

UPREP Charter School of Rochester

# Emergency Response Plan

Information and Procedures

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## General Information

The following plan and related procedures and situations are intended to provide emergency preparedness and response instructions, information, communications procedures, and guidelines to protect the safety and well-being of students, staff, and visitors at the time of an emergency.

This comprehensive Emergency Response Plan is comprised of three major components – preparedness, emergency response, and recovery activities. The Incident Commander, in partnership with the Director of Operations provides ongoing oversight, coordination, and evaluation of the emergency operations program at our site.

### Emergency Response Team

The Emergency Operations Team is established by the Incident Commander to consult on matters pertaining to emergency preparedness, response, and recovery issues. The current team is comprised of the Incident Commander, the director of operations, the Grade Level Manager, the coordinator for instruction and the school nurse. The team recommends policies for site emergency preparedness and response planning; plans, conducts, and evaluates required drills; reviews and revises the Emergency Response Plan annually; conducts a review and critique of the site’s response to emergencies; and recommends improvements in the site’s emergency management program.

### *Incident Commander*

The Incident Commander is expected to activate the Emergency Plan when notified of a declared emergency. The Incident Commander should establish a Command Post; order evacuation from the building or site; collect, analyze, and report status and damage information to his/her supervisor; and determine the need for and request public safety assistance as necessary.

During off-hours, and upon notification, or on the occurrence of an obvious disaster, the Incident Commander reports immediately to the site to conduct a damage survey.

### *Teachers*

Teachers are responsible for providing care and supervision of students; directing students in appropriate emergency procedures; getting students in need of first aid to the Health Office or first aid station; calming frightened students; helping restore order; taking roll call, reporting missing students and their last known location to emergency responders; and assisting other staff and students as needed.

### *Administrative Support Staff*

Administrative support staff will assist with emergency response duties as assigned by the Incident Commander.

### *Public Relations*

The Board, in collaboration with the Incident Commander, will coordinate release of any news information to the media or parties external to the situation. This may include controlling media access and coordination of press conferences or interviews.

## **Critical Concepts**

### **Planned Response**

#### *Sites*

The response to an emergency begins at the site. The Incident Commander will establish a command post and will direct immediate protective actions following the emergency procedures established in this document. The Emergency Response Plan and Emergency Operations Team will be activated as warranted by the situation.

The emergency team will report to the command post and will make immediate provisions for the safety and security of students and staff at the site; perform search and rescue and provide first aid care as necessary; conduct a survey of buildings and grounds for damages; turn off utilities, secure unsafe areas as necessary; account for all staff and students; and maintain documentation of the emergency response. The Incident Commander will coordinate activities at the site.

#### *Notification of Emergency*

All efforts to report the emergency and to call for fire or medical assistance must be directed to 911. In most cases the Incident Commander should initiate or request the 911 call. However, in extreme emergencies, when time is of the essence, anyone can and should call 911.

#### *Plan Activation*

The Emergency Response Plan will be implemented by the Incident Commander or her designee when conditions exist which warrant its execution, or at the direction of public safety officials.

#### *Employee Notification and Recall*

When an obvious disaster occurs outside of normal working hours, essential employees, pre-identified by the Incident Commander, should report to the site after ensuring the welfare of their homes and families. For a non-obvious disaster, the Incident Commander will recall essential employees utilizing telephone calling trees if telephones are operable, or through the local media if necessary.

### *Communications*

Telephones are to be used only to report emergency conditions or to request emergency assistance. In the event that telephone service is interrupted, cellular phones or portable radios provided by UPREP will be used.

### *Accounting for Students and Staff*

The Incident Commander must take immediate steps to positively identify all students for which she is responsible during an emergency event. The exact location of each student and her status must be noted and updated as the event progresses. The Incident Commander must designate one team member (Grade Level Manager) as the central coordinator of all student and staff information during the event. This coordinator must be clearly identified and remain fully accessible at the incident site throughout the emergency event.

All staff will be instructed to report any changes in student status or location to the Grade Level Manager. This requirement will allow a quick and accurate response for parents when they report to the site.

### *Evacuation*

Evacuation of a school or site may be ordered by the Incident Commander or public safety officials. Staff will ensure that all students have left the building, will direct evacuation via designated routes, will take the classroom attendance sheet and Portable Emergency File with them, and will maintain control of the students in the pre-designated assembly areas.

