

Commack School District
District-Wide
Emergency Response Plan

2016-2017

Date of Acceptance/Revision:

Introduction

1.1 Purpose

The purpose of this plan is to provide emergency preparedness and response instructions, information, communications procedures, and guidelines to protect the safety and well-being of students, staff, and visitors at the time of an emergency.

A standardized plan has been developed for all Commack School District (hereinafter known as "District") buildings to promote coordinated preparedness measures and integrated emergency response procedures. This plan is designed to be used as a baseline to be adapted to the capabilities and needs of each building. This plan also serves as a planning and execution document to coordinate the actions of county and state first responders.

1.2 Objectives

1. Protect the safety and welfare of students, staff, and visitors.
2. Provide for a safe and coordinated response to emergency situations.
3. Protect the District's facilities and property.
4. Enable the District to restore normal conditions in the shortest possible time.
5. Provide for the interface and coordination between buildings and the District Incident Command Center.
6. Provide for the interface and coordination between the District Incident Command Center and the media, District staff, parents, police, fire officials, and others external to the situation.

1.3 Scope

This plan encompasses all public schools and programs located within the Commack School District and all other District-owned or leased buildings (all known hereinafter as "Buildings") and addresses a broad range of potential major emergencies.

1.4 Authority

The District Emergency Response Plan is promulgated by the Incident Commander (Superintendent or his/her designee) and is implemented at the time of an emergency. "Incident Commanders" (Principal/designee) implement Building Emergency Response Plans. Each Building Incident Commander (Principal/designee) is authorized and directed to implement this plan, or take other action as may, in her or his judgment, be necessary to save lives and mitigate the effects of emergencies.

New York State Regulations (8 NYCRR 155.13) require every school district to have a written District Emergency Management Plan and Building Level Emergency Response Plans and to review the plans annually.

1.5 District Emergency Operations Policies

The District has established certain policies governing emergency preparedness and response that relate directly to this plan. These include:

- Safety is of paramount importance. All actions taken will bear in mind the safety and well-being of students, staff, and visitors and reflect a zero tolerance for school violence.
- In the event of a major emergency during school hours, students and staff will not be dismissed without the express approval of the Superintendent or Chief of Staff. If parents or guardians come to the Building, students may be released under the direction of the Incident Commander (Principal/designee) once an effective dismissal procedure has been established.
- Since the District may be required to assist in the post-emergency care of students, arrangements for the care of the families of staff needed during the emergency should be prearranged.
- Each school and building will have a designated Incident Commander (Principal/designee) who will supervise the planning and implementation of the Building Emergency Response Plan. An alternate Incident Commander (Principal/designee) will be designated to serve in the absence of the Incident Commander.
- At the opening of each school year, the building level school safety team will update the building plan and prepare a list of staff to be assigned specific emergency response roles (Building Emergency Response Team). Each Principal will conduct a survey of building personnel to determine employees' skills or experience that may be helpful in the time of an emergency. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Principal's office.

Emergency Response Plan

2. Program

The District has developed a comprehensive school safety program comprised of four major components – prevention, preparedness, emergency response, and recovery activities. Each of these components, and their respective elements, should be addressed in both the District Emergency Management Plan and Building Emergency Response Plans. The Superintendent has designated the Assistant Superintendent for Business as the Emergency Manager (EM) and Director of Facilities to oversee the District's program and to assist buildings with Emergency Response Plan development, implementation, and training exercises. Each School Safety Team provides ongoing oversight, coordination, and evaluation of the emergency response program at that Building.

2.1 District Emergency Response Team

The Board will approve a District Emergency Response Team that will convene at least once per month to provide central direction and support in the event of an emergency

2.2 School Safety Teams

The Building-level School Safety Teams will be established to advise the Principals on matters pertaining to prevention, preparedness, response, and recovery issues. The team recommends policies for building emergency preparedness and response planning; plans, conducts, and evaluates required drills; reviews the Building Emergency Response Plan at least annually and revises it as necessary; conducts a Risk Assessment annually and critique of the building's response to emergencies; and recommends improvements in the building's emergency management program.

2.3 Program Coordination

2.3.1 Emergency Manager and Director of Facilities

The EM and Director of Facilities are responsible for establishing general emergency operations guidelines for all Buildings.

2.3.2 Building Principals

Principals are responsible for submitting a current copy of the Building Emergency Response Plan that is consistent with the established New York State Safe Schools Against Violence in Education (NYS SAVE) guidelines and the National Incident Management System (NIMS) to the EM by September 30th of each year.

