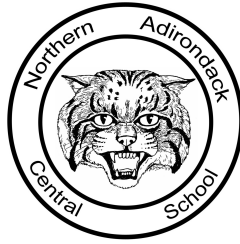


NORTHERN ADIRONDACK CENTRAL SCHOOL



DISTRICT-WIDE SCHOOL SAFETY PLAN

(Revised 2023/24)

NORTHERN ADIRONDACK
CENTRAL SCHOOL
P.O. BOX 164
ELLENBURG DEPOT, NEW YORK 12935
(518) 594-7060

TABLE OF CONTENTS

CHAIN OF COMMAND	4
COOPERATING AGENCIES	6
NOTIFICATION OF PARENTS, GUARDIANS AND PERSONS IN PARENTAL RELATION	6
DISTRICT-WIDE EMERGENCY NOTIFICATION	7
INTERNAL AND EXTERNAL COMMUNICATIONS	7
EMERGENCIES AND STUDENTS WITH A DISABILITY	8
EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS	9
RESOURCES AVAILABLE FOR USE IN AN EMERGENCY	10
DISTRICT- WIDE SAFETY PLAN	11
IMPLEMENTATION OF SCHOOL SECURITY	12
PLAN REVIEW AND PUBLIC COMMENT	13
DISTRICT-WIDE SCHOOL SAFETY TEAM	13
BUILDING-LEVEL EMERGENCY RESPONSE TEAM	13
PREVENTION/INTERVENTION STRATEGIES	14
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS	15
TRAINING, DRILLS AND EXERCISES	16
HAZARD IDENTIFICATION	17
SCHOOL SAFETY PERSONNEL	19
EMERGENCY CANCELLATION PLAN	20
EMERGENCY CLOSING PLAN	21
EMERGENCY LOCKDOWN AND SECURE RESPONSE	22
EMERGENCY LOCKOUT RESPONSE	23
EMERGENCY SHELTERING RESPONSE	24
BOMB THREAT RESPONSE	25
EMERGENCY HOLD-IN-PLACE RESPONSE	27
ELOPEMENT RESPONSE	28
CIVIL DISTURBANCE RESPONSE	29
WEAPON ON CAMPUS	30
HOSTAGE TAKING RESPONSE	31
IMPLIED OR DIRECT THREATS	32
SUICIDE THREAT RESPONSE	33
IN-SCHOOL SUICIDE ATTEMPT RESPONSE	34
INTRUSION RESPONSE	35
DANGEROUS PERSON	36
KIDNAPPING RESPONSE	37

NORTHERN ADIRONDACK CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN

EARTHQUAKE RESPONSE	38
FIRE EMERGENCY RESPONSE	39
FLOOD RESPONSE	41
TORNADO EMERGENCY RESPONSE	42
WINTER STORM RESPONSE	44
AIR POLLUTION RESPONSE	44
AIRPLANE CRASH RESPONSE	45
INFECTIOUS DISEASE RESPONSE	47
Unscheduled school delays and early releases	47
EMERGENCY REMOTE INSTRUCTION PLAN	48
BUS MECHANICAL BREAKDOWN RESPONSE	52
BUS ACCIDENT RESPONSE	58
ENERGY SUPPLY LOSS RESPONSE	59
STRUCTURAL FAILURE RESPONSE	60
CHEMICAL SPILL RESPONSE	62
MEDICAL EMERGENCY RESPONSE	65
COVID-19 link	67
EMERGENCY SERVICE DIRECTORY	68

CHAIN OF COMMAND

EMERGENCY COORDINATORS

- | | |
|------------------------------|-------------------------------|
| 1. SUPERINTENDENT OF SCHOOLS | Office 518-594-7060 Ext. 2500 |
| 2. ELEMENTARY PRINCIPAL | Office 518-594-3986 Ext. 2400 |
| 3. MIDDLE SCHOOL PRINCIPAL | Office 518-594-3962 Ext. 3005 |
| 4. HIGH SCHOOL PRINCIPAL | Office 518-594-3962 Ext. 3003 |
| 5. CHIEF EMERGENCY OFFICER | Office 518-594-3962 Ext. 3231 |
| 6. BUSINESS MANAGER | Office 518-594-3986 Ext. 2600 |

ELEMENTARY BUILDING ADMINISTRATORS

- | | |
|--|-------------------------------|
| 1. ELEMENTARY PRINCIPAL | Office 518-594-3986 Ext. 2400 |
| 2. DIRECTOR OF PUPIL PERSONNEL
SERVICES | Office 518-594-3986 Ext.2420 |

MIDDLE AND HIGH SCHOOL BUILDING ADMINISTRATORS

- | | |
|----------------------------|-------------------------------|
| 1. MIDDLE SCHOOL PRINCIPAL | Office 518-594-3962 Ext. 3005 |
| 3. HIGH SCHOOL PRINCIPAL | Office 518-594-3962 Ext. 3003 |

CHAIN OF COMMAND (cont'd)

PUBLIC INFORMATION OFFICER

- | | |
|------------------------------|-------------------------------|
| 1. SUPERINTENDENT OF SCHOOLS | Office 518-594-7060 Ext. 2500 |
| 2. ELEMENTARY PRINCIPAL | Office 518-594-3986 Ext. 2400 |
| 3. MIDDLE SCHOOL PRINCIPAL | Office 518-594-3963 Ext. 3005 |
| 4. CHIEF EMERGENCY OFFICER | Office 518-594-3962 Ext. 3231 |
| 5. BUSINESS MANAGER | Office 518-594-3986 Ext. 2600 |

BUILDING AND GROUNDS

- | | |
|---------------------------------------|-------------------------------|
| 1. SUPERINTENDENT OF BLDGS. & GROUNDS | Office 518-594-3986 Ext. 2650 |
| 2. BUILDING MAINTENANCE WORKER | Office 518-594-3963 Ext. 3900 |

TRANSPORTATION

- | | |
|------------------------------|---------------------|
| 1. TRANSPORTATION SUPERVISOR | Office 518-594-7142 |
| 2. HEAD BUS DRIVER | Office 518-594-7142 |

*For all emergencies the Emergency Coordinator, Building Administrators, Chief Emergency Officer will be notified and consulted. When warranted the Business Manager , Director Of Facilities, Director Of Food Services, as well as ems/fire and State Police will also be notified and consulted.

COOPERATING AGENCIES

EMERGENCY SHELTERS

ST. EDMUND'S CHURCH
Contact: Pastor
5528 Route 11
Ellenburg Center, NY 12934
518-594-3907

2nd location:
Rainbow Banquet hall
47 Woods Falls Rd
Altona, NY 12910
518-236-5030
rainbowbanquethall.com

EMERGENCY TRANSPORTATION

BEEKMANTOWN CENTRAL SCHOOL BUS GARAGE
Contact: Transportation Supervisor
164 Haynes Road
Plattsburgh, NY 12901
518-563-8257

NORTHEASTERN CLINTON CENTRAL SCHOOL BUS GARAGE
Contact: Transportation Supervisor
103 Route 276
Champlain, NY 12919
518-298-8685

NOTIFICATION OF PARENTS, GUARDIANS AND PERSONS IN PARENTAL RELATION

In an effort to provide a safe, secure, and conducive learning environment, Northern Adirondack Central School District (NACS) has developed a District-Wide Safety Plan and Building-Level Response Plans to address issues that could adversely affect the employees, staff, students, and visitors of the District. These plans provide specific procedures as to the method and manner of notification of parents, guardians, and persons in parental relationship, regarding violent incidents, including threats of violence directed against themselves, that occur in or on district owned properties and during district sponsored events.

