

**School ERP - Annually - 2017**

**Building Profile - Building**

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**County**

TIOGA

**Local Education Agency (LEA)**

CANDOR CSD

**Building Name**

CANDOR JUNIOR-SENIOR HIGH SCHOOL

**Address**

1 ACADEMY ST  
CANDOR 13743

## School ERP - Annually - 2017

Building Profile - Contact Information

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**Building Contact Information**

Office Name	Phone number
Candor High School	706-659-5020

**District Contact Information**

Department/Office Name	Phone number
Candor Central Schools	607-659-5010

**School ERP - Annually - 2017**

**Building Profile - Floor Plans and Area Maps**

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**Building Floor Plans and Area Maps**

Upload building floor plans, maps or images of school grounds and local road maps. File names should describe the content of the file, i.e. joneschoolfloorplan.pdf.

Google maps and other available software provide easy tools for satellite images of school grounds and surrounding areas.

Maximum file size is 5 MB, .pdf or .jpg preferred.

**Building Level Floor Plans**

6632\_1\_HighSchool-page-9-2nd-Floor.jpg

6632\_1\_HighSchool-page-8-1st-Floor.jpg

## School ERP - Annually - 2017

Building Profile - External Building Contact Information

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## In an Emergency Call 9-1-1

## Emergency Responder Non-emergency Numbers

	Phone number
State Police	607-565-8581
Sheriff's Dept.	607-687-1010
Local Police	607-972-9165
Fire Dept	607-659-5600
EMS	607-659-5529

## Other Important Contact Numbers

(Utilities, poison control, suicide hotline, additional police or fire etc.)

Agency/Business Name	Phone number
(No Response)	(No Response)

School ERP - Annually - 2017

Building Profile - Incident Command System Roles

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Incident Command System Roles

Name	ICS Role	Office number	Cell Number
Jeff Kisloski	Superintendent	607-659-5010	607-658-6588

## School ERP - Annually - 2017

Building Profile - Building Level Emergency Response Team

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**Building Level Emergency Response Team**

Name	Title	Office number	Cell Number
Wayne Aman	Principal	607-659-5020	607-760-3843

## School ERP - Annually - 2017

Building Profile - Emergency Response Team

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**Emergency Response Team**

Name	Title	Office number	Cell Number
Jeff Kisloski	Superintendent	607-659-5010	607-658-6588
Wayne Aman	Principal	607-659-5020	607-760-3843
Katie Anderson	Secretary	607-659-5020	607-972-5896
Bern Smith	Director of Operations	607-659-5010	607-227-9917
Kim Nichols	Administrator	607-659-5010	607-761-1722

## School ERP - Annually - 2017

Building Profile - Post Incident Response Team

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**Post Incident Response Team**

Name	Title	Office number	Cell Number
Jeff Kisloski	Superintendent	607-659-5010	607-658-6588
Wayne Aman	Principal	607-659-5020	607-760-3843
Kim Nichols	Administrator	607-659-5010	607-761-1722



## School ERP - Annually - 2017

Building Profile - Additional Building Personnel

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**Additional Building Personnel**

Name	Title	Office number	Cell Number
Bern Smith	Director of Operations	607-659-5010	607-227-9917
Craig Bennett	Dean of Students	607-659-5020	607-725-5731
Matt Gelder	Dir. of Instr. Tech.	607-659-5010	607-882-0879

## School ERP - Annually - 2017

Campus Profile - Campus Profile

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**Campus Profile****Number of buildings on campus**

2

**Non-school building description(s)**

We have a concession stand (~30X60) behind the High School adjacent to the stadium field.

**Other Campus Characteristics**

Candor schools is located in the center of the Village of Candor. We are bordered by Main Street (Rt 96) and the Catatonk Creek. We have access to the south by Academy Street and to the north by Kinney Street.

**Surrounding Area**

We are located in the Village of Candor.

**Access Routes**

We have three s=access point. To the south, we have a driveway (Academy Street) that is shred with the Candor Ambulance garage. We have a main driveway off Main Street (Rt 96). We also have an access road off Kinney Street.

**School ERP - Annually - 2017****Functional Annexes - Introduction**

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**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 that 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.

## School ERP - Annually - 2017

Functional Annexes - Shelter In Place

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**Shelter In Place**Purpose

This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

**Shelter in Place Annex****PURPOSE**

The shelter-in-place procedure provides a refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

**1. RESPONSIBILITIES****2. School Incident Commander/Principal**

- Make the following announcement using the building public address system, 2-way radio, telephone, or megaphone:

YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO AN INSIDE ROOM.

- Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building public address system, megaphone, 2-way radio, telephones or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building.
- Notify district office the school is SHELTERING-IN-PLACE.
- Designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the SHELTER-IN-PLACE.
- Contact and consult with public safety officials as appropriate.
- Be prepared to announce additional procedures due to changing conditions of the incident, such as DROP COVER AND HOLD or to announce an "All Clear".

