

2023-24
SOUTH SENECA
SCHOOL DISTRICT
DISTRICT-WIDE SCHOOL SAFETY PLAN

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SECTION 1

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

INTRODUCTION

This Incident Management Manual provides information and incident plan guidelines to be incorporated in dealing with most incident or events of critical nature within the school district. Because no two incidents are the same, no manual will provide all the necessary information to prevent every incident. The organizational guidelines being provided in this manual are intended to organize an incident management team so that they, as a group, can better respond.

The District-Wide Safety Team will work to improve the safety plan on a consistent basis in order to identify potential issues not already identified and prepare plans that may assist in addressing them. The District-Wide Safety Plan will be shared with appropriate agencies as identified by the District-Wide Safety Team for their use in responding to and assisting with incidents affecting the SOUTH SENECA SCHOOL DISTRICT campus, staff and students.

Each department Director and/or Instructional Supervisor/Principal is responsible for initiating Building Level Safety Teams that are charged with developing and updating the Building Level Safety Plans for their facilities. These plans must be updated annually and must supplement the District-wide Safety Plan. All such plans and any revisions must be approved by the Board of Education prior to the start of each school year.

When developing/updating the plans, each group shall:

- Notify the District-Wide Safety Team of any concerns or developments or changes and deliver updated plans for inclusion in the appendix of the District-Wide Safety Plan.
- Disseminate the changes within their structural group.
- Add training where possible to test responses based upon changes made.

After an incident has occurred, a Post Incident analysis shall be conducted by the appropriate group to analyze how effective the Building Level Safety Plan and/or District-Wide Safety Plan was in dealing with the event and make recommendations for changes or improvements. This review will be conducted by the Building Level Emergency Response Team, the Building Level Safety Team and the District-Wide Safety Team.

This manual is broken down into five categories:

Section 1 General Considerations and Planning Guidelines:

- District-Wide Safety Team roles and responsibilities
- Building Level Emergency Response Team roles and responsibilities
- Incident Command System and National Incident Management System compliance
- Interacting with the media
- Parent/Guardian communications
- Post incident recovery

Section 2 Risk Reduction/Prevention and Intervention:

- New York State Police threat assessment model
- Department of Homeland Security/United States Secret Service—*Enhancing School Safety Using a Threat Assessment Model*
- New York State Center for School Safety—Threat assessment resources
- New York State Center for School Safety—Emergency preparedness
- New York State Police Bomb Threat Instructions

- Section 3 Response:**
- Detailed Guidelines and tools for specific incident threat types and recommended response actions by threat type. See Index of Section 3 for list of incidents contained within Section 3 Response.
- Section 4 Post-Incident Response:**
- Establishment of Post Incident Response Team
 - Resources for recovery
- Section 5 Appendices:**
- Building Security Requirements
 - South Seneca Building Information
 - Important Telephone Numbers
 - Mental Health Providers
 - Two-hour Delay Procedure
 - NIMS Incident Forms

As a matter of security Section 1: General Consideration and Planning Guidelines is the only section which is subject to the Freedom of Information Law and as such only generic information will be posted in this section. Building level and District level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

DISTRICT-WIDE SAFETY TEAM

The District-Wide Safety Team members consist of:

- School Board Designee
- District Superintendent or Designee
- School safety personnel
- Administration
- Teachers
- Parents
- Other school personnel

The District-Wide Safety Team is responsible for:

- developing, reviewing and maintaining the District-Wide Safety Plan to include:
 - identification of sites of potential emergency
 - description of plans for taking the following actions in response to an emergency where appropriate:
 - School cancellations
 - Early dismissal
 - Evacuation
 - Sheltering
 - policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school
 - policies and procedures for responding to acts of violence by students, teachers other school personnel and visitors to the school, including consideration of zero tolerance policies for school violence
 - appropriate prevention and intervention strategies, such as:
 - collaborative agreements with State and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited
 - nonviolent conflict resolution training programs
 - peer mediation programs and youth courts
 - extended day and other school safety programs
 - policies and procedures for contacting law enforcement officials in the event of a violent incident
 - description of the arrangements for obtaining assistance from emergency services organizations and local governmental agencies
 - procedures for obtaining advice and assistance from local government officials, including the county officials responsible for implementation of article 2-B of Executive Law
 - identification of district resources which may be available for use during an emergency

- description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies
- procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal
- procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures
- procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information
- procedures for annual multi-hazard school safety training for staff and students
- the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings
- strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence
- a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity
- a system for informing all educational agencies within such school district of a disaster
- certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency
- reviewing Building Level Safety Plans for coordination with the District-Wide Safety Plan,
- recommending changes to the plan for Board of Education adoption,
- hearing concerns of employees regarding health and safety concerns and considerations,
- reviewing Building Level Safety Team plans and schedules for drills
 - procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials
- reviewing and/or recommending policies regarding health and safety to report to the Board of Education
 - policies for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal
 - policies relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures

- policies for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information
- policies for annual multi-hazard school safety training for staff and students

BUILDING LEVEL SAFETY TEAM

The Building Level Safety Team is a building-specific team appointed by the department Director and/or Instructional Supervisor/Principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teachers, administration, and parent organizations, school safety personnel, building level emergency response team members, other school personnel, community members, local law enforcement officials, local fire and ambulance or other emergency response agencies, and any other representatives the school board deems appropriate.

The Building Level Safety Team is responsible for developing the Building Level Safety Plan which is a building specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level in the format prescribed by the State of New York and entered into the New York State Education Department data system by October 15th of each year.

The Building Level Safety Plan shall be reviewed annually and any recommended changes submitted to the District-Wide Safety team for review and inclusion in the District-Wide Safety Plan and subsequent adoption by the Board of education.

Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

The Building Level Safety Teams shall meet at regular intervals to:

- appoint the Emergency Response Team with roles specified in the Incident Command System
- appoint the Post Incident Response Team
- appoint any other Incident Response Team(s) deemed necessary
- plan and schedule emergency drills
- conduct tabletop drills and actual drills to test segments of the safety plan
- critique drills and make recommendations on improvements to building level and district level plans
- gather information on safety concerns to report to the District-Wide Safety Team
- review and restructure safety team to meet current needs as conditions change including construction safety in accordance with Commissioner of Education Regulation Part 155.5 Uniform Safety Standards for School Construction and Maintenance Projects
- identify key personnel with specific skills relative to response within the building for emergencies including first aid and CPR/AED training

INCIDENT COMMAND SYSTEM

ROLE LIST:

Incident Command

- Incident Commander
 - Incident Command Liaison
- Incident Safety Officer
 - School Site Security
- Public Relations Liaison
 - Parent Reunion Organizer and Liaison
- Information Officer
 - Communication and Recorder

Operations Section

- Operations Chief
 - Student Accounting

Planning Section

- Planning Chief
 - Staff Assignments
 - Counseling

Logistics Section

- Logistics Chief
 - Off-Site Transportation Coordinator
 - Off-Site Evacuation Coordinator

Finance Section

- Finance Chief

INCIDENT COMMAND SYSTEM (ICS)

Permanently assigning specific areas of responsibility to members of the incident management team provides each member with the opportunity to specialize in the management of his or her area. Plans are made, policies established, and training conducted in advance of any emergency incident. The **ICS** also addresses the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the **ICS**, multiple substitutes are named to assure coverage at all times. This may require some individuals to be responsible for more than one task, but only if the primary person is out of the building. While the **ICS** identifies roles for the members of the crisis management team, all school faculty members have an organized reporting system that lists their specific functions during an emergency. Teachers with students in class will have specific functions, as will teachers not assigned a class when an emergency occurs. The Building Level Safety Plan is updated annually and lists SOUTH SENECA SCHOOL DISTRICT employee ICS responsibilities and roles.

Emergency responders are required to use **ICS** to manage emergency events. Because of this, a school with assigned roles for administrators and teachers is able to work more efficiently with the responding local, state or federal agencies. These agencies will be able to quickly identify the schools Incident Commander and liaison, which will quickly answer questions about the incident and school operations.

Roles for which personnel need to be assigned include:

Incident Commander – this will be the District Superintendent or designee depending upon the scope of the incident. The Incident Commander is the overall leader during an incident, makes decisions based upon information and suggestions provided by other members of the Incident Command. The Incident Commander may retain responsibilities for other tasks or may delegate them to other members of the ICS or to BLERT members based upon incident complexity.

Student Accounting – This member is responsible for ensuring that all teachers have an accurate accounting of students and for coordinating efforts in accounting for missing students. This role involves planning for incidents and communicating with faculty on the importance of removing rosters during an incident so student accountability can take place.

Transportation Coordinator – Some incidents may require moving the student population off school grounds. Depending on the time of day and severity of the incident, students may need to be dismissed from an off-site location. The person responsible for organizing this operation should coordinate the arrival of buses and the loading of students onto the proper bus. This process will become complicated with the arrival of parents and/or guardians seeking to pick up their children. Bus rosters and planned bus route information shall be maintained current. Component School Transportation Coordinators will be notified and efforts for transportation in the event of an incident requiring evacuation to an off-site location will be directed by the transportation Coordinator.

