

**GILBOA-CONESVILLE CENTRAL SCHOOL**

**School ERP – Annually – 2020-2021**

Building Profile - ***Building***

**County**

SCHOHARIE

**Local Education Agency (LEA)**

Gilboa-Conesville CSD

**Building Name**

Gilboa-Conesville Central School

**Address**

132 Wyckoff Road  
Gilboa, New York 12076

**GILBOA-CONESVILLE CENTRAL SCHOOL**

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Building Profile – *Floor Plans and Area Maps*

Upload floor plans, maps, images of school grounds and local road maps

**GILBOA-CONESVILLE CENTRAL SCHOOL****School ERP – Annually – 2019-2010****Building Profile – *Incident Command System Roles***

<b>Name</b>	<b>ICS Role</b>	<b>Office Number</b>	<b>Cell Number</b>
Jack Etter	Incident Commander	607 588-7541	914 799-4903
Tom Cervola	Alternate Incident Commander	607 588-7541	518 410-6765
Jack Etter	Public Information Officer	607 588-7541	914 799-4903
Tom Cervola	Alternate Public Information Officer	607 588-7541	518 410-6765
Jack Etter	Liason Officer	607 588-7541	914 799-4903
Tom Cervola	Alternate Liason Officer	607 588-7541	518 410-6765
Lester Chase	Safety Officer	607 588-7541	518 610-3004
Scott Snyder	Alternate Safety Officer	607 588-7541	607 434-9830
Jack Etter	Planning Section Chief	607 588-7541	914 799-4903
Tom Cervola	Alternate Planning Section Chief	607 588-7541	518 410-6765
Lester Chase	Operations Section Chief	607 588-7541	518 610-3004
Scott Snyder	Alternate Operations Section Chief	607 588-7541	607 434-9830
Jack Etter	Logistics Section Chief	607 588-7541	914 799-4903
Tom Cervola	Alternate Logistics Section Chief	607 588-7541	518 410-6765
Robyn Bhend	Finance & Administration Section Chief	607 588-7541	
Lori Standhart	Alternate Finance & Administration Section Chief	607 588-7541	518 301-3335

**GILBOA-CONESVILLE CENTRAL SCHOOL**

**School ERP – Annually – 2020-2021**

Building Profile – *Emergency Response Team*

<b>Name</b>	<b>Title</b>	<b>Office Number</b>	<b>Cell Number</b>
Jack Etter	Superintendent	607 588-7541	914 799-4903
Mandy VanValkenburgh	District Clerk	607 588-7541	518 416-6633
Carl Fancher	Transportation Supervisor	607 588-9822	607 435-0760
Lester Chase	Head Custodian	607 588-7541	518 610-3004
Karl Gockel	Board Member	607 588-6637	607 427-0361
Michael Fleischman	Board Member	607 588-8020	646 879-3283
Howard Mattsson	Board Member	607 652-7301	917 620-7436
Greg Woodcock	Board Member	518 287-6345	607 644-7481
Evelyn Addams	Board Member	518 473-6537	518 861-7547

**GILBOA-CONESVILLE CENTRAL SCHOOL**

**School ERP – Annually – 2020-2021**

Building Profile – ***Additional Building Personnel***

<b>Name</b>	<b>Title</b>	<b>Office Number</b>	<b>Cell Number</b>
Carson Laraway	IT Tech	607 588-7541	518 231-8024

## **GILBOA-CONESVILLE CENTRAL SCHOOL**

### **School ERP – Annually – 2020-2021**

#### **Functional Annexes – *Introduction***

Functional annexes focus on critical operational functions and the courses of action developed to carry them out. As the building level emergency response team assesses the school's needs, it may need to prepare additional or different annexes. Included with each annex are issues the planning team should consider as it develops procedures for these functions. While these are some of the most important issues, they are not meant to constitute an exhaustive list. Not all of the annexes are required, if your team decides one of the provided annexes does not fit their school's need simply leave the annex blank.

While these functions should be described separately, it is important to remember that many functions will occur consecutively. For example, a shelter-in-place during an emergency may be implemented but, if the building is damaged, the school may then initiate an evacuation.

Often, multiple functions will also be performed concurrently. For example, during an evacuation, once students are safely out of the building, the accounting for students, staff and guests function will begin. The evacuation function, however, will still be in effect as staff or first responders work to locate and evacuate any persons not accounted for.

While functions build upon one another and overlap, it is not necessary to repeat a course of action in one functional annex if it appears in a second functional annex. For example, though an evacuation may lead to reunification, it is not necessary to list a course of action for reunification within the Evacuation Annex.