Following a building evacuation, each teacher will use attendance sheets to account for all students. The Incident Commander will be notified of the name and last known location of any missing students or adults.

### *Search and Rescue*

The Incident Commander may organize search and rescue teams of not less than two persons. Staff should not attempt rescue if hazardous conditions exist (e.g., live electrical wires down, hazardous chemical spills, fire and smoke conditions, etc.). Searchers will assist any students or staff as necessary, and will close all doors in the event of a fire, after ensuring that all students and staff have evacuated the area. Whenever search and rescue must be performed, the Incident Commander will notify the Rochester Fire Department for assistance.

### *Emergency Shelter*

The Site should be prepared to shelter students and staff for a limited period of time following an emergency. If long-term shelter arrangements are required, the Incident Commander will advise public safety officials. The Incident Commander will make every effort to maintain minimum emergency supplies in the building.

### *Debriefing*

Students and staff may cope with painful emotions and feelings resulting from a community or school-

related emergency event. UPREP staff will work with parents to coordinate the use of appropriate services following an emergency event.

### *Follow-up Review*

Emergency Operations Team members will conduct a formal critique following all emergencies. The purpose of the critique is to review the response to the event, and to identify deficiencies in current plans, procedures, and the emergency operations organization.

## **Preparedness**

### *Floor Plan*

In the portable Emergency File.

### *Employee Preparedness*

A number of measures are taken on an ongoing basis to ensure that site employees respond immediately and appropriately to disasters. These include:

- **Orientation to the Emergency Response Plan**-The Incident Commander, or Director or Operations, orients employees to the Emergency Response Plan in August of each year. Orientation includes a review of the employees' mandated roles as emergency service workers during declared disasters; the Emergency Response Plan and concept of emergency operations; emergency response policies and procedures; and how to conduct and evaluate required drills.
- **Employee Skills**-At the beginning of each school year, all instructional and non-instructional staff will be asked by the Incident Commander to identify any special skills or experience that may be helpful during an emergency or disaster. The Incident Commander may ask employees with specific skills to fulfill certain emergency management roles (e.g., first aid, CPR, search & rescue, and/or fire extinguisher operation). The Incident Commander will update the list of identified personnel annually.
- **Employee/Student Special Needs**-Employees with temporary or permanent impairments of sight, hearing, or mobility should advise the Incident Commander what assistance may be required in the event of an emergency. Students with special needs are identified at the beginning of each school year and a determination is made on what assistance may be required in the event of an emergency. A copy of this information is maintained in a Portable Emergency File that will be removed by the Incident Commander whenever the site must be evacuated.
- **Home and Family Emergency Preparedness**-An immediate post-emergency consideration for most staff is the status and well-being of their own family members and loved ones. Since it may not be possible for some employees to return home following an emergency, all employees are encouraged to inform their loved ones of the site's plan and develop their own home and family emergency plans.
- **Telephone Tree**- The Incident Commander shall establish a telephone tree list so that all appropriate staff can be easily contacted for an emergency situation that develops during non-school hours.



### *Partner System*

Teachers in adjacent classrooms will be pre-assigned joint responsibility for both classes. If one of the teachers must remain with injured students or must assume other emergency responsibilities, the other teacher will supervise both groups of students with the help of other available staff and volunteers.

### *Assembly Areas*

The Incident Commander will designate an outdoor assembly area or areas where students and staff will gather whenever the building is evacuated. Unless instructed otherwise by public safety officials, students and staff will gather by class or other usual groups and attendance will be taken.

Generally our assembly areas will be on the sidewalks that surround the building. The area for each room will be noted on the evacuation routes document. If a situation warrants the necessity to be outside for a long period of time we will seek permission to go the Church on the corner of Maplewood and Seneca Parkway.

### *Emergency File-Portable*

A portable emergency file, containing students' emergency contact numbers and other emergency information, will be maintained in the school office and will be removed by the Incident Commander or his/her designee whenever the building is evacuated.

The Emergency File will be the basis for making individual emergency contacts with parents. The Incident Commander or his/her designee will determine when individual emergency contacts with parents will be made.