Off-site Evacuation Coordination – This activity is required whenever the building or campus will be evacuated based upon the incident and severity. The Incident Commander shall determine whether further evacuation is required.

Agency Liaison – The Incident Commander may appoint an agency liaison to interface with other local, state or federal agencies during an incident. All information released from the liaison must be approved by the Incident Commander.

Parent Reunion Liaison – this position is required to coordinate efforts to reunite parents and/or guardians with children for release from school. Records of release of students are required for any child not returned home on a bus from an incident. This liaison shall report to the release area and coordinate with the Public Relations Liaison regarding location, time and requirements for release of students during and after an incident.

Public Information Officer – the Public Information Officer is responsible for the timely issuance of information to media and the public regarding the incident. No information regarding the incident shall be released without the approval of the Incident Commander. This position may be staffed by the Incident Commander based upon the complexity of the incident.

Communication and recording – During an incident the recording of events and timelines is required to assist in determining goals and objectives for each operation period based upon the complexity of the incident. This information may be required for reconstructing the incident by police or fire departments, legal proceedings after the event and for planning purposes to improve responses to incidents. This person should keep detailed record of all events, decisions, and actions including annotation of time.

Counseling – After an incident of significance counseling for student, staff and faculty may be required. This person is responsible for providing intervention for people affected and may need to coordinate the efforts of outside organizations in assisting in the needs of those involved. The Post Incident Response Team shall be mobilized based upon specific needs in recovery for the district.

The incident command system positions for BOCES are addressed in the Building Level Safety Plan.

STAGING AREAS

During a school crisis, the expected response to a school by the media, community residents, and parents will create without a plan in place. Every school must be prepared for the possibility of an evacuation during an emergency or crisis. The logistics of moving a student population must be planned and fully understood by all those responsible for the safety and security of children.

The Incident Commander or person designated to supervise the staging process must identify local areas that can be utilized during a crisis. Arrangements and agreements to use these areas need to be reviewed and updated on a regular basis. These areas must be large enough for vehicular and pedestrian traffic, while also isolated from the incident. This information is included in the Building Level Safety Plans.

OFF-SITE EVACUATION OF STUDENTS

The default off-site evacuation of students for the South Seneca School District is included in the Building Level Safety Plan. This location should be used for bomb threat evacuations or anytime students need to be moved a safe distance from the school campus.

Alternate off-site evacuation site will be determined by the Staging Officer or Incident Commander based upon the incident.

MEDIA STAGING

The local media is responsible for providing coverage of local events. A crisis or emergency at a school is a major news story and will solicit the response of countless news organizations. The Incident Commander must prepare for the media response and understand that ignoring the media is not an option during a crisis.

A designated media location for any incident needs to be established and communicated to all media outlets so that they know where to go to receive timely and accurate information regarding any incident. Should an alternate location need to be established due to the nature of the incident, the Incident Commander will notify the media outlets of the media staging area. The Incident Commander may delegate the authority for Public Information Officer to another person based upon the complexity of the incident. Tompkins County provides Public Information Officer Services as part of the county response system and as such, the Public Information Officer may be utilized

COMMAND POST

Police and fire departments will establish a command post for their operations during a school-based incident and will require communication with a school's incident command post for information and planning. Because of this relationship, **the school's incident command post must be located near the school but out of the direct danger zone.** This location should also allow for the police and fire operations and be large enough so each can operate independently when needed. The person in charge of the incident should respond to the school command post early in the emergency and remain at that location until the incident has concluded.

PARENT REUNIFICATION AREA

The parent reunification area should be away from any other of the staging areas and can be some distance from the school building. The location for this activity will be identified based upon the incident. If the incident does not require student evacuation, the Incident Commander, or designee will determine a safe and appropriate location for this function to occur.

Students will not be released without proper identification and authority to request release from the school. When operational, the Navigate Respond platform will be used to facilitate the Parent Reunification process.

CRITICAL INCIDENT RESPONSE KIT

This kit shall be maintained and updated on a regular basis and stored in a central location, with one person and an alternate being responsible for its removal from the school during an emergency.

Because of the number of items, a large rolling container has been provided to each building and designated for the response kit. While the list can be downloaded from a computer, a hard copy should be included in the kit since computer access away from the school is not guaranteed. The maintenance of the items contained in the response kit shall be assigned to one member of the BLERT for each building with a fixed schedule for updating the information.

The following items are recommended based on information and materials that will be needed at off-site locations. These items will also assist the police and fire departments in dealing with a crisis at a school:

- Emergency Care Cards
- Master roster of all classes
- Daily attendance list
- Master Bus Schedules
- Bell Schedule
- Faculty information sheets (emergency contacts)
- Copy of District-Wide Safety Plan including QuickLook
- Maps/footprints of school
- School Phone Lists
- List of internal phone numbers and locations of phones
- Flashlights (batteries checked every six months)
- Note pad/pens/pencils (for freezing weather)
- First Aid Kit
- Latex Gloves
- List of personnel with portable radios
- Location and instructions for mechanical systems (water, electric, gas, cable TV, etc.)
- Incident recorder log
- List of students and staff requiring special assistance
- Automated External Defibrillator (AED)

In addition to the above items, the visitor log and any extra school radios and cellular phones should be placed in the kit prior to leaving the building.

SCHOOL PARTNERSHIPS

Incidents may arise that will require resources which are not typically available from within the SOUTH SENECA SCHOOL DISTRICT organization. As a result, the SOUTH SENECA SCHOOL DISTRICT has and will enter into partnerships with other schools, businesses and agencies for support during incidents and the recovery from incidents.

SOUTH SENECA SCHOOL DISTRICT has confirmed by resolution a commitment to follow the National Incident Management System (NIMS) and is a participant in local, municipal and regional emergency planning groups with the intention of providing assistance to other school districts and agencies when the need arises and the resources. SOUTH SENECA SCHOOL DISTRICT will also accept assistance from other schools, businesses and agencies during incident response and recovery.

From time to time memorandum of understandings will be prepared describing the anticipated relationship between SOUTH SENECA SCHOOL DISTRICT and supporting entities.

Partnerships may include but are not limited to:

- Off-site evacuation
- Sheltering
- Transportation
- Heavy equipment
- Fire services
- Emergency medical services
- Law enforcement

SOUTH SENECA SCHOOL DISTRICT is a willing participant in the Seneca County Department of Emergency Response system.

TRAINING AND UPDATING

Critical incident training can come in the form of open lectures, discussions, tabletop drills or actual training exercises. The more a plan is practiced and reviewed, the better that plan will be implemented.

SOUTH SENECA SCHOOL DISTRICT has adopted an incident drill policy supporting execution of drills in various forms throughout the year. Each school Building Level Safety Team is responsible for developing an annual drill schedule and submitting this plan to the District-Wide Safety Team.

Critique of all drills is necessary in order to receive feedback on improving aspects of the District-Wide as well as Building Level Safety Plans. All participants are encouraged to submit observations, concerns or reinforcement to the various safety teams without fear of repercussion.

MEDICAL EMERGENCY PREVENTION/PREPAREDNESS

- Identify building personnel trained in CPR, first aid, or other advanced medical training annually
- Communicate to all faculty and students that safety hazards should be reported immediately and will be fixed
- Monitor projects that could create hazards during school hours
- Playground areas should be checked daily for any conditions which could cause children to be cut, fall, or otherwise be injured
- Emergency care cards should be completed for all students and updated throughout the year
- Insist that all accidents be reported, even if no visible harm or injury
- Track the number of accidents that occur at the school
- Do not allow teachers to give medical advice to students
- **Implement clear guidelines for the timely completion of injury reports**

RESOURCES

The National Incident Management System recommends that all resources be classified by type and classification. SOUTH SENECA SCHOOL DISTRICT has inventoried, typed and classified major components for easy identification for use in incidents.

Many SOUTH SENECA SCHOOL DISTRICT staff and employees have experience and training in fields that could help during an emergency. These special skills (e.g., in CPR, first aid, firefighting, law enforcement, security, mental health) should be identified and included in planning and considered for participation in Building Level Emergency Response Teams. A listing of these people shall be included in the Building Level Safety Plan.

CRISIS PHONE DIRECTORY

The primary emergency telephone number for all emergencies is 911.

Dialing 911 from any campus phone does not require an access code to reach the emergency dispatch center. The 911 number connects callers from cell phones and landlines to the **Seneca County Department of Emergency Response** where requests for emergency assistance are made and dispatched for response to incidents.

The following information is maintained in each of Building Level Safety Plans and shall be updated annually or whenever the composition of the District-Wide Safety Team, Building level Safety Team, Building Level Emergency Response Team, and Post Incident Response Team changes. The listings for these people are located in each Building Level Safety Plans.

- Phone tree for the crisis management team
- Phone tree for the parent organizations
- Phone tree for faculty notification during off-hours
- Phone numbers for cluster notifications
- Emergency phone numbers
- Names and cell phone numbers of school personnel who have cell phones

DEALING WITH THE MEDIA

All calls from the media should be referred to the Public Information Officer as part of the Incident Command Staff. All communications shall be made through the Incident Command System and all information must be cleared for release prior to communicating with any media. Seneca County Department of Emergency Response has a Public Information Office available for any incident and may be activated by request of the Incident Commander.

