



Mary Cariola Children's Center

School Safety Plan

Regulatory History and Guidance

Presidential Policy Directive (PPD) 8

“This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while this directive is intended to galvanize action by the Federal Government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness....”

National preparedness efforts, including emergency planning, are now informed by Presidential Policy Directive (PPD) 8, signed by the President in March 2011, which describes the nation’s approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorism, hurricanes, school incidents and other emergencies. Schools need comprehensive guidance on how to effectively plan and prepare for emergencies. Many of the plans in place at these critical centers of our communities have not been developed effectively or coordinated with local community partners. Even those organizations that have good plans in place may not have implemented them well.

A 2010, federal emergency response survey found that while 84 percent of public schools had a written response plan in the event of a shooting, only 52 percent had drilled their students on the plan in the past year. Ineffective emergency planning, or unfamiliarity with existing plans, may unnecessarily put lives at risk. In January 2011, President Obama outlined his plan to reduce gun violence.

In order to effectively plan, from the outset, organizations must include community partners such as law enforcement, fire officials, emergency medical services personnel, local emergency management staff as well as public and mental health professionals in the planning process. A diverse set of members of the school community should also be on the planning team, including all levels of the organization’s staff; representatives of students and parents; and those that represent the interests of persons with disabilities and others with access and functional needs, as well as racial minorities and religious organizations.

PPD-8 defines preparedness around five mission areas:

Prevention is the capability necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.

Protection means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, “mitigation” also means reducing the likelihood that threats and hazards will happen.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS) in April, 2011. The NTAS system effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. More Information can be found at: <http://www.dhs.gov/files/programs/ntas.shtm>

New York State Schools Against Violence in Education Act (SAVE)

The SAVE Act was passed by the New York State Legislature and signed into law by Governor Pataki in 2000 to address issues of school safety and violence prevention. On March 19, 2001, Education Law §408-b, became effective and it required: the appropriate authorities for each public and private school building in New York State to submit copies of the most current plans and specifications for each school building under their responsibility to local fire and law enforcement officials. In July 2001, the Board of Regents amended Section 155.17 of the Commissioner's regulations to implement the Education Law §2801-a.

Education Law §2801-a

Every school district, board of cooperative educational services (BOCES) and county vocational education extension board, as well as the Chancellor of the City School District of the City of New York, develop a building-level school safety plan regarding crisis intervention and emergency response ("school emergency response plan"). Section 2801-a prescribed minimum requirements of a school emergency response plan, which included policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies.

In July 2011, the Board of Regents again amended Section 155.17 of the Commissioner's regulations to ensure that the following confidential information is not unintentionally disclosed to the public: home telephone numbers of local education officials; and the tactical strategies for responding to critical events such as building evacuation and sheltering.

The following are the key components of the SAVE Act as it relates to emergency planning:

155.17 b Development of school safety plans. Every board of education of a school district, every board of cooperative educational services and county vocation education and extension board and the chancellor of the City School District of the City of New York Shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year

155.17 e (2) School Emergency Response Plan. A school emergency response plan shall be developed by the building-level school safety team and shall include the following elements:

155.17 e (2) i	<i>Policies and Procedures for Safe Evacuation</i>
155.17 e (2) ii	<i>Designation of Response Teams</i>
155.17 e (2) iii	<i>Procedures for Emergency Responder Access to Building Plans and Road Maps</i>
155.17 e (2) iv	<i>Communication in Emergencies</i>
155.17 e (2) v	<i>Definition of the Chain of Command Consistent with NIMS/ICS</i>
155.17 e (2) vi	<i>Coordinated Plan for Disaster Mental Health Services</i>
155.17 e (2) vii	<i>Procedures for Annual Review</i>
155.17 e (2) viii	<i>Procedures for the Conduct of Drills</i>
155.17 e (2) viii	<i>Restricting Access to Crime Scenes</i>

155.17 e (3) a copy of each building level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the State Police within 30 days of adoption.

155.17 J Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness officials, conduct one test of its emergency plan or its emergency response procedures under each of its building level school safety plans, including sheltering or early dismissal.

Updates in Regulations 2016

Effective October 2016, NYSED issued the following amendments to Section 2801-a:

1. Districts must develop policies and procedures for contacting parents, guardians, etc in the event of an implied or direct threat of violence by a student against themselves including threat of suicide
2. New requirement that all district and school staff undergo annual training on the emergency response plan (by September 15th or within 30 days of hire whichever is sooner) and that the training include components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire.
3. District-wide safety plans must include the designation of a chief emergency officer who is responsible for coordinating communication between staff and law enforcement and first responders and ensuring staff understanding of the district level plan. The emergency officer shall be responsible for ensuring completion and yearly update of building-level emergency response plans.
4. Building level emergency response plans must include policies and procedures for response to emergency situations such as those requiring evacuation, sheltering and lock-down(evacuation routes, shelter sites, procedures for addressing medical needs, transportation and emergency notification of parents and guardians)The building level emergency response team includes fire officials and at the discretion of the board a student.
5. District wide safety plans must be available for public comment.

Fire and Emergency Drills

1. The amendments expanded fire drill requirements to also include emergency drill to prepare students to respond appropriately in the event of a sudden emergency.
2. Twelve drills must be conducted each school year four of which must be lock-down drills the remaining eight are required to be evacuations drills.
3. Eight of the required drills must be completed in the first half of the school year by December 31.

National Incident Management System (NIMS)

NIMS was established March 1, 2004, following the Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents. HSPD-5 requires NIMS adoption and implementation by all local jurisdictional levels and functional disciplines as well as across the full spectrum of potential incidents and hazard scenarios. NIMS defines local jurisdictions as including schools and school districts. Although schools are not traditional response organizations, they have immediate and critical roles in response such as providing command and management directives until local first responders arrive.

All K-12 schools, suburban, and rural; large and small, receiving Federal preparedness monies through the U.S. Department of Education (ED), the U.S. Department of Homeland Security (DHS), and/or the U.S. Department of Health and Human Services (HHS) are required to support the implementation of NIMS. Because all schools are integral components of every community and its government, DHS and ED recommend all schools, regardless of whether they are recipients of Federal preparedness funds, implement NIMS. While being NIMS compliant is no guarantee of federal grant funding, current federal grant opportunities require that recipients be in compliance with NIMS principles. It is expected that additional regulations will be instituted by the Department of Homeland Security and the U.S. Department of Education in the area of school safety and emergency planning.

Lessons learned from national school incidents over the past two years show that school officials and first responders must both be knowledgeable and be trained to implement pre-established practices and procedures. If a school-based incident occurs, school personnel are the immediate responders — they provide first-aid, notify community response partners, and give command and management directives — all in advance of first response arrival. NIMS is suitable for all schools to implement throughout all phases of school emergency management: 1) Prevention-Mitigation; 2) Preparedness; 3) Response; and 4) Recovery.

