



**2021 -2023
CLYMER CENTRAL SCHOOL
DISTRICT SAFETY PLAN**

Clymer Central School District's District-wide School Safety Plan

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Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk education/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. We developed this plan according to the sample outline provided by the State of New York.

The CLYMER CENTRAL SCHOOL DISTRICT supports the SAVE legislation and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The CLYMER CENTRAL DISTRICT-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Clymer School District Board of Education, the Superintendent of Clymer Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

The District-Wide Safety Team recommends actions that they feel are necessary to prevent school violence in CLYMER CENTRAL SCHOOL DISTRICT schools to the Superintendent and Board. The Team meets at least annually, and minutes of each meeting are kept. An agenda is established prior to each meeting. The Team has the responsibility for developing and auditing the Comprehensive District-Wide Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities include:

- 1) Recommending training programs for students and staff in violence prevention.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing District-Wide Response Plans to acts of violence.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents, as compiled by the Building-Level Safety Teams, of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA Logs – SH900; Incident and Injury Reports; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.). Making recommendations necessary for change.
- 6) Reviewing Building-Level Emergency Response Team security analyses to evaluate the potential for violence. Recommending improved security measures.

B. Identification of School Teams

The CLYMER CENTRAL SCHOOL DISTRICT has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and other school personnel. The members of the team and their positions or affiliations are as follows:

Mrs. Beth Olson - Superintendent
Stephanie Leek - Superintendent's Secretary
Mr. Jarrett Wiggers – Business Executive

Mr. Michael Fessel - Elementary Principal
Mrs. Teresa Lombardozzi, Principal's Secretary
Mrs. Brianne Fadale – Secondary Principal
Mr. Chris Herbst - School Psychologist
Mr. Corey Rhodes – Guidance Counselor
Mr. Mike Schneck- Board member
Mr. Tracy TeWinkle– Transportation
Mrs. Morgan Legters - Nurse
Mr. Richard Luke – Building & Grounds
Mr. Ed Faulkner – Fire Department
Mr. William Nelson - Law Enforcement Official
Mrs. Carrie Champoe - Teacher
TBD – parent
TBD– parent

Building-Level Emergency Response Teams

In addition to the District-Wide Safety Teams, each CLYMER CENTRAL SCHOOL DISTRICT Center has developed an emergency team:

Building-Level Emergency Response Team – responsible for planning and has responsibilities during an emergency. Includes the Building Incident Commander chain of command; Area Leaders and Alternates; First Aid & AED Teams; Scribes; and Custodial Services. In a bomb threat, it additionally includes the Volunteer Search Team which assists emergency service responders in the bomb search.

Building-Level Post-Incident Response Team – responsible in the aftermath of an emergency to get a program back into operation. In addition to those staff members listed as part of the Emergency Response Team, includes the Building Crisis Counseling Team.

C. CONCEPT OF OPERATIONS

The Comprehensive District-Wide Safety Plan is directly linked to and incorporates all Building Level Emergency Response Plans that have been developed by the Building-Level Emergency Response Team. Protocols reflected in the Comprehensive District-Wide Safety Plan have guided the development and implementation of the individual Building-Level Emergency Response Plan.

- CLYMER CENTRAL SCHOOL DISTRICT recognizes that it may be subject to a number of potentially disruptive events, and this was a driving force in developing the Comprehensive District-Wide Safety Plan. The key to being prepared for emergencies is effective emergency management through a rapid, well-planned response, and this is the goal of both CLYMER CENTRAL SCHOOL DISTRICT District-Wide and Building-Level Emergency Response Plans. The Plans were designed with the philosophy that every CLYMER CENTRAL SCHOOL DISTRICT employee is a vital resource and has an important role in accomplishing our goals in an emergency. The Plans contain specific instructions for faculty and staff to follow in the event of emergencies and follow the National Incident Management System (NIMS) chain of command Incident Command structure.
- In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the Building Incident Commander and the Building-Level Emergency Response Team.

- Upon activation of the Building-Level Emergency Response Team, the Building Incident Commander will ensure that the appropriate local emergency response officials and Principal are notified by whatever means necessary and available (p. 11). The Principal will notify the Office of the Superintendent and other key personnel, as appropriate (Emergency Guide, Appendix A, p. 29).
- The nature of any given emergency dictates the degree of interaction with both State and Local Emergency Response Agencies. If necessary, CLYMER CENTRAL SCHOOL DISTRICT will call upon local, county and state resources listed on the Emergency Service Agencies list in Appendix B pages 30-31 to supplement efforts. The CLYMER CENTRAL SCHOOL DISTRICT Health Office and Safety Committee have assisted in development of protocols for accessing these services.

D. PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner’s Regulation, Section 155.17(e)(3), this Plan was made available for public comment at least 30 days prior to its adoption. The District-Wide Plan and Building-Level Plans were adopted by the Board after one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The Plan was formally adopted by the Board on XXXXX.

- Full copies of the District-Wide Safety Plan, Building-Level Emergency Response Plans and any amendments were submitted to the New York State Education Department on October 20, 2021, within 30 days of adoption, as per the original cover letter.
- This Plan is reviewed periodically during the year and is maintained by the District-Wide Safety Team. The required reviews are completed annually on or before July 1 of each year since its adoption by the Board. A copy of the District-Wide Plan is available upon request and is available in the District Office.
- Although the Building-Level Emergency Response Plan is linked to the Comprehensive District Wide Safety Plan, in accordance with Education Law §2801-a, the Building-Level Plans are confidential and are not subject to disclosure. This further ensures safety at the building level and reduces the potential for planned sabotage. Building-Level Emergency Response Plans were filed with both Local and State Police within 30 days of adoption and have been updated periodically, as needed.

E. ELEMENTS OF THE COMPREHENSIVE DISTRICT-WIDE SAFETY PLAN

As per New York State Education Law Chapter 181 § 2801-a (2), the CLYMER CENTRAL SCHOOL DISTRICT Comprehensive District-Wide Safety Plan contains the following elements:

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuations and sheltering.
- Responses to an implied or direct threat of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves.
- Responses to acts of violence by students, teachers, other school personnel as well as visitors to the school, including acts by students against themselves.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of District resources and coordination of such resources and workforce available during an emergency.
- Designation of the chain-of-command (Incident Command)

- Plans to contact parents and guardians or persons in parental relation to the students of the district in the event of a violent incident and in the event of an implied or direct threat of violence by such student against themselves.
- School building security.
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to conduct drills and exercise the Emergency Response Plan including reviews of tests.
- Annual school safety training for students and staff; provided that the district must certify to the commissioner that all staff have undergone annual training on the emergency response plan, and that the school safety training include components on violence prevention and mental health, such training may be implemented and conducted in conjunction with existing professional development and training; provided however that new employees hired after the start of the school year shall receive training within thirty days of such hire or as part of a district's existing new hire training program, whichever is sooner.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity.

Section 2: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The District uses the following programs to improve communication among students and between students and staff, and reporting of potentially violent incidents, such as the establishments of:

- Non-violent conflict resolution training programs
- Community Support Group of Southwestern Chautauqua County
- Town-run, youth-run summer recreation programs
- Lucy Box – anonymous confidential box for student's concerns
- Crisis Team – planning committee for crisis events, prevention, intervention and debriefing.
- SADD
- Project KNOW – including bullying prevention
- School Psychologist – full-time employee who not only does assessment but addresses student and family concerns
- Collaborative agreement with Chautauqua County Mental Hygiene

It is the belief of the Clymer Central School District that our SAVE Schools Plan needs to be a dynamic document that may change depending on the needs of the school district. We have instituted a student intervention team that meets weekly. The purpose of this team is to address concerns observed by staff and/or students regarding specific students and to determine whether these issues need to be formally addressed in some other form.

Training, Drills and Exercise

It is CLYMER CENTRAL SCHOOL DISTRICT's policy to fully comply with all applicable safety standards and laws and specifically to be in compliance with Commissioner of Education Regulation 155.17, including the requirement to have multi-hazard training for staff and students. The best way to train students and staff on emergency response procedures so that they are prepared for multi-hazards is through annual drills and exercises in each school building. Based on the determination of the District-Wide Safety Team and the

Building-Level School Safety Team, the following methods may be used and, if so, will be documented on the Report of Mandated Drills form, which is part of the Building-Level School Safety Plan.

