personnel for help, as you will only increase the number of people with possible exposure.

Next, contact your Chief Engineer Custodian and advise him/her to turn off all air handling equipment. After shutting down the air flow movements at your site, contact the Director of Emergency Management Services and the local law enforcement agency. If applicable, note the type of package, how it was delivered, and anything that will help in the subsequent investigation. Limit your exposure by leaving the item alone, closing the package or envelope with the materials inside. Keep your hands away from your face so you don't touch your eyes, nose, or mouth. **WASH YOUR HANDS.**

ANTHRAX FACTS

What is anthrax?

Anthrax is a disease normally associated with plant-eating animals (sheep, goats, cattle and, to a lesser degree, swine) caused by the bacteria *Bacillus Anthracis*. Anthrax has been recognized as an illness for centuries.

How do I get infected by anthrax?

Human infection with anthrax usually results from direct contact with infected animals or animal products such as wool, meat, or hides. However, when anthrax is used as a biological weapon, people become infected by breathing anthrax that is released into the air. Anthrax can also enter the human body through broken skin.

Can anthrax be transmitted from person to person?

No. There have been no reports of anthrax ever being transmitted from person to person.

Can anyone get anthrax from washing my clothing?

There have never been any reports of family members contracting anthrax handling clothing soiled with known anthrax spores.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Is anthrax treatable?

If treated before symptoms become severe, anthrax is treatable with common antibiotics. Therefore, it is very important to observe anyone with possible exposure for any of the above symptoms.

I have flu-like symptoms. Should I ignore them?

No. Since a threat of anthrax was made, anyone exhibiting flu-like symptoms should be seen by a doctor.

Can we attend work or treatment at the site tomorrow?

Yes. The anthrax spore has a very short life span once airborne.

ANTHRAX INFORMATION SHEET

Today (date), _____, at approximately _____ am/pm the _____ received an anonymous warning letter that stated that there might be anthrax in the school. Based on recent similar hoaxes, locally as well as nationally and in consultation with the Centers for Disease Control, the Federal Bureau of Investigation, local and state health departments, this threat has been deemed to be extremely minimal. Based on this threat analysis and consultation with world anthrax experts, we are recommending that parents take the following precautions with their children:

1. When your child arrives home, have your child thoroughly shower with ordinary soap, shampoo and water.
2. Remove all clothing from your child and wash the clothing in detergent as usual.
3. Observe your child for up to 5 days for fever and chills, respiratory distress, cough, chest pain, chest soreness, or noisy breathing. If any of these symptoms appear, your child should be seen by his/her physician.
4. If your child is seen by a physician for the above symptoms, please have the treating physician notify the school nurse during normal school hours for record-keeping purposes. If your physician requests additional information about anthrax, he or she may contact the Director of Emergency Management Services.

Emergency Response to Anthrax Call

- I. Agencies that should be considered for notification:
Law Enforcement
Emergency Management
Fire
Hazardous Materials Response Team
EMS

Note: Inform all agencies that entry into the building will require special protective equipment. Do not enter the building or area unless medical treatment is required for life threatening injuries and then only with proper protective equipment, including respiratory protection. Even if the suspected material is anthrax, there is no immediate need for medical treatment.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- II. While the report of anthrax must be taken seriously, it is an event that is not an immediate life threatening emergency to those exposed. Time should be taken to properly protect emergency responders. Establish telephone contact with the individual(s) involved and obtain the following information:
- A. Medical condition of person(s) involved with the exposure.
Note: Anticipate they will be very concerned about their health. Assure them they will be fine, it is probably a hoax; and if it is really anthrax, there are antibiotics that can be taken to prevent any illness.
 - B. Description of letter, package, or object of concern.
 - C. Location of the letter, package, or object of concern.
 - D. Has the letter, package, or object of concern been covered with damp towel?
 - E. Are there any fans running in the area?
 - F. Does the area have a central air conditioning or heating system? If so, do they know where the controls are located? Is there a maintenance person who could be contacted?
 - G. Who delivered the letter, package, or object of concern? When was it delivered?
 - H. Has anyone else handled the letter, package, or object of concern?
- III. Assure the individual(s) involved that they will be fine. It will take some time before the responders enter the building. It will be helpful to keep the person talking on the phone. The law enforcement may want to obtain some preliminary information or emergency medical personnel may want to ask them some basic questions about their health history. This will help keep the exposed person busy until an entry team is ready to enter the building or areas

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

BUILDING STRUCTURAL FAILURE

1. PRE-EMERGENCY PLANNING
 - * Become familiar with the County Disaster Plan
 - * List of structural engineers
 - * Building blueprints

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Director of Maintenance
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Transportation Director

3. PERSONS TO BE NOTIFIED: See Outside Agency Information List, page 7.
 - * Director of Maintenance
 - * Superintendent of Schools
 - * Business Administrator
 - * Building Principals
 - * PPS Director
 - * Transportation Director

4. SEQUENTIAL RESPONSE/ACTION
 - * Upon discovery or detection of a structural failure, notify Head Custodian
 - * Evaluate problem insofar as possible. Commence established remedial response. Notify Building Principals
 - * If municipal system, notify proper authority
 - * Curtail or cease building operation, as appropriate. Notify Superintendent, staff, parents and students
 - * Evaluate problem and commence appropriate remedial action

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

EARTHQUAKE

1. PRE-EMERGENCY PLANNING
 - * Become familiar with the County Disaster Plan
 - * Coordinate school district plan
 - * Review building codes with local officials
 - * Coordinate response with police, fire, EMS, DPW, utilities and Emergency Management Service

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director

3. PERSONS TO BE NOTIFIED
 - * Superintendent of Schools
 - * Business Administrator
 - * Building Principals
 - * PPS Director
 - * Police, Fire, EMS: 911
 - * Transportation Director
 - * Director of Maintenance
 - * Director of County Emergency Management Services

4. SEQUENTIAL RESPONSE/ACTION
 - * Provide guidance to students and staff during an earthquake
 - * Check for injuries and provide first aid
 - * Check for fires and fire hazards
 - * Report status of your facility to responding emergency agencies
 - * Account for staff and students and report to Superintendent
 - * Decide to implement shelter or evacuation procedures
 - * Prepare for after-shock and after-crisis counseling
 - * Provide emergency responder personnel with building floor plan showing location of various key utility shut-offs and hazards

5. PUBLIC INFORMATION OFFICER (PIO)

Public Information Officer or his/her designee will provide information on damage, impact on students/staff, and actions the district is taking to BOCES Superintendent, Director of Emergency Management Services, and emergency response agencies.

