

# **BUILDING LEVEL & DISTRICT LEVEL EMERGENCY RESPONSE PLAN SUMMARY**

## **Edwards-Knox School District**

Revision Date: September 2018  
BOE Approved October 9, 2018

# **BUILDING LEVEL & DISTRICT LEVEL EMERGENCY RESPONSE PLAN**

**For the buildings that comprise the Edwards-Knox School District**

## **Commissioner's Regulation 155.17**

### **Introduction**

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

The Edwards-Knox School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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

#### **A. PURPOSE**

The buildings that comprise the Edwards-Knox School District have developed Building-level School Emergency Response Plan pursuant to Commissioner's Regulation 155.17. At the direction of the Edwards-Knox School Districts Board of Education, the principals of each building appointed a Building-level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

#### **B. IDENTIFICATION OF SCHOOL TEAMS**

The Edwards-Knox School District has developed two emergency teams:

1. School Safety Team
2. Crisis Team

#### **C. CONCEPT OF OPERATIONS**

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

#### D. PLAN REVIEW AND PUBLIC COMMENT

- This plan shall be reviewed and maintained by the Building-level School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), a summary of this plan will be made available for public comment 30 days prior to its adoption. The plan must be formally adopted by the Board of Education.
- Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the plan will be supplied to both local and State Police.

The Building-level **Emergency Response Team** for the Edwards-Knox School Building consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) shall be comprised of:

Incident Commander (IC)	Superintendent of Schools
Deputy Incident Commander	Principals or Supt. of Building & Grounds
Operations	Administration (shared)
Logistics	Administration (shared)
Planning & Intelligence	Administration (shared)
Administration/Finance	Superintendent of Schools
Public Information Officer (PIO)	Superintendent of Schools
Safety Officer	Superintendent of Building & Grounds
Agency Liaison	Secretary to Superintendent of Schools
Log/Scribe	Secretary to Superintendent of Schools

The Building-level **Post-incident Response Team** for the Edwards-Knox School Building shall be comprised of:

School Personnel	Administrative Council
Medical Personnel	School Doctor
Mental Health Counselor	Elementary and High School Counselor & Psychologist
Other school Personnel	As Needed (Ex. Union Representative)

## **A. PREVENTION/INTERVENTION STRATEGIES**

- **Building Personnel Training:**  
Training for emergency team and safety officers, including de-escalation training, will be conducted as determined in the district-wide plan.
- **Coordination with Emergency Officials:**  
This Building-level plan will be tested on an annual basis, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. These exercises shall be coordinated by the Emergency Response Team.
- **Annual Multi-hazard training for students and staff:** Multi-hazard training for students and staff will be conducted on an annual basis.

## **B. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES**

The Building-level School Safety Team will work to identify both internal and external hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

### **Response:**

## **A. ASSIGNMENT OF RESPONSIBILITIES**

- The Crisis Team will respond utilizing a chain of command consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS).
- In the event of an emergency, the response team may adapt NDMS ICS principles based on the needs of the incident.

## **B. CONTINUITY OF OPERATIONS**

- In the event of an emergency, the administrator in charge, or his/her designee, will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency.
- After relinquishing command, the administrator in charge, or his/her designee, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will establish a chain of command to ensure continuity of operations.

### **C. NOTIFICATION AND ACTIVATION**

- The report of an incident or a hazard's development will be reported to the administrator in charge, or his/her designee, as soon as possible following its detection.
- The building will utilize both internal and external communications in emergencies such as:

Telephone	District radio system (portables)
Intercom	Emergency Alert System (EAS)
Local media	Bus radio system
Bullhorns	NOAA Weather Radio Runner system
- In the event of an emergency, the administrator in charge, or his/her designee, will notify all building occupants to take the appropriate protective action.
- Further district notification procedures will be addressed as outlined in the district-wide plan.

### **D. THE BUILDING-LEVEL EMERGENCY PROCEDURES HANDBOOK INCLUDES THE FOLLOWING HAZARD SPECIFIC PROCEDURES:**

Fire Drill  
Evacuation  
Intruder/Lockdown

Specific procedures for the following additional hazards can be found in Appendix 4.

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure

Others as determined by the Building-level School Safety Team

## **E. THE EVACUTION PROCEDURES OF STUDENTS; STAFF VISITORS AND BUILDING OCCUPANTS WITH SPECIAL NEEDS \* ARE AS FOLLOWS:**

- Internal and external evacuation before, during, and after school hours (including security during evacuation) Immediately upon hearing the fire alarm or other method of notification to evacuate, all faculty, students, staff and visitors shall evacuate the building via the pre-arranged evacuation route which is posted by the doorway in each room or as directed. If an exit is blocked, the alternate route posted in the room shall be used. Elevators shall not be used during an evacuation.

\* Evacuation of building occupants with special needs will be carried out as the pre-arranged evacuation routes. Teachers in classrooms will be responsible for students in their classrooms.

- Procedures for addressing medical needs will be followed.
- Transportation: If applicable, transportation will be provided by the district's fleet of vehicles.
- Emergency notification of persons in parental relation to the students: Persons in parental relation to the students will be notified through the local media, telephone tree or other appropriate methods.
- Other procedures as determined by school building safety team.

## **F. SECURITY**

- In the event of an incident/crime on school property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve evidence from being disturbed or destroyed:
- The initial scene security is charged with the administrator in charge or designee until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

### **Recovery:**

#### **A. POST-INCIDENT RESPONSE**

The School Safety Team is comprised of designated staff members and district support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event (earthquake, suicide, fire, sudden death, etc.).

#### **B. ACTIVATION OF THE CRISIS TEAM**

In response to notification of an emergency or disaster, sudden death, suicide, etc., the administrator in charge, or his/her designee, should immediately notify the Superintendent and/or designee and immediate Supervisor, and assemble the Crisis Team to help plan the response and prepare for the following day. Plans should include:

- Establishing a crisis center on campus where counseling staff members will be available to meet with students.

- Notifying St. Lawrence County Health Services, Psychological Services and Mental Health Services to secure additional assistance.
- Promptly sharing factual information with staff, students, parents and community.
- Planning staff meetings or other communications as soon as possible to share information.
- Providing an opportunity for teachers to meet with a designated Post-incident Response Team member to obtain additional information on how to facilitate classroom discussions and respond to students' questions and needs.
- Providing a written statement which teachers may use to announce the event of students.