

**DISTRICT-WIDE**  
**SCHOOL SAFETY**  
**PLAN**

Putnam Central School District  
126 County Route 2  
Putnam Station, New York 12861  
(518) 547-8266

# TABLE OF CONTENTS

**CHAIN OF COMMAND .....1**

**COOPERATING AGENCIES ..... ERROR! BOOKMARK NOT DEFINED.**

**NOTIFICATION OF PARENTS, GUARDIANS AND PERSONS IN PARENTAL RELATION.....1**

**DISTRICT-WIDE EMERGENCY NOTIFICATION .....2**

**EMERGENCIES AND STUDENTS WITH A DISABILITY .....2**

**EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS .....2**

**RESOURCES AVAILABLE FOR USE IN AN EMERGENCY.....3**

**EDUCATIONAL AGENCY INFORMATION .....3**

**SSCSD SCHOOL WIDE SAFETY PLAN .....3**

**IMPLEMENTATION OF SCHOOL SECURITY .....4**

**PLAN REVIEW AND PUBLIC COMMENT .....4**

**DISTRICT-WIDE SCHOOL SAFETY TEAM.....4**

**PREVENTION/INTERVENTION STRATEGIES.....5**

**EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS.....5**

**TRAINING, DRILLS AND EXERCISES.....6**

**HAZARD IDENTIFICATION - PLATTSBURGH.....6**

**HAZARD IDENTIFICATION - MINEVILLE ..... ERROR! BOOKMARK NOT DEFINED.**

**SCHOOL SAFETY PERSONNEL .....7**

**EMERGENCY CANCELLATION PLAN.....7**

**EMERGENCY CLOSING/EARLY DISMISSAL PLAN.....8**

**EMERGENCY LOCK-DOWN AND SECURE RESPONSE .....9**

**EMERGENCY LOCK-OUT RESPONSE .....10**

**EMERGENCY LOCK-IN RESPONSE .....11**

**ELOPEMENT RESPONSE.....12**

**EMERGENCY SHELTERING RESPONSE.....13**

**BOMB THREAT RESPONSE .....14**

<b>CIVIL DISTURBANCE RESPONSE.....</b>	<b>16</b>
<b>WEAPON ON CAMPUS .....</b>	<b>17</b>
<b>HOSTAGE TAKING RESPONSE .....</b>	<b>18</b>
<b>IMPLIED OR DIRECT THREATS .....</b>	<b>19</b>
<b>INTRUSION RESPONSE.....</b>	<b>20</b>
<b>DANGEROUS PERSON.....</b>	<b>21</b>
<b>KIDNAPPING RESPONSE .....</b>	<b>22</b>
<b>EARTHQUAKE RESPONSE .....</b>	<b>23</b>
<b>FIRE EMERGENCY RESPONSE .....</b>	<b>24</b>
<b>FLOOD RESPONSE.....</b>	<b>26</b>
<b>SEVERE WEATHER/TORNADO EMERGENCY RESPONSE.....</b>	<b>27</b>
<b>WINTER STORM RESPONSE .....</b>	<b>29</b>
<b>AIR POLLUTION RESPONSE .....</b>	<b>30</b>
<b>AIRPLANE CRASH RESPONSE .....</b>	<b>31</b>
<b>INFECTIOUS DISEASE RESPONSE .....</b>	<b>32</b>
<b>ENERGY SUPPLY LOSS RESPONSE .....</b>	<b>33</b>
<b>STRUCTURAL FAILURE RESPONSE.....</b>	<b>34</b>
<b>CHEMICAL SPILL RESPONSE .....</b>	<b>35</b>
<b>BUS MECHANICAL BREAKDOWN RESPONSE .....</b>	<b>37</b>
<b>BUS ACCIDENT RESPONSE .....</b>	<b>38</b>
<b>MEDICAL EMERGENCY RESPONSE.....</b>	<b>43</b>
<b>EMERGENCY SERVICE DIRECTORY - PLATTSBURGH.....</b>	<b>46</b>
<b>EMERGENCY SERVICES DIRECTORY – MINEVILLE .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## **CHAIN OF COMMAND**

### **EMERGENCY COORDINATOR**

1. DISTRICT SUPERINTENDENT Office 547-8266  
Cell 222-4388
2. DIRECTOR SPECIAL EDUCATION School 547-8266
3. SCHOOL Health Office/Secretary Office 547-8266

### **EMERGENCY SHELTERS**

### **EMERGENCY TRANSPORTATION**

Current Transportation contractor works with the District to provide safe transportation of students in an emergency situation.

### **NOTIFICATION OF PARENTS, GUARDIANS AND PERSONS IN PARENTAL RELATION**

In an effort to provide a safe, secure, and conducive learning environment, Putnam Central School District (PCSD) has developed a District-Wide Safety Plan and Building-Level Response Plans to address issues that could adversely affect the students, employees, staff, and visitors of the District. These plans provide specific procedures as to the method and manner of notification of parents, guardians, and persons in parental relationship, regarding violent incidents that occur in or on district owned properties and during district sponsored events.

The Superintendent, or his or her designee, shall ensure that timely and appropriate information about a violent incident is communicated to parents, guardians, and persons in parental relationship. The notification process may include, but will not be limited to: written, video, audio, or other electronic methods. The notifications will include information that is pertinent to the incident, but will not compromise an ongoing investigation, violate laws of privacy or civil rights, compromise sensitive or confidential information, or violate any other district policy, procedure, or legal statute.

