

# **BRADFORD CENTRAL SCHOOL DISTRICT-WIDE SAFETY PLAN**

Project SAVE  
(Safe Schools Against Violence in Education)  
New York State Department of Education Commissioner's Regulation #155.17

2020-21

Board Adoption 9/15/20

**Bradford Central School  
District-Wide/Building Level  
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# Safety Plan

## **1. Introduction:**

Violent incidents, natural disasters and other emergencies have forced school districts throughout the country to develop or review their crisis emergency plans. All of these incidents are critical issues that must be addressed on a local level in a prompt and effective manner.

The Bradford Central School District is required under New York State Department of Education Commissioner's Regulation 155.17, to develop this District-wide/Building Level School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies. This plan will also facilitate the coordination of the district with local and county resources in the event of such an incident or emergency.

School districts are at risk of a wide variety of emergencies including: 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 reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district.

The Bradford Central School Board in conjunction with district administration, faculty, staff, and members of community response agencies, developed this emergency response plan to better protect students, staff, and residents who use district facilities. The District-Wide School Safety Planning Team reviewed regulations established under Project SAVE Legislation and developed this plan as a guideline for district and community officials. This plan includes a Code of Conduct, which should be followed by any person on school district property or participating in district activities. The plan also provides district officials, staff, students, parents, and emergency responders with policies and procedures on how to handle emergency incidents that may occur during school functions or activities. The plan takes into consideration a district-wide chain of command for any incident that may occur.

The Bradford Central School District supports the Project SAVE Legislation, and intends to continue in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **2. General Considerations and Planning Guidelines**

The purpose of this plan is to comply with the New York State Commissioner's Regulation 155.17. Project SAVE Legislation was developed at the direction of the Bradford Central School District Board of Education. The Board of Education appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

## **3. Prevention and Intervention Strategies**

**Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures.**

All staff are required to actively participate in measures outlined by the administration for providing school safety and security. These include:

- Limit access for all persons to one main entrance.
- All staff will wear their photo identification tags on their upper torso so that they can be seen easily.
- Require all visitors to sign in at the principal's office and wear a visitor badge.
- Being cognizant of strangers in the building who are displaying a visitor's pass, and stopping visitors who have not properly registered.
- Providing adequate lighting in all areas.
- Reducing and controlling traffic flow on campus.
- Restrict building access after the instructional day without permission/purpose.

## **4. Strategies for Improving Communication**

- Youth-run programs
- Conflict resolution
- Creating a forum or designating a mentor for students concerned or involved with bullying or violence
- Establishing anonymous reporting mechanisms for school violence
- Others based on district need.

1. Special Ed Crisis Support Staff and Counselors (BOCES)
2. Alternative Ed effective groups on building self-esteem (BOCES)

3. Social workers on the vocational campus to develop rapport with students

## **5. Multi-Hazard Training for Staff/Students**

**Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to:**

The identification of potentially violent behaviors of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

- Administrators and counselors share pertinent intake information regarding specific students with staff.
- Principals meet with staff after an incident to discuss strategy.
- School Psychologist and Director of CSE will provide staff with strategies for effectively dealing with potentially aggressive students.

**Appropriate prevention and intervention strategies such as:**

- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations.
- Non-violent conflict resolution training programs.
- Extended day and other school safety programs.

**Staff training programs:**

1. Right to Know and Bloodborne Pathogens

**Student programs:**

1. Review of student handbook and code of conduct with both students and parent sign-off.
2. SCUDDA
3. Youth Court
4. Character Education and Self-esteem workshops

Full-time counselor and social workers on campus to develop rapport with students.

## **6. Identification of School Teams**

The Bradford 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:

Superintendent  
Principal  
Guidance Counselor  
Supervisor of Building and Grounds  
Parent Representative  
School Nurse  
Secondary Teacher  
Primary School Teacher  
Student

## **7. Concept of Operations**

- The District-Wide School Safety Plan is one in the same as the Building Level Safety Plan because in the Bradford School District all of the students are educated in a single building.
- In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by a member of the District Emergency Response Team.
- Upon the activation of the District Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Existing protocols and procedures used by emergency response agencies will be used to identify additional resources needed to supplement the local response. The lead local agency will request additional assistance from other local, county or state resources upon the need of said resources.

