

**2024-2025
Liverpool Central School District
District-Wide Emergency Response Plan**

1. BOARD OF EDUCATION POLICY

Pursuant to Section 207, 215, 305 and 4403 of Education Law and Article 2-B of the Executive Law, a District-Wide Emergency Management Plan (the "Plan") was developed to comply with the mandates of the Safe Schools Against Violence in Education Act ("Project SAVE") and the Regulations of the Commissioner of Education at 8 NYCRR Sections 155.13, 155.17(e)(1), and 155.17(e)(2). The Plan shall be updated each year by October 15.

This Plan provides standard procedures to guide students and staff when responding to an emergency. It also sets forth required drills to keep staff and students familiar with the standard response procedures.

The Board of Education recognizes the need to insure the safety and health of children and staff. The District Emergency Response Plan shall be responsive to any emergencies or disaster which may impact individual school buildings/facilities, impact multiple District buildings/facilities, or require utilization of District buildings, facilities and/or vehicles by appropriate State, County, and City agencies.

2. DISTRICT EMERGENCY ACTION TEAM

The Superintendent of Schools shall be the District's Chief Emergency Officer and shall designate the members of the District's Emergency Response Team

The Chief Emergency Officer shall be responsible for the coordination, overview, and decision-making in implementing the District Emergency Response Plan.

Emergency Response Teams may consist of, but are not limited to the following:

District-Level:

Superintendent of Schools
Director of Security
Deputy Superintendent
Director of Facilities

Building-Level:

Building Principal
Building or Head Custodian
School Nurse

3. BUILDING SAFETY EQUIPMENT/HAZARDS/HIDING PLACES

Safety equipment may include, but are not limited to:

1. Safe Zone/Area of Rescue
2. Evacuation Chair
3. Fire Alarm Equipment (i.e. Annunciator Panel, Control Panel, Pull Stations)
4. Fire Extinguishers
5. Sprinkler Systems
6. Fire Hydrants
7. Fire Hose & Stort (Exterior Fire Hose Connection)
8. Phones

Potential site hazards may include, but are not limited to:

1. Boiler Room
2. Utilities (i.e. Gas, Water, Electric)
3. Mechanical Rooms (i.e. HVAC, Electrical)
4. Chemical Storage (*Custodial and Science*)
5. Kitchen Gas Appliances
6. Roadway/Railway (*within 25 miles of the District Building*)

4. TERMS & DEFINITIONS

ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.

BUILDING ADMINISTRATOR - The Principal or Administrator of a District building or Designee.

BUILDING-LEVEL EMERGENCY RESPONSE PLAN - A building-specific emergency response plan that addresses crisis response, intervention, and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).

BUILDING-LEVEL EMERGENCY RESPONSE TEAM - The building-specific team is appointed by the Building Administrator in accordance with regulations or guidelines prescribed by the Superintendent and the Board. The Building-Level Emergency Response Team may include, but is not limited to representatives from teacher, administrator and parent organizations, school safety personnel, other school personnel, community members and first responders (police and fire officials).

CIVIL DISORDER - An action by any group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.

CHIEF EMERGENCY OFFICER - The Superintendent of Schools or his/her designee shall be the Chief Emergency Officer responsible for coordinating communication between school staff, law enforcement and first responders.

DISASTER - The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.

DISTRICT-WIDE EMERGENCY RESPONSE TEAM - The District-wide team is appointed by the Superintendent of Schools. The District-wide team may include, but is not limited to, representatives from teacher, administrator and parent organizations, school safety personnel, other school personnel and the Board of Education.

EARLY DISMISSAL - Returning students to their homes or other appropriate locations before the end of the school day.

EMERGENCY - A situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

EMERGENCY RESPONSE BAG - A conspicuously marked carry bag maintained in the Building Administrator's office, School Nurse's Office, and student occupied classrooms containing emergency response information. The Building Administrator's bag is to be transported to the Command Post and Staging areas during emergency responses.

EMERGENCY SERVICES ORGANIZATION - A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.

EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.

EVACUATION - Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.

FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.

FIRE COMMANDER - The Fire Chief directing fire-fighting operations at the incident.

INCIDENT COMMANDER - The supervisor with decision-making responsibility when responding to a particular emergency.

IN-PLACE SHELTERING - The emergency response used in situations where it is necessary to hold students in a common area ("Inside Safety Zone") temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged (e.g., air pollution problems, chemical spills, radiological emergencies).

INNER PERIMETER - The immediate area of containment around the incident site.

LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.

LOCK-DOWN – Otherwise known as a “stay-in-place”, students and faculty are to remain in place. This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, classroom doors and windows should be locked.

MEDIA STAGING AREA – The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.

NATURAL DISASTER – Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (*e.g., floods, tornado, and significant snowfall/blizzard, etc.*).

OUTER PERIMETER – The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.

POLICE DETAIL COMMANDER – The police supervisor commanding police personnel detailed to the incident.

POST-INCIDENT RESPONSE TEAM – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.

RELOCATION CENTER – A location established for providing temporary shelter or care for persons displaced by an Emergency.

SAFETY ZONE – A pre-determined location either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.

SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: *riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.*

SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

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

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

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

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

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

5. EMERGENCY RESPONSE PROCEDURES

A. LOCATION OF THE COMMAND POST

In the event of a full-scale evacuation of a school, the Command Post will be established at the location specified in the Building-Level Emergency Response Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter and its location must be communicated to the Building Administrator through the 911 Emergency Communications Control Center as soon as possible. Whenever possible, the Command Post should have the availability of landline telephone communications.

B. GENERAL EVACUATION

Evacuations may be necessary in the event of fire, severe weather, emergencies, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

Building occupants will be notified to evacuate the building by one or more predetermined emergency communication methods, depending upon the nature of the emergency:

1. Upon receiving an evacuation notice, faculty and staff should survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
2. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
3. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the predetermined building notification method. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman).
4. Elevators may not be used for evacuation purposes unless approved by the emergency personnel.
5. All persons shall proceed to the designated Safety Zone and remain there until further notice.
6. Teachers should take attendance once in the designated Safety Zone, and notify the Command Post if a student is not present.
7. Any time teachers have to relocate their class; attendance must be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students are loaded onto the buses and once again, when the buses are loaded, to ensure that all students are accounted for.

Occasionally, there may be a need to relocate students from the Safety Zone to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander upon consultation with the Superintendent of Schools. Students will not be allowed to go home on their own. However, they will be permitted to leave school if accompanied by a parent.

C. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building.

1. An Assisted Evacuation Plan form should be completed for every child or staff member who has limited mobility and for any other person who would require assistance to leave the building in an emergency or require any kind of special accommodations during an evacuation. The Assisted Evacuation Plan should designate the person responsible to assist in evacuating the person as well as alternates for situations in which the person with primary responsibility is not available.

D. SHELTERING

Not all emergencies will require that occupants of a building leave and go somewhere else. A sheltering procedure is appropriate for situations when it is necessary to temporarily hold students in an inside Safety Zone during an Emergency.

1. A determination to shelter inside the school building shall be made by the Building Administrator based upon his or her knowledge of the circumstances surrounding the emergency. The Building Administrator shall inform the 911 Control Center and the Superintendent of Schools of the determination, and may consult with the Incident Commander regarding the decision.

E. LOCK-DOWN ("STAY-IN-PLACE")

A lock-down procedure is appropriate for situations which mandate that students remain in one location until authorized to move. General procedures are as follows:

1. A stay in place (lock-down) procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff. The procedure may involve some or all persons within the building, depending on the nature and location of the emergency.
 2. The Building Administrator will apprise all building occupants of a stay in place (lock-down) order using the predetermined emergency notification method. Students and staff shall remain in their classrooms or work-area until the Building Administrator or law enforcement gives different instructions.
 3. Parents are NOT to report to the school to sign out their child. The Superintendent (or his/her designee), will provide information and updates to parents and the media at a predetermined location.
- F. EARLY DISMISSAL
- An early dismissal is appropriate in the event of a system failure (such as heating, plumbing or electrical, etc.), or other emergency situations as decided by the Superintendent of Schools, that renders the building unsuitable for instructional purposes.

6. RESPONDING TO THREATS OF VIOLENCE

The District shall make continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that District authorities can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

- A. PROCEDURES
- The following procedures are separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals:
1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - (a) Assume the threat is serious;
 - (b) Immediately report the threat to a parent/guardian, Building Administrator, staff member or a law enforcement official; and
 - (c) Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
 2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - (a) Assume threat is serious;
 - (b) Immediately report the threat to the Building Administrator, staff member, or law enforcement official; and
 - (c) Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
 3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - (a) Assume threat is serious;
 - (b) Immediately report the threat to the Building Administrator; and
 - (c) Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
 4. Any Building Administrator who receives information that a person is threatening to commit an act of violence, shall:

- (a) Assume threat is serious;
 - (b) Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - (c) Immediately notify and provide the Superintendent of Schools and Director of Security school with complete information regarding the information received; and
 - (d) Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received.
5. If the threat is credible:
- (a) The Building Administrator shall coordinate the appropriate action including consulting with law enforcement.
 - (b) The Building Administrator will activate student release if necessary.
 - (c) The students' parents or guardians shall be notified.
6. If it is agreed that the threat is not credible, the Building Administrator shall institute any further action deemed necessary.

7. RESPONDING TO ACTS OF VIOLENCE

- A. POST INCIDENT RESPONSE TEAM
- 1. The District has established Post-Incident Response Teams comprised of appropriate school personnel, medical counselors, mental health counselors, and others who can assist the school community in coping with the aftermath of an Emergency or Serious Violent Incident.
 - 2. The Post-Incident Response Team shall be activated in accordance with the appropriate Building-Level Emergency Response Plan.
 - 3. Additional post incident response assistance is available, if necessary, through the Onondaga County Department of Emergency Management.

