



# HOMER CENTRAL SCHOOL DISTRICT

## Comprehensive School Safety Plan



November 2019

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**INDIVIDUAL BUILDING ADDENDUM**

SITES OF POTENTIAL EMERGENCIES, RESOURCES AVAILABLE, FIRE ROUTE MAPS/FLOOR PLANS

## GENERAL GUIDELINES

While an emergency may require on-the-spot response decisions to fast changing developments, there is a set of six procedures which are standard responses to any emergency situation in schools. These six procedures are: **Administer First Aid; Summon Expert Help; Follow Instructions of the Expert; Evacuate to a Safe Place; Shelter Inside the Building; and Send Everyone Home(Go Home)**. Obviously, all six procedures will not be utilized in every emergency. Indeed, some are part of the planned response to a school emergency.

In Such Situations, the Superintendent is Designated as the **Chief Emergency Officer (CEO)**. The CEO will activate the District Response team members (Appendix T) and make emergency contact notification (Appendix U) as needed for the emergency.

### Definitions

**Summon Expert Help:** Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters, and heart attack victims must be provided proper medical care.

**Administer First Aid:** First aid is usually defined as treatment that will protect the life of a victim and provide comfort until more expert help is secured.

**Follow Instructions:** Once expert help has arrived, those experts are usually "in charge." At that time, the procedure is to follow instructions of the expert.

**Evacuate to a Safe Place:** Evacuation may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature or duration of the emergency may require transportation and temporary housing of the occupants in some other building.

**Shelter Inside the Building:** There are circumstances when it is safer to stay inside the building than to go outside. For example, the sheltering procedure is called for during severe electrical storms, or radiological emergencies.

**Go Home:** Similar to evacuation, early dismissal or "go home" is a procedure for evacuating students from a building and uniting them with their families or other responsible surrogates designated by the parents.

**\*\* THE SUPERINTENDENT, OR DESIGNEE, SHALL BE THE PUBLIC INFORMATION OFFICER (PIO)**

**\*\* THE PIO SHALL BE THE ONLY ONE TO TALK TO THE MEDIA/NEWS. ANY CONTACT FROM THE PRESS, RADIO AND /OR TV MUST BE DIRECTED TO THE PIO.**

## **EPIDEMIC/FOOD OR WATER POISONING**

1. School Nurse: Identify the problem as soon as possible epidemic/food or water poisoning.
2. School Nurse: Notify Building Administrator and consult district physician Dr. Elkins (607-753-1340),  
(See Appendix A for list) coordinate with Superintendent of Schools.
3. Building Administrator: Notify Superintendent - ext. 5021 (607-749-7241)
4. Superintendent: Notify County Health Department, 607-753-5036
5. Building Administrator/Superintendent: Follow directives of district health physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.
6. Superintendent/Building Administrators: Notify parents, staff and students.
7. Public health officials: Monitor emergency.

## **RESOURCES**

- \* Emergency telephone numbers: Fire/Ambulance, 9-1-1.
- \* Public health department.
- \* Potable water is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.
- \* News media, public address system.

## FIRE/EXPLOSION

1. First person on the scene: Upon discovery or detection of smoke or fire or in the event of an explosion, sound building fire alarm immediately.

### **In the Science Lab:**

\* If there is danger of fire/explosion or toxic fumes:

Lab Teacher: Do the following two things simultaneously -  
Evacuate room and get help from neighboring classrooms if needed to move injured students. Sound Fire Alarm **except during gas leak**. The teacher should block corridors adjacent to lab area if necessary. Notify Building Administrator.

\* If there is no immediate danger:

Do not move injured persons. Wait for medical assistance!

Do not sound fire alarm. Notify Building Administrator.

2. First person on the scene: Notify Building Administrator of what prompted fire alarm, location and source of fire/explosion if known.
3. Assist. Dir. Of Facilities: Report to the principal's office on any fire alarm.
4. All occupants: On sound of any fire alarm evacuate building in accordance with established emergency evacuation plans posted in each classroom. **After evacuation, close doors behind you!!**
5. Building Administrator(s) or designee:
  - a. Summon Fire Department - 9-1-1 give location of fire if known and maintain communication with 9-1-1.
  - b. Notify Superintendent - ext. 5021 (607-749-7241)
  - c. Notify Assist. Dir. of Facilities - ext. 5020 (607-749-1234)
6. Custodial/Maintenance staff: Investigate source of fire, if possible or practical. Keep Building Administrator Apprised.
7. Superintendent: Alert Transportation Supervisor - ext. 5540 (607-749-1221) of possible need to evacuate students and staff to another building.
8. Building Administrator:
  - If fire or smoke exists, await fire department's arrival and inform them of the situation, follow their instructions.
  - If non-smoke fire alarm, await fire department's arrival, and do not reset fire alarm system.
  - Keep Superintendent's Office informed.
  - Assign a staff member to meet emergency personnel outside building.
9. Fire Department: Termination of emergency and reset of fire alarm system.
10. Superintendent/Building Administrator: Resume, curtail or cease building operations as appropriate  
Notify staff, parents and students.

## **RESOURCES**

- \* Local Emergency Responders: Police - 9-1-1, Fire/Ambulance - 9-1-1.
- \* Chemical inventory with SDSs - located Building Administrators Office.
- \* Zoned fire alarm system with annunciator panel.
- \* Fire extinguishers, serviced and charged.
- \* Staff trained in First Aid and CPR - see appendix E.

## **. Carbon Monoxide Alarm – Emergency Procedures**

1. The staff person noticing a carbon monoxide alarm (beeping) will immediately notify the Building Administrator of the carbon monoxide alarm and the location of the detector in alarm.

*(The alarm will be a loud beeping pattern. The carbon monoxide alarm pattern is 4 short beeps, followed by 5 seconds of silence, followed by 4 short beeps with a corresponding red LED flash. This cycle will continue for 4 minutes and then change to 2 patterns once a minute there after.)*

2. The Building Administrator, or designee, shall activate the fire alarm system at the nearest pull station in order to evacuate the building and notify the fire department of the situation by calling 9-1-1. The Building Administrator shall notify the Superintendent.

3. Immediately upon hearing the fire alarm, faculty and all others in the building shall evacuate the building via their prearranged evacuation route posted in each room, unless otherwise instructed by the Building Administrator.

4. In case of inclement weather, the Building Administrator will notify the Director of Transportation, of the need for buses.

5. Teachers in rooms adjacent to restrooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the students shall be sent to the area where his/her own room has assembled, if safety permits.

6. When the fire alarm has sounded, the teacher shall take the attendance register for the group in the room. Upon arrival at the pre-arranged assembly point, the teacher will check the register to ensure no one is missing. A report will then be given to the Building Administrator at a designated point.

7. The Building Administrator shall designate door guards to ensure no one returns to the building.

### **RESOURCES**

- \* Local Emergency Responders: Police - 9-1-1, Fire/Ambulance - 9-1-1.
- \* Zoned fire alarm system with annunciator panel.

## **HOSTAGE/KIDNAPPING/DANGEROUS PERSON WITHIN SCHOOL BUILDING**

1. First person on the scene: Identify the situation; call 911 if appropriate, notify Building Administrator, describe situation and deliver written info as soon as possible.
2. Building Administrator: Notify 911 and Superintendent - ext. 5021 (607-749-7241) immediately. Assign staff to maintain 911 contact. Notify Assistant Director of Facilities, Ext 5020 (607-749-1234), as appropriate. Assign a staff member to meet police upon arrival if possible.
3. Building Administrator: If individual is moving within building institute lockdown procedures.
4. Building Administrator: If the person attempts to leave the building, allow departure. Observe whether a car is used and note the license number and description of the vehicle and person(s).
5. Building Administrator: If the person attempts to leave the building with a student or member of the staff, be cautious in trying to intervene. Remember the most important consideration is the safety of all students and staff.
6. Building Administrator: Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate.
7. Building Administrator: Keep Superintendent apprised.
8. Superintendent: Notify parents or spouse of victim(s).
9. Police: Terminate emergency.

## **GENERAL PRINCIPLES FOR RESPONDING TO A DANGEROUS PERSON UNTIL AUTHORITIES ARRIVE**

1. Remain calm, reassure others and try to prevent panic.
2. As quickly as possible move away anyone not directly involved with the incident.  
If necessary, evacuate all or part of the building.
3. Address injured.
4. Maintain the lines of communication. Speak calmly and reasonably.  
Encourage the person not to act hastily. Make no commitments.
5. Gather as much information as possible. Have someone make notes to give to the police if possible.



## **RESOURCES**

- Building Floor Plans.
- Local Emergency responders: Police - 911, Fire/Ambulance 911.