- Fire Drills
- Evacuation Drill
- Shelter-in-Place
- Shelter Drills
- Lockdown
- Lockout
- School Bus Accident

CLYMER CENTRAL SCHOOL DISTRICT recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, CLYMER CENTRAL SCHOOL DISTRICT invites local agencies to participate in and to help evaluate exercises. These agencies include but are not limited to local Police and Fire Departments, Rescue and Ambulance Services, Local Emergency Management Offices and the CLYMER CENTRAL SCHOOL DISTRICT's Health Office and Safety Committee. CLYMER CENTRAL SCHOOL DISTRICT also has staff members involved in incidents and drills fill out the School Emergency Response Assessment, which is part of the Building-Level School Safety Plan. The Building-Level School Emergency Response Team debriefs and analyzes these to help improve the response in the future.

Annual training is also given at each school building on its Building-Level Emergency Response Plan, including: how to summon assistance in the event of an emergency; special procedures for bomb threats, hostage-taking, intrusions and kidnapping; post-incident procedures including medical follow-up and the availability of counseling and referral. Staff receives written information in the form of the Safety Resource Manual, which is part of the Building-Level School Safety Plan. Trainers are knowledgeable and familiar with the CLYMER CENTRAL SCHOOL DISTRICT Comprehensive Safety Plan.

The district must certify to the commissioner that all staff have undergone annual training on the emergency response plan, and that the school safety training include components on violence prevention and mental health, such training may be implemented and conducted in conjunction with existing professional development and training; provided however that new employees hired after the start of the school year shall receive training within thirty days of such hire or as part of a district's existing new hire training program, whichever is sooner.

The following drill, training and maintenance program will be implemented by the school district:

September – Dec.	NYSP Safe Schools Awareness & Prevention program
	Exposure Control
	Right to Know
	Bus Safety
	Bike Safety
	Fire Drills – 8
	Review School Rules
	Playground safety
	Lockdown
	Stranger Danger
	Project KNOW
	Present School Rules
	Distribute Student Handbooks and Code of Conduct

Jan – June
Fire Drills – 4
Building Safety Inspection
CPR-First Aid
Project KNOW
Fire Extinguisher/eye wash inspection
Review and notification of pesticide usage
Evacuation Drill/Go Home Drill

July-August
Fire Drills – 2 Summer School
Right to Know – Maintenance staff
Clean and inspect all buildings and equipment

CLYMER CENTRAL SCHOOL DISTRICT Vital Educational District Information Each Building Emergency Response Plan contains vital information within the Building Information Report section of the plan, such as school population, number of staff, transportation needs and telephone numbers of key educational officials. CLYMER CENTRAL SCHOOL DISTRICT's District Administration maintains copies of this information.

Description of Duties, Hiring and Screening Process, Required Process, Required Training of other School Safety Personnel:

The Clymer Central School is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-202 prohibits discrimination because of age. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

The process of hiring school personnel will follow applicable Federal, State, County and Municipal Laws and Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the S.A.V.E. Legislation of 2000.

Implementation of School Security

School safety has been a priority at Clymer Central School and continues to be an area that is evaluated regularly. Clymer Central School has a fire alarm system, electronic strikes, and closed circuit TV to three rear entrances, and an intrusion alarm system.

As Clymer Central School has enhanced its security through the measures mentioned above and has also then addressed procedural changes regarding greater accountability for visitors to the school. A window has been installed so that office personnel can better observe people entering through the front door and all visitors must sign in and obtain visitor passes from the main office in order to be admitted to the building.

B. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR

CLYMER CENTRAL SCHOOL DISTRICT's programs are designed to identify potentially violent behaviors and to work directly with students and families. CLYMER CENTRAL SCHOOL DISTRICT disseminates informative materials (when deemed appropriate) and provides training regarding the early warning signs and detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students

of the District or board, students and other persons deemed appropriate to receive such information. However, many CLYMER CENTRAL SCHOOL DISTRICT's Special Education, Alternative Education, and Career Education students are placed in specialized programs due to behavior that could be characterized as potentially violent. Therefore, it has been determined, after extensive discussion by the District-Wide Safety Team, that mailing parents and other persons in parental relation standard brochures on warning signs of potentially violent behavior is inappropriate for the population served by many programs.

- Training is conducted by in-house staff, local agencies, consultants or others as deemed appropriate.
- Staff receives training, such as Crisis Prevention Institute (CPI) and de-escalation strategies to prepare staff for violent incidents and lessen their impact, and in early intervention/prevention strategies.
- Employees receive annual multi-hazard training on the Emergency Response Plan. This training may address topics including the early detection of potentially violent behavior.

A school crisis team/crisis response team (CRT) has been developed to address preventative, existent, and post-crisis emergencies. The CRT will develop guidelines, assessment/evaluation techniques, undergo ongoing crisis training through seminars, conferences, and in-house preparation, and provide in-house staff (teacher) crisis training. Moreover, the CRT will develop guidelines in assessing their needs and contacting additional resources when appropriate.

C. HAZARD IDENTIFICATION (SITES OF POTENTIAL EMERGENCY) As part of the Building-Level Emergency Response Plan, the Building-Level School Emergency Response Team determines sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, and properties adjacent to schools, off-site athletic fields, buses and off-site field trips.

Section 3: Response

A. Notification and Activation (Internal and External Communications)

CLYMER CENTRAL SCHOOL DISTRICT requires all incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), to be reported immediately by employees and students and documented by the Program Administrator. With the realization that employees and students may otherwise be reluctant to come forward, all CLYMER CENTRAL SCHOOL DISTRICT programs maintain confidentiality. Individuals are assured that there will be no reprisal for reporting their concerns.

The School Building Administrator or Designee is responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff is provided as part of the violence prevention training program. The goal is that each incident will be reported to and evaluated by the Building-Level School Emergency Response Team and will be compiled and reported to the District-Wide Safety Team for evaluation of the Violence Prevention Program. Relationships will be established with local law enforcement officials and emergency response agencies at the building level. Representatives from these agencies (Chautauqua County Sheriff's Department, New York State Police Department, local Fire and Emergency Medical Responders and Emergency Management Services) will be asked to participate on Building-Level Emergency Response Teams.

REPORTING

Once an incident has been reported, and depending on its severity, the School Building Administrator or Designee will:

- Report it to the local Police Department (see Notification and Activation below).

- Secure the area where the disturbance has occurred. (Crime Scene Management)
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised. (Activate Lock down)
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per Building-Level Emergency Response Plans.
- Provide notification to District Administration.
- Provide incident debriefing to students/staff as needed. Notify parents, as appropriate.

NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMMUNICATION)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships are established by participation of local emergency response officials on Building-Level Safety Teams. The Emergency Response Services and individuals, and appropriate means of contact, are documented in the Building-Level Response Plans. Additionally, the local agencies are identified with the telephone numbers in the Emergency Telephone Numbers section of Building Plans.

To ensure the fastest response, individual employees are instructed that they may dial 911 to contact emergency service agencies in an emergency, but must inform their Principal and/or Administrator/Building Incident Commander immediately afterwards.

Internal communication is of prime importance and is detailed in the Building-Level Emergency Response Plan based on the equipment available, building layout, staffing, etc. in each building. The specific method of notification to be used will be determined on an incident by incident basis by the Building Incident Commander based on the most effective and appropriate communication methods available during the incident. Below is a list of possible communication methods within CLYMER CENTRAL SCHOOL DISTRICT.

The Building Incident Commander is responsible for notifying Emergency Response agencies and the District Office, which is then responsible for ensuring that all other necessary notifications are made. This enables the Building Incident Commander to direct all of his/her attention the emergency.

The Chief Emergency Officer and the CLYMER CENTRAL SCHOOL DISTRICT District Wide Emergency Response Team will determine what notification is appropriate and necessary for all other programs (on and off site) concerning a specific disaster or act of violence and will instruct all Building Principals/Program Administrators to take appropriate action.