NORTHERN ADIRONDACK CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN

The District Superintendent, or his or her designee, shall ensure that timely and appropriate information about a violent incident is communicated to parents, guardians, and persons in parental relationship. The notification process may include, but will not be limited to: written, video, audio, or other electronic methods. The notifications will include information that is pertinent to the incident, but will not compromise an ongoing investigation, violate laws of privacy or civil rights, compromise sensitive or confidential information, or violate any other district policy, procedure, or legal statute.

DISTRICT-WIDE EMERGENCY NOTIFICATION

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies, declared state disaster emergencies involving a communicable disease or local public health emergency declaration and other emergencies and to facilitate the district's coordination with local and county resources. The plans will also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools, and will address school closures and continuity of operations in the context of epidemic/pandemic, in either the plans themselves or in addenda to the plans.

In the event of a violent incident, the immediate implementation of safety procedures is expected. Staff with information will notify office personnel by calling the specific building Main Office. Office personnel will immediately contact a Building Administrator, safety officer and/or the District Office, and call 911 if a building administrator cannot be immediately reached.

If the main office is involved in the incident, the alternative site as designated within the appropriate Building-Level Response Plan will be utilized to call 911.

INTERNAL AND EXTERNAL COMMUNICATIONS

The specific procedure for contacting parents, legal guardians or persons in parental relation to students of the building in cases of emergency will be to implement the Enhanced Messaging Application System.

EMERGENCIES AND STUDENTS WITH A DISABILITY

In order to ensure that students, staff and visitors with a short or long term disability are escorted to designated areas and/or evacuated from the building in an emergency, professional or paraprofessional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student, staff member, or visitor and their associated escort(s), can be found in the CSE or nurse's office.

There will be posting of primary and secondary evacuation routes for those individuals unable to do steps.

EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS

The relationship between Northern Adirondack Central School and state and local governmental entities and emergency services providers is a dynamic one. Through our constant collaboration in regards to emergency planning, preparedness, and practice, solid relationships continue to evolve and strengthen. The resources of these agencies are readily available to our district if required.

Communication links, including direct phone and radio links, exist between every NACS facility, Clinton County 911, Clinton County Sheriff Departments, and the New York State Police. The radios, base stations, and handhelds are owned and operated by NACS.

RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

NACS has an inventory of district resources, which may be available for use during an emergency. The inventory is updated annually and includes facility, vehicle, and equipment information.

The actual inventory is kept in the office of the District Superintendent.

DISTRICT-WIDE SAFETY PLAN

1. The Superintendent of Schools or his/her designee is the Emergency Coordinator.
2. The chain of command will be found on page 4 of this document in the event that the Superintendent is unable to perform the duties of the Emergency Coordinator.
3. The Clinton County Emergency Services Director and the local volunteer fire departments have expressed their desire to be contacted whenever NACS is in need of emergency assistance or consultations.
4. NACS has a strong working relationship with the local State Police barracks and works closely with them throughout the school year.
5. The NACS Incident Command Centers will be located in each building unless the circumstances surrounding the emergency dictate that the buildings be completely evacuated. If the buildings are evacuated, the bus garage or church hall will be the command center.
6. The Chief Emergency Officer (Superintendent) or his/her designee will be responsible for coordinating the use of resources and manpower during emergencies.
7. The Chief Emergency Officer (Superintendent) or his/her designee, the Building-Level Administrators, The Business Manager, Superintendent of Buildings and Grounds, and the Transportation Supervisor will work closely during an emergency.
8. The Chief Emergency Officer's responsibilities include but are not limited to the following: facilitate safety training for school district personnel, ensure the school's building-level emergency response plan is up-to-date each year, make sure drills (evacuation and lockdown) occur as per education law 807, and aid in policy development and decision-making for security technology.

IMPLEMENTATION OF SCHOOL SECURITY

DISTRICT CAMPUS

The Superintendent of Schools or designee will be the district's chief emergency officer, and will coordinate communication between school staff and law enforcement and first responders. The chief emergency officer will ensure that all staff understand the district-wide school safety plan and receive training on the building level emergency response plan, violence prevention and mental health, and will also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates.

The Chief Emergency Officer will ensure that the district-wide plan is coordinated with the building-level plans, and will ensure that required evacuation and lock-down drills are conducted.

Each of the buildings located within the NACS Campus follows the same policies and procedures relating to school building security.

With the exception of a designated entrance, all entrances to the Elementary and Middle/High School building shall be locked at all times.

All visitors must sign in and sign out at the designated entrance to the building and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the office for further action.

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner's Regulations, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education by September 1st, ideally at the August Board of Education Meeting.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the District Office.

DISTRICT-WIDE SCHOOL SAFETY TEAM

District-Wide School Safety Team means a district-wide team appointed by the Board of Education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential Building-Level Emergency Response Plan shall be shared with such student nor shall such student be present where details of a confidential Building-Level Emergency Response Plan or confidential portions of a district-wide emergency response strategy are discussed. The plan will cover all district school buildings and will address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It will include all those elements required by law and regulation, including protocols for responding to declared state disaster emergencies involving a communicable disease that are substantially consistent with the provisions of Labor Law §27-C. These confidential plans will include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians. The Building Principal in conjunction with the school safety officer is responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) are confidential and not subject to disclosure under the Freedom of Information Law or any other law.

The *District-Wide School Safety Team* shall develop and maintain the District-Wide School Safety Plan.

BUILDING-LEVEL EMERGENCY RESPONSE TEAM

Building-Level Emergency Response Team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education. The Building-Level Emergency Response Team is responsible for the designation of the Emergency Response Teams and the development of the Building-Level Emergency Response Plan and its required components. The Building-Level Emergency Response Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

- The building response plan will also include an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency; **and** a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The *Building-Level Emergency Response Team* shall develop and maintain the Building-Level Emergency Response Plan.

PREVENTION/INTERVENTION STRATEGIES

1. Each year, all students and staff members will be provided information and training relative to school safety. This will include review of expected behavior, in particular, codes of conduct, and drills for fire, sheltering, emergency evacuation (Go Home Drill), and bus emergencies, as well as drills on critical incidents.
2. New employees may be given the opportunity to participate in a 12-hour certification-training program for nonviolent conflict resolution. The training will be offered during the school year.
3. The staff will be offered refresher training in violence prevention on an annual basis.
4. We will conduct annual training for Emergency Response Teams, Post-Incident Response Teams.
5. During emergencies, staff are authorized to temporarily cover classroom door vision panels when it is likely to protect staff and students. For example, covering vision panels may prevent an intruder from determining if a classroom is occupied, thereby discouraging attempts to gain access. During emergencies, staff are also authorized to temporarily block doors to slow the access of intruders. Building level emergency response plans must address the temporary covering of door vision panels and the temporary blocking of doors during emergencies.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

1. NACS will conduct annual Staff Development Days at which time teachers, administrators, and school personnel will receive the latest information and materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors.
2. Multiple approaches are provided for prevention and intervention programs, as well as communication programs for reporting potentially violent incidents. Students are given many opportunities to learn about each other and how to address conflicts when they arise. In addition, NACS utilizes Violence Prevention Curriculum for K through grade 5. This is a demonstrated curriculum designed to insert skills-based training into existing school curriculums and encourage the transfer of skills to behavior at school and at home. The program for younger students centers upon empathy, impulse control, and anger management. The more advanced principles include: understanding the violence problem, empathy, anger management, problem solving, and applying skills to everyday situations.
3. Each year, informative materials regarding the early detection of potentially violent behaviors, including identification of family, community and environmental factors, are disseminated to all students and persons in parental relation to students of NACS.