**BOMB THREAT**  
(If received at school)

1. Person receiving threat: Fill out **Telephone Threat Information Sheet** if appropriate. (Appendix F)  
Try to prolong conversation as long as caller will talk. Obtain as much information as possible.  
Listen for characteristics of caller and background noise.
  1. Person who received threat: Notify Building Administrator, describe situation and deliver written info as soon as possible.
  2. Building Administrator: Notify Homer Police Dept (607-749-2022) or 911 and Superintendent - ext. 5021 (607-749-7241)
  3. Building Administrator: Notify Assistant Dir. Of Facilities – ext. 5020 (607-749-1234)
  4. Building Administrator: Notify Head Custodian.
  5. Building Administrator/Head Custodian: Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate (**DO NOT use fire alarm in the event of a bomb threat**). During Bomb Threat, follow building plan.
  6. Building Administrator: Keep Superintendent apprised.
  7. Superintendent: Notify parents or spouse of victim(s).
  8. Superintendent: Determine when building is safe for reentry.

**RESOURCES**

1. Building Floor Plans.
2. Local Emergency responders: Police - 911, Fire/Ambulance 911.
3. Telephone Threat Information Sheet (Appendix F)

**BOMB THREAT**  
(If called to 911 or police)

Superintendent or administrator immediately available: Receive information from police department. Consult with police department as to the credibility of the threat. Make decision as to evacuation and/or school dismissal.

**RESOURCES**

- Building Floor Plans.
- Local Emergency responders: Police - 911, Fire/Ambulance - 911.

## INCLEMENT WEATHER

### Snow/Ice Storm - Thunder/Lightning/Wind Storm National Weather Service Storm Watch

1. Transportation Supervisor: Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.
2. Building Administrator: Curtail or cease all outdoor activities if there is any danger to occupants outdoors. Danger may be due to lightning (if thunder can be heard lightning can strike) or from hail, ice and dangerous wind chill temperatures. All outdoor athletics and recess activities should be canceled and all occupants brought indoors immediately.
3. Building Administrator: Notify or designate someone to inform staff supervising outdoor activities. Equip this individual with bullhorn if there are several outdoor activities occurring simultaneously or if they are spread out over the school grounds.
  - A. Ensure all students and staff from outdoors are accounted for.
  - B. Check for and address all injuries, see Medical Emergencies page 11
4. Building Administrator: Inform Superintendent, ext. 5021 (607-749-7241), of actions taken. Inform Superintendent of impending weather situation.
5. Superintendent: Cancel after school activities as appropriate. Select appropriate Emergency Response Action and relay instructions to Building Administrators and Superintendent of Buildings & Grounds.
6. Building Administrators and Transportation Supervisor: Implement selected Emergency Response Action as detailed beginning on page 8.
7. Termination of emergency will be issued by Superintendent.

## AFTER THE STORM

- A. If live electrical wires are down, switch building power off at the main service switch. Check for gas leaks in damaged areas of the building. Shut off gas to areas where leaks are discovered or shut off gas at main service switch.
- B. Instruct persons to stay away from downed wires.
- C. Alter dismissal procedures to avoid hazard areas or delay dismissal.

## RESOURCES

- \* Radio tuned to the National Weather Service frequency.
- \* Transportation Supervisor - ext. 5540 (607-749-1221)
- \* Local emergency responders: Police 9-1-1, Fire/Ambulance 9-1-1.
- \* Highway Department
- \* Emergency Two-Way Radios - located in each building and with key administrators (see Appendix B).
- \* Staff trained in First Aid and CPR. (Appendix E)
- \* American Red Cross (607-753-1182)

## MEDICAL EMERGENCIES

1. First person on the scene should see to the following as quickly as possible:
  - Assess the situation, call 911, if appropriate with information Who? What? Where?
  - Summon the school nurse.
  - See to the administration of first aid by the first qualified person to arrive.
  - Calm and disperse other persons who are present.
2. School Nurse (responsible person): Comfort the person and administer appropriate first aid.
3. School Nurse (responsible person): Summon emergency services/ambulance (9-1-1) if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
4. School Nurse (responsible person): Notify Building Administrator and building custodian.
5. Building Administrator/School Nurse: Notify parent or spouse.
6. Building Administrator: Notify Superintendent - ext. 5021. (607-749-7241)
7. Custodial Staff: Clean up body fluids according to district "Procedures For Cleaning Up Body Fluid Spills" - Appendix G.

## RESOURCES

- \* School Nurse or responsible person capable of handling a medical emergency.
- \* Local emergency responders: Fire/Ambulance 9-1-1.
- \* Staff trained in First Aid/CPR. (Appendix E)
- \* Staff person(s) familiar with contingency plans.
- \* Copy of district "Procedures For Cleaning Up Body Fluid Spills" (Appendix G)

## NATURAL DISASTERS

### Hurricanes, Blizzards, Floods, and Drought:

These types of emergencies usually do not occur unexpectedly, there is a lead in time for hurricanes and blizzards to track from other geographic areas. In addition several hours or days of heavy rain/snow occurs before the situation escalates into an emergency. Warnings and instructions may be relayed to the Superintendent of Schools via the National Weather Service, BOCES District Superintendent: (315) 433-2602, the County Emergency Management Office (607) 753-5065 or the State Education Dept. – Office of Facilities Planning (518) 474-3906.

1. The Superintendent shall:
  - a. Implement the Emergency Response Action in coordination with above agencies
  - b. Relay selected emergency response action to Building Principals, parents, staff and students.
2. Building Administrator: Follow Superintendent's instructions.
3. Superintendent: If dismissal is prevented and prolonged sheltering (more than 4 hours) is anticipated the Superintendent in conjunction with the Assistant Superintendent for Management and each Building Administrator should coordinate an inventory of building and district resources for emergency purposes. The inventory should include food stocks, flashlights, batteries, first aid supplies, duration/status of emergency lights and systems including available fuel sources.
4. Termination of emergency will be issued by Superintendent, BOCES District Superintendent or County Emergency Management Office, as appropriate.

### Earthquake:

1. **Building Occupants:** If you are indoors when an earthquake occurs do not try to leave the building. Stay inside against an inside wall or under sturdy furniture. Assume a tuck position with hands over the head.  
If outside, get away from the building, utility poles and trees.
2. **Building Staff:** After an earthquake has occurred check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines and gas leaks.
3. **Building Administrator:**
  - a. Summon local emergency responders if needed.
  - b. Apprise Superintendent of situation.
  - c. Instruct custodians to shut down building systems (electricity, gas or water) if damaged or leaking. Evacuate building if safety of occupants is threatened, use discretion in the event of electrical hazards. **See also Systems Failure on page 18 and Medical Emergencies page 11.** Be aware that aftershocks often occur.  
If a total breakdown of communications occurs each Building Administrator shall:
    - a. Implement the most appropriate Emergency Response Action
    - b. Initiate remedial response to best of ability using resources available.
4. **Superintendent:**
  - a. Coordinate remedial response with local, county and state agencies.
  - b. Relay selected emergency response action to Building Administrators, parents, staff and students.
3. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

- Continued on next page

## NATURAL DISASTERS – continued

### **Tornado Warning:** (Weather Service warning based on actual sightings)

1. **Building Occupants:** Be alert, bad thunderstorms, lightning, hard rain, strong winds and hail are favorable tornado conditions. Tornadoes will give off a loud roaring noise which can sound like a freight train. The appearance of a funnel cloud should be reported if possible. The greatest dangers from tornadoes and high winds are a result of roof failure, breaking glass and flying debris (airborne missiles). See Appendix I, Tornado Guidelines, for additional background information on tornadoes.
2. **Superintendent:**
  - a. Monitor emergency broadcast channel and weather service watches/warnings
  - b. Relay selected emergency response action to Building Administrators, Superintendent of Buildings & Grounds, parents, staff and students.
3. **Building Administrator:**
  - a. Cancel all outdoor activities and summon all persons into building.
  - b. Evacuate students from most susceptible areas such as gymnasiums, cafeterias, areas with large amounts of glass and mobile classrooms.
  - c. Follow Superintendent instructions.
  - d. **Do not assemble occupants in gymnasiums, auditoriums or cafeterias.**
  - e. Give instructions to building occupants over public address system. Depending upon the circumstances, the Building Administrator may choose to have all occupants take shelter within their classrooms, against inside walls and away from windows or instruct all occupants to proceed to the building's tornado shelter areas. See Appendix I, Tornado Guidelines, for your buildings shelter areas.
4. **Building Occupants: DO NOT OPEN** windows, greater damage may occur and classroom items could become airborne hazards. Take shelter against inside walls away from any windows and as instructed by Building Administrator. If winds intensify, large hail begins to fall or a roar is heard have students and staff drop immediately into the protective tuck position with hands over the head and move under a table or desk if possible.
5. **Building Staff:** After tornado has passed check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines.
6. **Building Administrator:** Summon local emergency responders if needed. Apprise Superintendent of situation.

