

APW Central School District

2017 District-Wide Safety (S.A.V.E.) Plan – Public Copy

Purpose/Scope: To Provide Compliance with the *Schools Against Violence in Education*

Act, NYS Education Law 2801-a(1); 8 NYCRR 155.17(b).

The Buildings Covered in this Plan: APW Junior/Senior High School and APW Elementary School



Section I: General Considerations & Planning Guidelines

Section II: Risk Reduction/Prevention & Intervention

Section III: Response

Section IV: Recovery

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner.

Districts are required to develop a District-Wide School Safety Plan* designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. (*Refer to: Board Policy 5681 "School Safety Plans")

The district-wide plan, originally adopted by the APW Board of Education on June 20, 2002 and submitted to the State Education Department on July 1, 2002, was and is responsive to the needs of all schools within the district and is consistent with more the more detailed building-level emergency response plans developed to comply with Project SAVE

Districts are at risk of a variety of acts of violence, natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction, risk prevention, response and recovery with respect to a variety of emergencies in the school district and its schools.

Section 1: General Considerations and Planning Guidelines

Purpose

The APW Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. On the recommendation of the Superintendent of Schools, the APW Central School District Board of Education appointed a District-Wide Safety Committee and charged it with the development and maintenance of the District-Wide School Safety Plan.

Identification of School Teams

The APWCSD Board of Education has appointed a District-Wide School Safety Committee consisting of, but not limited to, representatives of the school board, students (optional), teachers, administrators, parent organizations, school safety personnel and other school personnel.

Concept of Operations

In the event of an emergency or violent incident, the Chief Emergency Officer will be immediately notified by the Building **Person In Charge** (P.I.C.). The Chief Emergency Officer will activate the District-Wide School Safety Team, if necessary. Once the District-Wide School Safety Team has been activated where appropriate, local emergency officials will also be notified.

The APWCSD has existing protocols in place to request resources from the Oswego County Emergency Management Office with local law enforcement agencies, as well as fire departments and ambulance services. If state resources of DHSES (Division of Homeland Security and Emergency Services) or FEMA are required, they are also available.

Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Committee. The required annual review will be

completed on or before September 1 of each year and submitted to the Board of Education for approval. After its adoption by the Board of Education, a copy of the plan will be available on the District website.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this original plan was made available for public comment 30 days prior to its adoption in 2002. The School Board adopted the district-wide and building-level plans only after a public hearing was provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education on June 20, 2002. While linked to the District-Wide School Safety Plan, Building Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law 2801-a.

Full copies of the District-Wide School Safety Plan and any documents will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

Section II: Risk Reduction/Prevention & Intervention

Program Initiatives

The following activities and programs are conducted by the APWCSD in an attempt to improve communication among students and between students and staff and reporting of violent incidents.

- Implementation of new Dignity for all Students Act "DASA" effective July 1, 2012
- APWCSD website includes "Stop Bullying" page to report incidents of discrimination and harassment
- Character Education Programs
- Small Group and individual counseling

The APWCSD instructional staff receives Emergency Training annually. The district may use adjusted scheduling to minimize potential for conflicts or altercations. Children with special needs may also have time-out areas for anger control and behavior modification. The mandated staffing requirement for children with special needs provides for more individual supervision, intervention strategies, and behavior management modifications.

Training Drills & Exercises

Each school site will hold one annual early dismissal and sheltering drill as well as routine fire drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:

- Conducted at least once every school year;
- Inclusive of transportation and communication procedures; and;
- Held with at least one week's notice to parents or guardians
- Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time

If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.

The District will conduct cooperative meetings with various emergency service agencies to discuss the Building Safety Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.

A total of 12 drills shall be conducted each year (8 evacuation drills and 4 announced or unannounced lockdown drills), with eight drills occurring before December 1st. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Fire drills must be taken seriously at all times. From the time the alarm sounds, until occupants are back in the building, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures.

Implementation of School Security

APWCSD monitors activity in its buildings by maintaining limited entry access and a single point of entry for visitors, at the main office of each building, during school hours.

