

# **North Syracuse Central School District**



NORTH SYRACUSE

CENTRAL SCHOOL DISTRICT

## **DISTRICT-WIDE EMERGENCY RESPONSE PLAN**

### **Project S.A.V.E.**

Safe Schools Against Violence In Education Act. (SAVE)

**Revision Date:** October 14, 2016

## **INTRODUCTION**

Providing an orderly plan for dealing with an emergency is part of the responsibility of school officials for the management and overseeing of the District. Situations range from man-made problems such as fires and bomb threats to nature-made blizzards or floods. Emergencies range from highly dangerous, life threatening situations to problems that are a mere inconvenience. Through careful planning, however, the effects of an emergency are mitigated, property damage is minimized and, most important, injury and death are avoided. Small problems remain small and do not escalate into catastrophes. Finally, the situation can be brought back to normal quickly and efficiently.

This manual is an aid to planning for contingencies. The word "contingency" is used here to cover all situations ranging from a disaster such as a raging fire or severe flood to an annoying problem such as a broken water line in a building. It is broader in meaning than either the words "disaster" or "emergency." A contingency is a situation that occurs unexpectedly, has negative consequences, and must be dealt with. The guiding principles for contingency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates, which influence planning, and decision-making is included.

While an emergency situation may require on-the-spot decisions to respond to fast-changing developments during the emergency, there is a set of six procedures that are standard responses to any emergency situation in schools. These six procedures are: administer first aid, summon expert help, follow the instructions of the expert, evacuate to a safe place, take shelter inside the building and early dismissal. Obviously, all six procedures will not work for every emergency. Indeed, some of the procedures are part of the planned response to any school emergency.

Let us define each of these six procedures:

### **Administering First Aid:**

First aid is usually defined as treatment that will protect the life and comfort of the victim until more expert help is secured.

### **Summoning Expert Help:**

Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters, heart attack victims must be under proper medical care, etc.

District Emergency Response Plan  
North Syracuse Central School District

Introduction (cont'd)

**Follow Instructions:**

Once the expert help has arrived, those experts are usually "in charge." At that time, the emergency procedure is to follow the instructions.

**Evacuation to a Safe Place:**

Many, but certainly not all, emergencies will require that the inhabitants of a building get out and go somewhere else. Evacuating students from the school may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building.

**Sheltering Inside the Building:**

There are situations when it is safer to stay inside the building than to go outside. Sheltering is a procedure that is called for during severe electrical storms, radiological emergencies or in any situation when it is safer to remain inside a locked room or building.

**Early Dismissal:**

Similar to evacuation, early dismissal or "go home" is merely a procedure for getting students out of the building and united with their families or with some responsible surrogates who have been designated by the parents to care for the child.

The time it takes to activate an evacuation and/or Early Dismissal Plan, of not only public schools, but non public schools is vital information in the coordination of emergency local, county and state planning.

These plans need to be accessible in all buildings to the Building Administrator, secretary and alternate persons who could take charge.

# **DISTRICT EMERGENCY MANAGEMENT POLICIES**

District Emergency Response Plan  
North Syracuse Central School District

**ADMINISTRATIVE POLICIES**

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response have been prepared for various emergencies, e.g., civil disturbance, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the office of each Building Administrator, Building Nurse, and Building Head Custodian, as well as the office of the Superintendent, each Central Office Administrator, and the Director of Facilities and Transportation.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

The Superintendent is the District's Emergency Coordinator.

The Assistant Superintendent for Business Services is the District's alternate Emergency Coordinator.

The Superintendent's Office serves as the Emergency Command Post.

The \_\_\_\_ (TBA) \_\_\_\_\_ and the \_\_\_\_ (TBA) \_\_\_\_\_ shall serve as the alternate Command Post.

When the Superintendent declares an emergency, the members of the response team may be alerted to report to the Command Post.

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, (s)he will begin implementing the emergency plan by activating the chain of communication as follows:

Superintendent  
Assistant Superintendent for Business Services  
Assistant Superintendent for Teaching & Learning  
Assistant Superintendent for Instruction

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: **Early Dismissal, School Cancellation, Shelter in place, Hold in Place, Evacuation, Lockout, and Lockdown.**

District Emergency Response Plan  
North Syracuse Central School District

Administrative Policies (cont'd)

The decision to close school remains exclusively with the Superintendent. In case of absence or unavailability, the chain of command for emergency decisions is:

Superintendent  
Assistant Superintendent for Business Services  
Assistant Superintendent for Teaching & Learning

The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (Jody Manning - 433-2602) as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

In emergency ordinary rules of work hours, work sites, job descriptions and any other contractual provisions are subject to State, County, or School District directives.

Transportation staff members are expected to report to work when alerted of an emergency.

The Superintendent shall provide written information by October 1st of each school year to all students and staff about emergency procedures.

The Superintendent shall provide for at least four lockdown drills and at least one early dismissal shall be held in each school building during each school year. The early dismissal will begin fifteen minutes prior to the end of the regular school day. Parents shall be notified at least one week prior to an early dismissal.

The Superintendent shall review and revise, as necessary, the Emergency Management Plan at least once each year.

District Emergency Response Plan  
North Syracuse Central School District

**EMERGENCY RESPONSE TEAM**

Listed below are the names and telephone numbers of the members of the school district's Emergency Response Team.

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>School Extension</u></b>
Annette Speach	Superintendent of Schools	218-2151
Don Keegan	Assistant Superintendent for Business Services	218-2119
Dan Bowles	Assistant Superintendent for Teaching & Learning	218-2124
Dawn Wilczynski	Assistant Superintendent of Instruction	218-2118
Matt Conti	Director of Transportation	218-2179
Jason Nephew	Director of Human Resources	218-2125
Jon Ward	Director of Facilities	218-2174
Wendy Swift	Director of Food Service	218-2175

The following are suggestions for make-up of Team:

Superintendent of Schools  
Assistant Superintendent for Teaching & Learning  
Assistant Superintendent for Instruction  
Assistant Superintendent for Business Services  
Director of Human Resources  
Director of Food Service  
Director of Transportation  
Director of Facilities  
Police Chief  
Fire Chief

District Emergency Response Plan  
North Syracuse Central School District

**EMERGENCY MANAGEMENT PROCEDURES**

A. General

A specific response or set of responses exists for all foreseeable emergencies. Each Teacher and Non-Instructional Staff Member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. If uncertainty exists, the Building Administrator should be notified.

A copy of the Emergency Management Plan is located in the office of each Building Administrator,, each Central Office Administrator and the Director of Facilities. The Plan includes the response or set of responses for each emergency and should be referenced if any uncertainty exists as to appropriate response.

If the Superintendent, or in his/her absence a designee, as the District's Emergency Coordinator, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post.

Staff members involved in the response shall continue their response actions until the emergencies have ended.

District Emergency Response Plan  
North Syracuse Central School District

Emergency Management Procedures (cont'd)

B. Buildings

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occurs. Since the safety and health of the students and staff are of prime importance the Emergency Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Emergency Plan:

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action.
3. Identification of sites of potential emergencies (inside and outside sources).
4. Identification of resources available (equipment, manpower, etc.).
5. Diagrams of all buildings/wings by floor.
6. Identification of exit routes and shelter areas.

The Building Administrator is responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

C. Transportation Department

If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended.

The Director of Transportation will maintain a current list of regular and substitute Bus Drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan.