Contents of file shall include:

- Copy of Emergency Response Plan
- Emergency Phone Numbers
- Student Emergency Contact Phone Numbers
- Emergency Release Forms
- Notepad
- Pens
- Portable radio or cellular phone if available
- Site Floor Plans
- Personnel Roster
- Student Special Needs and Medication List

## Training and Drills

### FIRE DRILLS and SITE EVACUATIONS

Instruction and training in fire drills and site evacuation drills must be given. Fire drills must be held at least **12** times and **4** Lockdowns each school year. Eight of these drills must take place before December 31<sup>st</sup>. All students and staff are required to participate in these mandated drills. The Incident Commander will maintain a record of the drills.

Site plans will include drills for building-specific emergency responses such as fire, bomb threats, hazardous material spills, room clear/area clear, lockdown, etc.

The head of the school must have a plan for where students and staff should meet outside during the drill. A pre-plan map that shows the evacuation routes and staging area must be designed and available.

A hard copy **Report of Absence** sheet should be always kept in a spot near the door or in a location where the teacher has easy access.

**All classrooms must have the map of the route they will walk during a drill**, all the way to the designated outdoor meeting spot, or assembly area. Classrooms need to have a copy up high where teachers can easily consult it.

**Teachers should talk to the students regularly about what will happen during a fire drill.** Explain that these drills are just practice, but they are very important and must be taken seriously. Teachers can show students where in the room they will line up when the alarm sounds and explain that they must be completely quiet during a drill so that everyone can hear the instructions given.

**Do a pretend drill.** For the first drill, teachers can tell the students that you're doing a drill. Have students line up quietly and walk in a single file line outside to your meeting spot. Once students have done one successful drill, explain that you'll do it again sometime soon, but without warning this time. Do another pretend drill later in the week. You'll be ready when your school holds its first official fire drill.

The Grade Level Manager should gather and monitor attendance sheets during all drills and actual events.

### ROOM CLEAR/AREA CLEAR

Sometimes it is necessary to clear a specific area because of a hazardous spill/condition or medical emergency.

Students must be taught to:

- Remain completely silent when a “room clear” or “area clear” command is given.
- Listen for the directions of the adults in the area and respond to directions without question or excuse.
- Respect the privacy of all individuals involved.

Staff must:

- Notify neighboring teacher of need for assistance with group.
- Give the “room clear” or “area clear” command.
- Provide firm concise directions to students.
- Promise to provide students with information as soon as possible.

## LOCKDOWN

The Incident Commander must:

- Initiate LOCKDOWN by announcing a warning over the P.A. system or by sending a messenger to each classroom.
- Give information as soon as possible.

Students must:

- Go to the nearest classroom, regardless of whether it's theirs or not, as quickly as possible.
- Follow, without question or excuse, the directions of the adult in charge.

Teachers must:

- Lock the doors.
- Pull the blinds.
- Turn the lights out.
- Instruct the students to move to the back corner of the room, away from the door and windows.
- Activate door window cover.
- Get the students to be as quiet as possible. (You want them to be quiet, because if this is a “shooter incident” the perpetrator reacts to sound and movement. If someone is screaming and running around, the perpetrator is much, much more likely to try to enter that door.
- Allow no one outside of classroom until the Incident Commander gives an all-clear signal.

## SHELTERING DRILLS

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency.

The Incident Commander must:

- Direct students and staff to assemble in an identified safe areas.
- Brings all persons inside school building(s).
- Turn off any ventilation leading outdoors.

Staff must:

- Direct students.
- Close all exterior doors and windows.
- Bring a Report of Absence form.
- Account for all students after arriving in a safe area.

All persons must remain in safe areas until notified by the Incident Commander or emergency responders.

## **SEVERE STORM**

Severe wind, snow, rain, hail, thunderstorms, and flash floods are not uncommon in our area. Tornadoes, while not common, do occur as well.

Procedures for dealing with these threats are similar.

The Incident Commander must:

- Be alert for weather warnings. Monitor Emergency Alert channels and stations.
- Bring all students and staff inside building(s). Move to safe areas.

Staff must:

- Review “drop and cover” procedures if tornadoes threaten.
- Close windows and blinds; avoid outside walls.
- Take class rosters; account for all students.
- Remain in safe areas until warning(s) expire or emergency personnel have issued “all clear” advisories.

## *Plan Review and Update*

The Incident Commander is responsible for reviewing and updating the Emergency Response Plan annually and following any incident during which the plan is activated.