ELECTRICAL SYSTEM FAILURE

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- I. PRE-EMERGENCY PLANNING
 - * Become familiar with the County Disaster Plan

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Director of Maintenance
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Transportation Director

3. PERSONS TO BE NOTIFIED
 - * Director of Maintenance
 - * Superintendent of Schools
 - * Business Administrator
 - * Building Principals
 - * PPS Director
 - * Transportation Director

4. SEQUENTIAL RESPONSE/ACTION
 - * Upon discovery or detection of an electrical system failure, sound fire alarm if there is any question as to the safety of building occupants. Notify Building Administrator and Director of Maintenance.
 - * Evaluate problem insofar as possible
 - * Curtail or cease building operation, as appropriate. Notify staff, parents, and students
 - * Notify Superintendent
 - * Evaluate problem and commence appropriate remedial action. Coordinate with fire, Emergency Management Services, and utility officials as appropriate
 - * Resume normal activities. Notify staff, students and parents

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

1. Procedure for all Personnel

- a. Upon discovery of any fire, regardless of size or nature, you will sound the general fire alarm by use of the nearest fire alarm box. Go to the nearest phone and/or administrative office and report exact location of the fire. Remain calm but react quickly!
- b. Attempt to extinguish fire if properly trained with the nearest fire extinguisher without jeopardizing safety to you and others.
- c. Start fire evacuation procedures in the area of the fire first as specified in procedures. The entire building will be evacuated by a door-to-door physical check.
- d. Leave all fire doors closed. Do not prop any doors open.
- e. If a fire is in a classroom or other confined area, personnel discovering the blaze should immediately close all doors and windows to that room to minimize the draft and the possibility of having the fire spread to other areas of the school. Do so when it can be done without jeopardizing your safety.
- f. It is strongly emphasized that persons opening doors to any rooms where a fire is suspected to feel the door and check first to see how hot the door is. If it is too hot to be touched by the bare hand, then **make no attempt to open it!**
- g. All personnel should be familiar with these and each of the specific procedures.
- h. All personnel should be familiar with the causes of a general fire alarm: fire, smoke, alarm pull box, and smoke detector activation.

2. Fire Extinguishers:

The majority of the fire extinguishers on the property are a multi-purpose Class A, B, C extinguisher. They can be used to extinguish paper, cloth, wood, most plastics, grease, paint, oil, solvents, gasoline, wiring, appliances, motors, etc.

There are also Class A fire extinguishers on campus for pool chemicals and CO2 fire extinguishers for computer rooms.

The fire extinguisher can only be as effective as its operator. All designated employees are to be familiar with the use, operation, and locations of fire extinguishers on this property.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

When to use a fire extinguisher:

A fire extinguisher should be used to fight a fire when:

- * the Administration Office has been notified to call the fire department and the general alarm has been activated
- * the fire is small (confined to its place of origin)
- * the person using the extinguisher can fight the fire with his/her back to an exit
- * the extinguisher is in working order and the employee knows how to use it.

A fire extinguisher should not be used to fight a fire when

- * the fire is spreading rapidly beyond the point of origin
- * the fire could block the user's exit
- * the user is not sure how to operate the extinguisher.

Fire Extinguisher Locations:

Refer to floor plan maps.

3. Fire Alarm Pull Box

Fire alarm pull boxes are located in all areas of the school and are mounted on the walls. The boxes are red in color with white lettering indicating "**Fire Alarm**". To activate, the alarm handle is grasped by the fingertips and pulled downward. This will sound the general fire alarm immediately. The handle will remain down until it is reset.

4. Smoke Detectors

Smoke detectors are located in the ceiling in the hallways, cafeterias, and auditorium. They are white in color with a small red diode and screened window chambers that are dark in color. The smoke enters the chambers and causes the general fire alarm to be activated.

5. Heat Detectors

Heat detectors are ceiling mounted devices that are white in color. They detect abnormally high temperatures or rate of temperature rise.

6. Fire Evacuation

8:00 a.m. – 4:00 p.m.

General fire alarm bell sounds:

a. Custodians:

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Immediately check the main fire alarm panel to determine the area of the school where the alarm was activated and stand by to advise School Administration as to the zone of the fire alarm.
- * Notify the District Office.
- * Notify 911 of the fire and the location in the school.
- * Activate general alarm if it has not already been done.

ADVISE: A general alarm has been activated in zone: _____. Please respond and investigate. Notify the Administration Office of the status immediately.

(When advising personnel to respond on the portable radio system, refrain from using the words “fire”, “fire alarm”, “smoke”, and “smoke alarm”.)

b. Cafeteria:

- * Announce to all students in the cafeteria there is a general alarm
- * Lock the cash drawers.
- * Shut down utilities/equipment

Evacuate in the following manner, using all cafeteria fire exits:

- * All cafeteria employees are to assist in vacating the cafeteria in an orderly manner.
- * Staff should then vacate and assist with students who were in the cafeteria

c. Cafeteria Manager:

- * Re-check the cafeteria to be sure all students/staff have vacated.
- * Check to be sure the cash drawers are locked.
- * Take head count of employees to determine that all are there.
- * Manager then should report to receive further instructions.

6. Fire Evacuation – continued:

d. Maintenance:

- * Building custodians report to the main fire alarm panel to determine the location of where the alarm was activated and notify Administration.

e. Director of Maintenance:

- * Respond to the area of school and check for fire, smoke, pulled fire alarm, and smoke detectors that have been activated.
- * Report immediately to the Administrative Office the condition and exact location.
- * Start evacuating students/staff from rooms nearest the fire.
After checking the rooms, close the doors.
- * Extinguish the fire when able to do so without jeopardizing safety to yourself.
- * Assist all students/staff in vacating the building.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

All other maintenance personnel report to the Administrative Office for assignment. Director of Maintenance will take count of all employees on duty after vacating.

No one should be allowed to re-enter the building until directed by the Fire Department.

f. Superintendent or Designee:

- * Assign duties to appropriate personnel and any other personnel who respond to the Administrative Office. Personnel will be assigned for evacuation in the vicinity of the fire first; then to other areas of the school.
- * Notify the fire department of the status and stipulate the location of the fire or smoke.
- * Stand by to meet the fire department.
- * File an incident report with the Board of Education, State Education Department, and the Office of Emergency Management Services.

g. Evacuation of Students and Staff Due to Fire:

Red/green cards are the signal for teachers to communicate with the designated area supervisor when you exit the building. Signal green if all students on your roster have exited the building and are with you. Signal red if students who are on your roster for that given class period are not with you. Also use the red card to indicate if a student was left in the safety zone (see below). Teachers must bring their attendance roster with them when exiting the building.