Members of the transportation staff will be oriented to the emergency evacuation plan by the Director of Transportation.

District Emergency Response Plan  
North Syracuse Central School District

Emergency Management Procedures (cont'd)

Transportation Plan Details:

1. All available drivers needed will be notified by the Dispatcher and Director to report in case of an emergency, and to report to the Transportation Office. This will usually take approximately 1/2 to 3/4 of an hour.
2. Drivers reporting to the Transportation Office will be assigned a route. The Director will notify the school Principals of the geographic area, which should be dismissed first.
3. The Director will assist in loading the students and giving the Drivers last minute instructions before they depart on their routes.
4. Students who are outside the School District under District authorization, i.e., field trips, athletic events, BOCES will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates.
5. All students will be evacuated by District buses only. No student will be allowed to drive any vehicle while the emergency evacuation is taking place.

District Emergency Response Plan  
North Syracuse Central School District

**TRAINING EXERCISES AND DRILLS**

Training programs can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.

Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

The training program should be coordinated with other School District's programs. Emergency management programs are available from a variety of sources including the local emergency management office and the National Weather Service.

Training should be:

1. Provided for school staff that has been assigned specific roles and areas of responsibilities in the Emergency Plan;
2. Conducted annually to insure school staff and students understand emergency procedures, and include any changes to school plans;
3. Coordinated with local emergency management office to receive information on policies and procedures from the emergency service community.

A specific form of training is emergency simulation. The School District should, in cooperation with local emergency management officials', must conduct four lockdown drills and one annual exercise to test the emergency plan. This exercise must specifically test early dismissal, as well as the communications and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

Exercise and drills must be:

1. Lockdown drills - conducted four times a year.  
Early dismissal exercise – conducted once per year.
2. Designed to test school emergency plans for sheltering and early dismissal. Early dismissal will occur not more than fifteen (15) minutes earlier than normal dismissal time.
3. Held with at least one week's notice to parents or guardians.

District Emergency Response Plan  
North Syracuse Central School District

**PUBLIC INFORMATION**

In any situation where normal school activities are disrupted, it is crucial for the School District to recognize its obligation to inform the public of the problem and how the District is responding to it.

School Districts utilize public information procedures on a regular basis during the winter months to announce school cancellations and dismissals due to inclement weather. The same rationale with an increased sense of importance applies to other, less common types of hazards. Parents and the media will clamor for information during emergencies that affect school operations, regardless of whether or not a School District is prepared to handle their inquiries. Obviously, those Districts that plan for such contingencies will be in a much better position to satisfy the thirst for information from outside sources.

The first step in addressing the public information function is to identify two people who will serve as the primary and alternate emergency public information designees for the District. While the Superintendent of Schools is the main individual who answers reporters' questions, the Assistant Superintendent for Business Services is the individual designated to coordinate the overall public information function. The demands of emergency decision-making will preclude the Superintendent from adequately addressing the critical function of providing public information.

The **Assistant Superintendent for Business Services** will be responsible for organizing information that is transmitted to the media and to parents during emergencies. The overall functions of the public information designee will be:

1. to provide correct information to the public on what is occurring and what the School District is doing in response;
2. to prevent erroneous information from being disseminated;
3. to represent a positive image for the School District, and demonstrate that the District is responding to the situation in an organized and competent fashion;
4. to coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
5. to act as a liaison between the media/public and School District officials who are involved in decision making and the operational response to the emergency;
6. to organize the District's response to parents as they inquire either via telephone or in person as to the health and safety of their children.

**GUIDELINES FOR SPECIFIC  
EMERGENCY SITUATIONS**

District Emergency Response Plan  
North Syracuse Central School District

**CIVIL DISTURBANCE**

**GENERAL**

**HOSTAGE**

**KIDNAPPING**

**DANGEROUS PERSON**

**BOMB THREAT**

District Emergency Response Plan  
North Syracuse Central School District

**CIVIL DISTURBANCE**

**County Fire Control (911)**

1. Building Administrator - At the beginning of an actual or potential civil disturbance obtain the following information:
  - a. Where - specific location;
  - b. When - time begun;
  - c. How many persons involved;
  - d. What is taking place;
  - e. Purpose or intentions of group.
2. Building Administrator - Notify Superintendent.
3. Building Administrator/Superintendent -  
Notify staff and students and move them away from areas where violent confrontations are or may be occurring.
4. Building Administrator/Superintendent/Assistant Superintendent for Business Services -  
Consider closing school if conditions warrant. **Do Not Dismiss Unless It Can Be Achieved Without Risk To Students and Staff.**

District Emergency Response Plan  
North Syracuse Central School District

**HOSTAGE/KIDNAPPING/DANGEROUS PERSON/BOMB THREAT**

**County Fire Control (911)**

1. First person on the scene - Identify the situation.

**or**

Person receiving call:

Fill out Telephone Threat Information Sheet.

Try to prolong conversation as long as caller will talk.

Obtain as much information as possible.

Listen for characteristics of caller and background noise.

2. First person on the scene or person who received call -  
Notify Building Administrator, describe situation and deliver written information as soon as possible.
3. Building Administrator - Notify Superintendent (**218-2151**) and Police (**911**) immediately.
4. Building Administrator - Notify Head Custodian.
5. Building Administrator/Head Custodian -  
Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate (**DO NOT** use fire alarm in the event of a bomb threat).
6. Building Administrator - Keep Superintendent apprised.
7. Superintendent - Notify parents and/or spouse of victim(s).
8. Police (bomb squad if bomb threat) - Termination of emergency.

**General Principles for Responding to a Dangerous Person until Authorities Arrive**

1. REMAIN CALM, reassure others and try to prevent panic.
2. As quickly as possible remove people not directly involved with the incident. If necessary, evacuate all or part of the building.
3. Address injured.
4. Maintain communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.

District Emergency Response Plan  
North Syracuse Central School District

**Hostage/Kidnapping/Dangerous Person/Bomb Threat** (cont'd)

5. Gather as much information as possible. Have someone make notes to give to the police if possible.
6. If the person attempts to leave building, allow departure. Observe whether a car is used. Note license number and description of vehicle and # of person(s).
7. If the person attempts to leave building with a student or staff member, be cautious in trying to intervene. Remember the most important consideration is the safety of all.

**RESOURCES**

- \* Building Floor Plans.
- \* Local Emergency responders: Police, Fire/Ambulance.
- \* Telephone Threat Information Sheet.
- \* Bomb Threat Form.

District Emergency Response Plan  
North Syracuse Central School District

**BOMB THREAT**

**County Fire Control (911)**

All staff should be given bomb threat forms.

1. Person receiving threat - Upon receipt of a bomb threat by telephone, question caller as listed on a Bomb Threat form (See appendix I)
  6. Where - specifically is the bomb located?
  7. When - exactly is the bomb set to go off?
  8. What - materials are in the bomb?
  9. Why - is the caller doing this?
  10. Who - is the caller?
2. Person receiving threat - Notify Building Administrator.
3. Building Administrator - Notify Police; Notify Fire Department; and Notify Superintendent.
4. Building Administrator - Notify Staff and students to evacuate building.  
DO NOT MENTION "BOMB THREAT."  
DO NOT USE FIRE ALARMS TO NOTIFY.  
State whether normal evacuation routes are to be used or if alternate routes are to be taken.  
Follow established bomb threat response plan.
5. Superintendent - If bomb threat does not specify a location, SED requires that all district buildings be evacuated. Notify all Building Administrators of bomb threat and the need to evacuate.
6. Building Administrator/Director of Facilities -  
Upon arrival, advise police of situation, follow their instructions and **TURN CONTROL OF BUILDING OVER TO THEM.**
6. Police/Fire Department - Termination of Emergency.
7. Superintendent/Building Administrator -  
Resume, curtail or cease building operation. Notify staff and students.

