

MORAVIA CENTRAL SCHOOL DISTRICT
Moravia, New York 13118

Moravia Central School District
District-wide School Safety Plan

June 2024

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MORAVIA CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

FOREWORD

This District-Wide School Safety Plan was prepared under the direction of the Board of Education of the Moravia Central School District, in accordance with the requirements of the Safe Schools Against Violence in Education Act.

AUTHORITY

The Board of Education of the Moravia School District recognizes that a variety of natural, manmade and civil events present potential threats to the safety of the schools, their occupants and the community.

Therefore, on July 9, 2001, this Plan was adopted by the Board of Education, to become effective July 1, 2001.

LEGAL BASIS FOR PLAN

This plan is developed in accordance with Chapter 181 of the Laws of 2000 and in recognition of the District's legal responsibilities during emergency situations, as set forth in Article 2-B of the New York State Executive Law. This Plan supersedes all previous emergency and safety plans, effective July 1, 2001.

STATEMENT OF PURPOSE

The District-Wide School Safety Plan is designed to prevent or minimize the effects of serious violent incidents and emergencies, and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

The District-Wide School Safety Plan will provide a comprehensive multi-hazard framework that addresses crisis intervention, emergency response and management at the District level, in accordance with Law.

Building-Level School Safety Plan(s) are designed to provide a building specific response plan that addresses crisis intervention, emergency response and management at the building level, and contain all the elements required by Law.

KEY COMPONENTS OF THE REGULATION

Each school district and BOCES must adopt District-Wide School Safety Plans and Building-Level School Safety Plans by July 1, 2001. The District-Wide School Safety Plan will be

available for public review. Individual building-level plans shall not be available for public review.

The plan(s) shall be designed to ensure integration and coordination with law enforcement, safety and emergency planning and response authorities at the local, county and state levels.

The District Plan shall be prepared by the District-Wide School Safety Planning Team. Provisions shall be made for a District Crisis Management Team, Building-Level School Safety Teams, Building-Level Emergency Response Teams, and Building-Level Post Incident Response Teams, all constituted in accordance with the Law.

The District-Wide School Safety Plan shall include the following components:

- Identification of sites of potential emergencies
- Description of specific responses to specific emergencies, including a description of plans for dealing with school cancellations, early dismissal, evacuation and sheltering, in accordance with the Law.
- Policies and procedures for responding to threats and acts of violence.
- Appropriate prevention, intervention, and communication strategies, including but not limited to peer mediation and mentoring programs, youth courts, conflict resolution training and de-escalation strategies and training, bullying and violence prevention education, anonymous reporting mechanisms for incidents of school violence, and collaborative arrangements with other agencies and officials designed to ensure training for school students and personnel.
- Description of arrangements, policies and procedures for contacting and obtaining assistance from law enforcement authorities, emergency services and government agencies.
- Procedures for obtaining advice and assistance in the implementation of Article 2-B of the Executive Law. (Contact school attorney)
- Identification of district resources for use in emergencies.
- Description of procedures to coordinate use of school district resources and manpower during emergencies.
- Policies and procedures for contacting parents or guardians in the event of a violent incident or early dismissal.
- Policies and procedures relating to building security and safety, including safety related duties of staff and use of security devices.
- Procedures for dissemination of instructional and informational materials regarding early detection and intervention of potentially violent behaviors, including identification of appropriate recipients of such materials.
- Emergency response protocols for various hazards.
- Training and Plan testing requirements, including annual review, tabletop exercises, coordination with local, county and state law enforcement authorities and multi-hazard school safety training for staff and students.
- A system of informing all educational agencies including private schools and preschools within the school district of an emergency.

- Information on District school population, number of staff, transportation needs, and phone numbers of key officials.

The Moravia Central School District will inform all students, staff and parents about the District-Wide and Building-Level School Safety Plan(s) annually. All School Safety Plans must be updated annually July of each year.

The District will conduct tests of its School Safety Plan(s) for sheltering and early dismissal annually and in accordance with the Law, and as determined necessary by school officials.
Assumptions

While it is likely that outside assistance would be available in most serious emergency situations affecting the Moravia School District, it is necessary for the District buildings to have plans to carry out immediate responses during the first stage of an emergency. School staff must also prepare to coordinate resources with the larger community in the event of a more widespread emergency. In keeping with the national and county strategy of developing an integrated emergency management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations. The pre-school included in this coordination is (insert name here).

ANALYSIS OF HAZARDS

NATURAL DISASTERS

Analysis of previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds have also been known to cause significant damage in the area.

There is a moderate likelihood of damage from earthquake, hurricane path storms, and flooding. There is a low risk of a tornado, based on a historical analysis of weather patterns.

MANMADE DISASTERS

District facilities are located along NYS Route 38. There is some risk posed by the possibility of a tractor trailer accident / spill along this corridor. Nuclear disaster, while considered a low probability risk, is also addressed in this plan.

CIVIL DISTURBANCES

District buildings have as much likelihood of being impacted by civil disturbances as any other educational institution. District proximity to a maximum security NYS Correctional Facility may put it at a slight additional risk.

SCHOOL DISASTERS

Fire, explosion, water line breaks or toxic substance release could occur in or near the buildings of the District, as could a mass illness such as food poisoning.

IMPLIED OR DIRECT THREATS OF VIOLENCE AND VIOLENT ACTS

Building occupants may be subject to implied or direct threats of violence or violent acts by other building occupants or outside agents.

DESCRIPTION OF THE DISTRICT AND FACILITIES

The District is located wholly within Cayuga County and is comprised of approximately 23 square miles in the Towns/Villages of Moravia, Locke, Niles, Sempronius, Summerhill, Venice, Skaneateles, and Lansing. The District operates three schools housed in two main buildings.

The Moravia High/Middle School campus lies on a 15-acre plot fronting NYS Route 38 in the Village of Moravia. The school is a multi-level brick facility that was built in 1955 and expanded in 1995. The high/middle school houses approximately 500 students and about 60 staff.

The Millard Fillmore Elementary School campus is approximately 34 acres situated at the boundary of a residential community in the Village of Moravia. The building is a multi-level brick facility that was built in 1966 and expanded in 1995. Fillmore houses about 450 students grades Pre-K to 5, and approximately 90 staff.

STAFF IDENTIFICATION

All District personnel shall wear and display identification badges at all times while at work. All BOCES and outside personnel shall be required to wear either BOCES identification or guest identification acquired from the building office(s).

HAZARD MITIGATION

Regular safety inspections are undertaken in all buildings to minimize known safety hazards within the facilities. Regular drills of the building plans will be held to prepare staff and students to react appropriately in an emergency situation. School Safety Emergency Response Team(s) as required by Law will respond to certain emergency situations. School Safety Emergency Response Team operating protocol(s) will be incorporated into the Building Plans in the section, Emergency Protocol (Medical).

CONCEPT OF OPERATIONS

This plan is based on the concept that emergency responsibilities for Moravia School District personnel will generally parallel their normal day-to-day functions. This is necessary to maintain organizational continuity and assign familiar tasks to personnel. It is also recognized that staff having school safety and emergency responsibilities needs specialized, ongoing training if they are to exhibit optimal performance during actual school safety/emergency situations.

Similarly, building occupants and local emergency responders who are impacted by or respond to emergency situations need to test and practice emergency activities on a regular basis to ensure that emergency routines are familiar and effective.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In order to assure effective response in an emergency, the Superintendent, his/her designee, or a Building Principal or his/her designee may declare a state of school emergency, immediately implementing the Building-Level School Safety Plan.

As soon as feasible, a Crisis Command Post will be placed into service, and the District Crisis Management Team will report there. The Superintendent will direct emergency operations until such time as emergency response personnel or law enforcement authorities assume operational command. The Superintendent will then take responsibility as the information and communication liaison with command authorities.

In the absence of the Superintendent, a designee or member of the District Crisis Management Team will take responsibility for organizing emergency operations, according to the chain of command listed in Figure 1.

PREVENTION, INTERVENTION AND COMMUNICATION STRATEGIES

The district provides appropriate prevention, intervention and communication strategies to diminish the threat of violence in our schools, including, but not limited to programs such as:

- 6 Pillars of Knighthood
- Peer Mediation
- Youth Court
- Suicide Prevention
- Choice/Reality Theory
- KELSO
- Lunch Buddies/Special Friends
- Gang Awareness Prevention (GAP)
- Eddie Eagle
- Access to BOCES Management Services (Right to Know, EAP, School Improvement)
- Project Wisdom
- Rachel's Challenge
- FLIP it
- TCI
- Social Workers
- CRO
- Developmental Asset Program

In addition, we participate in several county-wide initiatives focused on improving the quality of life in Cayuga County.