Depending on the nature of the emergency, some of the communication methods that will be used within CLYMER CENTRAL SCHOOL DISTRICT for internal communication, as well as for external communication will include:

- Telephone (hard-wired)
- Cellular telephone (with texting capability for times when networks are saturated)
- Fax
- E-mail
- Internet
- Maintenance department radio system
- Building Level Emergency Response Team Radios
- NOAA weather radio (located in the main office of each program)
- Intercom
- Public address system

- Alarm systems
- Runner (within a building or campus)
- Mobile message transport by vehicle or foot (between buildings)
- ThrillShare calling system (for staff & student notification)
- Local media and Emergency Alert
- Others as deemed necessary

Plans to Contact Parents and Guardians Every effort will be made to directly contact parent/guardians or designated emergency contacts by telephone in the event of a violent or other emergency incident or an early dismissal. Some programs have rapid calling system capabilities, which will be used. In other programs, individual telephone calls will be made to the parents/guardians or emergency contacts of students by the staff of the individual programs under the direction of the Principal/Administrator or designee. District Office may take over this task in an evacuation.

The CLYMER CENTRAL SCHOOL DISTRICT Superintendent's Office is responsible for contacting any other outside organizations and/or school districts whose students are affected. Those organizations/districts may in turn have their own method of contacting parents/guardians. In some cases, it may additionally be necessary to use other means such as local media.

We have emergency telephone numbers and/or bus numbers for students, in case of an emergency, on file in the main office and the nurse's office. We also use area TV and radio stations. In the event of a violent incident or other cause for early dismissal, the following procedure will be in effect:

- The decision to send children home will be made by the Superintendent
- If there is a need to evacuate the school, children will be lead, by faculty and staff, on foot, to the designated areas as follows: UPK-12 students will report to the Bus Garage.
- If there is no immediate danger, children will remain in their classrooms. Their classroom teacher will supervise the children.
- The Superintendent will notify the police department and the District Superintendent.
- The Principal will notify the staff and students and will supervise dismissal.
- The Principal will call the members of the Crisis Team/SAVE Committee who have the list of parent's emergency phone numbers. The nurse collects the emergency phone numbers each fall and update them throughout the year.
- Children will be dismissed as the buses arrive.
- Regular bus routes will transport students home.
- Students may be released to parents who present themselves in the school office or a designated area and satisfactorily identify themselves.

B. Situational Responses

RESPONSES TO THREATS OF VIOLENCE (IMPLIED OR DIRECT THREATS)

Response actions in individual buildings will include:

- Inform building Principal of implied or direct threat
- Level of threat determined by the Building Principal in consultation with Program Director
- Use of staff trained in de-escalation techniques such as Crisis Response Team
- Contact law enforcement, if necessary
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team, if necessary

RESPONSES TO ACTS OF VIOLENCE (ACTUAL)

The following procedures will be followed when responding to actual acts of violence:

- Determine the level of threat
- Use of staff trained in de-escalation techniques such as Crisis Response Team
- If necessary, isolate the immediate area and evacuate if necessary
- Inform building Principal who will inform the District Office
- If necessary, the Principal will initiate the Lock Down procedure and will contact the appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, the Principal will initiate early dismissal, sheltering or evacuation procedures

RESPONSE PROTOCOLS

Response protocols to specific emergencies vary but usually include the following:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Protocols for bomb threats, hostage-takings, intruders, kidnappings, lockout, hold-in-place, shelter-in-place, duck and cover, severe weather and medical emergencies, and off campus and bus accidents, are detailed in the multi-hazard response section, as follows.

MULTI-HAZARD RESPONSE

CLYMER CENTRAL SCHOOL DISTRICT recognizes that many different types of emergency situations may arise resulting in the need for emergency specific responses. However, there are a limited number of responses that can be taken.

These are:

- Canceling School prior to start
- Evacuation; Early Dismissal/Go-Home Early; and
- Sheltering. There are different types of sheltering for different situations including lockout for general external emergencies; for Intruders; and
- Sheltering for Severe Weather.

These responses are to be used when addressing emergencies such as: Bomb Threats; Hostage Taking; Intruders; Kidnapping; Fire and Explosion; Medical Emergencies; Weather and other Natural Hazards; System Failure and Technological Hazards. For a local emergency, the response will be determined by the Building Incident Commander based on the incident, the information available and, if appropriate, the Building-Level School Emergency Response Team will be responsible for reviewing and updating the response and communicating it to staff and students. A response may also be recommended by appropriate authorities such as the State Education Department, the State Office of Emergency Management, or the BOCES District Superintendent under the advisories from the New York State Homeland Security System.

The following are summaries of procedures for certain emergency situations.

BOMB THREATS

All bomb threats are taken seriously and are treated as real.

The FBI Bomb Threat Call Checklist is available at all telephone locations and is distributed in each school building as part of the training on emergency procedures along with the Emergency Procedures Quick Reference Pamphlet. When a building specific bomb threat is received in a school building there are three response actions that the

Principal/Building Incident Commander may choose. The decision whether or not to evacuate is dependent on information received in the threat and how credible that information is. The Principal/Building Incident Commander should conduct a debriefing/interview of the person who has received the threat to aid in the decision process on what action to take. Based on all available information, the Principal/Building Incident Commander will determine the best course of action.

1. Compartmentalization relies on students remaining in their present locations while school administration and authorities assess and investigate the threat. Variations of compartmentalization – such as moving certain segments of the school population based upon new or developing information – can also be utilized in an effective response. Authorities believe that through compartmentalization casualties can be minimized should a bomb detonate.
2. Evacuation of the building after searching exit routes and evacuation areas. **Before evacuation can take place, evacuation routes, exits and assembly areas must be searched.**
3. Pre-clearance and Security Screening in Lieu of Evacuation relies on anticipating a threat. A building that has been pre-cleared and maintained as secure does not need to be evacuated if a bomb threat is received. Pre-clearance requires “clearing” of the building in coordination with local law enforcement officials before the start of the day, as well as continual monitoring of security throughout the day to ensure no suspicious objects have been brought into the building by students, visitors, or staff. This option may be implemented only prior to the receipt of an actual bomb threat. This option is appropriate during standardized testing periods or when there is particular concern over the possibility of a bomb threat.
4. Re-occupancy of a School Building The school administrator has the ultimate responsibility for making the decision to re-enter a school building after a bomb threat incident and evacuation. This decision will be made in consultation with the police, the Program Director and the BOCES Incident Commander. Police do not have the authority to declare the building safe for re-occupancy. No one will be able to conclusively state that there is no bomb, only that the search did not reveal a bomb.

Based on the information received from the building search there are four options:

1. Reoccupy the building and resume classes
2. Relocate the building occupants to another facility
3. Re-enter the building within a set time
4. Activate the plan for early dismissal

Criminal Behavior and False Reporting Prevention

CLYMER CENTRAL SCHOOL DISTRICT periodically disseminates information to students and staff informing them that reporting a false bomb threat is a crime that may result in imprisonment and/or civil penalties. The school will discourage false reporting of incidents designed to threaten life and property by instructing staff and students to immediately report the presence of strangers in the building and unusual or suspicious objects.

HOSTAGE TAKING

1. The first person aware of the situation will immediately notify the Principal’s office and will convey all known information, including a description of the victims and suspects, types of weapons being used, and any demands from the hostage taker.
2. The Principal will authorize a 911 call, a direct call to the police precinct, or that other appropriate emergency services are notified.
3. The school Principal or designee will issue the appropriate alert for a Lockout or (proprietary, in Building Emergency Response Plans), if necessary, and isolate the area.
4. The school Principal or designee will notify the Program Director, who will be the District Administration contact. No response will be given to the media at this time.
5. The school Principal or designee will turn over authority to the police upon their arrival, will give full cooperation, including all available information and maps, and will assist as requested.