Prior to the onset of any incident, it is important to let the media outlets know where to arrive to get information and what the rules are for getting any information. This will assist in having the media report to one location under controllable circumstances.

Follow the practices of effective media communications that include timely, factual information such that there is no reason for misinterpretation of the facts or statements made. If information is not provided in a timely fashion, it is possible that the media will search for information from other sources, which may not be factually correct or applicable. Staff and faculty shall refer all media inquiries to the Incident Commander or the District Superintendent without releasing any information to the media. Staff and faculty shall instruct students to not speak with the media unless approved by Incident Command.

COMMUNICATIONS TO PARENTS AND GUARDIANS

Regular, clear communication between schools and families is essential. With current technologies and communications methods such as websites, push text, reverse 911 and backpack letters are all effective methods of communicating essential information in a timely manner. Many of the component schools in the SOUTH SENECA SCHOOL DISTRICT's service area have methods to communicate through these methods. Tompkins County Department of Emergency Response has access to electronic communication tools that can also assist in external communications.

When a critical incident has occurred at school or has involved one or more students or staff members in a school, letters, written in conjunction with public safety officials, can be an effective way of relaying important and helpful information. Unlike verbal messages, letters can be reread and used as a reference tool.

Reporters often use backpack letters to verify facts and, even more importantly, to demonstrate to the community that a school is taking care of its students and staff members. The information in backpack letters can form the outline for media interviews.

Letters to parents and guardians, often sent home in students' backpacks, are a key communications tool between principals and parents.

In a critical situation, a letter home gives a district the opportunity to:

- Explain the situation that exists
- Describe the steps that the school has taken to ensure the safety of students and staff members
- List ways in which parents and family members can support their children

Of utmost importance in every decision is the safety of students and staff.

The decision to send a backpack letter home after a critical incident is made on a case-by-case basis, usually by the incident commander in consultation with other administrators, such as the District Superintendent. Public safety and public health officials are involved in the decision to send a letter, when they are involved in the investigation or the resolution of an incident.

In making the decision to send a letter home, a series of questions are asked:

- Are other children or adults endangered by this situation?
- Are others likely to be at risk at a future time?
- Are there actions that parents or guardians should take to further protect their children?
- Are there harmful rumors in the school community that must be addressed?

Sometimes, it is not appropriate to send a letter home immediately. Sometimes, such a letter might inadvertently:

- Promise a police or public health investigation
- Violate the privacy of individuals in the situation
- Create unwarranted anxiety

WHAT SHOULD A BACKPACK LETTER SAY?

All well-constructed backpack letters should:

- be clear and simply written
- avoid words or phrases that are inflammatory
- contain only accurate information and do not speculate
- involve parents in the solutions

Often a backpack letter can be limited to three paragraphs.

1. The first paragraph outlines the situation
2. The second paragraph details the steps the school has taken – along with other public safety and/or public health officials – to remedy the problem
3. The third paragraph lists ways that families can help and how families can get more information

HOW IS A BACKPACK LETTER PREPARED?

A draft of a backpack letter is prepared by the incident commander and first reviewed by the District Superintendent or designee. In all situations that involve police or fire and rescue investigations, public safety officials must also review the letter before it is sent home.

Draft letters should be e-mailed, faxed or delivered to the District Superintendent or designee. If appropriate, they will send the letter to the appropriate public agency for review. While this process can be completed within an hour, if that is necessary to meet school dismissal times, every effort should be made to allow as much time as possible for the review process.

When disseminating letters or communications in an electronic manner—including phone messages—consideration must be given to those that might not utilize electronic communications methods and as such, written letters may still need to be sent even if electronic methods are also employed.

SECTION 2

RISK REDUCTION/PREVENTION, AND INTERVENTION

RISK REDUCTION PREVENTION AND INTERVENTION

NEW YORK STATE POLICE - [THREAT ASSESSMENT MODEL](#)

DEPARTMENT OF HOMELAND SECURITY/UNITED STATES SECRET SERVICE- [ENHANCING SCHOOL SAFETY USING A THREAT ASSESSMENT MODEL](#)

NEW YORK STATE CENTER FOR SCHOOL SAFETY - [THREAT ASSESSMENT RESOURCES](#)

- [Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates](#)
- [The Virginia Model for Student Threat Assessment](#)
- [Threat Assessment at School: A Primer for Educators](#)
- [A Retrospective Study of School Safety Conditions in High Schools Using the Virginia Threat Assessment Guidelines Versus Alternative Approaches](#)
- [Threat Assessment Strategy Brief, March, 2016](#)
- [Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines](#)

NEW YORK STATE CENTER FOR SCHOOL SAFETY - [EMERGENCY PREPAREDNESS](#)

[NEW YORK STATE POLICE BOMB THREAT INSTRUCTIONS](#)

SECTION 3

Response

RESPONSE

Staff, Student and Faculty responses to the following incidents are contained in the Building Level Safety Plans and are available through the Flipchart Guideline:

- Anthrax/Suspicious Material
- Bomb Threat
- Building Collapse
- Bus Accident
- Crime Scene
- Death/Suicide
- Drugs And Drug Dealers
- Evacuation (Fire)
- Evacuation (Fire) Drills
- First Responder Activity In Vicinity
- Gas Odor
- Hazardous Materials Exposure
- Hold In Place
- Lockdown (Intruder)
- Lockout
- Medical Emergencies
- Missing Student
- Non-ambulatory Response
- Public Demonstration
- Sexual Assault
- Shelter In Place
- Weapons
- Weather

South Seneca Central School District Building Safety

See Something, Say Something

Call 911

Run, Hide, Fight

“Stay or Go Plans”

Lock Out (Stay)

- Lock doors, exits, windows and pull all shades down
- No one in or out of the main entrance of the building without Safety Team permission
- Be aware of threat and prepare to respond
- See Something, Say Something: Call 911, Call for a lock down or evacuation
- Take attendance. Report any missing or additional students to incident command when possible.
- Continue with indoor instruction schedule. No outdoor activities.

Lock Down (Stay)

- Lock and barricade doors, exits, windows and pull shades down to hallways and up to outside
- Pull students in hallway to closest room
- Silence cell phones and other electronic devices
- Do not move for an alarm or an unknown voice (even if they say it’s the police)
- Remain hidden and silent unless released by a police officer with a badge
- Take attendance. Report any missing or additional students to incident command when possible.

Evacuation (GO!)

- Exit the building as quickly as possible
- Follow fire drill procedures unless it takes you into danger
- If need be, use common sense to get yourself and others out of the building
- Take attendance. Report any missing or additional students to incident command when possible.

ANTHRAX/SUSPICIOUS MATERIAL

If a letter, package, or container claiming to be infected with anthrax is received, or a phone call saying there is anthrax present at your location, **YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE.** This is accomplished by the following:

- Immediately isolate the threat by not moving the letter, package, or container from its original location
- Move people away from the immediate area and do not allow ANYONE to touch or move the threat
- Close doors and windows to the area and lock the room if possible to avoid others accidentally contacting the threat. Those individuals originally present when the threat was discovered should remain nearby and not in contact with uninvolved individuals. They will not receive an additional exposure if the threat remains undisturbed
- Call 911 and advise the operator of your situation. Remain on the line until instructed to hang up
- Notify Superintendent
- School threat isolation/contaminant procedures vary from one locale to another. It is recommended that, if possible, the threat be isolated and confined to a given room or school area as described above. It is not necessary to confine 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 service responders or these efforts will eliminate possible exposure to the threat if it is widely disseminated through the building or its location within the school is unknown
- Those individuals who came in direct contact with the threat should be identified and assembled together in one location, if not already accomplished, so they do not possibly contaminate others with the threat - **individuals who came in direct contact with the threat should be advised not to eat, drink, smoke, chew, or rub their eyes, ears, nose, or mouth or place their hands near their faces; they should be escorted to a hand wash station where they should thoroughly wash their hands and/or other contaminated body areas with copious amounts of soap and water.** Only paper or cloth-drying towels should be used and these should be segregated from regular waste or dirty linen. If contamination of clothing is evident, clothing items should be carefully removed to prevent the spread of contamination and segregated in a given area. **These individuals should remain together until released by health or law enforcement experts**

It is not necessary to shut down heating, ventilation, and air conditioning systems within buildings with an anthrax threat unless the threat was directed at the HVAC system or the package/container was found within the HVAC system.