TRAINING

Program training for staff and students are provided through assemblies, faculty meetings, direct classroom instruction, dissemination, and BOCES in-service programming. Information is provided via student/faculty handbooks, the district code of conduct, newsletters, and school calendars.

CHAIN OF COMMAND DURING EMERGENCY RESPONSE

District Crisis Management Team

Superintendent

School Business Administrator

Director of Curriculum/Staff Development

Principal – Moravia High School

Principal – Moravia Middle School

Principal – Millard Fillmore Elementary

District Safety Coordinator

District Safety Team Members

Building Safety Team Members

School Cleaners

School Nurses

School Counselors

School Psychologist(s)

School Security Guard(s)

Transportation Supervisor

Director of Facilities II

Others as Appointed

USING THE BUILDING LEVEL PLAN(S)

The **introductory section** will define the legal basis, purpose and required components of the Plan, and provides guidance of its use. It is intended to help the general public, staff, and those who must implement the plan understand the origin and legal basis for the plan.

The **functional directories** describe in detail the procedures for managing emergencies in terms of the specific functions, such as communications, operations during an emergency, information on

evacuations and sheltering, and training that are necessary in order for the plan to be effective.

The **hazard specific protocols** provide specific guidelines for action in various types of emergency situations, including notification requirements and responsibility for immediate actions to be taken.

The **fourth section** outlines standard operating procedures and includes floor plans of the building and emergency telephone numbers.

Use the index to locate information on specific disasters and other appended materials.

PARENTAL NOTIFICATION

Parents of all students who attend the schools of the District shall be notified annually regarding this Plan and any drills that involve early dismissal. Notification will be made by announcement in the fall newsletter, mailed to the home of every student.

STAFF AND FACULTY TRAINING

In order to implement this plan effectively, all faculty and staff will receive appropriate training in emergency procedures, safety, violence identification and prevention and other areas determined by the Board of Education. Special emphasis will be placed on training for the School Safety Emergency Response Team members, the District Crisis Management Team, and staff having specific emergency/safety duties.

PLAN MODIFICATION AND MAINTENANCE

The plan shall be evaluated and updated after each drill and annually no later than July of each year. The District Crisis Management Team shall recommend all changes (other than those in names and phone numbers of personnel) to the Board of Education. Modifications approved by the Board of Education shall be noted upon the Plan Modification Record and replacement sheets shall be forwarded to all plan holders.

PLAN MODIFICATION RECORD

CHANGES:

JUNE 2024

Change: As a result of implementing a new and updated version of the plan, responsibilities and plan components have been modified.

New versions sent to: (list all copyholders)

Moravia High School:
Moravia Middle School:

Principal Jeff Green
Principal Carrie Love

Millard Fillmore Elementary School:	Principal Karen DiVietro
Director of Curriculum/Staff Development:	Lindsay Berkeley
Director of Facilities II:	Dale Sharpsteen
Transportation Supervisor:	Danielle Winters
School Security Guard:	Donald Langtry
School Business Administrator:	Jeff Lawrence
School Offices	

FUNCTIONAL ANNEXES

DIRECTION AND CONTROL

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, the District Safety Coordinator, the Principal, or a designated member of the School Safety Emergency Response Team shall implement the School Safety Plan.

The School Safety Coordinator shall be responsible for contacting the appropriate community emergency service agencies if they have not already been from the immediate emergency site.

Members of the District Crisis Management Team shall report to the Crisis Command Post (as advised).

All staff shall follow the procedures outlined in the School Safety Plan for the specific emergency.

Whenever appropriate, the School Safety Coordinator or the Superintendent, shall establish contact with the BOCES District Superintendent, as a communication link with the County Emergency Management Office, and shall act in cooperation with the County Emergency Management Planner.

In the case of an emergency that involves the use of fire or police resources, the School Safety Coordinator shall yield command to the appropriate emergency authority, shall work cooperatively with the commander to ensure the optimal response and shall provide services as liaison to the District as needed.

District staff shall cooperate with outside emergency services to clear and control traffic and to provide any other support required by emergency personnel.

EMERGENCIES OUTSIDE NORMAL SCHOOL HOURS

In the case of an emergency outside normal school hours, or during a school event, responsible staff shall immediately take the appropriate action. As soon as feasible, the Superintendent must be notified. Local law enforcement authorities shall maintain an emergency contact phone list for responsible District personnel. Contact phone numbers will also be listed and located in each School Safety Plan.

RESPONSIBLE PERSON

District administrators or custodial and maintenance staff who are present on campus shall function as the Responsible Person(s) for that building. They shall have keys to access all areas of the building, and shall be familiar with the electric, gas, and water shut off procedures and locations. They shall retain copies of the School Safety Plan and shall be familiar with its content. Local police and fire agencies also have access to facility keys for use in emergency situations.

WARNING SYSTEM

The District and Building plans shall establish chains of command and communication for use in emergency situations.

Each building shall have established warning and communication systems that shall be used to alert all building occupants of a pending emergency. All teachers and staff will cease normal operations and follow instructions given.

In the event of a need to evacuate the building for any reason other than fire, the tone will be broadcast, followed by specific instructions.

The **“all clear”** signal will be announced as appropriate.

In the event that a staff person other than the Superintendent gives the initial warning or emergency signal, that person shall contact the Superintendent immediately.

In the event of a power failure, all teachers shall open their doors and be alert for announcements by bullhorn or messenger.

COMMUNICATION SYSTEM

COMMUNICATIONS EQUIPMENT AND SYSTEMS

1. N.W.B. (National Weather Bureau) radio with tone activated receiver. This will be monitored for alert tones during working hours.
2. Manually tuned, battery powered AM-FM commercial radio receiver at command post, to be used to monitor emergency broadcast system announcements.
3. FCC licensed radio communications systems, operating at assigned frequencies, coordinated with CAYON-BOCES and the Moravia Police Department.
4. Telephones with local access in each classroom of the district.
5. Cellular telephones.

EXTERNAL COMMUNICATIONS

Messages regarding school early dismissal, sheltering in place or evacuation of a building will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise, the media will be notified by telephone, if available. Prepared messages will be available to all media. District parents will receive notification in a timely manner.

The BOCES District Superintendent will be contacted as soon as feasible regarding any of these actions. If the problem encompasses more than the Moravia Central School District, communications to the emergency management office and the media will be issued through the BOCES Superintendent.

The information Officer (Superintendent), in conjunction with local authorities, shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the information officer will coordinate activities with the County Emergency Public Information Officer. No other Moravia Central School District employee shall be authorized to provide information to the media during or after any emergency unless specifically authorized by the Superintendent to do so.

FAMILY NOTIFICATION

In the event of injury or death of Moravia Central School District student or staff, next of kin shall be notified as soon as possible. The District Administrative Team shall determine responsibility for notification.

MEDIA ANNOUNCEMENTS

Media will not be given information regarding injuries or deaths until families have been notified and the Superintendent has authorized release of information.

A list of local media resourced is appended (CONFIDENTIAL DOCUMENT Maintained by the Superintendent).

EARLY DISMISSAL

Because transportation systems of several districts are involved in transporting students to the Moravia schools, early dismissal is an option only in the most unusual circumstances. Upon consultation with other superintendents of schools, the Superintendent or his/her designee may declare an early dismissal.

A decision to implement early dismissal must take into account the need for coordination of a variety of transportation systems. Early dismissal may be considered as an option in some

circumstances, such as:

Flood warning
Severe windstorm, snowstorm, or tornado warning
Fire
Strategic alert
When buildings are evacuated for extended periods of time
Post disaster

Early dismissal will be used only if it is likely that all students will reach their homes safely and be reunited with a family member or other responsible person as per the emergency closing plan submitted by the parent. If a community-wide disaster is impending, it may be preferable to shelter students in place or to evacuate the students to a safe location where parents can pick them up.

In the event an early dismissal is implemented, all Moravia staff licensed to drive school buses will be released to the transportation supervisor.

Once the decision for early dismissal has been made, it shall be communicated to building administrators. Any bus loading procedures that must be changed from the normal routine will also be communicated.

EVACUATION

EVACUATION OF A SINGLE BUILDING OR BUILDINGS

In the event that it becomes appropriate to evacuate a single building in the district the decision will be made by the Superintendent or the building Principal. The signal to evacuate the buildings shall be given in the most appropriate and expeditious format allowed by the circumstances.