**FIRE AND EXPLOSION**

**GENERAL**

**EMERGENCY FIRE PROCEDURES**

**UNPLANNED FIRE ALARMS**

District Emergency Response Plan  
North Syracuse Central School District

**FIRE/EXPLOSION**

**County Fire Control (911)**

1. First person on scene - Pull Fire Alarm. Notify Building Administrator of what prompted fire alarm, location and source of fire/explosion if known.
2. Occupants - Evacuate Building on sound of fire alarm in accordance with established emergency evacuation plans posted in each classroom. After evacuating, close doors behind you.
3. Building Administrator or designated Administrative Staff - Notify:
  - a. Fire Department - **911**
  - b. Superintendent – **218-2151**
  - c. Designated Public Information Person - Phone # **218-2190**
  - d. State Education Department - **518-474-1201**
  - e. Director of Transportation (if need to evacuate) – **218-2179 or 218-2180**
4. Head Custodian - Report to Principal's office on any fire alarm.
5. Custodial/Maintenance Staff - Investigate source and contain fire, if possible or practical.
6. Building Administrator - Upon arrival, advise fire department of situation and follow its instructions.
7. Building Administrator - Keep Superintendent's office appraised.
8. Fire Department - Termination of Emergency.
9. Building Administrator and Superintendent - Resume, curtail or cease building operation as appropriate.  
Notify:
  - a. Staff
  - b. Parents
  - c. Students
  - d. Public information person

District Emergency Response Plan  
North Syracuse Central School District

**Fire/Explosion** (cont'd)

10. In the Science Lab: Lab Teacher:

**If there is danger of fire/explosion or toxic fumes:**

Do the following two things simultaneously:

evacuate room and

get help from neighboring classrooms if needed to move injured students.

Sound Fire Alarm except during gas leak. The teacher should block corridors adjacent to lab area if necessary. Notify Building Administrator.

**If there is no immediate danger:**

Do not move injured person(s). Wait for medical assistance.

Do not sound fire alarm. Notify Building Administrator.

**RESOURCES**

- \* Local Emergency Responders: Police (911) - Fire/Ambulance (911).
- \* Chemical inventory with MSDSs - located Building Administrator's office.
- \* Fire alarm system.
- \* Fire extinguishers - serviced and charged.
- \* Staff trained in First Aid and CPR

District Emergency Response Plan  
North Syracuse Central School District

**EMERGENCY FIRE PROCEDURES**

County Fire Control (911)

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building and notify the fire department. That person should then contact the Building Administrator and notify them of the location of the fire. The Building Administrator shall notify the Superintendent who will activate the Emergency Response Team.
2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to restrooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the students shall be sent to the area where his own room has assembled if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. The Building Administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (Door guards will be posted at all outside exits but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded, and shall see that the door is closed as soon as the exit has been evacuated.
6. All students shall be instructed to leave all personal belongings, which may be in their classrooms and immediately leave the building, following the prearranged plan. No person will be allowed to return to the building once it has been evacuated until authorized by the Fire Chief.
7. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file and quickly to the exit pre-assigned.
8. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.

District Emergency Response Plan  
North Syracuse Central School District

**Emergency Fire Procedures** (cont'd)

9. The Building Administrator shall hold a sufficient number of fire drills at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill will be held at inopportune times such as an assembly, lunch period, etc.
10. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations. All teachers and staff shall be instructed on the use of fire extinguishers.

**Actions to extinguish fires shall never be initiated until the alarm has been sounded and the process of evacuating the building has commenced.**

11. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly and quickly accomplished. In case of a fire, groups will remain at the assembly point. During inclement weather, the Building Administrator shall contact the Transportation Supervisor to obtain buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure, the two-way radios are to be utilized.
12. The Chief of the Fire Department will inform the Building Administrator as to the safety of returning occupants to the building.
13. If the students are to be transported home, the District Superintendent will contact parents through news media or public information designee.
14. Teachers shall take attendance before students begin loading on the buses to assure that all students are accounted for.

District Emergency Response Plan  
North Syracuse Central School District

**UNPLANNED FIRE ALARM**

County Fire Control (**911**)

1. Building Occupants - On sound of any fire alarm all building occupants shall evacuate building in accordance with established evacuation routes posted in each room.
2. Head Custodian - Report to Principal's office on any fire alarm.
3. Custodial/Maintenance Staff - Investigate source of alarm and confirm evidence of fire.
4. Building Administrator/head Custodian -  
If the presence of fire is not confirmed, summon Fire Department and explain the situation. Only the Fire Department can determine that a building is safe for occupancy. Return to normal building operations.
5. Building Administrator(s)/Head Custodian - If presence of fire is confirmed:
  - a. Summon Fire Department (**911**).
  - b. Notify Superintendent (**218-2151**).
  - c. Notify Director of Facilities (**218-2174**).
6. Custodial/Maintenance Staff -  
Investigate source and contain fire, if possible or practical. Keep Building Administrator apprised of situation.
7. Superintendent - Alert Director of Transportation (**218-2179 or 218-2180**) of possible need to evacuate students and staff to another building.
8. Building Administrator - Upon fire department's arrival, advise of situation and follow instructions.
9. Building Administrator - Keep Superintendent's office apprised.
10. Fire Department - Termination of emergency.
11. Superintendent/Building Administrator -  
Resume, curtail or cease building operations as appropriate. Notify staff, parents and students, as appropriate.

District Emergency Response Plan  
North Syracuse Central School District

Unplanned Fire Alarm (cont'd)

**RESOURCES**

- \* Local emergency responders - Fire/Ambulance **(911)**, Police **(911)**.
- \* Chemical inventory with MSDSs located in Building Administrator's Office.
- \* Zoned fire alarm system with annunciator panel.
- \* Fire extinguishers, serviced and charged.
- \* Transportation System and Transportation Supervisor.

**NATURAL DISASTERS**

**INCLEMENT WEATHER**

**SEVERE HIGH WINDS**

**TORNADO/WIND STORM**

**EARTHQUAKES**

**OTHERS**

District Emergency Response Plan  
North Syracuse Central School District

**INCLEMENT WEATHER**

**SNOW/ICE STORM - THUNDER/LIGHTNING**

County Fire Control (**911**)

1. Director of Transportation/Director of Facilities -  
Monitor National Weather Service broadcast frequency and road conditions. Notify Assistant Superintendent for Business Services of impending situation.
2. Superintendent - Notify Building Administrator of pending situation. Select appropriate Emergency Response Action and relay instructions to Building Administrators.
3. Building Administrator - Curtail or cease all outdoor and/or extra-curricular activities as appropriate. Summon all persons into the building with help of staff and public address system.
4. Building Administrators/Assistant Superintendent for Business Services -  
Implement selected Emergency Response Action.
5. Termination of emergency will be issued by Superintendent.