The designated area supervisors (and their backup person) are as follows:

- Front of building – Lindsey Peet (David Furletti)
- A-Wing – Ameigh Coates
- Back of building – Aubrey Krenzer (Jeanne Saraceni)
- Elementary side - Kate Hoffman (Liz Miller)

Radio conversation will be directed by Lindsey (or David F.) from the front of the building. Dave S. will ask for the report from each of the area supervisors. Once all students have been accounted for, Lindsey will radio in to the Director of Maintenance to turn the alarm off.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Safety Zones

In the event of a fire drill or emergency evacuation, the school has Safety Zones that are to be used if students are unable to exit the building by traditional means (due to handicapping conditions, wheel chairs, etc.). These Safety Zones are marked and located in specific stairwells:

- Door 7 is the main entrance to the front (North side) of the building (not the Visitor Entrance, but the door to the left of the elementary gym). The stairwell here is a Safety Zone.
- Door 23 is the main entrance at the rear (South side) of the building (where middle/high school students load and unload buses). The stairwell here is a Safety Zone.
- Door 22 is in the South Eastern corner of the building. This Safety Zone is the stairwell that runs from the third floor all the way down to the basement (near the Board Room on the second floor).
- Door 25 is in the South Western corner of the building. It exits near the playground. The stairwell here is a Safety Zone.

If you have a student that cannot exit with the rest of your class, leave him/her in the stairwell Safety Zone. Flip your red card over and exit the building as you normally would. Signal to the supervisor in your area that you have a student in the Safety Zone. Tell them which zone/stairwell and what floor the student is on. Supervisors will radio this information forward so that a school official or first responder can find the student. If you have another adult nearby that can stay with the student, that is an option. Just be sure to report that two people are in the Safe Zone.

After Official School Hours – any time after 4:00 p.m.:

The building custodian will respond to the alarm panel to determine the location of alarm and wait for the arrival of the fire department. All other personnel will help in the evacuation process of staff, students and visitors.

7. Search and Evacuation Teams:

Search and evacuation teams will be activated if accountability of students and staff is not accurate and the fire department is not on the scene.

- * Consist of properly trained staff.
- * Each team will consist of two (2) people.
- * Each team will have a set of emergency passkeys, a flashlight, and a specific search area assigned by the Superintendent.
- * Upon arriving at the scene, you will report to the person in charge of scene and state your area of assignment.
- * Begin search and evacuation of your assigned area.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Search Procedures:

- * Feel the door and door knob for heat. If either area is too hot to touch, do not enter the room.
- * Always enter a room in pairs.
- * Keep all doors and windows closed to minimize the draft and the possibility of having the fire spread to other areas of the school. Do so when it can be done without jeopardizing your safety.
- * Search the entire room. Remember, just because you find one (1) person does not mean that there are not others in that room.
- * Direct those people that you do evacuate to safety. If a person is unconscious, remove him/her to safety if his/her life is threatened. If trained, administer appropriate first aid.
- * Keep track of the rooms that you have searched and report to the person in charge at scene when you have completed your assigned area.
- * The Superintendent and person in charge at the scene will be working together. These are the only two (2) people you will take direction from unless otherwise stated by the Superintendent.
- * Excluding emergency personnel responding to the scene (fire department, etc.), continue evacuation until ordered by the fire department incident commander or Superintendent to discontinue. You may also discontinue if you feel your personal safety is at risk.

Person in charge at the scene will:

- * Consist of the Building Principal or designee
- * Will stay in constant contact with the Superintendent, advising of the nature of the fire or smoke, apparent cause, location, where additional personnel should be assigned first, etc.
- * Immediately begin evacuation and search procedures in the immediate vicinity of the incident
- * Extinguish the fire when able to do so without jeopardizing the safety of yourself and others
- * Continue evacuation and updating Superintendent until ordered by the fire department or Superintendent to discontinue. You may also discontinue if you feel your personal safety is at risk.
- * Assist the fire department
- * Assist Superintendent in coordinating other evacuation and emergency services if possible

8. Fire Alarm Failure/Fire Watch Procedure:

When you see smoke or smell smoke or an odor:

- * Investigate
- * If it is determined to be an emergency situation, go to the Main Office of that building
- * Over the PA, announce, "Evacuate the building."

**YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018**

After you announce that there is an evacuation, follow the instructions for the designated school:

- a. High School:
 - * Announce evacuation
 - * Contact Superintendent’s Office
 - * Call 911
 - * Contact Elementary School Office

- b. Elementary School and Bus Garage:
 - * Announce evacuation
 - * Contact Superintendent’s Office
 - * Call 911
 - * Contact High School Office

If you have access to hand-held radios, use that to follow up.

9. POTENTIAL EMERGENCY SITES

HIGH SCHOOL:

HAZARD:

Cafeteria	Electrical, hazardous materials, refrigerant
Technology	Mechanical, electrical, paints/thinners, Class “A” combustibles
Chemistry Lab	Natural gas, chemicals
Pool	Pool chemical
Maintenance/Storage	Hazardous materials/cleaning supplies
Laundry Room	Hazardous materials/cleaning supplies
Home and Careers	Full kitchen
Basement Kiln	Electrical, excessive heat
Dark Room	Developing chemicals

ELEMENTARY SCHOOL:

Cafeteria	Electrical/refrigerant
-----------	------------------------

TRANSPORTATION:

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Garage

Gasoline, diesel, acetylene, oxygen,
lubricants, oils and coolants

10. ALARM/DETECTOR PANELS:

Located in High School and Elementary Offices; see floor plan maps

FLOOD

1. PRE-EMERGENCY PLANNING

- * Become familiar with the County Disaster Plan
- * Coordinate go home, shelter, and evacuation plans
- * Identify flood plan areas within school district
- * Train bus drivers concerning flood hazards on roads and bridges
- * Plan alternate routes

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION

- * Superintendent
- * Business Administrator
- * Secondary Principal
- * Elementary Principal
- * PPS Director
- * Director of Maintenance
- * Transportation Director

3. PERSONS TO BE NOTIFIED

- * Superintendent of Schools
- * Business Administrator
- * Building Principals
- * PPS Director
- * Transportation Director
- * Director of Maintenance
- * Director of Emergency Management Services
- * DPW and Town Highway
- * BOCES District Superintendent
- * Police, Fire, and EMS: 911

4. SEQUENTIAL RESPONSE/ACTION

- * Monitor National Weather Service Broadcast or AM/FM radio stations for updates
- * Coordinate with Emergency Management Services for flood status
- * Superintendent of Schools or his/her designee will communicate the “go home” or “no school” decisions with staff/students, media, Emergency Management Services, community officials, and BOCES District Superintendent in the standard fashion.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Decision to re-open school will be coordinated through the appropriate agencies in the standard fashion

HAZARDOUS MATERIALS INCIDENT (Off Site)

1. PRE-EMERGENCY PLANNING

- * Identify manufacturers in school district utilizing hazardous materials
- * Review shelter in place protocol
- * Review notification procedures with local emergency response agencies

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION

- * Superintendent
- * Business Administrator
- * Secondary Principal
- * Elementary Principal
- * PPS Director
- * Director of Maintenance
- * Transportation Director