## **DISTRICT-WIDE EMERGENCY NOTIFICATION**

In the event of a violent incident, the immediate implementation of safety procedures is expected. Staff with information will notify administrative personnel by calling their division office and alert office personnel regarding the incident, and the need to implement the appropriate Emergency Response and call 911 for Law Enforcement assistance. Office personnel will immediately contact a Building Administrator and/or the District Office, and call 911 if a building administrator cannot be immediately reached.

If the main office is involved in the incident, the alternative site as designated within the appropriate Building-Level Response Plan will be utilized to call 911.

## **EMERGENCIES AND STUDENTS WITH A DISABILITY**

In order to ensure that students and staff with a disability that requires special accommodations are escorted to designated areas and/or evacuated from the building in an emergency, professional or para-professional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student or staff member, and their associated escort(s), can be found in their respective division office.

## **EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS**

The relationship between PCSD and state and local governmental entities and emergency services providers is a dynamic one. Through our constant collaboration in regards to emergency planning, preparedness, and practice, solid relationships continue to evolve and strengthen.

The PCSD Health, Safety, Risk Management Specialist is a member of the regional Multi-Agency Coordination Group. This group is activated to provide the sharing of information and resources, in response to local or regional emergencies. The resources of these agencies are readily available to our district if required.

Communication links, including direct phone and radio links, exist between the PCSD facility and Washington County 911, Washington County Sheriff Departments, and the New York State Police.

## **RESOURCES AVAILABLE FOR USE IN AN EMERGENCY**

PCSD has an inventory of district resources, which may be available for use during an emergency. The inventory is updated annually and includes facility, vehicle, and equipment information.

The actual inventory is kept in the PCSD District-Wide School Safety Plan master folder that is located in the office of the Superintendent.

## **EDUCATIONAL AGENCY INFORMATION**

The plan includes information about each educational agency located within the PCSD area, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

The agency information is located in a folder in the Superintendent's Office.

## **PCSD SCHOOL WIDE SAFETY PLAN**

1. The Superintendent of Schools is the Emergency Coordinator.
2. The chain of command will be found on page 3 of this document in the event that the District Superintendent is unable to perform the duties of the Emergency Coordinator.
3. The Washington County Emergency Services Directors and the local volunteer fire departments have expressed their desire to be contacted whenever PCSD is in need of emergency assistance or consultations.
4. PCSD has a strong working relationship with the local State Police barracks and work closely with them throughout the school year.
5. The PCSD Incident Command Center will be located at the Putnam campus unless the circumstances surrounding the emergency dictate that the buildings be completely evacuated.
6. The Emergency Coordinator (District Superintendent) or his/her designee will be responsible for coordinating the use of resources and manpower during emergencies.

## **IMPLEMENTATION OF SCHOOL SECURITY**

All entrances to the Putnam Campus shall be locked at all times.

All visitors must depress intercom button located next to the front entrance door to gain access to the school building. Visitors must sign in and sign out at the designated entrance to the campus and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular division office for further action.

## **PLAN REVIEW AND PUBLIC COMMENT**

Pursuant to Commissioner's Regulations, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the District Office.

Questions or comments about this plan may be directed to:

Matthew Boucher  
Superintendent of Schools  
Putnam Central School District  
Matthew.boucher@putnamesd.org  
(518) 547-8266

## **DISTRICT-WIDE SCHOOL SAFETY TEAM**

As per Commissioner's Regulation, Section 155.17 (c) (13), the PCSD District-Wide School Safety Team is comprised of representatives of the Board of Education, teachers, administrators, parents,

school safety personnel, and other school personnel such as: a school nurse, and a representative from each collective bargaining unit.

The PCSD District-Wide School Safety Team members are appointed by the Board of Education, and are responsible for the development and revision of the PCSD Emergency Response Plans.

## **PREVENTION/INTERVENTION STRATEGIES**

1. Each year, all students and staff members will be provided information and training relative to school safety. This will include review of expected behavior, in particular, codes of conduct, and drills for fire, sheltering, emergency evacuation (Go Home Drill), and bus emergencies, as well as drills on critical incidents.
2. New employees may be given the opportunity to participate in a 12-hour certification training program for non-violent conflict resolution. The training will be offered during the school year.
3. The PCSD staff will be offered refresher training in violence prevention on an ongoing basis.
4. PCSD will conduct annual training for Emergency Response Teams, Post-Incident Response Teams, and Bomb Sweep Teams.

## **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

1. Putnam Central School District (PCSD) will conduct semi-annual Superintendents' Days at which time teachers, administrators, and school personnel will receive the latest information and materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors.
2. Multiple approaches are provided for prevention and intervention programs, as well as communication programs for reporting potentially violent incidents. Students are given many opportunities to learn about each other and how to address conflicts when they arise. In addition, PCSD utilizes Violence Prevention Curriculum for pre-K through middle schools. This is a demonstrated curriculum designed to insert skills-based training into existing school curriculums and encourage the transfer of skills to behavior at school and at home. The program for younger students centers upon empathy, impulse control, and anger management. The more advanced principles include: understanding the violence problem, empathy, anger management, problem solving, and applying skills to everyday situations.