- a. During school hours, doors are locked, with signs advising visitors to register at the main entrance.
- b. APWCSD building secretaries monitor access to the buildings at the main entrance of APW Junior/Senior High School and the APW Elementary School during the week when classes are in session. Duties include (but are not limited to) visitor assistance, parent sign in, student sign out.
 - Employees are hired following an interview and screening process involving reference checks as well as fingerprinting and an FBI background check.
 - Employees will be provided initial training and refreshers to improve their effectiveness as well as training at the beginning of the school year. This training may include an overview of assigned job duties, de-escalation training, violence prevention, and early violence detection.
- c. Security Devices
 - Card access system. Security is enhanced in the APW Junior/Senior High School and the APW Elementary School with a card access system. The system is designed to allow district employees that hold a card access into a building. The doors are now locked with access only gained via card or door buzzer located at the main office(s).
 - Security cameras/Lighting. Security cameras at the main entrance monitor school buildings where there where there are no direct view windows for the main entrance. Interior cameras monitor sections of corridors. Cameras also monitor the junior/senior high school and elementary school parking areas. District parking lots and building perimeters are well lit.
- d. Security Procedures
 - Visitors enter through a single entrance.
 - Visitors sign in and out and are issued a visitor's badge by the building secretary.
 - All staff and junior/senior high school students are issued security badges/ID cards.
 - APWCSD provides three shifts of custodians who also monitor the buildings.

Early Detection of Potentially Violent Behaviors

In order to prevent violence (*including self-harm) before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. District Staff received training on identifying the signs of drug use by students and/or drug use in households through the Oswego County District Attorney's Office; safety procedures for violence prevention and intervention strategies are reviewed and staff development training provided. The District currently has School Psychologists, Guidance Counselors and Social Workers to address situations that arise. The District's website contains links to bullying prevention and School Health & Safety. (*Refer to: APW Board of Education Policy 7500 "Suicide")

Hazard Identification

The APWCSD recognizes that emergencies can occur in school buildings, playgrounds, gymnasiums, fields, buses, shops and areas where tools are used, in special education classrooms and on off-site field trips. Responses to emergencies are addressed in the Building Emergency Response Plans.

Section III: Response

Notification and Activation (Internal & External Communications)

- All staff is authorized to call 911 if law enforcement, fire department or medical response teams are necessary.
- The report of an incident or a hazardous development will be reported to the Building **Person In Charge** as soon as practical following its detection.
- The buildings will utilize both internal and external communications in emergencies: i.e., telephones, intercom, portable radios, cell phones, bull horns, bus radio system, emergency notification system and a runner system as deemed appropriate.

- In the event of an emergency, the Building **Person in Charge** will notify all building occupants to take the appropriate protective action per the Building-Level Emergency Response Plan.
- In the event of an early dismissal, the Chief Emergency Officer will notify the local radio and television stations for a public announcement.
- A list of all district administrators' emergency phone numbers is provided to all administrators.
- All administrators receive a list of the emergency evacuation locations, including addresses, phone numbers and contact people.

Bomb Threats

General

- A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.
- The Chief Emergency Officer will make the decision, after consulting with law enforcement, whether the building should be evacuated or placed in a "hold-in-place".
- If the threat is deemed to be a Direct Threat, the building will be evacuated and students and staff will report to their designated evacuation sites.
- If the threat is deemed to be Indirect, the building may be placed in a "hold-in-place". The students will remain in their classrooms and no movement in the building will be allowed until the school is thoroughly searched by staff and law enforcement.

Responsibility for School Building Searches

- School Building Searches will be conducted under the authority of: Oswego County Sheriff's Department and/or New York State Police.
- The purpose of a School Building Search is to look for anything suspicious or out of place.

- School Building Searches will include, in addition to the respective law enforcement authority, individuals with direct knowledge of the school building (i.e.: school principal, building custodian, district office administrators, etc.).
- The school building search will include, but not be limited to: classrooms, hallways, bathrooms, lockers, kitchens, desks, closets, school grounds, rooftops, the perimeter of the building, etc. Signs of forced entry will be looked for, as well.

Receiving Written Threats

- Contact Police (911)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- Handling of a written bomb threat should be kept to an absolute minimum} since it may be used as evidence in a criminal investigation.
- Fingerprints may be taken from the note to help determine its source.
- A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

Receiving Telephone or Other Verbal Threats

- Contact Police (911)
- Anyone receiving information about a bomb threat must immediately notify the school building administrator.
- The NYSP Bomb Threat Instruction Card should be placed next to telephones that are most likely to receive such calls.
- The bomb threat caller is the best source of information about a possible bomb.
- It is desirable that more than one person listens in on the call.
- Persons likely to receive a threatening call should receive special training and have a list of emergency agency telephone numbers available, as well as the telephone numbers of school officials to be immediately contacted.
- If possible, the telephone threat should be taped.
- Caller identification or other types of tracing devices should be considered.