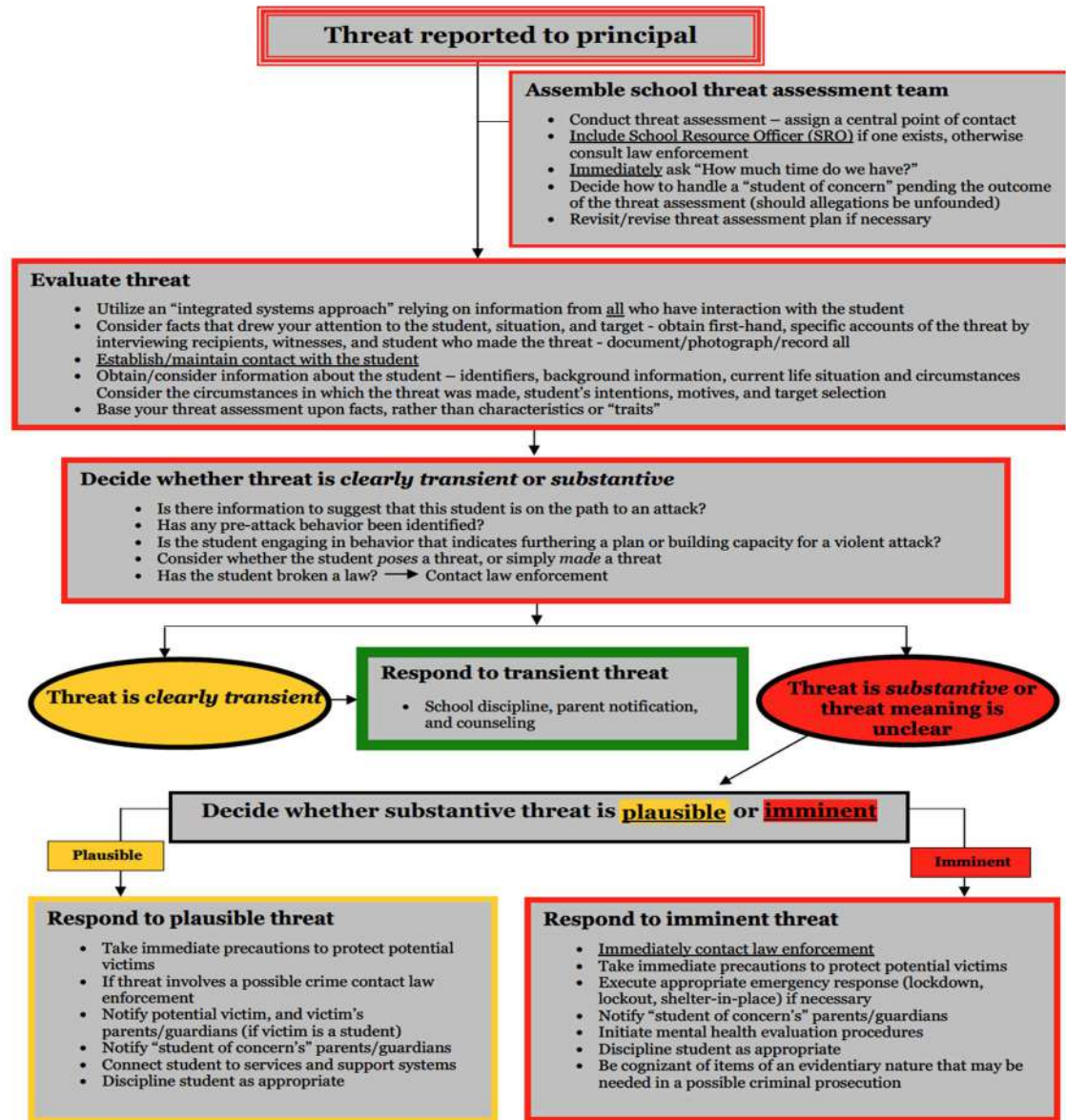
8. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY

Project SAVE requires that this Emergency Response Plan contains procedures for reporting actions that constitute a crime to law enforcement officials. The following procedures shall be followed by District personnel:

- A. SEQUENCE OF ACTIONS
- 1. The first person who becomes aware of an emergency should notify the Building Administrator's office and call 911 if appropriate.
 - 2. The Building Administrator shall obtain the necessary information including what, where, when, how, and the location of any hazard areas and shall cause the appropriate alert notification/ evacuation signal(s) to be given.
 - 3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
 - (a) Call 911
 - (b) Call the Superintendent of Schools and the Director of Security
 - (c) IMPORTANT – You MUST talk to a person in the Superintendent's Office. DO NOT LEAVE A VOICE MAIL. If you cannot talk directly to someone in the Superintendent's Office, call the offices listed below until you can speak to someone directly.

Assistant Superintendent for Administrative Services
 Assistant Superintendent for Human Resources

4. The Reporting Guidelines that are set forth in the Building-Level Emergency Response Plan should be implemented depending on the nature of the emergency.
5. School personnel should oversee Safety Zones (if an evacuation occurs), and ensure that the Treatment Area is operational (if needed).
6. School personnel should cooperate with and provide assistance to Police and Emergency Personnel.



New York State Police Model for Student Threat Assessment, (2007)

9. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES

In the event of a broad scale emergency, it may become necessary to contact the Onondaga County Emergency Management Center for assistance.