When the signal is given, all groups will evacuate the buildings as quickly as possible. Normal fire evacuation routes shall be used unless teachers are instructed otherwise. The first person through each exit door will hold it open.

Teachers will be required to bring their class lists with them, assemble and count and supervise their students at the designated assembly area (at least 75 feet away from the building). They will immediately notify the Crisis Command Post of any missing students. Several alternate designated assembly areas shall be indicated in each building-level school safety plan(s). No one is to re-enter the building until an appropriate authority gives an all clear.

If a parent wishes to take a child home because the school is being evacuated, the parent must follow all building safety plan procedures for student release. Each building shall establish and

adhere to a student release procedure to be used in such circumstances. The building procedure shall designate a traffic pattern for use by civilian vehicles that are picking up students.

EVACUATION TO ANOTHER SITE

Several evacuation site alternatives shall be designated in each building plan. These sites may include any facility, field, location, school or building with adequate services and space that has been determined to be safe by school authorities or emergency personnel.

In the event of an evacuation, school staff and the school nurse shall be responsible for taking class lists, health concerns list, and parental release forms to the evacuation site.

SHELTER IN PLACE (STUDENTS AND STAFF)

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Students will normally remain in their classrooms, but groups may be taken to the auditorium, gym, or cafeteria. In the case of high winds and tornadoes, designated areas shall be used.

In the case of such an emergency, the responsible administrator shall give directions through appropriate building communication systems. Staff members who have students in their care shall take their class lists and accompany their students to the designated area. Non-instructional staff will also assist in control of the students.

Staff will stay with the students until formally relieved of their duties by their supervisor.

An annual shelter in place drill is required in accordance with the NYS Education Department guidelines.

If it is projected that there may be an extended shelter situation, County Officials must be informed as soon as practical.

In the instance of extended sheltering-in-place, the Superintendent or his designee shall notify the County Emergency Management Office and shall seek a declaration of emergency from the County Executive or the Mayor (Village of Moravia) so that the Red Cross can authorize the formal opening of a shelter.

The Red Cross Shelter Manager will coordinate activities between the District and the Red Cross and will be responsible for maintaining order and handling logistics while the shelter is in use.

SHELTER (COMMUNITY)

The District shall cooperate with Red Cross and County Emergency Officials in providing district facilities for use as shelter sites.

When the Red Cross requests use of school buildings and facilities during an emergency, the District Safety Coordinator or his designee, and as many members of the District Crisis Management Team are needed, will staff the Crisis Command Post to coordinate activities and assist in communication.

The Superintendent or her designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess conditions and inventory any equipment present.

Maintenance or custodial staff members familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

DAMAGE ASSESSMENT

As soon as the immediate crisis is over, it shall be the responsibility of the District Safety Coordinator to coordinate damage assessment, working with architects and engineers as necessary. If the building is or may have been structurally damaged, occupants shall not re-enter it until appropriate authorities give clearance.

RECOVERY

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all those affected by the event will have access to debriefing and counseling. School counselors or community volunteers who have appropriate training in Post Trauma Debriefing will be assigned to counsel students and staff. Coordination of the counseling programs shall be the responsibility of the building or district counseling staff and trained student support staff.

POST EMERGENCY ASSESSMENT AND REPORT

Following activation of the School Safety Plan, the District Crisis Management Team shall meet to conduct debriefing of personnel and assessment of the activities conducted under the Plan.

The District Crisis Management Team shall produce a report, no more than five days after an emergency to report on the emergency response and the effectiveness of the building plan. The plan(s) shall be modified as necessary based on the evaluation. The District Safety Coordinator shall file the post emergency report with the Board of Education and the BOCES Superintendent within ten days after the event.

DRILLS

At least once every school year, but more often as determined necessary by the Building-Level School Safety Team, the district will require tests of Building-Level School Safety Plans and emergency procedures. At a minimum, the drills shall include testing the plan(s) for sheltering and early dismissal.

Tests and drills will be coordinated with local authorities and emergency personnel. Transportation and communication procedures shall be included in the test when transportation will be altered. Parents or guardians shall be notified in writing at least one week prior for early dismissal emergency drills.

SHELTERING DRILLS

Upon notification of a drill, building principals shall direct pupils and staff to remain in classrooms or to proceed to designated assembly areas, as appropriate.

EARLY DISMISSAL DRILL

Personnel in the assembly area will supervise pupils in assigned areas of the assembly room. Pupils will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal drill.

BOARD NOTIFICATION

The District will review the results and evaluations of annual drills with the Board of Education each year.

BUILDING-LEVEL PLANS SHALL INCLUDE EMERGENCY RESPONSE PLANS AND PROTOCOLS FOR SPECIFIC HAZARDS BY CATEGORY

Building plans shall include responses to various types of emergencies and hazards, specific instructions and activities and standard operating procedures, such as but not limited to the following:

INJURY OR ILLNESS

- Bus Accident
- Emergency protocol (medical)
- Injury at athletic event
- Food poisoning or other mass illness

IMPLIED OR ACTUAL VIOLENT INCIDENTS

Armed person, hostage or terrorist activities on school premises
Armed person, hostage, terrorist on school bus
Bomb threats
Child abduction
Civil disobedience and/or student disorders
Implied or direct threat(s) of violence

WEATHER RELATED

Earthquake
Flash flood/flood
Tornado, severe windstorm, thunderstorm
Winter storm

SERVICE OR UTILITIES

Electric power failure (including brownouts)
Gas line break or gas leak
Water line break or leak

MAN CAUSED ACCIDENTS OR EMERGENCIES

Aircraft crash
Chemical spill
Explosion/fire
Hazardous material spill
Radiological emergency

EMERGENCY AT EVENT OUTSIDE SCHOOL HOURS

The District-Wide Plan shall carry, within the appendices of the Plan, boilerplate language for responses for each of the specific hazards listed above, for use and modification by the Building-Level School Safety Teams.

HOMELAND SECURITY SYSTEM FOR SCHOOLS

Color coded Risk Level System and Recommended Actions for Schools Flowchart

SEVERE <i>(Red)</i>	<ul style="list-style-type: none"> -Close school before it opens, or -Close school while in session, or -Lockdown Procedures *, ** or -Short-Term Shelter in place *, ** or -Transfer to Alternate Location or emergency shelter *, ** <div style="text-align: right; margin-top: 10px;"> } Complete Level Orange </div>		
HIGH <i>(Orange)</i>	<ul style="list-style-type: none"> -Complete O2 and Activate Lockout Procedures *, ** -Complete Level Yellow -Limit access to facilities -Review facility use -Evaluate field trips 		
ELEVATED <i>(Yellow)</i>	<ul style="list-style-type: none"> -Complete Level Blue -Review building use permits -Confer with authorities for further action 		
GUARDED <i>(Blue)</i>	<ul style="list-style-type: none"> -Increase surveillance -Consider restricting parking near building 		
LOW <i>(Green)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Continue -normal operations </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> -conduct building safety audit *, **** -review building safety plans -practice emergency drills </td> </tr> </table>	<ul style="list-style-type: none"> Continue -normal operations 	<ul style="list-style-type: none"> -conduct building safety audit *, **** -review building safety plans -practice emergency drills
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These are all actions to be taken by school districts upon direction from the County Executive, State Education Department, State Police, and/or State Emergency Management Office through the District Superintendent.

*See Page 22 for definitions, instructions and response actions.

** See Page 22 for definitions, instructions and response actions.

*** See Page 22 for definitions, instructions and response actions.

The ultimate responsibility for actions taken in a district rests with district administration. These recommended actions are guidelines and should be implemented based on the judgment and discretion of authorized district officials.

HOMELAND SECURITY RECOMMENDED ACTIONS

LEVEL RED – SEVERE RISK

Please note that a red alert will be declared only in the event of an imminent, site-specific threat. Such an alert is likely to be very localized, based on credible intelligence information. Not all

areas of the state will be affected the same in the case of a statewide red alert.

R1 - Close school before opening

R2 - Close schools while in session – Districts will close schools as soon as it is feasible. Students will not be released unless there is reasonable assurance that they will be in the custody of legally designated adults. Any student who is not released will be transported to one designated site within the district. Parents will be notified in advance of this procedure.

R3 - Lockdown – School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed.

