

EMERGENCY PLAN SUMMARY

Romulus Central School

The small School with the **BIG** Idea

Emergency Phone Numbers - Outside Agencies

<u>Agency</u>	<u>Contact Person</u>	<u>Day Phone</u>
Ambulance		911 (<i>use line 1</i>) 607-869-5313
Fire Department		911 607-869-5282
Sheriff's Dept.		911 607-869-3721
State Police		607-869-5200
County Emergency Management	Charlie McCann	315-539-5655 ext.2059
Dept. of Health		315-539-9294
Electric Company	Electric Emergency	800-572-1131
Geneva Hospital	Emergency Room	315-787-4500
Red Cross		315-568-9436
Telephone Company	Trumansburg Home Tel	607-387-5454
Child Abuse Hotline		800-342-3720
Suicide Prevention		607-272-1616
Mental Health		315-539-9258
Poison Control		800-252-5655

EMERGENCY SPEED DIAL TO THE OFFICES IS "7#" FROM ANY ROOM IN THE BUILDING... SOMEONE WILL ARRIVE WITHIN 2 MINUTES TO HELP!

It is the intent to provide a plan which is consistent with the resources and manpower of the District while allowing one method or procedure to operate for a series of emergencies which might occur. By providing a limited number of actions which are applicable to many situations, it is our hope and intention that reactions will be automatic, and therefore more successful.

During an emergency, the Emergency Response Team shall function as an operations group under the command of the District's Emergency Coordinator. All communications with the public, parents and news media during an emergency will be through the office of the Superintendent of Schools.

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Title/ Name	Work Phone	Evening Phone
Emergency Coordinator and Superintendent Chris Manaseri	<i>(In the absence of the Superintendent or any other member, this list shall serve as a chain of command)</i> 607-869-5391x315 Cell 607-279-7983	607-582-6323
Director of Elementary Ed Barb Quinn	607-549-7146x327 Cell 607-279-7982	315-568-5013
Director of Secondary Ed Mike Midey	607-585-6751x321 Cell 607-279-7984	315-568-8421
Administrative Assistant Leanne Keel	607-869-5391 x314	315-5859528
Guidance Counselor David Hubman	607-869-5391 x320	607-869-3224
Head of Buildings & Grounds Terry Mays	607-869-5391x328 Cell 607-279-7985	315-462-6514
Transportation Supervisor Tina Turk	607-869-9417	607-582-6408
School Nurse Babette Bennett	607-869-5391 x325	315-585-6757
School Psychologist		
School Social Worker Katrina Harris-Maxwell	607-869-5391 x215	716-289-3520

EMERGENCY COORDINATOR - COMMUNICATIONS OFFICER

DISTRICT EMERGENCY COORDINATOR

Members of the Emergency response Team will be assembled at the command post as needed and implement the emergency response as directed by the District Emergency Coordinator. Other personnel as deemed necessary to meet the needs of the situation will be assigned. Members of the Emergency response Team will remain on call at the command post until it is determined that the emergency is over, or it is unsafe, or they are no longer needed.

DISTRICT COMMUNICATIONS OFFICER

In most emergencies, there is a need for accurate and up to date information. However this purpose is best served if one and only one person is held responsible for providing information to the general public, parents, and news media. With this in mind, the person authorized to provide information will be designated Communications Officer. All requests for information will be referred to this Officer.

Communications Officer:	Christopher B. Manasari
Alternate Communications Officer:	Leanne Keel

IN THE ABSENCE OF BOTH OF THE ABOVE INDIVIDUALS FOLLOW CHAIN OF COMMAND

SCHOOL CANCELLATION

Cancellation due to hazardous weather conditions will be determined by the Superintendent of Schools in conjunction with the Transportation Supervisor and the applicable Highway Departments. Cancellations due to systems failures will be determined by the Superintendent and the Head of Buildings and Grounds in consultation with the appropriate Directors. Notification of students and parents will be made over radio stations WNYR, WFSW, WHEN, WFLR, WGVA, WHAM, WRMM, WPIE, WFLK, among others (20 in all). Additionally, a listing of cancellation will be posted on www.cancellations.com. Staff living over 20 miles from the school will be notified by phone tree completed in October. School cancellations will automatically cancel all extracurricular activities.

SCHOOL CANCELLATIONS

SEVERE THUNDERSTORMS/LIGHTNING

All outdoor activities will cease and students and staff are to return to the building. If this should occur at dismissal time, a decision will be made by the appropriate Director if sheltering will be necessary.

TORNADO

Close all windows, curtains, blinds and/or shades should time allow. Take cover against the inside walls of hallways, away from doors and windows. If possible, all students and staff should take refuge on the first floor.

EARTHQUAKE

Indoors: Take cover under a desk or table. Remain calm and quiet. Do not try to leave the building until you are instructed by emergency personnel.