## **Staff Responsibilities**

### **All Personnel**

All site personnel have the following general responsibilities:

#### *Pre-Emergency*

- Be familiar with their role as Emergency Service Workers in the event of an emergency.
- Review and be familiar with the Emergency Response Plan, emergency procedures, and specific emergency assignments.
- Attend emergency training as offered.
- Be familiar with emergency communications methods and procedures.
- Participate in emergency drills and training.
- Prepare a home and family disaster plan.

### *Emergency*

- Implement emergency procedures as appropriate for the situation.
- Report to their assigned duty station when notified, or when the emergency situation obviously requires it.
- Implement emergency assignments using applicable checklists and procedures, as dictated by the situation.
- Maintain a log of emergency actions.

### *Post-Emergency*

- Analyze the emergency response to determine the effectiveness of the response.
- Participate in site after-action critique as appropriate.
- Recommend changes to the Emergency Response Plans as needed.
- Restock emergency supplies as necessary.

### *Incident Commander*

The Incident Commander is responsible for the annual completion of the following:

- Be familiar with all duties and responsibilities of the Incident Commander.
- Update the Emergency Response Plan by the last day of September each year.
- Assign employees to roles and responsibilities of Emergency Operations Team members and alternates, taking into consideration the skills and abilities and normal functions of employees.
- Ensure that all employees are familiar with the Emergency Response Plan and are aware of their emergency response and preparedness roles and responsibilities.
- Establish a schedule for fire and evacuation drills.
- Update as necessary the plan indicating evacuation routes and the location of assembly areas, emergency supplies and equipment, fire extinguishers, fire alarm pulls, master electrical panels, and main water and gas shut-off valves.
- Ensure that emergency procedures are posted in each classroom, common area and staff lounge.
- Update the list of any students or staff with special needs or those who may need evacuation assistance or other special assistance.
- Appropriately test the site warning system and ensure that the system's signal(s) or announcement is recognized and understood by staff and students.
- Maintain a list of emergency phone numbers in a readily accessible location.
- Encourage staff to make all possible emergency preparations at their homes ahead of time.
- Maintain a file of updated emergency contacts information.

### *Teaching Staff*

Instructional staff is responsible for the completion of the following:

- Present instruction to students about emergency preparedness plans for the site.
- Keep attendance sheets readily accessible at all times in order to check attendance in the event of an evacuation.
- Participate in fire and evacuation drills.

- Have planned activities for students for use during periods of confinement during an emergency situation.
- Ensure that each child has a complete emergency contact form.

## Specific Situations

### Bomb Threats

#### *Responding to Bomb Threat Calls*

- The Incident Commander shall be responsible to instruct all personnel, especially employees who routinely answer telephone, on what to do if a bomb threat call is received.
- A calm response to the bomb threat caller could result in obtaining additional information. If told that the building is occupied and cannot be evacuated in time, the caller may be willing to give more specific information on the bomb's location, components, or method of initiation.
- The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:
  - ◆ Keep the caller on the line as long as possible. Ask him or her to repeat the message. Record every word spoken by the person.
  - ◆ If the caller does not indicate the location of the bomb or the time of possible detonation, ask him or her for this information.
  - ◆ Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
  - ◆ Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
  - ◆ Use caller ID, if available, to identify the source of the call.
  - ◆ Immediately after the caller hangs up, notify the Incident Commander.
  - ◆ Notify the police via 911.
  - ◆ Remain available, as law enforcement personnel will want to interview you.
- Initiate the **SITE EVACUATION** procedure.

#### *Responding to Written Bomb Threats and Suspicious Packages*

If a written bomb threat is received, keep the handling of it to an absolute minimum, as it is important evidence. Mail bombs have been contained in letters, books, and parcels of any shape.

Following are some suspicious characteristics to look for:

- Letter bombs may feel rigid, appear uneven or lopsided, or are bulkier than normal.
- The container is irregularly shaped, asymmetrical, and has soft spots and bulges.
- There may be oil stains on the wrapper.
- The wrapper may emit a peculiar odor.
- The package may be unprofessionally wrapped.

- The package may be labeled with phrases such as “Fragile,” “Handle with care,” “Rush,” “Prize enclosed.”
- There may be cut-and-paste lettering on the address label.
- The package may have no postage or non-cancelled postage.
- The package may exhibit wires, foil, and string or tape sticking out.
- The package may emit a buzzing or ticking noise.
- A suspicious letter or package may arrive just before or after a telephone call from an unknown person asking if the item was received.

