



# **TIOGA CENTRAL SCHOOL DISTRICT-WIDE SAFETY PLAN**

Revised: August 2019

## **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

Tioga Central School District for many years has had a district emergency plan in place. In developing the District-wide School Safety Plan as required by Project SAVE, the former plan was reviewed for compliance with the new requirements. Areas of deficiency were noted and plans for those deficiencies were developed in cooperation with the district's safety consultant from BT BOCES. The new district-wide plan, based upon the prior emergency plan, was written in the outline format presented to the district by the New York State Education Department and presented to the District-wide School Safety Team for review and revision. After revisions were completed during a series of meetings during the spring and summer of 2001, the district-wide team presented the plan to the Tioga Central School District Board of Education for public comment and adoption.

Tioga Central School District supports the SAVE legislation and has engaged in the planning process. The superintendent of schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **A. Purpose**

The Tioga Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The Tioga Central School District Board of Education appointed a District-wide School Safety Team and charged it with development and maintenance of the District-wide School Safety Plan.

## B. Identification of School Teams

The Tioga Central School District Board of Education appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the board of education, teachers, administrators, parent organizations, school safety personnel, and other school personnel. This team developed the District-wide School Safety Plan in a series of meetings held during the spring and summer of 2001 and submitted the completed plan to the Board of Education. The members of the team and their positions or affiliations were as follows:

Mr. Robert James, Chair	Administration and Safety
Mr. Dan Keene	Board of Education
Mr. James Howey	Teacher, Tioga High School
Mrs. Margo Martin	Parent
Mr. William Schwenk	Support Staff
Mr. James Schweiger	Law Enforcement

The members of the team for the 2019-2020 school year are:

Mrs. Kathleen Keene	Administration and Safety
Mr. Greg Schweiger	Board of Education
Mr. James Houseknecht	Teacher, Tioga Elementary School
Mr. David Van Dusen II	Parent, Support Staff
Mr. David Keene	Superintendent of Building and Grounds
Mr. David Van Dusen	Director of Transportation
NY State Trooper	Law Enforcement

## C. Concept of Operations

The District-wide School Safety Plan has been developed based on the district's Emergency Management Plan. After the District-wide School Safety Plan was reviewed by the board of education, it was presented to the Building-level School Safety Teams as a basis for developing the Building-level Emergency Response Plans. Protocols reflected in the District-wide School Safety Plan have guided the development and implementation of individual Building-level Emergency Response Plans.

The District-wide School Safety Plan was based on the district's Emergency Management Plan. During development of the Emergency Management Plan, data had been collected regarding key elements of the plan, with input from school safety consultants at GST BOCES.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the building Principal, who will activate the Building-level Emergency Response Team upon determination that an emergency exists. The principal or his or her designee will immediately notify the Superintendent and/or the Chief Emergency Officer of any emergency or violent incident and activation of the Building-level Emergency Response Team.

The superintendent and/or Chief Emergency Officer will activate the command post and take full charge of the incident, activating the District Emergency Management Team, if necessary.

Upon activation of the Building-level Emergency Response Team, the superintendent and/or chief Emergency Officer will notify local emergency officials when appropriate. In the interest of speed in response to an emergency, the building principal or designee may request fire, ambulance, and/or police assistance while the Superintendent and Chief Emergency Officer are en route.

Tioga Central School District maintains working relationships with local, county, and state agencies which could offer assistance in time of emergency, including the Tioga County Emergency Services Office, Tioga County Mental Health Office, Tioga County Sheriff's Department, New York State Police, Tioga Fire Department, Nichols Fire Department, and American Red Cross. Through existing protocols described herein, these agencies and others could supplement the resources available within the district. This maintains the cooperative effort established by Board Policy 7330 where with Board of Education approval the School District may summon and utilize law enforcement officials in order to conduct an investigation of alleged criminal conduct on school premises, or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Such measures could include chaperoning of school events, searches of buildings and grounds including the use of trained dogs, or the interviewing of students during an investigation in accordance with Board Policy 7330.m

#### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment at least 30 days prior to its adoption. The public comment session began at the public hearing held on August 1, 2001 and continued until formal adoption of the plan by the Board on Sept. 4, 2001. The public hearing on August 1, 2001 provided for the participation of school personnel, parents, students, and any other interested parties.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department by October 15 or within 30 days of adoption or revision.

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 September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the central administration building and, in each school's, main office.

## SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

### A. Prevention/Intervention Strategies

#### *Program Initiatives*

Tioga Central School district recognizes the importance of open communication channels among students and between students and staff. The district also recognizes the importance of all students and staff having a reporting mechanism for potentially violent incidents. The district has a well-established community atmosphere that fosters this type of communication.

To continue to improve communications between staff and students, all are encouraged to continue to form relationships of trust and mutual respect. Students who are concerned about violence or bullying may speak to any staff member about their concerns, and are encouraged to speak with the guidance counselor, school psychologist, or building principal regarding their concerns. At the discretion of the guidance counselor, school psychologist, or principal, a student forum to discuss violence and/or bullying may be initiated at any time.

Any student or staff member with a concern about a potentially violent incident must report the concern or suspicion to the superintendent, principal, guidance counselor, or school psychologist. Such reports will be kept confidential. Buildings will make appropriate arrangements for anonymous reporting of potential violence. Forms to report incidents of harassment or bullying are available in each school's main office, Guidance Office, and on the district's website. When deemed necessary by the superintendent, the Crisis Response Team may be asked to assess the potential for a crisis in relation to any such report.

#### *Training, Drills, and Exercises*

At least once every school year, Tioga Central School District will conduct a test of the emergency plans for sheltering and early dismissal, including transportation and communication procedures for all students and staff. Parents/guardians will be notified in writing at least one week prior to early dismissal drills. The Tioga Central School District will also conduct the required evacuation and lockdown drills. These drills will take place no later than October and March of each school year.

Upon notification of a sheltering drill, building principals shall direct pupils and staff to the designated assembly areas or to remain in classrooms as outlined in the Building-level Emergency Response Plans.

During an early dismissal or emergency evacuation drill, pupils will be released to their assigned buses when the buses are announced as available.

At least annually, the Crisis Response Team will conduct a tabletop exercise, which may be coordinated with local and county emergency response and preparedness officials. In the event of an actual emergency during the year, the team may choose to forego the table top exercise.

The Chief Emergency Officer is the only designated school safety staff member. The Chief Emergency Officer will be trained in violence prevention and de-escalation techniques and will assure the training of other key personnel in violence prevention and de-escalation techniques. The Chief Emergency Officer will continue to provide training in violence recognition, de-escalation, crisis intervention, and school safety procedures to all staff members during regular superintendent's conference days and during new employee orientation. **Teachers will continue to perform hall monitoring duties during class change times at the secondary level.** The building principals and teachers monitor the arrival and departure of all students at bus times. Building principals also regularly monitor the lunch room with the assigned staff members. **At the elementary level, the classroom teacher escorts all students as a group to special classes, lunch, recess, etc. Teachers will continue to monitor recess activities at the elementary level.** The homeroom teacher will inform students of emergency procedures at the beginning of each school year. Information regarding emergency procedures is also distributed at the beginning of each school year to parents and other district residents in the Parent Handbook. The Parent Handbook is distributed to each household visited by the district census takers, and is distributed to each parent at the beginning of the school year. The Parent Handbook contains the District's Code of Conduct, information on reporting procedures, the Dignity for All Act, and the DASA Coordinator.

#### *Implementation of School Security*

**Visitors to school buildings within the district are required to sign in at the main office and obtain a Visitor's Pass before proceeding to any other office, classroom, or other area.** Visitors will be issued a pass identifying them as visitors. All staff members are expected to enforce this system and to refer any visitor without a pass to the main office. Visitors in violation of the procedure shall be asked to leave, with police notification by the building principal or designee if necessary.

If the building principal has reason to believe any visitor to the campus is in violation of the code of conduct, the principal may take action as described in the code of conduct.

The District used NYSED Smart School Bond Act Grant to install cameras that cover the entrances, hallways, and outside areas. All employees use a badge to enter the buildings at designated entries. The system also uses a buzzer/camera in each office to see and talk to individuals that are requesting to enter the buildings. We have a secure vestibule area for each designated entry to each building that requires a second door buzzer/camera . Any classroom that could not be easily locked from the inside was fitted with a new door lock.

#### *Vital Educational Agency Information*

Information regarding school population, number of staff, transportation needs, and telephone numbers of key officials of each educational agency located within Tioga Central School District is maintained in the administration building.