INTRUDER/HOSTILE VISITOR

1. All CLYMER CENTRAL SCHOOL DISTRICT employees are authorized to stop and question all unescorted, unidentified or unauthorized persons that they do not recognize as belonging in the building. These people are to be requested to report to the main office to obtain a visitors' pass. They are to be escorted unless that would leave students unsupervised or endanger the escorting employee's safety.
2. Staff immediately reports the intruder or suspicious person to the Principal's office.
3. The Principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
4. The Principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The Principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
5. If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Building security will be notified, if appropriate. The Principal or designee will authorize a 911 call or other appropriate emergency notification.
6. If the situation escalates, the Emergency Response for a (proprietary, listed in each Building Emergency Response Plan) will be utilized to notify all teachers and staff who will execute the signaled response.
7. The Superintendent's office will be notified so that appropriate resources are made available to the CLYMER CENTRAL SCHOOL DISTRICT.
8. The building Principal is prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

KIDNAPPING/STUDENT ABDUCTION

1. *During school hours, when a student has already been documented as present*, the first person aware of a kidnapping or missing student will immediately notify the Principal's office who will obtain student information and photo I.D (if available) and descriptive information on the suspect. School building staff and security personnel will search the building and also utilize the public announcement system.
2. Parent/guardian will be notified. If student is not found, police will be notified.
3. The school Principal will turn over the investigation to the police upon arrival, will give full cooperation, and will assist as requested.
4. Parents will be notified immediately if the student is located.
5. *During school hours, when a student has not arrived at school*, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
6. If student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
7. The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. (if available) will be obtained.
8. The Program Director will be notified and will notify District Administration.
9. The school Principal will turn over the investigation to the police upon arrival, will give full cooperation and assist as requested. No information is to be released to the media at this time.
10. Parents will be notified immediately if the student is located.
11. *After school hours, when a student has not arrived at home*, the school may be notified by a concerned parent/guardian.
12. Gather any information available on the student and his/her departure from school.
13. Advise parent/guardian to contact friends.
14. Advise parent/guardian to contact police if student is not located. School Principal or designee should be available for police investigation.
15. Ask parent/guardian to re-contact school if student is located.

ELOPEMENT / WANDERING

Proactive Student and School-Wide Protocols and Procedures to Address, Prevent and Respond to Elopement:

Individual Student Prevention and Intervention Procedures

1. For students with disabilities, Committees on Special Education, with input from teachers and parents, must identify student behaviors that impede student learning and/or lead to self-harm behaviors **like elopement/wandering**.
2. If a student demonstrates elopement/wandering behavior/s or even a tendency to wander or bolt, a Functional Behavioral Assessment (FBA) should be conducted upon receipt prior to written notice generated by the CSE and signed by the parent.
3. Along with the FBA, a Behavioral Intervention Plan (BIP) must be completed to ensure that the eloping/wandering behavior/s are addressed through the plan and work in concert with the school- wide safety/security procedures. Behavioral Intervention Plans assist teachers and aides in addressing, reducing and ultimately extinguishing these behaviors if possible. Parent involvement in the development of the BIP is required, however, with students who are challenged with elopement/bolting behaviors parent involvement is crucial. Severe school age student eloping/bolting behavior may necessitate the need for a 1:1 teacher aide.

SEVERE WEATHER DRILL

Possible response to the following situations and other events:

Thunderstorm - Lightning - Hurricane - Windstorm - Hail - Winter Storm - Tornado - Earthquake

1. The Building Principal/Incident Commander Monitors situation
2. The Building Principal/Incident Commander informs Superintendent's Office
3. NOAA Weather Radio is placed in an area that is staffed at all times (preferably the main office). It is always left turned on in alert mode.
4. All outdoor activities are curtailed if thunder is heard, lightning is seen, the sky is threatening or a local warning signal has been received over the NOAA Weather Radio. **CLYMER CENTRAL SCHOOL DISTRICT does not wait for severe weather to begin.**
5. All students and staff are summoned into the building to return to classrooms.
6. Outdoor activities are not resumed until 30 minutes after the thunder is last heard or lightning is seen.
7. Upon hearing the **Severe Weather Sheltering** signal, classes proceed to the Severe Weather Shelter areas.
8. In a **thunderstorm**, students and staff in a vehicle stay there with windows closed. If outdoors and no building or vehicle is available, standing underneath tall structures and trees is avoided. Crouch with feet apart, hands on knees and head between them. Do not lie flat on the ground.
9. In a **tornado**, students and staff who are outdoors or in a vehicle and cannot get inside a building, move away from vehicles and lie in a ditch or low-lying area or crouch near a strong building, using arms to protect head and neck.
10. Severe Weather Shelter areas are on the lowest floor possible of the building in interior, windowless hallways that are away from exterior doors, trees, utility poles and utility lines. Due to their large roof spans, do not take shelter in large rooms such as cafeterias, gyms and auditoriums or in locations with skylights.
11. The Principal/Building Incident Commander may determine that the building is not safe to occupy and may signal an Evacuation after the event has subsided.
12. Students and staff are instructed to stay clear of – and to **never touch – fallen wires** or anything these wires touch.

RADIOLOGICAL EMERGENCY

May include the following situations and other events:

Nuclear Accident - Nuclear Attack - Dirty Bomb

1. When notified by the appropriate authority the Principal/Building Incident Commander will initiate measures to shelter students and staff in place for up to a 24 hour period.
2. **Sheltering** will help to minimize radiation exposure to the body by using **distance** from the source of the radiation; **shielding** from the radiation by heavy, thick, dense materials that will absorb radiation, such as remaining

indoors in interior spaces within the thick walls of the school; and by using **time** for the radiation to lose its strength (radiation dissipates and decays rapidly).

3. A **Lockout** will be initiated closing all windows and doors.

4. Custodial staff will turn off air conditioners, ventilation fans, furnaces and other air intakes that bring in air from the outside. If possible, vents will be sealed.

5. Students and staff will move to interior hallways on the first floor of buildings, away from doors and windows.

6. Protective action instructions and recommendations of federal, state and local emergency management offices will be followed.

CHEMICAL EMERGENCY AND BIOLOGICAL EMERGENCY

Could include the following situations and other events:

Chemical Spill - Terrorist Attack (also see Anthrax below)

1. If an accidental chemical spill occurs in the building, evacuate the area immediately and seal the room. Notify the Principal/Building Incident Commander. Review the Material Safety Data Sheet (MSDS) and determine the urgency of the situation. The Principal will call 911 for Fire Department/HAZMAT response, if appropriate. Evacuate adjacent areas and possibly entire school, if necessary. Have Head Custodian shut off or increase ventilation depending on circumstances. Contact Department & District Offices and keep them informed. Conduct clean-up operations as per the MSDS and Fire Department/HAZMAT instructions.

2. If exposure is external to the building, authorities will instruct schools in the best course of action, which may be to evacuate the area immediately, to seek shelter at a designated location, or to shelter-in-place (on the ground floor, not the basement, where vapors may settle and become trapped) and do a **lockout**, sealing the premises, as in the radiological emergency procedure #s 3-6 above. If shelter area is sealed, there should be ten square feet per person, which will provide sufficient air to prevent carbon dioxide build-up for up to five hours.

3. If caught in an unprotected area, attempt to get up-wind of the contamination and seek shelter as quickly as possible.

4. Agents used in chemical warfare may be in the form of poisonous vapors or gases, aerosols, and liquids or solids that have toxic effects on people, animals or plants. They may be odorless, colorless, and tasteless. Biological agents which may be used as weapons have illness-producing effects on people, livestock and crops. They may be dispersed via aerosols, animals, food and water contamination; mail; and person to person.

5. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. If medical help is not immediately available, decontamination should proceed to minimize health consequences.

6. Remove and bag all clothing and other contaminated items in contact with body, avoiding contact with eyes, nose, and mouth. Wash with soap and water. Flush eyes with water. Change to uncontaminated clothing. Seek medical help as quickly as possible.

SUSPICIOUS PARCELS AND LETTERS: INCLUDING A POSSIBLE ANTHRAX EMERGENCY

1. Be careful of suspicious packages and letters, they may contain explosives, chemicals or biological agents such as Anthrax. Anthrax is a bacterial infection treatable with common everyday antibiotics. Persons exposed to anthrax are not contagious to others. The key to controlling the situation is to avoid panic and limit exposure to the infection.

2. Postal authorities advise caution with the following:

Unexpected mail; Mail addressed to someone no longer at the address; Mail without a return address; Mail with a postmark that doesn't match the return address; Mail of unusual shape; Mail with odd smells or stains; Mail marked with "confidential" or "personal" stamps; Mail marked "Your lucky day is here" or "Prize enclosed"; Mail with excess postage; Mail with misspellings; Packages that are tied up with twine or string.