**Teachers**

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
- For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch or low spot away from trees and power poles.
- If movement into the building would expose persons to a hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- Move students from mobile classrooms to an interior safe area in a permanent structure.
- All persons must remain in the shelter until notified by the School Incident Commander/Principal or public safety official that it is safe to exit.

**Custodians**

- Shut off utilities as directed by School Incident Commander/Principal or public safety official
- Turn off ventilation systems (heating, ventilation and air conditioning) as directed and if appropriate.
- Post Shelter-in-Place cards at the primary entrances to the building(s), if appropriate and safe to do so, depending on the type of incident that is occurring. For example, such cards should not be used with an ACTIVE SHOOTER, INTRUDER or during an incident involving a person intent on violence known to be in the school building and not yet contained.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*



## School ERP - Annually - 2017

## Functional Annexes - Evacuation

**Evacuation****Purpose**

This annex focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

**Evacuation Annex****PURPOSE**

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger (playground, football stadium, or off-site location in the community).

**1. RESPONSIBILITIES****2. School Incident Commander/Principal**

- Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice the school has been evacuated.
- Notify appropriate district staff that an evacuation of the school has occurred.
- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by activating the fire alarm or by a public address system or bullhorn. Make the following announcement:

**YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.**

- Determine evacuation routes based on location of the incident and type of emergency.
- Communicate changes in evacuation routes based on location and type of emergency.
- Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.
- Monitor the situation and provide updates and additional instructions as needed.
- During inclement weather, consider requesting buses for sheltering students.
- Communicate when it is safe to re-enter the building or re-occupy a section of the school by bell system, radio transmission, public address system, designated staff, or bull horn.

**Teachers/Staff**

- Instruct students to exit the building using the designated emergency exit routes or as directed by the School Incident Commander/Principal. Emergency exit routes should be diagrammed on the school floor plan drawing posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous. Exit routes and the location of the inside the building evacuation location will be selected and communicated by the School Incident Commander/Principal at the time of the emergency and the evacuation.
- Help those needing special assistance.
- Do not lock classroom doors when leaving, close door and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit and other emergency supplies with you.
- Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
- Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building, or other directed evacuations).
- When outside the building or inside the building evacuation location, check for injuries.
- Account for all students. Immediately report any missing or injured students to the School Incident Commander/Principal.
- Wait for additional instructions.

**Office Staff**

- Take visitor log and student sign out sheet to evacuation assembly area.
- Gather headcount information from teachers and inform the School Incident Commander/Principal of any missing students or staff

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**On-site evacuation assembly areas**

## School ERP - Annually - 2017

Functional Annexes - Evacuation

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Evacuating from	Evacuating to
Candor High School	Candor Elementary School

## Off-site evacuation locations

Location Name	Address	Contact Name	Contact Number
Candor Bus Garage	163 Spencer Road	Daren Jensen	607-659-3115



## School ERP - Annually - 2017

Functional Annexes - Lockout

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**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 Annex****PURPOSE**

Lockout is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockout is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

**1. RESPONSIBILITIES****2. School Incident Commander/Principal**

- Make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND WE ARE NOW UNDER LOCKOUT.

- Designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-site assembly area(s), account for the students and be prepared to move to a relocation site.
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.

**Teachers**

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Lock your doors.
- Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
- Take attendance and be prepared to notify Incident Commander of missing students or additional students, staff or guests sheltered in your classroom.
- Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
- Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- Allow no one outside of the classroom until the Incident Commander gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).

**Office Staff**

- Stay by the phones to wait for additional procedures from district office and Incident Commander.
- Remotely check status of classrooms via PA, telephone, computer, or other method.
- Assist the principal or Incident Commander to establish the school command post.

**Custodians**

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, vendors or repairmen located inside the building into a safe area and lock the door.

If students and school personnel are outside of the school building at the time of a LOCKDOWN, teachers or other school personnel will move students to the designated off-site assembly location.

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## School ERP - Annually - 2017

Functional Annexes - Lockdown

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**Lockdown****Purpose**

This annex focuses on the courses of action schools will execute to secure school buildings during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

**Lockdown Annex****PURPOSE**

Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

**1. RESPONSIBILITIES****2. School Incident Commander/Principal**

- Make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND WE ARE NOW UNDER LOCKDOWN.

- Designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-site assembly area(s), account for the students and be prepared to move to a relocation site.
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.

**Teachers**

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Lock your doors.
- Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
- Take attendance and be prepared to notify Incident Commander of missing students or additional students, staff or guests sheltered in your classroom.
- Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
- Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- Allow no one outside of the classroom until the Incident Commander gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).

**Office Staff**

- Stay by the phones to wait for additional procedures from district office and Incident Commander.
- Remotely check status of classrooms via PA, telephone, computer, or other method.
- Assist the principal or Incident Commander to establish the school command post.

**Custodians**

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, vendors or repairmen located inside the building into a safe area and lock the door.