DEPLOYMENT OF SUSPICIOUS PRODUCTS

Outdoors deployment of suspicious product

- Call 911, Director of Facilities and Health & Safety (BOCES), notify Principal, District Superintendent and Building Level Emergency Response Team
- Facilities Department shall shut down the HVAC, Powered Roof Ventilators, and the science/kitchen/technology exhaust hood for the entire building
- Bring staff and students inside the building. If they have been exposed, keep them separate from the rest of school population and have them wash with warm water and soap
- Close all doors and windows
- Minimize the introduction of outside air by placing towels in front of exterior doors and tape the seals of all exterior doors, windows, and ventilation supply vents
- Follow directions of emergency response officials
- Listen to local emergency officials by staying tuned to local radio, television and emergency messages

Indoor deployment of suspicious product

- Call 911, Director of Facilities and Health & Safety (BOCES), notify Principal, District Superintendent and Building Level Emergency Response Team
- Facilities Department shall shut down the HVAC, Powered Roof Ventilators, and the science/kitchen/technology exhaust hood for the entire building
- Isolate all staff and students who were in the immediate area for exposure evaluation by public safety personnel. Document all who were in the area
- Staff and students in the immediate area should wash with warm water and soap
- Evacuate facility occupants to an area away from area of threat
- Follow directions of responding public safety officials

Deployment of suspicious product in water

- Call 911, Director of Facilities and Health & Safety (BOCES), notify Principal, District Superintendent and Building Level Emergency Response Team
- Know which water source serves your building. Notify water supplier if municipal water
- Make announcement that the water should not be consumed and that faucets should not be operated
- Facilities Department shall shut off the main water valve to your building. Water main valves are indicated on building plans in the Building Level Emergency Plan and in Navigate Prepared

- Cover (bag) all water fountains and faucets
- Document all staff and students that consumed water for that day for exposure evaluation by health officials

ALSO SEE HAZARDOUS MATERIALS

BOMB THREAT

BY TELEPHONE

- During the call, complete the bomb threat checklist. A copy of the checklist is also included below
- Stay on the line with the caller as long as possible, continuing to try and obtain more information about the threat
- Call 911 and then notify the Building Principal and District Superintendent's office
- Without using portable radios, organize meeting with Building Level Emergency Response Team. Radio and cell phone usage can resume at the off-site evacuation location, (minimum 300 feet away from building)
- Assign recorder to document events as they take place
- Evaluate the situation. If time permits arrange for a systematic search of the school building by school personnel. These searchers should be instructed to not touch anything and report any suspicious items to the principal. Teachers should check their classroom for anything that appears out of place or out of the ordinary
- The decision to evacuate the school is the responsibility of the Incident Commander or his designee. Police may order an evacuation if they see fit
- If an evacuation is conducted, all evacuation routes must be searched
- Follow off-site evacuation procedures
- Notify the District Superintendent and Principal
- If the threat identifies a location of the device, avoid evacuating through the area identified
- The Building Level Emergency Response Team members responsible for off-site evacuation and student accounting should begin making preparations for an orderly assembly of students at the site
- If an announcement is used to evacuate, remind teachers to bring rosters and begin the process of accounting for students
- Once at the off-site evacuation location for all students, reporting any missing students to police
- Re-entry into the school can only take place at the direction of the Incident Commander or designee

BY E-MAIL

- Follow bomb threat procedures
- Save the message on the system, DO NOT delete the e-mail message
- Print a copy of the message to be turned over to the police and the Information Technology Department

Bomb Threat Checklist	Place under your phone or save to your computer desktop
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Exact wording of threat	Questions to ask						
	Where is the bomb located?						
	When will it go off?						
	What does it look like?						
	What kind of bomb is it?						
	What will make it explode						
	Did you place the bomb? Why?						
	Where are you calling from?						
What is your name?							
Observations about the call							
Estimated age: _____ Voice familiar? If so, who does it sound like: _____							
Voice computer generated? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Threat read from script? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Threat played from recording? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Phone number displayed on caller ID: _____							
Caller's Voice		Background Noises		Threat language			
Female	<input type="checkbox"/>	Excited	<input type="checkbox"/>	Airplane	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>
Male	<input type="checkbox"/>	Laughter	<input type="checkbox"/>	Animal	<input type="checkbox"/>	Irrational	<input type="checkbox"/>
Accent	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Factory machinery	<input type="checkbox"/>	Profane	<input type="checkbox"/>
Angry	<input type="checkbox"/>	Loud	<input type="checkbox"/>	Household	<input type="checkbox"/>	Well-spoken	<input type="checkbox"/>
Calm	<input type="checkbox"/>	Nasal	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>		
Clearing throat	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Music	<input type="checkbox"/>		
Coughing	<input type="checkbox"/>	Ragged	<input type="checkbox"/>	Office machinery	<input type="checkbox"/>		
Cracking voice	<input type="checkbox"/>	Rapid	<input type="checkbox"/>	PA system	<input type="checkbox"/>		
Crying	<input type="checkbox"/>	Raspy	<input type="checkbox"/>	Quiet	<input type="checkbox"/>		
Deep	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Street	<input type="checkbox"/>		
Deep breathing	<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Train	<input type="checkbox"/>		
Disguised	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Voices	<input type="checkbox"/>		
Distinct	<input type="checkbox"/>	Stutter	<input type="checkbox"/>				
Other Information							
Date of call: _____				Notes:			
Time call started: _____							
Time call ended: _____							
Name of call taker : _____							
Number call received at: _____							
Call Reported to: _____							
Phone number: _____							

Bomb Threat Checklist	Place under your phone or save to your computer desktop
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This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with first responders and other stakeholders.

Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

If a bomb threat is received by phone

- Keep the caller on the line for as long as possible.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities with information and await instructions.
- If possible, write a note to a colleague to call the authorities.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- DO NOT HANG UP, even if the caller does.

If a bomb threat is received by written note	If a bomb threat is received by e-mail/social media
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- Call 911
- Notify building administrator
- Handle note as minimally as possible
- Do not remove threats from walls, mirrors, or other locations

- Call 911
- Notify building administrator
- Do not delete the message

Signs of a suspicious package

- | | |
|--|--|
| <ul style="list-style-type: none"> • Excessive/Foreign/No/Non-cancelled postage • Incorrect titles • Misspelled words • No return address • Poorly handwritten or cut and paste lettering • Endorsements such as: "Fragile – Handle with Care," "Rush – Do not delay," "To be opened in the privacy of ___." | <ul style="list-style-type: none"> • Protruding wires, foil, string, or tape • Stains • Strange odor • Strange sounds • Unexpected delivery |
|--|--|

Do not touch suspicious packages
Do not use two-way radios or cell phones

BUILDING COLLAPSE

- Seek immediate shelter in either room or hallway. Get under desks or tables
- Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall
- Evacuate building when collapse has subsided. Do not wait for directions to do so. Communications will probably be disrupted. Get away from building. Use pre-planned fire exit routes if possible
- In evacuating, avoid electrical panels, wires, and electrical fixtures
- Do not return to building under any circumstances
- Notify the 911 dispatcher and SOUTH SENECA SCHOOL DISTRICT Facilities Services (607-869-9636, ext. 4135) of the event in any way possible—fire alarm box, telephone, two-way radio
- Set up a Command Post in a visible and secure location
- Each teacher should account for students who were being supervised during the time of the collapse. When fully operational, the Navigate Respond platform will be used to facilitate the student accounting process
- Contact the school nurse to respond to any sustained injuries. Request an appropriate number of ambulances to serve the injured (911)
- If possible, activate pre-plan for alternative shelter for students
- With permission of the District Superintendent or designee, activate the “Go Home” and “Parent Reunification” plan for students who have been checked out as healthy and uninjured
- Continue to notify District Superintendent and Facilities Services of status and situation

BUS ACCIDENT

- Bus driver or emergency personnel contacts transportation department: 607-869-9636, ext. 4135 or 4139
- Head of transportation/facilities or designee assesses seriousness of incident and initiates the following procedures as deemed necessary
- Alert 911, if necessary
- District Superintendent's office must be called: 607-869-9636, ext. 4147. District Superintendent notifies building administrators
- Building administrator alerts the appropriate health professional(s) assigned to the building
- Building administrator alerts nursing supervisor at 607-869-9636, ext. 4102 to dispatch a health professional to scene, if necessary
- Building administrator dispatches an **Incident Commander** to scene to manage/evaluate situation (including crowd control); person-in-charge calls for support, as necessary
- In loco parentis will be exercised at accident site by Head of Transportation or other administrator present, including signing of appropriate release forms
- The **Incident Commander or designee** will obtain and forward student names, addresses, and phone numbers in an effort to notify parents. Lists forwarded asap to Transportation and home school
- The **Incident Commander or designee** will manage information flow to students and district personnel at scene. Students will be given immediate, appropriate information to share with their parents via students' cell phones, The **Incident Commander or designee** will direct media questions to police or emergency responders. Students should not be allowed to use building landline phones until a building-wide plan is in place and a decision regarding student phone calls is made by the building administrator
- If bus and riders remain at scene, the **Incident Commander or designee** and/or health professional will determine when it is safe for students to deboard bus. Students will be moved to safe location away from bus
- If a parent or legal guardian arrives to pick up their child, he/she must sign the student out giving their name, name of student, date and phone number. Parent/guardian must show picture ID to the **Incident Commander or designee** prior to release of student
- If the bus continues to school, students will be kept in one area until the appropriate health professional has assessed each student
- If the students are transported to the hospital emergency room, the Transportation Department contacts the Superintendent, and the appropriate district personnel will provide the hospital emergency room with medical information. The **Incident Commander or designee** ensures parents are notified. If possible, district employee familiar to student will go to hospital and remain with student until parents arrive

- Students in the hospital emergency room will be transported home or to school by parent or parent designee
- Parents of all students on the affected bus will be instructed in person or by telephone, and by a note home, to call their child's physician for possible further follow up
- Students will be debriefed with school health professional as soon as possible after the incident
- The appropriate member of the District's leadership team will convene all school personnel involved in incident to debrief and report to District Superintendent

Determine if any students are injured.