3. PERSONS TO BE NOTIFIED

- * Superintendent of Schools
- * Business Administrator
- * Building Principals
- * PPS Director
- * Director of Maintenance
- * Transportation Director

4. SEQUENTIAL RESPONSE/ACTION

a. General:

- * Upon being notified of a problem, follow directives of the local emergency response agencies and Director of Emergency Management Services
- * In the event of shelter recommendations, close off all outside air intakes and curtail all outdoor activities
- * If evacuation is recommended, institute “Go Home” procedures
- * Monitor situation with local or county emergency response agencies
- * Resume classes when safe to do so, through coordination of school administration, local and county emergency response agencies

b. All Staff:

- * Notify District Office of location
- * Restrict phone calls to emergency use only

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Close windows and doors. Stay away from areas with large windows
- * Monitor nearby doors to ensure they are not unnecessarily opened

4. SEQUENTIAL RESPONSE/ACTION (continued)

c. District Office:

- * Notify Building Principals, Transportation, and Building and Grounds of the incident
- * **If necessary**, Direct Buildings and Grounds to shut down gas lines or HVAC system if necessary
- * Consult with Emergency Management Office before sending children out into the community and/or alternate bus routes that need to be taken
- * **If necessary**, activate Evacuation, Sheltering or Go Home procedure
- * Per Superintendent's direction upon consultation with the Emergency Management Director, students who live in the affected area will be sheltered at the school

d. Principals:

- * Notify building occupants of incident and notify instructors who may be outside
- * Instruct teachers to take attendance
- * Parents who arrive at school should be invited to shelter with students

e. Bus Drivers:

- * Head away from area in an upwind direction
- * Wait for instructions from Transportation Supervisors

Supplemental Information

Overarching Goal:

Find clean air very quickly.

Specific Actions:

1. If attack is outdoors and you are outdoors, take shelter quickly in the closest building, close all windows/doors, and shut off flow of air. If inside, stay inside. Then, to the extent possible, move upstairs, find an interior room, and seal the room. Remain inside until told it is safe to leave and then ventilate and vacate the shelter immediately.
2. If attack is indoors, follow chemical attack response plans specific to your building. If these are not available, open windows and breathe fresh air. If open windows are not accessible, evacuate (using escape hood if available) by stairs to street or roof.
3. Once protected from chemical agent exposure, decontaminate by removing clothes and showering.
4. When conditions are safe to move about freely, seek medical treatment.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

HAZARDOUS MATERIALS INCIDENT (On Site): York Central School Buildings and Grounds.

1. PRE-EMERGENCY PLANNING
 - * Inventory all hazardous materials known to be kept on site
 - * Acquire material safety data sheets (MSDS) on all hazardous materials
 - * Review OSHA regulations
 - * Become familiar with County Hazardous Materials Response Plan
 - * Submit a list of hazardous materials to the local emergency response agencies and the local Emergency Planning Committee

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Director of Maintenance
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Transportation Director

3. PERSONS TO BE NOTIFIED
 - * Director of Maintenance
 - * Local fire department/emergency management services (EMS) agency: 911
 - * Law enforcement – 911
 - * NYS Department of Environmental Conservation (DEC) Spill Hotline:
1-800-457-7362
 - * Superintendent of Schools
 - * Business Administrator
 - * Building Principals
 - * PPS Director
 - * Transportation Director
 - * Director of Public Health: 243-7270
 - * Chemtrac: 1-800-424-9300

4. SEQUENTIAL RESPONSE/ACTION
 - a. General:
 - * Upon discovery or detection of any spill of a hazardous material, notify Superintendent of Schools and the local emergency response agencies – 911
 - * Based on information obtained about the substance, curtail or cease building operations as appropriate
 - * Notify school staff and students and evacuate the building

4. Sequential Response/Action (continued)
 - a. General:
 - * Evaluate the incident with the assistance of local emergency

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

response agencies, law enforcement, Director of
Emergency Management Services, School Superintendent and the Director of
Buildings and Grounds

- b. All Staff:
 - * Notify District Office of location
 - * Restrict phone calls to emergency use only
 - * Evacuate occupants to a safe area (upwind) or leave the building if necessary. If time permits and it can be safely achieved, students may go to lockers to get jackets.
 - * Ventilate contaminated rooms

- c. District Office:
 - * Notify Building Principals, Transportation and Buildings and Grounds of incident
 - * Direct Buildings and Grounds to shut down gas lines or HVAC system if necessary and to secure affected areas
 - * Activate nurse and First Aid qualified personnel to assist nurse. Nurse to establish triage area
 - * Assist building principals with student relocation process

- d. Principals:
 - * Notify building occupants of incident and notify instructors who may be outside
 - * Instruct teachers to take attendance
 - * Parents who arrive at school should be directed to safe zones

- e. Transportation Director:
 - * Organize for an early dismissal
 - * Be prepared to load students from alternate location
 - * Instruct bus drivers to travel away from area in an unwind direction

- 5. NEWS RELEASE
 - * Public Information Officer (PIO) to utilize policy and procedure for information to be released to the public (parents, etc.) and to the media.
 - * PIO will coordinate all information to be released through the Superintendent of Schools

Supplemental Information

Overarching Goal:

Find clean air very quickly.

Specific Actions:

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

1. If attack is outdoors and you are outdoors, take shelter quickly in the closest building, close all windows/doors, and shut off flow of air. If inside, stay inside. Then, to the extent possible, move upstairs, find an interior room, and seal the room. Remain inside until told it is safe to leave and then ventilate and vacate the shelter immediately.
2. If attack is indoors, follow chemical attack response plans specific to your building. If these are not available, open windows and breathe fresh air. If open windows are not accessible, evacuate (using escape hood if available) by stairs to street or roof.
3. Once protected from chemical agent exposure, decontaminate by removing clothes and showering.
4. When conditions are safe to move about freely, seek medical treatment.

HOSTAGE SITUATION

This would be a person taken and held, against his/her will, by means of physical force or threat of harm and held by an individual until certain conditions are met. A hostage situation must be carefully surveyed and evaluated. The safety of the hostage(s), faculty, and police is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained, the more likely it is that the situation will be concluded without violence.