10. INTER-AGENCY ADVICE AND ASSISTANCE

In the event of an emergency, the Superintendent of Schools will contact the following agencies:

Onondaga County Sheriff's Department
New York State Police
Liverpool Police Department
Liverpool Fire Department
Moyers Corners Fire Department
Northern Onondaga Volunteer Ambulance
American Medical Response Ambulance
American Red Cross

11. COORDINATING USE OF DISTRICT RESOURCES IN AN EMERGENCY

A. STAGING AREAS

1. The Police Staging Area for each school is specified in the school's Building-Level Emergency Response Plan. The 911 Center should direct respond police units to travel to this location, specifying the safest and most practical route of travel.
2. The EMS Staging Area will be determined by the destination of the evacuees and will be specified in the Building-Level Emergency Response Plan.
3. The Fire Department Staging Area shall be as specified in the Building-Level Emergency Response Plan, unless otherwise directed by the Incident Commander.
4. The Landing Zone will be located as close to the EMS Staging Area as possible.
5. The Media Assembly Area will be specified in the Building-Level Emergency Response Plan. This area will be manned by the District Spokesperson and support personnel necessary to assist the Spokesperson
6. The Parent Staging Area will be located as specified in the Building-Level Emergency Response Plan. This area shall be located in close proximity to the Student Assembly Area and shall provide for parent parking that will not interfere with emergency operations.

B. TREATMENT AND RELEASE AREAS

1. The Treatment Area for each school shall be specified in the Building-Level Emergency Response Plan. Those in need of immediate medical attention will be intercepted and treated or transported by EMS personnel from this area.
2. The Student Release Area(s) for each school will be specified in the Building-Level Emergency Response Plan. EMS personnel will recheck each evacuee before they are returned to their parents or homes. A faculty member with a current student roster will meet students in this area. Every student passing through this area will be checked off using this roster so that a complete list of evacuated students can be compiled.
3. Where individuals require medical attention as a result of accident or injury, qualified persons should provide general first aid until more expert help is secured. Specific procedures to handle medical emergencies are provided in the Building-Level Emergency Response Plan.

C. DUTIES OF THE SUPERINTENDENT OF SCHOOLS

1. The Superintendent of Schools, or in his or her absence, a designated administrator, will represent the District as the District's Chief Emergency Officer.
2. The Superintendent of Schools will be responsible for acting as liaison between the Incident Commander and the faculty and staff. As the District's Chief Emergency Officer, he or she will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students.
3. The Superintendent will maintain contact with the buildings affected by the emergency. When notified of an emergency, the Superintendent's office will ensure that police and first responders have been notified as a first priority. The Superintendent's office will also alert the Cabinet, Directors of Transportation, Food Service, Facilities, and the Communications Officer.
4. If an evacuation is ordered, the Superintendent may request Administrative Office personnel to report to the receiving school to help assist with the arrival of students from the building affected by the emergency.

D. DISTRICT PERSONNEL AT THE COMMAND POST

The following District personnel will report for duty at the Command Post during a declared emergency:

1. The Superintendent of Schools, or in his or her absence, a designated District administrator.
2. The Director of Security, or in his or her absence, a designated member of the Security staff.
3. The Director of Facilities, or in his or her absence, a designated member of the Operations & Maintenance staff.
4. The Building-Level Emergency Response Team for the affected building should report immediately to the designated Command Post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

E. DUTIES OF FACULTY AND STAFF

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an emergency so that the Building-Level Emergency Response Team for the building can initiate the correct emergency response and summon outside help. It is imperative that the guidelines contained within this plan be followed in the event of an emergency.
2. The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and others. One or more of the following responses may be utilized: Hold, Shelter, Evacuate, Lock-Out, Lock-Down or Early Dismissal.
3. In an emergency, all District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students.
4. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
5. Each classroom teacher should have a Classroom Emergency Bag. This bag will go out with them for all evacuations (inside, outside and off site). It should be within close reach of the teacher at all times, and should be checked and updated regularly.
6. Special area teachers and non-instructional employees shall report to the designated Safety Zone and help whenever needed to chaperone or supervise students.
7. Upon arrival at the designated Safety Zone or Relocation Center, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Safety Zones or Relocation Centers.
8. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

F. DUTIES OF CUSTODIANS

The custodial staff for each building shall assign the following duties among themselves prior to an Emergency:

1. Shut down gas, electricity, and/or water if needed depending on damage to building. Otherwise, maintain utilities and building systems under the direction of the Building Administrator.
2. Maintain communication and be sure that radio communication is "open" throughout the emergency situation.
3. Provide support and be alert to the needs of staff and students.

4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

G. DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of an Emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Provide collaborative support and assistance as needed for Fire and Rescue Personnel.
5. Carry out first aid in the Safety Zone and/or at the Evacuation Site as needed.
6. Maintain a list of emergency medical conditions and needs for all students.

H. DUTIES OF THE DIRECTOR OF TRANSPORTATION

In the event of an Emergency, the Director of Transportation will have the following duties:

1. Establish plans for evacuation of each school building.
2. Work with the Building Administrator of each building to make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining pick-up of students at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
3. At any time during an emergency, the Director of Transportation and/or law enforcement may declare a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Director or law enforcement official stops the Code Silence.