**RESOURCES**

- \* Radio tuned to National Weather Service frequency.
- \* Transportation Supervisor: **(218-2179)**.
- \* Local emergency responders: Police **(911)**, Fire/Ambulance **(911)**.
- \* Highway Department- Town **(699-2745)**, Village **(458-0790)**, County **(435-5452)**.
- \* Emergency two-way Radios located in each building and with key administrators.
- \* Staff trained in Shelter Management, First Aid and CPR.
- \* American Red Cross - **(425-1666)**.

District Emergency Response Plan  
North Syracuse Central School District

**SEVERE HIGH WINDS**

County Fire Control (911)

1. Although not a risk area for hurricanes, upstate New York gets the high winds, severe storms and occasional tornadoes that accompany hurricanes as when "GLORIA" made its way up the east coast in the fall of 1985.
2. The National Weather Service issues advisories on such storms with the location, wind speed, direction, and how much rainfall may occur.
3. During this time you should:
  - a. Keep your radio and TV on and listen for the latest weather service bulletin and advisories as well as special instructions from local government officials.
  - b. Leave portable classrooms that are not properly anchored. Portable classrooms are prone to overturn in high winds.
  - c. Store drinking water in jugs, pots and bottles. Drinking water from other sources could be contaminated by the storm.
  - d. Secure outdoor objects that might blow away.
  - e. Leave low-lying areas subject to flooding.
  - f. Stay where you are if the structure is sturdy and on high ground. If not, and especially if local officials order an evacuation of your area, move to a designated shelter and stay there until the storm is over and the proper authorities say it is safe to return to your homes or school.
  - g. After the storm, stay out of disaster areas. Sightseeing hinders rescue and recovery operations.
  - h. Avoid utility poles and lines. Report broken mains and downed power lines to the police or fire department.
  - i. Use flashlights as a light source instead of matches or lanterns. A gas hazard may be present.
  - j. Don't panic. It is important to listen to local government officials to prevent injury and to mitigate property damage.

District Emergency Response Plan  
North Syracuse Central School District

**TORNADO/WIND STORM**

County Fire Control (911)

1. In the event, notification, or declaration of an impending tornado/storm, warnings and instructions may be relayed to the Superintendent via the BOCES District Superintendent, the County Emergency Management office (435-2525) or the State Education Department - Bureau of Educational Management Services (518-474-7770).
2. Once a severe weather watch has been posted, the Superintendent will activate the Emergency Response Team. Should the Superintendent be unavailable, follow the chain of command. The Superintendent, or next in chain of command will then implement the appropriate emergency response action.
3. During a tornado warning, the Building Administrator or Teacher in charge shall notify all students, faculty members and others in the building over the Public Address System that a tornado has been sighted and for all to go immediately to the nearest shelter. Cancel all outdoor activities and summon persons into the building with help of staff.
4. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall insure that everyone in these rooms receives the warning and evacuates.
5. The teacher shall see that windows in the room are opened to equalize pressure and limit destruction. The last person to leave the room shall see that the door is secured.
6. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged shelter check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
7. No student will be allowed to return to the room once it has been vacated until authorized to do so.
8. While proceeding to the shelter, emphasize silence and calmness so further instructions may be heard and lines will move quietly to the shelter area.

District Emergency Response Plan  
North Syracuse Central School District

Tornado/Wind Storm (cont'd)

9. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head. Do not assemble in gymnasiums, auditoriums or cafeterias.
10. The Building Administrator shall hold a sufficient number of tornado drills at various times of the day to be sure students understand the procedures.

**RESOURCES**

- \* Emergency Two-Way Radios - located in each building and with key administrators.
- \* Radio tuned to National Weather Service frequency.
- \* Police **(911)**, Fire/Ambulance **(911)**.
- \* Highway Department (Village-458-0790, Town-699-2745, County 435-5452).
- \* Staff trained in First Aid and/or CPR.
- \* American Red Cross **(425-1666)**.
- \* County Emergency Management Office **(435-2525)**.

**EARTHQUAKES**

County Fire Control (911)

An earthquake is the shaking or trembling of the earth's crust caused by underground volcanic forces or by breaking and shifting of rock beneath the surface. Earth movement, as frightening as it is, seldom is a direct cause of injury or death. Earth movement, however, weakens structures and causes them to shake or collapse. Most casualties result from falling debris, splintered glass, and fires.

**During an earthquake:**

1. Keep calm.
2. Stay where you are. Most injuries occur from people entering or leaving buildings.
3. If indoors when an earthquake strikes, take cover under a table, desk, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.
4. Don't use candles, matches, or open flames during or after the tremor. Douse all fires.
5. If outside when the earthquake strikes, move to an open area away from buildings and utility poles, water main, and gas lines.
6. If you are in a moving car, stop as quickly as safety permits, but stay in the vehicle. A car may bounce violently on its springs during an earthquake, but it is a good place to stay until the shaking stops. Try to drive to an open area before stopping.

**After an earthquake:**

1. Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury.
2. Check for fires.
3. Check utility lines and appliances for damage. If gas leaks exist shut off main gas valve. Shut off electrical power if there is damage to wiring.
4. Draw a moderate supply of water in case service is disrupted. The majority of the water supply will be used for fire suppression.

District Emergency Response Plan  
North Syracuse Central School District

Earthquakes (cont'd)

5. Check to see that sewer lines are intact before permitting the flushing of toilets.
6. Eat or drink only from closed/sealed containers.
7. Telephones should only be used for emergency purposes.
8. Do not visit a disaster area. You would undoubtedly run across other hazards on the way there and you could become a casualty.
9. Respond to requests from police, fire fighting and relief organizations. Cooperate fully with local organizations.

**RESOURCES**

- \* Emergency Two-Way Radios - located in each building and with key administrators.
- \* Radio tuned to National Weather Service frequency.
- \* Police (911), Fire/Ambulance (**911**).
- \* Highway Department (Village-458-0790, Town-699-2745, County-435-5452).
- \* Staff trained in First Aid and/or CPR.
- \* American Red Cross (**425-1666**).
- \* County Emergency Management Office (**435-2525**).

District Emergency Response Plan  
North Syracuse Central School District

**Earthquakes** (cont'd)

**COMMON EARTHQUAKE HAZARDS:**

- \* Objects on high shelves (toys, paints, potted plants), that can fall or become projectiles.
- \* Fluorescent light fixtures without safety wires and unattached light covers that may drop on people beneath them.
- \* Freestanding cabinets, bookcases, wall shelves and their contents that can fall on children.
- \* Hanging plants, mobiles or pendulum light fixtures that may be dropped on children or swing into windows.
- \* Glass that may shatter (windows, mirrors).
- \* Pianos or other heavy objects on rollers.
- \* TV monitors that may fall from platforms.
- \* Cabinets without door latches or restrained shelves.
- \* Shelving without a lip or restraining wire to prevent paint or chemicals from falling.
- \* Objects that restrict people from moving to a safe place (books on the floor, broken glass, tables and desks in hallways, stored items).
- \* Aquariums that are not secured to the building's structure.
- \* Wall-mounted objects, such as maps, bulletin boards, clocks and chalkboards that are not securely bolted may become projectiles.
- \* Suspended ceiling tiles and runners.
- \* Air-conditioning registers without safety wires.
- \* Un-braced water heaters.
- \* Cabinet drawers without latches.
- \* Library bookshelves without anchorage/bracing or content restraint.