3. If a letter is received that is suspicious or is claimed to be infected with anthrax, it should not be opened or shaken. If opened, the person who opens it remains calm and proceeds with containment. The door is locked to the room with the letter and no one is allowed in.

4. The letter is isolated (placed in a plastic bag). Anyone who has handled the item should keep their hands away from their face, so as not to touch their eyes, nose or mouth and should wash thoroughly.

5. The person receiving the letter should not call in or send anyone to get another staff member to help. The person must telephone the Principal/Building Incident Commander and report that there is Suspicious Mail or an Anthrax Emergency. The Building Incident Commander will call 911. The building and grounds staff will shut down ventilation systems in the affected area.
6. When emergency responders arrive, their directions must be followed exactly.
7. If appropriate, the police will call the FBI.

MEDICAL EMERGENCIES

Could include the following situations, accidents, injuries, illnesses and other events:

- **Allergic Reaction**
- **Animal Bite**
- **Bleeding**
- **Blow to the Head**
- **Broken Bones**
- **Burns**
- **Choking**
- **Diabetic Shock**
- **Electric Shock**
- **Epileptic Convulsions**
- **Food Poisoning**
- **Heart Attack/Sudden Cardiac Arrest**
- **Respiratory Arrest**
- **Loss of Life, Limb, or Eye Sight**
- **Shock**
- **Toxic Exposure**

1. The first person on the scene identifies the stricken person, assesses the incident and remains with the injured person until relieved by the school nurse, the AED Team, or EMS. The injured person is comforted and appropriate first aid should be administered, if the responder is first aid certified. The victim is moved as little as possible. If the person is bleeding, contact with his or her blood is avoided by using a barrier (gloves, towels, clothing).
2. Another staff member, if available, calls the school nurse to inform that there is a medical emergency and assistance is needed. If no one else is available, the first person on the scene will have to make the call.
3. Instructions given by the nurse over the telephone are followed.
4. For a serious medical emergency, such as Sudden Cardiac Arrest (SCA), the staff member will call the Principal/Building Incident Commander, immediately after the nurse is called.
5. After the telephone calls are made, the staff member calms other students who are present and disperses them or moves them away from the incident scene.
6. The nurse or Principal/Building Incident Commander determines whether to activate the AED Team and/or summon and/or inform emergency services and public health officials such as ambulance, police, fire department, County Health Department. The nurse or Principal/Building Incident Commander notifies parents/guardians.
7. The Principal/Building Incident Commander determines whether there is a need to initiate a Functional Annex and will signal it accordingly.

OFF CAMPUS SCHOOL BUS ACCIDENT

1. On all field trips the lead responsible staff member has a participant roster with bus assignments for all students present on the trip. A copy of this roster will be given to the Principal/main office before the trip.
2. The lead responsible staff member on the trip has a list of the address, emergency contact telephone numbers and other emergency information for each of the participants.

3. Each teacher, staff member and bus driver has a list with the phone numbers of the main office, Principal/Building Incident Commander, Program Director and Transportation Department for use in emergencies. If the trip is going to be after normal school hours, home telephone numbers are also needed.
4. If appropriate, each participant going on the trip has a nametag.
5. The lead responsible person on the trip has a fully charged cellular telephone, if available.
6. All buses have operational radios and are in contact with the CLYMER CENTRAL SCHOOL DISTRICT Transportation Department and will notify the Transportation department immediately of any incidents including if an incident occurs on the trip to or from school.
7. If an incident occurs, teachers and staff gather students in a safe place away from danger and account for everyone.
8. Injured individuals are identified and first aid is provided as needed.
9. Emergency assistance is contacted by calling 911.
10. The Principal/Building Incident Commander must be notified as soon as possible.
11. Close contact is maintained with the Principal.
12. The Principal in coordination with the Transportation Department arranges for transportation, etc., if needed.

ARRANGEMENTS FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT

Depending on the nature of the emergency, CLYMER CENTRAL SCHOOL DISTRICT may need to obtain assistance from local governmental agencies. During an emergency, CLYMER CENTRAL SCHOOL DISTRICT will contact 911 or the local fire department to obtain immediate emergency services. Depending on the emergency this call will come from the building-level or from District Administration. CLYMER CENTRAL SCHOOL DISTRICT has arranged to notify and obtain emergency assistance from the County Office of Emergency Services, if deemed appropriate. These telephone numbers are compiled for all buildings.

PROCEDURES FOR OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS

The CLYMER CENTRAL SCHOOL DISTRICT Superintendent or designee will contact the appropriate County Office of Emergency Services, the District responsible for implementation of Article 2-B of the Executive Law, in county-wide emergencies to obtain advice and assistance from the County Offices of Emergency Services Director. Through these County Offices of Emergency Services, CLYMER CENTRAL SCHOOL DISTRICT will have access to advice and assistance from local government officials.

During an emergency the Building Incident Commander will contact 911 to obtain emergency services. CLYMER CENTRAL SCHOOL DISTRICT has identified other agencies that may be contacted as resources to obtain assistance including the Chautauqua Office of Emergency Services; the Red Cross; Local Fire Departments; Local

DISTRICT RESOURCES AVAILABLE FOR USE IN AN EMERGENCY AND COORDINATION OF DISTRICT RESOURCES AND WORKFORCE

CLYMER CENTRAL SCHOOL DISTRICT's greatest resource is our human resource, our employees. Human, as well as additional physical resources available during an emergency are confidential and are identified in a separate document and in the School Building-level Emergency Response Plans.

The CLYMER CENTRAL SCHOOL DISTRICT District-Wide Emergency Response Team is responsible for the coordination of resources including manpower, and chain-of-command. This team is convened in an emergency and includes the:

- Superintendent,
- Principals,
- Director of Technology,
- Nurse,
- Director of Facilities,

- Transportation Supervisor,
- Others in the organization based on their expertise and the needs of the emergency. The Superintendent or designee will authorize decisions based on the deliberations and recommendations of the team. Assignments and coordination of staff at the building-level will be under the direction of district administration.

PROTECTIVE ACTION OPTIONS

The CLYMER CENTRAL SCHOOL DISTRICT School Building-Level Emergency Response Plan addresses the following response actions as determined by the nature of the emergency:

SCHOOL CANCELLATION/DELAYED OPENING

These options are only available when the school day has not begun and there is sufficient time for notifications.

- The CLYMER CENTRAL SCHOOL DISTRICT Superintendent or designee monitors any situation that may warrant a school cancellation; maintains an open line of communication with the Transportation Supervisor and Director of Facilities regarding severe weather, road conditions, and closings. If conditions warrant it, makes the decision to cancel school.
- Superintendent or designee notifies other administrators/supervisors as appropriate.
- Superintendent or designee initiates School Messenger rapid calling system to notify employees; posts notification on the CLYMER CENTRAL SCHOOL DISTRICT website; sends text- message notification; and contacts local media broadcasters.

EARLY DISMISSAL

Could be the response to the following situations and other events:

- **Bomb Threat**
- **Severe Weather**
- **Explosion**
- **Threat of Explosion**
- **Hazardous Material Spill On-site or Off-site**
- **Flood**
- **Utility Failure**
- **Gas Leak**
- **Building Structural Failure**
- **Red Alert Level 2**

- The Building Principal/Incident Commander monitors situation (for county-wide emergencies such as severe weather the CLYMER CENTRAL SCHOOL DISTRICT Incident Commander will initiate plan); keeps Superintendent informed.
- If conditions warrant, District Administration makes decision to close school early; telephone calls will be made to parents/guardians or emergency contacts to inform of early dismissal.
- **At no time will CLYMER CENTRAL SCHOOL DISTRICT students, be returned to unoccupied, unsupervised homes.** If necessary, students will be returned by Transportation to a CLYMER CENTRAL SCHOOL DISTRICT shelter site.
- CLYMER CENTRAL SCHOOL DISTRICT will shelter students, if warranted; appropriate District personnel will be retained until all students have been returned home.