## **GILBOA-CONESVILLE CENTRAL SCHOOL**

### **School ERP – Annually – 2020-2021**

#### **Functional Annexes – *Hold in Place***

##### **Definition**

This annex focuses on courses of action when students and staff are required to remain in place for an expected short duration incident, such as a fight, medical emergency, or maintenance issue.

- Staff are told to hold the students until further notification by intercom system, email or instant messenger. If parent notification is warranted, an automated call will be sent.

## GILBOA-CONESVILLE CENTRAL SCHOOL

### School ERP – Annually – 2020-2021

#### Functional Annexes – *Evacuation*

#### **EVACUATION PROCEDURE:**

Should an event occur that requires the evacuation of the school building, the following steps should be followed:

1. An announcement will be made indicating that the evacuation process will begin in several minutes. This will allow those with specific duties to move to their assigned station. A second announcement will be made indicating that the evacuation procedure should begin.  
*Staff members with specific assignments should report directly to those assignments.*
2. Announcements will be made by P.A. system, bullhorn or runners that include any special instructions for students and staff.
3. Take class attendance.
4. Instruct the students to remain together as a group until given other instructions. Students should leave everything in the classrooms. Students may wear coats if coats are with them in the classroom.  
*Staff with no students or duties at the time of the alarm, should follow the evacuation path and assist class teachers in insuring that all students arrive at the bus garage safely.*
5. Leave the building as a group, using the designated evacuation route (possibly different from the normal fire drill route; check classroom instructions.) There should be no talking while students are exiting the building. Teachers should sweep room, turn lights off, close windows/door (do not lock the doors), and have attendance/rosters with them.
6. Once outside, reassemble your class and take a second head count/attendance.
7. Proceed to the bus garage (Emergency Zone by Faculty Parking) in an orderly manner following the established evacuation route.
8. Once the students are at the Emergency Zone, keep the students together as a group; follow Red Arrows and board buses as directed by drivers. Buses will be loaded from the back of the bus to the front (3 riders to each seat). If class needs to be split the teacher will walk the other students to the next bus and document.
9. Buses will then transport to evacuation site. Faculty/Staff and Students will unload and enter evacuation site building where attendance will be taken again. Students are to remain with their class.  
*Teachers with students should be prepared to supply information to the school nurse (attendance coordinator).*
10. *Students will then board regular buses to go home.*
11. Once buses have departed, an announcement will be made regarding staff a meeting for debriefing and planning as necessary.

**Flag Persons for evacuation (substitute in parentheses)** - Flag persons should obtain the following from the Upper/Lower Offices: safety vests, triangles, flags, stop signs, radios (radios should be kept on channel 1)

Dan Ringuette (John Niklas) - Route 990V, east end of building

Dave Hotzler (Bruce Barker) - Route 990V and Wyckoff Road, west end of building

Bonnie Bailey (Dawn Bialkowski) - Wyckoff Road, by elementary wing

Michelle Dumas (Margaret Myers) - Wyckoff Road, opposite playing fields

**Class Coverage for Flag Persons** (have that person go to your room)

Brenda Berger for Dave Hotzler

Carrie Bowman for Michelle Dumas

**Handicapped Transportation Assistance**

Janice Merwin and Tara Cammer



# GILBOA-CONESVILLE CENTRAL SCHOOL

## School ERP – Annually – 2020-2021

### Functional Annexes – *Lockout*

#### Purpose

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

## LOCKOUT

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

#### **Lockout objectives:**

- keep any threat of violence or dangerous incident out of the school building.
- promote minimal disruption to the education process when there is a potential or actual incident outside the school building.

#### **Lockout Procedures:**

1. Lockout will be announced via the intercom, public address system, or otherwise. The Principal and/or Superintendent will use plain language to announce the lockout.
2. If a school is in lockout because they were notified by police of a local situation, there is no need to call the police. However, the school should keep law enforcement advised of any change in status to the building.
3. If the school is initiating the lockout due to a situation or potential incident discovered at the school, Principal and/or Superintendent will advise police of the lockout and what is anticipated.
4. **Lock ALL** exterior doors and windows. Faculty & Staff are to lock all windows in their classroom.
5. Cancel ALL outside activities.
6. Cancel ALL after school activities until the Lockout has concluded.
7. Entry to the building may be gained only on a one-on-one basis, by the upper office main entrance, through the locked and monitored doors.
8. Classes to continue as normal.
9. The lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.
10. The Principal and/or Superintendent will contact the police to advise them upon resolution of an incident and termination of the lockout.

# GILBOA-CONESVILLE CENTRAL SCHOOL

## School ERP – Annually – 2020-2021

### Functional Annexes – *Lockdown*

#### **LOCKDOWN:**

There may be times when it is necessary to “**Lockdown**” a building. A building administrator, faculty, or staff member may initiate a lockdown based upon actual or imminent threat (not including bomb threats) or violent event. There are strobe lights outside of the main entrances to alert of a lockdown or lock out. A lockdown is the response to the worst-case scenario, and must be executed with appropriate urgency and seriousness.