### **AFTER THE STORM**

- a. Ensure all students and staff are accounted for.
  - b. Check for and address all injuries, see Medical Emergencies page 11.
  - c. If live electrical wires are down, switch building power off at the main service switch. Check for gas leaks in damaged areas of the building.
  - d. Instruct persons to stay away from downed wires.
  - e. Institute Emergency Response Action as directed by the Superintendent.
7. **Superintendent:**
    - a. Coordinate remedial action in coordination with local, county or state agencies.
    - b. Relay instructions to Building Administrators, parents, staff and students.
  8. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

## **RESOURCES**

- \*Emergency two-way radios in each building and with key administrators. Appendix B
- \*Radio tuned to the National Weather Service frequency. Battery operated AM/FM radio.
- \*Local emergency responders: Police 9-1-1, Fire/Ambulance 9-1-1.
- \*Highway Department
- \*Staff trained in First Aid and CPR. (Appendix E)
- \*American Red Cross (607-753-1182) & County Emergency Management(607-753-5065)

## **TOXIC SPILL, RADIOLOGICAL INCIDENT OR AIR POLLUTION**

1. **Superintendent:**
  - a. Implement the Emergency Response Action in coordination with local and county agencies.
  - b. Relay selected emergency response action to Building Administrators, Assist. Dir. Of Facilities, parents, staff and students.
2. **Building Administrator:**
  - a. Cancel all outdoor activities and summon all persons into building.
  - b. Direct building staff to close all doors and windows within the building by using the public address system.
  - c. Direct building custodians to close all vents and shut off fans bringing outside air into the school.
3. Termination of emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.

## **OIL/GASOLINE/DIESEL SPILL**

1. Upon discovery or detection of a fuel spill on school property the first person on the scene will:
  - Notify Building Custodian
  - Notify Building Administrator.
  - Stop source of spill, if possible.
2. The Building Custodian will evaluate the problem insofar as possible and:
  - Stop source of spill, if possible.
  - Commence remedial response; i.e. absorbent socks.
3. The Building Administrator will notify the Superintendent (607-749-7241) and Assist. Dir of Facilities (607-749-1234)
4. The Building Administrator in conjunction with the Superintendent will decide whether to curtail or cease building operation as conditions warrant.
5. The Building Administrator will institute the response chosen.
6. The Assist. Dir. Of Facilities will notify 911 (if appropriate) and the New York State Department of Environmental Conservation -- local 607-753-3095 (if appropriate), after hours -- 24 hour spill hotline 1-800-457-7362 and New York State Department of Transportation - Regional Director: (315) 428-4351, nights/weekends (315) 422-7984.
7. Recovery: Assist. Dir. Of facilities in conjunction with the Superintendent and Assistant Superintendent for Management will direct cleanup work as directed by DEC/DOT. If formal emergency resolution is needed, the Superintendent will notify the Board of Education and State Education Dept. – Office of Facilities Planning - (518) 474-3906.
8. Termination of contingency will be issued by the Superintendent.

## **RESOURCES**

- \* News media, public address system, emergency two-way radios in each building.
- \* Maintenance Supervisor, School Nurse/District Physicians.
- \* Transportation Supervisor; transportation system.
- \* Local emergency responders: Police 9-1-1, Fire/Ambulance 9-1-1.
- \* Department of Environmental Conservation, Dept. of Transportation.
- \* Highway Dept.
- \* Staff trained in First Aid and CPR. (Appendix E)
- \* American Red Cross: 607-753-1182, County Emergency Management: 607-753-5065.



## SCHOOL BUS ACCIDENT/FIRE

### **A. Minor accident: Little or no property damage, no personal injuries of passengers.**

1. Driver will immediately turn off the engine and activate emergency flashers, unless it is necessary to move the bus to a safer location to avoid further damage or personal injury. Let law enforcement officer make the decision for the driver to move the bus, if possible.
2. The driver will contact the Transportation Supervisor via two way radio or telephone 607-749-1221 or cell 607-745-8899 to report the accident and to relay pertinent information.
3. The Transportation Supervisor will provide direction to the driver regarding actions to be taken prior to resuming the trip. The driver should always have the bus list and know where each student is setting.

### **B. Serious accident: Property damage to bus or other vehicle. Personal injuries to passengers or other individuals.**

1. Driver will immediately turn off the engine and activate emergency flashers, unless it is necessary to move the bus to a safer location to avoid further damage or personal injury. Bus must not be moved until cleared by D.O.T.
2. If personal injuries of passengers or others are apparent, driver will contact 911 by using two way radio to call Transportation Office or by using the telephone to call 911 or Transportation Office to call 911.
3. Driver will remain calm and assist in reassuring passengers.
4. Drivers will provide assistance to injured passengers within their ability. Injured students will not be moved unless deemed necessary to prevent further injury.
5. Driver will contact Transportation office as soon as practical, either by two way radio or by telephone to provide details of the accident and to receive instructions. (Radio base WFE-952 or telephone 607-749-1221 or cell 607-745-8899)
6. Transportation Supervisor will report to accident scene immediately and will serve as District liaison to emergency personnel. D.O.T. will be notified if necessary. (315-428-4387)
7. Transportation Supervisor will ensure that a list of all passengers and their health status is prepared. In most cases it will be necessary to have all students checked for injuries by professional medical personnel as some types of injuries may not be immediately apparent.
8. Students are not to be released from the scene to parents, good Samaritans or others.
9. Superintendent will serve as District spokesman regarding the incident and will oversee notification of parents or relatives of passengers.

### **C. Catastrophic accident: severe property damage to bus or other vehicle, severe injuries to passengers or other.**

1. Bus driver or responsible passenger will turn off the engine and assess situation to determine if evacuation of bus is advisable to prevent further personal injury. If determination to evacuate is made, passengers will exit via available emergency exits and will evacuate to the nearest safe area. Bus must not be moved until cleared by D.O.T.
2. Bus evacuees are to be kept together and are not to be allowed to leave the accident scene.
3. Bus driver or responsible passenger will contact 911 through any means possible to report the accident and to request assistance.
4. Bus driver or responsible passenger will contact Transportation Office as soon as practical to provide details of the accident and to receive instructions. (607-749-1221 or cell 607-745-8899)

## SCHOOL BUS ACCIDENT/FIRE (CONT.)

5. Transportation Supervisor will notify Superintendent of situation and report to the accident scene where students attend to serve as liaison with emergency personnel. Superintendent will notify building(s) where students attend.
6. Supervisor will ensure that a list of all passengers and their health status is prepared. It will be necessary for all passengers to be checked for injuries by professional medical personnel as some types of injuries may not be immediately apparent.
7. Students are not to be released from the scene to parents, good Samaritans or others.
8. Superintendent will activate District trauma team and direct District support efforts.
9. Superintendent will serve as District spokesman regarding the incident and will oversee notification of parents or relatives of passengers.

### **D. School Bus Fire**

1. Bus driver will immediately drive to nearest location safe from traffic turn off the engine and activate emergency flashers.
2. Driver will instruct passengers on safe routes for evacuating bus and oversee their evacuation. Driver will assist students as necessary.
3. Driver is to ensure that all passengers have evacuated the bus.
4. Once all students have evacuated the bus, driver will direct students to a safe location and contact 911 and the Transportation office through any means available 607-749-1221 or cell 607-745-8899.
5. Driver will remain calm throughout and will supervise students until emergency is terminated.
6. Transportation Supervisor will arrange for a replacement bus to return passengers and then proceed to site of fire.
7. Transportation Supervisor will serve as liaison with emergency personnel at the scene and provide direction for driver and passengers.
8. Transportation Supervisor will notify Superintendent of situation as soon as practical and provide information at the conclusion of an emergency.

## SYSTEMS FAILURE

Loss of Power, Heat, Water, or Sewage Systems, Natural Gas Leak, or Structural Failure

1. Upon discovery or detection of a system failure, the first person on the scene shall notify a Building Custodian and Building Administrator.
2. Building Custodian: Evaluate the problem insofar as possible and notify the Building Administrator and the Superintendent of Bldg and Grounds., ext. 5020 (607-749-1234).
3. Assist. Dir of Facilities. Evaluate problem and commence appropriate remedial action such as call 911 or utility as necessary.
4. Building Administrator: Activate fire alarm if there is any question as to the safety of the building occupants. **(In the event of a GAS LEAK - use public address system.)**

In the event of a power failure all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting for a duration of at least 45 minutes.

5. Assist. Dir Of Facilities: Notify Superintendent - ext. 5021 (607-749-7241) if situation warrants.
6. Superintendent: Curtail or cease building operations as appropriate, and notify staff, parents and students and issue instructions.
7. Assist. Dir. Of Facilities in conjunction with Assistant Superintendent for Management: Complete corrective actions and recovery.
8. If formal emergency resolution is needed the Superintendent shall notify the Board of Education and State Education Department-Office of Facilities Planning (518) 474-3906.