## B. Early Detection of Potentially Violent Behaviors

Tioga Central School District will provide continued training in the OLWEUS Bullying Prevention Program. Training may be provided by district personnel, BOCES personnel, community organizations, local, county or state emergency management or law enforcement agencies, or by any other means deemed appropriate by the superintendent and professional development personnel. The training may include dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

At the Tioga Elementary School, the staff and students have been trained in PBIS (Positive Behavior Intervention System). This system teaches and reinforces the desired behaviors while trying to correct the unwanted behaviors.

## C. Hazard Identification

Potential sites of emergency included herein have been identified using the previous district Emergency Management Plan. Other potential sites of emergency may be identified in cooperation with local emergency management agencies and/or BOCES and approved by the District-wide School Safety Team. When other potential sites of emergency are identified, the plan will be amended as the Board deems necessary.

- ***Natural Disasters***

*Severe Weather:* Analysis of weather patterns and previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds also have been known to cause significant damage in the area. A tornado touched down in Tioga County in 1985. The schools could be impacted by these disasters in cutting transportation routes, loss of power and/or landline telephone communications, or damage to the buildings themselves.

*Flooding:* The Susquehanna River, running about a half mile south of the main campus, has a history of flooding which could impact the school by cutting normal transportation routes. Flash flooding of several creeks in the area may also impact transportation. There is a moderate risk of damage (principally flooding) from hurricane path storms. In addition to transportation concerns, loss of power and/or landline communications could be a concern during a flood situation.

*Earthquake:* There is a moderate risk of damage from an earthquake, which could include damage to the buildings themselves, interference with normal transportation routes, or loss of power and/or landline communications.

- ***Manmade Disasters***

*Highways:* The Tioga Central School Main Campus is located about one-half mile north of Route 17. There is some risk associated with toxic fumes or other leakage due to an accident on Route 17.

*Railways:* The Tioga Central School Main Campus is located about one-half mile north of the track. There is some risk associated with toxic fumes or other leakage due to an accident involving a train carrying toxic materials.

- ***Civil Disturbances***

Tioga Central School Buildings have as much likelihood of being attacked by a sniper, hostage taker, or bomb threat as any other institution which houses students from a variety of backgrounds.

- ***Other Disasters***

Fire, explosion, equipment failure, water line breaks, toxic substance release, or mass illness such as food poisoning could occur in any building. Therefore, these types of disasters are covered in the Building-level Safety Plans. General plans for some of these disasters are included herein as they relate to a district-wide emergency.

- ***Field Trips***

Should an emergency be encountered during a field trip, the bus driver will immediately contact the transportation office to report the incident. If contact cannot be made with the transportation office, the teacher, coach, or other person in charge will contact the Emergency Management Coordinator, Principal, or Superintendent. If the incident involves injury or death, it is the responsibility of the Superintendent or Emergency Management Coordinator to notify family members as soon as possible and to make any communications with the media.

- ***Business Travel***

Should an emergency be encountered while an employee is on business travel, the staff member will immediately contact the transportation office and the staff member will also immediately contact his/her supervisor. If the incident involves injury or death, it is the responsibility of the Superintendent or Chief Emergency Officer to notify family members as soon as possible and to make any communications with the media.

## SECTION III: RESPONSE

### A. Notification and Activation (Internal and External Communications)

In the event of a violent incident on school property, it is the responsibility of the superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in the administration building and are as follows: New York State Police, 687-3961; Tioga County Sheriff's Dept., 687-1010. **All other county emergency services are accessed by calling 687-1010 or 911.** Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise the media will be notified by telephone if available. If possible, parents will be notified by Schoolmessenger in the event of an early dismissal or violent incident (if appropriate); however, parents are encouraged to be aware of media announcements and District Website regarding early dismissal. Prepared messages will be available to all media, as determined by the superintendent. Parents or guardians may be notified of a violent incident at school via letter home from the superintendent, if appropriate.

The Schoolmessenger notification system may be used to advise parents of a number of emergency situations; including but not limited to: early dismissal, evacuation, and reunification post incident. The District's website may also be used in the same capacity. Specific directions will be provided. State and local law enforcement and emergency officials have several recommendations to ensure student safety during these emergency events.

- **Limit cell phone use to emergency calls only.** Excessive cell phone use will hinder the ability for state and local officials to gather and relate critical information during and after an event.
- **Keep all entrances clear for emergency personnel.** Emergency vehicles will need clear access to points of entry for each building.
- **The campus will be closed.** Only law enforcement or emergency personnel will be allowed to enter the campus during an emergency event.