I. DUTIES OF THE DIRECTOR OF FACILITIES

In the event of an Emergency, the Director of Facilities will have the following duties:

1. Mobilize maintenance personnel to assist, where appropriate, the school building affected by the emergency. If electrical, HVAC, plumbing, or other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency Personnel.

J. DUTIES OF DIRECTOR OF FOOD SERVICE

In the event of an Emergency, the Director of Food Service shall prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

K. DUTIES OF THE DISTRICT SPOKESPERSON

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent of Schools shall assign a person to serve as District Spokesperson and Spokesperson for the Incident Commander.

12. CONTACTING PARENTS/GUARDIANS IN AN EMERGENCY

A. PARENT/GUARDIAN NOTIFICATION

During an Emergency, parents will be anxious for accurate information regarding school operations and the health and safety of their children. The Superintendent of Schools shall designate an individual to organize the District's response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies. The names of any students released shall be communicated to the Command Post.

13. SCHOOL BUILDING SECURITY

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

A. BASIC PROCEDURES

1. All District employees are required to wear an employee badge whenever they are serving in any capacity for the District. This includes all shifts and all levels of employment.
2. General access to buildings shall be limited to a clearly identified central access. Visitors are required to report to and sign in at the main office upon arrival at any school.
3. The District utilizes an electronic visitor management system (EVMS) to insure the safety and welfare of students, staff and guests. Any visitor (including parents, volunteers and vendors) wishing to enter any school building during school hours must present a valid state or government issued photo ID.
4. The EVMS will print a visitor's badge, which must be worn in a visible location throughout the building visit, and returned at the end of the visit.
5. No one will be permitted in the building without a visitor or staff ID. Exceptions will be made for emergency services to include fire and EMS.
6. Signs shall clearly designate public entrances and sign-in procedures.

B. STAFF RESPONSIBILITIES.

1. All staff should be aware of conditions in and around the building and report anything unusual to an administrator. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to the Building Administrator or his/her designee.
2. Staff are to immediately report the presence of a dangerous or armed person to the Building Administrator. Staff are not to engage the person in anyway.

14. MULTI-HAZARD SCHOOL SAFETY TRAINING

A. TRAINING OF STAFF

1. Specific training shall be provided for building staff who have been assigned specific roles and areas of responsibility in the Building-Level Emergency Response Plan. Any person or agency who has been assigned an area of responsibility should have appropriate training.
2. Training for District staff should be conducted annually to insure staff and students understand emergency procedures. The training should discuss any changes to the District-Level Emergency Response Plan.
3. Other agencies participating in the Emergency Response Plan (*e.g., Police, Fire Dept., EMS*) should conduct appropriate training.

15. EMERGENCY DRILLS AND EXERCISES

A. CONDUCT OF DRILLS

1. Exercises and drills must be conducted in accordance with State Education Department regulations. They shall test Building-Level Emergency Response Plan for early dismissal and evacuation, including sheltering, transportation, and communication issues. Building Administrators shall give parents or guardians at least one week's notice of early dismissal drills.
2. The Superintendent of Schools shall be responsible for determining the nature and frequency of drills to be conducted with respect to this plan.

3. If requested, the Building-Level Emergency Response Team will assist the District in conducting drills and evaluate the response in order to improve the overall effectiveness of the Building-Level Emergency Response Plan.

B. DRILLS

Fire and emergency drills must be taken seriously at all times. There should be no talking from the time the alarm sounds, until occupants are back in the building.

1. A total of eight (8) evacuation drills and four (4) lock-down drills shall be conducted each year, with eight (8) occurring between September 1 – December 31.
2. Four (4) of the drills must be through the use of a secondary means of egress if possible and conducted at different times of the day. Students will be instructed on procedures to follow in the event that a fire occurs during a lunch period.
3. The Building Administrator will make parents & local emergency responders aware of the drill times.
4. Teachers shall implement the following procedures:
 - (a) See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
 - (b) Move students quickly to the designated exits.
 - (c) Escort the class to a safe distance from the building and remain with students until called back into the building.
 - (d) Be sure students know alternate escape routes from their classrooms
5. Each building within the District will hold one (1) annual early dismissal drill in addition to routine fire and emergency drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

16. PROTOCOLS FOR RESPONDING TO EMERGENCIES

A. SPECIFIC PROTOCOLS

The following is a list of possible emergencies that may arise and are included in all Building-Level Emergency Response Plans.

1. Accident/Illness
2. Biological Agent/Suspicious Package
3. Bomb Threat
4. Dangerous Person/Intruder
5. Disorderly Activities
6. Earthquake
7. Epidemic
8. Explosion
9. Fire
10. Flood
11. Medical Emergencies
12. Missing Child
13. Nuclear/Radiological Warning
14. Plane Crash
15. Severe Weather
16. System Failure (*Gas Leak/Power Outage*)

17. EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS

The District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community needs. The District currently has School Psychologists (K-12), Home School Counselors (K-6), ADAPEP Counselors, School Guidance Counselors (7-12), Social worker (9-12) and several Staff members (K-12) certified as mediators in conflict mediation. The following is a list of intervention programs and services currently available in the Liverpool Central School District:

18. SCHOOL SAFETY PERSONNEL

The District's safety personnel perform a variety of tasks related to the control of student behavior on school premises.