Mary Cariola Children's Center is committed to comply with HSPD 5 and NIMS doctrine through:

- NIMS certification for all relevant staff
- Documenting the use of NIMS and its components in all school emergency management planning, incident response and exercises
- Working closely with community partners to write Memorandums of Understanding, develop procedures, provide training, conduct exercises, and review plans that detail each partner's roles and responsibilities and procedures and protocols
- Using ICS to manage all related activities before, during, and after school, along with events, to provide for the safety and well-being of staff, students and visitors.
- Determining, designating, and documenting in advance key personnel and their roles and responsibilities within ICS, including the chain of command and back-ups;
- Ensuring compatibility of communication devices internally and externally with local responders; and providing joint training opportunities to support ICS.

The following are the NIMS and FEMA classes.

Currently, building administrators are required to complete four courses in order to be considered NIMS compliant. Administrators may take the courses independently online through FEMA or in class through the office of Safety and Security:

IS-100.SCA: Introduction to the Incident Command System, I-100 for Schools
IS-200: ICS for Single Resources and Initial Action Incidents
IS-700: NIMS, An Introduction
IS-800.B: National Response Framework, An Introduction

Recommended:

IS-362.a Multi-Hazard Emergency Planning for Schools
IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education,
and Houses of Worship

The following additional courses are recommended for leadership personnel:

ICS 300 Intermediate Incident Command System
ICS 400 Advanced Incident Command System
IS-775 EOC Management and Operations
IS-546.a Continuity of Operations Awareness Course
IS-547.a Introduction to Continuity of Operations
IS-29 Public Information Officer Awareness (Chief Communications Officer
IS-120.a An Introduction to Exercises

Safety Team Members to take:

IS-100.SC: Introduction to the Incident Command System, I-100 for Schools

Building Level School Emergency Response Plan

2016

Date of Acceptance/Revision Draft 2016

Mary Cariola Children’s Center
EMERGENCY RESPONSE PLAN

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The Basic Plan

Plan Development and Maintenance

In accordance with NYCRR Section 155.17 this safety plan was developed with a Safety Team consisting of representatives from the following groups: teacher, administrators, school safety personnel, Clinical Supervisors, Behavior Therapy department, community members, New York State Police, and local fire safety officers.

Name	School or Building Team	Title	Agency
Dr. Christine Sheffer	School Team-Chief Emergency Officer	Superintendent	MCCC
Catherine Welch	School Team	Coordinator of School Operations	MCCC
Laura Wink	School Team	Teacher on Special Assignment	MCCC
Bill Ansbro	School Team	Chief Financial Officer	MCCC
Mel Carpino	School Team	Director of Agency Advancement	MCCC
Keri Neathawk	School Team	Principal	MCCC
Rachael Stell	School Team	Principal	MCCC
Sarah Peters	School Team	Principal	MCCC
Erin DiCesare	School Team	Behavior Therapy Manager	MCCC
Zach Schrader	School Team	Crisis Intervention Specialist	MCCC
Anne Pawlowski	School Team	Nursing Supervisor	MCCC
Dan Bock	School Team	Project Manager	MCCC
Wendy Winston	School Team	Lead Social Worker	MCCC
Wendy Rausch	School Team	Transportation Coordinator	MCCC
Earl Farber	School Team	Vice-Principal-DC Phone Coordinator	MCCC
Michael Stachura	School Team	Board Representative	Arnold Magnetic Technologies Chief Financial Officer
Lisa Burkovich	School Team	Community advisor	RCSD Emergency Management & Professional Development Coordinator
Trooper Kelley Mietlicki	School Team	NY State Trooper Community Outreach	New York State Police
Dan Klee	School Team	SIGL Safety	SIGL
Officers Carl Dickerson and Andy DiMaria	School Team	Crime Prevention Officers	Rochester Police Department

Record of Distribution of the Plan

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to the School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, and any other persons deemed appropriate by the School Safety Team.

Agency	Name of Receiving Party	Date
Al Sigi Center	Dan Klee	
Mary Carola Children's Center	Dr. Christine Sheffer	
Agency President	Karen Zandi	
Fire Marshal	Christine Schryver (509-4625)	
Rochester City Police	Officers Carl Dickerson and Andy DiMaria	9/27/2016
New York State Police	info@safeschool.ny.gov	
New York State Education	Link on the school website	
Mary Cariola Safety Team Members	Chief Financial Services, Director of Agency Advancement, Assistant Director of Agency Advancement, Information Technology Manager, Director of Human Resources, Principals, Vice-Principals, Lead Nurse, Coordinator of School Operations, Behavior Therapy Manager, Crisis Intervention Specialist, Teacher on Special Assignment, Preschool Teacher on Special Assignment	

Building Level Safety Plans are sent to:

New York State Police
Headquarters – Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226

Or by email to:
info@safeschools.ny.gov

Education Law §2801-a and Commissioner's regulation §155.17 require each district to file a copy of its District-Wide School Safety plan with the Commissioner. To comply with this requirement, each district must post their District-Wide School Safety Plan on the district website. Districts will be required to submit the web address/URL of the District-Wide School Safety Plan as part of the Basic Educational Data System (BEDS) collection beginning in October 2016. Plan Review and Updates- Record of Revisions-See filed revisions.

1. Purpose and Situation Overview

Purpose of the plan.

The purpose of the Mary Cariola Children's Center (MCCC) Safety Plan is to identify and respond to incidents by outlining the responsibilities and duties of MCCC School and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that MCCC has established guidelines and procedures to respond to incidents and hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan that follows. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. MCCC regularly schedules in-service training for staff.

Lastly, developing, maintaining, and exercising the school EOP increases MCCC's legal protection. Schools without established incident management procedures have been found liable for their absences. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

Scope of the plan

The MCCC Emergency Operations Plan outlines the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Definitions

1. **INCIDENT:** An incident is an occurrence-natural technological, or human-caused that requires a response to protect life or property. The principal or designee with proper FEMA training shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.
2. **HAZARD:** Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency service agencies depending on the size and scope of the incident.
3. **Safety Planning Team:** Responsible for contributing to and updating/maintaining the School Safety Plan. This team includes Superintendent, Coordinator of School Operations, Teachers on Special Assignment, Principals, Vice-Principals, Behavior Therapy Manager, Crisis Intervention Supervisor, Chief Financial Officer, Agency Advancement, Lead Nurse, Board Member, NY State Trooper, Lead Social Worker, possibly outside resources.
4. **Emergency Response Team-**Responsible for executing the EOP during an incident.
5. **Post-Incident Response Team-**responsible for managing media, reimbursement, etc.

Situation Overview

- i) **Student Population-**MCCC's current enrollment is approximately 450 children, ages 3 to 21, located in four buildings, on two campuses, in the city of Rochester, New York. Students at the school have

Intellectual Disabilities and a variety of diagnoses. Many students have behavioral challenges while others have complicated medical conditions which require intense nursing care. Diagnoses for students include Multiple Disabilities, Autism, Deaf-Blind, Other Health Impaired and many others. All students require individualized and specially trained adult support. Classrooms typically have 7 students, 1 teacher and 4 teacher aides. Some classrooms have 12 students, 1 teacher and 4 aides. All of the students are considered children with special needs and require full assistance to respond to incidents and emergencies and evacuate the building.

ii) Staff population-MCCC employs approximately 500 adults across both campuses.