## **8. Plan Review**

- This plan will be reviewed periodically and will be maintained by the District-Wide/Building Level Safety Team. The required annual review will be completed on or before September 30 of each year after its adoption by the Board of Education.

## **9. General Emergency Response Planning**

### **A. Identification of sites of potential emergency.**

The sites listed below were identified by the planning team in consultation with participating school personnel and outside agency representatives:

#### **External:**

The Bradford Central School Building is located on St. Rte. 226 in a rural area of Schuyler County. The school building is land-locked on three sides with St. Rte. 226 running adjacent to the school on the fourth side. This road presents the most likely potential for hazardous waste or chemical spills to the school building.

Garage (next to school building, Schuyler County) – No onsite storage – fuel is contracted.

#### **Internal:**

C Wing storage room – houses all the cleaning supplies

Room E10 – houses paints and paint thinners

Room E2, E4 – houses science chemicals

### **B. Plans for taking the following actions in response to an emergency where appropriate, include but are not limited to:**

- School cancellation
- Early dismissal
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Alternate Emergency Sheltering sites (Internal-for sudden weather and natural disaster protection, and External off-site to house students and staff after building evacuation)

## **10. Early Dismissal/School Cancellation/Shelter/Evacuation Procedures:**

### **A. Early Dismissal Procedures:**

This plan meets the need to return students to their homes and family as rapidly as possible. The school shall activate the plan, which includes names and telephone numbers of family and designated surrogates, educational and transportation staff using the Rapid Broadcast, radio/television networks, or phone tree systems as appropriate. Special needs students also are to be identified and planned for appropriately.

The Bradford Central School procedure for early dismissal for an emergency situation is to use the Blackboard Connect Broadcast System to contact all parents or designees of students to inform them that their child is being sent home, a follow up phone call will be conducted by staff. The purpose is to insure that the students being released are properly supervised according to parental wishes. All bus drivers have been instructed to follow normal procedures and NOT to leave any student below 5<sup>th</sup> grade at home without designated supervision.

### **B. EMERGENCY SCHOOL CLOSING**

In the event that the school should be closed in an emergency situation (snow, flood, ice, etc.) the Blackboard Connect Rapid Broadcast System will be activated and the following radio/television stations will broadcast that information in this area, as early as possible.

WENY TV/WETM TV

WINK 106.5 (Radio)

[www.bradfordcsd.org](http://www.bradfordcsd.org)

Bradford Central Twitter and Facebook Accounts

### **C. Shelter Internal/Evacuation and External Shelter Procedures:**

#### **Internal Shelter**

1. Front office will make an announcement over the P.A. System for an internal sheltering situation.
2. Staff will take students to the shelter location designation and instruct students to duck and cover. Keep students calm.

## Evacuation and External Shelter

1. The evacuation order will be delivered to staff by door to door runner. The evacuation notification will direct each classroom teacher when they should report to the bus and from which exit.
2. **The Building Administrator** will contact the transportation unit and request buses and drivers. Directions for student pick up locations will follow.
3. Designated staff will go ahead to the shelter to ensure the security of the location and prepare for arrival of staff and students.
2. Special area teachers will accompany elementary students, and if not scheduled elsewhere, will assist the teacher in bringing the students to the bus.
3. Staff who have been designated for driving will report immediately to the buses and drive their assigned vehicle to the appropriate exit.
4. UPK - 7<sup>th</sup> grade – (after reporting to their lockers for winter clothing if directed) will exit either at A wing or center hall doors or as otherwise directed to board buses.
5. 5<sup>th</sup> – 12<sup>th</sup> graders must leave their books in the classroom they are in when the order to evacuate the building (only if directed may they return to their lockers for winter clothing) and board the buses at E wing doors unless otherwise directed. (For planning purposes: four buses hold UPK -7<sup>th</sup> grade enrollment and staff, two buses hold 8<sup>th</sup>-12<sup>th</sup> grade enrollment and staff.)
6. All teachers are responsible for getting their register to the administrator in charge or via door to door runners.
7. The front office will take the data cards and current attendance list to the shelter after verification of student/staff location and attendance.
8. **The Principal** and the Nurse will “sweep” the building for any remaining students or staff prior to releasing the buses to their destination.