- A. DIRECTOR OF SECURITY
- B. SCHOOL MONITOR
- C. SECURITY GUARD
- D. ATTENDANCE ASSISTANT

19. INTRA-SCHOOL DISTRICT ALERT SYSTEM

- A. SUPERINTENDENT'S DUTIES
The Superintendent of Schools shall provide selected staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent of Schools or a designated spokesperson shall act as the chief communication liaison for all agencies within the District, and shall address all news media.

20. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS

- A. RESPONSIBILITIES OF THE DISTRICT
All Building and District administrators and program supervisors will perform the following tasks with respect to training for staff and students.
 - 1. Review this District-wide Emergency Response Plan, and the Building-Level Emergency Response Plan for their particular building with their staff no later than October 1st of each academic year. Any revisions to the Plan will be distributed to staff at the beginning of each school year.
 - 2. Prepare step-by-step, warning, and response for specific anticipated emergency situations.
 - 3. Prepare an emergency warning system that is in place and functional for informing the School District population of an actual or impending danger.
 - 4. Prepare required education, training, and drills to ensure effective operation of the plan.
 - 5. Integrate emergency preparedness material into the curriculum.
- B. RESPONSIBILITIES WITH RESPECT TO STAFF
The following tasks shall be performed by Building and District administration with respect to the training of staff:
 - 1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
 - 2. Cross-train staff and volunteers so the plan or part of the plan does not become non-functional if one person is absent.
 - 3. Require emergency preparedness training for all students and staff.
 - 4. Adapt emergency preparedness training to individual capabilities and limitations including persons with disabilities.
 - 5. Provide orientation and annual in-service emergency preparedness training of staff and volunteers.

21. DISSEMINATION OF THIS PLAN

- A. COPIES OF THE PLAN
A copy of this Plan shall be kept in the offices of the Superintendent of Schools, Directors of Facilities, Security and Transportation, Building Administrators, NYS Police, Sheriff and Fire Department(s).

DISTRICT-LEVEL ADMINISTRATORS AND PHONE NUMBERS

<u>Name & Title</u>	<u>District Phone</u>
Superintendent of Schools Daniel Henner	315-622-7125
Deputy Superintendent Douglas Lawrence	315-622-7148
Assistant Superintendent for Human Resources Michael Barody	315-622-7156
Assistant Superintendent – Curriculum, Instruction & Assessment Kasey Dolson	315-622-7135
Assistant Superintendent – Business Administration Jennifer Woody	315-622-7164
Director of Security Michael McCarthy	315-453-1500 x4083
Director of Facilities Darrell Clisson	315-622-7167
Director of Personnel (Transportation) Sean Brown	315-453-0287
Food Services Director Annette Marchbanks	315-622-7170
Director of Technology Daniel Farsaci	315-622-7120
Director of Health, Phys Ed and Athletics Ari Liberman	315-453-1500 x4077
Executive Director for Special Education & Grant Development Jonna Ball-Johnson	315-622-7173
Executive Director for K-8 Education Jason Armstrong	315-622-7176
Executive Director for Curriculum Dana Ziegler	315-622-7119

BUILDING ADMINISTRATORS, ADDRESSES & PHONE NUMBERS

<u>School & Address</u>	<u>Administrator</u>	<u>Phone</u>
Chestnut Hill Elementary 4246 Wetzel Road, 13090	Todd Bourcy Principal	315-453-0242
Chestnut Hill Middle 204 Saslon Park Drive, 13088	David J. Hunter Principal	315-453-0245
Donlin Drive Elementary 299 Donlin Drive, 13088	Heather Silvia Principal	315-453-0249
Elmcrest Elementary 350 Woods Path Road, 13090	Rachel Korzyp Principal	315-453-1253
Liverpool Elementary 910 Second Street, 13088	Jennifer Kondrk Principal	315-453-0254

BUILDING ADMINISTRATORS, ADDRESSES & PHONE NUMBERS (Continued)

Long Branch Elementary 4035 Long Branch Road, 13090	Jason Taylor Principal	315-453-0261
Liverpool High School 4338 Wetzel Road, 13090	Brett Woodcock Executive Principal 9-12	315-453-1500 x 4009
Liverpool High School 4338 Wetzel Road, 13090	Briana O'Brien, Associate Principal 9-12 Jordan Sterio, Principal 9-12 Liz Acee, Principal 9-12 Jessica Ancona, Principal 9-12 Stewart Smith, Principal 9-12	315-453-1500 x 4012 315-453-1500 x 4008 315-453-1500 x 4014 315-453-1500 x 4013 315-453-1500 x 4011
Liverpool Middle School 720 Seventh Street, 13088	Joseph Mussi Principal	315-453-0258
Morgan Road Middle School 4340 Wetzel Road, 13090	TBA Principal	315-453-1230
Morgan Road Elementary 7795 Morgan Road, 13090	Amy Godkin Principal	315-453-1268
Soule Road Elementary 8338 Soule Road, 13090	Jonathan Kilian Principal	315-453-1280
Soule Road Middle 7340 Soule Road, 13090	Stacey Rebecchi Principal	315-453-1283
Willow Field Elementary 3900 Route 31, 13090	Susan Lohret Principal	315-453-1196