- (1) Teachers (79)
- (2) Teacher Assistants/ Aides (256)
- (3) Therapists (64)
- (4) Administrators (15)
- (5) Office/Support staff
- (6) Facilities (4)

iii) Building Information

- (1) The Elmwood Campus is located on Elmwood Ave and South Ave within the Al Sigl campus. The school occupies many rooms on the ground level for students, some space in the lower level for offices and a separate office area on the opposite side of the campus for administrative offices. The Elmwood Campus houses 7 preschool classrooms and 26 school age classrooms. All students require direct supervision and assistance in transitioning.
- (2) Door 6 at the Elmwood Campus is being considered a separate building due to the large distance that it is located from the main part of the campus. Door 6 is located primarily along Elmwood Avenue. It is on and below ground level and contains approximately 25 offices, meeting spaces and storage. Human Resources, Finance and Community Services Offices are located at Door 6.
- (3) The East Henrietta Campus is located between East and West Henrietta Roads in 3 separate buildings. Building 1 is a two story building which contains 8 classrooms, therapy spaces and offices. Building 2 is a two-story building which contains 16 classrooms, therapy spaces and offices. Building 3 is a one story building and contains a large classroom kitchen, workshop, walking track and fitness area.

iv) Risks and Hazards Assessment

MCCC is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. In August 2016, School Safety Team members completed a hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly. In addition to the annual risk assessment, walk-throughs are conducted quarterly with results reported to the Safety Team. The risk assessment is filed with the paper version of the Safety Plan.

Preparedness, Prevention, and Mitigation Overview

1. Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective actions. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. MCCC actions include:
 - All school staff, and others deemed appropriate by the building will receive FEMA training during the school year to better prepare them for an incident
 - Roles and responsibilities of the Incident Command System will be delivered at start of school year by building administration as determined by the Safety Team.
 - The building will participate in scheduled and unannounced drills.
 - Maintenance of this plan and all resources associated with the plan.
 - Instruction for students in Fire and Arson Prevention, Injury Prevention, and Life Safety Education at his/her educational level.

2. Staff training at MCCC is extensive and includes:

NIMS	Administrators, School Level Safety Team
NCI	All direct care staff
CPR/First Aid/AED	School Nurses
PBIS	Direct contact staff
Universal Precautions	Direct contact staff
Full Safety Plan	Administrators, school level safety team members
Quick Guide	All school staff

3. Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. MCCC is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. MCCC actions include:
 - i. Building doors are locked and require fob entry
 - ii. Staff are required to wear identification badges at all times
 - iii. Visitors must present ID and sign in at reception.
 - iv. Quarterly safety walk-throughs
4. Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. MCCC has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property. MCCC actions include:
 - i. Barracuda internet defense
 - ii. Utilization of back-up data systems
 - iii. Intrusion alarms at Elmwood and EH2
 - iv. Fire extinguishers located throughout the buildings in compliance with fire codes

Planning Assumptions and Limitations-Stating the planning assumptions allows MCCC to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the School ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

Limitations

It is the policy of MCCC that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, MCCC can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

2. Concept of Operations

The overall strategy of a School ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. [8 NYCRR Section 155.17 \(e\)\(2\)\(v\)](#) requires a definition of a chain of command consistent with the Incident Command System.

Initial Response

If assistance is required immediately, the call button which is located in every classroom will alert the Receptionist. If the call button is out of reach help should be requested from the nearest person to notify Reception by use of a Direct Connect phone or other means. Notification of an emergency will flow from the receptionist to the Principal via the Direct Connect Phone System. (Direct Connect Phones are carried by Behavior Therapists, Supervisors, Nurses, Evacuation Marshalls and School Leaders.)

Mobilization Procedures

The first administrator on the scene will take the role of Incident Commander. (The following roles are trained to act as Incident Commander: Superintendent, Principal, Vice-Principal, Coordinator of School Operations, Teacher on Special Assignment, Crisis Intervention Specialist, Lead Behavior Therapist.) The Incident Commander will assess the situation, designate and announce the location of the Command Post, decide on the appropriate Response Annex and mobilize the necessary personnel. As mobilized, the Emergency Response Team will respond to the directives of the IC and/or assemble at the Command Post. Should the incident extend beyond the scope of the building level response team, the Incident Commander will mobilize the ICS. If administrators are not available, senior staff will assume command until a more highly trained responder arrives and takes over.

3. Organization and Assignment of Responsibilities

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-

assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. The sections below list typical duties required for each position. Individuals are reminded to maintain personal safety and use good judgement when completing tasks and assignments.

Emergency Response Team

Incident Commander

The first qualified individual on the scene of the incident will be the Incident Commander until command is transferred. Qualified individuals have completed FEMA training and include Superintendent, Principals, Vice-Principals, Coordinator of School Operations, Behavior Therapy Manager, Crisis Intervention Supervisor, and Teachers on Special Assignment. During a Medical Emergency the Nurse will be the Incident Commander.

Responsibilities include:

- Provide direction over all incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff and others
- Determine which emergency protocols to implement as described in the functional annexes of this ERP
- Delegate duties and remain within Span of Control (5-7)
- Coordinate/cooperate with emergency responders
- Keep the President and Superintendent informed of the situation

Safety Officer

The position of the Safety Officer will not be filled in a response to a typical emergency at the school. The Incident Commander will be responsible for the overall safety of all persons involved.

Liaison

As directed by the Incident Commander, the Liaison will communicate with outside agencies. The Coordinator of School Operations (or their designee) will serve as the Liaison Officer and the Principal will serve as alternative in that role.

Responsibilities include:

- Coordinate efforts of outside agencies with internal such as SIGL representatives, police and fire officers.
- Call 911 for emergency response and coordinate with meeting the responders
- Notify AI Sigl personnel of facility issues
- Take steps necessary to ensure the safety of students, staff and others

Public Information Officer

As directed by the Incident Commander and in coordination with the Superintendent and President, the Public Information Officer (PIO) will create statements, coordinate media and post social media communications. The Agency Advancement Department will serve as the Public Information Officer.

Responsibilities include:

- Preparing media statement templates in advance
- Setting up a media area separate from the site of an incident
- Updating social media sources
- Communicating with parents and stakeholders

Operations Chief

As directed and mobilized by the Incident Commander, the Operations Chief will manage self-contained sections of a response such as organizing Runners during an Evacuation and Coordinating Searchers during a Missing Child Procedure. Qualified individuals have completed FEMA training and include Superintendent,

Principals, Vice-Principals, Coordinator of School Operations, Behavior Therapy Manager, Crisis Intervention Supervisor, and Teacher on Special Assignment.

Responsibilities include:

- (During Evacuation) Handing out supplies to Runners such as directions for Evacuation Marshalls and/or Assembly Area Signs.
- Directing Runners to assist in looking for people unaccounted for.
- Scribing the communications between the Incident Commander and Evacuation Marshalls.
- (During Missing Child Procedure) Organizing Search parties.