Actions to take:

1. Immediately contact 911 for law enforcement
2. Initiate school lock-down:
 - a. Upon hearing a call for lock-down, teachers go to hall and look in corridor for suspicious activity
 - b. Direct students to a place in the room where they are shielded from being observed or exposed to explosive device fragmentation as appropriate
 - c. Allow no students to leave nor enter
 - d. Close and lock doors and windows
 - e. Obstruct view through classroom window
 - f. Call office if you observed anything suspicious or have a child out of your room (i.e., bathroom)
 - g. Faculty/staff take attendance and submit to office
 - h. Stand by for further instructions
3. Avoid any reckless and/or imprudent action; i.e., don't force the issue physically or mentally, keep a distance, don't make quick moves, etc.
4. Use time as a tool to de-escalate this very tense situation
5. Get down if you hear a loud noise
6. Identify the hostage taker, location, and any weapons
7. Contain the situation and, if possible, remove all innocent persons
8. Let the professionals negotiate
9. If you are taken hostage:
 - a. Again, don't force the issue physically or mentally, keep a distance, don't make quick moves, etc.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- b. Change your mind-set from one of authority to “hostage”
- c. Keep your cool! Don’t “power trip”
- d. Do not become a spokesperson for the system
- e. Don’t defend the system/school
- f. Do not negotiate, dictate, confront, antagonize, defend, or plead
- g. Make yourself human; i.e., talk about your wife, husband, children, etc. If you are seen as a human being and less like a stranger, the potential for injury decreases.
- h. Carefully evaluate an escape plan. Any escape does have the potential to cause injury to you and others.

RADIOLOGICAL/NUCLEAR INCIDENT

- 1. PRE-EMERGENCY PLANNING
 - * Become familiar with the County Disaster Plan
 - * Coordinate school district plan
 - * Familiarize with notification procedures of any fixed nuclear facilities in proximity of the school district

- 2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director
 - * Director of Emergency Management Services
 - * Director of County Public Health Department

- 3. PERSONS TO BE NOTIFIED
 - * Superintendent of Schools
 - * Business Administrator
 - * Building Principals
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director
 - * BOCES District Superintendent

- 4. SEQUENTIAL RESPONSE/ACTION
 - * Upon notification of a problem, follow directions of the Director of Emergency Management Services
 - * Institute appropriate procedures. School in session: shelter in place.
 - * Cancellation prior to school hours; implement standard media notification.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Monitor AM/FM radio and television news reports
- * Contact the Director of Emergency Management Services for current status of radiation problem
- * Resume normal activities when advised by the Director of Emergency Management Services

SUPPLEMENTAL INFORMATION

Overarching Goal:

Avoid inhaling dust that could be radioactive.

Specific Actions:

1. If an explosion occurs outdoors and you are informed of an outside release of radiation and you are outside, cover nose and mouth and seek indoor shelter. If you are inside an undamaged building, stay there. Close windows and doors and shut down ventilation systems. Exit shelter when told it is safe.
2. If an explosion occurs inside your building or you are informed of a release of radiation, cover nose and mouth and go outside immediately.
3. Decontaminate by removing clothing and showering.
4. Relocate outside the contaminated zone, only if instructed to do so by public officials.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

NUCLEAR INCIDENT

SUPPLEMENTAL INFORMATION

Overarching Goal:

Avoid radioactive fallout: evacuate the fallout zone quickly or, if not possible, seek best available shelter.

Specific Actions:

1. Move out of the path of the radioactive fallout cloud as quickly as possible (less than 10 minutes when in immediate blast zone) and then find medical care immediately.
2. If it is not possible to move out of the path of the radioactive fallout cloud, take shelter as far underground as possible, or if underground shelter is not available, seek shelter in the upper floors of a multistory building.
3. Find ways to cover skin, nose, and mouth, if it does not impede either evacuating the fallout zone or taking shelter.
4. Decontaminate as soon as possible, once protected from the fallout.
5. If outside the radioactive fallout area, still take shelter to avoid any residual radiation.

SCHOOL BUS ACCIDENT

ONSITE AND OFFSITE

1. Procedure:
 - a. Transportation Supervisor or his/her designee (“School Accident Official”) shall release no district student or staff member from the scene of a school bus accident except when emergency medical transport is necessary. Any student or staff complaint of any injury, or any cause for doubt, shall be cause for evaluation by appropriately trained medical personnel, including transportation to a hospital emergency room as necessary.
 - b. The Transportation Supervisor or his/her designee (School Accident Official) on site will be the decision-maker for any student matters not under the jurisdiction of Emergency Medical Services (EMS) personnel.
 - c. Any decisions regarding the treatment, disposition or hospitalization of students will be made by the Emergency Medical Services personnel on site in conjunction with the school nurse if available. The Transportation Supervisor or his/her designee (School Accident Official) may act “in loco parenti” in any matter not under the jurisdiction of Emergency Medical Services personnel. The Transportation Supervisor or his/her designee (School Accident Official) on site may accept responsibility for any students released by Emergency Medical Services personnel and sign any reports/forms as required by

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

EMS. In any case of disagreement on site, the Transportation Supervisor or his/her designee (School Accident Official) will yield to the Emergency Medical Services personnel, the more conservative position of student safety.

2. Bus Drivers Notification Procedure

- a. Upon the occurrence of any school bus accident of any magnitude involving District students or staff, the school bus driver shall immediately notify the Transportation Supervisor or his/her designee and give an accurate accounting of the accident and the status of the passengers. If the Transportation Supervisor or his/her designee cannot be immediately reached, the driver shall use the necessary measures to:
 - (1) summon emergency medical personnel and
 - (2) notify the Superintendent of Schools or his/her designee. This reporting responsibility shall be reviewed with drivers at the annual orientation meeting and reinforced on a regular basis throughout the school year.

3. School District Transportation Department Notification Procedure:

Upon the occurrence of any school bus accident of any magnitude involving District students and/or staff, the Transportation Office shall IMMEDIATELY notify:

- a. Emergency medical personnel, including school nurse
- b. Law enforcement officer
- c. Internal notification:
 - (1) Superintendent of Schools
 - (2) Business Administrator
 - (3) Building Principals
- d. New York State Department of Transportation

4. Response Procedure:

- a. Transportation Supervisor or his/her designee immediately dials 911 and requests:
 - (1) Fire departments to:
 - * control fires, explosions, lighting and assist and direct emergency rescue operations in cooperation with the ambulance crews
 - * direct emergency vehicle and equipment traffic at the accident scene
 - (2) Ambulance service to:
 - * render emergency medical care
 - * coordinate medical operations
 - * transport victims to medical facility
 - (3) Transportation Department procedures:
 - * dispatch a school bus to the scene to assist in holding those victims not injured and/or those with minor injuries
 - * dispatch bus to cover remainder of the disabled vehicle's assignments
 - * notify the Superintendent of Schools or his/her designee and Business Official of the event
 - * notify building principals of schools involved which the bus is serving