### D. Sheltering Sites:

<u>Building Name</u>	<u>Internal Sheltering Site</u>	<u>External Sheltering Sites</u>
Bradford Central School	Gymnasium outside wall Inside corridors	Confidential

In addition to having school emergency plans, providing instruction beforehand will prepare students and staff to respond to disaster and emergency situations in a practical way, which may save their lives and perhaps other lives. During emergencies, students and staff need to know what to do. It should be standard operating procedure for staff and students to be familiar with the school emergency plans – each should know what to do in an emergency and how to do it should the

need arise. Preparedness training and drills for disaster emergencies are important and necessary.

**E. Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.**

The district will annually review with staff and students, their role in implementing the emergency plan.

**F. Procedures for Plan review and Drills**

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

As the initial plan is developed and annually as the plan is updated, the chairperson of the planning committee will submit a draft of the plan to each affected county emergency management coordinator for review to insure compatibility with the county plan and statewide plan.

Each year, the Superintendent will conduct at least one test of the emergency response procedures for each building facility. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible.

Also, Emergency Plans will be sent to each town supervisor, EMS Coordinator and Police Agencies.

**G. Building Access and Hall Monitoring**

During Lock Out procedures, a monitor will be assigned to screen all visitors prior to accessing the building. Halls will be monitored by the school administrators or designee. School Administrators and staff are hired and screened according to the finger-printing regulations as stated by the Office of School Personnel Review and Accountability (OSPRA) within the Office of Teaching to implement the Schools Against Violence in Education (SAVE) Legislation.

**11. Policies and Procedures for Responding to Threats**

Anyone issuing an implied or direct threat inside the building or does not have appropriate identification (visitor status issued through the main office) is required to be escorted by a staff member to the building administrator. If

the individual refuses to go to the office, staff should contact the building administrator immediately. If anyone outside the building, but is on school grounds and is issuing an implied or direct threat, the staff should contact the building administrator immediately. The building administrator will evaluate the seriousness of the threat and follow up with necessary actions including but not limited to:

- Disciplinary action as outlined in the district's code of conduct board policy
- Referral to counseling
- Law enforcement involvement
- Superintendent's hearing and possible suspension for students or SED sanctions for staff

## **12. Procedures for Responding to Acts of Violence**

### **A. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.**

All staff are required to notify the building administrator (or designee) of any/all violent incidents. *The building administrator* (or designee) will determine the seriousness of the situation and contact law enforcement immediately if the situation warrants.

### **B. Policies and procedures to contact parents, guardians or persons in parental relation to students in the event of a violent incident or an early dismissal.**

For incidents involving individuals or several students, the parents of all students involved will be notified as soon as possible by the building administrator regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy, all parents will be notified of the circumstances of the incident as soon as possible.

### **C. Student Fight:**

#### **Staff Responsibilities:**

- If the student fight involves a physical confrontation, the staff member should use his/her best judgment regarding his/her own ability to separate the students and proceed accordingly.
- Make verbal contact in a calm, low-toned voice.
- If behavior does not cease, shout, "STOP" and then lower your voice and encourage students to talk about the issues someplace else.

- Try to get individuals to a more isolated area so they can calm themselves without losing face, or try to get the area emptied of other students so there is less audience and less danger.
- Do not leave the students alone until they are calmed down.
- Discuss their behavior and its consequences only after they are calm.
- Understand that violence is time-lined; if you can delay long enough, it will subside.
- Never grab or touch a violent student unless they are causing harm to themselves or others.
- Give the students a choice by clearly stating, “You and I must go to the principal’s office. If you refuse to go with me, I will notify the principal’s office, who will probably call the police.
- If the students refuse to cooperate by rendering the above steps invalid, notify the principal or assistant principal that you need help with a violence problem.

*Building Administrator’s Responsibilities:*

- Assess situation and intervene if requested by teacher.
- Send all available staff to the area to demonstrate a show of force.
- Call Schuyler County Sheriff if students refuse to cooperate.
- Assist police in any way requested.
- Follow disciplinary action according to the Bradford Central School code of student conduct.
- File an incident/discipline report.