R4 - Short-term Shelter in Place – Everyone reports to the assigned classroom as quickly as possible. Close and lock classroom doors and windows. Students not in the room are to report to the alternate shelter site. Take attendance, intercoms, radios and televisions may be used for getting information during the event. Do not allow anyone to leave the classroom. Wait for further instructions.

R5 - Transfer to Alternate Location or Emergency Shelter – In the event of an order of a full evacuation to another building, or to a non-school building, assigned nurses will move first-aid supplies and medications with special needs students to their designated building(s). Staff will be assigned to students who need special treatment. REMAIN at the assigned area until released.

LEVEL ORANGE -HIGH RISK

O1 - Complete O2 and activate Lockout Procedures – This procedure allows the school to continue with the normal school day, but curtails outside activity. Allows no unauthorized personnel into the building.

O2 - Complete Level Yellow

Limit access to facilities
Review facility use
Evaluate field trips

LEVEL YELLOW -ELEVATED RISK

Review building use permits
Confer with authorities for further actions

LEVEL BLUE – GUARDED RISK

Restrict parking and increase surveillance

LEVEL GREEN – LOW RISK

Normal Operations

APPENDIX

Board of Education Policies

3410	Code of Conduct on School Property
3510	Emergency Closing
5681	School Safety Plans
5683	Fire Drills, Bomb Threats and Bus Emergency Drills

HAZARD SPECIFIC PROTOCOLS BY HAZARD CATEGORY FOR MORAVIA CENTRAL SCHOOLS

Building-level plans shall include the following hazard specific protocols, which may be slightly modified in response to building conditions or requirements.

INJURY OR ILLNESS PROTOCOLS

BUS ACCIDENT

Action: Notifications

Person(s) Responsible: Bus driver, school personnel

- Driver shall notify the bus garage, district office or school office of the accident by radio. School personnel will contact 911. (If the driver has already notified 911 by cell phone, he shall alert school personnel to this fact.)
- If unable to make radio contact, first assistance on the scene will be asked to call 911.
- District Safety Coordinator and Superintendent shall be notified as soon as possible. Building administrators shall be informed as soon as possible after verification of the age of the students.

Action: Immediate response after the accident

Person(s) Responsible: Bus driver

- Turn ignition to accessory and monitor radio.
- Set brakes. Remain calm. Reassure students that emergency services are coming.
- Protect the accident scene. Do not move bus unless further danger is likely or until directed to do so by law enforcement personnel.
- Be alert for other hazards, such as ruptured fuel tank, electrical lines or dangerous traffic conditions.
- Keep students on bus unless there is danger of fire, explosion or submersion or further traffic damage.
- If evacuating the bus, supervise in a group no less than 100 feet from the bus in a safe designated area.
- **Do not release any students. When district/school staff arrive at the scene, they will be in charge of the release of students.**
- **Make no statements to bystanders or parents regarding the accident, fault or other information.**
- Cooperate with law enforcement and provide all required information upon request.

Action: First aid, medical review and emergency transportation

Person(s) Responsible: EMS, fire and emergency personnel, responding emergency service providers will carry out the New York State Emergency Service Protocols. **All decisions regarding treatment or transportation of injured students and staff shall be made by emergency service personnel, in accordance, with the New York State Emergency Services Protocols.**

- The school nurse will respond to offer assistance as needed and to advise the Superintendent or District Safety Coordinator.

Action: Respond to the scene

Person(s) Responsible: The Superintendent and/or his/her designee and school nurse shall respond to the scene to coordinate decisions requiring their action.

- Other school personnel may respond to the scene if summoned by the Superintendent or District Safety Coordinator, in cooperation with the Emergency Services Commander.

- The nurse, superintendent and/or his/her designee shall interview students at the scene if possible and perform injury assessment, taking census information and other data as deemed necessary for completion of school reports, records and forms. Interviews may be done at the staging area before release of students.
- The bus mechanic shall respond to the scene to photograph the damage to the bus, and make recommendations regarding the mechanical condition of the bus.
- Two buses will be placed on standby. These buses shall respond to the scene when summoned by the Superintendent and/or his/her designee, in coordination with emergency services. The drivers will take directions from personnel at the scene.
- If necessary, due to death or severe injuries to students or staff, the district crisis management team will be convened by the District Safety Coordinator in the crisis command post (district office or other suitable location). The crisis management team shall implement response activities.

A student accident form must be completed as soon as possible after the event, in no event more than 48 hours after the injury.

Action: Release of uninjured students

Person(s) Responsible: School personnel return all students by bus to a central staging area (school) and release all students from the staging area, upon completion of the necessary release forms. Parents will be called from the school to report to the staging area to pick up their children.

Action: News Release

Person(s) Responsible: Public information officer

- The Superintendent is the public information officer for the district.
- Prepare news release/public statement for the media. Indicate that the accident is under investigation. Indicate that updates will be made when additional information becomes available.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

EMERGENCY PROTOCOL (MEDICAL)

Each school building shall form and train a school safety building-level emergency response team to provide immediate response to building medical emergencies. Teams shall include necessary and appropriate personnel, shall receive necessary training, shall be equipped with necessary materials, supplies and resources and will be tasked to carry out routine first aid/medical response for the building.

Upon awareness or notice of a medical emergency

Faculty/staff person immediately contacts the building office by phone (using the internal emergency number), intercom or runner to request the nurse or the school emergency response team. School nurse and/or school emergency response team members are authorized to call 911 if necessary, without further authorization. The Building Office contacts the District Office and the nurse.

Building Emergency #'s Elem. School #2911

Middle School #3911

High School #5911

911 shall be called first in the event that it is apparent to the first person on the scene that the event is a medical emergency. The office shall then be notified immediately.

Emergency situations that require immediate (911) medical attention include:

- Cardiopulmonary arrest-no pulse or breathing
- uncontrolled bleeding
- severe respiratory distress
- major burns
- significant trauma
- unconscious/non-responsive
- shock-rapid breathing, rapid pulse, restless, pale/blue/moist skin
- anaphylactic shock, such as severe bee sting allergy, food allergy, difficulty breathing, fullness in throat, voice changes, flushed face, tingling sensation around mouth or face, wheezing or hives

The message to the office will state:

_____ (identify person requesting the nurse or emergency team) needs the nurse or emergency team in _____ (location) immediately!

When the nurse or the school emergency response team has been requested, office personnel shall call the nurse or activate the school emergency response team without further authorization. Office personnel will use the all-call to request the school emergency response team to report to the location of the emergency. The message will be repeated two times.

Upon arrival of the nurse or school emergency response team:

- The situation will be assessed. First Aid will be rendered, or
- Nurse, school emergency response team members or officer personnel will call 911.
- School emergency response team members will take on assigned tasks.
- Command and control of the medical response to the emergency shall revert to emergency services personnel upon their arrival on the scene. Command and control of school personnel, students and resources shall be the responsibility of the emergency response team members.

REQUIREMENTS

Building-level emergency response teams members, chain of command and responsibilities shall be defined in the Building-Level School Safety Plan.

Lines of communication and coverage for team members responding to emergencies shall be clearly identified in the building-level plan. Faculty information shall be provided in the faculty handbook.

Required training, annual drills and plan updates shall be the responsibility of the building team. All communications and notices to students, staff and parents, shall be under the auspices of the Building-Level Team, under the direction of the Building Principal.

Emergency medical action shall be consistent with the District-Wide School Safety Plan and other emergency procedures.

Annual review of the plan, no later than July each year, is required.

FOOD POISONING OR OTHER MASS ILLNESS

Action: Notification

Person(s) Responsible: School Nurse, Superintendent

- Contact Principal or Superintendent. Contact other nurses for support.
- The Superintendent or designee shall call 911 and other appropriate health agencies.

Action: Treatment

Person(s) Responsible: School Nurse

- Provide treatment for those who are ill.

- Collect samples of stool and vomitus for analysis.
- Cooperate with and yield control to emergency service and health department personnel.
- Notify Director of Facilities II of necessary supplies and needs.

Action: Coordination with other agencies

Person(s) Responsible: Superintendent

- Convene and activate the Administrative Team in the Crisis Command Post.
- Direct building staff to establish a location and facilities for emergency treatment.
- Coordinate with local, county and state officials in maintaining order and controlling traffic and access to the school building.
- Cooperate with state and county officials in their investigation. Retain food for analysis and testing.

Action: Notification of parents/relatives

Person(s) Responsible: Principal, building personnel

- Contact relatives/parents of the ill. Arrange for dismissal/release of the ill.

A student accident form must be completed as soon as possible after the event, in no event more than 48 hours after the injury.