If you suspect a letter or package of being a bomb:

- ◆ Do not open or squeeze the letter or package.
- ◆ Do not pull or release any wire, string, or hook.
- ◆ Do not turn or shake the letter or package.
- ◆ Do not put the letter or package in water or near heat.
- ◆ Do not touch the letter or package to preserve any possible fingerprint evidence.
- ◆ Do move people away from the suspicious letter or package.
- ◆ Do notify the Incident Commander immediately.

### **Evacuation Plan**

- All bomb threats or suspicious packages will require the evacuation of the site unless the threat indicates that the bomb is outside the site or the suspicious package is outside the site.
- Routes of egress and evacuation or sheltering areas should be searched for suspicious objects before commencing an evacuation.
- Evacuation areas must be pre-identified in the Emergency Response Plan.
- The possibility always exists that students, visitors, and staff may have to evacuate a site during inclement weather conditions. Individuals should not be permitted to stop and access their coats.

### **Sheltering in the School – Potential Explosive Device Outside the Building**

A bomb threat that indicates that an explosive device is in a car, in the school parking lot, or somewhere else outside the site requires that students, visitors, and staff remain inside the site. Students, visitors, and staff should be moved to areas away from any identified objects and containing as little glass as possible. Any students, visitors, and staff already outside the building should be moved further away (at least 1,000 feet) from the suspicious object.

### **Search Philosophy**

Members of the site administrative, faculty, support, and custodial staff should be pre-identified to assist in searching a Site for a suspicious object. In September of each year, the Incident Commander should make certain that this volunteer team is aware of their responsibilities, familiar with the search procedures, and willing to carry out such activities.

The evacuation or search unit should be instructed only to look for unusual objects and not in the techniques of neutralizing, removing, or otherwise having contact with the device. If a device is located,

it should not be disturbed. However, its location should be well marked and a route back to the device noted.

### **Suspicious Object Located**

It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive disposal.

### **Re-occupancy of a Site**

After a bomb search has been concluded, the Incident Commander is the person responsible for making the decision to reenter the school building.

### **Civil Disturbance**

A civil disturbance is any situation where a person or group of persons disrupts operations or threatens the safety of individuals. Precautionary protective measures must be taken. If participants enter the building, remain calm and do not provoke aggression.

### ***Incident Commander:***

Notify the Police Department by calling 911 and await further instructions.

### ***Teachers/Site Staff:***

- Report disruptive circumstances to the Incident Commander.
- Do not argue with participant(s).
- Have all students and employees leave the immediate area of disturbance.
- Lock all doors.
- Stay away from windows and exterior doors.
- Remain inside building, unless instructed otherwise by the Incident Commander or police officials.

### **Contagious Diseases**

Whenever a child shows symptoms of any contagious or infectious disease she or he should be taken to the Health Office immediately. Any child returning to school after an absence due to a contagious disease must present a statement from a licensed physician stating that she is free from the disease. Teachers shall not attempt to diagnose any illness of a pupil, but shall refer suspected cases to the health care provider.

### **Earthquake**

Earthquakes strike without warning, and the major shock is usually followed by numerous aftershocks, which may last for weeks or months. An earthquake's effect on buildings will vary. The shaking may activate fire alarm. Stairways will need to be inspected for damage before they can be used.

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and



quickly move away from windows, glass, and freestanding partitions and shelves. Take cover under a sturdy desk or table, in a doorway, or against an inside wall until the shaking stops.

### **Incident Commander:**

- ◆ Determine if the Emergency Response Plan should be activated.
- ◆ Assign the Emergency Operations Team to conduct a preliminary damage assessment.
- ◆ Notify 911.

### **Teachers/Site Staff:**

- ◆ Give the “drop and cover” command.
- ◆ After shaking stops, check for injuries and render first aid.
- ◆ If ordered by the Incident Commander, evacuate.
- ◆ Do not return to building.
- ◆ Keep a safe distance from any downed power lines.
- ◆ Check attendance whether or not evacuation takes place. Report any missing students to the Incident Commander.
- ◆ Stay alert for aftershocks.