**D. Procedures for Responding to an Armed Student:**

*Staff responsibilities:*

- Notify principal’s office ASAP and advise whether a weapon is suspected or visible.
- Try to calm the student and others.
- STOP - DO NOT APPROACH STUDENT  
DO NOT ATTEMPT TO CONFISCATE THE WEAPON
- If a weapon is visible, or student is threatening, ask the student in a calm voice for permission to evacuate the rest of the class.
- Evacuate quietly, if allowed, to a protected area at least 750 feet away if possible. (Preferable inside another building or grounds above and away from the area)
- Take class plan book and attendance records with you.
- If evacuation is not allowed, keep talking with the student (if it does not cause further agitation) until police arrive.  
Ask the student to stop what he/she is doing.

Ask, “What is wrong, or what do you want?”

- Encourage other students to remain calm.
- When police arrive, do as they advise.
- After incident, file incident/injury reports ASAP.

*Building Administrator’s Responsibilities:*

- **If weapon is suspected:**

Inform the superintendent of the situation.

Isolate the student with a backpack, purse, books, and other personal possessions.

Ensure that at least 2 adults are present.

Tell the student what is suspected and ask the student to allow search for the weapon.

If the student denies or refuses, ask the student to empty pockets and all other containers.

Metal detectors may be used to scan students.

If search yields nothing, 2 adults and the student go to the student’s locker for a search.

If an illegal weapon is found, police are contacted to remove the student from campus.

Notify the student’s parent or guardian.

Follow disciplinary action according to the district’s code of conduct.

Create a letter/media release if necessary.

- **If weapon is visible**

Announce and emergency lock down.

Call Schuyler County Sheriff’s Department

Call the superintendent’s office that will ensure that the necessary administrators are notified, from the following: Operations, Business, Safety, and Media Relations.

Escort police to the scene

Stay out of view of the student.

Work with police officers as directed.

Under advisement of police officers, consider the following options:

- **Option 1:** Continue emergency lock down, which means teachers must lock doors and keep students away from doors and windows (Do not cover windows). Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building such as another building or away from the incident area. Notify any staff/students off campus of lockdown (BOCES or field trips)
- **Option 2:** Evacuate the building Maintain calm.

Refer media calls to the Superintendent/prepare parent letter/media release.

### **13. Hostage Situations**

Hostage Taking: This would be a person(s) taken and held against his/her will, by means of physical force or threat of harm and held by an individual(s) until certain conditions are met. A hostage situation must be carefully surveyed and evaluated. The safety of the hostage(s), students, faculty, and police is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained, the more likely it is the situation will be concluded without violence.

#### **Staff Responsibilities**

- Immediately contact the building administrator.

#### **Building Administrator Responsibilities**

- When notified of a hostage situation, announce an emergency lock down and call Schuyler County Sheriff's Department for the police and send a counselor to the scene immediately for negotiating.
- Contact Superintendent  
Avoid any reckless and/or imprudent action, i.e. don't force the issue physically or mentally, keep a distance, don't make quick moves, etc.  
Use time as a tool to de-escalate this very tense situation.  
Get down if you hear a loud noise.  
Identify the hostage taker, location, and any weapons.  
Contain the situation and, if possible, remove all innocent persons.
- Cooperate with law enforcement officials, and let the professionals negotiate.

- **If you are taken hostage:**

Don't force the issue physically or mentally, keep a distance, don't make quick moves, etc.

Change your mindset from one of authority to "hostage".

Keep your cool! Don't "power trip".

Do not become a spokesperson for the system.

Do not defend the system / school.

Do not negotiate, dictate, confront, antagonize, defend, or plead.

Make yourself human i.e. talk about your wife, husband, children, etc. If you are seen as a human being and less like a stranger, the potential for injury decreases.

Carefully evaluate an escape plan. Any escape does have the potential to cause injury to you and others.

## **14. Abduction Situations**

Abduction – Taking of a person without his/her consent.

Custodial Interference: a relative of a child less than 16 years of age who intends to hold such child permanently or for a protracted period of time and, knowing that he/she has no legal right to do so, takes or entices such child from the lawful custodian, (i.e. school environment)

### *Directives to all staff:*

- Immediately contact the building administrator.