- Emergency care cards will need to be taken to the hospital
- If the student is transported to the hospital, a faculty member should accompany the student

Provide information to faculty.

- With assistance of incident management team, arrange for counseling as needed

If student injuries resulted from the accident, make sure a student injury report is filed with the Business Office and appropriate department director.

CRIME SCENE

- The scene of an incident shall be preserved. With the exception of rescue personnel, no one may be allowed to enter the immediate area or touch anything
- Police officials responding to the incident will coordinate activities within the incident scene and when finished release the area to school officials

Guidance from New York State Police Crime Scene Management is found in the Appendix.

DEATH or SUICIDE

Contact Building Level Emergency Response Team, have a meeting with building principal, and contact Superintendent of School's office

Gather information:

- Student's schedule and emergency information in student management information system
- Names of student's best friends and siblings and schools they attend
- Name of witnesses, if any
- Student's class schedule and list of administrators and guidance staff members
- Notify student services staff members assigned to your building
- Designate rooms to be used for group counseling
- Hold a staff meeting as soon as possible. If the event occurred during off school hours, this meeting should take place as soon as the staff returns to school. Keep school personnel updated on the events and circumstances
- Advise teachers to speak to distressed students privately and to send them to counseling
- Prepare and disseminate communications to parents and guardians to alert them to incident and to have them be aware of potential impact upon students

Announce loss to the entire school, providing facts that will reduce rumors. If possible, this is best done by student services personnel and administrators meeting with individual classes as approved by the District Superintendent

- Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members
- Be visible in the school
- End the day with a short staff meeting to review the facts of the incident and the role of the staff in further coping with the loss
- Allow the staff the opportunity to share experiences and suggestions
- **Notify bus drivers to be alert for students who show signs of emotional distress**
- A member of the Building Level Emergency Response Team should make contact with the bus driver who goes into the neighborhood of the student who died. A team member may ride the bus if necessary

Activate the Post Incident Response Team to prepare for any necessary support until people are back to a normal operating condition.

EVACUATION (FIRE)

If a fire occurs or if you detect smoke or a burning odor pull the closest fire alarm to initiate building evacuation. Call 911 and report all known information about the incident.

Building Level Emergency Response Team (BLERT) members should coordinate evacuation away from the incident area to the fire drill evacuation locations for each building.

- Listen for instructions about the situation and your actions
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary
- Bring attendance list and class roster
- Close the classroom door after exiting
- Take attendance when safe to do so. When fully operational, the Navigate Respond platform will be used to facilitate the student accounting process
- If evacuating off site, take attendance before moving from and upon arrival at off site location
- Listen for updates

Other procedures:

- Recorder should begin documenting the events
- If there are any injuries provide first aid and notify rescue personnel
- Notify the District Superintendent, Director of Facilities, the TST BOCES SCHOOL DISTRICT Health & Safety Office and the appropriate Principal
- Ensure emergency response kit is removed from the school
- Ensure special-needs student procedures are performed
- Incident Commander should stay in one location once outside and gather the BLERT for instructions
- Student accounting should take place with any missing students being reported to the Incident Command who will relay the information to emergency responders
- Depending on the situation, consideration may be given to organizing an early dismissal by contacting transportation

If early dismissal is going to occur, off-site bus staging area may need to be organized.

- The liaison to fire and police departments should facilitate communication of vital information to the Incident Commander

- Wait for the fire department to give permission for students and faculty to reenter the building

EVACUATION PLAN

Post a school floor plan, showing the primary and secondary evacuation routes, inside each room that is used by students at any time. The plan shall have the room location highlighted and be placed on the wall so that an arrow indicating the exit route is pointing in the actual direction of the exit from the room.

The plan shall be labeled “**EVACUATION PLAN**” in bold red letters and prominently posted.

Incident Commander shall evaluate:

- Weather conditions
- Length of time expected before re-entry to building can occur
- Nature of the incident

Determine which evacuation site should be utilized and whether transportation will be required.

On-site sheltering may be able to occur in alternate buildings near the affected facility campus or in busses or a combination thereof.

Should off-site evacuation need to occur, notify the Area Commander and Operations Chief so that preparations at evacuation site may commence to receive students and staff.

Refer to evacuation locations listed in Building Safety Plans for primary and alternate off-site evacuation locations.

Notify teachers:

- Evacuation destination
- Manner of movement to destination
- Specific requirements based upon conditions of the incident which may require special attention
- To take attendance upon arrival at evacuation site and report any missing students to Incident Command

Activate Parent Reunification process and Early Dismissal procedures unless students will be dismissed under normal conditions at the conclusion of the incident. When operational, the Navigate Respond platform will be used to facilitate the Parent Reunification process.

EVACUATION (FIRE) DRILLS

Scheduling and records of all fire drills are to be maintained in the Navigate System

FREQUENCY REQUIRED

Section 807 of the Education Law mandates that the principal or other person in charge of every public or private school or educational institution within the state (except colleges and universities) must instruct and train their pupils on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals.

The SOUTH SENECA SCHOOL DISTRICT has adopted an incident drill policy supporting execution of drills in various forms throughout the year. Each Building-Level Emergency Response Team is responsible for developing an annual drill schedule in accordance with New York State law and submitting this plan to the District-Wide School Safety Team. The New York State Legal requirements are:

- 12 total fire and emergency drills in a school year, testing appropriate emergency response
 - 8 drills must occur prior to December 31
 - 8 drills must be evacuation (fire) drills
 - 4 of evacuation drills must use fire escapes (if available) or secondary exits
 - 4 drills must be lock-down drills
- Drills must be at different times of the day
- Students must be instructed on how to respond if a fire occurs during the lunch period or assembly or one of the drills can occur during a lunch period or assembly

If a building is equipped with fire escapes, four of the required 12 drills must be through the use of these fire escapes. Instruction must be given to pupils in the procedure to be followed in the event a fire occurs during lunch period, unless at least one drill is held during the lunch period.

Give no advance notice of fire drills to building occupants, except for the first drill of each school year and the first drill of summer school.

At least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time, including

- Notifying parents/caregivers at least one week prior to the drill; and
- Testing the usefulness of the communications and transportation system during emergencies

FIRST RESPONDER ACTIVITY IN VICINITY

Upon notification of a dangerous situation near a school, several steps should be taken to protect the school population from the incident:

- Obtain as much information about the incident as you can. The Seneca County Department of Emergency Response will be able to provide an overview of the incident. Call 911.
- Convene a meeting of the Building Level Emergency Response Team and discuss the situation and/or recommendations from the police or fire department
- Bring outdoor classes and activities classes being conducted into the school
- Secure the school building, if necessary. Follow “**LOCKOUT**” condition response procedures, including activating the Navigate Respond Alarm
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger
- Notify the District Superintendent’s office
- Assign police and fire liaison member of District-Wide Safety Team to monitor situation and provide updates as needed
- Prepare for possible lockout, intruder or evacuation depending on the situation as it develops. Follow police or fire guidance
- If police or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and the transportation department shall be contacted with information
- Informational letter for parents/guardians should be developed in conjunction with the District Superintendent and police or fire officials

GAS ODOR

Quickly convene the Building-Level Emergency Response Team. Evacuate the building to the off-site evacuation location. Do not use the fire alarm system if gas odors are within the building, electrical activation of any system could trigger gas combustion. Evacuation orders may need to be delivered verbally by BLERT members.

- Assign BLERT member responsible for off-site evacuation to coordinate movement
- Make sure critical incident response kit leaves the school
- BLERT member responsible for student accounting begins process of tracking all students
- Call 911. Fire Department has gas-detection instruments that can determine the severity of the leak
- Call Office of Facilities Services. If incident occurs after hours contact Director of Facilities
- If unable to contact maintenance services, call the gas company. New York State Electric and Gas (NYSEG) emergency number is **800-572-1131**
- Plans of each building with **gas shutoff locations** are included in the building plans section of the Building Level Safety Plan and in Navigate Prepared
- Notify the District Superintendent and the Principal
-

IF ODORS ARE DETECTED OUTSIDE THE BUILDING:

- It is **not** necessary to evacuate the building
- Evacuation is called for only if odor seeps into the building
- Call the police and fire non-emergency number to report the smell, **(607) 532-4466**
- Then call the Office of Facilities Maintenance and Grounds