3. Organization

3.1 Major Elements

The major elements of the District Emergency Response Team organization and their general responsibilities during an emergency are described below.

3.1.1 Buildings

Building personnel manage emergencies at the Building and coordinate with public safety and emergency response personnel; direct evacuations; perform search and rescue and provide first aid as appropriate; account for students and staff; and request emergency assistance from the Hubbs Administration Building, as necessary.

3.1.2 District Incident Command Post

The District coordinates and supports the emergency response by students and staff at the affected location. The District Incident Command Post will be activated to the extent required by the situation and within the limits of available staff to fulfill each function. The District Incident Command Post will be activated and will operate under the direction of the Superintendent or his designee as Incident Commander.

3.1.3 District Facilities Operations Center

Facilities will dispatch teams of personnel to perform damage surveys of all District buildings that may have incurred damage, and to perform emergency repairs at District buildings, as necessary. Damage and repairs are performed in the order as prioritized by the District Incident Commander.

3.2 Emergency Operations Roles

The Incident Command System (ICS) will be used in managing emergencies and major planned events/drills. The Incident Commander (IC) has the authority to direct all incident activities within the school District's jurisdiction. Each building shall adopt an ICS structure under which to coordinate activities and manage events.

The school district recognizes that faculty and staff will likely perform first responder functions during an incident. The adoption of ICS will enable staff and students to respond more effectively to an incident and will also enhance cooperation, coordination, and communication among school officials, first responders, and emergency managers.

School Personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify Building Administration or designee who will assume incident command until the situation is resolved or command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that becomes aware of an emergency shall immediately activate this Emergency Response Plan.

3.2.1 Building Incident Commanders

Building Incident Commanders activate the Building Emergency Response Team when notified of an emergency within their building, when they witness an emergency within their building or when an emergency is declared by the District Incident Commander. The Building Level Incident Commander (Principal/designee) will establish a Unified Incident Command Post; determine course of action for staff and students: lockdown, lockout, shelter-in-place or if appropriate, order evacuation from the building; collect, analyze, and report status and damage information to the District's Incident Commander; and determine the need for and request public safety assistance as necessary.

During off-hours, upon notification by the District Incident Commander or on the occurrence of an obvious disaster, the Building Incident Commander reports immediately to the assigned building to conduct a damage survey.

3.2.2 Teachers and Staff

Administrators, teachers, paraprofessionals, and clerical staff not assigned to the Building Emergency Response Team are responsible for providing care and supervision of students; directing students in appropriate emergency procedures; getting students in need of first aid to the Nurse's Office or first aid station; calming frightened students; helping restore order; taking roll call, reporting missing students and their last known location to emergency responders; and assisting other staff and students as needed.

3.2.3 Non-District Staff

Non-District staff members not assigned as Building Emergency Response Team members will assist with emergency response duties as assigned by the Incident Commander (Principal/designee).

3.2.4 Public Relations

The Communications Department, District Public Information Officer (PIO) in collaboration with the Incident Commander (Principal/designee), will coordinate release of any news information to the media or parties external to the situation. This may include controlling media access and coordination of press conferences or interviews with key communicators. All communications during the emergency and during recovery must be approved by the PIO.

3.3 Lines of Succession

Alternate persons are designated for all Building Emergency Response Team members to ensure that key positions will be filled in emergency situations in the event of incapacity or unavailability of individuals normally filling those positions. Successors have the full authority and responsibility of the position.

4. Key Concepts

4.1 Summary of Planned Response

4.1.1 Buildings

The response to an emergency begins at the Buildings affected. The Incident Commander (Principal/designee) will establish an Incident Command Post and will direct immediate protective actions following established District emergency procedures. The Building Emergency Response Plan and Building Emergency Response Team will be activated as warranted by the situation.

The Building Emergency Response Team will report to the Incident Command Post or their assigned location and will make immediate provisions for the safety and security of students and staff at the building; first aid care as necessary; conduct a survey of buildings and grounds for damages; turn off utilities, secure unsafe areas as necessary; account for all staff and students; and maintain documentation of the emergency response. The Incident Commander (Principal/designee) will coordinate activities at the Building, and between the Building and the District's Incident Commander.

4.1.2 District Incident Command Post

The District Incident Commander will direct partial or full activation of the District Incident Command Post based upon information provided by the Building Incident Commander (Principal/designee). District Emergency Team staff will report to the District Incident Command Post as requested by the EM and will begin to assess the situation. Based on their findings, District-wide response priorities will be established and appropriate District Emergency Response Team positions will be appointed as needed.