- Information to be asked of the caller includes:
 - a. Where is the bomb located?
 - b. When will the bomb go off?
 - c. What does the bomb look like?
 - d. What kind of explosive is involved?
 - e. Why was the bomb placed?
 - f. What is your name? (caller may be caught off guard and give you his/her name)
 - g. Also note: time and date of call, telephone line/extension the call was received on, gender, approximate age, speech, characteristic (slow, fast, soft, disguised, intoxicated), noticeable background noise (music, motors running, street traffic).

Suspicious Packages/ Anthrax Threat

Anthrax organisms can infect the skin, the gastrointestinal system, or the lungs. To cause infection, the anthrax spores must come into contact with broken or abraded skin, swallowed, or inhaled as a fine dust. However, anthrax infection can be prevented even after exposure to anthrax spores by early treatment with the appropriate antibiotics. Anthrax spores can be dispersed in the air as a dust or can be carried on items such as mail or clothing. However, unlike the common cold or flu, anthrax infection itself is NOT spread from one person to another. These guidelines emphasize preventing the spread of anthrax spores through careful handling and isolation of suspicious packages and their contents.

General Mail Handling

- Be on the lookout for suspicious envelopes and packages.
- Do NOT open suspicious mail.
- Open all non-suspicious mail with a letter opening or another method that minimizes skin contact with the mail and is least likely to disturb contents.
- Open mail with a minimum amount of movement.
- Do not blow into envelopes.

- Keep hands away from nose and mouth while opening mail.
- Turn off fans, portable heaters, and other equipment that may create air currents.
- Wash hands after handling mail

Characteristics of Suspicious Packages and Letters

- Discoloration, oily stains, or an unusual odor
- Crystals, powder, or powder-like residue on the surface
- Suspicious or threatening language on the outside of package or letter
- Postmark that does not match return address or no return address
- Restrictive endorsements such as “Personal” or “Confidential”
- Distorted handwriting, block-printed or poorly typed addresses
- Excessive tape or string
- Rigid, uneven, irregular, or lopsided package
- Package with soft spots, bulges, or excessive weight
- Handwritten, block-printed or poorly typed addresses
- Excessive postage
- Title but no name or incorrect title
- Misspelled addressee’s name, title, or location
- Misspelled common words
- Addressee unknown or no longer with organization
- Protruding wires or aluminum foil
- Ticking sound
- Unexpected mail from a foreign country

If You Receive or Discover a Suspicious Package or Letter

- Do NOT open the package or letter.
- Do not shake, empty, or otherwise disturb its contents.
- Put the package down and do not handle it further.
- Do not touch or try to clean up the substance.
- Alert others nearby.
- Do not remove ANY items from area.
- Leave the area and gently close the door.

After leaving the Area

- Wash hands well with soap and water.
- Contact your Supervisor, Building Person in Charge, or other appropriate authority.
- Limit movements within the building to prevent spread of substance.

Evacuations

Procedures

- Each School Principal and appropriate department supervisor will be notified by the chief emergency Officer or his/her designee to evacuate the building.
- The School Principal and appropriate department supervisors will make an announcement for all students and staff to evacuate the school building. If the weather is inclement, students may be instructed to retrieve outerwear. Fire Drill Procedures are to be used for evacuation.
- School Principals are to take the file on Student Emergency Numbers, the daily attendance record and FCC frequency two-way communication radio when evacuating, as well as sign-out forms to be used in the event of an eventual dismissal.
- Teachers and support staff are to escort students to a specific Rally Point, previously assigned by the School Principal in consultation with the District Emergency Management Coordinator. This Rally Point will be at a safe distance from the school building. The Oswego County Sheriff's Department is recommending at least 300ft.
- Teachers are to carry their attendance registers with them, and conduct a specific student attendance check when arriving at the Rally Point. The building designee will be responsible for coordinating the attendance check.
- School Nurses will transport first aid supplies, **AED** and appropriate medications from the building to a temporary location.
- Teachers are to stay with their students at all times, on the bus and at a temporary location.
- Before evacuating the school office, the building secretary will place a message on the school answering machine providing the latest information to

parents and other callers.

- The Chief Emergency Officer will provide direction to the school principals on the information to be shared with students, staff, and parents.
- Upon the arrival of school buses, teachers are to accompany students to their assigned buses for the trip to a temporary location or to escort students to their assigned buses to be returned home.
- In the event students are to be returned home, they will be transported in the usual manner.
- Teachers and support staff will be transported from temporary locations back to their personal vehicles once all students are released.