Action: Public notification

Person(s) Responsible: Public information officer

- The Superintendent is the District Public Information Officer.
- In cooperation with local, county and state officials, prepare a news release for the media. Indicate that the incident is under investigation. Indicate that further information will be released as soon as it becomes available.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

INJURY AT AN ATHLETIC EVENT/EXTRA-CURRICULAR ACTIVITY

If the injured party is a spectator:

Action: Notification

Person(s) Responsible: Event Supervisors

- Provide first aid. Call 911 if necessary.
- Notify Athletic Director, who shall notify the Superintendent as soon as possible.

If the injured party is a student athlete:

Action: First aid/medical care

Person(s) Responsible: Coach(es)

- Provide first aid. Call 911 if necessary.
- If emergency transportation is necessary, a school representative shall accompany the injured athlete to the emergency room.
- School personnel shall remain at the hospital until a parent or guardian arrives at the hospital.

Action: Notification

Person(s) Responsible: Coach, Athletic Director

- Parents shall be notified in the event of any injury that requires first aid. Immediate notification will take place if emergency medical services are required.
- In cases of severe injury, the Superintendent shall be notified as soon as possible.

A student accident form must be completed as soon as possible after the event, in no event more than 48 hours after the injury.

Action: Parent contact and follow-up

Person(s) Responsible: Coach, Athletic Director, Event Supervisor

- School staff shall initiate and maintain contact with the parents and the injured athlete.

- The Superintendent shall notify the district liability insurance carrier as soon as possible after any serious injury.
- All persons shall keep the Superintendent notified, in the event they are contacted by the media for information.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

IMPLIED OR ACTUAL THREAT OF VIOLENCE PROTOCOLS ARMED PERSON, HOSTAGE OR TERRORIST ON SCHOOL PREMISES

Action: Notification

Person(s) Responsible: First responsible person aware of the event, Principal or designee

- Immediately notify the office by phone, radio, or other method.
- Announce “Code Red” procedure.
- Call 911 and give specifics of the situation, such as number of persons involved, location, etc.
- Contact School Security Guard and Superintendent or their designee.

Action: Containment

Person(s) Responsible: School personnel and students

- Check hallway.
- Classroom doors are to be locked. Students and staff are to remain out of sight. If possible, barricade door.
- Individuals not in classrooms or secure areas must go to the nearest room and seek shelter.
- Do not confront any armed person. Observe from a safe distance if possible. Prepare to take appropriate action.
- Be calm. Do not alarm or upset the intruder. Follow orders. Be alert.
- **Action:** Evacuation and de-escalation

- **Person(s) Responsible:** Law enforcement and emergency services
- Law enforcement authorities shall assume command and control upon arrival. All students and staff shall follow all directives and orders of the authorities in command.
- Authorities will follow protocols and guidelines to de-escalate and stabilize the situation.

Action: Activate District Crisis Management Team

Person(s) Responsible: Superintendent

- Activate the Crisis Management Team to report to the Crisis Command Post. Initiate crisis response activities.

Action: Follow-up and public information

Person(s) Responsible: Crisis Management Team

- Debriefing and counseling of staff and students shall be organized and implemented. Building-level and district teams and personnel will cooperate with authorities and emergency service personnel.
- Media announcements and press releases shall be coordinated with local county and staff officials.

The Superintendent and/or his/her designee shall be the only employee of the district authorized to make public statements or comments on behalf of the district.

Action: Notification

Person(s) Responsible: Bus driver, school personnel

- If feasible, use radio to alert bus garage before armed person takes control of the bus.
- Remain calm. Do as directed by the intruder. Offer the intruder the use of the radio for communication. Ask permission to contact the garage by radio.
- Be alert for law enforcement intervention. Cooperate fully with police.
- **Responsible party shall call 911 immediately upon notification of the situation.**
- Notify Superintendent or designee immediately.

Action: Crisis Management Team

Person(s) Responsible: Superintendent or designee

- Activate Crisis Management Team to the Crisis Command Post.
- Implement crisis management activities.

Action: Public Information

Person(s) Responsible: District Public Information Officer

- Arrange for parent notification before any media releases are made. Cooperate with law enforcement officials regarding information released to the press during the incident.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

BOMB THREATS

Action: Notification

Person(s) Responsible: Person receiving the threat

- Complete bomb threat checklist. Notify building administrator and Superintendent, or designee.
- Call 911, be available to speak with law enforcement officers.

****DO NOT ACTIVATE FIRE ALARM TO EVACUATE STUDENTS. EXPLOSIVES MAY BE WIRED INTO ALARM SYSTEMS.**

Action: Response/evacuation

Person(s) Responsible: Superintendent, Principal, School Personnel

- Follow NYS Education Department bomb threat responsibility guidelines and complete the required state forms.
- Be alert for suspicious objects in work areas and classrooms. If such an object is found, **do not touch it. Notify school office immediately.**

Action: Public information

Person(s) Responsible: District Public Information Officer

- A statement may be prepared to provide to the media during the incident: **“The district has received a threat to our buildings. No further information is available at this time. Additional statements will be issued when information becomes available.”**
- Further public statements shall be issued in cooperation with local or county officials. No statements will be made that will hinder investigation of the crime.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

CHILD ABDUCTION

WHENEVER A SUSPICIOUS PERSON OR PERSON WITHOUT AN I.D. BADGE IS OBSERVED IN OR AROUND THE SCHOOL, AN ADMINISTRATOR OR SCHOOL SECURITY GUARD SHOULD BE NOTIFIED IMMEDIATELY SO THAT THE PERSON CAN BE QUESTIONED. ANY UNAUTHORIZED PERSON WHO APPROACHES A CHILD IS TO BE QUESTIONED BY STAFF.

Action: Notification

Person(s) Responsible: Any staff member observing the abduction

Be very cautious if intervening in a possible child abduction. Such a situation could quickly turn violent.

- If the abduction is in progress, and it is impossible to intervene, carefully observe the child and abductor. Try to get good descriptions of the child and the abductor, including estimated height and weight, hair color, clothing, distinguishing characteristics, vehicle description and license plate number, etc.
- If possible, notify another adult to assist in observation and contacting the office.
- As soon as possible, write down everything that you saw, to assist law enforcement in their investigation.
- As soon as possible, contact the office and request that 911 be called.
- Remain available to meet with law enforcement personnel.
- Office staff must notify the principal or designee immediately as well as the District Office.
- Superintendent or designee are to be notified as soon as possible.

Action: Investigation/cooperation with law enforcement

Person(s) Responsible: Principal, School personnel

- Provide information about the abduction to law enforcement. Cooperate fully with investigators.

Action: Parent notification

Person(s) Responsible: Principal, Law enforcement

- Notification of parents shall be in person. Principal and law enforcement personnel shall determine who shall make parent contact.

Action: Public notification

Person(s) Responsible: District Public Information Officer, Law Enforcement personnel

- Any media release will be coordinated between the Public Information Officer and law enforcement officials. No announcement shall be made that might impact any investigation.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

CIVIL DISOBEDIENCE AND/OR STUDENT DISORDERS

BE AWARE OF PRELIMINARY INDICATORS OF POTENTIAL DISORDER. GENERAL DISORDER, RUMORS OF PLANNED DISORDERLY OR ILLEGAL ACTIVITIES, FIGHTS OR ASSAULTS, DEFIANT BEHAVIORS, LARGE GATHERINGS OF STUDENTS, OR SIGNIFICANT NUMBERS OF STUDENTS WHO ARE TARDY OR REFUSING TO FOLLOW ROUTINES, OR GROUPS FORMING OFF CAMPUS AND MOVING ONTO CAMPUS ARE SUCH INDICATORS.

Action: Notification

Person(s) Responsible: Principal or designee

- Call 911.
- Assess situation. Notify Superintendent.

Action: Management

Person(s) Responsible: Principal, Superintendent, School Security Guard, and school personnel

- Work with law enforcement to isolate the disturbance.
- Avoid action to incite further disruption. Communicate by radio, phone or messenger rather than public address system, if necessary.
- Re-route arriving buses or unload buses directly into areas located apart from the disturbance.
- If buses are leaving the school, load and disembark buses from areas apart from the disturbance.
- Assign an incident reporter to log events as they occur, list names, etc.
- Lock and/or secure empty or sensitive areas. Guard fire alarm pull stations.
- Identify leaders. Ask them to disperse.
- Following the disturbance, cooperate with law enforcement officials. Facilitate investigation. Initiate any school investigations immediately. Take testimony, statements, etc.
- Follow school disciplinary codes and policies regarding student consequences and discipline and parent notifications.