## RESOURCES

- Niagara Mohawk – 1-800-642-4272
- NYSEG – 1-800-572-1121
- Local emergency responders: Police 9-1-1, Fire/Ambulance 9-1-1.
- Emergency Two-Way Radios - located in each building and with key administrators (see Appendix B).

## BIOLOGICAL OR CHEMICAL THREATS

### Person receiving threat:

1. Contain the threat to as few people and as small an area as possible.
  2. Immediately isolate the exposed area, as well as the item that allegedly contains the agent.
  3. Move people away from the immediate area.
  4. Do not allow anyone to touch or move the threat/package.
  5. Close all windows and doors, lock the door if possible; do not allow anyone access to that area.
  6. Individuals originally present when the threat was discovered should remain nearby and not be permitted to contact uninvolved individuals.
  7. Call 911 and/or your local law enforcement agency. They must contact the Federal Bureau of Investigation (FBI) on all anthrax threats. The FBI will then assume the lead in coordinating the investigation and the collection of evidence, including the transfer of evidence to the FBI laboratory for analysis.
  8. Avoid unnecessary handling of the allegedly contaminated article. This will limit potential exposure and allow the authorities to use this item as evidence in the criminal investigation and test it for fingerprints.
  9. Tell individuals who directly contacted the threat not to eat, drink, or smoke. Do not chew gum, rub their eyes, ears, nose, or mouth or place their hands near their face. If possible, escort them to a hand wash station where they should thoroughly wash their hands and/or other contaminated body parts with an abundant amount of soap and water.
  10. Use only paper or cloth drying towels; segregate them from regular waste or dirty linen.
  11. If contamination of clothing is evident, the individual(s) should carefully remove their clothing items and segregate them in a given area to control the spread of contamination.
  12. Exposed individuals should remain together until health or law enforcement experts release them.
  13. You may not have to shut down the HVAC system(s) with a threat unless the threat was directed at the HVAC system or the package/container was found within the HVAC system.
  14. The New York State Emergency Management Office (SEMO) recommends, if possible, that you isolate and confine the threat to a given room or school area as described earlier.
  15. It is not necessary to confine unaffected students to classrooms, evacuate the building, or directly send students to a predetermined assembly area within the school.
    - Unless
      - These actions aid the response efforts of the emergency providers or
      - Eliminate possible exposure to the threat if it is widely disseminated through the building
      - or
      - The alleged agent container location is unknown.
- ◆ Law enforcement and health officials will advise if you or the potentially exposed individuals must take any additional precautions.

### MISCELLANEOUS POINTS

- ◆ It is difficult to obtain, culture, and disperse sufficient quantities of anthrax to pose a significant threat.
- ◆ Human to human anthrax transmission has never been documented.

## **THREAT OF VIOLENCE/ACT OF VIOLENCE**

### Threat of Violence

1. Individual who is subject to threat of violence will notify building administrator or other school employee who will contact the building administrator.
2. Building Administrator will notify Superintendent. Superintendent may notify Assist. Dir of Facilities, Transportation Supervisor and /or Cafeteria Manager depending upon threat.
3. Building Administrator/Superintendent will assess threat and determine if immediate police or other assistance is required.
4. Building Administrator will investigate threat and if substantiated, individual issuing threat will be referred to police and if a student, suspended from school.
5. Building Administrator will confer with police or others to determine if threat of violence has been resolved.
6. Further action or sanctions concerning the individual issuing the threat will be determined by the results of the building administrator's finding and the status of the individual issuing threat (ie visitor, student, employee, etc).

### **ACT OF VIOLENCE**

1. Victim of act of violence will notify building principal or other school employee who will notify principal.
2. Medical assistance will be arranged if required.
3. Building Administrator will notify Superintendent. Superintendent may notify Assist. Dir. Of Facilities, Transportation Supervisor and /or Cafeteria Manager, depending on the incident.
4. Building Administrator will determine if action is required to protect the safety of other building occupants. If necessary evacuation, lockdown or sheltering may be warranted.
5. Police will be notified that an act of violence has occurred.
6. If an act of violence is committed by student or employee, building administrator will proceed with disciplinary process as per District procedures.

### **RESOURCES**

- Emergency Telephone number: 911 or ambulance or police

## **TRAINING OF STAFF/CONDUCT OF DRILLS**

### **Training of Staff**

1. The contents of this Safety Plan will be reviewed with all staff members in each school building at the beginning of each school year.
2. The role of each employee in each emergency situation will be reviewed and clarified as appropriate.
3. Revisions to Safety Plan will be made as warranted based on review with staff members.
4. In service training will be provided annually for staff regarding violence prevention and violence intervention strategies.

### **CONDUCT OF DRILLS**

1. Teachers in all buildings will review with homeroom students the types of emergencies described in the School Safety Plan.
2. Teachers will review with homeroom students the appropriate response(s) for students and staff in each emergency situation.
3. Teacher will provide answers to questions or provide clarification for students as required.
4. Drills will be coordinated with local, county and state emergency preparation officials.

# **EMERGENCY RESPONSE ACTIONS**

- EARLY DISMISSAL**
- STAY IN PLACE/SHELTERING PROCEDURE**
- EVACUATION PLAN**

## **EARLY DISMISSAL**

Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Transportation Department will be notified when and where to send buses.

"Emergency Information Forms" will be sent out to all parents at the beginning of each school year to obtain the following:

1. Names (in full) and telephone numbers of home and/or employer(s) at which to contact parent(s).
2. Alternate place to go or person to call for the elementary and middle school students if neither parent is home (rehearse with elementary and middle school students where they will go in the event of early dismissal).
3. Person to call should a child become ill or be injured while at school and we are unable to reach either parent at above numbers.
4. Name and number of family physician.

If none of the above people can be reached, one of the school physicians and/or an ambulance will be called in a severe emergency.

## **SCHOOL CANCELLATION**

The Superintendent may cancel school in the event of prolonged system failures, severe weather or other unsafe conditions. Students, parents and staff shall be notified in accordance with snow day closing procedures.

## **DELAYED DEPARTURE**

A delay in school dismissal may be necessary during weather contingencies that make travel unsafe. Weather situations may deteriorate throughout the school day creating unsafe driving conditions and hazardous roadways. It may be best to delay the departure of students to buses until the situation passes and safer road conditions can be restored. In this event the school's plan will be communicated through radio and TV announcements.

It may also be necessary to evaluate the dismissal of students during weather watches and warnings for approaching weather conditions.

There are two primary conditions to be weighed:

1. Upon departure, how much time is required to deposit all students safely at home.
2. How much time do you have before the storms are expected to impact the school district. Severe thunderstorm and tornado watches are sometimes issued a couple hours in advance of thunderstorm development. Watches are generally issued for large areas, so even if storms have developed, it may be a couple hours before the storms reach the district. On the other hand, it may be a rapidly developing situation with less than an hour before the storms impact.

If condition 1 is less than condition 2, then a delayed departure is recommended. Buses provide little protection from severe storms. It is not advisable for parents to be driving to the school to pick up their children in severe weather. Parents should be made to understand that the child is far safer at school than on the road when a storm strikes.

If departure times are significantly delayed then sheltering procedures may need to be implemented .



## SHELTER IN PLACE/SHELTERING PROCEDURE

A Shelter in Place/Sheltering Procedure is called **when evacuation of the facility would endanger the health and safety of the children/staff**. An instruction to shelter students and staff requires that all staff and students remain inside school buildings. Building occupants may be directed to simply stay in place or go to the shelter area depending upon the nature and location of the emergency. **During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems should be shut down.** Ingestion of food and water should be prohibited during radiological emissions or chemical spills until school officials receive authorization and instruction from appropriate health officials.

In the event the Superintendent advises a Building Administrator to institute shelter in place/shelter procedures, the following will commence:

1. The Building Administrator will apprise the staff. Cafeteria staff will be notified as to possible needs for feeding students and staff.
2. Upon notification/occurrence of an emergency situation or execution of a drill, the Building Administrator shall instruct students and staff to report to a designated shelter area or to remain in classrooms as appropriate.
3. The Building Administrator will designate custodians and/or staff members to secure the building. If the emergency dictates, windows will be closed and the ventilation system shut down and closed.
4. If circumstances require students to remain in school after regular school hours, public notification from the Superintendent will follow immediately.
5. Parents will be advised as to preferred responses, but may come to the school office and sign out their child. The Building Administrator will arrange a student sign out procedure.
6. Non-instructional staff and all non-assigned instructional staff will report to the principal for specific instructions.
7. The Superintendent will, if appropriate, arrange for outside emergency resources and provide media notification.
8. An inventory of building and district resources for emergency purposes will be maintained by the Assistant Superintendent for Management
9. Students/staff will remain inside the building until the Superintendent advises the Building Administrator to take further action.