INCIDENT PROTOCOLS INDEX

In the event of such an emergency warnings & instructions may be relayed to the Superintendent of Schools via *the BOCES Superintendent of Schools, the Emergency Management Center or the State Education Department.*

1. Biological Agent or Suspicious Package:

All School Staff:

- Carefully place envelope or package down.
- Remain in the room and isolate the area. Close all window & doors and lock the entry door to prevent others from entering the room, except emergency responders.
- Wash your hands if possible – ***do not touch*** eyes, nose or mouth.
- Notify Building Administrator by using the phone, as far away from the package as possible.
- Individual(s) who come in direct contact with the threat should remain in-place until released by health or law enforcement officials.

Building Administrator:

- 911 and inform them the nature of the emergency (biological contaminant threat).
- Notify Maintenance staff to turn off HVAC to prevent circulation of contaminant.
- Notify Superintendent of Schools.
- Ensure the room remains isolated until cleared by health or law enforcement officials.

2. Bomb Threat:

General Instructions. DO NOT USE PORTABLE RADIO OR CELL PHONES WITHIN 300 FEET OF BUILDING.

All bomb threats must be taken seriously and no bomb threat may be treated as a hoax.

Person Receiving Threat:

- Use the NYS Police Bomb Threat Card and take notes.
- Do not hang up the phone...keep the caller on the phone as long as possible.
- Immediately alert the Building Administrator.

Building Administrator:

- Notify the Superintendent of Schools or Designee.
- Make in-school notification and assemble the Crisis Response Team (CRT).

Superintendent of Schools:

- Advise Building Administrator how to proceed.
- Notify Security Director.
- Contact 911.
- Notify other School Principals.
- Determine if students are to be sent home.
- Coordinate with Police for termination of threat.

After Normal School Hours:

- Use the NYS Police Bomb Threat Card and take notes.
- Do not hang up the phone...keep the caller on the phone as long as possible.
- Call 911.
- Call the Building Administrator
- Building Administrator notify the Superintendent of Schools and Security Director.

**Bomb Threat Card – PLACE THIS CARD UNDER YOUR PHONE**

Number at which call was received: _____ Time: _____ Date: _____

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to go off?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of Call: _____

CALLER'S VOICE:

_____ Loud	_____ Soft
_____ High	_____ Deep
_____ Calm	_____ Disguised
_____ Fast	_____ Intoxicated
_____ Stutter	_____ Angry
_____ Slow	_____ Distinct
_____ Slurred	_____ Nasal
_____ Accent (type) _____	
Other Characteristics _____	

If the voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

_____ Voices	_____ Airplanes
_____ Quiet	_____ Animals
_____ Trains	_____ Street Traffic
_____ Music	_____ Office Noise
_____ Factory Machinery	
Other _____	

THREAT LANGUAGE:

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

REMARKS:

Report bomb threat calls immediately to: Building Administrator

Person Completing This Card:

Name: _____/Title: _____ Date: __/__/__

Submit completed form to the Building Administrator

3. Dangerous Person/Intruder or Hostage-Taking/Kidnapping:

All School Staff:

- Notify the Building Administrator.

Building Administrator:

- Announce a "Lockdown" is in effect over PA.
- Call 911 and be prepared to follow instructions (including evacuating the building).
- Communicate with intruder if possible speaking calmly and in a non-threatening manner. If the intruder leaves the building try to obtain vehicle description, license number, etc. If the intruder does not leave the building, maintain surveillance and wait for Law Enforcement Agency (LEA).
- Notify Superintendent of Schools.

Superintendent of Schools:

- Notify the Security Director.
- Notify all other Building Administrators of the situation.
- Notify Parent/Guardian of victim(s).

4. Disorderly Activities:

At the beginning of an actual or potential civil disturbance, obtain the following information:

Staff to:

- Notify the Building Administrator of what is taking place, when and where.
- How many persons are involved.
- Purpose of intentions of the group.
- Identities of participants (if known)

Building Administrator to:

- Call 911 (if necessary).
- Notify Superintendent of Schools or Designee.
- Notify the Security Director.
- Notify parents/guardians of students involved.
- Implement post-crisis procedures.

5. Earthquake:

An earthquake can happen without warning. Superintendent of Schools or Designee may use local city, village or town procedures.

If Indoors: (Get protection from falling objects)

- Get beneath a desk, table, or bench; if possible cover head with coat or other clothing to minimize injury.
- If no cover is available, get against inside doorway or crouch against inside wall and cover head.
- Stay away from outside walls, windows or other large expanses of glass.
- All doors should be left OPEN to minimize jamming if the building shifts.
- Stay put and take cover. Do not attempt to run through building or outside because objects may fall outside near doors and walls. If in a lavatory or other room with no desks or furniture, get against inside wall or inside doorway and crouch.