TRAINING, DRILLS AND EXERCISES

1. Time is set aside during the day before school begins each year in order for each building to review the School Safety Plans with their staff. Particular attention is given to the evacuation and lockdown procedures that have been established for each building.
2. On the first Staff Development Day in September the administration and staff review the duties and assignments of various staff during an evacuation or lockdown and walk through a simulated evacuation drill and a lockdown drill. The staff is then given the opportunity to ask questions and offer suggestions.
3. An evacuation drill may be conducted during the year. The drill is initiated from the Superintendent's office. The entire staff and student population will take part in the drill. Local and county emergency agencies will be included in the planning and execution of the drills. During the days immediately following the drill, all staff are given the opportunity to ask questions and offer suggestions based on their experiences during the drill.
4. Additional evacuation drills may be conducted during the months of November, April and May.
5. Lockdown drills may also be conducted during the months of October, December, March and June.
6. The District-Wide School Safety Committee meets periodically to review the plan and discuss further modifications to the existing plan.

HAZARD IDENTIFICATION

On-Campus - Elementary

Elementary Building

Boiler Room

Computer Server

Custodial/Maintenance Shop

Staff Parking Lot

Nursing Office

Art Room

Playground

The overgrown areas surrounding the campus/wildlife/animal exposure

Outside Equipment Storage

Former Bus Garage

Bus Garage

On-Campus – Middle/High School

Middle/High School Building

Electrical Room

Pool

Science Lab

Agriculture Room

Technology Room

Kitchen

On-Campus – Middle/High School (cont.)

Art Room

Nursing Office

Student Parking Lot

Staff Parking Lot

Ball Fields

Bus Garage

Solar Panels

Solar Panel Transformers

The overgrown areas surrounding the campus/wildlife/animal exposure

Off-Campus

Route 11

Route 190 & Military Turnpike

The intersection of Route 11 and Route 190

Clinton County Highway Department

The off-site locations that are visited during field trips and the bus rides to and from the locations.

Great Chazy River

Proximity to Canadian Border

Dollar General

Mountain Mart/ Dunkin Donuts

SCHOOL SAFETY PERSONNEL

NACS does not employ hall monitors, but does work with the State Police and Clinton County Sheriff's departments.

EMERGENCY CANCELLATION PLAN

1. The Emergency Coordinator in consultation with the Building Administrator will decide if this "Emergency Cancellation Plan" should be implemented.
2. The Emergency Coordinator will notify the Superintendents of Schools of the local districts that Champlain Valley Educational Services is implementing the "Emergency Cancellation Plan."
3. The Emergency Coordinator will notify the Superintendent of Buildings and Grounds, Building Administrator(s) and the Public Information Officer.
4. The Building Administrator will notify the building staff of the decision to implement the "Emergency Cancellation Plan."
5. The Building Administrator will notify the students, parents, guardians, and persons in parental relation, of the decision to implement the "Emergency Cancellation Plan."
6. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the "Emergency Cancellation Plan." All inquiries received by staff members concerning the emergency cancellation will be referred to the Public Information Officer.

EMERGENCY CLOSING PLAN

1. The Emergency Coordinator in consultation with the Building Administrator(s) will decide if this “Emergency Closing Plan” should be implemented.
2. The Emergency Coordinator will notify the BOCES Superintendent that NACS is implementing the “Emergency Closing Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available for off-campus students.
3. The Emergency Coordinator will notify the Superintendent of Buildings and Grounds, Transportation Supervisor, and the Business Manager.
4. The Building Administrator(s) will notify the building staff of the decision to implement the “Emergency Closing Plan”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “emergency school closing.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
6. Teachers and staff will prepare the students for early dismissal.
7. Students are to remain in their classrooms until called for bus loading.
8. Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
9. The Building Administrator will provide an area for parents or legal guardians of students wishing to pick-up their children. Records will be kept of the departure times of the individual students.
10. Staff is to remain until dismissed by the Building Administrator(s).

EMERGENCY LOCKDOWN AND SECURE RESPONSE

A “Lockdown and Secure Response” will be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

The Building Administrator or Chief Emergency Officer will initiate a “Lockdown and Secure Response” condition by:

- Announcing a specific warning over the PA system, by phone and/or by radio.
- The Emergency Coordinator will contact 911 for assistance.

The Classroom Teacher will:

1. Quickly survey and clear the hallway of students/staff and lock the classroom door(s).
2. Close the blinds and cover door windows if you are unable to get out of view.
3. Shut off lights and move to a section of the classroom that is not visible from the corridor door.
4. NO STANDING – Get in a low position to the floor.
5. MAINTAIN SILENCE – Do not use the radio, TV, computer, etc.
6. RELEASE NO ONE – Ignore bells, fire alarms and no bathroom breaks.
7. Do not attempt to contact the office unless an emergency arises in your classroom.
8. Make a list of all students/staff in the classroom when the “Lockdown and Secure Response” was declared and record the names of any students/staff who enter the classroom after the “Lockdown and Secure Response” was declared.
9. Be prepared to remain in “Lockdown and Secure Response” for an extended period of time. Remain calm.
10. Students, staff and faculty will also use the run, hide, fight options if necessary.
11. Wait for assistance from law enforcement or “All Clear” signal.

IMPORTANT NOTE: At the announcement of the Lock-Down, all staff and students who are outside the building will report to the location designated in their Building Level Emergency Response Plan. DO NOT RE-ENTER THE BUILDING.

ALL NON-ASSIGNED STAFF WILL REMAIN IN PLACE UNTIL NOTIFIED

EMERGENCY LOCKOUT RESPONSE

1. The elementary and middle/high school will always be in a lockout.
2. In the event school staff identifies, or are notified by Police, that there is an actual or potential threat from outside the building and notifies their Building Administrator.
3. The Building Administrator or Chief Emergency Officer will initiate a "Lockout Response."
4. The Building Administrator will notify the Emergency Coordinator and Chief Emergency Officer.
5. The Emergency Coordinator will notify the Public Information Officer.
6. A. If the school is initiating the Lockout Response due to a situation or potential incident discovered at the school, they should advise Emergency Services (911) of the Lockout and what is anticipated.
B. If a school is in a Lockout Response because they are notified by Police of a local situation, there is no need to call to advise Police of the Lockout. However, the Emergency Coordinator will keep the Police advised of any change in status in the building.
7. Based on the advice of the State Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
8. The Public Information Officer will handle all news media contact.
9. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardians and guardians. The procedure for notifying parents/legal guardians are located in each of the building-level safety plans.
10. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

EMERGENCY SHELTERING RESPONSE

1. The Emergency Coordinator in consultation with the Building Administrator and Chief Emergency Officer will decide if the “Emergency Sheltering Plan” should be implemented.

NOTE: The Emergency Coordinator may contact the appropriate county Emergency Services Director, and the State Police for input with the decision to activate the “Emergency Sheltering Plan.”

2. The Emergency Coordinator will notify the BOCES Superintendent that NACS is implementing the “Emergency Sheltering Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available for off-campus students.
11. The Emergency Coordinator will notify the Superintendent of Buildings and Grounds, Transportation Supervisor, and the Business Manager.
3. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “Emergency Sheltering Plan.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
4. The Building Administrator will notify the building staff of the decision to implement the “Emergency Sheltering Plan.” Teachers, students and staff will remain in their rooms and classroom activities should be continued until further instructions are received from the Building Administrator.