## **TRAINING, DRILLS AND EXERCISES**

1. Time is set aside during the day before school begins each year in order for each Division of PCSD to review the School Safety Plans with their staff. Particular attention is given to the Evacuation, Lock-Down, and Lock-Out procedures that have been established for each Division.
2. On the first early release day in September the administration and staff review the duties and assignments of various staff during an evacuation or lock-down and walk through a simulated evacuation drill and a Lock-Down drill. The staff is then given the opportunity to ask questions and offer suggestions.
3. An evacuation drill may be conducted during the last two weeks in September. The entire staff and student population will take part in the drill. Local and county emergency agencies will be included in the planning and execution of the drills. During the days immediately following the drill, all staff is given the opportunity to ask questions and offer suggestions based on their experiences during the drill.
4. Additional evacuation drills are conducted during the year.
5. Lock-Down drills are also conducted during periodically throughout the year.
6. The District Wide School Safety Team meets periodically to review the plan and discuss further modifications to the existing plan.
7. Tabletop Exercises and Functional Drills are conducted in association with local and county emergency services and preparedness officials to test the different components of the PCSD Emergency Response Plans.

## **HAZARD IDENTIFICATION**

### **On-Campus**

Putnam Campus

Custodial Maintenance Building

Staff Parking Lot

Playground

## **Off-Campus**

Route 2

Busses traveling to and from Ticonderoga Schools

Busses traveling to and from St. Mary's school in Ticonderoga

The off-site locations that are visited during field trips and the bus rides to and from the locations

## **SCHOOL SAFETY PERSONNEL**

Putnam Central School District does not employ hall monitors or any other school safety personnel at this time. This policy is subject to change and will be reviewed by PCSD administration on a periodic basis.

## **EMERGENCY CANCELLATION PLAN**

1. The Emergency Coordinator will decide if this "Emergency Cancellation Plan" should be implemented.
2. The Emergency Coordinator or designee will notify the Director of Buildings and Grounds, Transportation, and Ticonderoga Schools of the decision to implement the "Emergency Cancellation Plan."
3. The Building Administrator will notify the building staff of the decision to implement the "Emergency Cancellation Plan."
4. The Building Administrator will notify the students, parents, guardians, and persons in parental relation, of the decision to implement the "Emergency Cancellation Plan."
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the "Emergency Cancellation Plan." All inquiries received by staff members concerning the emergency cancellation will be referred to the Public Information Officer.

## **EMERGENCY CLOSING/EARLY DISMISSAL PLAN**

1. The Emergency Coordinator will decide if this “Emergency Closing/Early Dismissal Plan” should be implemented.
2. The Emergency Coordinator or designee will notify the Buildings and Grounds, Transportation, and Ticonderoga Schools of the decision to implement the “Emergency Closing/Early Dismissal Plan”
3. The Emergency Coordinator or designee will notify the building staff of the decision to implement the “Emergency Closing/Early Dismissal Plan.”
4. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “Emergency Closing/Early Dismissal.” All inquiries received by staff members concerning the Emergency Closing/Early Dismissal will be referred to the Public Information Officer.
5. Teachers and staff will prepare the students for early dismissal.
6. Students are to remain in their classrooms until called for bus loading.
7. Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
8. The Building Administrator will provide an area for parents or legal guardians of students wishing to pick up their children. Records will be kept of the departure times of the individual students.
9. Staff is to remain until dismissed by the Building Administrator.

## **EMERGENCY LOCK-DOWN AND SECURE RESPONSE**

A “Lock-Down and Secure Response” will be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

The Building Administrator will initiate a “Lock-Down and Secure Response” condition by:

- Announcing a specific warning over the PA system, by phone.
- The Emergency Coordinator will contact 911 for assistance.

The Classroom Teacher will:

1. Quickly survey and clear the hallway of students/staff and lock the classroom doors.
2. Pull blinds and cover door windows.
3. Move to a section of the classroom that is not visible from the corridor door.
4. NO STANDING – Get in a low position to the floor.
5. MAINTAIN SILENCE – Do not use the radio, TV, computer, etc.
6. RELEASE NO ONE – Ignore bells and no bathroom breaks.
7. Do not attempt to contact the office unless an emergency arises in your classroom.
8. Make a list of all students/staff in the classroom when the “Lock-Down and Secure Response” was declared and record the names of any students/staff who enter the classroom after the “Lock-Down and Secure Response” was declared.
9. Be prepared to remain in “Lock-Down and Secure Response” for an extended period of time. Remain calm.
10. Wait for assistance from Law Enforcement or “All Clear” signal.

**IMPORTANT NOTE:** At the announcement of the Lock-Down, all staff and students who are outside the building will report to the location designated in their Building Level Emergency Response Plan.