If students and school personnel are outside of the school building at the time of a LOCKDOWN, teachers or other school personnel will move students to the designated off-site assembly location.

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**Lockdown rally points**

School ERP - Annually - 2017

Functional Annexes - Lockdown

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Lockdown rally point description
Main office or auditorium

## School ERP - Annually - 2017

Functional Annexes - Crime Scene Management

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**Crime Scene Management****Purpose**

This annex outlines procedures for securing and restricting access to crime scenes in order to preserve evidence in cases of violent crimes on school property.

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

**Crime Scene Annex****1. PURPOSE**

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event an incident/crime occurs.

If the incident results in law enforcement being contacted and activated, it is critical to follow the instructions of, and cooperate with, the law enforcement official who will be the Incident Commander with jurisdiction at the scene.

**1. RESPONSIBILITIES:**

- If time permits, notify the Principal/ School Incident Commander/ School Resource Officer (SRO) and follow their instruction.
- School Incident Commander/Principal notifies Superintendent and may issue LOCKDOWN or other appropriate procedures, depending on conditions, and/or as instructed by law enforcement.

**1. Principal/School Incident Commander**

- Call 9-1-1 immediately [insert the actual sequence to call 9-1-1 from your phone system]. Give dispatcher details of situation; exact location in the building and that the school is in LOCKDOWN or taking other action if appropriate.
- Announce LOCKDOWN or other procedure if conditions warrant.
- Ensure staff outside are notified of the situation and to move students away from the building to the outside assembly areas.
- Isolate the area and try to determine if weapons are involved, if possible.
- Redirect any buses en-route to the school to an alternate location.
- Notify Superintendent and activate communications plan.
- Ensure detailed notes of events are taken.

**1. Teachers and Staff**

- Teachers and staff will implement LOCKDOWN or other directed procedures upon hearing the alert. If outside, move to designated assembly areas and wait for further instructions.
- Everyone should remain in their location until given the "All Clear" unless otherwise instructed to take other action by a law enforcement officer.
- OTHER PROCEDURES (that may be activated depending on conditions)
  - Active Shooter.
  - Evacuation.
  - Family Reunification.
  - Medical Emergency.
  - Mental Health and Healing.
  - Shelter-in-Place.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*

School ERP - Annually - 2017

Functional Annexes - Communications

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**Communications**

Purpose

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

**Communications Annex**

A comprehensive communications annex is being developed with the use of the newly acquired Navigate Prepared software.

**School ERP - Annually - 2017**

**Functional Annexes - Public Health, Medical, and Mental Health**

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**Public Health, Medical, and Mental Health Annex**

**Purpose**

This annex describes the courses of action that the school will implement to address emergency medical (e.g., first aid), public health, and mental health counseling issues. Schools should coordinate these efforts with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

## School ERP - Annually - 2017

## Functional Annexes - Public Health, Medical, and Mental Health

**Public Health, Medical, and Mental Health Annex****PURPOSE**

The purpose of this annex is to ensure that there are procedures in place to assist staff and students in the event of a medical emergency.

**1. RESPONSIBILITIES****2. School Staff**

- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the School Incident Commander/Principal.
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.
- If the injured person is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call staff trained in the use of the AED to respond to the scene and apply the device.

**School Incident Commander/ Principal**

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders.
- Send school staff with first responder/first-aid/AED training to the scene if this has not already occurred.
- Assign a staff member to meet emergency medical service responders and lead them to the injured person.
- Assign a staff member to remain with the injured person if they are transported to the hospital.
- If injured person is a member of school personnel or a student, notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.
- Ensure student or staff medical information from administrative records is sent to the hospital.
- Notify the school counselor or crisis response team and provide a brief description of the incident.
- Advise faculty and staff of the situation, as appropriate.
- Develop and maintain written documentation of the incident.
- Follow-up with appropriate persons and determine if other procedures should be activated such as MENTAL HEALTH AND HEALING.

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**PURPOSE**

Mental health and healing procedures are developed to provide an emotional catharsis to students and staff impacted by trauma at school or in the community. Following a traumatic event or incident, students, staff, and their families need a healing process. As soon as the safety of all involved has been addressed, attention should be turned to the healing process.

Mental health professionals available in the school community such as nurses and social workers should participate in the development, implementation, and evaluation of the School EOP as it relates to this annex. Additional advice may be sought from outside psychologists and mental health experts.

**RESPONSIBILITIES**

Principal or District Authority Should Implement the Following Actions.

- Staff will be trained to learn how to recognize signs of physical and/or mental stress due to trauma.
- Members of a crisis response team will undergo in-depth training to learn how to assist in managing stress due to trauma.
- Parents and guardians will be offered tips on how to recognize signs of physical or mental stress due to trauma.
- Mental health experts will review and provide input into the plan.
- Ensure that a media or public information officer is available and trained to prepare announcements and media releases on the incident and actions taken.