District Emergency Response Plan  
North Syracuse Central School District

**Earthquakes** (cont'd)

**PROCEDURES TO REDUCE EARTHQUAKE HAZARDS**

Once you have identified earthquake hazards, it is necessary to develop plans to reduce or eliminate their potential for injury. Here are a few suggestions:

- \_\_\_ Remove toys, paints and other objects from high open shelves.
- \_\_\_ Bolt bookcases and cabinets to wall studs and provide content restraints or latches. Secure adjustable shelves to prevent them from slipping forward.
- \_\_\_ Place lighter objects on top shelves and cabinets and heavier ones on the bottom (anchor all).
- \_\_\_ Put lips or restraining wire on open shelving to prevent objects from falling.
- \_\_\_ Put latches on cabinets (drawers and doors) and restraints on shelving.
- \_\_\_ Relocate objects that may restrict movement to safety, such as desks or tables stored in hallways.
- \_\_\_ Install shatterproof glass windows or add plastic membrane to limit movement of fragments.
- \_\_\_ Bolt maps, chalkboards, and wall decorations to wall (anchor to structure, not finishes).
- \_\_\_ Replace glass objects with non-breakable items, such as replacing glass on a desk with a pad.
- \_\_\_ Keep hanging plants and other free swinging objects far enough away from windows that they cannot swing into them or provide restraining device (45 degrees swing distance minimum).
- \_\_\_ Put light guards on fluorescent lights attached to the fixtures and make sure the fixtures are securely fastened to the structure above.
- \_\_\_ Secure pianos so they will not slide or roll easily.
- \_\_\_ Instruct staff in procedures for turning off gas, water and electricity. Put tools where they will be accessible in emergencies.
- \_\_\_ Put first aid kits, food and water storage where they will be accessible in emergencies.

District Emergency Response Plan  
North Syracuse Central School District

**OTHER NATURAL DISASTERS**

**AIR POLLUTION, FLOOD/RADIOLOGICAL INCIDENT,  
TOXIC SPILL, DROUGHT**

1. In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the BOCES District Superintendent, the County Emergency Management Office **(435-2525)** or the State Education Department - Bureau of Educational Management Service **(518-474-1201)**. The Superintendent of School will then implement the Emergency Response Action as directed by the above agencies.
2. If the emergency occurs without warning, the Superintendent may initiate local emergency procedures.
3. If a breakdown of communications occurs, each Building Administrator will implement the most appropriate Emergency Response Action.
4. Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.
5. In the event of a **toxic spill, radiological incident, or air pollution:**
  - ! Cancel all outdoor activities and summon all persons into building.
  - ! Direct building staff to close all doors and windows within the building by using the public address system.
  - ! Direct building custodians to close all vents and fans bringing outside air into the school.
  - ! Superintendent will relay proper response action.

**RESOURCES**

- \* Emergency two-way radios - located in each building and with key administrators.
- \* Radio tuned to National Weather Service frequency.
- \* Supervisor of Building and Grounds.
- \* Local Emergency Responders: Police **(911)**, Fire/Ambulance **(911)**.
- \* Highway Department (Village 458-0790, Town 699-2745, County 435-5452).
- \* Staff trained in First Aid and/or CPR.
- \* American Red Cross **(425-1666)**.
- \* County Emergency Management Office **(435-2525)**.

District Emergency Response Plan  
North Syracuse Central School District

**MEDICAL EMERGENCIES**

**GENERAL**

**EPIDEMIC/FOOD OR WATER POISONING**

District Emergency Response Plan  
North Syracuse Central School District

**MEDICAL EMERGENCIES**

**GENERAL**

Examples: allergic reactions, animal bites, bleeding, blow to the head, broken bones, burns, choking, diabetic shock, drowning, electric shock, etc.

1. First person on the scene - Identify the situation - Who? What? Where?  
Summon the school nurse (or others qualified to give first aid).
2. Staff Person - Calm and disperse other persons who are present.
3. School Nurse (or responsible person) -  
Comfort the person. Administer first aid.
4. School Nurse (or responsible person) -  
Summon emergency squad/ambulance (911) if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
6. School Nurse (or responsible person) - Notify Building Administrator.
7. Building Administrator/School Nurse - Notify parent or spouse.
8. Building Administrator - Notify Superintendent **(218-2151)**.
9. Custodial Staff - Clean up body fluids according to district "Procedures for Cleaning Up Body Fluid Spills"

**RESOURCES**

- \* Emergency Telephone Numbers:
- |  |          |
|--|----------|
| Cicero-North Syracuse School Nurse     | 218-4403 |
| North Syracuse Jr. High School Nurse   | 218-3635 |
| Gillette Road Middle School Nurse      | 218-3003 |
| Roxboro Road Middle School Nurse       | 218-3303 |
| Roxboro Road Elementary School Nurse   | 218-2703 |
| Smith Road Elementary School Nurse     | 218-2803 |
| Lakeshore Road Elementary School Nurse | 218-2603 |
| Cicero Elementary School Nurse         | 218-2503 |
| Bear Road Elementary School Nurse      | 218-2403 |
| Allen Road Elementary School Nurse     | 218-2303 |
| Main Street School Nurse               | 218-2203 |
| Chief School Physician (Dr. Holt)      | 699-2837 |
| Ambulance                              | 911      |

- \* Staff trained in First Aid/CPR.

District Emergency Response Plan  
North Syracuse Central School District

**MEDICAL EMERGENCIES**

**EPIDEMIC/FOOD OR WATER POISONING**

County Fire Control **(911)**

1. School Nurse - Identify the problem.
2. School Nurse - Building Administrator and define the problem.
3. Building Administrator  
Notify Superintendent **(218-2151)** and  
Chief School Physician **(699-2837)**.
4. Superintendent or designee- Notify County Health Department of Epidemiology **(435-3236)**.
5. Building Administrator/Superintendent -  
Follow directives of the school health physician and public health  
official, recognizing that public health officials have highest  
authority. Curtail or cease building operation as appropriate.
6. Superintendent - Notify parents, staff and students.
7. Public Health Officials - Monitor emergency.

**RESOURCES**

- \* Emergency telephone numbers:  
Fire/Ambulance **(911)**.  
Public Health Department **(435-3236)**.  
Chief School Physician (Dr. Tzetzis– **699-2837**).  
Poison Control Center of CNY **(1 800 222-1222)**
- \* News media, public address system.
- \* Public information person

NOTE: Potable water is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.

District Emergency Response Plan  
North Syracuse Central School District

**SYSTEMS FAILURE**

**GENERAL**

**OIL/GASOLINE/DIESEL SPILL**

**STRUCTURAL DAMAGE TO BUILDING**

**SCHOOL BUS BREAKDOWN/ACCIDENT**

**NUCLEAR ATTACK**

**TERRORISM**

District Emergency Response Plan  
North Syracuse Central School District

**SYSTEMS FAILURE**

**GENERAL  
(LOSS OF POWER, HEAT, WATER OR SEWAGE SYSTEMS, GAS LEAK OR  
STRUCTURAL FAILURE)**

County Fire Control (Phone Number)

1. First Person on the scene upon discovery or detection of a system failure -  
Notify a Custodial/Maintenance Person and Building Administrator.
2. Custodial/Maintenance Person -  
Evaluate the problem insofar as possible and notify the Building Administrator.
3. Custodial/Maintenance person and/or Building Administrator -  
Activate fire alarm if there is any question as to the safety of the building occupants. (In the event of a GAS LEAK - use public address system.)
4. Custodial/Maintenance person -  
Notify the Director of Facilities **(218-2174)**.
5. Director of Facilities -  
Evaluate problem and commence appropriate remedial action.
6. Director of Facilities -  
Notify Superintendent, if situation warrants **(218-2151)**.
7. Superintendent - Curtail or cease building operations as appropriate, and notify staff, parents and students and issue instructions.
8. Director of Facilities /Assistant Superintendent for Business Services -  
Complete corrective actions and recovery.
9. Superintendent of Schools -  
Notify Board of Education and State Education Department, Bureau of Educational Management Services, if formal emergency resolution is needed **(518-474-1201)**.