**ALL NON-ASSIGNED STAFF WILL REMAIN IN PLACE UNTIL NOTIFIED**

## **EMERGENCY LOCK-OUT RESPONSE**

1. School staff identifies, or are notified by Police, that there is an actual or potential threat from outside the building and notifies the Building Administrator.
2. The Building Administrator will initiate a "Lock-Out Response."
3. The Building Administrator will notify the Emergency Coordinator.
4. The Emergency Coordinator will notify the Public Information Officer.
5. Advising Police
  - A. If the school is initiating the Lock-Out Response due to a situation or potential incident discovered at the school, they should advise Emergency Services (911) of the Lock-Out and what is anticipated.
  - B. If a school is in a Lock-Out Response because they are notified by Police of a local situation; there is no need to call to advise Police of the Lock-Out. However, the Emergency Coordinator will keep the Police advised of any change in status in the building.
6. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **EMERGENCY LOCK-IN RESPONSE**

1. School staff identifies that there is a low-level threat, or situation that necessitates the clearing of hallways or public areas inside the building and notifies the Building Administrator.
2. The Building Administrator will initiate a "Lock-In Response."
3. The Building Administrator will notify the Emergency Coordinator.
4. The Emergency Coordinator will notify the Public Information Officer.
5. If the school is initiating the Lock-In Response due to illegal activity, the Emergency Coordinator will call 911.
6. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Lock-Down and Secure Plan", "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **ELOPEMENT RESPONSE**

1. School staff discovers or detects that a Special Education student has eloped, and notifies the **Main Office**.
2.  The **Building Administrator** will contact **Search Team** members by hand held radio, and initiate a search by assigning a search zone(s) to each team member.
3.  The **Building Administrator**, or his or her designee, will send an “Elopement Alert” e-mail to all faculty members, identifying the student(s) involved and instructing them to notify the **Main Office** if they have information as to the student’s whereabouts.
4.  The **Building Administrator**, or his or her designee, will place an “All Call” over the PA system.
5.  The **Building Administrator** will notify the **Emergency Coordinator**.
6.  The **Building Administrator** and **Emergency Coordinator** will consider implementing an “Emergency Lock-In Response” or an “Emergency Lock-Out Response”.
7.  The **Emergency Coordinator**, or his or her designee, will contact **911/SRO** if the student leaves the school grounds, or is not located during the initial search.
8.  The **Emergency Coordinator**, or his or her designee, will contact the parents, legal guardians, or persons in parental relation, and notify them of the situation and what is currently being done to locate their child.
9.  The **Emergency Coordinator** will notify the **Public Information Officer**.
10.  The **Public Information Officer** will handle all news media contact.
11.  Depending upon the outcome of a particular incident, the **Building Administrator** or his/her designee may initiate the contacting of parents, legal guardians, or persons in parental relation through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians.
12.  If the situation allows, the **Building Administrator** or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

## **EMERGENCY SHELTERING RESPONSE**

1. The Emergency Coordinator in consultation with the Building Administrator will decide if the “Emergency Sheltering Plan” should be implemented.

**NOTE:** The Emergency Coordinator may contact the appropriate county Emergency Services Director and Law Enforcement for input with the decision to activate the “Emergency Sheltering Plan.”

2. The Emergency Coordinator will notify the Superintendents of Schools of the local districts that Putnam Central School District is implementing the “Emergency Sheltering Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available.
3. The Emergency Coordinator will notify the Supervisor of Buildings and Grounds and the Public Information Officer.
4. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “Emergency Sheltering Plan.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
5. The Building Administrator will notify the building staff of the decision to implement the “Emergency Sheltering Plan.” Teachers, students and staff will remain in their rooms and classroom activities should be continued until further instructions are received from the Building Administrator.



## **BOMB THREAT RESPONSE**

Any employee receiving a call that a bomb has been placed in the building will utilize the “Telephone Bomb Threat Check List.” He/she will immediately contact the Building Administrator who will contact the Emergency Coordinator.

**NOTE:** A Bomb Threat Response will not be initiated by a fire alarm.

### **LEVEL I RESPONSE**

1. The Emergency Coordinator will initiate a Level I Response. The Emergency Coordinator will notify all Building Administrators, 911 (Law Enforcement), the County Emergency Coordinator and the Sheriff’s Department), the Supervisor of Buildings and Grounds and the Public Information Officer.
2. The public address system will be used to give notice of a possible emergency condition. Once the notice is received, all staff members and students who are in the building will return to or remain in their assigned rooms and prepare for a possible evacuation of the building. Teachers should visually inspect their rooms for suspicious objects and should notify the Building Administrator via the phone system if anything of a suspicious nature is observed. Further instructions will be given to the teacher at that time.

**NOTE:** All staff members and students who are outside the main building will report to the area designated in their Building Level Emergency Response Plan.

3. The Sweep Team will conduct a pre-evacuation security sweep of the corridors and the grounds surrounding the campus. They will notify the Emergency Coordinator of the results of that sweep.

### **LEVEL II RESPONSE**

1. A Level II Response will be initiated when the Emergency Coordinator and/or the Building Administrator determine that there is a need for further action. All unassigned staff will be notified via the public address system or the intercom system to proceed to their Level II Response assignments to assist with a possible evacuation of the building.
2. The Emergency Coordinator and/or the Building Administrator will notify the various agencies that have agreed to shelter the staff and student population and also the agencies that have agreed to supply emergency transportation depending upon the specific nature of the emergency.