BOMB THREAT RESPONSE

Any employee receiving a call that a bomb has been placed in the building will utilize the “Telephone Bomb Threat Checklist”. He/she will immediately contact the Building Administrator who will contact the Emergency Coordinator and Chief Emergency Officer.

NOTE: A Bomb Threat Response will not be initiated in response to a fire alarm.

LEVEL I RESPONSE

1. The Emergency Coordinator or Chief Emergency Officer will initiate a Level I Response. The Emergency Coordinator will notify all Building Administrators, 911 (the State Police, the County Emergency Coordinator and the Sheriff’s Department), the Supervisor of Buildings and Grounds and the Public Information Officer.
2. The public address system will be used to give notice of a possible emergency condition. Once the notice is received, all staff members and students who are in the building will return to or remain in their assigned rooms and prepare for a possible evacuation of the building. Teachers should visually inspect their rooms for suspicious objects and should notify the Building Administrator via the phone system if anything of a suspicious nature is observed. Further instructions will be given to the teacher at that time.

NOTE: All staff members and students who are outside the main building will report to the area designated in their Building Level Emergency Response Plan.

3. The Sweep Team will conduct a pre-evacuation security sweep of the corridors and the grounds surrounding the campus. They will notify the Emergency Coordinator of the results of that sweep.

LEVEL II RESPONSE

1. A Level II Response will be initiated when the Emergency Coordinator or Chief Emergency Officer and/or the Building Administrator determine that there is a need for further action. All unassigned staff will be notified via the public address system or the intercom system to proceed to their Level II Response assignments to assist with a possible evacuation of the building.
2. The Emergency Coordinator and/or the Building Administrator will notify the various agencies that have agreed to shelter the staff and student population and also the agencies that have agreed to supply emergency transportation depending upon the specific nature of the emergency.

BOMB THREAT RESPONSE (cont'd)

LEVEL III RESPONSE

1. The Emergency Coordinator and/or the Building Administrators will initiate a Level III Response and individual classrooms will be notified in person of the need to evacuate the building. They will also be given the route of evacuation and the location of the assembly point, and whether or not to open their classroom windows and/or lock their classroom door as they exit. On receiving personal notification of a Level III Response, teachers who were able to visually check their rooms and found “nothing out of the ordinary” will post the “CHECKED” sign on the room door as they exit.
2. Upon arrival at the emergency assembly point, student attendance will be verified and the Emergency Coordinator and/or the Building Administrator will give further instructions to the staff.
3. The Emergency Coordinator and/or the Building Administrator will notify the Sweep Team to initiate a sweep of the building. The Sweep Team will notify the Emergency Coordinator of the results of the sweep.
4. The Emergency Coordinator will consult with the State Police and/or the Sweep Team before considering instituting the “Emergency Response Closing Plan” and/or the “Emergency Response Sheltering Plan.”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the emergency school closing. All inquires received by staff members concerning the emergency closing will be referred to the Public Information Officer.

EMERGENCY HOLD-IN-PLACE RESPONSE

1. School staff identifies that there is a low-level threat, or a situation that necessitates the clearing of hallways and public areas inside the building, and notifies the Main Office.
2. The Building Administrator or Chief Emergency Officer will initiate a “Hold-In-Place Response.”
3. The Building Administrator will notify the Emergency Coordinator and Chief Emergency Officer.
4. The Emergency Coordinator will notify the Public Information Officer.
5. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the “Emergency Lock-Down Response,” “Emergency Sheltering Plan,” “Emergency Evacuation Plan,” or the “Emergency Closing Plan.”
6. The Public Information Officer will handle all news media contact.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardians and guardians. The procedure for notifying parents/legal guardians are located in each of the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students

ELOPEMENT RESPONSE

1. School staff discovers or detects that a student has eloped, and notifies the Main Office.
2. The Building Administrator or Chief Emergency Officer will contact Search Team members by hand held radio, and initiate a search by assigning a search zone(s) to each team member.
3. The Building Administrator, or his or her designee, will send an “Elopement Alert” e-mail to all faculty members, identifying the student(s) involved and instructing them to notify the Main Office if they have information as to the student’s whereabouts.
4. The Building Administrator, or his or her designee, will place an “All Call” over the PA system.
5. The Building Administrator will notify the Emergency Coordinator.
6. The Building Administrator and Emergency Coordinator will consider implementing an “Emergency Hold-In-Place Response” or an "Emergency Lock-Out Response".
7. The Emergency Coordinator, or his or her designee, will contact 911/SRO if the student leaves the school grounds, or is not located during the initial search.
8. The Emergency Coordinator, or his or her designee, will contact the parents, legal guardians, or persons in parental relation, and notify them of the situation and what is currently being done to locate their child.
9. The Emergency Coordinator, or his or her designee, will contact the other NAC Buildings.
10. The Emergency Coordinator will notify the Public Information Officer.
11. The Public Information Officer will handle all news media contact.
12. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the contacting of parents, legal guardians, or persons in parental relation through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

CIVIL DISTURBANCE RESPONSE

1. At the beginning of an actual or potential civil disturbance, the Building Administrator will notify the Emergency Coordinator and/or Chief Emergency Officer who will notify the State Police.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will notify the staff and students and move them away from areas where violent confrontations are or may be occurring.
4. The Public Information Officer will handle all news media contacts.
5. The Emergency Coordinator and/or the Building Administrator will consult with the State Police and consider instituting the "Emergency Lock-Down Secure Response" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan."
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

WEAPON ON CAMPUS

Whenever a person is observed or reported to have a weapon, the Building Administrator should be notified immediately.

1. The Building Administrator or Chief Emergency Officer will notify the State Police and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will identify the person and his/her location in the building.
4. The Building Administrator and/or the Emergency Coordinator will consider implementing the “Emergency Lock-Down Secure Response” or the “Emergency Evacuation Plan” to secure the safety of the students and staff.
5. Depending upon the situation, the person should be asked to surrender the weapon or declare its location or the Building Administrator should wait until the State Police arrive to approach the person.
6. The Building Administrator should quietly ask the student to accompany him/her to the office (more than one school official should accompany the student).
7. If the person with the weapon is in a classroom, monitor the classroom with the P.A. and/or telephone system.
8. If the weapon is in a locker, check lockers; if the weapon is found, then secure the locker and wait for the State Police to arrive.
9. Provide the State Police with a map of the building if the student is in the classroom.
10. Record the name(s) of the person(s) who reported seeing a weapon and provide information to the police.
11. The Building Administrator and the Emergency Coordinator will assess the situation to determine follow-up steps.
12. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

HOSTAGE TAKING RESPONSE

1. School staff identifies a hostage situation and notifies the Building Administrator and Chief Emergency Officer.
2. The Building Administrator will call 911 and notify the Emergency Coordinator.
3. The Emergency Coordinator will notify the Public Information Officer.
4. In coordination with the Law Enforcement, the Building Administrator and the Emergency Coordinator will notify parents/legal guardians or spouses of individuals who are or could be hostages.
5. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Lockdown and Secure Response" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" and/or the "Emergency Sheltering Plan".
6. The Public Information Officer will handle all news media contacts.
7. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

IMPLIED OR DIRECT THREATS

A threat is defined as any expression of intent to inflict injury or damage. It includes actions, whether direct or implied, that a reasonable person would perceive as a threat to physical safety or property.