HAZARDOUS MATERIALS EXPOSURE

- Evacuate the immediate area: NO EMPLOYEE SHOULD REENTER THE CONTAMINATED AREA
- IF APPROPRIATE, NOTIFY 911
- Notify the School Principal or designee
- Notify the District Superintendent, Building Level Emergency Response Team, Director of Facilities, BOCES Health & Safety Office to assess the hazard and provide guidance for containment and cleanup
- Close and place towel at foot of door containing the hazard if possible. No employee should reenter the contaminated area
- **Review the Safety Data Sheet and determine urgency of the situation**
- If contamination has occurred, attend to affected people and remove them from exposure
- Arrange to meet responding emergency personnel at the main building entrance and provide them with appropriate information
- Notify the Director of Facilities and BOCES Health and Safety Office
 - **Personnel from this office will assist in assessing the hazard and providing guidance for containment and cleanup. This person will also act as a liaison with fire department personnel**
- Alert occupants in adjacent area if hazard has the potential to spread
- Involve building engineer or custodian for ventilation information. This may involve limiting exposure by containing the fumes in the isolated area or diluting the fumes by opening the area for fresh air ventilation
- **Evaluate the situation with professional help. If evacuation of the school is needed, pre-plan routes to avoid walking through the contaminated area. Use off-site evacuation procedures to ensure student population is moved far enough away from the building to minimize exposure**
- Conduct cleanup operations as directed by emergency personnel

DEPLOYMENT OF SUSPICIOUS PRODUCTS

Outdoors deployment of suspicious product:

- Call 911, Director of Facilities and Health & Safety, notify Principal, District Superintendent and Building Level Emergency Response Team
- Facilities Department shall shut down the HVAC, Powered Roof Ventilators, and the science/kitchen/technology exhaust hood for the entire building
- Bring staff and students inside the building. If they have been exposed, keep them separate from the rest of school population and have them wash with warm water and soap
- Close all doors and windows
- Minimize the introduction of outside air by placing towels in front of exterior doors and tape the seals of all exterior doors, windows, and ventilation supply vents
- Follow directions of emergency response officials.
- Listen to local emergency officials by staying tuned to local radio, television and emergency messages

Indoor deployment of suspicious product:

- Call 911, Director of Facilities and Health & Safety, notify Principal, District Superintendent and Building Level Emergency Response Team
- Facilities Department shall shut down the HVAC, Powered Roof Ventilators, and the science/kitchen/technology exhaust hood for the entire building
- Isolate all staff and students who were in the immediate area for exposure evaluation by public safety personnel. Document all who were in the area
- Staff and students in the immediate area should wash with warm water and soap
- Evacuate facility occupants to an area away from area of threat
- Follow directions of responding public safety officials

*Deployment of suspicious product in **water**:*

- Call 911, Director of Facilities and Health & Safety, notify Principal, District Superintendent and Building Level Emergency Response Team
- Know which water source serves your building. Notify water supplier if municipal water
- Make announcement that the water should not be consumed and that faucets should not be operated
- Facilities Department shall shut off the main water valve to your building. Water main valves are indicated in the building plan sections of the Building Level Safety Plan and in Navigate Prepared
- Cover (bag) all water fountains and faucets

- Document all staff and students that consumed water for that day for exposure evaluation by health officials

ALSO SEE ANTHRAX/SUSPICIOUS MATERIALS

HOLD IN PLACE

Used to limit movement of students and staff while dealing with short term emergencies

- Listen for instructions about the situation and your actions
- Students in hallways should return to assigned classroom, if possible
- Classroom teachers, take attendance (When fully operational, the Navigate Respond platform will be used to facilitate the student accounting process)
- All other staff assist students, as needed
- Listen for updates

LOCKDOWN (INTRUDER)

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school

When you hear lockdown announced (“LOCKDOWN, LOCKDOWN, LOCKDOWN”), you should move quickly to execute the following actions:

- If safe, gather students from hallways and common areas near your classroom
- Lock your door. Barricade if necessary
- Move students to a safe area in the classroom out of sight of the door
- Leave windows, blinds/lights as they are
- Keep everyone quiet, silence cell phones
- Take attendance, if possible. When fully operational, the Navigate Respond platform will be used to facilitate the student accounting and communication process
- Do not communicate through door or answer room phone
- Do not respond to P.A. announcements or fire alarm
- Stay hidden until physically released by law enforcement personnel

LOCKOUT

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school

- Listen for instructions regarding the situation and your actions
- Lock all exterior windows
- Leave blinds/lights as they are
- Take Attendance (When fully operational, the Navigate Respond platform will be used to facilitate the student accounting process)
- After initial instructions listen for updates
- Classroom instruction continues as normal
- All outdoor activities are terminated
- Listen for updates

MEDICAL EMERGENCIES

- Assess seriousness of emergency: choking, injury, or illness
- Contact the School Nurse
- Administer first aid or CPR if you are trained/qualified to do so or the extent of injury is minor until the nurse arrives
- **Call 911 and be prepared to provide:**
 - Your location, building name and address
 - Room number
 - Describe illness or type of injury
 - How the illness or type of injury occurred
 - Age of injured
 - Quickest way for ambulance to reach you
- Assign a staff member to meet rescue service and show where the injured student is
- Have emergency care card brought to same location as student
- Hold bells (where appropriate) if emergency situation is in common area where students travel during class change
- Assign member of the Building Level Emergency Response Team to stay with child, even if transported to hospital
- Notify parent or guardian of situation, illness or injury, and include type of injury/illness, medical care being given and location where child has been transported
- If child is being transported, request parent meet the child and BLERT member at the hospital
- Notify the District Superintendent, the Director of Facilities, and the appropriate building custodian's office
- Advise faculty and staff of situation (when appropriate)
- Follow-up with parents or guardian
- Complete the Student Injury Form and send to the Business Office

MISSING STUDENT/KIDNAPPING

Record **name** and **contact number** for person reporting the missing person. If case involves abduction, begin gathering witness information for the police. Confirm child attended school that day. Assign staff member to begin checking last known location of the person.

Call 911 and explain the situation

Begin gathering information on the child, including:

- Description including, height, weight, skin color, eye color, clothing, backpack, etc.
- Obtain photo, if available
- Home address, phone number, parents' contact number
- Class schedule, special activities
- Bus or walking route information

Contact custodial parents.

- Convene Building-Level Emergency Response Team
- Begin recording events
- If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student. In a missing child incident, assign member of BLERT to organize a complete search of the school
- Consider initiating a lockout or intruder condition within the building or campus
- Notify the District Superintendent, Principal, Director of Facilities Office and Transportation Department
- Obtain information on possible witnesses, friends, and last person to see student
- If incident occurred while student was on the way home, contact bus driver and crossing guards
- Double check circumstances. Could child have gotten on the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
- Report all information to the Incident Commander
- Assist the police with investigation
- Arrange for counseling of students as needed

At any point during these steps, if the person is found, inform everyone who has been notified of the incident that the person is no longer missing.

NON-AMBULATORY RESCUE

Each building with occupants or students, which will require assistance in evacuating the facility, shall appoint each such occupant with a BLERT member responsible for the safe evacuation of each non-ambulatory person from the facility during any incident requiring building evacuation.

Accountability for non-ambulatory persons shall be accomplished in accordance with Attendance and Reporting protocols for the district. Any unaccounted for non-ambulatory persons shall be reported to Incident Command in accordance with **Missing Persons** using Communication Protocols and in accordance with **Communication Protocols**. Should non-ambulatory persons be identified within an incident location where a hazard is known to exist, or if a person becomes a non-ambulatory victim due to circumstances of an incident and cannot be assisted to a safe location, the BLERT member or any person knowing of such condition shall notify the Incident Command using established communications protocols of all pertinent information regarding the individual or individuals including:

- location
- numbers of injured or trapped individuals
- condition of injured or trapped individuals
- response assistance needed in order for rescue or recovery

This information shall be used by Incident Command to assign competent qualified rescue personnel or agencies within the guidelines set forth in the District-Wide School Safety Plan and Building Level Emergency Response Plans. Victims that cannot move on their own due to possible cerebral or spinal injuries shall not be moved except by competent qualified rescuers.

PUBLIC DEMONSTRATION

Most groups will give advance warning of a planned protest. When the warning comes:

- Identify a spokesperson for the group
- Obtain information on when, why and how many
- Notify the District Superintendent, Director of Facilities, and the appropriate Principal's office
- Contact Police and advise them of the situation
- Notify faculty of the planned demonstration
- Develop an information packet for distribution to parents/guardians in accordance with Parent and Guardian Communication
- Continually work with the Incident Commander on any statements or contact with the demonstrating group
- Assign Building Level Emergency Response Team members to act as liaison with police, media, and possibly, the demonstrating group based upon the direction of the Incident Commander
- Direct one staff member to handle all incoming calls
- Prepare to establish areas where demonstrators can set up without affecting the operation of school
- Notify transportation department of demonstration and any possible impact buses may encounter arriving to or departing from the schools.

Consider activating a **“LOCKOUT”** condition response in the building or campus-wide.

SEXUAL ASSAULT

Be aware of rumors that may start from these type of events and address those rumors directly using facts provided by the Public relations Liaison appointed by the Incident Commander.

Sexual assault victim's personnel privacy are covered under the HIPPA rules and regulations and as such, no information may be given to anyone other than a direct supervisor, emergency responder or school nurse.