## EVACUATION PLAN

A Building shall be evacuated **when occupancy poses a danger to students and staff**. Upon receipt of an order to evacuate, school staff will take all necessary measures to prepare students for an evacuation. Students and staff will be evacuated by buses which will be sent to a safe location. Students will not be permitted to go home. However, they will be permitted to leave school if accompanied by a parent or guardian. Students and staff will be evacuated to secure location determined by the nature of the Emergency and the number of individuals to be evacuated.

The evacuation plan will be communicated to parents via radio and TV announcements.

### FIRST STEP

1. The Building Principal will activate the fire alarm (**except in the event of a BOMB SCARE or GAS LEAK - use public address system**) if not already done. Battery backup will provide power to activate fire alarm and provide emergency lighting in the event of a power failure. Normal evacuation procedures as posted in each room will commence unless otherwise directed by the Building Principal.
2. The Building Principal will notify the Superintendent.
3. When alerted, the classroom teachers will lead the students out of the building by the normal evacuation routes posted in each room unless the emergency prevents the use of exits and/or corridors. Alternate routes will be announced using the intercom system. Special area teachers and non-instructional employees not responsible for students at the time of emergency may be utilized to direct students away from trouble areas or supervise assembly areas.
4. Staff members shall verify evacuation of restrooms and other unsupervised rooms.
5. Once outside the building, students will be led in an orderly fashion to a safe distance from the building and if the situation warrants, bused to another school/location. Teachers will bring a class roster with them.
6. If students are to be relocated the Building Administrator will direct the building secretary to notify the host building (reception site) when the evacuation is underway. The Building Principals will make arrangements for a learning environment to occur while in the temporary location to the best of ability.
7. If students are to be evacuated to a different school/location the buses will arrive at the usual bus loading site. An alternate loading site will be chosen if conditions warrant. The Transportation Supervisor will be notified to send buses to the selected loading area for evacuation before buses are dispatched.
8. The Head Custodian and Building Administrator will check to ensure that everyone is evacuated and secure the building. No one is to re-enter the building until directed.
9. When the students are transported home or to another school, the Superintendent will notify parents using the local radio and TV stations.

## **EVACUATION PLAN (cont.)**

### **SECOND STEP**

1. Upon arrival of the emergency responders, the Building Administrator (or designee) will advise of the situation and follow instructions
2. If students are moved to another school, they will proceed to that building's shelter area and remain there until further notice. The staff of the host school should work with guest teachers and students to provide a learning environment to the best of their ability.
3. Teachers should attempt to take attendance and should notify the Building Administrator if a student is not present. Students should be supervised to ensure calm and quiet.

### **THIRD STEP**

1. The Building Administrator awaits further directions from the Superintendent.
2. A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The Building Administrator shall arrange a student sign-out procedure with a reunification officer.

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**APPENDIX A**

**EMERGENCY TELEPHONE NUMBERS**

**EMERGENCY RESPONDERS:**

**EMERGENCIES   NON-EMERGENCIES**

<u>AMBULANCE SERVICE</u>	9-1-1	607-756-7564
<u>HOMER FIRE DEPARTMENT</u>	9-1-1	607-749-3121
<u>POLICE DEPARTMENT</u>	9-1-1	607-749-2022
<u>NEW YORK STATE POLICE</u>	9-1-1	607-756-5604
<u>CORTLAND COUNTY SHERIFF'S OFFICE</u>	9-1-1	607-753-3311

**OTHER LOCAL SERVICES:**

**ALL CONTACTS**

DISTRICT PHYSICIANS

Dr. Elkins	Cortland	607-753-1340
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<u>HIGHWAY DEPARTMENT</u> ----- Town of Homer	607-749-2401
----- Village of Homer	607-749-3813

**CORTLAND COUNTY SERVICES:**

<u>COUNTY EMERGENCY MANAGEMENT OFFICE</u>	607-753-5065
<u>COUNTY HEALTH DEPARTMENT</u>	607-753-5036
<u>HIGHWAY DEPARTMENT</u>	607-753-9377

**NEW YORK STATE AGENCIES AND SERVICES:**

<u>DEPT. OF ENVIRONMENTAL CONSERVATION</u> -----	607-753-3095
(to report spills and hazardous materials) 24 hour number-----	1-800-457-7362

**OTHER AGENCIES AND SERVICES:**

<u>RED CROSS</u>	...607-753-1182
<u>NATIONAL GRID</u> .....	...1-800-892-2345
<u>ONONDAGA-CORTLAND-MADISON BOCES</u>	...315-433-2602
<u>STATE EDUCATION DEPT. BUREAU OF FACILITIES PLANNING</u> ..	518-474-3906
<u>NYSEG</u> .....	1-800-572-1121

**9-1-1** is an emergency telephone number that provides **IMMEDIATE AND DIRECT** access to **FIRE, POLICE and MEDICAL SERVICES**. Old emergency numbers will be rolled over into the 9-1-1 system.

**Use 9-1-1 to report a CRIME, a FIRE, a MEDICAL EMERGENCY** or any situation requiring an immediate response from emergency services. Always **give your phone number, location, nature of emergency and your name**.

**DO NOT CALL 9-1-1 for non-emergency situations** such as weather information, pet up tree, noise complaints or mechanical breakdown.

In the event of a broad scale emergency, it may become necessary to contact local government for assistance. These plans are provided to the Cortland County Fire and Emergency Management Office, Sheriff's Office and NYS Police for their review and comments.

**APPENDIX B**

**ADMINISTRATOR/SUPERVISOR TELEPHONE NUMBERS**

<u>NAME</u>	<u>EXT.</u>	<u>OUTSIDE LINE</u>
Lisi, Todd Athletic Director	5422	607-749-1213
Latten, Darlene Director of High School Guidance	4030	607-749-1209
Falls, Stephanie Principal, Intermediate	3109	607-749-1240
Moore, Christopher Administrator of Special Education	4542	607-749-1250
Falls, Michael Assistant Superintendent for Management	5030	607-749-7241
Finn, Josh Chief Information Officer	5000	607-749-1010
Pasquerella, Douglas Vice Principal, High School	4532	607-749-1219
Love, Theodore Director of Instruction & Evaluation	5038	607-749-7246
McGory, Jim Principal, Elementary	2150	607-749-1250
Delia, Jeff Transportation Supervisor	5540	607-749-1221
Turck, Thomas Superintendent	5021	607-749-7241
Kennedy, Robert School Lunch Manager	4143	607-749-1216
Schneider, Kara Principal, Jr. High	3598	607-749-1230
Cavellier, Scott Assist. Dir.of Facilities	5020	607-749-1234
Van Etten, Doug Principal, High School	4002	607-749-7246
Neish, Kelly Safety Officer	5034	607-749-1234
Bort, Michael HS School Resource Officer	5149	
Andrews, Randy JH School Resource Officer	3097	
Van Orden, Dave IN School Resource Officer	5151	
Giles, Quentin EL School Resource Officer	1105	
Soderhome, Kevin School resource Officer -- Nights		

Appendix C

**HOMER BUILDINGS & GROUNDS RADIO SYSTEM**

WHEN USING THE RADIO YOU MUST IDENTIFY YOURSELF FIRST, THEN CALL FOR WHOM YOU WANT TO SPEAK WITH. WHEN YOU'RE FINISHED TALKING YOU END YOUR CONVERSATION WITH "CLEAR".