### **Drop and Cover Procedure**

#### Inside Building:

- ◆ Get under a desk or table or other sturdy furniture with your back to the windows.
- ◆ If not near any furniture, sit in a corner or with your back against a wall.
- ◆ Drop to your knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- ◆ If notebooks or jackets are handy, hold over head for added protection.
- ◆ Stay away from windows, bookcases, or other heavy objects.
- ◆ Maintain position until shaking stops.

#### Outside Building:

- ◆ Assume drop and cover position in an open space.
- ◆ Maintain position until shaking stops.
- ◆ Move away from buildings, trees, overhead wires, and poles.
- ◆ Do not enter building until it is determined to be safe.

### **Explosion**

#### **Teachers/Site Staff:**

- ◆ Give the “drop and cover” command.
- ◆ Sound building fire alarm. This will automatically implement action to leave the building.
- ◆ Notify the Police and Fire Department by calling 911.

Provide the following information:

- building address, including nearest cross street(s)
  - school/site name
  - exact location of the explosion within the building
  - your name and phone number
- ◆ Check attendance. Remain with students.
  - ◆ Render first aid as necessary.
  - ◆ Keep students and staff at a safe distance from the building(s) and fire-fighting equipment.
  - ◆ Public safety officials will determine when the building is safe for re-entry.

### Evacuations

The evacuation of the site is best accomplished using the Fire Drill procedure. Evacuation routes and outdoor assembly areas are pre-designated and regularly drilled. Site personnel should be designated to make a systematic final sweep through the site to assure that a total evacuation has occurred.

A written plan should be in place that addresses the needs of non-ambulatory individuals on floors above and below ground level during fire incidents and fire drills

On floors above and below ground level, consideration should be given to moving non-ambulatory individuals to a central location, or safe area, on the floor of occupancy. Consideration should be given to assigning one or two individuals to each person charged with the responsibility of moving the non-ambulatory person to a safe area during a fire incident or fire drill. Individuals assigned to non-ambulatory persons should be trained volunteers and aware of the location of their charges at all times.

During all fire drills, non-ambulatory individuals should be full participants.

### Fire

In any fire situation, it is important to act quickly and decisively in order to contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor, close to walls, thus making it easier to breathe. Before opening any door, place a hand near the top of the door to see if it is hot. Be prepared to close the door quickly at the first sign of fire.

In the event of a fire:

- Sound building fire alarm to automatically implement action to evacuate the building.
- Call 911. This call must be made for **all** fires.
- Provide the following information:
  - building address, including nearest cross street(s)
  - school/site name
  - exact location of the fire within the building
  - your name and phone number
- Attempt to extinguish the fire with a fire extinguisher only if it is a small fire and the safety of others is not compromised.
- Evacuate to an outdoor assembly area. Remain at a safe distance from the fire and away from fire-fighting equipment.

- Render first aid as necessary.
- Check attendance. Remain with students.
- Clear access routes for emergency vehicles.
- Fire Department officials will determine when the building is safe for re-entry.

## Guns

For the purpose of this plan, a gun is any pistol, revolver, shotgun, rifle, or object that looks like a gun.

An incident involving a firearm is potentially capable of causing injury to a large number of students and/or faculty. People used to be instructed not to be a “hero” in these situations because, if the effort is not successful, tragic results could occur. However, in all situations people should use their best judgment.

### Reaction:

- Immediately initiate a LOCKDOWN and contact 911.
- Contain the situation and, if possible, remove all innocent persons.
- If possible, isolate the individual with the gun.
- Control your own actions. Do not raise the emotional level of the person possessing the firearm by your own actions.
- Do not confront the armed person. If it is practical and possible, wait for law enforcement personnel to arrive to negotiate a settlement.

## Hazardous Materials/Chemical Spill

Hazardous material spills may occur inside a building, such as a spill in a boiler room. It is most likely that incidents of emergency magnitude will occur outside, such as a tank truck accident involving large quantities of a toxic material.

### *Spill Outside the Building*

The Incident Commander should:

- Close all windows and doors; request that the Custodial Engineer shut off mechanical ventilating systems.
- Notify the Fire Department by calling 911 and provide the following information:
  - building address, including nearest cross street(s)
  - school/site name
  - your name and telephone number
  - location of the spill
  - characteristics of spill (colors, smell, visible gases)
  - name of substance, if known
  - injuries, if any
- Keep students, visitors, and staff inside building unless ordered to evacuate by the Fire Department. The Fire Department will advise of further actions to be taken.
- Do not allow students, visitors or staff to eat or drink anything.
- If there appears to be imminent danger, a fire drill may be called.