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- b. District Employees:
- * Principal and/or designee will be responsible to notify parents from the composite bus list located at the bus garage. After scene assessment it may also be necessary for principal and/or designee to go to hospitals to identify injured students who are unable to communicate and do not have adequate identification. School nurse will be notified and/or dispatched when an accident occurs.
 - * Transportation Supervisor or his/her designee and necessary support personnel go immediately to scene.
 - * Superintendent or his/her designee will report to the scene of an accident if appropriate.
 - * Public Information Officer will dispense any information.
 - * Notify New York State Department of Transportation of accidents involving mechanical failure, personal injury or death.
 - * Notify New York State Education Department of all accidents regardless of the seriousness. Accidents involving death should be reported by telephone to the NYS Director of Transportation at 518-474-4738.
 - * Driver involved is required to fill out Motor Vehicle Form 104 as soon as possible, workmen's compensation form, and submit to drug and alcohol testing.
- c. Accident Procedure for Drivers:
- Stay calm; check students for injuries
 - * Stop the bus and turn off ignition after transmission of accident information
 - * Use 2-way radio code or send a responsible person for help if necessary to notify school district Transportation Department or District Office
 - * Set out reflectors and flags
 - * Make pupils as safe and comfortable as possible, moving them to a safe and comfortable location if necessary. If there is no danger of fire or the bus is not positioned so it is subject to greater damage or danger to pupils, keep them on the bus.
 - * Children will not be allowed to hitchhike or walk from the scene
 - * If injuries, do not move injured unless necessary to protect life
 - * Uninjured: All uninjured students are to be loaded onto the second bus, returned to school, and report to the nurse's office. Students will be released by school nurse from school.
 - If needed: one nurse at school and one nurse at the scene
 - * Get license plate number and other pertinent information of all vehicles involved
 - * Get the names and addresses of all persons involved in the accident and all of the witnesses. Compile a list of students on the bus.
 - * Keep onlookers away from the injured
 - * Give first aid attention to persons who require it, if properly trained

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Do not argue or try to place blame for the accident.

- d. Accident Site Procedures
The Transportation Supervisor or his/her designee on the site will be the decision-maker for any student matters not under the jurisdiction of Emergency Medical Services (EMS) personnel.

- e. Follow-Up of Bus Accidents:
The day after an accident a team designated by the school principal to include possibly the school nurse, the psychologist, counselors, or social worker will attempt to contact all families to ensure there are not residual concerns, problems or questions. Any lingering medical problems should be referred to private physicians. Any administrative matters should be reported to the Superintendent.

- f. Medical Incident on Bus:
If a medical event such as seizure, insect bite reaction, psychological outburst, or similar potential medical emergency occurs while a bus is en route, the driver will immediately notify the Transportation Supervisor or his/her designee and 911.

SEWAGE SYSTEM FAILURE

- 1. PRE-EMERGENCY PLANNING
 - * Have staff familiarize themselves with operation of sewage system.

- 2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Director of Maintenance
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Transportation Director

- 3. PERSONS TO BE NOTIFIED
 - * Superintendent of Schools
 - * Business Administrator
 - * Building Principals
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director
 - * County Health Department
 - * BOCES District Superintendent

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

4. SEQUENTIAL RESPONSE/ACTION

- * Upon discovery or detection of a sewage problem, notify Head Custodian
- * Evaluate problem insofar as possible
- * Notify persons in No. III above
- * Curtail or cease building operation, as appropriate. Notify staff, parents, and students
- * Once certified by a qualified source (e.g., engineer), resume normal activities. Advise staff, parents and students

SUICIDE THREAT

The objective in such a situation is to keep the person from committing the act OR if he/she has already hurt himself/herself, to get medical attention and prevent a needless death. Handling suicide threats requires the utmost sincerity, empathy and tact. The longer you delay the act, the more likely it is the person will be rescued and receive the professional help he/she needs.

Actions to take:

1. Contact appropriate counselor, building principal, or school nurse
2. Stall for time so an appropriate person may be able to affect the rescue
3. Appeal to the person's emotions
4. Reassure the person that you and others want to help
5. Activate the school crisis team
6. Initiate school lock-down:
 - a. Upon hearing a call for lock-down, teachers go to hall and look in corridor for suspicious activity
 - b. Direct students to a place in the room where they are shielded from being observed or exposed to explosive device fragmentation as appropriate
 - c. Allow no students to leave nor enter
 - d. Close and lock doors and windows
 - e. Obstruct view through classroom window
 - f. Call office if you observed anything suspicious or have a child out of your room (i.e., bathroom)
 - g. Faculty/staff take attendance and submit to office
 - h. Stand by for further instructions

If a weapon is involved, you MUST:

1. Exercise CAUTION – KEEP AWAY!! (at least 50 feet)
2. Don't jeopardize your personal safety
3. If the person does not voluntarily give up the weapon/plan, attempt to stall until the police arrive.

SEVERE THUNDERSTORM/LIGHTNING

1. PRE-EMERGENCY PLANNING

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Become familiar with the County Disaster Plan
 - * Coordinate school district plan
 - * Identify potential areas on district property that could cause damage or injury to staff/students
2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
- * Superintendent of Schools
 - * Business Administrator
 - * School Principals
 - * Director of Buildings and Grounds
 - * PPS Director
 - * Transportation Supervisor
3. PERSONS TO BE NOTIFIED
- * Superintendent of Schools
 - * Business Administrator
 - * School Principals
 - * PPS Director
 - * Transportation Director
 - * Director of Maintenance
 - * BOCES District Superintendent
5. SEQUENTIAL RESPONSE/ACTION
- a. All Staff:
 - * Restrict phone calls to emergency use only
 - * Close all windows on buses and in classrooms
 - * Do not use pool
 - * Turn off computers
 - b. District Office:
 - * Notify Building Principals, Transportation, and Buildings and Grounds of oncoming storm.
 - c. Principals:
 - * Notify building occupants of storm and notify instructors who may be outside of oncoming storm
 - d. General:
 - * Curtail all outside activities if thunder is heard, lightning seen, or sky is threatening
 - * Summon all persons into building(s), take shelter, make sure glass doors and windows are avoided
 - * Continue monitoring storm; if damage is sustained, contact appropriate entity within the school district
 - * Notify Director of Emergency Management Services and BOCES District Superintendent

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

TORNADO

1. PRE-EMERGENCY PLANNING
 - * Become familiar with the County Disaster Plan
 - * Coordinate school district plan
 - * Review shelter procedures
 - * Identify safe areas within the building(s)

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director

3. PERSONS TO BE NOTIFIED
 - * Superintendent of Schools
 - * Business Administrator
 - * School Principals
 - * PPS Director
 - * Transportation Director
 - * Director of Maintenance
 - * Director of Emergency Management Services
 - * BOCES District Superintendent
 - * Police, Fire, EMS (911)

4. SEQUENTIAL RESPONSE/ACTION
 - a. All Staff:
 - (1) Notify District Office of storm
 - (2) Curtail all outside activities (sporting events, playground use, grounds activities)
 - (3) Restrict phone calls to emergency use only
 - (4) Do not occupy the gym, auditorium, elementary cafeteria, or pool
 - (5) Stay away from areas with large windows; close windows, blinds

If a tornado is spotted, enter small rooms or halls where there are no windows. Instruct children to get in the tuck position with hands over heads. Remove items in occupied halls that could be projected. (Injuries typically occur from flying objects.)