District Emergency Response Plan  
North Syracuse Central School District

Systems Failure General (cont'd)

**NOTE:** In the event of a power failure all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting for a duration of at least 45 minutes.

**RESOURCES**

- National Grid (Customer Service 800 642-4272)  
(Power Outage 800-867-5222)
- (Gas Emergency 800 892-2345)
- \* Local Emergency Responders: Police **(911)**, Fire/Ambulance **(911)**.
- \* Emergency Two-Way Radios - located in each building and with key administrators.

District Emergency Response Plan  
North Syracuse Central School District

**SYSTEMS FAILURE**

**OIL/GASOLINE/DIESEL SPILL**

County Fire Control (Phone Number)

1. First person on the scene upon discovery or detection of a fuel spill on school property -  
Notify Director of Facilities (218-2109).  
Notify Building Administrator  
Stop source of spill, if possible.
2. Director of Facilities -  
Evaluate the problem insofar as possible and stop source of spill, if possible. Commence remedial response, i.e., absorbent socks.
3. Building Administrator - Notify the Superintendent **(218-2151)**
4. Building Administrator/Superintendent -  
Decide whether to curtail or cease building operation as conditions warrant.
5. Building Administrator - Institute appropriate response actions.
6. Director of Facilities -  
Notify the **New York State Department of Environmental Conservation (800 457-7362)** 24 hour spill hotline New York State Department of Transportation, Regional Director **(428-4351)** nights/weekends **(422-7984)**.
7. Director of Facilities /Superintendent and Assistant Superintendent for Business Services -  
Recovery: Will direct cleanup work as directed by DEC/DOT.
8. Superintendent - Notify the Board of Education and State Education Department, Bureau of Educational Management Services **(518 474-77708/2/04)**, if formal emergency resolution is needed.
9. Superintendent - Will issue termination of contingency.

**RESOURCES**

- \* News media, public address system.
- \* Supervisor of Buildings and Grounds.
- \* Transportation Supervisor, transportation system.
- \* Local emergency responders: Police **(911)**, Fire/Ambulance **(911)**.
- \* Department of Environmental Conservation, Department of Transportation.

District Emergency Response Plan  
North Syracuse Central School District

**STRUCTURAL DAMAGE TO A SCHOOL BUILDING**

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him of the location of the damage. The Building Administrator shall notify the Superintendent of the physical damage, the Superintendent will determine the safety of the students in the building upon advice from the Director of Facilities. The Superintendent will activate the Emergency Response Team if the building warrants immediate evacuation. Should the Superintendent not be available, the Chain of Command shall be followed.
2. The Building Administrator will activate the fire alarm and notify the fire company; faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the student shall be sent to the area where his own room has assembled if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. The Building Administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (Door guards will be posted at all outside exits, but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded, and shall see that the door is closed as soon as the exit has been evacuated.
6. All students shall be instructed to leave all personal belongings, which may be in their classrooms and immediately leave the building, following the prearranged plan. No student will be allowed to return to the building once it has been evacuated until authorized by the Building Administrator.
7. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the exit prearranged.
8. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.

District Emergency Response Plan  
North Syracuse Central School District

Structural Damage to a School Building (cont'd)

9. The Building Administrator shall hold a sufficient number of evacuation drills at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine and unexciting. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
10. Upon reaching the assembly area students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. During inclement weather, the Building Administrator shall contact the Transportation Supervisor **(218-2179)** to make available buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure the two-way radios are to be utilized.

Evacuation Site to Await Busing or Return to School (per building):

Building

Evacuation Site

**Confidential-**

11. The Fire Chief will inform the Emergency Committee as to the safety of returning the occupants to the building.
12. If the students are to be transported home, the news media will be contacted per closing of school plan.
13. Teachers shall take attendance before students begin boarding the buses to assure that all students a

District Emergency Response Plan  
North Syracuse Central School District

**SCHOOL BUS BREAKDOWN/ACCIDENT**

The instructions, which follow, are suggested procedures to be followed by the Bus Driver in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

A. Mechanical Breakdown

1. Bring bus safely to a stop.
2. Activate four-way hazard lights, and if situation appears to be extremely dangerous, put on any lights that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible:
  - a. location
  - b. symptoms of problem
  - c. assistance needed
  - d. number of students on bus
5. Display properly the reflectors found in your bus.
6. Make necessary repairs if possible.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

B. Accident

1. Keep calm; don't panic.
2. Activate four-way hazard lights, and the use of overhead red flashing lights.

District Emergency Response Plan  
North Syracuse Central School District

School Bus Breakdown/Accident (cont'd)

3. Make radio contact with bus garage if possible, giving the following:
  - a. location;
  - b. extent of damage;
  - c. nature and number of student injuries;
  - d. assistance needed;
  - e. number of students on bus.
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.

STUDENTS SHOULD NOT BE MOVED UNLESS THERE IS AN IMMINENT DANGER, WHICH MAKES THE RISK OF CAUSING POSSIBLE NEURAL AND SPINAL DAMAGE WORTH TAKING. DECISIONS TO MOVE STUDENTS SHOULD BE THE RESPONSIBILITY OF EMERGENCY MEDICAL PERSONNEL!

8. Move students to a safe location, away from bus if necessary.
9. Send for help if radio is not usable.
10. Assist others who may be injured who were involved in the accident.
11. Obtain necessary information from driver of other vehicle involved in accident.
12. Obtain a written report from persons who may have witnessed the accident.

C. Accident - Transportation Staff

1. Notify:
  - a. fire department rescue squad **(911)**.
  - b. ambulance **(911)**.
  - c. police **(911)**.
  - d. school nurses' office (North Syracuse Junior High **218-3636**).

District Emergency Response Plan  
North Syracuse Central School District

School Bus Breakdown/Accident (cont'd)

C. Accident - Transportation Staff (cont'd)

2. Transportation Supervisor or Mechanic take one bus to accident site to remove students from bus ONLY AFTER INSTRUCTED TO DO SO BY EMERGENCY MEDICAL PERSONNEL ON SCENE.

If the students have minor injuries, AS DETERMINED BY THE SCHOOL NURSE FOLLOWING THE INITIAL ASSESSMENT OF THE EMERGENCY MEDICAL PERSONNEL ON THE SCENE OF THE ACCIDENT, the parents will be notified and asked to take the students to a family doctor.

3. Notify:
  - a. District Office
  - b. Building Principal
  - c. School Nurse
  - d. All Parents
    1. Principal notifies parents or all students without injuries
    2. School Nurse notifies parents or all students with injuries
  - e. Insurance Agency

D. Additional Useful Procedures at Accident Site:

1. Do not move injured persons unless absolutely necessary, and only after the extent of injuries have been determined by thorough examination by qualified person. Exceptions to this would be, if a life-threatening situation should exist, such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Assist persons who have stopped breathing first, then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
4. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the student.