#### **Lockdown Objectives:**

- minimize injury and death
- facilitate effective response
- move as many people as possible to a safe place
- neutralize the threat

In the event of a crisis situation, an announcement will be made in the building, signaling a lockdown. If a lockdown is called during the changing of classes, staff and students should report immediately to the nearest classroom and remain there until instructed to do otherwise. If a lockdown is called during a period, staff and students should simply remain in the classroom. Staff members with specific assignments should report, as soon as relief is available. All others should remain with their students.

During the initial lockdown condition, the following rules are in force.

1. Lockdown will be announced by intercom, public address system, or otherwise. **Consider a lockout for adjacent school buildings as well.**
2. **Immediately** gather students from hallways into classrooms or offices. For the cafeteria, the closest classroom will be the gymnasium. Staff with open periods should enter the nearest classroom.
3. Teachers should lock the doors to their classrooms.
4. Students should take a seated position on the floor out of view from the door window. Stay out of sight.
5. Turn off all cell phones.
6. **Do NOT** cover windows (hallway and doors) except ground level exterior windows.
7. Leave the window blinds and lights as they are.
8. **Document and attend** to any injuries as possible.
9. **No one** should be allowed to enter or leave a classroom or office under any circumstances.
10. **Do not answer or communicate through your locked door.**
11. **Do not allow anyone into your “secured” area.**
12. **Do not answer a classroom telephone.**
13. **Do not respond to a fire alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.**
14. **Do not talk**, except only as absolutely necessary.
15. Do NOT **respond to the intercom, public address system, or other announcements.**
16. Period bells should be ignored.
17. **Attendance should be taken, include additions.** Missing students’ last known locations should be noted. Keep this record for when you are released from the lockdown.
18. Crisis Team will meet in the Main Office-after release.

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

When it is safe to move about the building, the crisis team will meet. An announcement will be made over the PA system that the "Crisis Team" will meet in a specific room at a specific time. Once stabilization has occurred, the crisis team has met, and plans put into place, an announcement will be made to staff and students. That announcement will contain one of two levels of crisis preparedness.

**Response Level One** is resumption of normal activity; at next bell students are released.

**Response Level Two**

1. Everyone will stay in classrooms until further notice. Students may only be out of classes with a pass and then only to go to the bathroom.
2. Hallway monitors will be present in the hallways and the building will remain secure.
3. Teachers should inform students that they are not to leave the building without permission.
4. Crisis Team meets and takes required action.
5. Information regarding the crisis will be announced as appropriate.
6. Instructions are given to ensure the safety of the students and staff.
7. Counseling center availability will be announced.
8. Teachers should identify those students in need of counseling.
9. BOCES students will be assigned to study halls.
10. Students should follow the instructions of hall monitors and Crisis Team Members.
11. Students **will not** be permitted to use the telephones or the Internet.
12. Only the designated person will speak to the media which is the Superintendent with the Principal as the alternative.

**Lockdown rally points:**

Bus Garage

## **GILBOA-CONESVILLE CENTRAL SCHOOL**

### **School ERP – Annually – 2020-2021**

#### Functional Annexes – *Communications*

##### **Purpose**

The communications and Warning Annex includes communication and coordination during emergencies and disasters (both internal communication and communications with external stakeholders), as well as the communication of emergency protocols before an emergency and communication after an emergency.

- This is handled on a case by case situation. The Superintendent is the person that handles the media and what is communicated to the faculty and staff. We have an automated calling system and we utilize our website.

## **GILBOA-CONESVILLE CENTRAL SCHOOL**

### **School ERP – Annually – 2020-2021**

#### Functional Annexes – *Accounting for All Persons*

##### **Purpose**

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

- The school nurse is responsible for attendance of faculty, staff and students; the District Clerk assumes responsibility for the whereabouts of our visitors that have signed in.

## **GILBOA-CONESVILLE CENTRAL SCHOOL**

### **School ERP – Annually – 2020-2021**

#### **Functional Annexes – *Security***

##### **Purpose**

This annex focuses on the courses of action that schools will implement on a routine, ongoing basis to secure the school from criminal threats originating from both inside and outside the school. This includes efforts done in conjunction with law enforcement personnel.

- All exterior doors are locked throughout the school day. All visitors enter at the main office which is equipped with cameras and electronic double door locking system.

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Threat/Hazard Specific Annexes – ***Example Active Shooter Annex***

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Threat/Hazard Specific Annexes – *Insert Threat/Hazard Annexes*

**Name of Threat or Hazard**

**Response Procedures**