Local education agencies within the district will be notified by telephone and/or fax, if possible. In the event telephone service is out of order, other means of communication, including the use of a messenger, if possible, will be utilized. Other Communications Equipment:

1. The Weather Channel and NOAA Federal Updates.
2. Manually tuned, battery powered AM-FM commercial radio receiver at the command post, will be used to monitor emergency broadcast system announcements.
3. Radio receiver/transmitter capable of being set on school bus frequencies.
4. Scanner to monitor local emergency channels.
5. Hand held radios currently in use in different buildings and departments.
6. District cell phones.

*External Communications*

The Information Officer (Superintendent), in conjunction with the Emergency Management Coordinator shall issue all public communications, prepare news releases, and brief the media as appropriate. **NO TIOGA CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.**

*Family Notification*

In the event of an injury or death of Tioga Central School District students or staff, family members shall be notified as soon as possible. Responsibility for notification:

Superintendent  
Chief Emergency Officer

*Media Announcements*

Media will not be given information regarding injuries or deaths until next of kin have been notified and the Superintendent has authorized release of information.

**B. Situational Responses**

*Chain of Command*

The superintendent has designated the following individuals to act in his absence in case of emergency:

First Designee	Kathleen Keene, Tioga Central
Second Designee	Joshua Roe, Tioga High School
Third Designee	Willard Cook, Tioga Middle School

*Multi-Hazard Response*

Following are the district's multi-hazard response plans for taking actions in an emergency. These plans are for emergencies that affect the district as a whole and supplement but do not supercede any Building-level Emergency Response Plans.

*Responses to Acts of Violence: Implied or Direct Threats*

**Any Tioga Central School District employee or volunteer made aware of any threat of violence, whether direct or implied, by a student, staff member, or visitor while on school property will immediately report such threat to the building principal or his/her designee.** The building principal or designee may use de-escalation techniques, if trained, or call upon other trained staff to use de-escalation techniques. The building principal or superintendent may also take any necessary action as described in the Tioga Central School District Code of Conduct.

Any student who is aware of any threat of violence, whether direct or implied, toward a student, staff member, visitor, or other person or persons, will immediately report such threat to a Tioga Central School District staff member. The staff member will then immediately report such threat to the building principal as described above. If desired, the student may make such report anonymously. Forms for reporting possible acts of bullying, harassment or acts of violence are available in each building's main office, Guidance Office, and on the district's website.

### *Acts of Violence*

Any district employee or student who witnesses or is made aware of any act of violence by a student, teacher, other school personnel, or visitor upon any other person shall immediately notify the building principal.

The building principal may take intervening action to immediately isolate the area, if the situation warrants, and will determine the level of threat in consultation with the superintendent. If necessary, the principal may initiate a lockdown procedure.

The principal will refer to the district code of conduct and take any necessary action as soon as practicable. The principal may contact appropriate law enforcement agencies to report acts of violence in accordance with the code of conduct and after consultation with the superintendent.

### *Response Protocols*

In the event of an emergency, it is the responsibility of the superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in the administration building. Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise the media will be notified by telephone if available. If possible, parents will be notified by Schoolmessenger system, in the event of an early dismissal; however, parents are encouraged to be aware of media announcements and District Website regarding early dismissal. Prepared messages will be available to all media, as determined by the superintendent. Parents may be notified of a violent incident at school via letter home from the superintendent, if appropriate.

Other Communications Equipment:

1. The Weather Channel and NOAA Federal Updates.
2. Manually tuned, battery powered AM-FM commercial radio receiver at the command post, will be used to monitor emergency broadcast system announcements.
3. Radio receiver/transmitter capable of being set on school bus frequencies.
4. Scanner to monitor local emergency channels.
5. Hand held radios currently in use in different buildings and departments.
7. District cell phones.

In the event of an internal emergency that may endanger the health and welfare of students and staff, the superintendent has final discretion regarding appropriate responses. Such emergencies include, but are not limited to bomb threats, hostage takings, intrusions, and kidnappings. The superintendent may consult with the building principal, Chief Emergency Officer, or other appropriate personnel in making the determination of how to respond. The superintendent may also consult with law enforcement or emergency response personnel. In the absence of the superintendent, the chain of command for emergencies will be followed.