Principal or designated staff should do the following immediately following a serious Injury or death and/or major incident:

- Make an initial announcement to the entire school and include minimum details and indicate that additional information will be provided.
- Issue prepared statements for media, parents and other community inquiries.
- Convene a staff meeting to discuss how the situation is being handled and what resources are available to staff, students, and families.
- Set up crisis centers and designate private rooms for private counseling and include outside mental health professionals and clergy to assist with



## School ERP - Annually - 2017

Functional Annexes - Public Health, Medical, and Mental Health

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grief.

- Provide guidelines to and encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team for counseling.
- Restore regular school functions as efficiently and as quickly as possible.
- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

**Teacher and Staff**

- Seek counseling services if experiencing difficulty coping with the incident.
- Provide stress management during class by allowing students to talk about what they experienced and felt during the incident and how they feel now.
- Be prepared for outbursts and disruptive behaviors.
- Refer students experiencing stress to counseling.
- Allow for changes in normal routine activities and test schedules.

**OTHER SPECIAL PROCEDURES****Hospital/Funeral Arrangements**

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all students and staff should be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

**Post-Incident Procedures**

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the incident.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Discuss and approve memorials with the school board's consent.
- Donate all remaining memorial items to charity.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*

School ERP - Annually - 2017

Functional Annexes - Accounting for All Persons

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**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.

**Accounting for All Persons Annex**

Navigate Prepared includes a sophisticated attendance program allowing the district to account for all students. The district is currently practicing and establishing procedures and protocols to account for all students and staff with the Navigate Prepared software.



## School ERP - Annually - 2017

Functional Annexes - Family Reunification

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**Reunification**Purpose

The Family Reunification annex details how students will be reunited with their families or guardians.

**Family Reunification****PURPOSE**

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

**1. RESPONSIBILITIES****2. School Incident Commander/Principal**

- After consulting with an emergency Incident Commander (police, fire or other emergency official), if applicable, determine the appropriate pre-designated relocation site(s).
- Follow pre-determined procedures for releasing students.
- Notify a contact person at the relocation site(s) to prepare for arrival of students.
- Designate a Reunification Site Commander.
- Request the District Office to send personnel to staff the reunification site(s).
- Follow pre-determined parental notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc.

**Reunification Site Commander**

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

**Teachers**

- Provide a list of evacuated students to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Reunification Site Commander or designated staff and/or assist in staffing the site.

**OTHER PROCEDURES**

- Outline procedures for releasing students.
- Maintain current student and staff emergency information that details special needs, such as medical or custody issues.
- Store information in a secure and readily accessible location.
- Outline parental notification methods.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*

School ERP - Annually - 2017

Functional Annexes - Security

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**Security Annex**

**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.

The District is currently a single point of entry school with an advanced security door lock program, and an advanced camera system.

## School ERP - Annually - 2017

Threat/Hazard Specific Annexes - Introduction

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**Introduction****Threat- and Hazard-Specific Annexes**

The Threat- and Hazard-specific annexes describe the courses of action unique to particular threats and hazards. Courses of action already outlined in a Functional annex need not be repeated in a Hazard-Specific annex. Schools will develop these based on the prioritized list of hazards determined in the assessment process. As planning teams develop courses of action for threats and hazards, they should consider the federal, state, and local regulations or mandates that often apply to specific hazards.

If there is a Functional annex that applies to one of the threat or hazard annexes, the latter will include it by reference. For example, if a course of action for an active shooter involves lockdown, and there is a lockdown annex, reference the lockdown annex in your courses of action, but do not repeat all of the information.

In addition to the list of threats and hazards two example annexes have been included to demonstrate how annexes should be organized. This is not a required format, if your Building Level Emergency Response Team has already developed procedures for specific threats and hazards you can copy and paste those into the table provided in the section titled "Insert Threat/Hazard Annexes".

**Threat and Hazard Types and Examples**

Threat and Hazard Type	Examples
Natural Hazards	<ul style="list-style-type: none"> <li>• Severe wind</li> <li>• Extreme temperatures</li> <li>• Landslides or mudslides</li> <li>• Winter precipitation</li> </ul>
Technological Hazards	<ul style="list-style-type: none"> <li>• Explosions or accidental release of toxins from industrial plants</li> <li>• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills</li> <li>• Hazardous materials releases from major highways or railroads</li> <li>• Radiological releases from nuclear power stations</li> <li>• Dam failure</li> <li>• Power failure</li> <li>• Water failure</li> </ul>
Biological Hazards	<ul style="list-style-type: none"> <li>• Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, Staphylococcus aureus, and meningitis</li> <li>• Contaminated food outbreaks, including Salmonella, botulism, and E. coli</li> <li>• Toxic materials present in school laboratories</li> </ul>
Adversarial, Incidental, and Human-caused Threats	<ul style="list-style-type: none"> <li>• Active shooters</li> <li>• Criminal threats or actions</li> <li>• Gang violence</li> <li>• Bomb threats</li> <li>• Domestic violence and abuse</li> <li>• Cyber attacks</li> </ul>