### *Building Administrator Responsibilities*

- When the report of abduction comes in, announce an emergency lock down and call Schuyler County Sheriff's Department.
- Gather necessary information regarding the missing child.
- Identify the last person(s) who were with the child.
- Try to identify any potential witnesses – this is crucial to the success of locating the child quickly and unharmed.
- Provide information and cooperate with law enforcement.
- Contact the parents/guardians.
- Control any media response.

## **15. Severe Weather**

When a severe weather warning is received, staff will be notified to escort students to safe areas in their respective building (gymnasium external wall, right angles to path of storm, away from windows, away from wide expanses of open space.)

Classroom blinds will be closed to minimize flying glass. "Duck and cover" or "sheltering under desks" will be implemented if necessary. A handheld radio or runner may be used to bring students inside if necessary.

### Staff Responsibilities

1. Upon receiving notification of severe weather, all persons shall immediately be brought in from the playground and athletic fields and all building occupants should remain alert for further instructions.
2. Upon notification by administration, all persons shall immediately proceed by nearest route in an orderly fashion to the designated shelter area, closing all doors behind them.
3. Students are not to bring any possessions (books, coats, etc.) to the shelter area.
4. Teachers are to bring class attendance registers with them to the shelter area. Attendance shall be taken as soon as possible and all students accounted for. Names of anyone missing will be reported immediately to the administrator.
5. Try to treat the situation in as “routine a way” as possible to avoid panic among students and staff.
6. Be prepared to assist students and staff who may have emotional reactions to the situation.
7. After taking shelter, if the storm is imminent, persons in the shelter area should take one of the following positions:
  - a. Drop Procedure: Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms, with back to the natural light; or
  - b. Cross legs, sit on the floor, cover your face with folded arms, with backs to the natural light.
8. Parents or guardians ONLY will be allowed to pick their children up. This release will be done ONLY by the principal or designee from the command post.
9. All persons shall remain in the shelter area until the all clear signal is received by voice, or it becomes unsafe to remain in the shelter area.

### Building Administrator Responsibilities:

- Upon receiving notification of severe weather, notify all persons and ensure that all persons are immediately brought in from the playground and athletic fields and all building occupants should remain alert for further instructions.
2. Direct all persons to immediately proceed by nearest route in an orderly fashion to the designated shelter area, closing all doors behind them.
  3. Students are not to bring any possessions (books, coats, etc.) to the shelter area.
  4. Teachers are to bring class attendance registers with them to the shelter area. Ensure all students/staff are accounted for. Gather names of anyone missing will be reported immediately.

5. Try to treat the situation in as “routine a way” as possible to avoid panic among students and staff.
6. After taking shelter, if the storm is imminent, persons in the shelter area should take one of the cover positions.
7. Once danger has passed, direct early dismissal or return to activities and disseminate information to parents/guardians.
8. Parents or guardians **ONLY** will be allowed to pick their children up. This release will be done **ONLY** by the principal or designee from the command post.
9. Contact EMS or law enforcement if necessary.
10. Interact with the media as appropriate.

## **16. Civil Disturbance**

### *Staff Responsibilities*

Contact the building administrator providing location of disturbance, what is taking place, number of people involved and intentions of the group if known.

### *Building Administrator Responsibilities*

1. The building administrator will contact the district superintendent and police if assistance is needed.
2. The building administrator will notify staff and determine whether to initiate a lock down. The building administrator will isolate problematic individuals. (Police assistance may be necessary.) School should not be dismissed unless order cannot be achieved without risk to students and staff.

## **17. School Bus Accident**

### *Driver Responsibilities*

1. The driver will contact the Head Bus Driver
2. The driver will then ensure children are out of the danger area and the **Head Driver** will request through the Superintendent’s office assistance for ambulance, fire or another vehicle to transport students.

### *Building Administrator Responsibilities*

1. The Head Driver will contact the main office, who will inform the Superintendent’s office immediately with any type of bus accident and go to the site of the accident to assist.
2. The office will inform the building administrator as to the status of the

- accident. If the students need to be transported to the hospital, the district superintendent will assign a designee to go to the hospital to be on-site.
3. The building administrator will be responsible for notifying the parents of children who are injured or will be late arriving home.
  4. Follow-up with insurance carriers, student status and well being, media if necessary.