Ex: CALL – HP 8 TO HP 6, HP 6 ANSWERS, TALK

FINISHED- HP 8 CLEAR

ANY PROBLEMS OR QUESTIONS PLEASE CONTACT THE BUILDINGS & GROUNDS OFFICE @ 607-749-1234

**CHANNEL 1**

**MAINTENANCE**

HP 1 – BRIAN WAKULA  
HP 2 – TOM ROSATO  
HP 3 –DIRK DOCKSTATER  
HP 4 – DOUG JENNINGS  
HP 5 -  
HP 6 - DOUG ADAMS  
HP 9 - MELISSA MERIWETHER/BASE  
HP 10- SCOTT CAVELLIER

**MAIN OFFICES**

HP 8 – SR. HIGH OFFICE  
HP 12 – ELEMENTARY OFFICE  
HP 14 – JR. HIGH OFFICE  
HP 15 – INTERMEDIATE OFFICE

**DAY CUSTODIANS**

HP 7 – JOHN HENDERSON (HS)  
HP 11- WES SHOEMAKER (EL)  
HP 13– SANTANA WALKER (INT)  
HP 17 –DONNA WHEELOCK(JH)  
HP 21 - DAN McCALL (HS)

**NIGHT STAFF CONTACT**

HP 16– ELEMENTARY  
HP 18 – INTERMEDIATE/JH  
HP 19 – SR. HIGH SCHOOL

## Appendix D

### HOMER CENTRAL SCHOOL DISTRICT PROFILE

#### **BUS GARAGE NUMBER OF STAFF: 42**

LOCAL MUNICIPALITY: Village of Homer  
PHONE: 607-749-1221 or 607-749-3873  
TRANSPORTATION SUPERVISOR: Jeff Delia- Ext. 5540

#### **JUNIOR HIGH SCHOOL**

#### **6th - 8th Grades**

NUMBER OF STUDENTS: 486 NUMBER OF STAFF: 75 TOTAL OCCUPANTS: 561  
LOCAL MUNICIPALITY: Village of Homer PHONE: 607-749-1230  
PRINCIPAL: Kara Schneider SECRETARY: Kimberly Vitello  
DAY CUSTODIAN: Donna Wheelock  
NURSE: Susan Thorne PHONE: 607-749-1131  
CLASS TIME: 7:45 AM - 2:14 PM  
TRANSPORTATION NEEDS: 12 buses

#### **INTERMEDIATE SCHOOL**

#### **3rd - 5th Grades**

NUMBER OF STUDENTS: 415 NUMBER OF STAFF: 75 TOTAL OCCUPANTS: 490  
LOCAL MUNICIPALITY: Village of Homer PHONE: 607-749-1240  
PRINCIPAL: Stephanie Falls, SECRETARY: Lori Fantacone/Ahren Morse  
DAY CUSTODIAN: Santana Walker  
NURSE: Tracy Sparrow/Kim Carmichael PHONE: 607-749-1131  
CLASS TIME: 8:30 AM - 3:30 PM  
TRANSPORTATION NEEDS: 12 buses

#### **HOMER ELEMENTARY SCHOOL**

#### **K – 2nd Grades**

NUMBER OF STUDENTS: 420 NUMBER OF STAFF: 80 TOTAL OCCUPANTS: 500  
LOCAL MUNICIPALITY: Village of Homer PHONE: 607-749-1250  
PRINCIPAL: Jim McGory , SECRETARY: Sue Downes  
DAY CUSTODIAN: Wes Shoemaker  
NURSE: Janie Connery/Nhia Clark PHONE: 607-749-1252  
CLASS TIME: 8:30 AM – 3:15 PM  
TRANSPORTATION NEEDS: 12 buses

#### **HOMER HIGH SCHOOL**

#### **9th - 12th Grades**

NUMBER OF STUDENTS: 650 NUMBER OF STAFF: 95 TOTAL OCCUPANTS: 745  
LOCAL MUNICIPALITY: Village of Homer PHONE: 607-749-7246  
PRINCIPAL: Doug VanEtten SECRETARY: Tammy Reed  
ASSISTANT PRINCIPAL: Doug Pasquerella  
DAY CUSTODIAN: John Henderson  
NURSE: Kristen Hall/Julie White PHONE: 607-749-1211  
ATHLETIC DIRECTOR: Todd Lisi PHONE: 607-749-1213  
CLASS TIME: 8:05 AM - 3:05 PM  
TRANSPORTATION NEEDS: 12 buses



**Appendix E**

**STAFF QUALIFIED TO ADMINISTER FIRST AID AND CPR**

<b>Employee Name</b>	<b>Job Title</b>	<b>Extension</b>	<b>Expiration Date</b>
<b>Homer Elementary</b>			
Connery, Janie (RN)	Nurse	Ext. 1010	
Clarke, Nhia	Nurse	Ext. 1011	
DeLucia, Denise			3/29/20
Ferrito, Mark	PE Teacher	Ext. 1117	6/15/20
Kirkwyland, Jonathan			3/29/20
Totman, Chad	PE Teacher	Ext. 1307	6/15/20
Cook, Allison	PE Teacher	Ext. 1129	6/15/20
<b>Homer Intermediate</b>			
	Nurse	Ext. 2010	
Barnes, Rich	PE Teacher	Ext. 3119	
Bonnell, Sarah	Reading/Coach		
Garett, Ellen	Teacher/Coach	Ext 2127	
Guy, Jennie	Reading/Coach	1240	6/15/20
Jackson, Amanda	Teacher	Ext. 2233	
Seibel, Morgan	Teacher/Coach	Ext. 2137	6/15/20
Patterson, Randalin	PE Teacher	Ext. 3547	6/15/20
Whelan, Tim	Spec Ed	1240	
Withers, Erika	Teacher	Ext 2124	
Williams, Sherri	Teachers aide	Ext. 3133	
<b>Homer Jr. High</b>			
Thorne, Susan	Nurse	3010	
Butts, Kim	Teacher	Ext. 3210	
Cook, Jeremy	PE Teacher	Ext. 3165	6/15/20
Douglass, Kevin	Teacher/Coach	Ext. 3282	6/15/20
Nels, Lauren	Teacher		
Gross, Aaron	Teacher/Coach	Ext. 3160	
Nasiatka, Robert	Teacher	Ext. 3684	
Renner, Lynne	PE Teacher	Ext. 1141	6/15/20
<b>Coaching Staff</b>			
Barillo, Brittany	Coach		
Beal, Jeff	Coach		
Bowers, Ben	Coach		8/21/20
Buhr, Kori	Coach		
Carboine, Cheryl	Coach		
Dallaire, Cassandra	Coach		6/15/20
Fairchild, Penny (CPR Only)	Coach		
Jones, Jennifer	Coach		
Kostuk, Shannon	Coach		
Lanave, Casey	Coach		
Lener, Nicole	Coach		8/8/20
Morris, Dustin	Coach		
Mulvihill, Kori	Coach		6/15/20
Nagel, Shawn	Coach		
Nye, Martha	Coach		6/15/20
Podsiedlik, David	Coach		

Quinlan, Paul	Coach		
Randall, Laura	Coach		6/15/20
Reynolds, Jason	Coach		9/1/20
Rex, Ryan	Coach		6/15/20
Sager, Roger	Coach		6/15/20
Sorenson, Melissa	Coach		6/15/20
Stevens, Emily	Coach		
Thomas, Howard	Coach		
Whidden, Jim	Coach		6/15/20
Young, Chris	Coach		

<b>Homer High School</b>			
Baldwin, Jim	Teacher/Coach	Ext. 4111	6/15/20.
Bookhout, Carolyn			3/29/20
Bradshaw, Dan	Teacher/Coach	Ext. 4122	6/15/20
Lisi, Todd	Athletic Director	Ext. 4422	
Cleland, Valerie			3/29/20
Colasurdo, Christine	Counselor/Coach	Ext. 4514	6/15/20
Cottrell, Tom	Teacher/Coach	Ext. 4108	6/15/20
Davenport, Kathleen			3/29/20
Kristen Hall	Nurse	Ext. 4537	
DiMattei, Mike	Teacher/Coach		6/15/20
Flaxman, Heather			3/29/20
Graves, Jason	Teacher/Coach	Ext. 4242	6/15/20
Jones, Paula	Teacher/Coach	Ext. 5233	6/15/20
Kinsella, Gina	Teacher/Coach	Ext. 4944	6/15/20
Malone, Sean	Teacher/Coach	Ext. 4945	6/15/20
Nasiatka, Rob	Teacher	Ext. 4247	
Patriarco, Nick	Teacher/Coach	Ext. 4245	6/15/20
Podsiedlik, Gary	Coach		6/15/20
Richardson, Steven			3/29/20
Schneider, George	Teacher/Coach	Ext. 4405	6/15/20
Seibert, Karen			3/29/20
Sorenson, Geoff	PE Teacher	Ext. 4405	6/15/20
Stokee, Tammy	Sub Teacher/Coach		6/15/20
Julie White	Nurse	Ext. 4537	
Tabel, Jeff	Teacher/Coach	Ext. 4956	6/15/20
VanEtten, Doug	Principal	Ext. 4530	
Wakula, Kris	Teacher/Coach		6/15/20
Whitney, Carrie	Teacher	Ext. 4941	