- Determine if immediate medical attention is needed, if so call 911 prior to going further
- If there is a crime scene related to the assault, close off the area to everyone. Assign Building-Level Emergency Response Team member for security
- Call 911 and request that police respond
- Assign BLERT member (counselor) and nurse to stay with the victim. Depending on the situation, victim should not eat or drink, change clothes, or shower, while awaiting police arrival
- Isolate the victim from activity related to the incident
- Review possible need for an Intruder response condition until circumstances surrounding the incident are known
- Victim should not be asked any questions beyond obtaining a description of the perpetrator
- Notify the District Superintendent, and the appropriate Principal's office
- Notify victim's family
- Notify student services staff members as appropriate
- Police will coordinate questioning of victim, suspects, and collection of evidence. Assign BLERT member as liaison
- Gather BLERT and discuss how to handle emotional effects of incident on faculty and student population. Plan school events for next day
- Coordinate statements to media, families and community with the Incident Commander

SHELTER IN PLACE

Used to shelter students and staff inside the building

- Listen for instructions about the situation and your actions
- Students in hallways should return to assigned classroom, if possible
- Classroom teachers, take attendance
- All other staff assist students, as needed
- Move away from windows, if situation warrants
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance (When fully operational, the Navigate Respond platform will be used to facilitate the student accounting process)
- Listen for updates

WEAPONS/DIRECT THREATS OF VIOLENCE

Gather as much information as possible from witnesses to determine the level of threat:

- Is the suspect in the school? Name of person with weapon
- Has the weapon been verified or suspected?
- Location of witness when weapon was seen
- What did the person do with the weapon after it was displayed?
- Is the current location of the person with the weapon known?
- Convene members of the BLERT while waiting for police to arrive

High Threat Level Response – Weapon use imminent:

- Call 911, explain the situation and request an officer respond to the school
- Initiate “**LOCKDOWN**” procedure
- If a student is reporting the weapon, isolate the student in the office
- Have office personnel gather information about the student for police
- Gather BLERT: Assign roles as directed by the Incident Commander
- Without confronting the suspect, a BLERT member should go to the area where the suspect is reported to be and observe him or her until police arrive.
- If suspect is not in the building, secure all exterior doors
- If possible, disable the bell system
- Organize evacuation to off-site location per the **REUNIFICATION PLAN**.

Moderate Threat Level – No Active violence:

As long as the weapon is not being displayed, no effort should be made to intervene until the police arrive

- Gather BLERT: Assign roles as directed by the Incident Commander
- Assign recorder to document events as they take place
- Prepare to initiate a “**LOCKDOWN**” response condition in the school if the situation escalates
- When the police officer arrives at the school, the principal should completely brief the officer on the events

- A school administrator should accompany the officer to the student suspected of having a weapon
- A private area should be reserved for the student to be taken and questioned
- A second administrator or officer should take all of the suspected student's belongings (book bag, clothing, etc.) from the classroom
- Do not allow the student to pick-up or carry his own belongings
- The student should be thoroughly searched by the police officer or an administrator with another adult witness present
- An administrator should search belongings, including – but not limited to – book bags, purses, lockers, and autos if applicable. If a gun or other weapon is found, the police officer takes control of the search
- The police should take possession of and secure any weapon located during such an incident

Notify the District Superintendent and the appropriate principal's office.

- Take photo of weapon for evidence. MAINTAIN SECURE CRIME SCENE
- Follow procedures for student disciplinary actions
- Notify parent/caregiver
- Secure a detailed written statement from witnesses including staff
- Coordinate informational release with the Public Information Officer
- Provide counseling as needed

QUESTIONING OF STUDENTS

- One school official should generally conduct questioning of any student who is a victim of a security-related incident, preferably with another staff witness
- Gather information on anyone involved in the incident, witnesses and victims
- The questioning should be limited in scope and focus on the information necessary to pursue disciplinary action against the perpetrators
- Specific details relating to any crime should be obtained by a trained police officer. This questioning shall be handled by the responding police agency

NOTIFICATION OF PARENTS AND STUDENTS

- In general, parents and students shall be notified when the police have determined a crime has occurred or when there may be a threat to the safety of students in the school.

The Incident Commander and the police department must approve communications in advance

WEATHER

SEVERE WEATHER NOTIFICATION

- Weather Radio: Ensure that the school’s weather radio operates properly including the warning tone alert function
- **Watches:** A thunderstorm or tornado **WATCH** will be issued if conditions exist that may result in a severe thunderstorm or tornado. When a **WATCH** is broadcast over the weather radios, alert staff to stay alert for signs of an approaching storm. School activities should continue as normal
- **Warnings:** A tornado or severe storm **WARNING** will be issued when an actual tornado or severe storm has been identified. Notify the Building Level Emergency Response Team and designate a staff member to keep a watch for warning signs of an approaching tornado
- **Alarm:** Use the public address system for initial warnings, and a handheld device such as a battery powered “bull horn” to issue instructions once all students are in the designated shelter areas. **DO NOT USE THE FIRE ALARM** as a warning device

TORNADO EMERGENCY RESPONSE (TORNADO WARNING ISSUED)

- Notify occupants
- Move the students and staff into the main building
- Seek shelter. Move students inside to structurally sound locations in the main building on the ground floor in corridors and windowless rooms, away from any exterior glass doors, windows and skylights. Avoid gymnasiums, auditoriums, cafeterias and boiler rooms
- Direct students to sit on the floor and wait for additional instructions
- Windows and doors: Close as many doors as possible, but do NOT open any windows
- Warning signs: Stay alert for signs of approaching tornado
- If danger from a tornado is imminent, give the command for students to assume the protective tuck position on their elbows and knees, with their hands protecting the back of their head

WARNING SIGNS OF AN APPROACHING TORNADO

- Severe thunderstorms, thunder, lightning, heavy rain and strong winds often precede a tornado
- Dark clouds, often greenish or nearly black
- Hailstorms
- Funnel cloud: A spinning column may be seen reaching down from the clouds. A funnel cloud can be either dark or light in color. If a suspected funnel cloud is sighted, look for the presence of flying debris where it meets the ground.

- Noise: A tornado makes a very loud roaring noise that is similar to the noise made by a speeding train

POST TORNADO EMERGENCY MANAGEMENT

- Maintain order and direct students to remain in place
- If there are injuries, provide first aid and notify the school nurse and the Incident Commander
- Warn students and staff to avoid touching any electrical devices or exposed wires
- If the odor of natural gas is detected, evacuate the building. Do NOT use the fire alarm or activate any electrical switches or devices that may cause a spark
- If a section of the school is partially collapsed, evacuate students from that area
- Notify Incident Command if there is any structural damage, missing persons, as well the District Superintendent and Facilities Office

SECTION 4

Post-Incident Response

POST INCIDENT RESPONSE

During and after a crisis, school leaders, teachers, and students are at risk of succumbing to mental and emotional stress or injury. We bring in psychologists and social workers to counsel children. We also provide support for adults may need help.

In crisis, human beings often experience one or more physical responses, including shock or numbness, an adrenaline rush, a raised heartbeat, sweating, and hyperventilation. Although people may feel some of these emotions immediately, they may not experience some emotions for days or weeks. These too are normal experiences, but sometimes they take people by surprise. If we do not acknowledge this potential, they can cause damage.

Some traumatic events are more apt to cause serious reactions than others are. High on the stress list are:

- Human-caused events
- Events that are life-threatening
- Events that violate our sense of how the world is or should be
- Events that attract high media coverage
- Events that we can identify with

Crisis that involve children in schools often fit all these categories, and adults who must support students and their families through a crisis are vulnerable to stress (critical incident stress) responses. Many of these responses will emerge within the first 24 hours. Some, unheeded, might not show up for a year or more.

SECTION 5

Appendix

INDEX TO APPENDIX

- Building Security Requirements
- SOUTH SENECA SCHOOL DISTRICT Building Information
- Important Telephone Numbers
- Local Private & Seneca County Schools
- Mental Health Providers
- Two-hour Delay Procedure
- [NIMS Incident Forms](#)
- NYS Police Crime Scene Management

BUILDING SECURITY REQUIREMENTS

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school.