## **18. Gas Leak Procedures**

### **Staff Responsibilities**

1. Staff will notify the building principal.

### **Building Administrator Responsibilities**

1. The Building Administrator will contact the Supervisor of Buildings and Grounds to turn off the gas to the building. Then notify the superintendent.
2. The Building Administrator will call Schuyler County Sheriff's Department and announce evacuation away from the affected area using door to door messaging. (Do not use a fire alarm to activate evacuation if you have a bell type alarm.)
3. Direct teachers to evacuate to designated areas and account for students – maintain supervision. Bus drivers should be activated by the office to “stand by” status in case re-entry to the building is not possible and the “Early Dismissal” plan must be implemented. Upon the decision of the Superintendent, activate the Global Connect Emergency Messaging system to parents and transportation staff, contact local radio/tv regarding the dismissal procedure.
4. The Building Administrator will determine if evacuation is complete – check with teachers for unaccounted children. Then notify the emergency coordinator (Superintendent) of staff and students status. Prepare student release procedures for parents picking up students.
5. The Superintendent will notify the operations group and set up a command post/and emergency staging location.
6. Supervisor of Buildings and Grounds will turn off gas to the building, determine the source of the leak and establish a repair plan. Notify the superintendent of the plan.
7. The nurse should be prepared to provide emergency first aid measures at the location where students are gathered.

## **19. Intruder**

This would consist of any person entering the school that is not school personnel, a registered student, or an authorized visitor (wearing an identification tag). Staff and faculty should automatically recognize and question the presence of unauthorized persons on school grounds.

### **Staff Responsibilities**

1. Determine whether the person is a legitimate visitor or a threat to school safety. Ask to see a visitor pass or identification.
2. Escort all visitors to the office to sign in. If they refuse contact the building administrator immediately.  
If a person is suspected of posing a threat, do not engage in a violent confrontation. Take steps to ensure your safety and that of students.

### **Building Administrator Responsibilities**

1. Initiate a lock down, call the Schuyler County Sheriff's Department, notify superintendent.
2. Do not engage in a violent confrontation. Take every step to ensure your safety and that of students.
3. Identify the person, person's location, and note if any weapons are visible.
4. Contain the situation and, if possible, remove all innocent persons.
5. Coordinate with law enforcement, notify parents and guardians of situation, interact with the media.

## **20. Bomb Threat**

All bomb threats will be reported to the building administrator immediately. When a bomb threat is received via telephone, the recipient will record information on the telephone threat checklist (attachment 3) if possible.

### **Staff Responsibilities**

1. Secure the area if note/message found and report information to building administrator immediately. If message is received via telephone, record as much of the information as possible and notify the building administrator immediately.

### **Building Administrator Responsibilities**

1. The building administrator will immediately notify the Superintendent of

Schools.

2. The superintendent will initiate an Emergency Lock Down, phone the Schuyler County Sheriff's Department, and notify the Supervisor of Building and Grounds. Between the two, a decision will be made as to the proper action to be taken. Under normal situations, the Supervisor of Buildings and Grounds, along with the sheriff or his designated deputy, will make a preliminary search of the building to determine whether or not they can detect any signs of danger.
3. School will not be dismissed unless, in the judgment of the Building Administrator, Superintendent and the sheriff, it is felt this type of emergency exists.
4. If it is determined that some type of emergency exists, one of the following procedures will be followed:

The school shall be evacuated immediately of all students and personnel, except for the principal, Supervisor of Buildings and Grounds, sheriff or his/her deputy and personnel assigned to aid in the search. No student or personnel will be permitted to reenter the school building until directed by the Superintendent. When the Superintendent is satisfied that the best possible search has been completed and the building is safe, he/she will order the return of students to class.

Emergency Early Dismissal procedures shall be placed in effect. The State Police shall be called to aid in the search for the bomb and apprehend the perpetrator. The Schuyler County Emergency Dispatcher shall be contacted and placed on alert.

## **21. Chemical Spill**

### **Staff Responsibilities**

1. For chemical spills inside the building, staff members will keep students away from the spill and notify the building administrator immediately.