Temporary Locations to Assure the Safety of Students & Staff

- Students and staff will be evacuated to temporary locations to await the search of a school building(s) or notification to parents that students will be returned home.
- The School Business Administrator will be responsible for developing a plan for making arrangements for having the above locations accessible and update annually.
- If a parent arrives to pick up a student from the temporary location, proper identification must be shown and the parent must sign out the student with the appropriate person. Standard sign out procedures will be followed.

Communication

- The Chief Emergency Officer will set up a command post at the appropriate location.
- School Principals will use two-way communication radio to communicate with the Chief Emergency Officer's Command Post.
- Parents will be notified of the evacuation, temporary locations, and/or students being returned home, using the regular media channels and the District's emergency notification system.
- The Chief Emergency Officer's Secretary will be responsible for notifying radio

stations, TV stations, etc.

- Police and fire agencies will be provided with current school and home telephone numbers for administrators and other staff that may need to be reached.

Criteria for Closing Schools & Sending Students Home

- Does the threat involve multiple schools?
- Is the threat countywide?
- Availability of law enforcement agencies
- The size of the school building: Junior/Senior School, Elementary School
- Information from law enforcement agencies

Responses to Acts of Violence: Implied or Direct Threats

The APWCSD provides/offers conflict resolution strategies and training as well as program initiatives such as behavior management training in Special Education and other behavior management techniques. In the event of an implied or direct threat, there are staff that are trained in behavior management and there are certified counselors on staff to help. The Building Person In Charge will be informed immediately of the direct or implied threat. The Building Person In Charge will determine the level of threat with the Chief Emergency Officer (if time permits) using the matrix in the District Emergency Management Plan. Once the level is determined, law enforcement will be contacted if necessary. The situation will be monitored and the response adjusted as appropriate, which may include the use of the Emergency Response Team. See the "Violent Act & Procedure Matrix" and Threat Assessment & Procedure Matrix below.

Violent Act & Procedure Matrix

Person In Charge (P.I.C.)

	Low Level Violent Act	Medium Level Violent Act	High Level Violent Act
Perpetrators are calm and cooperative	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Explain Rules 	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Explain Rules 3) Define Expectations 	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Explain Rules 3) Define Expectations 4) Teach Social Skills
Disagreeable			
Perpetrators are argumentative, but in control	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Explain Rules 3) Define Expectations 4) Teach Social Skills 5) Provide Advice 	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Explain Rules 3) Define Expectations 4) Teach Social Skills 5) Provide Advice 6) Counsel & Support 	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Explain Rules 3) Define Expectations 4) Teach Social Skills 5) Provide Advice 6) Counsel & Support 7) Mediate
Hostile			
Perpetrators are angry, but not violent	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Remove from Source of Hostility 	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Remove from Source of Hostility 3) Remove Audience 	<ol style="list-style-type: none"> 1) Speak in a Calm Voice 2) Remove from Source of Hostility 3) Remove Audience 4) Attempt to find out what is happening
Violent			
Perpetrators are assaulting each other or school property (may involve a weapon)	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Possibly Contact Authorities 3) Document Event 4) District P.I.C. Notification 5) Possible Suspension of Perpetrator from Campus 6) Possibly Inform Parents 	<ol style="list-style-type: none"> 1) Contact Building P.I.C./Insure Student Safety/Possibly Contact Authorities a) Possible Lockdown or Evacuation 2) Contact District P.I.C. 3) Document Event 4) Suspend Perpetrator From Campus 5) Inform Parents 6) Possibly Inform Community 	<ol style="list-style-type: none"> 1) Contact Building P.I.C./Insure Student Safety/Contact Authorities a) Lockdown or Evacuation b) Set up Incident Command/Triage 2) Contact District P.I.C. 3) Document Event 4) Suspend/Expel Perpetrator From Campus 5) Possibly Press Charges 6) Inform Parents 7) Inform Community