 - b. District Office:
 - (1) Notify Building Principals, Transportation, and Buildings and Grounds of storm
 - (2) Direct Buildings and Grounds to shut down gas lines if tornado is

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- spotted and ensure exterior doors are closed
- (3) Establish parent-staff informational devices
- (4) Consul with Emergency Management Services Director (911)
- (5) If a tornado hits building, contact 911

c. Building Principals:

- (1) Notify building occupants of storm and notify instructors who may be outside of oncoming storm
- (2) Instruct teachers to take attendance
- (3) Parents who arrive at school will not be allowed to take children until a decision has been made by the Superintendent and the Emergency Management Services Director
- (4) Collect attendance

d. Bus Drivers – Action When Exposed on Open Road:

- 1. Head away from tornado at right angle
- 2. Find shelter under an overpass
- 3. Open windows and have students drop and tuck on floor
or
- 4. If tornado is in the bus path: evacuate bus near a ditch or ravine for students to lie in with hands over heads

5. Monitor National Weather Service Broadcast or AM/FM radio:

- * If a tornado is sighted or a tornado warning is issued for the county, curtail all outside activities.
- * Take shelter in hallways at lowest floor level (basement of building) possible
- * Stay away from windows and stay out of large rooms such as cafeterias or gymnasiums
- * Report all damage to the proper entity
- * Notify the Director of Emergency Management Services and BOCES District Superintendent of any damage or injury to staff/students

Preplan: Weather Service updates are transmitted from the State Education Department in Albany as well as from our Genesee Valley BOCES District Superintendent.

TRANSPORTATION FLEET LOSS

1. PRE-EMERGENCY PLANNING

- * Establish Mutual Aid Agreements with surround school districts.

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION

- * Transportation Director
- * Superintendent

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Business Administrator
- * Secondary Principal
- * Elementary Principal
- * PPS Director
- * Director of Maintenance

3. PERSONS TO BE NOTIFIED

- * Transportation Director
- * Superintendent of Schools
- * Business Administrator
- * Building Principals
- * PPS Director
- * Director of Maintenance

4. SEQUENTIAL RESPONSE/ACTION

- * If school is not in session, assess loss and make decision regarding cancelling school. Cancel if conditions warrant. Inform staff, students and parents.
- * If loss is associated with a community disaster, notify County Emergency Management Services.
- * If buses cannot be repaired immediately, arrange for alternate transportation through lease or contract.
- * If school is in session, provide alternate transportation service. Advise staff, students, and parents.

UNAUTHORIZED PERSON(S) ON SCHOOL GROUNDS:

This would consist of any person entering the school who is not school personnel or a registered student. Staff and faculty should automatically recognize and question the presence of unauthorized persons on school grounds.

1. General actions to be taken:

Determine whether the person is a legitimate visitor or a threat to school safety.

Escort all visitors to the office to sign in and obtain a badge.

If a person is suspected of posing a threat:

- * Immediately contact 911 for the police
- * Initiate school lock-down
- * Do not engage in a violent confrontation. Take every other step to ensure your safety and that of students.
- * Identify the person, person's location, and note if any weapon visible.
- * Contain the situation and, if possible, remove all innocent persons.

2. Any Staff Member:

- a. Notify Principal's office immediately
- b. The Principal's office will notify law enforcement

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- c. Try to obtain a license plate number or description of vehicle if individual leaves, report information to Principal's office
 - d. Communicate with individual in a calm voice
 - e. Try to isolate person to talk about the issues someplace else or ask to let others leave the room
 - f. Do not release information to the media; refer to District Office
3. Principal:
- a. Initiate lock-down **if necessary**
 - b. Go to location unauthorized person(s) was last seen to observe individual **if determined appropriate**
 - c. Keep students from congregating in hallways
 - d. Notify District Office
 - e. Assist police with investigation
 - f. Refer media to District Office
4. Principal's Secretary:
- a. Dial 911 (law enforcement) for assistance
 - b. Refer all questions to District Office and tell staff to wait for debriefing meeting after school depending upon event
5. District Office:
- a. Prepare staff meeting information
 - b. Activate Tragic Events Plan if necessary
 - c. Handle media inquiries
6. Lock-Down Procedure:
- a. Upon hearing a call for lock-down, go to hall and look in corridor for suspicious activity
 - b. Direct students to a place in the room where they are shielded from being observed or exposed to explosive device fragmentation as appropriate
 - c. Allow no students to leave nor enter
 - d. Close and lock doors and windows
 - e. Obstruct view through classroom window
 - f. Call office if you observed anything suspicious or have a child out of your room (i.e., bathroom)
 - g. Faculty/staff take attendance and submit to office
7. Preplan:
- Enforce Security Badge system. All employees are asked to help enforce the following system:
- Visitors, including parents, are asked to observe the following procedures:
- a. Report to the appropriate office (Elementary or High School) and state purpose of visit

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- b. Sign in
- c. Receive and wear a visitor's pass
- d. Conduct business
- e. Report back to office, sign out, and return the visitor's pass

Parents will sign children out of the office.

Check with parents before releasing student to someone who has not been previously designated (Principal's Secretary)

WATER EMERGENCY

1. PRE-EMERGENCY PLANNING
 - * Become familiar with the County Disaster Plan
 - * Understand special procedures of the County Health Department relating to water emergencies

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION
 - * Superintendent
 - * Business Administrator
 - * Secondary Principal
 - * Elementary Principal
 - * PPS Director
 - * Director of Maintenance
 - * Transportation Director

3. PERSONS TO BE NOTIFIED
 - * Director of Maintenance
 - * Superintendent of Schools
 - * Business Administrator
 - * Municipal water supplier
 - * Building Principals
 - * PPS Director
 - * BOCES District Superintendent
 - * County Health Department
 - * Director of Emergency Management Services

4. SEQUENTIAL RESPONSE/ACTION
 - * Upon discovery or detection of a water failure, notify Superintendent of Schools and Director of Buildings/Grounds
 - * Evaluate problem and commence appropriate response toward repairs; consult with municipal water supplier
 - * Curtail or cease building operations as appropriate

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

- * Issue a directive or advise students and staff
- * Coordinate response actions with the Director of Emergency Management Services and the County Health Department
- * Institute standard media notification procedures when necessary

WINTER STORM

1. PRE-EMERGENCY PLANNING

- * Become familiar with the County Disaster Plan
- * Coordinate school district plan
- * Review winter road clearance procedures with Town Highway Departments.
- * Understand the terminology associated with winter storm (see attached list of definitions)
- * Review shelter operations, “go home early” procedures, and school closing procedures

2. PERSONS AUTHORIZED TO TAKE IMMEDIATE ACTION

- * Superintendent
- * Business Administrator
- * Secondary Principal
- * Elementary Principal
- * PPS Director
- * Director of Maintenance
- * Transportation Director

3. PERSONS TO BE NOTIFIED

- * Superintendent of Schools
- * Business Administrator
- * School Principals
- * PPS Director
- * Transportation Director
- * Director of Maintenance
- * Staff

4. SEQUENTIAL RESPONSE/ACTION

- * If school is in session, monitor weather and road conditions and consider appropriate response actions – early dismissal or shelter in place
- * Decision for emergency action is made. Inform BOCES District Superintendent and Town Highway Department
- * Cancellation prior to school hours – implement standard media notification procedures
- * Notify County Emergency Management Services if shelter operations are to be implemented
- * Institute phone tree for staff notification

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

DEFINITIONS

WINTER STORM WATCH

Indicates severe winter weather conditions may affect your area (freezing rain, sleet, or heavy snow may occur either separately or in combination thereof).