Action: Support

Person(s) Responsible: Superintendent or designee

- Cooperate with law enforcement officials.
- Assign available district staff to monitor building entrances, help with traffic control and keep unauthorized persons from the area.
- Arrange for photographic recording of the incident if possible.

Action: Public Information

Person(s) Responsible: District Public Information Officer

- Restrict media access to the scene if possible.
- Ask for cooperation in minimizing inflammatory reporting by the media.

- Prepare release for the media in cooperation with law enforcement officials.

No employee other than the Superintendent is to make any statement or comment to the media unless specifically authorized to do so by the Superintendent.

IMPLIED OR DIRECT THREATS OF VIOLENCE

Action: Immediate Notification to administration or event supervisor

Person(s) Responsible: Person first aware of the situation or nearest responsible person

- Notification to Building Principal or supervisor on duty if at an event.
- Notification of School Security Guard.
- Assess the situation and take appropriate action. Contact local authorities if necessary.
- Cooperate with local authorities to maintain appropriate safety and order.
- Follow the procedures as outlined in the district Code of Conduct for follow up action if required.

WEATHER RELATED PROTOCOLS

EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE IMMEDIATE FULL EMERGENCY SERVICE RESPONSE IS UNLIKELY BECAUSE OF THE WIDESPREAD NATURE OF THE DISASTER.

Action: Follow directives over PA.

Person(s) Responsible: Faculty and staff

- Follow directives, assume the protected position until trembling stops.
- Remain calm and try to keep students calm. Account for all students.
- Be alert for instructions from the office by PA or messenger. Be prepared to evacuate the building to an open area. Gather class lists and release forms, etc.

Action: Assess damage

Person(s) Responsible: Superintendent, designee, Principals, Crisis Management Team

- Activate Crisis Management Team. Implement crisis response activities.
- Attempt to determine whether severe building damage necessitates building evacuation. Order evacuation if uncertain.
- Shelter students in place if possible.
- Implement evacuation or early dismissal if deemed necessary.

Action: Coordination and cooperation with community agencies

Person(s) Responsible: Superintendent, designee, Crisis Management Team

- Establish communications with BOCES District Superintendent, local, county and state emergency services, and Red Cross. Cooperate fully with all emergency agencies. Make undamaged building available for community sheltering.
- Attempt to assess local damage to infrastructure and services and the impact on district facilities.
- Assign staff to verify that utility services are either intact or turned off. Check for chemical or hazardous material spills.

FLASH FLOOD/FLOOD

IN THE EVENT THAT CONDITIONS ARE FAVORABLE TO FLOODING OR FLASH FLOODING, WEATHER EMERGENCY RADIOS WILL BE MONITORED.

Action: Notification

Person(s) Responsible: Superintendent, designee

- Upon notification of impending flooding or flash flooding, a decision will be made, in cooperation with the county emergency management office and local authorities to implement sheltering, early dismissal or evacuation.
- School administrators and staff shall be notified of and implement the decision.
- Media announcements shall be issued by the district information officer to notify parents and guardians of the procedures being implemented. Student release to parents shall be in accordance with sign-out requirements.

- Procedures will be activated to enable the buildings to be opened as community shelters upon request of the Red Cross or Chemung County Emergency Management Office.

TORNADO, SEVERE WINDSTORM, THUNDERSTORM

NATIONAL WEATHER SERVICE RADIO WILL NORMALLY BE THE FIRST INDICATION THAT SEVERE WEATHER IS APPROACHING.

Action: Notification of Administrative Team

Person(s) Responsible: Superintendent, designee

- Notify principals of impending weather. Outside activities are to be cancelled.
- Assess situation. Shelter in place is the preferred action. If warning occurs at dismissal times, delay dismissal and retain students in schools. **Students already on buses should be returned into the school and supervised by their teachers.**

Action: Follow directions over PA

Person(s) Responsible: Building staff

- Shelter in place procedure will be initiated during the storm.

Action: Follow-up/Recovery

Person(s) Responsible: Superintendent, maintenance staff

- Facilities and grounds shall be checked for storm damage, downed wires, etc. Before students are allowed to leave the building.
- Contact local officials if it appears that storm has damaged infrastructure or blocked roads. Assess situation and coordinate action with local, county and state emergency officials.
- If local storm damage is severe, student shelter in place action is preferred.

Action: Notification

Person(s) Responsible: Superintendent, designee

- Open communications with BOCES District Superintendent and local, county and state officials. Coordinate communications and media releases.

- If sheltering students in place, notify media and provide information regarding school pick up requirements.

WINTER STORM

SEVERE WINTER WEATHER MAY STRIKE DURING THE SCHOOL DAY. THE NATIONAL WEATHER SERVICE AND WEATHER CHANNEL ARE MONITORED WHEN WINTER WEATHER OCCURS.

Action: Weather response

Person(s) Responsible: Superintendent, designee, District Superintendent

- When winter weather is worsening, or a storm warning is issued during the school day, coordination and cooperation with local, county and state emergency officials shall be activated.
- If early dismissal is warranted, coordination with the BOCES district superintendent and other local school superintendents must be established.
- Announcement of the early dismissal time should take place at least 2 hours before dismissal is scheduled. Media announcement is to be coordinated by the superintendent.
- School Messenger system shall be activated if possible.

SERVICE OR UTILITY PROTOCOLS

ELECTRIC POWER FAILURE (INCLUDING BROWNOUTS)

Action: Notification and review

Person(s) Responsible: Director of Facilities II, Superintendent, designee

- Contact power provider, report outage.
- Attempt to determine expected duration. If anticipated power interruption is more than one hour, assess to determine if early dismissal is warranted.
- Notify staff and students of expected duration of outage. If early dismissal is required, notify staff of schedule.
- **Remind staff to turn electrical devices to off position (computers, lights, tv's, etc.)**

GAS LINE BREAK OR GAS LEAK

Action: Notification

Person(s) Responsible: First person aware of the problem

- Notify principal to evacuate the building and call 911.
- Use PA system **NOT FIRE ALARM** to evacuate the building occupants.
- Open windows.

Action: Main valve shut-off

Person(s) Responsible: Maintenance personnel

- Shut off gas.
- Open doors and windows, if possible.

Action: Shelter or evacuation action

Person(s) Responsible: Superintendent, designee

- Assess the situation. Determine probable duration of problem. Consult with utility officials regarding possibility of re-entering the school.
- Implement action.

WATER LINE BREAK OR LEAK

Action: Notification

Person(s) Responsible: First person on scene.

- Notify Superintendent or designee.

Action: Notification

Person(s) Responsible: Director of Facilities II, Superintendent, designee

- Contact Water Board. Call in private contractors for repair work, as needed.

- Assign maintenance staff to close internal valves that are affected.
- Maintenance staff are also to move articles that may be damaged by water.

Action: Response

Person(s) Responsible: Superintendent, designee, Principal

- Determine potential duration of problem and assess impact on activities.
- Identify and implement appropriate action.

MAN CAUSED ACCIDENTS OR EMERGENCIES PROTOCOLS

AIRCRAFT CRASH

In case of an aircraft crash on district premises, 911 will be called. District emergency response activities shall be under the command and control of emergency service authorities at all times after the crash.

Decisions on evacuation, dismissal and sheltering will be made in cooperation with emergency service authorities.

School personnel shall cooperate fully with authorities.

CHEMICAL SPILLS

SMALL OR NON-TOXIC SPILLS THAT DO NOT THREATEN STUDENTS, STAFF OR WATER SOURCES.

Action: Notification

Person(s) Responsible: First person on scene.

- Contact maintenance supervisor on duty.
- Identify material and quantity spilled if possible.

Action: Clean-up

Person(s) Responsible: Maintenance Staff

- Review MSDS for hazards and clean-up protocols. Contact Boces or the District Chemical

Hygiene Officer for additional advice.

- **If there is any question about the nature of the potential exposure, call 911 immediately and proceed under the “major spills” protocol.**

MAJOR SPILLS, HAZARDS TO STUDENTS, STAFF OR WATER SOURCES, OR SPILLS OF TOXIC SUBSTANCE OR SUBSTANCES THAT GIVE OFF TOXIC FUMES

Action: Notification

Person(s) Responsible: First person on the scene and building staff

- If inside, notify building office and call 911 immediately.
- Evacuate area immediately. Have a responsible person guard the area to prevent inadvertent re-entry into the area.
- If outside, inform building staff to alert occupants to close windows.
- Building staff must notify the school safety director and the Superintendent as soon as possible.