## **BOMB THREAT RESPONSE (cont'd)**

### **LEVEL III RESPONSE**

1. The Emergency Coordinator and/or the Building Administrators will initiate a Level III Response and individual classrooms will be notified in person of the need to evacuate the building. They will also be given the route of evacuation and the location of the assembly point, and whether or not to open their classroom windows and/or lock their classroom door as they exit. On receiving personal notification of a Level III Response, teachers who were able to visually check their rooms and found “nothing out of the ordinary” will post the “CHECKED” sign on the room door as they exit.
2. Upon arrival at the emergency assembly point, student attendance will be verified and the Emergency Coordinator and/or the Building Administrator will give further instructions to the staff.
3. The Emergency Coordinator and/or the Building Administrator will notify the Sweep Team to initiate a sweep of the building. The Sweep Team will notify the Emergency Coordinator of the results of the sweep.
4. The Emergency Coordinator will consult with Law Enforcement and/or the Sweep Team before considering instituting the “Emergency Response Closing Plan” and/or the “Emergency Response Sheltering Plan.”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the emergency school closing. All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.

## **CIVIL DISTURBANCE RESPONSE**

1. At the beginning of an actual or potential civil disturbance, the Building Administrator will notify the Emergency Coordinator who will notify Law Enforcement.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will notify the staff and students and move them away from areas where violent confrontations are or may be occurring.
4. The Public Information Officer will handle all news media contacts.
5. The Emergency Coordinator and/or the Building Administrator will consult with Law Enforcement and consider instituting the "Emergency Lock-Down Secure Response" and/or the "Emergency Lock-Out Response" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan."
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## WEAPON ON CAMPUS

Whenever a person is observed or reported to have a weapon, the Building Administrator should be notified immediately.

1. The Building Administrator will notify Law Enforcement and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will identify the person and his/her location in the building.
4. The Building Administrator and/or the Emergency Coordinator will consider implementing the “Emergency Lock-Down Secure Response” or the “Emergency Evacuation Plan” to secure safety of the students and staff.
5. Depending upon the situation, the person should be asked to surrender the weapon or declare its location or the Building Administrator should wait until Law Enforcement arrive to approach the person.
6. The Building Administrator should quietly ask the student to accompany him/her to the office (more than one school official should accompany the student).
7. If the person with the weapon is in a classroom, monitor classroom with the P.A. and/or telephone system.
8. If weapon is in a locker, check lockers; if weapon is found, then secure locker and wait for Law Enforcement to arrive.
9. Provide Law Enforcement with map of building if student is in classroom.
10. Record the name(s) of the person(s) who reported seeing a weapon and provide information to the police.
11. The Building Administrator and the Emergency Coordinator will assess the situation to determine follow-up steps.
12. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

## **HOSTAGE TAKING RESPONSE**

1. School staff identifies a hostage situation and notifies the Building Administrator.
2. The Building Administrator will notify Law Enforcement and the Emergency Coordinator.
3. The Emergency Coordinator will notify the Public Information Officer.
4. In coordination with Law Enforcement, the Building Administrator and the Emergency Coordinator will notify parents/legal guardian or spouse of individuals who are or could be hostages.
5. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Lock-Down and Secure Response" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" and/or the "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contacts.
7. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **IMPLIED OR DIRECT THREATS**

A threat is defined as any expression of intent to inflict injury or damage. It includes actions, whether direct or implied, that a reasonable person would perceive as a threat to physical safety or property.

1. Any threat should be taken seriously and reported immediately. Staff and students becoming aware of a threat to self or others should immediately report the threat to the Building Administrator or Classroom Teacher. A threat could originate with anyone including employees, students, or visitors. Individuals making threats may be subject to immediate disciplinary and/or legal action.
2. The Building Administrator will notify Law Enforcement and the Emergency Coordinator.
3. Based on the advice of Law Enforcement, the Building Administrator will immediately take measures, appropriate for the situation, to prevent harm to students, staff and visitors. The Building Administrator will consider implementing the “Emergency Evacuation Plan” and/or the “Emergency Lock-Down Plan.”
4. Every threat will be investigated and documented using regular fact-finding procedures. For threats emanating from employees, an appropriate level of disciplinary action may be recommended.
5. The Emergency Coordinator will notify the Public Information Officer.
6. The Public Information Officer will handle all news media contact.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **INTRUSION RESPONSE**

1. School staff identifies that there is an intruder and notifies the Building Administrator.
2. The Building Administrator will initiate a "Lock-Down and Secure Response."
3. The Building Administrator will notify Law Enforcement of the situation and follow their instructions for handling intruders and ensuring safety of students and staff.
4. The Building Administrator will notify the Emergency Coordinator.
5. The Emergency Coordinator will notify the Public Information Officer.
6. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **DANGEROUS PERSON**

These procedures can be used as a guide in responding to a situation in which a student, staff member or outsider is armed, has assaulted or threatens another person, or is behaving irrationally.

1. When a dangerous person is identified, the identifying observer must notify the Building Administrator and relay as much information as possible about the situation.
2. The Building Administrator will initiate a “Lock-Down and Secure” response.
3. The Building Administrator will notify Law Enforcement and the Emergency Coordinator.
4. Based on the information that can be gathered, the Building Administrator will consider the need to contact 911 or the local Emergency Medical Team.
5. The Emergency Coordinator will notify the Public Information Officer.
6. Based on the advice of Law Enforcement, the Building Administrator will also need to consider implementing the “Emergency Evacuation Plan.”
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.