SHELTER-IN-PLACE

Sheltering could be the response to the following situations and other events:

- **Bomb Threat**
- **Severe Weather**
- **Explosion Threat of Explosion**
- **Hazardous Material Spill Off-site**

- **Flood**
- **Utility Failure**
- **Nuclear, Biological or Chemical Attack Emergency**

Duck and Cover could be an additional response to the following situations and other events:

- **Student Disturbance**
- **Civil Disturbance**
- **Intruder With a Weapon**
- **Weapons on Campus**
- **Severe Weather**
- **Earthquake**
- **Explosion**

Due to the nature of the events in which **Duck and Cover** should be used, it may need to be implemented prior to the Principal/Building Incident Commander being contacted or before hearing the signal. If necessary, it may be used in addition to other types of Functional Annexes such as:

Inside

1. If possible, desks or pieces of furniture used as shields. In an earthquake, drop, cover and hold on.
2. Students drop to their knees with backs to windows.
3. Students make bodies as small as possible and stay motionless. Faces are buried in arms. Eyes are closed and ears covered.
4. Teachers and staff kneel behind class to ensure that students follow procedure.

Outside

1. Get everyone behind any solid, stationary object. In an earthquake, stay out in the open.
2. Students lie on stomachs with faces away from source event and stay motionless.
3. Heads, faces and as much skin surface as possible is covered.
4. Eyes are closed and ears covered.

Stay in the Duck and Cover protective position until the danger passes and/or building tremors and flying debris has ceased.

The Building Principal/Incident Commander:

- Determines the level of threat; Contacts Program Director; Determines the location of on-site sheltering depending on the nature of the incident.
- Directs students and staff to the designated assembly areas or to remain in classrooms as appropriate; Accounts for all students and staff. Any missing students or staff are reported to building Principal. Ensures adult supervision or continued school supervision/security; retains appropriate District personnel until all students have been returned home.
- Takes appropriate safety precautions; takes steps to isolate students and staff from the external environment during hazardous materials incidents.
- The District’s Chief Emergency Officer makes appropriate arrangements for human needs including contacting Food Services, if sheltering will be extended and food is necessary, and the Red Cross for beds and sleeping bags, if warranted.

a) For on-site sheltering each CLYMER CENTRAL SCHOOL DISTRICT location will have a supply of water and food to be able to shelter for 24 hours.

b) The County Office of Emergency Services, the Red Cross and other authorities, as appropriate, will be notified that CLYMER CENTRAL SCHOOL DISTRICT will need assistance beyond 24 hours.

- The District’s Chief Emergency Officer informs the Incident Commander (Superintendent) and public information office, who ensure notification of affected school districts and the media and respond to inquiries; information center for parent inquiries will be set up in cooperation with Office of Information.

EVACUATION

Could be the response to the following situations and other events:

- **Fire**
- **Fire Drill**
- **Explosion**
- **Threat of Explosion**
- **Imminent Bomb Threat**
- **Hazardous Material Spill On-site**
- **Flood**
- **Utility Failure**
- **Gas Leak**
- **Building Structural Failure**

If Fire Alarm has been activated all staff and students must evacuate the building immediately using fire drill evacuation procedure.

Building Principal/Incident Commander:

- Determines the level of threat; When appropriate, contacts the Transportation Supervisor to arrange transportation and/or Evacuation site to prepare for arrival of students and staff, if necessary. The Transportation Department will contact affected school district Transportation Supervisors. The BOCES Incident Commander will assist in ensuring that the Superintendents in affected school districts are notified.
- Evacuates all staff and students to pre-arranged assembly areas and, if necessary, to pre-determined evacuation sites; Accounts for all student and staff population; Any missing students or staff are reported to building Principal; Ensures adult supervision or continued school supervision/security; Retain appropriate District personnel at evacuation sites until all students have been returned home.
- District Administration makes determination regarding early dismissal based on need and feasibility.
- If dismissing early or evacuating off-site, telephone calls are made to school districts, and parents/guardians, as well as local media to inform parents; Information center for parent inquiries will be set up.

LOCKOUT

Could be the response to the following and other events:

- **External Disturbance or Threat**
- **Intruder on Campus Grounds**

- Building Principal/Incident Commander determines the level of threat and authorizes the use of the Lockout (proprietary, in Building Emergency Response Plan).
- If the signal has been authorized at the building level, 911 is called and the Program Director is contacted.
- When the Lockout signal is given the procedure in the Building Emergency Response Plan is followed.

LOCKDOWN

Could be the response to the following situations and other events:

- **Student Disturbance**
- **Civil Disturbance**
- **Intruder With or Without a Weapon**
- **Weapons on Campus**

- The Building Principal/Incident Commander determines the level of threat and authorizes the use of the Lockdown (proprietary, in Building Emergency Response Plan).
- When the Lockdown signal is given the procedure in the Building Emergency Response Plan is followed.

NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

On May 2, 2011, the Department of Homeland Security (DHS) instituted the National Terrorism Advisory System (NTAS) to more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airport and transportation hubs, and the private sector. The NTAS Alerts will be as follows:

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert:

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available. Depending on the nature of the threat, NTAS Alerts may be sent directly to law enforcement or affected areas of the private sector, while other alerts will be issued more broadly to the public through both official and media channels.

Q – How does NTAS work?

A – NTAS will now consist of two types of advisories: **Bulletins** and **Alerts**. DHS has added Bulletins to the advisory system to be able to communicate current developments or general trends regarding threats of terrorism. NTAS Bulletins permit the Secretary to communicate critical terrorism information that, while not necessarily indicative of a specific threat against the United States, can reach homeland security partners or the public quickly, thereby allowing recipients to implement necessary protective measures. Because DHS may issue NTAS Bulletins in circumstances not warranting a more specific warning, NTAS Bulletins provide the Secretary with greater flexibility to provide timely information to stakeholders and members of the public.

As before, when there is specific, credible information about a terrorist threat against the United States, DHS will share an NTAS **Alert** with the American public when circumstances warrant doing so. The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The Alert may take one of two forms: **Elevated**, if we have credible threat information, but only general information about timing and target such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, or **Imminent**, if we believe the threat is credible, specific, and impending in the very near term.

Q - What should Americans do when an NTAS Alert or Bulletin is announced?

A – NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

SECTION IV: RECOVERY

The School Building Emergency Response Teams and the Post-Incident Response Teams are supported in their efforts by all available CLYMER CENTRAL SCHOOL DISTRICT resources and personnel as required by the nature of the emergency, and after threats of violent incidents have occurred (Emergency Guide, Appendix A, p. 29.) County and State resources and personnel will be obtained as dictated by the nature of the emergency (Appendix B, p. 30-31).

The CLYMER CENTRAL SCHOOL DISTRICT District-Wide Emergency Response Team is available when necessary to assist all school buildings in their response effort.

CLYMER CENTRAL SCHOOL DISTRICT recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the District are provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination are included to prevent the victims of violent incidents from suffering further loss.

A District-Wide Post-Incident Response Team responds in crisis situations to help provide disaster mental health services. This Post-Incident Response Team is determined as needed by the District's Chief Emergency Officer and is drawn from existing pupil personnel staff. Employees are encouraged to seek assistance from the Employee Assistance Program (EAP). Depending on the nature of an incident, if a Department does not have the needed resources, the Superintendent arranges for pupil personnel staff from other Departments to assist on the Post-Incident Response Team. Depending on the scope of the situation, the County's Department of Mental Health is contacted for assistance, as well as the County's Office of Emergency Services, which may be contacted to help coordinate a County or State-wide effort.

SECTION V. POST-INCIDENT ACTIONS

A. INVESTIGATION

After an incident has occurred, the Building-Level School Emergency Response Team holds a Post-Incident Review Meeting to conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation:

Collects facts on how the incident occurred.

- _Records information.
- _Identifies contributing causes.
- _Recommends corrective action.
- _Encourages appropriate follow-up.
- _Considers changes in controls, policy and procedures.

B. DISCIPLINARY CONSEQUENCES

CLYMER CENTRAL SCHOOL DISTRICT has created a detailed **Code of Conduct** to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary consequences resulting for violations of the Code. It is the basis for determining the appropriate disciplinary consequences that may be necessary. The Code is communicated to all students/staff and parents and serves as a major component of our violence prevention program. The Code is evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct is available to students, parents, staff and community members.