Threat Assessment & Procedure Matrix

<i>Person In Charge (P.I.C.)</i>	Low Level Violent Act	Medium Level Violent Act	High Level Violent Act
Veiled Threat	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Document Event 	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Document Event 3) Possible District Person in Charge Notification 	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Document Event 3) District P.I.C. Notification
Indirect Threat	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Document Event 	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Possibly Contact Authorities 3) Document Event 4) District P.I.C. Notification 5) Possible Suspension of Perpetrator from Campus 6) Inform Parents 	<ol style="list-style-type: none"> 1) De-escalate & contact Building P.I.C. 2) Contact Authorities 3) Document Event 4) District P.I.C. Notification 5) Suspension of Perpetrator from Campus 6) Inform Parents
Direct Threat	<ol style="list-style-type: none"> 1) Contact Building P.I.C./Insure Student Safety 2) Contact District P.I.C. 3) Document Event 4) Possibly Suspend Perpetrator From Campus 5) Inform Parents 	<ol style="list-style-type: none"> 1) Contact Building P.I.C./Insure Student Safety/Possibly Contact Authorities a) Possible Lockdown or Evacuation 2) Contact District P.I.C. 3) Document Event 4) Suspend Perpetrator From Campus 5) Inform Parents 6) Possibly Inform Community 	<ol style="list-style-type: none"> 1) Contact Building P.I.C./Insure Student Safety/Contact Authorities a) Lockdown or Evacuation b) Set up Incident Command/Triage 2) Contact District P.I.C. 3) Document Event 4) Suspend/Expel Perpetrator From Campus 5) Possibly Press Charges 6) Inform Parents 7) Inform Community
<p>Conditional Threat</p> <p>Ex. "If you don't pay me a million dollars, I will place a bomb in the school."</p>	Treat as Veiled, Indirect or Direct Threat	Treat as Veiled, Indirect or Direct Threat	Treat as Veiled, Indirect or Direct Threat

Arrangements for Obtaining Emergency Assistance from Local Government

- As stated in our District Emergency Management Plan, 911 will be called as appropriate for immediate assistance from fire, EMS or law enforcement. Contact with the Oswego County Emergency Management Office or other appropriate county agencies for additional services will be made by the Chief Emergency Officer or his/her designee.
- Agreements are in place with the Red Cross, and Oswego county school districts for emergency sheltering.
- District resources available in an emergency are listed in the Building Emergency Management Plans.
- Procedures to coordinate the use of district resources and manpower during emergencies are described in the Building Emergency Management Plans.

Protective Action Options

Procedures for school cancellation, early dismissal, evacuation, and sheltering are listed in the Building Emergency Management Plans.

Influenza and Pandemic Planning

State Health Departments and federal government are actively involved in planning for the possibility of an influenza pandemic. The NYS Department of Health has developed a Pandemic Flu Action Kit, which supplements the District's Pandemic Influenza Plan that is part of the District's Comprehensive Emergency Management Plan.

Within the framework of the plan, the District recognizes that the response to an outbreak has the potential to be managed with a local response (School Building and/or District) or in more widespread outbreak response protocols would be directed by the Oswego County Health

Department and/or State Health Department and/or State Education Department.

The World Health Organization suggests that organizations follow the recommendations of the National Incident Management System as outlined below.

Mitigation/Prevention

“What should we be doing **always**” – Awareness and Education Training, such as Infection Control Strategies such as hand washing and respiratory.

Preparedness

“What should we be doing **now**” – typically these are actions taken that there might not be time to handle once an outbreak happens.

Response

“What should we be doing **once the emergency occurs**” – Actions that the District is ready to take once an incident happens.

Recovery

“What will we do **after the incident passes**” – Actions that should be carried out after the emergency response period is over.

Finally, additional components of an Influenza and Pandemic Plan recommend awareness and education of the community, utilizing infection control strategies, on-going surveillance of seasonal flu outbreaks, and continual communication within the District regarding planning protocols.

Section IV – Recovery

Once the immediate crisis has been responded to through the Building Emergency Management Plans, a Post-Incident Response Team will be called upon to deal with the aftermath of the incident as needed. The use of the Emergency Response Team and its call to action procedures is stated in the Building Emergency Management Plans. The Post-Incident Response Team will complete an After-Action Report and sent it to the School Business Administrator.

Post Incident Guidelines

Post Incident Consideration

- School Principals will evaluate the need for student and staff counselling and report to the Assistant Superintendent for Curriculum & Instruction and the Director of Special Education.
- Student attendance will be recorded as present for the school day with no penalty, if picked up by parents or returned home.