WINTER STORM WARNING

Indicates that severe winter weather conditions are imminent.

HIGH WIND WATCH

Indicates sustained winds of at least 40 miles per hour or gusts of at least 50 miles per hour or greater are expected to last for at least one hour. (In some areas this means strong gusty winds occurring in short time periods.)

HEAVY SNOW WARNING

Indicates snowfalls of at least 4 inches in 12 hours or 6 inches in 24 hours are expected. (Heavy snow can mean lesser amounts where winter storms are infrequent.)

BLIZZARD WARNINGS

Are issued when sustained wind speeds of at least 35 miles per hour are accompanied by considerable falling and/or blowing snow. Visibility is dangerously restricted.

TRAVELERS' ADVISORIES

Are issued to indicate that falling, blowing, or drifting snow, freezing rain or drizzle, sleet, or strong winds may make driving difficult.

WIND CHILL

Is the effect of wind, in combination with actual temperatures, which increases the rate of heat loss to the human body. Wind chills at or below -25 Degrees Fahrenheit become dangerous for medical conditions such as frostbite. Schools should strongly consider closing and/or canceling activities if the Wind Chill factor dips to -25.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

APPENDICES

The appendices are included for the purpose of documenting vital information necessary for emergency response. These tables should be completed with the requested information or a suitable replacement inserted in their place. This information should be continually updated to avoid confusion and delay during emergency response.

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Appendix A – Communications

The following tables should be completed with the requested information. Expand tables to include all information as needed.

Building – Administrative Staff

Name	Title	Contact #	Safety Team Member	CPR & AED Certified
David Furletti	Superintendent of Schools	585-243-1730	Yes	
Lindsey Peet	Middle/High School Principal	585-243-1730	Yes	
Mary Kate Hoffman	Elementary Principal	585-243-1730	Yes	
William Snyder	Business Administrator	585-243-1730	Yes	
Ameigh Coates	PPS Director	585-243-1730	Yes	

District Contact Information

Name	Title	Contact #	Safety Team Member
Tony Gullo	Director of Maintenance	585-243-1730	Yes

Transportation Contact Information

Name	Title	Contact #	Safety Team Member
Dwayne Dougal	Director of Transportation	585-243-1730	Yes
Larry Holbrook	Mechanic	585-243-1730	No

External Contact Numbers (Non-Emergency)

Name	Title	Contact #	Safety Team Member
Thomas Dougherty	Liv. Co. Sheriff	911	No
Kevin Neidermaier	Liv. Co. EMS	911	Yes
Kevin MacDonald	BOCES District Superintendent	585-344-7900	No

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version 1.3 – 10/2018

Appendix B – Incident Command System (ICS)

COMMAND STAFF

Incident Commander / Chief Emergency Officer

	Name	Title
Primary	David Furletti	Supt. Of Schools
Alternate	William Snyder	Business Official
Alternate	Lindsey Peet	MS/HS Principal

Safety Officer

	Name	Title
Primary	Rebecca Kane	SRO
Alternate	Michelle DuBiel	Security Aide

Liaison Officer

	Name	Title
Primary	David Furletti	Supt. Of Schools
Alternate	William Snyder	Business Official
Alternate	Lindsey Peet	MS/HS Principal

Public Information Officer

	Name	Title
Primary	David Furletti	Supt. Of Schools
Alternate	William Snyder	Business Official
Alternate	Lindsey Peet	MS/HS Principal

COMMAND POSTS

	Primary	Alternate	Alternate
Interior	Board Room	Aux. Gym	Auditorium
Exterior	Bus Garage	Parking Lot Corner of Retsof Av. And Rte. 63	

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Appendix C – Emergency Response Teams

8 NYCRR Section 155.17 (e)(2)(ii) – requires the designation of an emergency response team, other appropriate response teams, and a post-incident response team. The following tables are provided for the documentation of those teams your schools ERT and PRT, please add additional tables if other response teams are utilized.

Emergency Response Team

Name	Title	Contact #
David Furletti	Superintendent of Schools	585-243-1730
Rebecca Kane	School Resource Officer	585-243-1730
Lindsey Peet	Middle/High School Principal	585-243-1730
Mary Kate Hoffman	Elementary Principal	585-243-1730
William Snyder	Business Administrator	585-243-1730
Ameigh Coates	PPS Director	585-243-1730
Michelle DuBiel	Security Aide	585-243-1730
Tony Gullo	Director of Maintenance	585-243-1730
Heidi Newcomb	District Office Admin. Asst.	585-243-1730
Valerie Kingsley	School Nurse	585-243-1730
Dwayne Dougal	Transportation Director	585-243-1730
Bill MacKenzie	Teacher	585-243-1730
Kevin Neidermaier	Livingston County EMS	911

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Post Incident Response Team

Name	Title	Contact #
David Furletti	Superintendent of Schools	315-956-4743
Rebecca Kane	School Resource Officer	585-243-1730
Lindsey Peet	Middle/High School Principal	585-243-1730
Mary Kate Hoffman	Elementary Principal	585-243-1730
William Snyder	Business Administrator	585-243-1730
Ameigh Coates	PPS Director	585-243-1730
Michelle DuBiel	Security Aide	585-243-1730
Heidi Newcomb	District Ofc. Admin. Asst.	585-243-1730
Dwayne Dougal	Transportation Director	585-243-1730
Kevin Neidermaier	Livingston County EMS	911

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Appendix D - Memoranda of Understanding (MOU)

NA

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Appendix E - Master Class Schedule

Master Class Schedule available via SchoolTool (web or app)

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICIAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Appendix F – Building/Grounds/Local Road Maps

8 NYCRR 155.17 (e)(2)(iii) Procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.

Available via Rapid Responder (online system)

YORK CENTRAL SCHOOL SAFETY PLAN
FOR OFFICAL USE ONLY
NYS BLS ERP version1.3 – 10/2018

Appendix G – Student/Staff/Guest with Special Needs

Information available via SchoolTool (web or app)