## **KIDNAPPING RESPONSE**

School staff identifies a confirmed or potential kidnapping incident and notifies the Building Administrator.

1. The Building Administrator will notify Law Enforcement and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. In coordination with Law Enforcement, the Building Administrator and the Emergency Coordinator will notify parents/legal guardian or spouse of individuals who are or could be kidnapped.
4. The Public Information Officer will handle all news media contact.
5. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students.

## EARTHQUAKE RESPONSE

Building staff provides guidance to students during an earthquake: remain calm. Indoors: Get under a desk or heavy table. Do not try to leave the building. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.

13. After the quake, the Building Administrator, the school nurse and/or the able bodied building staff will check for injuries and provide emergency first aid.
14. The Building Administrator or the Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
15. The Building Administrator will account for students, teachers and support staff.
16. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water and gas mains and identify dangerous electrical situations.
17. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
18. The Public Information Officer will handle all news media contact. He/she will prepare and/or review all statements for media release.
19. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plan.
20. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

## **FIRE EMERGENCY RESPONSE**

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building. That person should then contact the Building Administrator and notify him/her of the location of the fire. The Building Administrator will notify the Emergency Coordinator.
2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching the assembly point, the student shall be sent to the area where his/her own room has assembled, if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator designee at a designated point.
5. All students shall be instructed to leave all personal belongings, which may be in their classrooms, and immediately leave the building following the prearranged plan. No persons will be allowed to return to the building once it has been evacuated until authorized by the Emergency Coordinator and the Building Administrator after consultation with the Fire Chief.
6. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the pre-assigned exit.
7. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.
8. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. In case of a fire, groups will remain at the assembly point. During inclement weather, the Emergency Coordinator or the Building Administrator may implement a horizontal evacuation of the building if feasible. Ordinarily, class would evacuate the building and then be directed to enter another building that had been deemed safe for occupation.
9. Upon arrival of the Fire Department, the management of the building will proceed under their direction. The Fire Chief will inform the Emergency Coordinator as to the safety of returning the occupants to the building.
10. After consulting with the Fire Chief, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Closing Plan" or the "Emergency Sheltering Plan."

## **FIRE EMERGENCY RESPONSE** (cont'd.)

11. The Emergency Coordinator will notify the Public Information Officer. He/she will handle all contacts with the news media.
12. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students
14. The Building Administrator shall hold a sufficient number of fire drills (eight before December 1) at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill Will be held at inopportune times, such as an assembly, lunch period, etc.
15. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations.

## **FLOOD RESPONSE**

1. During periods of flood watches, the Emergency Coordinator will monitor NOAA Weather Radio and be in contact with school districts that have a history of flood problems.
2. The Emergency Coordinator will base response on the input of the respective county Emergency Services Director.
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will handle all news media contacts.

## **SEVERE WEATHER/TORNADO EMERGENCY RESPONSE**

1. During periods of tornado watches the Emergency Coordinator and the Building Administrator will monitor NOAA Weather Radio and be in contact with the County Emergency Services Director.
2. When a threat of a tornado exists, curtail all outdoor activities. The Building Administrator will notify all students, teachers and support staff over the PA if a tornado has been sighted and for all to go immediately to their assigned areas. Once a tornado warning is issued, the Building Administrator will assign spotters to watch for tornadoes.
3. If time allows, the Building Administrator will ensure that staff and students are safely located at least 25 feet from exterior doors and windows.
4. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall ensure that everyone in these rooms receives the warning and evacuates.
5. The last person to leave the room shall see that the door is secured.
6. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged location, check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
7. No student will be allowed to return to the room once it has been vacated, until authorized to do so.
8. While proceeding to the prearranged location, emphasize silence so further instructions may be heard.
9. When the teacher and class arrive at their assigned location, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.
10. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.

## **SEVERE WEATHER/TORNADO EMERGENCY RESPONSE cont'd.**

After tornado or storm:

11. The Building Administrator, the school nurse and/or the able bodied building staff check for injuries and provide emergency first aid.
12. The Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
13. The Building Administrator will account for students, teachers and support staff.
14. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water mains and identify dangerous electrical situations.
15. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
16. The Public Information Officer will handle all news media contacts.
17. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
18. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students

## **WINTER STORM RESPONSE**

1. The Emergency Coordinator and the Building Administrator will monitor NOAA weather radio and keep in contact with the appropriate county Emergency Services Director and the local highway department.
2. The Emergency Coordinator and the Building Administrator upon consultation with the above-mentioned individuals will activate the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will prepare a news release for the local news media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students



## **AIR POLLUTION RESPONSE**

Upon being notified of a problem, the Emergency Coordinator and/or the Building Administrator will consult with the appropriate county Emergency Services Director and consider the appropriate response.

## **AIRPLANE CRASH RESPONSE**

If an airplane were to crash into the building, follow the same response outlined in the "Earthquake Emergency Plan."