If Outdoors:

- Move away from building and away from overhead wires and utility poles.
- Move away from building and away from overhead wires and utility poles.
- Lie flat, face down and wait for earth to stop moving. (The rolling motion of the earth is frightening, but not dangerous).
- Keep students assembled and take roll count of students and report to Building Administrator as soon as possible.
- Do not light fires or touch any fallen wires.
- Do not enter building until authorized to do so.
- Be alert for instructions from Building Administrator.
- Refer to "Pupil Dismissal Procedures".

6. Epidemic (Food or Water Poisoning):

School Nurse:

- Notify Building Administrator.
- Notify School District Physician.

Building Administrator/School Physician:

- Notify Superintendent of Schools.

Superintendent of Schools:

- Notify Onondaga County Dept. of Public Health and Onondaga County Health Department-Department of Epidemiology (Syracuse, 435-3648).
- Follow directives from School District Physician & Public Health Officials.
- Notify Parents, Staff & Students.

Public Health Officials should:

- Monitor the emergency.

7. Explosion:**Building Administrator:**

- Call 911.
- Notify Superintendent of Schools or Designee, Director of Facilities, and Maintenance Staff.
- If necessary, evacuate the building to designated evacuation area using Fire Drill Evacuation Diagram.
- Notify Transportation if students are to be sent home and notify parents of student pick-up location.

Superintendent of Schools:

- Handle all media communication.

8. Fire:

Building Administration is responsible for ensuring a Fire Drill Evacuation Diagram is posted in each occupied space in their building.

Building Administrator:

- Call 911.
- Notify Superintendent of Schools or Designee, Director of Facilities, and Maintenance Staff.
- If necessary, evacuate the building to designated evacuation area using Fire Drill Evacuation Diagram.

Teachers:

- Take attendance information with you and see that all students are out of the room.
- Close all classroom doors and windows. DO NOT turn any electrical equipment on/off!
- Move students away from the building to the designated safe zone and take attendance and report any missing students to Building Administrator.

9. Medical Emergencies:**First Person on the Scene:**

- Summon the School Nurse or other Qualified Personnel.
- Assess the situation – Who, What, Where?

Staff Personnel:

- Remain calm and disperse other persons and/or students who are present.

School Nurse or Other Qualified Personnel:

- Comfort and administer first aid.
- Summon Emergency Squad/Ambulance if needed (call 911).
- Direct someone to meet emergency personnel and direct them to the scene.
- Notify Building Administrator.

Building Administrator:

- Notify staff via predetermined emergency notification method.
- Notify Superintendent of Schools.
- Notify Parent/Guardian.

Custodial Staff:

- Clean up body fluids according to district procedures.

10. Missing Child:**Staff Personnel:**

- Notify Building Administrator.

Building Administrator:

- Call 911, the Superintendent of Schools and Security Director.
- Designate staff to search building and grounds.
- Notify Parent/Guardian.

11. Nuclear/Radiological Warning:

The primary means of warning of a nuclear or radiological attack will be by the NOAA Weather Alert radio. There are two basic protective actions: *Sheltering and Evacuation*.

12. Severe Weather:

Building Administration/Transportation Director/Security Director:

- Monitor National Weather Service Broadcast.
- Notify Superintendent of Schools or Designee of a forecast for dangerous weather conditions.

Superintendent of Schools:

- Select emergency response action.
- Inform Building Administrator of selected response action.
- Contact media sources for parental notification.

Building Administrator:

- Curtail or cease outdoor/extracurricular activities.
- Summon all persons into the building with help of staff or predetermined emergency notification method.

Superintendent of Schools:

- Termination of emergency.

Tornado:

While considering a remote possibility, tornadoes have occurred in the Central New York area and must be included in the overall District Emergency Plan. Information regarding tornadoes will be broadcast on the NOAA Weather Alert Warning Radio.

1. **Tornado Watch** – means no funnel clouds have been sighted, but tornadoes can be expected to occur:
 - a. If a Tornado Watch is declared, be prepared to evacuate quickly and be alert for special instructions.
2. **Tornado Warning** – means a funnel cloud has actually been sighted. In this situation, follow these procedures:
 - a. Stay away from windows.
 - b. Get beneath heavy furniture. Otherwise, lie face down; head covered, along the wall of an interior hallway on the lowest floor available.
 - c. Avoid auditoriums, gyms, or any room with a wide-span roof.
 - d. If a tornado strikes the building, follow the same procedure that is used after an earthquake until the tornado passes.

13. Systems Failure:

All School Staff:

- Notify Building Administrators of the situation.
- Remain calm and turn off any equipment being used in case of power surge at start-up.
- Wait for further instructions from Building Administrator.

Building Administrator:

- Notify the Director of Facilities of the System Failure.
- Notify the Superintendent of Schools as necessary.
- Call 911 as necessary.

Natural Gas Leak:

All School Staff:

- Notify Building Administrators of the situation.
- Evacuate the area until further notice.

Building Administrator:

- Notify the Superintendent of Schools of the situation.
- Call 911 as necessary.

Head Custodian:

- Notify Director of Facilities of the situation.

Emergency Procedures – Evenings and Weekends:

1. In the event of an after-hours emergency call 911.
2. Notify the Building Administration.