District Emergency Response Plan  
North Syracuse Central School District

School Bus Breakdown/Accident (cont'd)

E. Reporting Accident

1. Department of Transportation Part 722 (Reports of Accident):

- a. 722.1 "Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph."
- b. 722.1 "No work shall be performed on and no passenger will be transported in the vehicle until it is released by D.O.T."

2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:

a. Section 600 - Leaving scene of an incident without reporting:

1.a "Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle... then he shall report the same as soon as physically able to the nearest police station, or judicial officer."

b. Section 601 - Leaving scene of injury to certain animals without reporting.

"Any person operating a motor vehicle which shall strike and injure any horse, dog or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if none of these has been located, then to a police officer of a nearby community)."

District Emergency Response Plan  
North Syracuse Central School District

School Bus Breakdown/Accident (cont'd)

E. Reporting Accident (cont'd)

c. Section 605 - Report required upon accident:

"Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed."

3. State Education Department:

- a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law: "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school activities or privately owned and operated for compensation for the transportation of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities."
- b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.

4. Forms - For Reporting Accident:

- a. MV-104 (3/80) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
- b. MV-104f (6/81) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.

District Emergency Response Plan  
North Syracuse Central School District

F. Emergency Drills on Buses

1. The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by the board of education. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second, between November 1 and December 31 and the third, between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with the regulation.

## **TERRORISM**

*Premeditated threats or acts of violence committed by politically motivated persons whose intent is to intimidate or cause serious physical harm to a specific group of people.*

Terrorist goals:

Mass casualties  
High economic impact  
Extreme emotional impact

Types of threats:

Bombs  
Radiological  
Biological  
Chemical

## **BOMBINGS**

Responses:

1. Community wide

Follow directions from Office of Homeland Security, County Office of Emergency Management, or emergency responders.  
Monitor emergency broadcast system.

2. Building specific

Initiate district wide bomb threat procedures (red plan, green plan)  
Follow directions of emergency responders

## **RADIOLOGICAL**

*Nuclear blasts, an explosion with intense light & heat, a damaging pressure wave with widespread radioactive material.*

*“Dirty bomb”, a radiological dispersal device combining radioactive material and conventional explosives.*

Responses:

1. Monitor emergency broadcast system
2. Following directions of Office of Homeland Security, County Office of Emergency Management, and emergency responders.
3. Sheltering may be the best response
  - Close all windows
  - Turn off ventilation
4. Remember the **TIME-DISTANCE-SHIELDING** continuum.

District Emergency Response Plan  
North Syracuse Central School District

**TERRORISM** – *cont'd*

**BIOLOGICAL**

*A deliberate release of germs or other biological substances to make you sick.*

Responses:

1. Monitor emergency broadcast system
2. Follow directions of Office of Homeland Security, County Office of Emergency Management, medical community and emergency responders.
3. Evacuate contaminated area if know, shut windows and turn off ventilation.
4. Segregate afflicted students and staff to reduce cross-contamination
5. Consider sheltering, evacuation, or relocation depending on the source.
6. Remember the TIME-DISTANCE-SHIELDING continuum.

**CHEMICAL**

*A deliberate release of toxic gas, liquid or solid into the environment.*

1. Monitor emergency broadcast system
2. Follow directions from the Office of Homeland Security, County Office of Emergency Management, medical community, and emergency responders.
3. If the chemical release is indoors evacuate the building, if outdoors, get inside.
4. If sheltering, close windows and shut off ventilation.
5. Segregate afflicted staff and students.
6. Consider evacuation and relocation.
7. Remember the TIME-DISTANCE-Shielding continuum.

**RESOURCES**

- Emergency Broadcast System
- Office of Homeland Security
- County Office of Emergency Management
- American Red Cross
- Local Emergency responders
- Poison Control Center (**1 800 222-1222**)

District Emergency Response Plan  
North Syracuse Central School District

**\*PAGE INTENTIONALLY LEFT BLANK**

District Emergency Response Plan  
North Syracuse Central School District

**\*PAGE INTENTIONALLY LEFT BLANK**

**EMERGENCY RESPONSE ACTIONS**

**EARLY DISMISSAL**

**SCHOOL CANCELLATION**

**STAY IN PLACE/SHELTERING PROCEDURE**

**EVACUATION PLAN**

**DRILLS**

District Emergency Response Plan  
North Syracuse Central School District

**EARLY DISMISSAL**

An early dismissal is announced in the event of a system failure such as heating/plumbing/electrical failure that renders the building unsuitable for instructional purposes. Early dismissal may be a viable option for other emergency situations as decided by the Superintendent. The Transportation Department will be notified when and where to send buses. Early dismissal will follow normal dismissal procedures unless situation warrants otherwise. Alternate dismissal procedures and/or loading areas will be selected by the building principal or designee, as the emergency dictates.

"Emergency Situation Cards" will be sent out to all parents at the beginning of each school year to obtain the following:

1. Permission to send child home early in the event of emergency.
2. Any conflict of scheduling that may arise for working parents.
3. Name and telephone number of employer(s) at which to contact parents in the event of early dismissal.
4. Alternate plans for the child's welfare if neither parent can be informed of early dismissal.
5. Special students' needs identified and planned for appropriately.

District Emergency Response Plan  
North Syracuse Central School District

**SCHOOL CANCELLATION**

School cancellation could be announced in the event of prolonged system failures, severe weather, or other conditions that cause a return to school to be unsafe as decided by the Superintendent or emergency designee. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e., local radio stations.

District Emergency Response Plan  
North Syracuse Central School District

**STAY IN PLACE/SHELTERING PROCEDURE**

A Stay in Place/Sheltering Procedure is called when leaving the facility would endanger the health and safety of the children/staff. An instruction to shelter students and staff will require assurance that all staff and students remain inside school buildings. The procedure may involve some or all of the children depending on the nature and location of the emergency. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems should be shut down. Radiological emergencies or hazardous chemical spills can pollute food and water supplies. In such cases, ingestion of food and water should be prohibited until school officials receive authorization and instruction from appropriate health officials.

In the event the Superintendent of Schools advises the Building Administrator to have students/staff stay in place, the following procedures will commence:

1. The Building Administrator will apprise the teaching staff, the school nurse, the custodial staff, and the cafeteria staff.
2. Upon notification/occurrence of an emergency situation or execution of a drill, the Building Administrator shall instruct students and staff to report to designated shelter areas or to remain in classrooms as appropriate. Shelter areas are as follows:
3. The Building Administrator will assign selected staff members and the custodian(s) to secure the building. If emergency dictates, windows will be closed and the ventilation system shut down and closed.
4. If such a procedure necessitates remaining in school after regular school hours, public notification from the Superintendent will follow immediately.
5. Parents will be advised as to preferred responses, but may come to the school office and sign out their child. The Building Administrator will assign someone to maintain a sign out list and procedure.
6. Non-Instructional staff and all non-assigned instructional staff will report to the Building Administrator for specific instructions.
7. Cafeteria staff will be notified as to possible needs for feeding the students and staff.

