

JOHNSON CITY CENTRAL SCHOOL DISTRICT

EMERGENCY RESPONSE PLAN

PROJECT SAVE (Safe Schools Against Violence in Education) Commissioner's Regulation 155.17

INTRODUCTION

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. Schools stand at risk from a wide variety of acts of violence, natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Johnson City Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. PURPOSE

The Johnson City Central School District's Building-Level School Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Johnson City Central School District Board of Education, Building Principals appointed a building-level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

B. IDENTIFICATION OF SCHOOL TEAMS

The Johnson City Central School District has developed three emergency teams at each building:

- 1) School Safety Team
- 2) School Emergency Response Team
- 3) Post-Incident Response Team

C. CONCEPT OF OPERATIONS

- 1) The initial response to all emergencies at district facilities will be by the School Emergency Response Team.
- 2) Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- 3) Efforts may be supplemented by County and State resources through existing protocols.

D. PLAN REVIEW AND PUBLIC COMMENT

- 1) This plan shall be reviewed and maintained by the Building-Level School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- 2) Pursuant to Commissioner's Regulation 155.17 (e)(3), this summary will be made available for public comment 30 days prior to its adoption, and must be formally adopted by the Board of Education.
- 3) 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 Section 2801a.
- 4) Full copies of the plan will be supplied to both local and State Police.

SECTION II: RISK REDUCTION

A. DESIGNATION OF SCHOOL TEAMS

- 1) The building-level School Safety Team shall be comprised of:

Teacher
Administrator
School Safety Personnel
Community Member
Local Law Enforcement Official
Local ambulance
Parent
Other school personnel

- 2) The building-level Emergency Response Team, consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS), shall be comprised of:

Incident Commander (IC)
Deputy Incident Commander
Operations
Logistics
Planning & Intelligence
Administration/Finance
Public Information Officer (PIO)
Safety Officer
Agency Liaison
Log/Scribe
District Emergency Coordinator

3) The Building-Level Post-Incident Response Team shall be comprised of:

- School Personnel
- Medical Personnel
- Mental Health Counselor
- Other School Personnel

B. PREVENTION/INTERVENTION STRATEGIES

- 1) Building Personnel Training: Training for emergency team and safety officers, including de-escalation training, will be conducted as determined in the district-wide plan.
- 2) Coordination with Emergency Officials: The Building-Level Plan will be tested on an annual basis, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. These exercises shall be coordinated by the Emergency Response Team.
- 3) Annual multi-hazard training for staff and students will be conducted on an annual basis.

C. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

The building-level School Safety Team will work to identify both internal and external hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

SECTION III: RESPONSE

A. ASSIGNMENT OF RESPONSIBILITIES

- 1) The building-level Emergency Response Team will respond, utilizing a chain of command consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS)
- 2) In the event of an emergency, the response team will adapt NDMS ICS principles based on the needs of the incident.

B. CONTINUITY OF OPERATIONS

- 1) In the event of an emergency, the building principal, or his/her designee, will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency.
- 2) After relinquishing command, the building principal, or his/her designee, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- 3) The school will establish a chain of command to ensure continuity of operations.

C. ACCESS TO FLOOR PLANS

- 1) The district will provide an up-to-date set of floor plans for each building to the local law enforcement officials and fire department officials for use in the event of an emergency. These drawings will become part of the Building-Level Plan and will include utility shut-offs.

D. NOTIFICATION AND ACTIVATION

- 1) The report of an incident or hazard development will be reported to the building principal, or his/her designee, as soon as possible following its detection.
- 2) The building will utilize both internal and external communications in emergencies:

Telephone (including cell phones)	District Radio System (portables)
Intercom	Emergency Alert System (EAS)
Local media	Bus Radio System
Bullhorns	NOAA Weather Radio
Runner System	FAX/E-Mail
- 3) In the event of an emergency, the building principal, or his/her designee, will notify all building occupants to take the appropriate protective action.
- 4) Further district notification procedures will be addressed as outlined in the district-wide plan.

E. HAZARD GUIDELINES - The District-Wide School Safety Plan lists possible emergencies, which includes the appropriate responses. These emergencies include:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as Determined by the Building-Level School Safety Team	

F. EVACUATION PROCEDURES OF STUDENTS, STAFF AND VISITORS

- 1) Internal and external evacuation before, during, and after school hours (including security during evacuation)
 - a. Immediately upon hearing the fire alarm or other method of notification to evacuate, all faculty, students, staff and visitors shall evacuate the building via the prearranged evacuation route which is posted by the doorway in each room or as directed. If an exit is blocked, the alternate route posted in the room shall be used. Elevators shall not be used during an evacuation.
 - b. Internal Sheltering Sites - Areas within the building will be identified for internal sheltering sites.
 - c. External Sheltering Sites - Outside facilities will be designated as external sheltering sites:
- 2) Procedures for addressing medical needs will be addressed in the Building-Level Plan.
- 3) Transportation: If applicable, transportation will be provided by the district's fleet of vehicles. In the event that additional vehicles are needed, other local districts will be contacted with a request for assistance. This determination will be made by the Incident Commander, in conjunction with the District Emergency Coordinator.
- 4) Persons in parental relation to the students will be notified though the local media, telephone tree or other appropriate methods of the emergency and appropriate information will be given.
- 5) Other procedures as determined by school building safety team.

G. SECURITY

- 1) In the event of an incident/crime on school property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve evidence from being disturbed or destroyed:
 - a. The initial scene security is charged with the building principal or designee until relieved by law enforcement officials.
 - b. No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
 - c. Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

SECTION IV: RECOVERY

A. POST-INCIDENT RESPONSE

The Post-Incident Response Team is comprised of designated staff members and district support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event (earthquake, suicide, fire, sudden death, etc.).

B. ACTIVATION OF THE POST-INCIDENT RESPONSE TEAM

- 1) In response to notification of an emergency or disaster, sudden death, suicide, etc., the building principal, or he/her designee, should immediately notify the Superintendent and assemble the Post-Incident Response Team to help plan the response and prepare for the following day.
- 2) Plans should include:
 - a. Establishing a crisis center on campus where Post-Incident Response Team members will be available to meet with students.
 - b. Notifying Broome County Health Services, Psychological Services and Mental Health Services to secure additional assistance.
 - c. Promptly sharing factual information with staff, students, parents and community.
 - d. Planning staff meetings or other communications as soon as possible to share information.
 - e. Providing an opportunity for teachers to meet with a designated Post-Incident Response Team member to obtain additional information on how to facilitate classroom discussions and respond to students' questions and needs.
 - f. Providing a written statement which teachers may use to announce the event of students.