Agency President's Office

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Support IC as needed
- Participate in creating statements for media release

Superintendent

The Superintendent will act as the School Emergency Officer and participate as a member of the School Safety Team. The Superintendent will also participate in responding to emergencies and may act as an Incident Commander, Liaison, Public Information Officer, or Operations Chief. At all times, the Superintendent still retains the ultimate responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Superintendent to focus on policy-level activities and interfacing with other agencies and parents. The Superintendent shall coordinate between the President's office and the Incident Commander.

Responsibilities include:

- Oversee the creation of and revisions to the Safety Plan
- Work with the Incident Commander to implement emergency procedures
- Take steps necessary to ensure the safety of students, staff and others
- Supervise Principals, Supervisors, TOSA, Coordinator of School Operations and other staff
- Participate in creating statements to release to the media
- Document incidents and gather information
- Coordinate/cooperate with emergency responders

Principals

The Principals will participate as a member of the School Safety Team in creating the Safety Plan. The Principal will also participate in responding to emergencies and may act as the Incident Commander (once mandated FEMA courses have been completed), Liaison, or Operations Chief. At all times, the Principal still retains responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Principal to focus on building-level activities and interfacing with other agencies and parents. The Principal shall coordinate between the Superintendent's Office and/or President's office and the Incident Commander.

Responsibilities include:

- Supervise Vice-Principals
- Work with the Incident Commander to implement emergency procedures
- Take steps necessary to ensure the safety of students, staff and others
- Document incidents and gather information
- Coordinate/cooperate with emergency responders

Vice Principals

The Vice-Principals will participate as a member of the School Safety Team in creating the Safety Plan. The Vice-Principals will also participate in responding to emergencies and may act as the Incident Commander (once mandated FEMA courses have been completed), Liaison, or Operations Chief. The Vice-Principals share responsibility for the overall safety of students and staff.

Responsibilities include:

- Work with the Incident Commander to implement emergency procedures
- Take steps necessary to ensure the safety of students, staff and others
- Supervise teachers and students under their charge
- Report missing students and staff to the IC
- Coordinate/cooperate with emergency responders

Clinical Supervisors

Clinical Supervisors will serve on the School Safety Team and participate in Emergency responses.

Responsibilities include:

- Work with the Incident Commander to implement emergency procedures
- Take steps necessary to ensure the safety of students, staff and others
- Supervise clinicians and clinical students under their charge
- Report missing clinicians to the IC
- Coordinate/cooperate with emergency responders
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Execute assignments as directed by the Incident Commander

Teachers / Clinicians/Ed & Training/Substitute Teachers / Student Teachers/Interns

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary

Teaching Assistants and Teacher Aides

Paraprofessionals shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Assist teachers as directed and actions to ensure the safety of students.
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Execute assignments as directed by the Incident Commander

Social Workers

Social workers shall be responsible for contacting family members and/or guardians as directed by the Incident Commander.

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP

- Communicate directly with families as directed by the Incident Commander
- Provide appropriate direction to students as described in this ERP for the incident type
- Render psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Execute assignments as directed by the Incident Commander

Agency Advancement

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Prepare to interface with media as directed by Superintendent and/or Incident Commander

School Nurses

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

Facility Coordinators

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Assist Liaison as directed
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

Principal's Secretary/Office Secretaries

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander
- Monitor emergency broadcasts
- Execute assignments as directed by the Incident Commander

Other Staff

Responsibilities include:

- Execute assignments as directed by the Incident Commander

Students

Responsibilities include:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by staff.

Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school

10/13/2016

TOSA

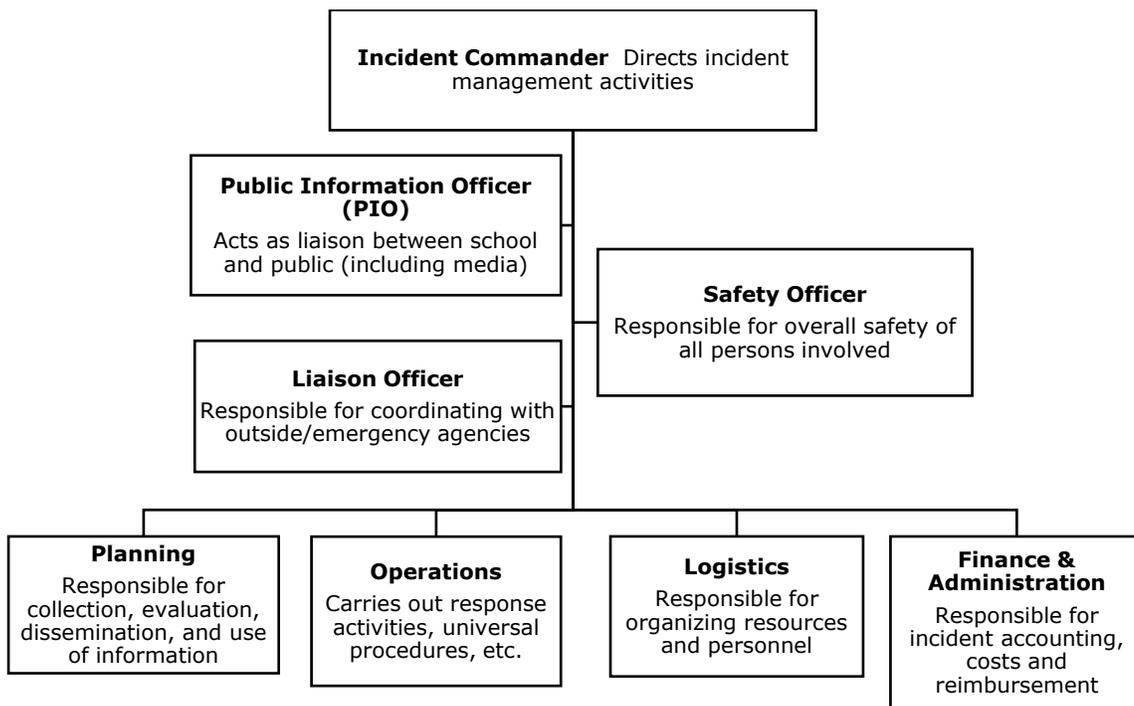
- Update contact information as needed
- Support Student Code of Conduct
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- Listen to and follow directions as provided by the School.

4. Direction, Control, and Coordination

School Incident Command System

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles are pre-assigned based on training and qualifications and individuals are assigned as available. MCCC ICS is organized as follows:



Incident Command-Superintendent, Principals, Vice-Principals, Crisis Intervention Specialist, TOSAs

Directs the incident management activities using strategic guidance provided in the Safety Plan.

Responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization and determine strategies to implement protocols (adapt as needed)
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
- Coordinate media relations with Agency Advancement Public Officer
- Develop working knowledge of local agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
- Document all significant activities

Operations Section-Principals, Vice-Principals

Directs all tactical operations (actions) of an incident including the implementation of response/recovery activities according to ICS, care of students, first aid, psychological first aid, search and rescue, site security, damage assessment, evacuations and the release of students to parents.