1. Any threat should be taken seriously and reported immediately. Staff and students becoming aware of a threat to self or others should immediately report the threat to the Classroom Teacher or Building Administrator. A threat could originate with anyone including employees, students, or visitors. Individuals making threats may be subject to immediate disciplinary and/or legal action.
2. The Building Administrator will call 911 and notify the Emergency Coordinator and Chief Emergency Officer.
- 3.
4. Based on the advice of the Law Enforcement, the Building Administrator will immediately take measures, appropriate for the situation, to prevent harm to students, staff and visitors. The Building Administrator will consider implementing the “Emergency Evacuation Plan” and/or the “Emergency Lockdown Plan.”
5. Every threat will be investigated and documented using regular fact-finding procedures. For threats emanating from employees, an appropriate level of disciplinary action may be recommended.
6. The Emergency Coordinator will notify the Public Information Officer.
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

SUICIDE THREAT RESPONSE

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, or a student self-refers, the student will be seen by a school employed mental health professional immediately to assess risk and facilitate referral.

1. Any threat should be taken seriously and reported immediately.
2. Staff and students becoming aware of a threat of suicide should immediately report the threat to the School Counselor and/or School Psychologist, and Building Administrator. If there is no mental health professional available, a School Nurse or Building Administrator will fill this role until a mental health professional can be brought in.
3. School Staff will continuously supervise the student to ensure their safety.
4. The Building Administrator and School Suicide Prevention Chairperson will be made aware of the situation as soon as reasonably possible.
5. The Building Administrator, School Counselor and/or School Psychologist will contact the student's parent, guardian, or person in parental relation, as described in the Parental Notification and Involvement section of the ASCA/NASP Model School District Policy on Suicide Prevention, and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
6. Building Administrator, School Counselor and/or School Psychologist will ask the student's parent or guardian for written permission to discuss the student's health with outside care.
7. The Building Administrator will notify the Emergency Coordinator and the Public Information Officer.

The Public Information Officer will handle all notifications, press releases, and news media contact.

IN-SCHOOL SUICIDE ATTEMPT RESPONSE

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. Staff should immediately contact the Health Office at extension 111, and 911 if the need is clear.
2. School Staff should immediately report the threat to the Main Office. Office Staff will contact the Building Administrator, School Counselor, and/or School Psychologist.
3. Staff will move all other students out of the immediate area as soon as possible. The Building Administrator and/or Emergency Coordinator will consider implementing an “Emergency Hold-In-Place Response.”
4. First aid will be rendered until professional medical treatment and/or transportation can be received.
5. The School Nurse will assess the need for further medical attention.
6. School Staff will supervise the student to ensure their safety.
7. The Building Administrator, Emergency Coordinator, and School Suicide Prevention Chairperson will be made aware of the situation as soon as possible.
8. If appropriate, staff will immediately request a mental health assessment for the youth.
9. The Building Administrator, School Counselor, and/or School Psychologist will contact the student’s parent or guardian, or person in parental relation, as described in the Parental Notification and Involvement section of the ASCA/NASP Model School District Policy on Suicide Prevention.
10. Staff will ask the student’s parent or guardian for written permission to discuss the student’s health with outside care, if appropriate.
11. The school will engage as necessary the Post-Incident Response Team to assess whether additional steps should be taken to ensure student safety and well-being.
12. Consult the ASCA/NASP Model School District Policy on Suicide Prevention regarding Student Re-Entry and/or Postvention procedures.
13. The Building Administrator will notify the Emergency Coordinator and the Public Information Officer.
14. The Public Information Officer will handle all notifications, press releases and news media contact.

INTRUSION RESPONSE

1. School staff identifies that there is an intruder and notifies the Building Administrator.
2. The Building Administrator will initiate a “Lockdown and Secure Response.”
3. The Building Administrator will call 911 and notify the Emergency Coordinator.
4. The Emergency Coordinator will notify the Public Information Officer.
5. Based on the advice of Law Enforcement, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the “Emergency Closing Plan" or the "Emergency Sheltering Plan".
6. The Public Information Officer will handle all news media contact.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

DANGEROUS PERSON

These procedures can be used as a guide in responding to a situation in which a student, staff member or outsider is armed, has assaulted or threatens another person, or is behaving irrationally.

1. When a dangerous person is identified, the identifying observer must notify the Building Administrator and relay as much information as possible about the situation.
2. The Building Administrator will initiate a “Lockdown and Secure” response.
3. The Building Administrator will call 911 and notify the Emergency Coordinator.
4. The Emergency Coordinator will notify the Public Information Officer.
5. Based on the advice of Law Enforcement, the Building Administrator will also need to consider implementing the “Emergency Evacuation Plan.”
6. The Public Information Officer will handle all news media contact.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

KIDNAPPING RESPONSE

School staff identifies a confirmed or potential kidnapping incident and notifies the Building Administrator.

1. The Building Administrator will call 911 and notify the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. In coordination with Law Enforcement, the Building Administrator and the Emergency Coordinator will notify parents/legal guardians or spouses of individuals who are or could be kidnapped.
4. Based on the advice of the State Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan".
5. The Public Information Officer will handle all news media contact.
6. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students.

EARTHQUAKE RESPONSE

Building staff provides guidance to students during an earthquake: remain calm. Indoors: Get under a desk or heavy table. Do not try to leave the building. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.

1. After the quake, the Building Administrator, the school nurse and/or the able bodied building staff will check for injuries and provide emergency first aid.
2. The Building Administrator or the Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
3. The Building Administrator will account for students, teachers and support staff.
4. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water and gas mains and identify dangerous electrical situations.
5. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contacts. He/she will prepare and/or review all statements for media release.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians are located in the Building Level Emergency Response Plan.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students.

FIRE EMERGENCY RESPONSE

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building. That person should then contact the Building Administrator and notify him/her of the location of the fire. The Building Administrator will notify the Emergency Coordinator.
2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuated. Students not under the supervision of a teacher at the time will be escorted from the building.
4. When the fire alarm is sounded, the teacher shall take the red folder, evacuate the building and at the assembly point check the roll to see that no one is missing. A report is then given to the Building Administrator.
5. All students shall be instructed to leave all personal belongings, which may be in their classrooms and immediately leave the building, following the prearranged plan. No persons will be allowed to return to the building once it has been evacuated until authorized by the Emergency Coordinator and the Building Administrator after consultation with the Fire Chief.
6. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the pre-assigned exit.
7. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, evacuate using an alternate route.
8. The Building Administrator shall hold a sufficient number of fire drills (eight before December 1) at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
9. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations.

FIRE EMERGENCY RESPONSE (cont'd.)

10. Upon reaching the assembly area students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. In case of a fire, groups will remain at the assembly point. During inclement weather, the Emergency Coordinator or the Building Administrator may implement a horizontal evacuation of the building if feasible. Ordinarily, class would evacuate the building and then be directed to enter another building that had been deemed safe for occupation.
11. Upon arrival of the Fire Department, the management of the building will proceed under their direction. The Fire Chief will inform the Emergency Coordinator as to the safety of returning the occupants to the building.
12. After consulting with the Fire Chief, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
13. The Emergency Coordinator will notify the Public Information Officer. He/she will handle all contacts with the news media.
14. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians are located in the Building Level Emergency Response Plans.
15. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students.

FLOOD RESPONSE

1. During periods of flood watches, the Emergency Coordinator will monitor NOAA Weather Radio and be in contact with school districts that have a history of flood problems.
2. The Emergency Coordinator will base response on the input of the respective county Emergency Services Director.
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will handle all news media contacts.