ACCESS INTO BUILDING

- All exterior doors are to be maintained locked during the school day, with the exception of the main entrance
- The propping open of exterior doors is not permitted under any circumstances
- Doors with access control are the only doors through which people are allowed to enter the building
- Signs shall be posted on all doors directing visitors to report to the main office for each building

STUDENT ACCOUNTABILITY

- Students shall not be left alone unsupervised anywhere in the building or on school grounds during the school day

PHOTO-IDENTIFICATION BADGES

- All personnel who work in or regularly visit schools in the course of business are required to wear an assigned identification badge. This includes, full and part-time staff, food services personnel, bus drivers/attendants, and itinerant staff
- Badges are issued by the Facilities Department. New staff will be photographed upon hiring at the same time that they are fingerprinted. Badges will be issued by Department Director after coordinating build access requirements for the individual
- Lost badges will be replaced for a fee as set forth by the school district
- Badges must not be used by anyone other than the person issued
- Badges must be worn in a manner that makes them readily visible

VISITOR BADGES AND LOG

- Anyone who is not a regular staff member or student of the school or district-wide personnel will be considered a visitor
- Visitors must sign into a visitor log and wear identification badges or stickers provided by the school for the duration of their visit
- Visitors may be requested to provide photo identification and must return the identification badge to the main office before leaving the building

- Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations
 - Any unauthorized person on school property during school hours will be reported to the Principal or designee
 - Unauthorized persons will be asked to leave
 - Additional steps will be taken if the situation warrants

SOUTH SENECA SCHOOL DISTRICT BUILDING INFORMATION

School	Grades	Hours	Phone	Fax
Interlaken Elementary School	Prek- 5	8am-5pm	607-869-9636	607-532-8540
HSMS Building	6-12	8am-4pm	607-869-9636	607-869-9553
Transportation Building	NA	6am-4pm	607-869-9636	607-869-2529

IMPORTANT TELEPHONE NUMBERS

REMINDER: DEPARTMENT PHONE TREES UPDATED ANNUALLY

EMERGENCY PHONE NUMBERS

Police and Fire..... 911

Poison Control Center 1-800-222-1222

Local Fire and Police Departments

Interlaken Village Police Department

Dispatcher607-532-4466

Interlaken Fire Department

Emergencies 911

Office 607-532-4300

Romulus Fire Department **607-869-5282**

Seneca County Sheriff..... 315-220-3250

New York State Police 607-347-4440

FBI..... 607-272-6424

..... (Albany) 518-465-7551

U.S. Secret Service (Syracuse) 315-448-0304

911/Fire/Disaster/EMS Coordinator 607-257-3888

Hospitals

Cayuga Medical Center

101 Dates Drive, Ithaca, NY 14850 (607)

Emergency..... 607-274-4411

Information..... 607-274-4011

Admissions..... 607-274-4353

Patient Relations..... 607-274-4225

Geneva General Hospital

196 North St, Geneva, NY 14456.....315-787-4000

Convenient Care

10 Arrowwood Drive, Ithaca, NY 14850

General Information..... 607-274-4150

WellNow Urgent Care

740 South Meadow Street, Ithaca, NY 14850

Main Phone.....607-319-4563

Fax..... 607-319-4632

Arnot Ogden Medical Center

600 Roe Ave., Elmira, NY

Information 607-737-4100

Patient Information 607-737-4237

St. Joseph’s Hospital

555 St. Joseph’s Blvd., Elmira, NY 14901.....607-733-6541

Cortland Memorial Hospital

134 Homer Ave., Box 2010, Cortland, NY 13045 607-756-3500

Robert Packer Hospital

Sayre, PA General Information..... 570-888-6666

University Hospital/SUNY Health Science Center

Syracuse, NY

Adult Emergency Room315-464-5611

Pediatric Emergency Room315-464-5565

Patient Information315-464-5158

General Information..... 315-464-5540

Crouse Irving Memorial Hospital

Syracuse, NY

General Assistance 315-470-7111

Patient Information315-470-7511

St. Joseph’s Hospital Health Center

Syracuse, NY

General Information..... 315-448-5111

Patient Information315-448-5113

Community-General Hospital

Syracuse, NY

Information and Assistance 315-492-5011

Patient Information315-492-5000

MENTAL HEALTH PROVIDERS

Directions: For most emergency situations, the building level mental health workers will be utilized first. If an incident exceeds the capacity of the building mental health workers and requires the services of Community Mental Health workers, the building principal should contact the Director of Special Education at 607-869-9636 X 3104 as soon as possible. The Director of Special Education may use the following list to reach community mental health workers.

TST-BOCES 607-257-1551

Warren Rd.

Ithaca, NY 14850

Family and Children’s Service607-273-7494

204 N. Cayuga St.

Ithaca, NY 14850

Suicide Prevention.....607-272-1505

124 E. Court Street

Ithaca, NY 14850

Mental Health Association607-273-9250

518 W. State St.

Ithaca, NY 14850

Tompkins County Mental Health Services Dept......607-274-6300

201 E. Green St.

Ithaca, NY 14850

TWO-HOUR DELAY PROCEDURE

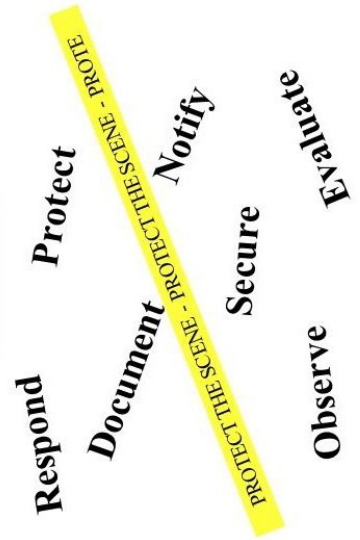
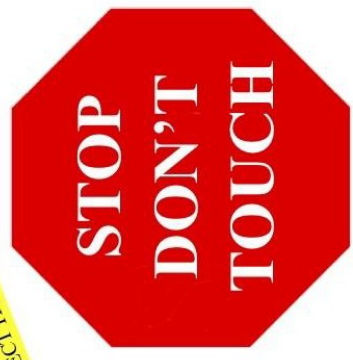
On these days, parents are encouraged to develop a plan so their children can safely stay home for an additional two hours.

In the event that a two-hour delay is activated, the following procedures will be followed:

- Local news and radio stations will be contacted to report the delayed start, notices will be posted on the District website and social media, and emails will be sent to all employees. Caregivers are encouraged to update their contact information in the student information management system by contacting their school secretary
- If conditions do not improve within two hours, classes may be cancelled for the entire day and the same methods of notification will be made
- All schools will start exactly two hours later than normal.
- Simple breakfasts will be available to students when schools open and regular lunches will be served at modified times
- Schools will be dismissed at their normal times at the end of the school day

In July 2000, Governor Pataki signed the SAVE legislation that requires schools to develop policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property. Crime scenes often have some of the most important evidence.

This pamphlet was designed to give guidance in developing your policies and procedures. Police agencies are available to assist with further education and training.



**New York State Police
Division Headquarters**
1220 Washington Ave., Building 22
Albany, New York 12226-2252

For information about other State Police crime prevention programs, contact the nearest Troop Headquarters.

Troop "A" Headquarters
4525 West Saile Drive
Batavia, N.Y. 14020
(716) 343-2200

Troop "B" Headquarters
Rt. 86, Box 100
Ray Brook, N.Y. 12977
(518) 897-2000

Troop "C" Headquarters
Rt. 7, Box 300
Sidney, N.Y. 13838
(607) 561-7400

Troop "D" Headquarters
Rt. 5, P. O. Box 30
Oneida, N.Y. 13421
(315) 366-6000

Troop "E" Headquarters
P. O. Box 25220
Camandaigua, N.Y. 14425
(716) 398-3200

Troop "F" Headquarters
Crystal Run Road
Middletown, N.Y. 10941
(845) 344-5300

Troop "G" Headquarters
504 Loudon Road
Loudonville, N.Y. 12211
(518) 783-3211

Troop "H" Headquarters
Box 3000
Poughkeepsie, N.Y. 12603
(845) 677-7300

Troop "I" Headquarters
7140 Republic Airport
Farmingdale, N.Y. 11735
(631) 756-3300

Troop "J" Headquarters
2 Pennyfield Avenue
Bronx, N.Y. 10465
(718) 319-5100

Troop "K" Headquarters
P. O. Box 189
Albany, N.Y. 12201
(518) 436-2825

School Crime Scene Management



Visit us at www.troopers.ny.gov

*Developed as a community service
by the New York State Police
Forensic Investigation and
School and Community Outreach Units*

February 2001



School Crime Scene Management

Evidence is very important in criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. These professionals are called crime scene technicians.

If you ask a crime scene technician to name the biggest problem that they encounter on the job, you will consistently hear – crime scene contamination.

Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence.

Since school employees will be first at a school crime scene, the State Police recommend that a person from the school staff be designated to manage the crime scene prior to police arrival.

The following pamphlet outlines an easily retainable acronym designed to assist responding school personnel in managing a school crime scene.



- Secure . . .**
- Clear away uninvolved people.
 - Establish a perimeter with survey or custodial tape, cones, desks.
 - Police will adjust the perimeter if they need to.

- Protect . . .**
- Safe guard the scene - limit and document any people entering the area.
 - Don't use phones or bathrooms within the scene area.
 - Don't eat, drink or smoke in the area of the scene.

- Observe . . .**
- Write down your observations - These notes will be utilized to report crime scene management to responding police. Your notes could possibly be used at a later date in criminal court.

- Record detailed information - don't rely on your memory.

- Notify . . .**
- Call 911 (Police/EMS/Fire Personnel), if not already called or there.

- Document . . .**
- Take good notes - Such as: time, date, people at scene, weather, doors open or closed, lights on or off and position of furniture.
 - Be prepared to provide your notes and information to police.

R E S P O N D

- Respond . . .**
- Personal safety - Your safety comes first! You can't help others if you are injured.
 - Organize your thoughts and formulate a plan on how to handle the situation.
 - Make mental notes of your observations.

- Evaluate . . .**
- Evaluate the severity of the situation. Is the crime/incident in progress or not? School Emergency Response Team should be calling 9-1-1 if appropriate.
 - Identify all involved and uninvolved individuals in the area. Emergency response personnel should be offering aid to the victims.
 - Be aware of weapons and hazards.
 - Be aware of potential evidence.
 - Don't touch anything unless necessary.