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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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Threat and Hazard Specific Annexes

Group 1

Name of Threat or Hazard Annex

Active Shooter

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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

## Response Procedures

## PURPOSE

An active shooter or armed assailant on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

## 1. RESPONSIBILITIES

## 2. School Incident Commander/Principal

- Direct staff to call 9-1-1 [Insert the actual sequence to dial 911 from your phone system], give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (e.g. DARE, School Resource Officer). Caller will remain on the line to provide updates.
- Secure the administration office as a command post and retrieve the critical information and data about the school's emergency systems, including communications, staff and students locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.
- Direct office staff to maintain contact with teachers reporting pertinent emergency information via [identify means- phone, email, texting – used by school].
- Notify the Superintendent's office and request activation of the communications plan for media and parent notification protocols.
- Refer media to:

## District Spokesperson

- Determine appropriate procedure(s): LOCKDOWN; INTRUDER/HOSTAGE SITUATION; SHELTER-IN-PLACE).
- Direct staff and students outside the building to move immediately to predetermined assembly area(s) and be prepared to EVACUATE to an off-site relocation center.
- Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
- Ensure that any buses en route to the school are redirected to a designated relocation site.

## Teachers and Staff

- Initiate LOCKDOWN procedure if instructed by School Incident Commander/ Principal or law enforcement Incident Commander.
- If you are the first to note indication of an armed intruder, immediately CALL 911, then notify the School Incident Commander/Principal and go to LOCKDOWN.
- Gather information about your classroom's immediate situation. Account for all students or other individuals sheltered in your room.
- Assess your ability to EVACUATE the building.
- If there is no safe manner to EVACUATE the building, have students remain in LOCKDOWN until personally given the "All Clear" by the Incident Commander or a law enforcement officer in uniform.
- If an active shooter or intruder enters the classroom use WHATEVER means necessary to keep your students safe. This may include any and all forms of resistance to the threat.
- If an intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to create confusion, exiting out windows, and confronting (assault, subdue, choke) to stop the intruder. Tell students to get out anyway possible and move to another location.
- OTHER PROCEDURES
- After the active shooter/intruder(s) has been subdued, the School Incident Commander/ Principal in consultation with the law enforcement Incident Commander will announce an EVACUATION and relocation to an alternate site for FAMILY REUNIFICATION.
- If staff or students are injured, emergency medical personnel will take control of the scene and direct services as appropriate.
- The School Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The School Incident Commander will request bus transportation or alternate transportation to the relocation site.
- The School Incident Commander will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.
- Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.
- The School Incident Commander will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or

## School ERP - Annually - 2017

Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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notify area mental health agencies to provide counseling and mental health services at the relocation site.

- The School Incident Commander will debrief appropriate school personnel.
- The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*

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**Group 2****Name of Threat or Hazard Annex**

Bomb Threat



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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

**Response Procedures****PURPOSE**

The purpose of this annex is to ensure that there are procedures in place to protect staff, students and school property in the event of a communicated threat regarding the presence of destructive devices on school property. This may include any explosive device of an incendiary, chemical, biological, or radioactive nature. A bomb threat will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

**1. RESPONSIBILITIES****2. Staff Who Received a Message That a Bomb Has Been Placed in School**

- Make a record of the exact wording of the threat.
- Ask in a clear and calm voice: Where the bomb is located; What does it look like; What materials are in the bomb (type of bomb); How is it activated; When will the bomb explode; Who is calling, name and address; Did you place the bomb; Why are you doing this.
- If the threat is made by phone, listen closely to caller's voice and speech patterns and to noises in background. Make a record of that information.
- If the threat is made by phone and the caller hangs up, immediately dial \*57 [or the appropriate number] to trace the call.
- Notify the Incident Commander/Principal or designee and/or call 911.

**School Incident Commander/Principal**

- Notify law enforcement, fire and emergency services by calling 911 [insert the actual sequence to dial 911 from your phone system] if not already notified.
- Assign staff to meet and brief emergency responder agencies.
- Notify staff through the Public Address system:

**YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.**

- If a suspicious item is located, determine if EVACUATION procedures should be activated, selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM.** Or, determine if further response should await arrival of law enforcement and other emergency services. See subsection D below.
- If EVACUATION occurs, students and staff must be evacuated to a safe distance outside of school building(s) MINIMUM 1000 Feet is the general rule. [Consult with Fire and Police officials.]
- Arrange for person who found a suspicious item to talk with law enforcement official.
- Notify the Superintendent.
- Active communications plan to inform parents, media, and community of incident as determined in consultation with law enforcement.