TORNADO EMERGENCY RESPONSE

1. During periods of tornado watches the Emergency Coordinator and the Building Administrator will monitor NOAA Weather Radio and be in contact with the County Emergency Services Director.
2. When a threat of a tornado exists, curtail all outdoor activities. The Building Administrator will notify all students, teachers and support staff over the PA if a tornado has been sighted and for all to go immediately to their assigned areas. Once a tornado warning is issued, the Building Administrator will assign spotters to watch for tornadoes.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuated. Students not under the supervision of a teacher at the time will be escorted from the building.
4. The teacher shall see that windows in the room are closed. The last person to leave the room shall see that the door is secured.
5. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged location, check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
6. No student will be allowed to return to the room once it has been vacated, until authorized to do so.
7. While proceeding to the prearranged location, emphasize silence so further instructions may be heard.
8. When the teacher and class arrive at their assigned location, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.
9. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.

TORNADO EMERGENCY RESPONSE (cont'd)

After tornado or storm:

10. The Building Administrator, the school nurse and/or the able bodied building staff check for injuries and provide emergency first aid.
11. The Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
12. The Building Administrator will account for students, teachers and support staff.
13. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water mains and identify dangerous electrical situations.
14. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or the "Emergency Sheltering Plan".
15. The Public Information Officer will handle all news media contacts.
16. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
17. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students.

WINTER STORM RESPONSE

1. The Emergency Coordinator and the Building Administrator will monitor NOAA weather radio and keep in contact with the appropriate county Emergency Services Director and the local highway department.
2. The Emergency Coordinator and the Building Administrator upon consultation with the above-mentioned individuals will activate the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will prepare a news release for the local news media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians are located in the Building Level Emergency Response Plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students.

AIR POLLUTION RESPONSE

Upon being notified of a problem the Emergency Coordinator and/or the Building Administrator will consult with the appropriate county Emergency Services Director and consider the appropriate response.

AIRPLANE CRASH RESPONSE

If an airplane were to crash into the building, follow the same response outlined in the "Earthquake Emergency Plan."

INFECTIOUS DISEASE RESPONSE

1. Pursuant to Education Law § 906(1),
Whenever a student or school personnel in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law.
In addition, effective February 1, 2020, the 2019-Novel Coronavirus was added to Public Health law as a significant threat to the public health, and NYS Commissioner of Health designated 2019- Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1.
If a local health department informs the school that a student must comply with a quarantine order, but the child shows up to school, the school should contact the local health department immediately and the student will be sent to a designated area to wait to be picked up.
2. At the beginning of an Infectious Disease outbreak, the Emergency Coordinator will coordinate efforts regarding Infectious Disease Response with local Emergency Services offices, Department(s) of Health, the State Education Department and appropriate state and federal government agencies for closing and use of all school facilities to support infectious disease control.
3. Emergency Coordinator will contact the local Departments of Health and local Emergency Services offices for immediate response and guidance.
4. The Emergency Coordinator will notify the Public Information Officer and Building Administrator.
5. The Building Administrator will notify the staff and students if "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" are instituted.
6. The Public Information Officer will handle all news media contacts.

7. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted (by the Public Information Officer) in a further attempt to notify parents and guardians. The procedure for notifying parents is located in the Building Level Emergency Response Plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.
9. The Emergency Coordinator shall determine the re-opening of school services based upon recommendations and direction from local Departments of Health, local Emergency Services Offices, and the State Education Department.
10. School personnel will not be permitted in facilities until directed by the Emergency Coordinator and after appropriate cleaning of facilities.

UNSCHEDULED SCHOOL DELAYS AND EARLY RELEASES

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day ([NYSED Part 175.5](#)).

The Emergency Remote Instruction Plan shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

Emergency Remote Instruction Plan

Emergency Remote Instruction Plan Following the COVID-19 pandemic, school districts in New York are required to have a plan for how children will be educated if a school or schools must close under emergency conditions. These Emergency Remote Instruction Plans (ERI Plans) are included as part of the district-wide school safety plan, which is reviewed annually by district and building-level emergency response teams, adopted annually by the Board of Education and submitted to the New York State Education Department.

ENSURING ACCESSIBILITY AND AVAILABILITY (INTERNET, COMPUTERS/DEVICES)

The Northern Adirondack Central School shall survey families to find out who has a reliable high-speed internet connection. A survey conducted in 2020 identified families who live in the district that do not have access, therefore remote learning is a challenge, if not impossible, for these students. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility. All survey information is stored and available in the SchoolTool database. When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations.

Communication:

The district has also developed a plan for communicating all necessary information should a school or schools need to close. The district will use existing internal and external communications channels to notify staff, students, and families/caregivers about remote learning schedules with as much advance notice as possible. This communication will include information about how computing devices (e.g., computers, hot spots, etc.) are being disseminated to students and families who need them. When the school needs to close and move to remote instruction, the district will notify staff, students, and family/caregivers by the OneCallNow phone messaging system, if needed use teachers and staff to notify families individually. In addition, students and staff receive information through emails and via Google Classroom.

The district understands that it is essential to provide multiple methods for students to participate in learning and to demonstrate mastery of Learning Standards. If students are required to transition to remote learning, instruction will be developed to provide opportunities for learning that are accessible to all students. Remote learning will be aligned with the NYS Learning Standards. Instruction will include substantive interaction with the teacher regardless of the delivery method. Routine times for student interaction, feedback, and support will be implemented within the daily schedule.

The school will communicate with students when to bring home school computing devices as needed. The district will provide students and their families with multiple ways to

contact schools and teachers during remote learning, including through Google Classrooms, student email, or via phone.

Device, Internet and Platform Access:

To support remote learning, the district will make computer devices available to all students and families who need them. If the need for remote instruction is anticipated, the district will direct students and staff to bring school computing devices home. The district will use information from the Student Digital Resources survey to determine if additional accommodations are needed for student access to the internet. If additional technology resources are needed, the district will either deliver devices to student homes or coordinate a time that the family can pick up computing resources.

Northern Adirondack Central School – District-Wide School Safety Plan To the extent possible, the district will also support students and families with accessing the Internet at home. Where that is not possible, the district will work with community partners to secure Wi-Fi access points for students and families so that they may participate in remote learning. Community organizations and local public spaces to ensure students have access to Wi-Fi access points are located at a variety of points. In emergency remote instruction conditions, students and staff may also access the school Wi-Fi in the school parking lot. There will be those students in our community for whom remote learning through digital technology is not appropriate or possible. For these students, the district will assess each student’s individual needs and whether in-person learning is an option. Other methods that will be considered include instruction by phone and/or the delivery of hard-copy materials to the student’s home.

The district will also take steps to ensure that school staff members have the necessary tools, i.e., computing devices and Internet access, to deliver emergency remote instruction from their place of residence. Teachers will use school computing devices and have access to Wi-Fi to deliver remote instruction. To ensure high-quality remote learning experiences, the district has standardized the use of a single online learning platform, Google Classroom, to the extent possible, and developed a common, coordinated set of guidelines for teachers to follow when using the platform with students. Students will bring home computing devices. Where students may not have adequate internet service, the district will work with the family to provide access.

Teaching and Learning:

Our district has developed an emergency remote instruction plan that would support all students. When a remote learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible, depending on the nature of the emergency. This includes, but is not limited to, special education students, English language learners, and students with technology or connectivity needs.

Acknowledging that the typical content in each grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students’ success in future study.

Instruction will focus on “core” subject areas; however, elective courses will continue to be offered in a remote learning environment. All instruction will continue to be aligned to the New York State Learning Standards.

Virtual learning schedules have been developed by grade level. If an emergency requires the district to move to virtual learning, these schedules will be shared with students and families in accordance with the communication strategies outlined earlier in this plan. Students will be given opportunities to engage with teachers and classmates through live instruction, question and answer periods with teachers and group work (i.e., synchronous learning). Teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis. Supplementing this time will be self-guided projects, readings and other age-appropriate assignments that can be completed by the students remotely (i.e., asynchronous learning).