<b>Bus Garage</b>		
Brown, Melvin	Bus Driver	3/29/20
Brush, Billi	Bus Driver	3/29/20
Conger, Lisa	Bus Driver	3/29/20
Dawson, Carlton	Bus Driver	3/29/20
DeLia, Jeffrey	Transportation Director	3/29/20
Ferri, Jeff	Mechanic	3/29/20
Fox, Sheila	Bus aid	3/29/20
Holl, Randy	Bus Driver	3/29/20
Jenney, Dean	Bus Driver	3/29/20
Kilmer, Susan	Bus Driver	3/29/20
Larrabee, Jason	Mechanic	3/29/20
Lasette, John	Bus Driver	3/29/20
Ledger, Eileen	Bus Driver	3/29/20
Lyon, Virginia	Bus Driver	3/29/20
McChesney, Christopher	Bus Driver	3/29/20
Muleucis-Votra, Onnajean	Bus Driver	3/29/20
Olson, May	Bus Driver	3/29/20
Ortiz, Ismael	Bus Driver	3/29/20
Phillips, Brian	Bus Driver	3/29/20
Romans, Corey	Garage Attendant	3/29/20
Seamans, Gerry	Bus Driver	3/29/20
Stevenson, Earl	Bus Driver	3/29/20
Stone, Marion	Bus Driver	3/29/20
Tinker, Jonathan	Bus Driver	3/29/20
VanMarter, Robert	Bus Driver	3/29/20
Yaple, Patricia	Bus Driver	3/29/20

Appendix F

TELEPHONE THREAT INFORMATION SHEET

Questions to ask:

- When is bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Exact wording of the threat:

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Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Time of Call: \_\_\_\_\_ Date: \_\_\_\_\_

Caller's Voice: (Circle)

Loud High Intoxicated Calm Fast Stutter Distinct Accent  
Soft Deep Disguised Angry low Nasal Slurred

Background Sounds: (Circle)

Voices Quiet Animals Street Traffic Office Machinery  
Airplanes Trains Music Factory Machinery

Threat Language: (Circle)

Well spoken/educated Foul Irrational Incoherent  
Taped Message read by threat maker

## Appendix G

### PROCEDURES FOR CLEANING UP BODY FLUID SPILLS

**These procedures must be used to clean up all spills involving:  
Vomit, Blood, Feces, Urine, Semen or Vaginal Secretions.**

#### 1. PUT ON PROTECTIVE GLOVES

Wear disposable gloves. If unanticipated contact occurs immediately wash the affected areas with soap and water or use a Vionex antimicrobial skin wipe found in the “General Staff Personal Infection Control Kit” distributed to all employees.

#### 2. CLEAN UP

For small spills, use paper towels to wipe up then use clean paper towels with soap and water. For larger spills, apply an absorbent material (i.e. Odor-sorb, Discard, Quaff) until absorbed then sweep up all material. Place all waste in a plastic bag and seal.

#### 3. DISINFECT AREA

For hard surfaces such as floors use a clean mop and disinfectant. Shampoo carpets, rugs and cloth furniture with disinfectant.

#### 4. BAG DIRTY MATERIALS

Place all disposable items in a plastic bag, remove gloves and seal. Note: Clothing and other non-disposable items should be rinsed in a disinfectant solution and placed in a plastic bag to be sent home.

#### 5. DISPOSE OF DIRTY MATERIALS

Place all bags of disposable waste into another plastic bag (double bag), secure and dispose of immediately in dumpster located outside building. Dispose of dirty water down the drain.

#### 6. CLEAN EQUIPMENT

Rinse broom, dust pan, mop bucket or other equipment in disinfectant solution then rinse thoroughly with hot water. Soak used mops in fresh disinfectant solution then rinse thoroughly. Disinfectant solution should be promptly disposed of down the drain.

#### 7. WASH HANDS

Wash hands with soap and water. Bar soap is acceptable.

### ACCEPTABLE DISINFECTANTS

The disinfectant must be able to kill HIV and Hepatitis. The following disinfectants are registered by the US Environmental Protection Agency (EPA) for use in schools; Airex Laboratories “Airex 109”, MPC “Spectrum HBV”, Arsenal “Re-Juv-Nal” Disinfectants and Household Bleach – bleach to be used only in an emergency if the previously listed products are not available (1 part bleach to 10 parts water). Do not use aerosol sprays.

Revised 10/15/15



**Appendix H**

**INCIDENT REPORT FORM (Discretionary)**

TYPE OF INCIDENT:

LOCATION:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. \_\_\_\_ P.M.

PERSON REPORTING INCIDENT:

COMMAND POST MANNED BY:

TYPE OF RESPONSE:

SHELTERING:	YES	NO
EARLY DISMISSAL:	YES	NO
EVACUATION:	YES	NO
SCHOOL CANCELLATION:	YES	NO

NOTIFICATIONS:	TELEPHONE #	YES	NO	TIME
Superintendent	<u>x5022 /607-749-7241</u>	___	___	
Dir. of Instruction & Evaluation	<u>x5038 /607-749-1206</u>	___	___	
Assistant Superintendent for Management	<u>x5030 /607-749-7241</u>	___	___	
High School Building Administrator	<u>x4530 /607-749-7246</u>	___	___	
Junior High Building Administrator	<u>x3598 /607-749-1230</u>	___	___	
Intermediate Building Administrator	<u>x3109 /607-749-1240</u>	___	___	
Homer Elem. Building Administrator	<u>x1177 /607-749-1250</u>	___	___	
Transportation Supervisor	<u>x5540 /607-749-1221</u>	___	___	
Assist. Dir of Facilities	<u>x5020 /607- 749-1234</u>	___	___	
Supervisor of Food Services	<u>x4424 /607-749-1216</u>	___	___	
Fire Department	<u>9-1-1</u>	___	___	
Police (local)	<u>9-1-1</u>	___	___	
Police (state)	<u>607-756-5604</u>	___	___	
Cortland County Sheriff	<u>607-753-3311</u>	___	___	
American Red Cross	<u>607-753-1182</u>	___	___	
<b>County Emergency Mgt. Office</b>	<u>607-753-5065</u>	___	___	
County Health Dept.	<u>607-753-5036</u>	___	___	
Dept. of Environmental Conservation	<u>607-753-3095</u>	___	___	
Radio Stations	<u>Operating Proc.</u>	___	___	
County Environmental Health Dept	<u>607-753-5035</u>	___	___	

SUPERINTENDENT: \_\_\_\_\_  
 (Signature)

## APPENDIX I

### TORNADO GUIDELINES

Hail is often present with strong thunderstorms. Hail can range in size from pea size to the size of a grapefruit. Large hail is often associated with a tornado. Large hail does not always imply a tornado, but tornadoes are usually from the same area of a thunderstorm where hail is found. Occupants outdoors should be brought indoors immediately and instructed to stay away from skylights and windows. Never assemble occupants in gymnasiums, auditoriums, cafeterias or other areas with large roof spaces during a tornado threat. In the event of a tornado or tornado warning see Natural Disasters, Page 12 for instructions.

If your school has more than one story, evacuate the upper level of the school. The lowest level is always the safest. Schools designed with "open classrooms" may prove difficult to find safe areas for all occupants due to a lack of interior load-bearing walls, large spanning roofs and the use of large amounts of glass. It may be necessary to determine hazard rankings for each area of the building. Below is a list of areas in order of their probability of failure:

1. Windows on exterior walls
2. Rooms with large roof spans
3. Exterior walls of upper story and roof
4. Interior walls of upper story, exterior wall of lower level and interior glass.
5. Interior, lower story, non-load-bearing walls.
6. Interior, lower story, load-bearing walls.



## Appendix J

### Sites of Potential Emergencies

#### Location

Brown's, Truxton  
Cook Brothers Truck Parts, Homer  
Cortland Asphalt, Homer  
Craig's, Homer  
Crandall, Homer  
Dandy Mini-Mart, Homer  
Forest Fisheries, Homer  
Frontier Communications, Truxton  
Goddard Roofing & Siding, Homer  
Former Hartnett Elementary, Truxton  
Haskell Machine & Tool, Homer  
Homer Bus Garage, Homer  
Homer Elementary, Homer  
Homer Intermediate/Jr High, Homer  
Homer Laundry & Cleaners, Homer  
Homer Materials, Homer  
Homer Quickway, Homer  
Homer Sr. High School, Homer  
K&H Kawasaki, Homer  
Mobil, Homer  
Niagara Mohawk, Homer  
Orkin Inc, Homer  
Quali-Graphics, Homer  
Reagen-Riter Boiler Works, Homer  
Rick & Rich Towing, Homer  
Schwann Food Co, Homer  
Smith's Transmission Service, Homer  
Suit-Cote, Preble  
Sweeney's Pest Elimination  
Tarson Pool Supply, Homer  
Tioughnioga River  
Total Auto Care, Homer  
Verizon Co, Homer  
Warren Refrigeration, Homer

#### Hazard

Fuel  
Chemicals, Fuel  
Chemicals  
Chemicals, Fuel  
Chemicals, Fuel  
Fuel  
Chemicals, Fuel  
Chemicals  
Chemicals  
Fuel, Chemicals  
Chemicals  
Chemicals, Fuel  
Chemicals  
Chemicals  
Chemicals  
Fuel  
Fuel  
Chemicals  
Chemicals, Fuel  
Fuel  
Mineral oils  
Pesticides  
Chemicals  
Chemicals  
Chemicals, Fuel  
Propane  
Chemicals, Fuel  
Chemicals, Fuel  
Pesticides  
Chemicals  
Flooding  
Chemicals, Fuel  
Chemicals  
Chemicals