**Teachers and staff**

- Check classrooms, offices and work area for suspicious items and report any findings to the School Incident Commander/Principal.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located.
- Account for students and be prepared to EVACUATE if ordered.
- EVACUATE using standard procedures and exit routes to assembly area.
- Open classroom windows and leave classroom doors open when exiting.
- Take roll after being EVACUATED. Be prepared to report the names of any missing persons to school administration.
- Keep students together at the assembly area until given further instructions. Be prepared to go to off-site relocation if ordered.
- If given the "All Clear" signal, return to the building and resume normal operations.

**Incident Commander/Law Enforcement, Fire & Emergency Agencies**

Once emergency responders are on scene, decisions must be made to:

- EVACUATE immediately, if this has not already occurred and if warranted, selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM.**
- Speak to staff who received the threat and obtain information.
- Search the building.
- If a search is to be conducted, assemble and brief a search team at the interior command post. Assign search areas within the building, the

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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emergency exit routes and the outside assembly areas.

- If a suspicious item is located, order an EVACUATION, if that has not already occurred.
- No one may re-enter the building(s) until fire or police personnel declare it is safe to do so.
- After consulting with the Superintendent and School Incident Commander / Principal determine if staff and students should be relocated to an alternative safe site.
- If danger is over, notify staff and students of the termination of the emergency and to resume normal operations.

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**Group 3****Name of Threat or Hazard Annex**

Bus Accident

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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

**Response Procedures****PURPOSE**

School bus accidents may occur both within the geographic boundaries of the district or outside the district (field trips, interscholastic activities). While data continue to show that school buses are the single safest mode of travel between home and school, accidents can occur. The dynamics of traffic, exposure to weather conditions and limited adult supervision requires that drivers be well trained. Each bus should include a first-aid kit, fire extinguisher, flashlight and batteries, emergency warning devices (road flares and reflective devices, such as triangles and vests). The purposes of these procedures are to:

- Provide a standardized approach in the management of school bus accidents.
- Provide emergency care, as appropriate for the incident, while making the most efficient use of available resources.

**1. RESPONSIBILITIES****2. Bus Driver**

- Call bus garage or appropriate school personnel by [radio or other established means per policy] and 911 emergency services (police, fire, ambulance), as required. Give exact location of accident, along with information about severity, injuries, and hazards, and resources needed.
- Set parking brake, turn off ignition switch, and activate hazard lights.
- Remain calm and reassure students and/or other passengers.
- Be alert to the potential for, and check conditions that could cause a fire or other hazardous situation.
- Use or deploy warning devices as appropriate.
- Determine if evacuation of the bus is warranted. All passengers should remain in the bus unless fire or other hazardous condition exists requiring evacuation and/or relocation to safer location. It is extremely important that injured persons are not moved unless a hazard exists that presents an imminent danger of further injury.
- Provide first-aid as needed.
- Regularly update school or emergency personnel on situation and conditions.
- If students/passengers are transferred to another location (hospital, shelters, another bus) record and report information, including who was transported and location, to bus garage or appropriate school personnel.
- Protect the passengers and vehicle from further accident and injuries.
- Protect the scene from traffic and people so that evidence is not destroyed. Under normal circumstances, the vehicle(s) involved should not be moved until law enforcement personnel advise the driver to do so.
- Cooperate with directions of emergency responders.
- Complete an incident report after incident is resolved.

**Principal/ School Incident Commander**

- Dispatch appropriate transportation or other staff to the accident location.
- Assess level of support or resources needed and make it available.
- Obtain names of students/passengers, conditions, locations if removed from the site and report to district or other designated staff for instituting parental notifications and information sharing with media or other, as appropriate
- Ensure that special health or medical information is provided to appropriate medical providers.
- Instruct designated staff to accompany injured students to hospital, if needed.
- Determine if FAMILY REUNIFICATION procedures should be activated.
- Determine if MENTAL HEALTH AND HEALING procedures are needed.
- OTHER PROCEDURES OF GENERAL OPERATIONS

Emergency services agencies (police, fire, EMS), if called, will take charge of the accident scene upon their arrival. A school representative (the superintendent, principal or designated person with decision-making authority) will be dispatched to the accident scene (distance and time permitting). Communication with parents and child care providers is critical since a late school bus always arouses some anxiety. The Incident Commander in charge of the incident will decide when the school can begin individual parental notification.

All injured and potentially injured persons (as determined by EMS personnel) will be transported to area hospitals. The number of ambulances utilized and hospital destinations will be determined by the on-scene emergency services personnel. The following guide can be utilized to determine mode of transport:

Triage	Priority	Mode of Transport
Red	Immediate	Ambulance/Helicopter
Yellow	Delayed	Ambulance

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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

Green	Walking Wounded	Bus or other
Black	Deceased	Coroner

**NOTE:** The responsibility for the determination of injuries and potential injuries for any person involved in the accident rests with the highest appropriately trained on-scene EMS personnel.