District Emergency Response Plan  
North Syracuse Central School District

Stay in Place/Sheltering Procedure (cont'd)

8. The Superintendent will, if appropriate, contact the outside emergency resources and provide media notification.
9. An inventory of building and district resources for emergency purposes will be maintained by the Business Administrator.
10. Students/staff will remain inside the building until the Superintendent of Schools advises the Building Administrator to take further action.

District Emergency Response Plan  
North Syracuse Central School District

**SHELTERING**  
(Amplifying Instructions)

The purpose of sheltering students and staff is to provide temporary protection from a multitude of hazards. It is generally used when leaving the facility would further endanger the health and safety of those occupying the building. The decision to shelter instead of evacuate should be based on the current information available. There may be occasions when it is best to shelter part of the building and evacuate another part. There may also be occasions where sheltering is used as a temporary measure to gain control and accountability before proceeding to another response.

In all cases of sheltering remember the *time, distance, shielding* continuum. If your decision to shelter provides any of these then it is the correct response. In some instances, secondary measures may be necessary such as locking individual doors, shutting down ventilation systems, closing windows, segregating students, and quarantine food and water supplies.

In many instances, such as a power outage, or ambulance call, sheltering students in their classrooms would be the correct response (this would look like a “Stay in Place” announcement). In instances such as heavy winds or tornado warnings, it may be better to move the students to a safer location within the building. These locations would include interior classrooms or offices, hallways, and basements areas without windows, and may vary from building to building depending upon size, layout and location.

In case involving weather issues, please familiarize your self with the west side of your building. In central New York our prevailing weather comes from the west so this may be the area in your building to relocate first. However, there is no guarantee a tornado will come from this direction. In general, we will have some advance warning as to the location and direction of the approaching storm.

Suggested Sheltering Responses:
---------------------------------

Haz mat situation (external)

Have head custodian (or M&O) shutdown ventilation, close windows and doors, move those classes closest to the threat first, contact Transportation for relocation if necessary, follow instructions from emergency responders.

High winds-tornado warning:

Move students & staff away from windows, close doors & windows, shelter in hallways, kitchen, basements, use gym and cafeteria as a last resort.

External threats: (suspicious persons, etc)

Relocate those classrooms closest to the threat first. Classes can be moved to rooms across the hall, hallways or gym.

Power outage:

Factors such as external temperature, anticipated length of the outage, and how wide spread the outage is will need to be considered. To conserve heat, keep doors & windows closed, consider consolidating classes. Remember without a generator, emergency lights and phones will only last for a short period of time.

District Emergency Response Plan  
North Syracuse Central School District

**EVACUATION PLAN**

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, staff will take all necessary measures to prepare students for an evacuation. Students/staff will be evacuated by buses, which will be sent to a safe location. Students will not be permitted to go home. However, they will be permitted to leave school if accompanied by a parent or guardian.

- A. In the event a Building Evacuation is necessary and the emergency is restricted within a building such as fire, fumes, systems failure or bomb threat, the occupants will evacuate to the following areas:

**FROM**

Cicero-North Syracuse High School  
Gillette Road Middle School  
Roxboro Road Middle School  
Roxboro Road Elementary School  
Smith Road Elementary School  
Lakeshore Road Elementary School  
Cicero Elementary School  
Bear Road Elementary School  
Allen Road Elementary School  
Main Street School  
North Syracuse Jr. High School

**TO**

**Confidential: Sites identified  
in Building Emergency Plans.**

- B. If a building must be evacuated and the emergency is not contained within that building, but more widespread such as chemical spills emissions, accidents (nuclear accidents will follow County Emergency Plans), the occupants will evacuate to the following areas unless directed otherwise:

**FROM**

Cicero-North Syracuse High School  
North Syracuse Jr. High School  
Gillette Road Middle School  
Roxboro Road Middle School  
Roxboro Road Elementary School  
Smith Road Elementary School  
Lakeshore Road Elementary School  
Cicero Elementary School  
Bear Road Elementary School  
Allen Road Elementary School  
Main Street School

**TO**

**Confidential: Sites identified  
in Building Emergency Plans.**

**EVACUATION –cont'd**

District Emergency Response Plan  
North Syracuse Central School District

First Step

1. The Building Administrator will activate the fire alarm (except in the event of a BOMB THREAT OR GAS LEAK - use public address system) if not already done. Battery backup will provide power to activate fire alarm and provide emergency lighting in the event of a power failure. Normal evacuation procedures as posted in each room will commence unless otherwise directed by Building Administrator.
2. The Building Administrator or designee will phone the Superintendent to rate the situation causing the evacuation. When students from one school need to move to another, the two Building Administrators will make arrangements for a learning environment to occur while in the temporary location.
3. If students need to be evacuated to a remote school/location, the Director of Facilities and Transportation will be notified to send buses to the selected loading area for evacuation purposes.
4. When alerted, the classroom teachers will lead the students out of the building to the appropriate location as directed by the Building Administrator or designee as the emergency dictates. Normal evacuation routes that are posted in each room will be used unless the emergency prevents the use of exits and/or corridors. Alternate routes will be announced using the intercom system.
5. Special area teachers and non-instructional employees will help whenever needed to chaperone or supervise students.
6. Teachers should bring a class roster with them.
7. The Building Administrator will direct the building secretary to notify the location sites when the evacuation is underway. The Building Administrator will designate someone to bring a list of all students with names, addresses and phone numbers.
8. The head custodian and Building Administrator will secure the building and check to ensure that everyone is evacuated.
9. Kindergarten parents will be notified through a telephone tree system and/or public media if the evacuation affects students coming to school in a different session.
10. When the students are transported home or to another school, the Superintendent will notify parents using the public media.

District Emergency Response Plan  
North Syracuse Central School District

**EVACUATION** –*cont'd*

Second Step

1. All teachers, staff and children will remain at their temporary locations until further notice.
2. Students should be supervised to ensure calm and quiet.
3. Teachers must take attendance and notify the Building Administrator if a student is not present.
4. If students go to another school, teachers and students should proceed with as normal a schedule as possible.

Third Step

1. Building Administrator awaits further directions from the Superintendent of Schools.
2. A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The principal will assign someone to maintain a sign out list and procedure.

**BUS LOADING PLAN**

All students will dismiss in a normal fashion. The buses will arrive at the usual bus-loading site if possible. An alternate site will be chosen if conditions warrant. Location of loading will be conveyed to the Facilities and Transportation Office before buses are dispatched.

District Emergency Response Plan  
North Syracuse Central School District

**DRILLS**

At least once every school year, the school district will conduct a test of its emergency plan for early dismissal. The drill will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill.

1. Early Dismissal Drill:

Due to double trip requirement for transportation, students who would normally ride on a later bus will assemble in the assembly areas designated in the SHELTER PLAN. They will stay there until their assigned bus has returned from its first trip. Staff personnel in the assembly area will supervise students in assigned areas of the assembly room. Students will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be followed for the EARLY DISMISSAL PLAN, but moved up for emergency, immediately after the decision is made for an early dismissal.

- 8 NYCRR Section 155.17 (e)(3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

2. Emergency Evacuation and Lockdown Drills

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

- Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of fire and emergency drills and must include a minimum of 12 drills each school year. Eight (8) drills must be conducted before December 31 with the remaining four (4) in the spring.

The following is **required** (time of year for each type of drill is not specified):

- 8 - Fire drills
- 4 - Lockdown drills

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

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the school is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”).

September 11, 2018