Debriefing Sessions, Following the Implementation of Procedures

- Within 48 hours of the implementation of emergency plans, a debriefing session will be conducted at the direction of the Chief Emergency Officer.
- The individuals to be involved in this debriefing session will vary by each situation; may include school principal, representatives of: teaching staff, school nurse, parents, school bus drivers, clerical staff, custodial staff, other appropriate administrators or officials, and students.
- A written report of the debriefing session is to be prepared to include, but not limited to, a list of specific recommendations on how to improve upon procedures. A copy of this report is to be presented to the District's Safety Committee and made available to staff, parents and any other interested district resident, upon request.

Provision for Routine Review and Revision of the Plan and Procedures

- This Plan is to be reviewed with appropriate revision, if any, following each debriefing session.
- The Plan is subject to review annually.
- Revisions of this plan will be subject to Board of Education approval.

Staff Development, Student Training and Parent Information

- School Principals will review the Emergency Management Plan procedures with all staff at least twice per year and after any incident.
- The Director of Facilities, in consultation with the New York State Police, will provide guidelines and training to custodial staff for searching each school.
- The Emergency Management Coordinator will provide training to the district administrative staff on current procedures and practices in handling emergencies.
- Parent handbooks will include information and procedures to be followed when removing a child from school, including during emergency situations.
- Faculty, staff and student handbooks will include information on responding to emergency procedures.
- Routine evacuation drills will be conducted during the school year.

Post-Intervention Objectives

Student Support

- Counseling students individually, or in small groups, determined by the needs of the students.
- Providing mental health or suicide assessments when needed.
- Contacting parents when indicated.
- Referring students who need ongoing support to the school psychologist in the school or other designated person.

- Evaluating students who are referred by concerned staff, administration, family members or peers.

Staff Support

- Counseling staff individually, or in small groups, determined by the needs of the staff.
- Providing a counselor to be present in classrooms when requested by school staff.
- Aiding in the establishment of a support group when asked.

Administrative Support

- Consultation with school administrators and student support team members on issues as variable as general post-intervention procedures as well as issues more specific to the occurring situation, such as memorializing.
- Help formulate the statement read to faculty and students identifying the crisis.
- Other administrative support, as needed or requested.

APW Central School District

After Action Report

Emergency Action Plan Evaluation Form

Date: _____ Time: _____

Facility: _____

Type of Emergency

- | | | | |
|-------------------|--------------------------|--------------------------------|--------------------------|
| Fire/Explosion | <input type="checkbox"/> | Structural/System Failure | <input type="checkbox"/> |
| Evacuation | <input type="checkbox"/> | Severe Weather/Earthquake | <input type="checkbox"/> |
| Nuclear Emergency | <input type="checkbox"/> | Public Health/Medical | <input type="checkbox"/> |
| Spill | <input type="checkbox"/> | Intruder/Hostage/Missing Child | <input type="checkbox"/> |

Other: _____

Duration of
Emergency: _____

List any problems encountered during the emergency:

List any recommendations for improvement to the Plan: _____

Signature: _____

Date: _____

Appendix I. Definitions

DEFINITIONS

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING SAFETY PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CHIEF EMERGENCY OFFICER – The Superintendent of Schools (or his/her designee) shall serve as the Chief Emergency Officer who is 1) responsible for coordinating communication between school staff and first responders; 2) ensures understanding of the district safety plan; and 3) ensures completion and updating of building level plans.
- G. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- H. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- I. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, student (optional), teacher, administrator, and parent organizations, and other school personnel.

DEFINITIONS - continued

- J. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- K. EMERGENCY – A situation, including but not limited to a disaster, requiring immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- L. EMERGENCY RESPONSE BAG - A conspicuously marked carry bag maintained in the Building Administrator’s office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept in the Business Office, Facilities Planning and with each Building Administrator.
- M. EMERGENCY SERVICES ORGANIZATION – A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- N. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- O. EVACUATION – Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- P. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- Q. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- R. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- S. IN-PLACE SHELTERING – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- T. INNER PERIMETER - The immediate area of containment around the incident site.

DEFINITIONS - continued

- U. LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- V. LOCK-DOWN - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- W. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. NATURAL DISASTER - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. OUTER PERIMETER - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.
- AA. POST-INCIDENT RESPONSE TEAM – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.
- BB. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an Emergency.
- CC. SAFETY ZONE – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- EE. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive,

DEFINITIONS - continued

bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

- FF. SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building, i.e. gymnasium, cafeteria or etc., during an emergency until things can be returned to normal or dismissal can be arranged.

- GG. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

- HH. STUDENT RELEASE AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.

- II. TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.

- JJ. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.

- KK. UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order or instruction during or after the occurrence of a violent incident.