### **Building Administrator Responsibilities**

1. The Building Administrator will notify the superintendent and supervisor of buildings and grounds for hazmat evaluation, collection of the relevant Material Safety Data Sheet (MSDS) and clean-up procedures. Building evacuation and the assistance of outside agencies may be necessary depending on the nature of the spill.
2. For hazardous chemical spills outside, students will be sheltered inside and air intakes will be shut off and sealed if necessary by the maintenance

supervisor. The assistance of outside agencies may be required depending on the nature of the spill. Evacuation may be considered.

## **22. Fire / Explosion**

In the event that you observe an actual fire, no matter how small, your first obligation is to the safety of the students and other members of the staff. Therefore, ring the alarm to evacuate the building and immediately inform the office as to the location of the fire.

- Know the location of the fire alarms.
- Know how to use the fire alarms.
- Know the recommended exit route for every classroom to which you are assigned and explain it to your students.

### **Staff Responsibilities**

1. Any staff or student who sees smoke or fire is directed to pull the fire alarm to evacuate the building. Each room has directions for evacuation clearly posted. Each teacher is to review the evacuation procedures for his/her room with each class assigned to that room the first day of school, when new students are admitted to class, and monthly thereafter. Teachers should appoint someone to close windows and doors.) The first student out of each exit door should hold the door open for the remainder of the students, then follow the line outside. All school personnel, except those assigned fire drill duties
2. Staff will assist students from the building following drill procedures, take Attendance rosters and account for all students and supervise students until the emergency is over. (Report any missing students to administration). The fire department will determine if and when the building is safe for re-entry.

### **Building Administrator Responsibilities**

1. The building and grounds supervisor will notify the Schuyler County Dispatcher and Bradford Volunteer Fire Department to ensure the alarm was received.
2. Students are to be moved at least 50 feet from the building upon exiting the doors. Roadways are to be kept clear.
3. Upon the all-clear signal by the building administrator, students are to retrace the procedure back to the classroom.

## **23. Biological Threat**

### *Staff Responsibilities*

1. If a biological threat is received via telephone, the recipient will record information on the telephone threat checklist if possible. If a letter or package is received which threatens a biological exposure the recipient will:
  - Immediately re-close the letter or package, cover with a box or larger envelope and avoid further contact.
  - Immediately prevent persons from leaving or entering the room.
  - Notify building administrator outside of exposure area.
  - Avoid touching face or mucus membranes until they can thoroughly wash with soap and water.
  - Reduce air movement (shut off fans, close windows)

### *Building administrator Responsibilities*

1. Call the Schuyler County Sheriff's Department, and the Supervisor of Buildings and Grounds for assistance and follow the directions regarding the movement of students and staff.
2. Turn off ventilation systems to limit air movement if the threat warrants it.

## **24. Radiological Threat**

### *Staff Responsibilities*

1. Upon being notified of a problem, inform the building administrator.

### *Building Administrator Responsibilities*

1. Inform the superintendent of the incident.
2. The building administrator will call the Schuyler County Sheriff, Supervisor of Buildings and Grounds, and notify staff and follow procedures as advised by the county coordinator. Procedures will most likely be to shelter in a safe place, evacuation, or "Early Dismissal".

## **25. Epidemic**

### *Building Administrator Responsibilities*

1. The problem needs to be identified and brought to the attention of the

school nurse, school doctor, building administrator, district superintendent and public health officials. The public health officials and the school doctor will provide recommendations for the school to follow. The district superintendent will provide information to the media of what actions of the districts will follow.

## **26. Emergency Medical Condition**

### **Staff Responsibilities**

1. If a staff member or student becomes ill or unconscious suddenly. The staff member who comes upon the victim should immediately contact the nurse by phone, and then the building administrator. If the victim is unconscious, 911 should be called without delay. The nurse will administer first aide/cpr as indicated until the ambulance arrives.

### **Building Administrator Responsibilities**

1. If the victim is a student, the administrator will obtain the student data card, and notify the student's parent of the situation and verify the hospital preference for student transport.
2. The principal will determine the staff member to escort the student in the ambulance until the parent arrives at the hospital, and ensure the ambulance staff receives the student medical and parent information necessary for treatment.
3. The nurse will document the incident and conduct a follow-up on the student status. HIPPA and FERPA laws will be maintained.
4. If the victim is a staff member, the administrator will obtain the employee data from the district clerk, and notify the next of kin of the situation and verify the hospital preference for transport.
5. The principal will determine if a staff member should escort the staff in the ambulance to the hospital, and ensure the ambulance staff receives the medical and family information necessary for treatment and/or admission.
6. The nurse will document the incident and conduct a follow-up on the staff status. HIPPA law will be maintained.