Responsibilities and duties include:

- Analyze school staffing to develop a Parent-Student Reunification Plan and implement an incident action plan.
- Monitor site utilities (i.e. electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by the Incident Commander and assist in securing the facility
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies and request additional supplies from the Logistics Section
- Access and provide psychological first aid services and ongoing crisis counseling for students, staff and parents/guardians
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure and request needed supplies from Logistics Section
- Document all activities

As needed, Operations Section Teams may be activated within the Operations Section

Strike Team	Potential Responsibilities
First Aid Team- Nursing Department	<p>First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for :</p> <ul style="list-style-type: none"> • Setting up first aid area • Assessing and treating injuries • Completing master injury report • Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.
Evacuation/ Shelter/ Care Team	<p>Evacuation, shelter and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> • Accounting for All Persons • Setting up a secure assembly area • Managing sheltering and sanitation operations • Managing student feeding and hydration • Coordinating with the Reunification Team • Coordinating with the Logistics Section to secure the needed space and supplies.
Emergency Response Team	<p>The Emergency Response Team is responsible for:</p> <ul style="list-style-type: none"> • Assessing need for onsite mental health support • Determining need for outside agency assistance. • Securing assistance as needed for facility. • Monitoring well-being of school response team members, staff and students and

	reporting all findings to the Operations Section Chief.
Student Release/Reunification Team	Reunification refers to getting students to their district transportation or reunited with parents. The Student Release/Reunification Team is responsible for: <ul style="list-style-type: none">• Setting up secure reunion area• Checking student emergency cards for authorized releases.• Completing release logs.• Communication with transportation providers• Coordinating with the Public Information Officer on external messages.

Planning Section-Principals, Vice-Principals

Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities and duties include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map), assist with ongoing planning efforts and maintain incident log
- Document all activities

Logistics Section

Supports ICS by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution. Coordinates personnel, assembling and developing volunteer teams and facilitates communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties include:

- Establish and oversee communications and activities during an incident (two-way radio, written updates, etc.) and develop telephone tree for after-hours communication
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment
- Document all activities

Finance/Administration Section-led by the Chief Financial Director

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, keeping time records for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Responsibilities and duties include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph and videotape damage to property
- Develop a system to monitor and track expenses.

- Account for financial losses in accordance with district policy and secure all records

Coordination and Cooperation with Emergency Officials

Creation of this school safety plan has been completed with advice and assistance from: Monroe County Emergency Operations, Rochester City School District Safety Representative, and Rochester City Fire Department. The plan has been shared with fire and law enforcement officials.

School officials will obtain assistance during an emergency by calling 911 at which time there will be a transfer of command to the responding agency. School officials will continue to work with professional responders throughout the course of the emergency.

Professional contacts have been established with local fire marshals and law enforcement officials. See the chart located in Appendix.

Source and Use of Resources

MCCC will use its own resources and equipment to respond to incidents until emergency responders arrive.

Policies and Procedures for responding to acts of violence and other emergencies are in accordance with school policies and the Code of Conduct.

If school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memorandum of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school officials.

Under the direction of the Building Principal, Assistant Principal and other members of the Emergency Response Team, classroom teachers will maintain order. Quick Guides are posted in classrooms and offices to provide reminders and instructions for procedures during emergencies.

Access to Floor Plans: An Emergency response notebook is available in the Gotta Go Bags that contains floor plans and other vital information including maps and schematics.

Notification and Activation

The building and district uses the following communication systems:

- Campus-wide intercom
- Telephone
- Direct Connect Phone
- Portable two-way radios
- Runner system
- Email, Facebook, Twitter, Agency Website, Local media
- Supplies of non-perishable food are located in the school cafeterias at each campus.

The locations of Gotta-Go Bags are listed in the Appendix and include necessary supplies, directions, floor plans and resources.

Family reunification will be coordinated by the School Emergency Response Team. The parent notification system will be activated. Parents, guardians or contacts listed on emergency card as

“Authorized to Pick up Student”, will be required to show identification in order to have students released. In the event of a Lockdown, Lockout or Shelter-In-Place during the school day, no child will be dismissed, until the all clear is given. A hard copy of students contact information is on file with the Emergency Plan.

Security and Crime Scene:

8 NYCRR Section 155.17

(viii) policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

See Crime Scene Management Annex

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

Recovery

8 NYCRR Section 155.17

(vi) coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident;

See Recovery Annex

5. Information Collection, Analysis and Dissemination

The School will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander. In addition, during an incident, the IC or designee will use an incident log to document timelines, action items and other significant and relevant information,

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

6. Training and Exercises

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year and during staff training.
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. Or by contacting your local emergency management agency.
- Annual training
 - Review ERP with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 8 drills each school year.
- [8 NYCRR Section 155.17 \(e\)\(3\)](#) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

In addition per 2016 regulations:

- 1 - Lockdown drill – Announced (first marking period)
- 3 - Lockdown drills – Unannounced (quarterly - following first announced drill)

Lockdown drills will be conducted internally to ensure that school staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated “safe areas” within each room. The school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the school is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service “**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**” This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

See inserted page(s) for Record of Drills

7. Administration, Finance and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials. Copies of these agreements are located in Appendix D.

Documentation

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

8. Authorities and References

The following are State and Federal authorizations upon which this School ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and [8 NYCRR Section 155.17](#) require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS). Refer to [Appendix B](#) for the defined chain of command.
- New York State Executive Order 26.1 (2006), established ICS as the state's standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) – 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

RESPONSE ANNEXES-EMERGENCY PROCEDURES

The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High Quality School Emergency Operations Plans. Response annexes focus on critical operational responses that are carried out in the course of an emergency. These annexes address: situations under which the procedures should be used, who has the authority to activate the procedures and specific actions to be taken when the procedures are implemented.

1. Shelter-in-Place
2. Hold-in-Place
3. Evacuation
4. Elopement
5. Lock-out
6. Lock-down

1. Shelter-in-Place

Purpose

These procedures have been developed to protect staff, students and visitor in the event of a threat or hazard outside the building. Depending on the threat or hazard, students and staff may need to move within the building to a more secure location such as rooms without a window in the event of extreme weather.

Scope

The Shelter-In-Place procedure outlines steps to be taken by staff/students/visitors to minimize property damage and prevent injury or death during an incident. Designated staff members are required to participate in the development, implementation, and evaluation of the school EOP as it relates to this annex.

The plan outlines procedures for students/staff/visitors located on the campus:

- Indoors
- Outdoors

Responsibilities

To implement the Shelter-In-Place procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan

Incident Commander (IC)

- Assess and secure the scene, establish Command Post
- Mobilize appropriate members of Emergency Response Team and ICS
- Mobilize Evacuation Marshalls to check their assigned areas.
- Direct reception to announce the Shelter-In-Place and specify affected area in the announcement
- Direct Liaison to call 911 as needed
- Notify Principal, Superintendent, President
- Delegate tasks
- Enhance the security of the building at the location of the hazard/threat
- Mobilize Evacuation Marshalls as necessary
- Document significant activities on Incident Log or designate someone to do so

Liaison

- Call 911
- Assign staff to entrances to meet safety personnel and direct them per IC instruction
- Notify All Sigl Facilities of situation

Actions

- **Shelter-in-Place** will be communicated by email directed to ALL OUTLOOK USERS and announced by intercom, with instructions on how to proceed.
- Any staff in the hall with student during the announcement report immediately to their classroom
- Staff and clinicians in the hall report to their classroom or office.
- Teachers take attendance and notify reception of missing students/staff and if independent walkers are in transit.
- Staff who take responsibility for independent walkers call reception.
- Students in hallways, bathrooms or other common areas will return to their classroom unless it is unsafe to do so.
- Staff and students outside should return to the building.
- Classroom activities proceed as normal unless directed to do otherwise.
- Activities in the gym may continue unless directed to do otherwise by a designated staff.
- All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction as given or remaining in place compromises safety.