Outdoors: Move away from all buildings, utility poles, trees, or any other object that could be in danger of collapse. Be aware that an aftershock may occur. All vehicles should stop and passengers remains in the vehicles until shaking ceases.

EMERGENCY EARLY DISMISSAL

The decision for an emergency dismissal will be made in the same manner as the decision for cancellation. All classrooms will be notified via the PA system or a pre-planned messenger system. Students in special classes are to return to their regular classes at this time. The transportation supervisor will notify BOCES and any other schools dependent on our transportation system. Students with any particular problems with transportation changes will be assisted by individual school staff assuring each student will be transported to the appropriate location. Students are to remain in their respective classrooms until the principal or designee makes notification to begin loading buses. Students who drive will be dismissed by the Director at his/her discretion.

TOXIC MATERIAL SPILL - MINOR OR MAJOR WITHIN THE BUILDING

Students and staff should be removed from the area immediately. If possible, confine the spill and initiate clean-up procedures with experienced and trained personnel. The Superintendent will determine if there is a need for evacuation or sheltering procedures in consultation with the Head of Buildings and Grounds. The County Emergency Coordinator will be contacted for assistance.

HAZARDOUS MATERIALS INCIDENT - (OFF-SITE)

The community has several potential sources of off-site Haz-Mat contamination as well as several highways which traverse the District which may be used to transport such material.

Upon notification and advice from the County Emergency Coordinator to the local emergency personnel of a problem, the sheltering plan may need to be implemented. A command post will be established at the Superintendent's Office. From this command post direction will be provided to both the school's Emergency Response Team and the County's Emergency Coordinator to anyone involved.

STORM/SNOW/ICE/HIGH WIND

The safety of students and staff will be the determining factor in selecting the plan of action; cancellation, early dismissal or sheltering. Severe weather warnings from the National Weather Service are supplied to the school from the local office of Emergency Management and our BOCES via FAX when necessary.

BUILDING SYSTEMS FAILURES ELECTRIC, WATER, HEAT, TELEPHONE, SEWER, NATURAL GAS LEAK, AND STRUCTURAL

Any individual observing a potential problem is to report the nature of the problem to the nearest office during school hours and to the maintenance department in the off hours. The Superintendent and the Head of Buildings and Grounds will decide if school opens late or closes early due to a system failure.

BOMB THREATS

The employee answering the phone should write everything down ASAP, referring to the guideline in the Bomb Threat response form. (Please keep this near your phone) **Ask**: *Where is the bomb located? When will it go off? What does the bomb look like? What kind of explosive is involved? Why was the bomb placed? What is your name? Where are you calling from?* Pay attention to the time of the call, language used by the caller, gender and age of the caller, speech characteristics (slow, fast, loud, soft, disguised, intoxicated, accented, etc.), and any noticeable background noises such as music, motors running or street traffic.

Notify the Superintendent immediately. The Superintendent or other administrator will call 911.

PA code, " Paging Mr. McDonald, paging Mr. McDonald" will be used to indicate a lock down until further notice. If and when evacuation paths are cleared, PA system announcement will indicate that "We are about to have a planned fire drill. When the fire alarm sounds students should evacuate the building by directed routes." (Direct routes if necessary) Staff should perform a visual inspection of their work area at this time before vacating it.

If inclement weather is a factor, students may be directed to report to locker/coat room areas and then to evacuate. Teachers are to take their attendance books with them and account for all children in their charge. In the case of sheltering off-site elementary students will walk to the Seneca Community Church, and secondary students will walk to the Romulus Fire Hall. In pleasant weather students may remain outside at least 500 feet away from the building under teacher supervision.

MISSING STUDENT/KIDNAPPING

Notify the Directors Office if a student is believed to be missing from school. The office will conduct a search procedure and contact the Superintendent's Office if the student is not located within a reasonable amount of time. Police will be called.

UNAUTHORIZED VISITORS/INTRUDERS/HOSTAGE TAKING

The safety of students is of primary importance in all situations. Report any unauthorized visitors or suspicious circumstances to the office immediately. The office will immediately report to the Superintendent any report made. Confine students in the classroom, lock the door, and occupy students with activities within the classroom in an area not visible from the door until the potential danger is passed. PA code of "Paging Mr. McDonald, paging Mr. McDonald" will be used to notify all staff to contain students in their rooms.

Teacher:

1. Try to calm the student/intruder and others
2. Do not approach the student/intruder. Do not attempt to confiscate a weapon.
3. If a weapon is visible, or student/intruder is threatening, ask the student/intruder in a calm voice for permission to evacuate the rest of the class.
4. Evacuate quietly if allowed. Take class roll book with you.
5. If evacuation is not allowed, keep talking to the student/intruder until police arrive.
6. Ask the student /intruder to stop what he/she is doing
7. Ask "What is wrong or what do you want?"
8. When police arrive, do as they advise.
9. After incident, file report as soon as possible.