Extra help will also be provided as needed. In addition, extra help and instruction can be provided upon return to in-person instruction.

The district recognizes that there will be students for whom remote instruction via digital technology is not appropriate. In an emergency, as the district is assessing which students need devices or access to the Internet, the district will also assess which students may require additional support. Depending on the nature of the emergency, this may involve some level of in-person instruction for these students either at a school building within the district or at a community location, as appropriate. These decisions will be made in partnership with local health officials and emergency personnel, as applicable. Other instructional methods that will be considered include instruction by phone and/or the delivery of hard-copy materials to the student’s home. When appropriate the school would bring students into the building or another location to provide synchronous instruction.

Teachers will be provided with technology and opportunity to collaborate with faculty staff on remote learning best practices. The district will provide needed training as appropriate.

Support Services:

Based on the learning model we have developed, students with disabilities and/or an Individualized Education Plan will continue to receive support services in accordance with their individualized education plans (IEP) should remote learning become necessary. It is the expectation that all service providers (e.g., teachers, paraprofessionals, related service providers) will sign-on to the remote learning platform to support students as needed. This will include large classroom settings in the remote learning environment, as well as the use of breakout rooms or one-on-one virtual meetings as necessary. Special education and related services will be provided in accordance with students’ individualized education plans to ensure the continued provision of a free appropriate public education. Service providers have all been trained to continue service and work with families in anticipation of remote learning.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. • If remote learning should occur for any extended period, the district will provide meals, provide training for teachers on signs/symptoms to look for to identify students in distress and communicate to students, staff and families/caregivers mental health resources and call line information. • Teachers will

document students' logs of asynchronous, synchronous, one on one instruction and attempts to instruct. • Meetings will take place remotely with all providers including Clinton County and will be school directed.

The district ensures there is an understanding of the provision of services consistent with the recommendations on/individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources. The CSE chairperson, as well as case managers will ensure such understanding. • The district has coordinated with special education teachers, support staff, and service providers to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment. The CSE or CPSE chairperson will check on compliance of the IEP requirements and administrative staff will review quality of service and student logs. The Principal will reach out to families to follow up with instruction. • The district ensures access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students. The district will provide assistive technology through school computing devices. Teaching assistants will support students by attending class remotely with the student and then follow up at a separate time with the student outside of class time.

Attendance during remote learning:

Attendance will be analyzed daily, teachers and respective teams will work with students, families, to prevent potential chronic absenteeism. The district's teachers, counselors, social worker, and other staff will proactively reach out to students and families via phone calls, emails, and virtual sessions if regular attendance and student engagement are not occurring.

BUS MECHANICAL BREAKDOWN RESPONSE

The instructions which follow are procedures to be followed by employees transporting students in a vehicle in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

A. MECHANICAL BREAKDOWN

1. Bring the bus safely to a stop.
2. Activate 4-way hazard lights, and if the situation appears to be extremely dangerous put on daylighters that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by 2-way radio. Give as much information as possible.
 - Location
 - Symptoms of problem
 - Assistance needed
 - Number of students on bus
5. Display properly the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Make necessary repairs if possible.
8. Move students to a safe location away from the bus if necessary.
9. Send for help if the radio is unusable. Do not send a student unless there is no other alternative.
10. Under no conditions should students be allowed to proceed either to a home or the school by either walking long distances unsupervised or by riding with strangers.

BUS ACCIDENT RESPONSE

B. ACCIDENT

1. Keep calm, don't panic.
2. Activate 4-way hazard lights, and the use of overhead red flashing lights.
3. Call for help by two-way radio. Give as much information as possible.
 - Location
 - Extent of damage
 - Nature and number of student injuries
 - Assistance needed
 - Number of students on bus
4. Make a list of all students on the bus at the time of the accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location, away from the bus only if necessary.
9. Use a cell phone for help if the radio is not usable.
10. Assist others who may be injured who were involved in the accident.
11. Obtain necessary information from the driver of the other vehicle involved in an accident.
12. Obtain a written report from persons who may have witnessed the accident.

C. ACCIDENT - TRANSPORTATION STAFF:

1. Notify those needed:
 - a. Ambulance
 - b. Law Enforcement Agency
 - c. The Building Administrator
 - d. Fire Department

BUS ACCIDENT RESPONSE (cont'd)

2. The Transportation supervisors in correspondence with the Superintendent will make arrangements for a qualified school bus driver to drive a bus to the site in order to return students to school. In the case of an accident, only those students who were deemed uninjured would be returned to school.
3. Notify:
 - a. The Superintendent
 - b. The Chief Emergency Officer
 - c. The Building Administrator
 - d. Department of Transportation
 - e. Home School District
 - f. All parents/legal guardians - by phone
 - g. Insurance Agency

D. ADDITIONAL USEFUL PROCEDURES AT ACCIDENT SITE:

1. Do not move injured persons unless absolutely necessary and only after the extent of injuries has been determined by thorough examination by a qualified person. Exceptions to this would be, if a life-threatening situation should exist such as fire in the vehicle, then move the person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Keep injured persons lying down to prevent or reduce shock - treat for shock if qualified to do so.
4. Assist persons who have stopped breathing first and then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
5. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the students.

E. REPORTING ACCIDENT:

1. Department of Transportation Part 722 (Reports of Accident):
 - a. "722.1 any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph."

BUS ACCIDENT RESPONSE (cont'd)

- b. 722.1 "No work shall be performed on, and no passenger will be transported in the vehicle until it is released by D.O.T
2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:
 - a. Section 600 - Leaving the scene of an incident without reporting.
 - 1) Any person operating a motor vehicle who, knowing or having cause to know damage has been caused to the real property, or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle, . . . then he shall report the same as soon as physically able to the nearest police station, or judicial officer."
 - b. Section 601 - leaving the scene of injury to certain animals without reporting.
 - 1) Any person operating a motor vehicle which shall strike and injure any horse, dog, or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take another reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community.)
 - c. Section 605 - Report required upon accident:
 - 1) Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner" in such form and number as may be prescribed.
3. State Education Department
 - a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law:
 - 1) "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils,

NORTHERN ADIRONDACK CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN

teachers, and other persons acting in a supervisory capacity to or from school or school activities."

BUS ACCIDENT RESPONSE (cont.)

- b. It should be understood that unless students are on the school bus at the time of the accident, it IS NOT considered a school bus accident.
4. Forms – for Reporting Accident:
- a. MV-104 (7/05) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
 - b. MV-104F (10/04) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.
5. Examples of Accident: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided.
- a. School Bus Accidents
 - 1) You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.
 - 2) You are a school groundskeeper and a student was injured on the playground. You put the student in a school owned maintenance truck to bring him to the hospital, En route, you are involved in an accident.
 - 3) You are a parent or legal guardian and regularly transport your children and four other neighborhood children to and from school, and you are paid by the school for your services. If an accident occurs while transporting the student to and from school, it is considered a school bus accident.
 - b. Non-School Bus Accident:
 - 1) You are a certified school bus driver. You are involved in an accident En route to picking up your first student.
 - 2) You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are in an accident.

BUS ACCIDENT RESPONSE (cont'd)

F. EMERGENCY DRILLS ON BUSES

1. The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education, such member or members of the teaching or pupil transportation staff. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A drill shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with subdivision (h).

ENERGY SUPPLY LOSS RESPONSE

Upon discovery or detection of an electrical system failure, notify the Building Administrator.