## **INFECTIOUS DISEASE RESPONSE**

1. At the beginning of an Infectious Disease outbreak, the Emergency Coordinator will coordinate efforts regarding Infectious Disease Response with local Emergency Services offices, Department(s) of Health, the State Education Department and appropriate state and federal government agencies for closing and use of all school facilities to support infectious disease control.
2. Emergency Coordinator will contact the local Departments of Health and local Emergency Services offices for immediate response and guidance.
3. The Emergency Coordinator will notify the Public Information Officer and Building Administrator.
4. The Building Administrator will notify the staff and students if the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" are instituted.
5. The Public Information Officer will handle all news media contacts.
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted (by the Public Information Officer) in a further attempt to notify parents and guardians. The procedure for notifying parents is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students.
8. The Emergency Coordinator shall determine the re-opening of school services based upon recommendations and direction from local Departments of Health, local Emergency Services offices, and the State Education Department.
9. School personnel will not be permitted in facilities until directed by Emergency Coordinator and after appropriate cleaning of facilities.

## **ENERGY SUPPLY LOSS RESPONSE**

1. Upon discovery or detection of an electrical system failure, notify the Building Administrator.
2. The Building Administrator will notify the Supervisor of Buildings and Grounds and the Emergency Coordinator.
3. The Supervisor of Buildings and Grounds will evaluate problem insofar as possible.
4. The Building Administrator and the Emergency Coordinator will decide to cease building operation as appropriate.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## **STRUCTURAL FAILURE RESPONSE**

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him/her of the location of the damage. The Building Administrator will notify the Emergency Coordinator of the damage.
2. The Emergency Coordinator will determine the safety of the students in the building upon advice from the Supervisor of Buildings and Grounds.
3. The Emergency Coordinator and the Building Administrator will activate the appropriate emergency plan, if necessary.
4. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will prepare a statement for release to the local media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

## CHEMICAL SPILL RESPONSE

1. Once a chemical spill in or around a school building is noted, immediately notify the Building Administrator who will immediately notify the appropriate county Emergency Services Director and Law Enforcement.
2. The Building Administrator will notify the Emergency Coordinator and attempt to determine the nature of the spill and the potential hazard involved through consultation with the appropriate County Emergency Services Director and the Putnam Volunteer Fire Department and Law Enforcement.
3. If the spill is of a non-hazardous nature and caused by the school, the Building Administrator will contact the Supervisor of Buildings and Grounds to arrange through the appropriate county Emergency Services Director or New York State Department of Environmental Conservation, a prompt and effective cleanup.
4. If the spill poses a serious threat to life and the building should be evacuated, try to stay upwind at all times, the Building Administrator and the Emergency Coordinator will implement the appropriate emergency response.
5. The Emergency Coordinator will follow the direction of Law Enforcement and/or the Fire Chief.
6. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.
9. In the event of a release of toxic material in an airborne manner and it is declared necessary to remain in the building, the Emergency Coordinator will establish contact with the appropriate county Emergency Services Director and the Putnam Volunteer Fire Department and the New York State Department of Environmental Conservation. Staff should close all windows and shut down the ventilation system.

## **CHEMICAL SPILL RESPONSE** (cont.)

10. The Emergency Coordinator and the Building Administrator, in consultation with the appropriate county Emergency Services Director and the Fire Chief will implement the appropriate emergency response.
11. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.

## **BUS MECHANICAL BREAKDOWN RESPONSE**

The instructions which follow are procedures to be followed by PCSD employees transporting PCSD students in a PCSD vehicle in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuating drills.

### A. MECHANICAL BREAKDOWN

1. Bring bus safely to a stop.
2. Activate 4-way hazard lights, and if situation appears to be extremely dangerous put on daylighters that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible.
  - Location
  - Symptoms of problem
  - Assistance needed
  - Number of students on bus
5. Display properly the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Make necessary repairs if possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable. Do not send a student unless there is no other alternative.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.



## **BUS ACCIDENT RESPONSE**

### **B. ACCIDENT**

1. Keep calm, don't panic.
2. Activate 4-way hazard lights, and the use of overhead red flashing lights.
3. Call for help by two-way radio. Give as much information as possible.
  - Location
  - Extent of damage
  - Nature and number of student injuries
  - Assistance needed
  - Number of students on bus
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location, away from bus if necessary.
9. Send for help if radio is not usable.
10. Assist others who may be injured who were involved in the accident.
11. Obtain necessary information from driver of other vehicle involved in accident.
12. Obtain a written report from persons who may have witnessed the accident.

### **C. ACCIDENT - TRANSPORTATION STAFF:**

1. Notify those needed:
  - a. Ambulance
  - b. Law Enforcement Agency
  - c. The Building Administrator
  - d. Fire Department

## **BUS ACCIDENT RESPONSE** (cont'd)

2. The Building Administrator will make arrangements for a qualified school bus driver to drive a bus to the site in order to return students to PCSD. In the case of an accident, only those students who were deemed uninjured would be returned to PCSD.
3. Notify:
  - a. The Emergency Coordinator
  - b. The Building Administrator
  - c. Home School District
  - d. All parents/legal guardians - by phone
  - e. Department of Transportation
  - f. Insurance Agency

### D. ADDITIONAL USEFUL PROCEDURES AT ACCIDENT SITE:

1. Do not move injured persons unless absolutely necessary and only after the extent of injuries has been determined by thorough examination by qualified person. Exceptions to this would be, if a life-threatening situation should exist such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Keep injured persons lying down to prevent or reduce shock - treat for shock if qualified to do so.
4. Assist persons who have stopped breathing first and then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
5. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the students.