FIRE AND/OR EXPLOSION

Sound the building fire alarm by activating the nearest pull station. This will alert the building staff and initiate the evacuation procedures. After this is done, please alert the office of the location and nature of the problem. All students should be directed to exit the building via the nearest exit in a quiet and orderly fashion under teacher direction. Teachers should take attendance book with them, extinguish lights and close door upon exiting classrooms.

CIVIL DISTURBANCE

Any teacher or staff member on the scene at the beginning of an actual or potential civil disturbance should immediately notify the nearest office by the best means possible. Remove all students from the site of the disturbance and return to the classroom, locking all doors and windows if possible.

MEDICAL EMERGENCIES

The guiding principle of the plan is to provide immediate first aid to the victim. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or until the child is placed under the care of a parent or guardian. The first person to the scene is to use any means available to contact the nearest office. Give the nature of the problem, location and level of assistance needed. (During non-school hours assistance is to requested from the supervisor of any activity. Should a supervisor not be readily available, a call should be made to the South Seneca ambulance at 911.) The school nurse is the lead member on any medical emergency team.

EVACUATION

Should an emergency occur which requires the evacuation of all students in the building, the following actions will be taken:

1. The administration will call 911 and the police.
2. Administrative personnel in the building will announce the code " We are about to conduct a planned fire drill." over the PA system. If inclement weather conditions exist, the administrator may direct students to secure their coats before leaving the building. The following evacuation/sheltering areas have been determined: Elementary will walk to the Seneca Community Church; secondary will walk to the Romulus Fire hall.
3. Teachers must take roll books with them and account for all students upon arrival at the site.
4. All students shall be properly supervised by teachers and support personnel who will stay with students at all times until the emergency is over or until released by the administration.
5. The gymnasium will be the designated reassembly point if one is required.
6. Upon notification of the emergency, the superintendent will take command of the incident until emergency services personnel arrive.
7. Response by the emergency response team, along with the cooperation of all personnel, will help the administration determine needs for food, transportation and other issues at the time.
8. Students should be dismissed from evacuation/sheltering areas only by authority of the administration.

BOMB THREATS -EVACUATION

SCHOOL BUS ACCIDENT

I. Bus driver responsibilities

- Stop/secure vehicle - quickly survey students for injury
- Radio (bus #) to base or call the Transportation office 869-9417 giving your location and all available details. The transportation office will contact authorities and provide necessary assistance.
- If fire is present or a potential, or if it would be hazardous to leave students on board, evacuate students to a safe area away from the road. **Maintain supervision of the students at all times.**
- Protect the scene with the vehicle's emergency reflectors.
- Obtain the names and ages of all students involved in a seating chart.
- DO NOT DISCUSS the cause of the accident or your opinion as to who or what caused it.
- Obtain names and addresses of all witnesses.
- Supply your name, address, driver's license, vehicle registration and insurance company to investigating authorities.
- Get similar information from the other driver(s) involved.

DO NOT REMOVE vehicle from the scene until authorized to do so by a police officer, the Transportation Supervisor, or his/her designee.

II Transportation Department Responsibilities

- Dispatcher will make all necessary contacts, i.e. police, medical assistance, school authorities (District Office), Transportation Supervisor, building principal and nurse.
- Transportation Supervisor or designee will report to all accidents in or out of the District which can be reached in a timely manner, or to any accident involving serious injury, fatality, or excessive property damage.
- Assist in the caring for anyone injured.
- Assist in obtaining all relevant information for filing accident reports.
- Notify the dispatcher of any additional assistance needed on the scene such as mechanic, wrecker, utility company, extra medical assistance, spare bus, etc.
- Provide update to school authorities as soon as possible.
- Provide the appropriate school office the names of any students and the destination of those students transported from the scene for emergency medical treatment if any.

III MEDICAL ASSISTANCE BY SCHOOL PERSONNEL (No apparent or known injuries)

A. TO SCHOOL

Upon arrival at school, all students will be examined by the school nurse. The nurse will contact the parents of all injured students.

B. FROM SCHOOL

1. If the school nurse is on duty, she is to report immediately to the scene of the accident. All students will be examined as per III A above before releasing students to continue home.

If the nurse is not available, and there does not appear to be any injury, students will be transported home.

Parents will be notified by a staff member from the transportation office.

OUT OF DISTRICT FIELD/ATHLETIC TRIPS

The teacher/adult in charge of the activity or the driver is to notify the Transportation Office of the accident. The dispatcher will notify the Transportation Supervisor or designee, the District Office and the building principal who will notify the school nurse. The building principal will make arrangements to notify the parents of students on the bus.

If the accident is minor and there are no apparent injuries, the bus may continue to its destination. If any injury appears serious, the teacher/adult in charge will obtain medical assistance. Coaches and teachers are required to have a list of all students on the trip.