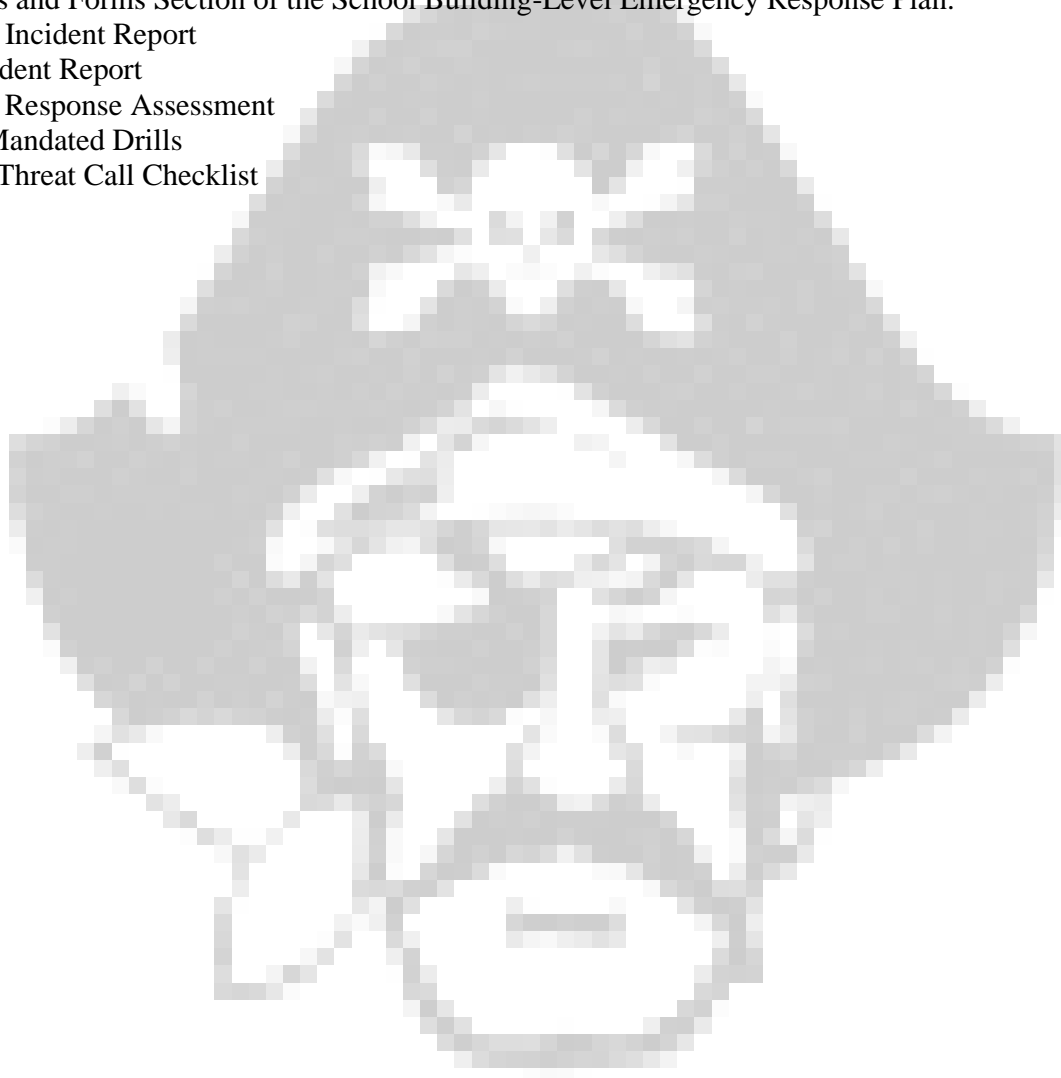
C. EVALUATION

Building-Level Emergency Response Teams are responsible to conduct an initial school building security analysis (walk through) regarding the potential for a violent incident to occur and periodically re-evaluate it. These

evaluations focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals may be utilized from local law enforcement and private consultants, as necessary. The results of these analyses are to be forwarded to the District-Wide Safety Team for further evaluation and recommendations.

The success of CLYMER CENTRAL SCHOOL DISTRICT's District-Wide Emergency Response and Building Emergency Response is greatly enhanced by the ability to document and accurately report on various elements of the program along with training staff on the plan. This allows us to monitor its effectiveness and update the program as necessary. The following forms have been developed for this purpose of evaluation and training and are located in the Notifications and Forms Section of the School Building-Level Emergency Response Plan.

- Emergency Incident Report
- School Incident Report
- Emergency Response Assessment
- Report of Mandated Drills
- FBI Bomb Threat Call Checklist



Appendix A

EMERGENCY GUIDE

MEDICAL EMERGENCY:

- CALL 8911 (911 FOR CELL PHONES)
- CALMLY DESCRIBE YOUR EMERGENCY
- TELL OPERATOR TO SEND RESCUE CREW TO THE NEAREST MAIN ENTRANCE
- SEND SOMEONE TO MEET RESCUE CREW AT THE NEAREST MAIN ENTRANCE
- CALL SCHOOL NURSE AT 5819 DURING SCHOOL HOURS
- PROVIDE IMMEDIATE MEDICAL ATTENTION TO INJURED

FIRE EMERGENCY:

- SOUND (PULL) ALARM
- EVACUATE BUILDING FOLLOWING DESIGNATED ROUTES
- KEEP YOUR CLASS / GROUP TOGETHER
- WAIT AT THE DESIGNATED ASSEMBLY AREA FOR ATTENDANCE AND/OR DIRECTIONS
- STAY WITH YOUR CLASS / GROUP UNTIL RELEASE BY AUTHORITIES

POLICE EMERGENCY:

- CALL 8911 (911 FOR CELL PHONES)
- CALMLY DESCRIBE YOUR EMERGENCY
- FOLLOW THE 911 OPERATOR'S INSTRUCTIONS

SCHOOL NUMBERS:

NURSE: 2012 SECONDARY OFFICE: 2002 STUDENT SERVICES: 2028

ELEMENTARY PRINCIPAL: 2006 SECONDARY PRINCIPAL: 2008 DISTRICT: 2001

ENTRANCES: MAIN ENTRANCE; STUDENT PERFORMANCE CENTER (SPC) ENTRANCE; FREEMAN STREET ENTRANCE;
ADMINISTRATIVE OFFICE ENTRANCE

Appendix B – Emergency Telephone Numbers



County Sheriff	753-2131
POLICE – FIRE – MEDICAL EMERGENCIES	911
Life Threatening Electrical or Gas Emergencies	911
State Police	665-3113
Fire	911 or 753-2322
Poison Control	1-800-888-7655 or 1-800-222-1222
Crisis Line	1-800-724-0461
Child Abuse & Maltreatment Reporting	1-800-342-3720
Hazardous Materials Spill	911
NYS Dept. of Environmental Conservation	661-8110 (Chaut. Co.) or 877-457-5680 (Buffalo)
EMERGENCY ASSISTANCE: (CHEMTREC, CHIMNET, CHLOREP, NACA PESTICIDE SAFETY TEAM)	1-800-262-8200
Association of Amer. Railroads/Board of Explosives	1-202-639-2100
Chautauqua Co. Emergency Services	753-2131
911 Coordinator	363-4611
County Fire Coordinator	753-4341
Red Cross	664-5115
Local Disaster Coordinator	661-7341
County Health Department	753-4314 (Mayville) 661-7314 (Jamestown)
State Health Department	858-7690 (Buffalo)
State Emergency Coordination Center	518-292-2200 (Albany)
State Education Department	518-474-3852
Department of Transportation (NYS)	761-6292
Department of Public Works (NYS)	518-457-9000
Hospital (Correy)	(814) 664-4641
National Fuel - Gas	1-800-444-3130
Town of Clymer Supervisor- Scott Trisket	355-9933 / 450-0123 cell
French Creek Highway Supervisor- Steve Linton	355-8801 / 338-5926
Mina Highway Supervisor – Bill Himelein	769-7194 / 499-1766

Appendix C - TESTING & CONTRACT TRACING

TESTING

The Chautauqua County Department of Health and Human Services, Public Health Division, as the local health department (LHD), is responsible for communicable disease surveillance and control, including the public health functions of case investigation and contact tracing.