#### Transportation Incidents

Rts. 81, 11, 13, 281, 41, 41A, 91  
NYS Susquehanna & Western Railway

#### Hazards

Accidents, Chemicals, Fuel  
Accidents, Chemicals, Fuel

## **Appendix K**

### **Board and Committee Activities**

The Homer Central School Board appointed the SAVE Committee on March 27, 2001.  
*The original Committee contained the people and affiliations listed below.*

Hal Ferguson – Superintendent of Schools & Committee Chair  
Fred Farah – Sr. High School Principal  
Tom Turck – Intermediate School Principal  
Lynne Renner – PE Teacher Sr. High School  
Gary Selover – 6<sup>th</sup> Grade Teacher Hartnett Elementary School  
Terry Perkins – Art Teacher Intermediate School  
Brenda Nobles – PE Teacher Jr. High School  
William Foley – New York State Police  
Laurie Biondi – Parent  
Jeff Bauer – Parent  
Colleen Murphy – Parent  
Karen Seibert – Parent  
Patti Malone – Psychologist Intermediate School  
Larry King – Dir. of Instruction & Evaluation  
Gary Harrington – 2<sup>nd</sup> Grade Teacher Homer Elementary School  
Megan Ellerson – Sr. High Student  
Jordan Brown – Jr. High Student

The team had several meetings developing the plan. A public notice was given for interested parties to attend a public hearing which was held on June 19, 2001. The plan was approved at the Board meeting held on June 26, 2001 and sent to the Commissioner of Education.

A District Safety Committee meets quarterly to review and update plans.

## Appendix L

### **Prevention and Intervention Programs**

Programs that are used within Homer Central School District to encourage communication with students.

Character Ed Program (K-12)  
Parent & Student Workshops  
Guidance Office meetings with students (Jr. & Sr. High)  
School Psychologist – students referred from teachers  
Anger Management Programs  
Social Skills Programs  
Health Ed Curriculum  
Multiple Disciplinary Teams (K-12)  
Teacher Groups to identify students of concern  
Summer Transition Program for students entering Jr High  
Programs for students not in other extra curricular  
Social worker – Student referrals

#### Activities to be a part of the School Community

School Pledge (K-6)  
Blue Pride Song (3-6)

## Appendix M

### **Training & Drills**

#### **Annual Drills**

- 12 Building Emergency Drills –
  - 8 from the first day of school to 12/31 then 4 from 12/31 to June,
  - 4 Of which must be Lock-down drills
- 3 Fire Escape Drills (Elementary)
- 3 Bus Fire Drills
- Go Home Early Drill
- Weather Drill when notification is received from NWS

#### **Periodic Drills**

- Bomb Threat
- Lock Down - 4 Required During School year
- Intruder
- Suspicious Vehicle (Person)

#### **Training**

- De-escalation Training
- Altercation Training
- Restraint Training
- Drug Workshop
- Student's Against Destructive Decisions

The drills and training are reviewed at the next staff meeting for the building. They hold training sessions and drills during staff development days and they are reviewed that day. The district also reviews emergency procedures on the staff welcome back day before schools starts.

## **Appendix N**

### **Security Personnel and Procedures**

#### **Personnel:**

Staff Members (New staff are fingerprinted)

#### **Procedures:**

Signs on doors to sign in at the office

Most doors are locked with proximity card entry

Orientation for student teachers

Visitor badges

Parents (K-12) are not allowed to go to classroom unless arranged in advance or a special event is being held

Security camera on/in buildings

Internet filtering

Internet use agreements

The district performs the practices noted above to keep security at a high level. Also, in the training of staff, there is a review of violence prevention and intervention strategies. In addition, staff has been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

The District employs five full time School Resource Officers (SRO's) (Days and Eves) that circulate between all buildings within the district. They also respond to any calls for assistance within the district.

## **Appendix O**

### **Informative Materials**

Multiple discipline teams meet with parents  
Staff makes referrals to outside agencies  
District holds a variety of workshops for parents  
Health Curriculum  
Newsletters  
Safety Committee  
Letters home to parents for specific procedures  
NYS State Police presentations

## **Appendix P** **Contact Procedures**

The District's Safety/Compliance Officer is the representative on the Local Emergency Planning Committee (LEPC) which supplies input on the plan from government officials, law enforcement and fire. This is an ongoing process.

### **Emergency Personnel Contacts**

Medical Emergency – Nurse contact 911

Bomb Threat – Building Administrator contacts law enforcement

Fire – Pull station, smoke or heat detector directly notify 911

Dangerous Person – Building Administrator contacts law enforcement

Inclement Weather – Superintendent of Schools contacts radio & TV stations

Spill – Superintendent of Buildings & Grounds contacts 911

Transportation – Transportation Supervisor notifies emergency services

Systems Failure – Superintendent of Building & Grounds contacts appropriate utility

Threats of Violence – Principal notifies law enforcement

### **Parents or Persons in Parental Relation**

Principal directs contact by building

The Superintendent's office shall coordinate informing all educational agencies within such school District of an emergency (information received from agencies contained in Appendix Q)

**Appendix Q**  
**Education Agencies**

**YWCA Before and After School Care**

Homer Elementary – 607-423-2019  
K-2nd grade  
AM- 6:45-8:30 am 4 Staff members  
PM - 3:00-6:00 pm 4 Staff members

Homer Intermediate – 607-749-1240 or x1121  
3rd- 6th grade  
AM- 6:45-8:30 am 4 Staff members  
PM - 3:00-6:00 pm 4 Staff members

Director:       Janice Meyer  
                    14 Clayton Ave  
                    Cortland, NY 13045  
607-753-9651 or 607-749-0096 (cell)  
Schoolage@cortlandywca.org

Maximum enrollment: have not met max.  
7 staff members



**Appendix R**  
**District Resources Available in an Emergency**

<b>Resources</b>	<b>High School</b>	<b>Int./JH</b>	<b>Elem.</b>	<b>Bus Garage</b>	<b>Park St Maintenance Garage</b>
Telephone	X	X	X	X	X
Fire Alarm	X	X	X	X	
P.A. System	X	X	X		
Nurse's Office	X	X	X		
Two Way Radio	X	X	X	X	X
Public Transit	X		X	X	
Food Storage	X	X	X		
Portable Water	X	X	X	X	
Gasoline/ Diesel				X	
Floor Plans	X	X	X	X	
Kitchen	X	X	X		
Buses				X	
Fire Extinguishers	X	X	X	X	
Trucks/Plows	X			X	X
Flashlights	X	X	X	X	
National Weather Service Radios	X	X	X	X	

The use of the district resources shall be directed by the Superintendent in consultation with the Assistant Superintendent for Management, Superintendent of Buildings and Grounds, the Transportation Supervisor, Building Principals and other staff as required in response to the emergency.

**Appendix S**  
**Chain of Command**

**Command Center: Superintendent's Office**

**Alternate Command Center: Transportation Office**

<b>Name/Phone</b>	<b>Alternate/Phone</b>	<b>Duties</b>
Thomas Turck/5022	Michael Falls/5030 Theodore Love/5038	Commander and District Spokesperson
Scott Cavellier/5020	Douglas Jennings/5029	Coordinates Buildings and Grounds Personnel
Jeff Delia/5240	Eileen Ledger/5240	Coordinates Vehicle Use and Transportation
Wendy Swift/4425	Joan Redfield/4424	Coordinates Food Services and Staffing
Janie Connery/1131	Kim Carmichael/4010	Coordinates Medical and First Aid Staff
Kelly Neish/5034	Scott Cavellier/5020	Liaison between Emergency Services and District Personnel, Safety
Christopher Moore/2306	Steve Richardson/4500	Coordinates Crisis Intervention Team and Support Services
Kelli Yacavone/5022	Melissa Meriweather/5027	Maintains Log of Communications and Activities During Incidents

**APPENDIX T**

**District Response Team (As needed by Emergency)**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Extension or phone</u></b>
Superintendent	Thomas Turck	5022
Assistant Superintendent for Management	Michael Falls	5030
Dir. of Instruction & Evaluation	Theodore Love	5038
Chief Information Officer	Josh Finn	5000
High School Principal	Doug Van Etten	4530
Jr. High Principal	Kara Schneider	3598
Intermediate Principal	Stephanie Falls	3109
Homer Elementary	Jim McGory	1177
Assist. Dir. Of Facilities	Scott Cavellier	5020
Transportation Supervisor	Jeff Delia	5240
Psychologist	Steve Richardson	4500
Dir. Of Guidance	Darlene Latten	4530
Clergy	TBD	TBD