4.1.3 District Facilities Operations Center

The District Facilities Operations Center will organize, coordinate, and direct staff to assist buildings and the Police and/or Fire Department with search and rescue efforts if necessary; conduct damage surveys of District buildings; and make emergency repairs based on priorities established by the District's Incident Commander.

4.1.4 School Buses

Emergency procedures are established for District bus drivers. Radio communication will be maintained with bus dispatch to receive emergency instructions. The District's Incident Commander will provide bus dispatch with emergency instructions as appropriate.

4.2 Building Emergency Response Plan Activation

The Building Emergency Response Plan will be implemented by the Building Incident Commander (Principal/designee) or Alternate Incident Commander when conditions exist which warrant its execution, or at the direction of the District Incident Commander or public safety officials.

4.3 Employee Recall

When an obvious disaster occurs outside of normal working hours, essential employees pre-identified by the Incident Commander (Principal/designee) should report to the building after ensuring the welfare of their homes and families. For a non-obvious disaster, the Incident Commander (Principal/designee) will recall essential employees utilizing School Messenger or telephone calling trees if telephones are operable, or through the local media if necessary.

4.4 Internal Communications

Telephones are to be used only to report emergency conditions or to request emergency assistance. In the event that telephone service is interrupted, the tan land-line phones in each building, cellular phones, e-mail or portable radios will be used as provided by the District.

4.5 Accountability

The Incident Commander (Principal/designee) must take immediate steps to positively identify all students for which she/he is responsible during an emergency event. The exact location of each student and her/his status must be noted and updated as the event progresses. The Incident Commander (Principal/designee) must designate one team member as the central coordinator of all student and staff information during the event. This coordinator must be clearly identified and remain fully accessible at the incident building throughout the emergency event.

All Building staff will be instructed to report any changes in student status or location to the Coordinator. This requirement will allow a quick and accurate response for parents when they report to the building.

4.6 Evacuation

Evacuation of a building may be ordered by the Incident Commander (Principal/designee), the District Incident Commander or public safety officials. Staff will ensure that all students have left the building, will direct evacuation via designated routes, will take the classroom attendance sheet and Portable Emergency File with them, and will maintain control of the students in the pre-designated assembly areas. Following a building evacuation, each teacher will use attendance sheets to account for all students. The Incident Commander (Principal/designee) or designated staff member will be notified of the name and last known location of any missing students or adults.

4.6.1. Buses

The District Incident Commander or District ICS Operations Chief may order buses to the building to hold evacuees to facilitate an early dismissal or off-site evacuation.

4.6.2 Alternate Buildings

The District Incident Commander or ICS Operations Chief may order buses to transport students to an alternate building.

4.7 Student Release and Building Closure

Some emergency conditions may require the release of students. Students will not be released without the express approval of the District Incident Commander or, the District ICS Operations Chief. Elementary students must be picked up and signed out by a parent or an authorized representative of the parent or guardian. Release forms should be maintained in the Portable Emergency File. Students who are not picked up will be kept at the Building under the supervision of Building staff until a decision has been made to relocate them.

Parents, guardians, or authorized representatives of the parents or guardians must be directed to report to a designated waiting area to ensure the accurate transfer of students to their responsibility. Because of the confusion typically surrounding an emergency event, particular care must be given to the coordination of parents arriving at the Building. Secondary school students may be sent home without parent pickup and sign out. However, in extreme circumstances, the sign-out procedure may be put into place.

4.8 Notification Procedures

Initial efforts to report the emergency and to call for fire or medical assistance will be directed first to 911, then the Facilities Department as per the communications protocol detailed in all building plans.

4.9 Shelter and Closing of Neighborhood by Police

The Building should be prepared to shelter students and staff for a limited period of time following an emergency.

4.10 Public Relations Plan

The District Public Information Officer (PIO) will coordinate release of information to external parties, in conjunction with the Incident Commander (Principal/designee), including any news media as necessary. Factual data and/or records shall be released to the media only through the PIO.

The PIO, in some cases, may hold a media briefing at the building or at a location away from the crisis building.

4.11 Post Incident Response Team/Stress Debriefing

Students and staff may cope with painful emotions and feelings resulting from a community or school-related emergency event. The District will make counseling available to all students and staff following a major incident. Debriefing and group counseling sessions will be conducted with follow-up, one-to-one counseling made available as required. The Building and the District Post Incident Response Teams will support the buildings in this effort.