#### *External Communications*

The Information Officer (Superintendent), in conjunction with the Chief Emergency Officer shall issue all public communications, prepare news releases, and brief the media as appropriate. **NO TIOGA CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.**

#### **C. Hazard Guidelines**

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The signal that an emergency exists at Tioga Central School District is “LOCKDOWN” either over the P.A. system or from a recognized messenger. When the signal is received by a teacher or other staff member, the teacher or other staff member is to follow the protocol that has been established on the Emergency Response Card and await further instructions. The campus is closed. If the fire alarm sounds after the signal is received, it is to be disregarded unless it is obvious to the staff member that there is immediate danger (fire or smoke in the room, etc.) by remaining in place. If the fire alarm sounds with no “LOCKDOWN” signal, all staff should follow the normal fire evacuation procedure.

**Operating Procedures for specific Crisis refer to Appendix 3**

#### **D. Evacuation Procedures**

Policies and procedures have been developed for the safe evacuation of students, teachers, other school personnel, and visitors to the school in the event of a serious violent incident which include:

##### *Evacuation*

- When the principal is present, he/she shall determine if evacuation is necessary. If evacuation is necessary:
  - Evacuation will be to the next closest safe Tioga Central Building.
  - The signal to evacuate will be by messenger (Principal, nurse, or aide) to each room.

- The custodian will sanitize the evacuation route, including areas around homes near the evacuation route.
- Students, teachers, other school personnel, and visitors will exit the main entrance or proceed through the corridor to the middle school.
- Teachers will take roll to assure everyone is accounted for.
- The Principal will notify the Superintendent and Emergency Management Coordinator.
- The district will notify parents as per the District-wide Plan.
- If the Principal is not present, a Principal from another building will determine if evacuation is necessary. All Principals will designate a backup and advise them when they are absent.
- Before or after school hours when the principal is not present, the custodian will implement the plan. Evacuation will be to the next closest safe Tioga Central Building. The person in charge of the activity (per the Use of Building Request) will assure that everyone is accounted for and stay with those evacuated and await instructions from the Superintendent, Chief Emergency Officer, Principal, or designee. Phone lines must be kept open for emergency purposes – no outgoing phone calls will be permitted, except by district personnel. In the event there is no custodian or other responsible district employee present, the person in charge of the activity per the Use of Building Request will take appropriate action and immediately notify the principal or designee.

#### *Arrangements for Obtaining Emergency Assistance from Local Government*

In the event outside assistance is needed from local government emergency agencies, the superintendent, Emergency Management Coordinator, or designee will call 911 for fire or EMS response.

#### *Procedures for Obtaining Advice and Assistance from Local Government Officials*

When necessary, the superintendent or designee will contact the Tioga County Director of Emergency Services (687-2023) to obtain advice and assistance.

The district has identified resources available for an emergency from the American Red Cross, Tioga Center Fire Dept., Nichols Fire Dept., Tioga County Sheriff's Dept., and the New York State Police. An agreement with the American Red Cross and Tioga Central Schools is updated annually. Red Cross services may be obtained by contacting the office at 687-1413.

#### *District Resources Available for Use in an Emergency*

The district has at its disposal the physical facilities for use in an emergency. The facilities include four gymnasiums and one kitchen, as well spacious lunchrooms in the high school and middle school. The district stocks limited medical supplies in each of its two nurses' offices.

The district also has approximately 20 buses, 2 minitours, 2 suburbans, and 3 vans.

## *Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies*

When the Red Cross or Tioga County requests use of Tioga School buildings for a shelter during an emergency, or when students from another school are evacuated to a school, the superintendent or designee will approve such use. The Chief Emergency Officer and as many members of the Crisis Management Team as needed will staff the Command Post to coordinate activities and assist in communications.

The Chief Emergency Officer or his designee will tour the portion of the building to be used with the Red Cross or county representative prior to occupancy to assess condition and inventory any equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

There is currently one volunteer Emergency Medical Technician on staff who may be called upon to assist in the event of a medical emergency. In addition, all school nurses and coaches are required to maintain basic first aid and CPR certifications and may be called upon in case of an emergency.

### *Protective Action Options*

#### Early Dismissal

Early dismissal may be considered as an option in the following circumstances:

- Flood Warning
- Severe Windstorm, Snowstorm, or Tornado Warning
- Fire
- Strategic Alert
- Post Disaster

Early dismissal should be used only if it is likely that all students will not reach their homes safely and be reunited with a family member or other responsible person. If a community wide disaster is impending, it may be preferable to evacuate the students to a safe location where parents can pick them up. It may also be necessary to shelter in place during or following an emergency.