ANNOUNCEMENT

- **CAN I HAVE YOUR ATTENTION PLEASE.**
- **AT THIS TIME PLEASE FOLLOW SHELTER-IN-PLACE PROCEDURES.**
- **PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.**
- **Staff and students may not leave the building at this time.**
- **All students and staff should proceed to their classrooms and offices until the SHELTER IN PLACE is concluded.**
- **Clinicians may remain in therapy with the students but should clear the hall.**
- **All classroom and office doors should be closed.**
- **Further information will be given as it becomes available.**
- **An ALL CLEAR announcement will be made at the conclusion of this SHELTER-IN-PLACE.**
- *Repeat 3 times.*

At the conclusion of the SHELTER-IN-PLACE notification will be delivered via e-mail, Direct Connect Phone and intercom announcement.

General Instructions

- Classroom activities proceed as normal unless directed to do otherwise.
- Activities in the gym may continue unless directed to do otherwise by a designated staff.
- If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency) they should be instructed to move to the interior of the room or relocate to an interior hallway or classroom.
- Evacuation Marshalls can be mobilized to check on their areas and/or assist in classrooms.
- Notification of injuries or property damage should be communicated to the IC.
- Classrooms where the teacher notices a student or staff is missing, notify Reception.
- If student or staff is injured the IC needs to mobilize a Emergency Response Team member (Nurse) needs to respond.
- If a clinician or teacher is injured, the Emergency Response Team member will assume responsibility for the class until relieved. The class and team will continue following Shelter-In-Place procedures.
- In the case of an injury or medical emergency, and the scene becomes unsafe, the nurse and Evacuation Marshall shall move to a safer location and inform IC.

Additional Steps that may need to be taken:

- If advised, cover mouth and nose with towel, cloth, paper towels, tissues or piece of clothing
- Windows, doors, and vents may need to have plastic put on them
- Prepare to shelter-in-place for extended periods of time including arrangements for food/water, sleeping, hygiene, medical needs, etc.

Activate Incident Command System as necessary.

Public Information Officer

- As directed by Superintendent or Agency President-prepare statement for media release

2. Hold-in-place

Purpose

If there is an internal incident or administrative matter such as a maintenance issue or medical emergency that requires limiting movement of students and staff, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Scope

The Hold-In-Place procedure outlines steps to be taken by staff/students/visitors to preserve dignity, provide privacy and maintain safety during an incident. Typically a Hold-In-Place will be called to control the scene during the removal of a student by emergency responders for a medical or mental health emergency. Designated staff members are required to participate in the development, implementation, and evaluation of the school EOP as it relates to this annex.

The plan outlines procedures for students/staff/visitors located on the campus:

- Indoors
- Outdoors

Responsibilities-

To implement the Hold-In-Place procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan

Incident Commander (IC)

- Assess and secure the scene, establish Command Post as necessary.
- Clear the affected classroom to neighboring rooms as appropriate.
- Mobilize appropriate members of Emergency Response Team and ICS.
- Mobilize Evacuation Marshalls to check their assigned areas and/or clear areas. Marshalls may be needed to maintain the cleared area by standing at specified locations and redirecting traffic.
- Direct Reception to announce the Hold-In-Place and specify affected area in the announcement
- Notify Principal, Superintendent, President
- Direct Liaison to call 911 as needed
- Delegate tasks
- Document significant activities on Incident Log or designate someone to do so

Liaison

- Call 911
- Assign staff to entrances to meet safety personnel and direct them per IC instruction
- Notify Al Sigl Facilities of situation

Actions

- **Hold-in-Place** will be communicated by email directed to ALL OUTLOOK USERS and announced by intercom, Direct Connect Phone or otherwise, with instructions on how to proceed.
- Any staff in the hall with student during the announcement report immediately to the nearest classroom.
- Staff and clinicians in the hall report to the nearest classroom or office.
- Teachers take attendance and notify reception if independent walkers are in transit.
- Staff who take responsibility for independent walkers call reception.
- All available staff members will assist in maintaining order and accounting for students.
- No one leaves the classroom.
- Classroom activities proceed as normal unless directed to do otherwise.
- Activities in the gym and occurring outside may continue unless directed to do otherwise by a designated staff.
- Remain in position until further instruction is given or remaining in place compromises safety.

ANNOUNCEMENT

- **CAN I HAVE YOUR ATTENTION PLEASE.**
- **At this time please follow HOLD-IN-PLACE PROCEDURES.**
- **PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.**
- **The hallways need to be cleared for the following areas: (entire building or specific area)**
- **All students and staff should remain in their classrooms and continue programming as usual.**
- **Students and staff should remain in therapy with the students but must clear the halls immediately.**
- **All classroom and office doors should be closed.**
- **An ALL CLEAR announcement will be made at the conclusion of this HOLD IN PLACE.**
- *Repeat 3 times.*

At the conclusion of the HOLD-IN-PLACE notification will be delivered via e-mail, Direct Connect Phone and intercom announcement.

General Instructions

- The classroom that was evacuated may need to be prepared to accept the returning students and staff.
- Classroom activities proceed as normal unless directed to do otherwise.
- Activities in the gym may continue unless directed to do otherwise by a designated staff.
- Evacuation Marshalls can be mobilized to clear the hallways in their area and/or assist in classrooms.

Additional Steps that may need to be taken:

- Prepare to dismiss students from an alternative location-gather their belongings.
- If necessary a Defusing Team may be called in to provide support to the staff.

3. Evacuation

Purpose

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

Scope

The Evacuation procedure outlines steps to be taken by staff, students and visitors to maintain safety during an incident that requires leaving the school building for a short or extended time period. Designated staff members are required to participate in the development, implementation, and evaluation of the school EOP as it relates to this annex.

The plan outlines procedures for students/staff/visitors located on the campus.

- Indoors
- Outdoors

Responsibilities

To implement the Evacuation procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan.
- All staff will follow directions of Evacuation Marshalls and Incident Commander.