4.12 After-Event Report

Building Emergency Response Team members, along with the EM and/or Director of Facilities will conduct a formal after-action assessment and complete an after-action report following all emergencies. The purpose of the critique is to review the Building's response to the event, and to identify deficiencies in current plans, procedures, and the emergency response organization.

5. Preparedness Measures

5.1 Hazard Mitigation

The Building Level Safety Team will regularly undertake a physical survey throughout the year of all Building facilities and grounds for identification and correction of potential hazards. This inspection should include examination of such items as fire extinguishers and eyewash stations for adequate function, as well as properly marked egress windows and clearance of school corridors as a means of escape in case of fire or accident.

5.2 Floor Plan

A floor plan of the buildings and grounds indicating the location of all exits, marked egress windows in all classrooms and offices, utility shut-off, fire extinguishers, emergency equipment and supplies, will be maintained and updated as necessary by the Facilities Department and maintained at the Facilities Department with copies at the Building.

5.3 Employee Preparedness

A number of measures are taken on an ongoing basis to ensure that Building employees respond immediately and appropriately to disasters. These include:

5.3.1 Orientation to the Building Emergency Response Plan

The Building Incident Commander orients employees to the Building Emergency Response Plan by September 15th of each year. Orientation includes a review of the employees' mandated roles as emergency service workers during declared disasters; the Building's Emergency Response Plan and concept of emergency operations; emergency response policies and procedures; and how to conduct and evaluate required drills.

5.3.2. Employee/Student Special Needs

Employees with temporary or permanent impairments of sight, hearing, or mobility should advise the Building Incident Commander what assistance may be required in the event of an emergency.

Students with special needs are identified at the beginning of each school year and a determination is made on what assistance may be required in the event of an emergency. This information is maintained by the principal and a copy is forwarded to the Pupil Personnel Services Department and also maintained in a Portable Emergency file that will be removed by the principal/designee if the building must be evacuated.

5.3.3 Telephone Tree

The Building Incident Commander shall establish a telephone tree list or automated telephone group contact so that all appropriate staff can be easily contacted for an emergency situation that develops during non-school hours.

5.3.4 Assembly Area(s)

The Building Incident Commander will designate an outdoor Assembly Area or Areas where students and staff will gather whenever the building is evacuated. Unless instructed otherwise by public safety officials, students and staff will gather by class or other usual groups and attendance will be taken.

5.3.5 Portable Emergency File

A Portable Emergency File, containing student emergency contact numbers and other emergency information, will be maintained in the school office/nurse's office and will be removed by the Building Incident Commander or his/her designee whenever the building is evacuated.

The Emergency File will be the basis for making individual emergency contacts with parents. The Incident Commander (Principal/designee) or his/her designee will determine when individual emergency contacts with parents will be made.

5.4 Bus Driver Procedures

Students riding school buses will receive instruction in the beginning of each year from the bus driver on bus evacuation procedures. If students are on school buses when an emergency occurs, students will be taken to their designated school or to the nearest District school if their primary location is not accessible.

5.5 Training and Drills

5.5.1. Training

All administrators and staff shall attend annual training on the District-Wide and Building Level Plans prior to the start of the school year

5.5.2. Drills

- Instruction and training in emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency must be performed by each building. These drills must be held at least sixteen times each school year, four of which must be lock-down drills. Eight (8) Evacuation Drills and 3 Lockdown drills must be completed by December 31st of each year. Students also must be instructed at one of the drills about procedures to be followed if an incident occurs during a lunch period. All Drills must be completed prior to May 1st of each year.
- Every school year, three fire drills must also be held on each school bus including practice and instruction on 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
- All students and staff are required to participate in these mandated drills. The Building Incident Commander will maintain a record of the drills, and a complete schedule of drills.

5.6 Plan Review and Update

The School Safety Team is responsible for reviewing and updating the Building Emergency Response Plan annually and following any incident during which the plan is activated. An updated copy of the plan will be sent to the District by September 30 of each school year

6. Responsibilities of Building Personnel

In the event of a declared emergency, all District employees are subject to emergency response roles.

6.1 All Building Personnel

All Building personnel have the following general responsibilities:

6.1.1 Pre-Emergency

- Be familiar with their role in the event of an emergency.
- Review and be familiar with the Building Emergency Response Plan, emergency procedures, and specific emergency assignments.
- Attend emergency training as offered.
- Be familiar with emergency communications methods and procedures.
- Participate in emergency drills and training.