### *Spill inside the Building*

The person who discovers the spill should:

- Alert others in the immediate area to leave the area.
- Close doors and restrict access to the affected area.
- Notify the Incident Commander

#### **The Incident Commander should:**

- Notify the Fire Department by calling 911 and provide the following information:
  - building address, including nearest cross street(s)
  - school/site name
  - your name and phone number
  - location of the spill and/or materials released
  - characteristics of spill (colors, smells, visible gases)
  - name of substance, if known
  - injuries, if any

Do not allow students, visitors, or staff to eat or drink anything.

If there appears to be imminent danger, a fire drill may be called.

### **Hostage Situation**

A hostage situation occurs when a person is taken and held, against their will, by means of physical force or threat of harm and held by an individual until certain conditions are met.

A hostage situation must be carefully surveyed and evaluated. The safety of the hostage(s) is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained, the more likely it is the situation will be concluded without violence.

#### **Reaction:**

- Immediately initiate a LOCKDOWN and contact 911
- Avoid, at all costs, any reckless and imprudent action.
- Don't force the issue physically or mentally.
- Keep a distance.
- Don't make any quick moves.
- Use time as a tool to de-escalate this very tense situation.
- Get down if you hear a loud noise.

How to respond in a hostage situation if you are held hostage:

- Don't force the issue physically or mentally.
- Keep a distance.
- Don't make any quick moves. They might be interpreted as offensive.

- Change your mind-set from one of authority to “hostage.”
- Keep your cool! Don’t “power trip.”
- Do not become a spokesperson for the system.
- Don’t defend the system/school.
- Do not negotiate, dictate, confront, antagonize, defend, or plead.
- Evaluate potential hiding places or areas that would keep you out of harm.
- Be alert for police actions.

### Mechanical Failure

If a mechanical failure occurs during non-school hours:

- The custodian/ facilities staff will routinely monitor building systems and conditions.
- When a potentially problematic situation is noted, they will confer immediately with the Incident Commander to discuss the situation.
- After this discussion the Incident Commander will make the decision to close or keep open the school.
- The Incident Commander will notify the media, parents and staff of the decision to close the school before 6:00 a.m. Only in the most extraordinary of situations will a school be closed after 6:00 a.m.

If a mechanical failure occurs during school hours:

- The custodian/facilities staff will routinely monitor building systems and conditions.
- When a potentially problematic situation is noted, they will confer immediately with the Incident Commander to discuss the situation.
- The Incident Commander will make the decision to close or keep open the school.
- The Incident Commander will notify the media and parents of the decision to close the school as soon as possible.
- All staff shall remain on site and assist with the dismissal of students until all students have been picked up by the appropriate adult.
- If necessary the Incident Commander will coordinate an evacuation to an alternate site, including food services.

### Medical Emergency

Medical emergencies and accidents can occur at any time. Some emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, it is better to err on the side of caution and dial 911. Medical emergencies involving any student or employee must be reported to the Incident Commander.

The Incident Commander shall **Dial 911 and provide the following information:**

- building address, including nearest cross street(s)
- school or site name
- exact location within the building

- your name and phone number
- nature of the emergency

Do not hang up until advised to do so by the dispatcher.

Dispatch a first aid/CPR-trained employee to the victim if available. Stay calm. Keep victim warm with a coat or blanket.

Do not move the victim unless there is danger of further injury.

Do not give the victim anything to eat or drink.

If the medical emergency is a serious injury, serious medical condition and/or results in death, the following should occur:

- Isolate affected students(s) / staff member(s), if possible by initiating a **CLEAR CLASS/CLEAR AREA** procedure.
- Activate school Emergency Response Team.
- Designate staff person to accompany ill/injured person(s) to the hospital.
- Incident Commander notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- Direct witness/witnesses to school psychologist/counselor(s).
- Contact parents of students sent to psychologist/counselor.
- Determine method to notify students, staff members, and parents.

### **Snow or Other Weather-related Closings**

If the weather condition occurs during non-school hours, we will follow the actions of the Rochester City School District and/or the Greece Central School District. If the school district closes, we will be closed and staff is not required to report. If the district has a delay we will attempt to have a delay for students, but in this case, staff are required to report as close to the 7:15 arrival time as is safely possible.