### E. REPORTING ACCIDENT

1. Department of Transportation Part 722 (Reports of Accident)
  - a. "722.1 any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph."

## **BUS ACCIDENT RESPONSE** (cont'd)

- b. 722.1 "No work shall be performed on and no passenger will be transported in the vehicle until it is released by D.O.T.
2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:
    - a. Section 600 - Leaving scene of an incident without reporting.
      - 1) Any person operating a motor vehicle who, knowing or having cause to know damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle, . . . then he shall report the same as soon as physically able to the nearest police station, or judicial officer."
    - b. Section 601 - Leaving scene of injury to certain animals without reporting.
      - 1) Any person operating a motor vehicle which shall strike and injure any horse, dog, or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take another reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community.)
    - c. Section 605 - Report required upon accident.
      - 1) Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.
  3. State Education Department
    - a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law:
      - 1) "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities."

## **BUS ACCIDENT RESPONSE** (cont'd.)

- b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.
4. Forms – for Reporting Accident:
- a. MV-104 (7/05) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
  - b. MV-104F (5/07) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.
5. Examples of Accident: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided.
- a. School Bus Accidents
    - 1) You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.
    - 2) You are a school grounds keeper and a student was injured on the playground. You put the student in a school owned maintenance truck to bring him to the hospital, En route, you are involved in an accident.
    - 3) You are a parent or legal guardian and regularly transport your children and four other neighborhood children to and from school, and you are paid by the school for your services. If an accident occurs while transporting the student to and from school, it is considered a school bus accident.
  - b. Non-School Bus Accident:
    - 1) You are a certified school bus driver. You are involved in an accident En route to picking up your first student.
    - 2) You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are in an accident.

## **BUS ACCIDENT RESPONSE** (cont'd)

### F. EMERGENCY DRILLS ON BUSES

1. The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education, such member or members of the teaching or pupil transportation staff. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A drill shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with the subdivision (h).

## **MEDICAL EMERGENCY RESPONSE**

A medical emergency is a result of a major illness or injury to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Such emergencies require that school officials have in place a carefully tested, medically approved plan for action.

Allergic Reaction	Choking	Food-borne Illness
Animal Bite	Diabetic Shock	Head Lice
Bleeding	Drowning	Heart Attack
Blow to the Head	Electric Shock	Respiratory Arrest
Broken Bone(s)	Epidemic	Seizures
Burns	Shock	School Bus Accident and/or Fire
Toxic Exposure		

In each case, the guiding principles are to provide appropriate emergency care until authorized medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid treatment is for the protection of the life and comfort of the victim until authorized medical treatment is provided, or, until the individual is placed under the care of the parent or legal guardian.

An effective medical emergency program should be based on medically and educationally sound procedures which are approved by the local board of education. Some of the components of such a program are:

AED/CPR for faculty/staff (Public Access Defibrillation Program)

Forms signed by the parent/legal guardian for:

- Emergency Contact Information
- Emergency Care Plans for individuals with known medical conditions
- Consent for Emergency Transport (Special Education students only)
- Sunscreen/Insect Repellent Physician Order

All school personnel and students should know the location of the school health office. The emergency telephone number of School Health Office should be conspicuously posted near each telephone.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc. should be kept on file in the nurse's office.

## **MEDICAL EMERGENCY RESPONSE (cont'd)**

### MEDICAL EMERGENCIES

1. Immediately contact the Health Office.
2. Health Office staff will assess the need for further medical attention.
3. Protect the ill or injured from further injury.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### HEART ATTACK

1. Immediately contact the Health Office.
2. If trained in CPR/AED, assess ABC's, begin CPR as per PCSD PAD Program until Health Office staff arrive.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### SEIZURES

1. Immediately contact the Health Office.
2. Protect the victim from further injury.
3. Health Office staff will assess the need for further medical attention.
4. After seizure, assess for breathing and/or injury.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Emergency Coordinator.
7. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### FOOD-BORNE ILLNESS

1. Individual has a history with suspect food.
2. Report cluster of cases to the Health Department(s).
3. Follow direction from the Health Department.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

## **MEDICAL EMERGENCY RESPONSE (cont'd)**

### **SHOCK**

1. Immediately contact the Health Office.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

### **TOXIC EXPOSURE**

1. Immediately contact the Health Office.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Health Office staff will contact the Poison Control.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Emergency Coordinator.
7. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.



## **EMERGENCY SERVICE DIRECTORY - PLATTSBURGH**

Putnam Volunteer Fire Department	911
Putnam Rescue Squad	911
New York State Police	
Hudson Headwaters Health Center	942-7123
Washington County Services	
Emergency Management	
Health Department	
Information CCHD	
Highway Department	
Sheriff's Office	
Town of Putnam	
Dog Control Officer	
Highway Superintendent	
Radio Stations	
WCFE	563-9770
WIRY	563-1340
WEZF (STAR 92.9)	802-655-0093
Television Stations	
WPTZ-TV	561-5555
Newspaper	
Press-Republican	561-2300
Post Star	
American Red Cross – Clinton-Northern Essex Chapter	561-7280
Telephone Company	
Verizon – Business Repair	1-800-837-4966
Twin State Telephone	563-7100
National Grid Electric & Gas	800-642-4272