6.1.2 Emergency

- Implement emergency procedures as appropriate for the situation.
- Report to their assigned duty station when notified, or when the emergency situation obviously requires it.
- Implement emergency assignments using applicable checklists and procedures, as dictated by the situation.

6.1.3 Post-Emergency

- Analyze the emergency response to determine the effectiveness of the response.
- Participate in Building after-action critique as appropriate.
- Recommend changes to the Building and District Emergency Response Plan as needed.
- Restock emergency supplies as necessary.

6.2 Building Incident Commander

Building Incident Commander (Principal/designee) is responsible for the annual completion of the following:

- Be familiar with all duties and responsibilities of the Incident Commander.
- Ensure the review and update of the Building's Emergency Response Plans completed by the Building Safety Team by September 30 of each year and submit a copy of the plan to the District.
- Assign employees to roles and responsibilities of Building Safety Team, Building Emergency Response Team and Post Incident Team members and alternates, taking into consideration the skills and abilities and normal functions of employees.
- Ensure that all employees are familiar with the Building Emergency Response Plan and are aware of their emergency response and preparedness roles and responsibilities.
- Establish a schedule for emergency drills.
- Update as necessary, the plan indicating evacuation routes and the location of assembly areas, emergency supplies and equipment, fire extinguishers, fire alarm pulls, master electrical panels, and main water and gas shut-off valves.
- Ensure that emergency procedures are posted in each classroom and in cafeterias and staff lounges.
- Update the list of any students or staff with special needs or those who may need evacuation assistance or other special assistance.
- Appropriately test the Building warning system and ensure that the system's signal(s) or announcement is recognized and understood by staff and students.
- Maintain a list of emergency phone numbers in a readily accessible location.
- Maintain a file of updated emergency contacts information.
- Send an annual emergency preparedness letter to the parents prior to September 30th each year.

6.3 Instructional Staff

Instructional staff members are responsible for the completion of the following:

- Present instruction to students about emergency preparedness plans for the Building and student responsibilities in case of a major emergency.
- Keep their attendance sheets readily accessible at all times in order to check attendance in the event of an evacuation.
- Participate in all drills.
- Ensure that each student has submitted a complete emergency contact form.

7. Annexes (Detailed Plans are confidential per SAVE Legislation)

7.1 Assaults/Fights

7.2 Bomb Threats

7.3 Building Responses-Lockdown, Lockout, Shelter-In-Place, Evacuation

7.4 Bus Incidents

7.5 Control of Common Childhood Contagious Diseases and Illnesses

7.6 Crime Scene Management

7.7 Cyber Threat

7.8 Field Trip

7.9 Fire

7.10 Gas Leak

7.11 General Emergency

7.12 Hazardous Materials Event

7.13 Intruder

7.14 Mechanical-Utility

7.15 Medical Emergency

7.16 Missing Student

7.17 Natural Disasters

7.18 Pandemic

7.19 Serious Injury/Death

7.20 Suicide

7.21 Unauthorized Person on Campus (in building or on site)

7.22 Weapons

7.23 Weather

8. Building Security

8.1 District Security/School Safety Personnel

District security and school safety personnel will be available to all schools on an as-needed basis.

8.2 Identification

School access is controlled by a guest visitor management system and security personnel.

8.3 Surveillance Equipment

The District will employ cameras and other electronic surveillance equipment as appropriate

9. Security Personnel

9.1 Responsibilities

- School Safety Officers are responsible for working with building level staff to maintain order and protect the well-being of students, staff and visitors within the school and on school property.
- School Safety Officers routinely maintain order throughout the buildings.
- School Safety Officers are required to be represented on the Building's School Safety Team, Emergency Response Team and Post Incident Response Team.

9.2 Training and Requirements

- Training for School Safety Officers includes successful completion of an eight-hour New York State pre-assignment course.
- New York State certification.
- Annual eight-hour in-service training thereafter to maintain licensing.
- Other professional development as determined by the District

9.3 Assignments

School Safety Officers are assigned to all schools.

10. Emergency Operations Training

Training on Emergency Response will be provided to staff and students annually in the form of drills. Staff will also have professional development opportunities.

11. Communication

During an emergency situation, Commack Schools will use the following channels to communicate with stakeholders:

- Website posting(s)
- E-mail message(s)
- Recorded telephone message(s)
- Text message(s)
- Media Communication (radio and/or television announcements)