Incident Commander (IC)

- Grab the Gotta Go Bag
- Establish Command Post at Reception or outside the Main Entrance
- Assign Assistant (Operations Chief) to organize Runners
- Receive and manage emergency transmissions from Evacuation Marshalls.
- Ensure that all areas are being searched by Evacuation Marshalls and mark on floor plan.
- At Elmwood and EH 2, assign a Runner to assist with Accounting for All Persons –use materials in binder
 - Floor Plan, pencils and pens
 - Class List
 - Student Emergency Contacts
 - Staff Location List
 - Therapists' Schedules
 - District Transportation Contact Information
 - Assembly Area Signs
 - Unsafe to Evacuate Signs

- Red/Green Alert Signs
- Direct Liaison to contact AI Sigl representative and call 911 if necessary.
- Use Runners to guide evacuated people to safer areas using the Assembly Area signs as the situation requires (ie move further from the building, off the driveway, away from snowbanks, etc).
- Using the floor plan, check that every area is being searched by an Evacuation Marshall
 - Call designated Evacuation Marshalls by area starting with lowest classroom numbers.
 - Assign runners to assist Evacuation Marshalls in completing area sweeps as necessary. Use task cards to direct Runners
- Respond to unfolding situation and delegate tasks.

Liaison

- Contact AI Sigl Facilities Representative to establish cause of the alarm. Notify IC.
- Contact 911 as directed by IC. Notify IC of status.
- Notify IC of the route of the emergency vehicles so Operations Chief can direct Runners to direct traffic and Evacuation Marshalls to move people if necessary.

Operations Chief-as assigned by IC

- Hand out Evacuation Marshall directions to Runners as assigned by IC
- Hand out Assembly Area signs to Runners to move assembled groups to safer locations
- Direct Runners as assigned by IC

Runners

- Conduct area searches if a Marshall is unavailable or needs to stay with a classroom
- As directed by IC or Liaison, assist with traffic control
- As directed by IC search and account for individuals missing from classrooms. (check sign out log for professional staff)
- As directed by IC use Assembly Area signs to assist Evacuation Marshalls with moving groups to safer locations

Receptionists

- Ensure that visitors listed on the log are accounted for
- Work with Runners to account for people reported as missing using sign out log

Actions

- **Evacuation** will be communicated by fire alarms, Direct Connect Phone, email directed to ALL OUTLOOK USERS and announced by intercom.
- Evacuation Marshalls will go to assigned area and begin search and clearing rooms
- Incident Commander (IC) will retrieve Gotta Go Bag and announce location of Command Post via DC phone.-Open Evacuation Folder and prepare materials (take out IC clipboard and pencil)

- IC assign Assistant (Operations Chief) as necessary to maintain reasonable span of control, and give him/her the Assistant checklist and clipboard
- Using the floor plan, the IC will check in with Evacuation Marshalls to ensure that all areas are being searched. If an area does not have a Marshall the IC will assign a Runner or direct the Assistant (Operations Chief) to do so
- Evacuation Marshalls will conduct search in assigned areas.
- Teachers bring roster, alert cards, and coats as necessary.
- Staff not assigned a student provide assistance to nearest classrooms and then report to IC to assist as a Runner.
- All staff and students EXIT the building using the PRIMARY exit route as posted and assemble in designated locations at least 30 feet from the building.
- If the PRIMARY exit is blocked, use the SECONDARY exit route.
- Receptionists take sign out and visitor log and report to Incident Command Post
- Students and staff unable to evacuate will remain in rooms pre-designated and clearly labeled "Unable to Evacuate". (All rooms with an outside window that would be accessible to emergency rescuers will have orange "Unable to Evacuate" signs in them and are considered pre-designated.)
 - Post signs in outside window and on hallway door to notify emergency responders.
 - Evacuation Marshalls will remain with people located in Unable to Evacuate room.
 - Marshalls will immediately notify Incident Commander.
- Evacuation Marshalls clear their assigned areas and join staff and students in assembly areas.
- Evacuation Marshalls check on student and staff attendance at assembly locations and prepare to report status of areas and people as requested by IC using DC Phone.
- Teachers raise the alert card with the red side up to request help from the Evacuation Marshalls with behavior management, injury, medical issue or missing students and/or staff.
- Teachers raise the green side up to indicate that all students and staff are accounted for.
- Once outside, professional staff not assisting with students report to IC at Command Post.
- IC record status of areas and classrooms-accounts for all people-if anyone is reported missing, IC follows procedures outlined in Accounting for All Persons Annex
- IC direct Runners to assist with clearing areas and accounting for individuals reported as missing.
- IC directs Liaison to notify emergency responders (911).
- Staff and students remain outside until an ALL CLEAR is given by designated staff.

ACTIVATION OF FIRE ALARM AND ANNOUNCEMENT:

- **CAN I HAVE YOUR ATTENTION PLEASE.**
- **THE FIRE ALARM IS SOUNDING.**
- **WE NEED TO EVACUATE THE BUILDING.**
- **FOLLOW POSTED EVACUATION ROUTES.**
- *Repeat 3 times.*

At the conclusion of the EVACUATION an ALL CLEAR will be announced by signal, Direct Connect Phone, or by designated staff to Evacuation Marshalls.

Evacuation – Building Only

Designated Evacuation Assembly Areas (On School Grounds)

Elmwood Building	Assembly Area
Elmwood Main Entrance Door 3 South Ave	Playground
Elmwood North Door (Highland Park)	Parking area
Elmwood South Door South Ave	Parking area
Elmwood East Door Door 1 Roch Hearing and Speech	Back parking lot-onto Highland Park if necessary
Elmwood Door 14 Classroom 25	Back parking lot and sidewalk area
Elmwood Door 15 Classroom 32	Parking lot, sidewalk area.
Elmwood Door 6	Assembly Area
Offices	Parking lot, grassy area
East Henrietta Building 1	Assembly Area
East Henrietta Entrance	Side walk near flag pole, grassy area
St. Anne Parking lot entrance	Side walk and parking lot
Gym	Gym door to playground
East Henrietta Building 2	Assembly Area
St. Anne Parking Lot Entrance (South) Bus Loop	Sidewalk, grassy area
Wendy's parking lot (North)	Parking lot as close to the wooden fence as possible
East Henrietta Building 3	Assembly Area
Wendy's parking lot	Sidewalk and parking lot
Mt. Hope Entrance	Area in front of brick building

Off School Grounds Evacuation

- Perform all evacuation steps as indicated for a building evacuation. If the building is unsafe to occupy, emergency responders will be on the scene providing direction and assistance. The IC will be working with the emergency responders but command will likely be transferred to the professional responders.

Incident Commander-

- Mobilize ICS
- Decide what location to use for evacuation
- Decide if school districts can still transport students home or dictate need for reunification
- Direct Liaison to contact target location and 911
- Communicate need of evacuation to Evacuation Marshalls and all Direct Connect Phone users (?)
- Assign Planning Chief (Principal, TOSA?) to coordinate and plan out movement of groups
- Direct Lead Social Worker to organize Social Workers at the other campus to contact families
- Direct Public Information Officer to prepare statement
- Direct Lead Nurse to establish Nursing Triage and Med Administration area as necessary
- Direct Crisis Intervention Supervisor to set up safe areas for highly behavioral students if they need to wait or at the new location
- Direct Agency President to set up and implement Reunification Procedures as necessary
- Direct Clinical Supervisors to account for all therapists and report

Liaison-Coordinator of School Operations

- Contact 911 unless already done
- Contact off site location
- Mobilize Transportation Coordinator to contact districts
- Assign assistants (Ed and Training personnel?) to help Transportation Coordinator
- Locate and commandeered agency vans for use in transporting students if necessary.