The decision for early dismissal rests solely with the superintendent or his/her designee in the event the superintendent is unavailable.

Early dismissal will be announced on local media, and through the Schoolmessenger System. The superintendent will notify the transportation supervisor immediately upon deciding to close school early. The transportation supervisor will summon all available drivers and may use emergency drivers as needed.

Building principals will remain at school until being notified by the transportation supervisor that all students have been returned home.

#### Evacuation (Before, during, and after school hours)

In the event of an impending emergency, which may necessitate evacuation, the superintendent and Chief Emergency Officer will closely monitor the situation and determine the level of threat.

If it is determined that an evacuation is necessary, all Tioga Central School District staff licensed to drive school buses will be released to the transportation supervisor.

The decision for emergency evacuation shall be announced on the public address system, and any bus loading procedures that must be changed from the normal routine will be announced. The superintendent and Chief Emergency Officer shall facilitate and supervise the rapid loading of school buses.

It may be appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, after earthquakes, or when ordered by law enforcement officers, because of dangerous activity in the area. The signal to evacuate the buildings shall be as outlined in the Building-level Emergency Response Plan.

When released, all groups will evacuate the buildings as quickly as possible. Normal fire evacuation routes shall be used unless teachers are instructed otherwise. The first person through each exit door will hold or prop it open.

Teachers will be required to bring their class lists with them, assemble and count their students at the designated assembly areas. They will immediately notify the Command Post of any missing students.

Depending on the scope of the emergency, and the projections of likely safe areas, the initial designated gathering point for evacuated students and staff will be a rendezvous point. If the emergency is projected to extend for more than two hours, students will be transported to another school district for sheltering as advised by emergency authorities.

In the event of an evacuation, the clerical staff and the school nurse, and teacher shall be responsible for taking class lists, health records, medical supplies and parental release forms to the evacuation site. The school secretary shall be responsible for having parents sign releases to pick up their children from the evacuation site.

The emergency evacuation procedure as outlined on pages 11-14 will be followed.

No one is to reenter the building until an appropriate authority gives an "all clear".

In the event it is necessary to evacuate before or after school hours, the decision rests first with the superintendent, if present. If the superintendent is not present, the building principal may order evacuation. If there is no administrator present, the decision rests with the custodian. No activities should take place in any building without a custodian or administrator present.

#### Sheltering Sites (internal and external)

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. The decision to shelter in place will be made by the Superintendent or Chief Emergency Officer. Students will normally remain in their classrooms, but groups may be taken to the libraries, gyms, or cafeterias. In the case of high winds and tornadoes, the gyms and cafeterias must not be used, and students should be prepared to move into the hallways marked for protective sheltering.

In case of such emergency, the principal shall give directions over the public address system. Teachers removing students from their classrooms must take their class lists and accompany their students to the designated area.

Staff will stay with the students until formally relieved of their duties by their supervisor. Office staff will be available to provide information to parents.

In the instance of extended sheltering-in-place, the Chief Emergency Officer will notify the County Emergency Services Office and shall seek a declaration of emergency from the County Manager or the Town Supervisor so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources.

The Chief Emergency Officer will then assume responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

When the Red Cross requests use of Tioga School buildings for a shelter during an emergency, or when students from another school are evacuated to a school, the Chief Emergency Officer and as many members of the Crisis Management Team as needed, will staff the Command Post to coordinate activities and assist in communications.

The Chief Emergency Officer or his designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory any equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the

manager's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

## **SECTION IV: RECOVERY**

### **A. District Support for Buildings**

The Building-level Emergency Response Team will respond first to any emergency upon activation by the Principal. The District-level Emergency Response Team (Crisis Management Team) will respond to any building upon activation by the Superintendent or Chief Emergency Officer. The Crisis Management Team will take responsibility and control upon activation.

The Building-level Post-incident Response Team will assist the Crisis Management Team. The Crisis Management Team will formulate a critique for improvement of response to similar incidents in all buildings. A summary and critique will be shared with the Superintendent, Crisis Management Team, and District-level School Safety Team, and each Building-level School Safety Team.

### **B. Disaster Mental Health Services**

The Crisis Management Team takes responsibility for providing and coordinating disaster mental health services. The Chief Emergency Officer will be the contact person for coordinating resources from other districts, BOCES, and county Mental Health Office services.