1. The Building Administrator will notify the Supervisor of Buildings and Grounds and the Emergency Coordinator.
2. The Supervisor of Buildings and Grounds will evaluate the problem insofar as possible.
3. The Building Administrator and the Emergency Coordinator will decide to cease building operation as appropriate.
4. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians are located in the building-level safety plans.
5. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students.

STRUCTURAL FAILURE RESPONSE

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him/her of the location of the damage. The Building Administrator will notify the Emergency Coordinator of the damage.
2. The Emergency Coordinator will determine the safety of the students in the building upon advice from the Supervisor of Buildings and Grounds.
3. The Emergency Coordinator and the Building Administrator will activate the appropriate emergency plan, if necessary.
4. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will prepare a statement for release to the local media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students.

CHEMICAL SPILL RESPONSE

1. Once a chemical spill in or around a school building is noted, immediately notify the Building Administrator who will immediately notify the appropriate county Emergency Services Director and call 911.
2. The Building Administrator will notify the Emergency Coordinator and attempt to determine the nature of the spill and the potential hazard involved through consultation with the appropriate County Emergency Services Director or the Local Volunteer Fire Departments and the State Police.
3. If the spill is of a non-hazardous nature and caused by the school, the Building Administrator will contact the Superintendent of Buildings and Grounds to arrange through the appropriate County Emergency Services Director or New York State Department of Environmental Conservation, a prompt and effective cleanup.
4. If the spill poses a serious threat to life and the building should be evacuated, try to stay upwind at all times, the Building Administrator and the Emergency Coordinator will implement the appropriate emergency response.
5. The Emergency Coordinator will follow the direction of the County Emergency Services Director and/or the Fire Chief.
6. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick-up students
9. In the event of a release of toxic material in an airborne manner and it is declared necessary to remain in the building, the Emergency Coordinator will establish contact with the appropriate County Emergency Services Director and the Local Volunteer Fire Departments and the New York State Department of Environmental Conservation. Staff should close all windows and shut down the ventilation system.
10. The Emergency Coordinator and the Building Administrator in consultation with the appropriate County Emergency Services Director, and the Fire Chief will implement the appropriate emergency response.

CHEMICAL SPILL RESPONSE (cont.)

11. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.

CARBON DIOXIDE RESPONSE

Building-level emergency response plans will include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

1. The Building Administrator will notify the Emergency Coordinator and attempt to determine the nature of the alarm and the potential hazard involved through consultation with the appropriate County Emergency Services Director or the Local Volunteer Fire Departments and the State Police.
2. The Emergency Coordinator will follow the direction of the County Emergency Services Director and/or the Fire Chief.

MEDICAL EMERGENCY RESPONSE

A medical emergency is a result of a minor or major illness to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Such emergencies require that school officials have in place a carefully tested, medically approved plan for action with which all school personnel, parents/legal guardians, students and community are thoroughly familiar.

Allergic Reaction	Choking	Food Poisoning
Animal Bite	Diabetic Shock	Head Lice
Bleeding	Drowning	Heart Attack
Blow to the Head	Electric Shock	Respiratory Arrest
Broken Bone(s)	Epidemic	Epileptic Convulsions
Burns	Shock	School Bus Accident
Toxic Exposure		and/or fire

In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of the parent or legal guardian.

An effective medical emergency program should be based on medically and educationally sound procedures, which have been fully approved by the local board of education. Some of the components of such a program are:

Signed instructions for emergencies from parents, legal guardians and from school personnel should be on file in the school nurse's office and the school's main office. These signed statements should include the name and age of the person (pupil or employee): name, address and telephone number of another person who has agreed to care for the child if the parent/legal guardian cannot be reached: name, address, and telephone number of the family

NORTHERN ADIRONDACK CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN

physician (or Christian Science practitioner), family dentist, and preferred hospital; written authorization from the parent/legal guardian for school personnel to call the physician or hospital in serious emergencies when the parent/legal guardian cannot be reached; religion of the victim; and any special condition which should require special handling.

Written instructions in first aid procedures should be available to school personnel. Copies are posted in the health office, food service area, maintenance department, and administrative offices.

MEDICAL EMERGENCY RESPONSE (cont'd)

All school personnel and students should know the location of the school health office. Telephone numbers of specific emergency services and individuals should be conspicuously posted near each telephone. These may include; school health office, school physician, fire department, police, hospital, ambulance, poison control center, etc.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc will be kept and compiled by the school nurse.

MEDICAL EMERGENCIES

- Call for help or request someone call for help.
- Protect the injured or ill person from further injury.
- Comfort victim and administer first aid as per posted instruction sheet.
- Assess the need for further medical attention.
- Notify the Building Administrator.
- Notify Parents or Legal Guardian.

HEART ATTACK

- Identify the stricken person.
- Summon emergency assistance.
- immediately get AED
- Comfort the person and administer appropriate first aid.
- Summon emergency squad/ambulance.
- Notify the Building Administrator.
- Notify Parents/Legal Guardian or Spouse.
- Notify the Emergency Coordinator.

EPILEPTIC CONVULSIONS

- Identify the stricken person.
- Summon emergency assistance.
- Calm and disperse other persons who are present.
- Notify the school nurse.
- Notify the Building Administrator.
- Notify Parents/Legal Guardian.
- Revise Pre-Emergency Plan, if appropriate.

MEDICAL EMERGENCY RESPONSE (cont'd)

FOOD POISONING

- Identify the problem.
- Notify the public health officials.
- Follow directives of public health officials.
- Notify the Building Administrator.
- Notify Parents/Legal Guardian or Spouse.
- Notify the Emergency Coordinator

RECOVERY

- Notify Staff, Parents/Legal Guardian and Students.

SHOCK

- Identify the stricken person.
- Summon emergency assistance.
- Comfort the person and administer appropriate first aid.
- Summon emergency squad/ambulance.
- Notify the Building Administrator.
- Notify Parents/Legal Guardian or Spouse.
- Notify the Emergency Coordinator.

MEDICAL EMERGENCY RESPONSE (cont'd)

TOXIC EXPOSURE

- Identify the stricken person.
- Summon emergency assistance.
- Comfort the person and administer appropriate first aid.
- Summon emergency squad/ambulance.
- Call the County Emergency Services Office and the County Health Department.
- Notify the Building Administrator.
- Notify Parents/Legal Guardian or Spouse.
- Notify the Emergency Coordinator.

COVID-19 information :

Northern Adirondack Central School has developed a reopening plan to ensure the safety of the faculty, staff, students and community members.

This plan can be found on the districts website at:

<https://www.nacs1.org/page/covid-19-response-resources>

EMERGENCY SERVICE DIRECTORY

Local Volunteer Fire Departments	911
New York State Police - Plattsburgh Barracks	518-563-3761
Champlain Valley Physicians Hospital	518-561-2000
Ambulance	911
Emergency Department	518-562-7370
Clinton County Services	
Emergency Management	518-565-4791
Health Department	518-565-4840
Health Dept. Information Line	518-565-4490
Highway Department	518-565-4040
Sheriff's Office	518-565-4300
Town of Ellenburg Supervisor	518-594-7340
New York State DOT Maintenance Headquarters	518-648-5551
Radio Stations	
WCFE	518-563-9770
WIRY	518-563-1340
WOKO	518-862-9890
Television Stations	
WPTZ-TV	518-561-5581
Newspaper	
Press-Republican	518-561-2300
American Red Cross – Clinton-Northern Essex Chapter	518-561-7280
Telephone Company - Cornerstone	1-866-240-1912
New York State Electric & Gas	
Gas Emergency	1-800-572-1121
Electrical Emergency	1-800-572-1131