## **27. Identification of District Emergency Resources**

**Trained staff willing to assist in an emergency:**

Medically Trained:

Courtney Howell

CPR Certified:

Daniel Horton  
Karen Miller  
Jeffery Rutledge  
Nathan Fish  
Gloria Troost  
Jeff Tham

CDL Licensed:

Diana Gee  
Marlene Stopka  
Jeff Rutledge  
Robin Parr  
Bridget Vogel  
Warren Smith-mechanic  
David Lewis-Head Bus Driver

Hazardous Material Trained:

Faron Rogers  
Steven Lane  
Heather Schoffner

**Bus and Vehicle Inventory**

**Vehicles:**

2 School Truck – Gas

**Buses in use:**

#62 & #64– Vans – Gas    Van #56-Staff use only  
#65, 66, 67, 68, 69, 71, 72 Regular buses  
#63 and 70 Wheelchair buses

**Cafeteria & Gymnasium Capacity**

256 people – Cafeteria  
929 people – Gymnasium

**School District Personnel to Respond During Emergencies**

Superintendent:	John Marshall	(607) 583-4616 ext. 1228
Emergency Coordinator	John Marshall	(607) 583-4616 ext. 1228
Supervisor Bldgs/Grnds	Faron Rogers	(607) 583-4616 ext. 1317

Principal	Katheryn Ellison	(607) 583-4616 ext. 1223
Guidance Counselor	Erica Sparks	(607) 583-4616 ext. 1224
School Social Worker	Krista Coates	(607) 583-4616 ext. 1275
School Nurse:	Karen Miller	(607) 583-4616 ext. 1232

### **CHAIN OF COMMAND DURING EMERGENCY RESPONSE**

**Superintendent of Schools and Emergency Coordinator**

**Building Principal**

**Buildings and Grounds**

**Guidance Counselor**

**School Social Worker**

**School Nurse**

**Transportation-Head Bus Driver**

**Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards:**

The district will annually review with staff and students their role in implementing the emergency plan

**Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials:**

As the initial plan is developed and annually as the plan is updated, the Superintendent's office will submit a draft of the plan to each affected county emergency management coordinator for review to insure compatibility with the county plan and statewide plan.

Each year, the Superintendent will conduct at least one test of the emergency response procedures for the school building. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible.

## **28. Outside Emergency Agencies**

### All Schuyler County Emergencies

911

For NON-Emergency Inquires:

#### Fire Department

Schuyler County Dispatcher

(607) 535-6642

Bradford Volunteer Fire Department

(607) 776-2180

#### Police Department

Schuyler County Sheriff's Department

(607) 535-8222

New York State Police

(607) 535-6562

#### Ambulance

Schuyler County Dispatcher

(607) 535-6642

Bradford Ambulance

(607) 776-2175

#### Hospital

Corning Hospital

(607) 937-7200

Ira Davenport Hospital

(607) 776-2141

Schuyler Hospital

(607) 535-7121

#### Emergency Services

N.Y. State Dept. of Transportation

(607) 324-8340

N.Y. State Dept. of Health

(607) 324-8371

American Red Cross

(607) 936-3766

Steuben County Emergency Services

(607) 664-2700

Schuyler County Emergency Services

(607) 535-8200

#### Utilities

Steuben Rural Electric

(607) 776-4161

## Media

WENY 36 TV

(607)739-1412

WETM 18 TV

(607) 733-5518

WINK 106.5 Radio

(607)7324681

[www.bradfordcsd.org](http://www.bradfordcsd.org)

Bradford Central Twitter and Facebook accounts

BOCES Community Services can assist

## **County officials who are responsible for implementation of emergency plans.**

Mike Sprague, Steuben County Emergency Coordinator (607) 776-3333

Bill Kennedy, Schuyler County Emergency Management (607) 535-8200

## **A system for informing all educational agencies within a school district of a disaster.**

The school superintendent or his/her designee will notify all educational agencies with district boundaries (neighboring districts and BOCES) of any emergency situation that may affect their operation.