If it has been determined by emergency response authorities at the scene that the accident is minor in nature (little or no damage to school bus, estimated forces involved suggest no mechanism for injury, no complaints, or signs of injury), every effort will be made to avoid unnecessary transport of the children to area hospitals. In that event, the school representative at the scene will have the option having custody and control of the children (under 18 years of age), to sign a release form declining hospital transport. The form utilized will list the names of all children that have been evaluated by EMS personnel, have been found to lack mechanism of injury, signs of injury, AND have no complaints of injury. The School will provide, for inclusion with this procedure, a list of individuals that have been granted the authority to act as the School's designee at the accident scene. No bus drivers are to be included on the list. In the event that a list has not been provided, the Incident Commander may verify the authority of any representative by contacting the appropriate school/district office. Anyone claiming to be the School designee but whose name is not included on the list, or whose authority cannot be verified, will not be permitted to sign the refusal. Any child not listed on the release form will be transported to a hospital for further evaluation.

In the event that the School representative signs the release form for all passengers on the bus at the time of the accident, a driver and school bus not involved in the accident will be dispatched to the scene to continue the student transportation.

In the event that the School representative is, for any reason, unable to sign the release form or if there is greater potential for mechanism of injury, all passengers will be transported to the closest appropriate hospital(s) for further evaluation. Anyone not requiring an ambulance will be transported in the following manner:

- A driver and school bus, which was not involved in the accident, will be dispatched to the scene on the request of the Incident Commander and School.
- EMS personnel, with at least one or more EMTs, will be placed on the bus with the passengers and an ambulance will follow the bus to the hospital.
- In the event that a passenger's condition suddenly deteriorates, the bus will be stopped, the passenger will receive emergency care and will be placed in the ambulance for further care and transport to the hospital. The bus will then continue to the hospital with the remainder of the passengers.
- Additional ambulance(s) may be assigned to the bus based on need and available resources.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*

## Group 4

## Name of Threat or Hazard Annex

Chemical or Hazardous Materials



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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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**Response Procedures****PURPOSE**

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around a school. Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a chemical or hazardous materials spill.

**SPECIFIC SCHOOL INFORMATION**

Currently, [list chemical used on the premises] are all used and stored on school grounds as follows: [provide locations and specific information as relevant]. The school's maintenance team, custodian or designated staff inspects stored chemicals twice a month. The school siren acts as a warning system to notify staff/faculty and students of a hazardous condition. Decontamination equipment and personal protective equipment are located in a storage unit next to [insert location of the equipment].

[School name] is aware of the following conditions in the surrounding community that could subject the school to a chemical or hazardous materials spill [list the conditions from the hazards assessment in the basic plan].

The School Incident Commander/Principal will determine if and when the following operational functions or procedures may be activated in the event of an **external** chemical or hazardous spill:

- Continuity of Operations (COOP).
- Evacuation.
- Family Reunification.
- Medical Emergency.
- Mental Health and Healing.
- Reverse Evacuation.
- Shelter-in-Place.

Or, if there is an **internal** chemical spill, whether the following procedures may be activated:

- Evacuation.
- Family Reunification.
- Medical Emergency.
- Mental Health and Healing.

**1. RESPONSIBILITIES****2. Procedures for an External Chemical or Hazardous Spill**

The Principal will determine the need to activate the School EOP and designate a School Incident Commander until a qualified HazMat or other emergency Incident Commander arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander.

If the chemical spill is **external**, the following steps will be taken by the school.

**School Incident Commander/Principal**

- Call 911 and notify local law enforcement and emergency responders.
- Determine what procedures should be activated, such as a REVERSE EVACUATION and SHELTER-IN-PLACE.
- Notify maintenance/building, custodial, and grounds staff to shut off mechanical ventilating systems, if appropriate.
- Take appropriate action to safeguard school property.
- Notify appropriate school personnel (Superintendent/Policy Group) of the status and actions taken and keep them updated of any significant changes.
- Activate internal and external communications plan.
- Monitor radio, television, Internet, and/or other means of information and report any developments to the Incident Commander.
- If it is determined that conditions warrant an EVACUATION, issue instructions for relocating to a safer location by means of walking, buses and cars.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Disseminate information about the incident and follow-up actions such as where students/school has relocated and institute FAMILY

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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

REUNIFICATION procedures, if needed.

- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and given the "All Clear" signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Implement additional procedures as instructed by the School and/or emergency Incident Commander.
- Document all actions taken.

## Teachers and Staff

- Move students away from immediate vicinity of danger.
- Implement REVERSE EVACUATION if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
- Execute SHELTER-IN-PLACE when instructed by the Incident Commander.
- Remain with students throughout the incident.
- Report any missing or injured students to the Incident Commander.
- Remain in safe area until the "All Clear" signal has been issued.
- In the event of building damage, evacuate students to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an "All Clear" signal is issued.
- Document all actions taken.

## Procedures for an Internal Chemical or Hazardous Spill

The Principal will determine the need to activate the School EOP and designate a School Incident Commander until a qualified HazMat or other emergency Incident Commander arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander.

If the chemical spill is **internal**, the following steps will be taken by the school.