If the weather condition occurs during school hours we will attempt to follow the actions of the Rochester City School District and/or the Greece Central School District. Staff will remain until students are safely discharged.

If the Incident Commander, Director of Operations and the Grade Level Manager, believe that the expected weather conditions after dismissal are a threat to the safety of students, they will cancel after school activities for the day.

### **Suicide Threat**

Every threat to commit suicide or a mention of suicidal thoughts should be taken seriously. If the student mentions suicide, the Incident Commander, Grade Level Manager, counselor or social worker should be subtly notified as soon as possible. It is important not to create a scene.

If you believe that the intent is **imminent**, the objective in such a situation is to keep the person from committing the act, OR, if she has already hurt herself, to get medical assistance and prevent a needless

death. Handling suicide threats requires the utmost sincerity, empathy, and tact. The longer the act is delayed, the more likely it is that the person will be rescued and receive the professional help he/she needs.

Reaction to imminent or attempted suicide:

- Call 911.
- Keep talking to the person. Actively engage them in conversation.
- Stall for time until additional help arrives.
- Appeal to the person's emotions.
- Reassure the person that you and others want to help.

Reaction – If a weapon is involved:

- Exercise extreme caution – keep away!
- Don't jeopardize your personal safety.
- If the person does not voluntarily give up their weapon/plan, try to stall the rescue until the police arrive.

### Unauthorized Person On-site

An unauthorized person is any person entering the school who is not school personnel or a registered child and parent or authorized visitor. Staff and faculty should automatically recognize and question the presence of unauthorized persons on campus. All visitors must report to the main office and, if entry to the building proper is determined to be necessary, must be escorted.

**Reaction:**

- Determine whether the person is a legitimate visitor or a potential threat to school safety.
- Escort all visitors to the office to sign in.
- If a person is suspected of posing a threat, notify the Incident Commander immediately.

**Reaction – If a confrontation is imminent:**

- Notify 911.
- Call the main office.
- Do not engage in a violent confrontation; take every other step to ensure your safety and that of students.

**Incident Commander:**

- Approach intruder(s) and determine nature or purpose of their presence.
- Ask for identification.
- If they have no acceptable purpose, ask them to leave.
- If they refuse to leave, call 911.
- If the situation is very severe, initiate **lockdown** procedures.

**Staff:**



- Hold students in class. Delay movement to out of classroom activities.
- Lock doors to all rooms and areas.
- All available staff will accompany students who have been locked out of their classroom to a secure area – classroom, office, etc.

### Utility Failure

Failure of one or more of the utilities (electricity, gas, and water) constitutes a condition that must be dealt with on a situational basis. Sites should remain open and in operation to the greatest extent possible and students will be cared for until their regular dismissal time as long as safety and security are not compromised.

#### Incident Commander:

- Notify the utility provider and inform regarding the sections of the site affected and type of problem or outage
- Try to determine from the provider the expected duration of the outage
- Advise Site staff of the problem and actions to be taken.

### Weapons

The unauthorized presence or use of dangerous weapons such as knives, bombs, explosives, and firecrackers constitute a potential emergency. Don't relax just because the weapon is not a gun. All weapons are potentially life-threatening.

If the weapon is visible or being brandished:

- Immediately notify the Incident Commander.
- Incident Commander will call 911.
- Do not confront the person.
- Identify the person, person's location, and location of the weapon.
- Determine the level of threat.
- Call for back-up.
- If possible, isolate the individual with the weapon.

If a staff member or student is aware of a weapon brought to school they should:

- Immediately notify Incident Commander or teacher.
- Tell Incident Commander or teacher the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.

If the teachers suspect that a weapons is in the classroom, he/she should

- Confidentially notify a neighboring teacher and remain in the classroom
- Neighboring teacher notifies the Incident Commander

The Incident Commander should evaluate the situation and if warranted:

- Call the police if a weapon is suspected to be in school, as viewed by a reasonable person.
- Ask another administrator to join in the questioning the suspected student or staff member.
- Accompany the suspect to a private office to wait for the police.
- Conduct a search with police.
- Inform suspect of his/her rights and why you are conducting the search.
- Keep detailed notes of all incidents and why the search was conducted.
- If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.
- If the suspect threatens you with a weapon, do not attempt to disarm her. Back away with your arms up. Try to remain calm.