Action: Containment

Person(s) Responsible: Maintenance staff or Hazmat Personnel

- If toxic fumes are not present, attempt to confine the material with dam or dike.
- Untrained staff shall not proceed with any activity beyond the attempt to confine the materials.
- Upon arrival of hazmat response team, and during the remediation and clean-up, school personnel shall coordinate and cooperate with emergency response personnel.

Action: Coordination

Person(s) Responsible: Director of Facilities II, Superintendent, School Administrator

- Coordinate building evacuation, relocation of students and staff and medical care with emergency services personnel.
- **Emergency services personnel shall maintain command and control until the emergency is declared over.**

- Notify Cayuga-Onondaga BOCES Health and Safety Personnel for support and advice during and following the emergency.
- Coordinate with local, state, and federal officials as necessary during clean-up and recovery.

Action: News release

Person(s) Responsible: Public Information Officer

- The Superintendent is the District Public Information Officer.
- The Public Information Officer shall issue a press release to the media with all available information. Additional releases will follow as information becomes available.

No employees shall make any statement or comment to the media unless authorized to do so by the Superintendent.

EXPLOSION/FIRE

Action: Notification/alarm

Person(s) Responsible: Person first aware or nearest responsible person

- Activate nearest fire alarm pull station immediately. Do not attempt to put out the fire until after the alarm is sounded.
- Maintenance personnel are to contact the Moravia Fire Department (315) 497-1700 to verify that alarm was received.
- Building evacuation action is in effect.

Action: Response

Person(s) Responsible: Principal designee, Superintendent, nurse, school personnel

- Cooperate with fire officials who shall assume command and control at the scene. School nurse shall assist emergency service personnel as needed.
- Assess situation and activate appropriate sheltering evacuation, or dismissal plan.
- Maintenance staff shall assist in traffic control. Roads and access ways shall be kept clear.
- Emergency team members shall activate and implement appropriate protocols.

EVACUATIONS OCCASIONED BY EXPLOSIONS SHALL BE TO AREAS NO LESS THAN 200 FEET FROM THE BUILDING(S) AND CLEAR FROM RESPONDING EMERGENCY SERVICE VEHICLES.

HAZARDOUS MATERIAL SPILL OFF SCHOOL PREMISES

Action: Notification

Person(s) Responsible: 911

- The Superintendent will be notified by the Cayuga County Emergency Management Office as soon as it is determined that school occupants may be in danger. Emergency service officials shall provide recommendations regarding shelter, dismissal and/or evacuation.
- Principal or designee shall be notified of the action plan immediately.
- District personnel shall cooperate fully in executing the commands of emergency service officials.

RADIOLOGICAL EMERGENCY

Action: Notification

Person(s) Responsible: 911

- The Superintendent will be notified by the Cayuga County Emergency Management Office as soon as it is determined that school occupants may be in danger. Emergency service officials shall provide recommendations regarding shelter, dismissal, and/or evacuation.
- Principal or designee shall be notified of the action plan immediately.
- District personnel shall cooperate fully in executing the commands of emergency service officials.

EMERGENCY AT EVENT OUTSIDE SCHOOL HOURS PROTOCOLS

Action: Notification

Person(s) Responsible: Supervisor, coach or district employee responsible for event

- Call 911 if necessary for immediate assistance.
- Person in charge shall contact immediate supervisor and/or Superintendent as soon as

possible.

- Notify building custodians.
- Parents shall be notified in the event of any injury that requires first aid. Immediate notification will take place if EMS is required.

Action: Response

Person(s) Responsible: Supervisor, coach or district employee responsible for event

- Assess area for safety and take necessary action to move participants to a safe area as per building protocols.
- Parent contact follow-up.

STANDARD OPERATING PROCEDURES FOR MORAVIA CENTRAL SCHOOLS

Building-level plans shall include the following standard operating procedures, which may be slightly modified in response to building conditions or requirements.

Fire-Building Evacuation	Shelter in Place
Off-Site Evacuation	Feeding
Protective Sheltering	Command Post

FIRE/BUILDING EVACUATION STANDARD OPERATING PROCEDURE

WHEN THE FIRE ALARM SIGNAL IS SOUNDED

1. Staff and students shall stop work and shut down their activities in an orderly fashion. Students and staff in shops and other situations using equipment shall shut off motors.
2. Everyone shall leave the building immediately, using the route on the posted plan or the alternate route if the main office route is blocked. The first person through the exit doors will hold them open.
3. Students will leave single file without stopping to pick up personal belongings.
4. Students who are not with a class or under the direct supervision of an instructor when the fire alarm is sounded shall leave the building and proceed directly to the nearest gathering point, following the evacuation route of other persons in the area.
5. Each class will gather at a predetermined gathering point.

6. Teachers will close windows and classroom doors and take class lists with them, checking to make sure all students are present at staging area. Teachers will remain responsible for student under their control until relieved.
7. Teachers will notify Crisis Manager of any missing students per building protocol.
8. Staff shall be accounted for and they will immediately notify the Crisis Manager of any missing staff.
9. The School Safety Emergency Response Team will check to see that staff and students are out of each room that is not a classroom, then close doors.
10. All persons will remain out of the building until the “all clear” is sounded.

OFF-SITE EVACUATION STANDARD OPERATING PROCEDURE

1. The Superintendent should have the evacuation route authorized and cleared by the Emergency Management Office or local emergency authority. Notify transportation supervisor of authorized route and ask custodial and maintenance staff to assist in traffic control on school premises. Request that the School Safety Emergency Response Team assist with process.
2. Transportation Supervisor shall call in those bus drivers who can reach the garage within 10-15 minutes. Assign other School District personnel who are able and available to drive buses. Notify all drivers of route to be taken.
3. The Principal shall announce evacuation as appropriate. Evacuate floor-by-floor and area-by-area. Work with members of District Crisis Management Team and the School Safety Emergency Response Team to supervise the evacuation, using available school buses, district vehicles, and then staff private vehicles if necessary.
4. **No students shall be allowed to walk home or drive personal vehicles from the school grounds.**
5. All students must be evacuated together to the same location. Students may then be released to their parents from that site.
6. If parents arrive to collect their children during evacuation, they shall be referred to the evacuation site and may pick up their children at the evacuation site, using the release procedure in the Building-Level School Safety Plan.
7. After the evacuation is complete, communicate completion to the Director of Facilities II.

8. Teachers shall take class lists to evacuation site and assist students in remaining calm and quiet; supervise students while on the bus and during unloading and settling into the host location; assist with students from other classrooms, if requested, and remain at post until released by supervisor.
9. Clerical staff shall take pupil release forms to evacuation site.
10. The school nurse shall take health concerns list and student medications held in health office to evacuation site.
11. The Information Officer must notify the media of location of evacuees and procedure for parent pick up.

PROTECTIVE SHELTERING STANDARD OPERATING PROCEDURE

1. **Protective sheltering** is moving students to the safest areas of the building. This action is used in case of high winds or tornado activity. It will normally be ordered over the PA system.
2. It is important that students and staff move as quickly as possible to their designated area, not stopping to pick up personal possessions.
3. Routes for protective sheltering evacuation will be marked on maps in each classroom, along with fire drill evacuation routes.
4. Stay alert for all clear signal or further announcements.

SHELTER IN PLACE STANDARD OPERATING PROCEDURE

FOR HAZARDOUS MATERIAL SPILL:

1. Close doors and windows. Seal gaps under doorways and windows with wet towels or thick tape.
2. Set ventilation systems to 100% re-circulation or turn off system.
3. If explosion is possible, close drapes, curtains, and shades over windows. Stay away from windows.
4. If you suspect gas or vapor has entered the area you are in, notify the responsible administrator or District Safety Coordinator by intercom. Hold a wet cloth or paper towel over your nose and mouth.
5. Stay alert for instructions via the PA system.

FOR RETAINING STUDENTS OR STAFF AFTER REGULAR HOURS BECAUSE OF DISRUPTION OF TRANSPORTATION OR OTHER COMMUNITY EMERGENCY:

1. All staff shall remain to assist with student control until released by their supervisors.
2. When possible, use recreational activities to keep students occupied.
3. Food Service Director and Cafeteria Manager will be notified of projected duration of emergency and number of people sheltered.
4. Staff supervising students will be notified of projected duration of emergency and type of emergency.
5. If emergency is expected to last beyond 6 hours, the District Safety Coordinator will ask for a Declaration of Emergency from the County Executive or the Mayor of Moravia, so that the Red Cross can be requested to formally open a shelter.
6. Cleaning personnel will be assigned to assist in maintaining sanitary conditions.
7. A log will be maintained of all over-time worked by district personnel.
8. The District Safety Coordinator and District Crisis Management Team will remain in control of the situation unless outside emergency agencies are present.