## Person Discovering the Spill

- Alert others in immediate area and leave the area.
- Close windows and doors and restrict access to affected area.
- Notify Principal/teacher/safety officer or call 911, if appropriate.
- Do not attempt to clean the spill.
- Seek first-aid if contact with spill occurs.

## Incident Commander Actions

- Notify the local fire department and local/state departments of public health. Provide the following information:
- School name and address, including nearest cross street(s).
- Location of the spill and/or materials released; name of substance, if known.
- Characteristics of spill (color, smell, visible gases).
- Injuries, if any.
- Determine what procedures should be activated, such as EVACUATION.
- Notify local law enforcement of intent to evacuate.
- Avoid exposure to the chemicals or hazardous fumes or materials in any EVACUATION.
- Notify maintenance/building/custodial and grounds staff to shut off mechanical ventilating systems, as appropriate.
- Notify the Principal, Superintendent/Policy Group of the status and actions taken, and keep them updated of any significant changes.
- Activate internal and external communications plan.
- Issue instruction if students will be evacuated to a safer location by means of walking, buses and cars.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and given the "All Clear" signal the threat has passed.
- Address clean up needs and actions with appropriate fire, safety and/or emergency services personnel.
- Determine whether school will be closed or remain open.
- Document all actions taken.

## Teachers and Staff

- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
- Report location and type (if known) of the hazardous material to Incident Commander.
- Execute EVACUATION and relocation procedures when instructed by the Incident Commander unless there is a natural or propane gas leak or

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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odor. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the Principal/Incident Commander.

- Take class roster, first-aid kit and any other supplies or resources relevant to the incident.
- Check that all students have left the building. Students are not to be left unattended at any time during EVACUATION.
- Upon arrival at evacuation site take attendance. Notify Incident Commander or designee of any missing or injured students.
- Remain with students throughout the incident.
- Do not return to the building until emergency response personnel have determined it is safe and issued an "All Clear" signal.
- Document all actions taken.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*

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**Group 5****Name of Threat or Hazard Annex**

Explosions



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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

**Response Procedures****PURPOSE**

An explosion can be the result of boiler explosion, gas leak, chemical or hazardous spill or some other man-made (bomb) or natural hazard. An explosion may require the activation of a several procedures, including:

- Continuity of Operations (COOP).
- Evacuation.
- Family Reunification.
- Medical Emergency.
- Mental Health and Healing.

Any staff, student or visitor discovering an explosion will activate the fire alarm, report the explosion to the Principal, and call 911 for emergency services if injuries are apparent. Once an emergency Incident Commander arrives (police and/or fire), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

No one may re-enter building(s) until it is declared safe by the fire department.

**RESPONSIBILITIES****Incident Commander/Principal**

- Call 911 [insert the actual sequence to dial 9-1-1 from your phone system] to confirm the alarm, identify the school name and location, provide exact location of the explosion, if any staff or students are injured and inform emergency services (police and fire) the building is being evacuated and identify the location of the school command post.
- Activate an EVACUATION.
- Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the explosion or continued explosions.
- Notify the district office and institute communications plan.
- Designate staff to take the visitor log, student sign-out sheet and the critical incident response documents, information, items, supplies to the designated school command post.
- Designate staff to obtain student roll from teachers and identify any missing students.
- If safe and appropriate to do so, direct designated staff to shut off utilities.
- Notify and provide regular updates to staff and students of the status of the emergency.
- Upon consultation with Superintendent, fire department and law enforcement officials, and if necessary due to unsafe conditions direct an off-site evacuation to a designated primary relocation center.
- If relocation occurs, activate FAMILY REUNIFICATION.
- If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and given the "All Clear" signal after the threat has passed.

**Teachers**

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Principal and/or emergency Incident Commander at the scene.
- Keep class together and wait for further instructions.
- Remain in safe area until the "All Clear" signal has been issued.
- Be prepared to move students if an off-site relocation is ordered.
- Be prepared to move the students if the situation warrants it.
- No one may re-enter building(s) until it is declared safe by the fire department.

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*



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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

## Group 6

## Name of Threat or Hazard Annex

Severe Weather

## Response Procedures

## PURPOSE

The purpose of this annex is to have procedures in place when a Severe Weather Watch or Warning has been issued in the area near the school.

## 1. RESPONSIBILITIES

## 2. School Incident Commander/ Principal

When a Severe Weather Watch has been issued.

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review "DROP COVER and HOLD" procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

When Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school.

- Announce SHELTER-IN-PLACE alert signal.
- Direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in "DROP, COVER and HOLD" positions until the danger passes.
- Direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Relocate students and staff from any mobile classrooms in to the building.
- Remain in safe area until warning expires or until emergency personnel have issued an "All-Clear".

*The content, organization, and terminology provided in this Flipchart is from the Federal Emergency Management Agency's Sample School Operations Plan (2011) and the Guide for Developing High-Quality School Emergency Operations Plans (2013).*