School Reporting Responsibility under Education Law §906, school health services must notify the local public health agency of any disease reportable under Public Health Law. COVID-19 is a reportable disease and as such, school health personnel must contact the LHD when they learn that a student or staff member has tested positive for COVID-19.

Notification can be made by calling 716-753-4491 during normal business hours or Sheriff's Dispatch at 716-753-4232 after normal business hours and a public health nurse will return the call. Notifications may also be sent to covid19nursing@co.chautauqua.ny.us during normal business hours.

CONTACT TRACING

The local health department issues mandatory isolation orders for any person who tests positive for COVID-19. Public health staff conducts investigations to identify the close contacts of anyone who tests positive for COVID-19 and issues mandatory quarantine orders for such close contacts.

In the event that there is a confirmed case of COVID-19 in the school, designated school personnel will work collaboratively with public health staff on contact tracing efforts as follows:

1. The Superintendent will collaborate with the local health department (LHD) to gather information needed for the disease investigation. Information about the positive case will be shared with the building principal and school nurse. Confidentiality will be maintained as required by federal and New York State laws and regulations.
2. The school nurse in the building will compile student contact information including address, phone number, emergency contact information, and attendance records for the time period requested by LHD. The Superintendent will then make records available to the LHD to complete contact tracing.
3. The building principal in the building will compile student schedules for the time period requested by LHD. The Superintendent will then make records available to the LHD to complete contact tracing.
4. Visitor logs will be kept daily by the building secretary to include the visitor's name, address, phone number and locations visited in the building. The Superintendent will then make records for the time period requested available to the LHD to complete contact tracing.

Chautauqua County DHHS/Public Health Division, as the local health department, will complete the disease investigation with the confirmed COVID-19 case and complete contact tracing for anyone identified as a close contact. All individuals needing to quarantine will be sent orders by the Public Health Director and provided education by a public health nurse or virtual contact tracer. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

If a student or staff member is identified as a close contact of a confirmed COVID-19 case in the community, the student or staff member will be ordered to quarantine by the Public Health Director. The school will be notified when a student or staff member has been placed into quarantine; a copy of the release letter will be forwarded when quarantine has been completed.

If a student or staff member reports that they have traveled internationally or to state with a travel advisory issued by New York State, these individuals will need to quarantine for 14 days after their return. The school will refer them to www.chqgov.com where they will complete the Traveler Health Form and review the travel documents that include information on how to safely quarantine. The school will only be involved in contact tracing efforts when a positive case has been on school grounds two (2) days prior to testing or development of symptoms.

Communication

The local health department is responsible for communicating with the student's parents/guardians or staff member who tests positive as well as all identified contacts. Confidentiality must be maintained as required by federal and state laws and regulations.

School closures

School administration will discuss each situation with the local health department to determine what remediation efforts need to occur including but not limited to, closing an area, a classroom, a building, or an entire school. In accordance with New York State guidance, a percent positivity rate of 9% or greater in the Western New York Region will result in a closure of all schools districts in

the region. In Chautauqua County, the local health department will monitor the percentage of students in each school building under mandatory isolation orders and provide support to district administration in determining whether closure is necessary in conjunction with state guidelines.

Disinfection

Disinfection of facilities will occur according to CDC and New York State guidance.

Return to in-person school

The LHD has isolation and quarantine jurisdiction over students and staff members who test positive for COVID-19 or who are identified as close contacts of someone who tests positive for COVID-19.

Mandatory Isolation Release:

Students or staff members who test positive for COVID-19 may return to in-person school when released from mandatory isolation by the LHD. This is contingent on the following conditions but may be subject to change on an individual basis as determined by the LHD:

- It has been at least ten (10) days since the individual's test date; and
- It has been at least three (3) days since the individual has had a fever (without the use of fever reducing medicine); and
- The individual's symptoms have improved.

Mandatory Quarantine Release:

Students or staff members who are identified as close contacts of a student or staff member who tested positive for COVID-19, regardless of symptoms and/or a negative COVID-19 test result, may return to school when released from mandatory quarantine by the LHD. This is contingent on the following condition but may be subject to change on an individual basis as determined by the LHD:

- It has been fourteen (14) days since the last known exposure to the person who tested positive for COVID-19.

The following recommendations are made for students and staff who display symptoms of COVID-19 but are not diagnosed with COVID-19 through PCR testing and are therefore, not under the jurisdiction of the local health department:

• Students or staff members who exhibit symptoms of COVID-19 but test negative and are not close contacts of a confirmed case may return to in-person school contingent on the following conditions:

- The individual has a documented negative COVID-19 test result; and
- It has been at least 24 hours since the individual has had a fever (without the use of fever reducing medicine); and
- The individual's symptoms have improved. OR
- The individual's healthcare provider has diagnosed another condition and the individual has a written note stating they are clear to return to school; and
- It has been at least 24 hours since the individual has had a fever (without the use of fever reducing medicine); and
- The individual's symptoms have improved.

• Students or staff members who exhibit symptoms of COVID-19 but who are not tested for COVID-19 or do not have an alternate diagnosis by a healthcare provider may return to in-person school contingent on the following conditions:

- It has been at least ten (10) days since the onset of symptoms; and
- It has been at least 24 hours since the individual has had a fever (without the use of fever reducing medicine); and
- The individual's symptoms have improved.

COVID-19 PCR (infection) Testing

Routine testing of students or staff members who demonstrate symptoms of COVID-19 should not be conducted. The decision of whether a test needs to be conducted is based on the individual and is determined by the student or staff member's healthcare provider*. The LHD may or may not be consulted by the healthcare provider in making that determination.

**If a student or staff member does not have a primary care provider, referral should be made to The Chautauqua Center (716-294-3985) or The Chautauqua County Health Network (716-338-0010) to assist in locating a provider.*

The local health department is notified of all positive COVID-19 test results through the New York State Electronic Clinical Laboratory Reporting System (ECLRS). To help ensure timely reporting for disease investigation and contact tracing purposes,

healthcare providers, labs, and schools are also required to notify the LHD of positive results. Employers and individuals are encouraged to notify the LHD of positive results. As of August 13, 2020, reporting time of test analysis to NYS ECLRS is averaging 3-7 days, depending on the commercial lab utilized by the healthcare provider. Guidelines provided by the New York State Department of Health, COVID-19 Testing Next Steps should be followed while waiting for test results:

https://coronavirus.health.ny.gov/system/files/documents/2020/05/13112_covid19_testingnextsteps_052120.pdf.

COVID-19 testing sites, including free sites run by the New York State Department of Health, can be located by calling the NYS COVID-19 hotline, 1-888-364-3065, or visiting <https://coronavirus.health.ny.gov/find-test-site-near-you>. Persons seeking testing are advised to check with the testing site and person's insurer in advance of being tested to confirm no patient responsibility for any fees associated with COVID-19 testing.

Outpatient COVID-19 testing requires an order by a licensed healthcare provider. In Chautauqua County, COVID-19 testing is available by appointment and with an order by the individual's healthcare provider at:

- Private primary care and pediatrician offices;*
 - The Chautauqua Center, a Federally Qualified Health Center, with locations in Jamestown and Dunkirk; • UPMC Chautauqua outpatient testing center, Jamestown;
 - Westfield Memorial Hospital outpatient testing center, Westfield;
- *Not all private primary care and pediatrician practices offer COVID-19 testing

Urgent Care Centers and hospital emergency departments also provide COVID-19 testing for patients who present there with urgent and emergent health conditions. Patients are assessed by a healthcare provider to determine if COVID-19 testing is warranted and if so, it is ordered. Hospitals in Chautauqua County:

- UPMC Chautauqua, Jamestown
 - Brooks Memorial Hospital, Dunkirk
 - Allegheny Health Network/Westfield Memorial Hospital, Westfield Urgent Care Centers in Chautauqua County:
 - WellNow in Jamestown, Lakewood, and Dunkirk Outbreak Response
- In the event of a COVID-19 outbreak in a school, the LHD, in conjunction with the New York State Department of Health, will implement its Public Health Emergency Pandemic Plan.

Outbreak Response

Outbreaks are managed by the LHD based on individual circumstances and in full cooperation with the school district. During such outbreaks, the LHD will fully support the school district(s) with COVID-19 testing, investigations, contact tracing, and other appropriate actions, as deemed necessary and available.