FEEDING STANDARD OPERATING PROCEDURE

1. Director of Food Service and Cafeteria Manager will be informed of expected duration of sheltering and number of people to be fed.
2. If dishwasher system cannot be operated because of utility failure, paper and disposable products will be used for serving.
3. All supplies used will be inventoried so that they can be charged appropriately.
4. If Director of Food Service and Cafeteria Manager cannot reach the school because of emergency conditions, the Emergency Shelter Manager shall assign the preparation of food to the most appropriate persons available.

CRISIS COMMAND POST STANDARD OPERATING PROCEDURE

1. The Superintendent or the next person in the chain of command shall be clearly identified as the person in charge and shall issue all major orders.

2. In most situations, all members of the District Crisis Management Team shall report there.

3. In situations involving outside authorities/agencies, the District Safety Coordinator shall be involved in the decision-making process as appropriate. If there is a likelihood of an extended sheltering situation, a Red Cross representative should be invited to the Crisis Command Post.

4. If there is a Police or Fire Command Post established, communication should be set up immediately. A representative of the School District (generally the Director of Facilities II) shall be present in the Command Post for informational purposes.

5. Within the School District Crisis Command Post, the Director of Facilities II shall assign specific functions to the staff. One person should be assigned to maintain a log of events. One person should be assigned communication responsibilities. One person should be assigned to procure needed supplies. Others should be assigned to tasks based on the nature of the event and the specific needs.

If the event will be of significant duration, one person should be assigned as a runner and to provide coffee and meet other needs of the staff.

6. The Crisis Command Post should be set up so that ready communication between those manning it and outside authorities can be established.

THE CRISIS COMMAND POST SHALL BE DESIGNATED AND LOCATED BY THE DISTRICT CRISIS MANAGEMENT TEAM DEPENDING UPON THE LOCATION OF THE EMERGENCY, FOR EXAMPLE, IN THE BOARD ROOM, A PRINCIPALS' OFFICE, AN OFF-CAMPUS LOCATION, ETC.

NOTIFICATION PROCEDURES

INCOMING NOTIFICATION OF EMERGENCY: SCHOOL SAFETY DIRECTOR:

1. Whenever the plan calls for the Director of Facilities II to be contacted or to make a communication, if she/he is not immediately available, the person receiving the call indicating the emergency shall notify the next person in the chain of command.

2. To facilitate rapid communication and response, the person taking the original call shall make notes of the substance of the call to the School Safety Director and shall relay that information to the person eventually acting on the call.

3. In cases where the Superintendent is not a member of the District Crisis Management Team, he shall be notified first if the Director of Facilities II is not available.

4. It shall be the responsibility of the person taking the original call to continue on down

through the chain of command until someone is reached who is empowered within the chain of command to take whatever action is necessary.

PARENT NOTIFICATION

NOTIFICATION REGARDING SCHOOL SAFETY PLAN AND DRILLS:

1. Parents will be notified annually that the District-wide School Safety Plan is on file in the District Office and at all school buildings, and that they may request to see it.
2. Parents will be notified at least one week in advance of the early dismissal drill required annually.

NOTIFICATION REGARDING UNUSUAL EVENT OR EMERGENCY:

1. A brief explanation of any incident such as a bomb threat shall be sent home to parents on the day of the event, if feasible. This shall generally be in the form of a letter from the Administration.

NOTIFICATION REGARDING MEDICAL TREATMENT:

1. It is the legal responsibility of the School Nurse to notify the parent of any medical treatment. However, in an emergency where the School Nurse's first duty must be to provide assistance to students, the Principal shall delegate the notification responsibility to another staff member or shall provide the notification.

NOTIFICATION REGARDING INJURY OR DEATH OF A STUDENT:

1. The choice of telephone or in person notification shall be made based on likely availability of parent, timeliness, and likelihood of rumor reaching parent before official notification.

If telephone notification is made, the caller should make sure the parent has someone with him/her or should offer to call a friend or relative to provide immediate support. Caller should indicate factually the nature of the event which caused the injury or death, and the current status and location of the injured or dead student.

3. "I'm sorry it happened", is the phrase recommended by grief experts.

DISTRICT EMERGENCY PERSONNEL RESOURCES

The district shall have individuals that hold the following certifications:

First Aid

CPR

AED
CDL License
School Security Guard

DEFINITIONS

WEATHER RELATED TERMS:

Watch – Flash flood, flood, winter storm, tornado watches are issued by the National Oceanic and Atmospheric Administration through NOAA weather radio and in cases of emergency to each county.

A watch indicates that the event is possible or likely to occur based on existing weather conditions.

Warning – A warning is issued when the weather event is imminent, and it is recommended that persons within the zone take protective action.

Alert – A term often used interchangeably with **warning** but sometimes used to indicate a stage preceding a **watch**. Not an official NOAA term.

HAZARDOUS MATERIAL RESPONSE TERMS:

RESPONSE LEVEL 1

Potential Emergency Condition – An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure of the immediate outdoor area. No immediate threat to life or property.

RESPONSE LEVEL 2

Limited Emergency Condition – An incident involving a greater hazard or larger area which poses a potential threat of life or property, and which may require a limited evacuation of the surrounding area.

RESPONSE LEVEL 3

Full Emergency Conditions – An incident involving a severe hazard or a large area which poses an extreme threat to life and property and probably will require a large-scale evacuation; or an incident requiring resources of county, state, or federal agencies.

Serious Violent Incident – A “serious violent incident” means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including but

not limited to riot, hostage-taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

“Violent student” - means a student under the age of 21 whom:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or
3. Possesses, while on school property or at a school function, a dangerous instrument.
4. Displays, while on school property or at a school function, what appears to be a dangerous instrument.
5. Threatens, while on school property or at a school function, to use a dangerous instrument.
6. Knowingly, intentionally, recklessly, or with criminal negligence damages or destroys the personal property of any school employees or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

***THE FOLLOWING IS CONSIDERED A CONFIDENTIAL DOCUMENT
(NOT FOR PUBLIC DISSEMINATION)***

**MORAVIA OFFICIALS AND CRISIS MANAGEMENT TEAM ROSTER AND PHONE
NUMBERS**

	<u>WORK</u>	<u>CELL</u>
Superintendent of Schools John Birmingham	315-497-2670 x 2007	315-751-7605
School Security Guard Donnie Langtry	315-497-2670 x 2090	315-730-8788
Director of Facilities II Dale Sharpsteen	315-497-2670 x 2061	315-224-9662
Moravia High School Principal Jeff Green	315-497-2670 x 2010	315-406-1212
Moravia Middle School Principal Carrie Love	315-497-2670 x 2096	315-730-7481
Millard Fillmore ES Principal Karen DiVietro	315-497-2670 x 1010	607-745-7431
Senior Custodian Steve Guinta	315-497-2670 x 2075	315-209-0800
Board Clerk Jodie Rusaw	315-497-2670 x 2003	315-412-2822
Transportation Supervisor Danielle Winters	315-497-2670 x 3002	315-246-2925

EMERGENCY PHONE NUMBERS

	<u>EMERGENCY</u>	<u>CELL/OFFICE</u>
Moravia Fire Dept. Chief, Jason Withers	911	315-729-6838
Moravia Police Dept. Officer in Charge, Josua Tagliavento	911	315-497-0287
Cayuga County Sheriff Brian Schenck	911	315-253-1222
NY State Police Barracks	911	315-255-2766
American Red Cross Emergency Coordinator of CNY	911	315-234-2200
Cayuga County Executive		315-253-1308
Cayuga County Health Dept.		315-253-1560
Cayuga County Highway Dept./Pub. Works		315-253-1366
Moravia Water Board, Thomas Townsend		315-497-1737
Four Town Ambulance	911	315-400-3085
NYS Electric and Gas Emergencies		1-800-572-1121(gas) 1-800-572-1131(electric)
Village of Moravia Mayor, Christopher Fulton		315-497-1820
Town of Moravia Supervisor, Eddie Shea		315-497-1972
BOCES Health and Safety Office, Jack Mekeel		315-255-7625

End of District Plan

Building specific plans to follow