Public Information Officer-Agency Advancement

- Work with Agency President to craft statement and notify media of situation

Planning Officer-Superintendent/Principal

- Using campus map, prioritize movement of groups based on safety (proximity to dangerous area, access to safe location), student need and transportation method.
- Inform IC of order of evacuation groups.
- Work with IC to direct Evacuation Marshalls to appropriate location (walking to new building or staging area for vehicle pick-up.)

Off Site Location Elmwood		Address	Facility Contact Name and Number
PRIMARY	ARC of Monroe	985 Elmwood Avenue Building 10	
SECONDARY	EH Campus	100 East Henrietta Rd	Use Direct Connect phones to coordinate.
Off Site Location East Henrietta		Address	Facility Contact Name and Number

PRIMARY	St. Anne's Church	1600 Mt. Hope Ave	Steve Seely 585-703-1853
SECONDARY	Elmwood Campus	1000 Elmwood Ave	Direct Connect Phones

Evacuation – Return to Buildings or Grounds

No students or staff shall return to school buildings or grounds until advised to do so by the Incident Commander or appropriate officials.

- The Incident Commander will make the decision when it is safe to return to the building.
- In the event that emergency response services (Police, Fire, EMS) are called, the Incident Commander may transfer Incident Command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.

4. Elopement

Purpose

When a student walks or runs away with or without intention, leaving school property without the supervision of staff and beyond instructional proximity a **Missing Child Procedure** will be called. All ambulatory students are recognized as having elopement potential regardless of the absence of any prior elopement behaviors. The primary objective is to quickly retrieve the missing student.

Scope

The Missing Child Procedure outlines steps to be taken by staff to conduct a search and recover the missing student. A Missing Child Procedure will be called in response to clear knowledge that a student has left the building or school property. Designated staff members are required to participate in the development, implementation and evaluation of the school EOP as it relates to this annex.

The plan outlines procedures for staff located on the campus initially with supplemental personnel called in from the alternate campus as needed.

Responsibilities

To implement the Missing Child procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan.
- Annual drills will be held to practice these procedures.
- Student profiles will be updated and maintained by the classroom teachers and held in the Student Notebooks.

Incident Commander (IC)

- Assess the situation, establish Command Post.
- Mobilize appropriate members of Emergency Response Team and ICS.
- Assign Liaison and Operations Chief
- Direct Reception to gather the student information, print 14 copies for Search Team folders.
- Mobilize Evacuation Marshalls to conduct inside searches.
- Assign Supervisor to contact the student's family and Social Worker.

Liaison

- Contact 911, Community Partners, and AI Sigl with description of student.
- Informs all contacts when student has been recovered.

Operations Chief

- Keeps IC informed about status of search.
- Organizes and directs Search teams using Elopement Kit

- Walk Zone Team-(two people per team) is given a walkie-talkie, folder with a contact card, description of the missing student, instructions and a walk zone map. The Team fills out the information on the Contact Card and turns it in to the Operations Chief BEFORE starting the search.
- Drive Zone Team-(3 people per team one of whom must be a Designated Driver) is given a walkie-talkie, red drive folder which includes a contact card, description of the missing student, instructions and a drive zone map. The team fills out the information on the contact card and turns it in to Operations Chief before starting the search.

Actions

- **MISSING CHILD** will be communicated by Direct Connect Phone, email directed to ALL OUTLOOK USERS and announced by intercom with instructions on how to proceed.
- Incident Commander retrieves Elopement Kit from the Receptionist's office, establishes the Command Post in a conference room and announces location of Command Post via DC phone.
- Normal activity will continue within the building (unless directed otherwise).
- **Missing Child** will be announced by email and intercom announcement.
- Any staff without direct student supervision responsibilities should report to Reception and will be given further instructions by the Operations Chief.
- Teachers are directed to insure that they have enough staff to continue appropriate programming for the students within their space. If the classroom is secure, the teacher will direct the appropriate staff to quickly grab their cell phone and report to the Receptionist to participate in the search.

ANNOUNCEMENT

- **CAN I HAVE YOUR ATTENTION PLEASE.**
- **ANY AVAILABLE STAFF PLEASE REPORT TO RECEPTION TO ASSIST IN THE SEARCH OF A MISSING STUDENT. YOU ARE ALLOWED TO USE YOUR PHONE DURING THE SEARCH**
- *Repeat 3 times.*

At the conclusion of the Missing Child Procedure, a notification will be delivered via e-mail, Direct Connect Phone and intercom announcement.

- A Missing Child Procedure will be lifted when the student is recovered and notification is made by administration. .

General Directions

- Adults are directed to insure that the missing student is not within their immediate classroom, therapy space or office.
- Classroom and therapeutic activities proceed as normal unless directed to do otherwise.
- Report any suspicious activity observed either indoors or outdoors to the main office.

Additional Steps that may need to be taken:

- A Defusing Team may be called in to provide support to the staff after the incident is concluded.

5. Lockout

Purpose

When there is a danger outside and the building needs to be secured. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Scope

The Lockout procedure outlines steps to be taken by staff, students and visitors to maintain safety, preserve life and prevent and mitigate property or facility damage intended by an outside threat. A Lockout will be called in response to suspicious or menacing activity. Designated staff members are required to participate in the development, implementation and evaluation of the school EOP as it relates to this annex.

The plan outlines procedures for students/staff/visitors located on the campus.

Responsibilities

To implement the Lockout procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan

Incident Commander (IC)

- Assess the situation, establish Command Post as necessary.
- Direct Liaison to call 911 if necessary
- If safe, direct Evacuation Marshalls to secure all doors, report any suspicious activity and monitor doors until cleared by IC.
- Clear classrooms that might be exposed to the threat.
- Mobilize appropriate members of Emergency Response Team and ICS.

Actions

- **LOCKOUT** will be communicated by Direct Connect Phone, email directed to ALL OUTLOOK USERS and announced by intercom with instructions on how to proceed.
- Incident Commander announces location of Command Post via DC phone.
- All outdoor activities shall cease and be immediately moved inside (i.e., transition, playground, etc.).
- Normal activity will continue within the building (unless directed otherwise).
- It is not necessary to turn lights off or to close blinds (unless directed).
- Report any suspicious activity observed either indoors or outdoors to the main office.
- A lockout will be lifted when notification is made by administration.
- **Lockout** will be announced by email and intercom announcement.

ANNOUNCEMENT

- **CAN I HAVE YOUR ATTENTION PLEASE.**

- **THERE IS A SITUATION OUTSIDE REQUIRING THE SCHOOL TO LOCKOUT.**
- **ALL STUDENTS AND STAFF SHOULD REMAIN IN THEIR CLASSROOMS OR OFFICE, CLOSE THE DOOR AND CONTINUE PROGRAMMING AS USUAL.**
- **STUDENTS AND STAFF IN THE HALLWAY SHOULD REPORT TO THEIR CLASSROOM UNTIL THE ALL CLEAR IS ANNOUNCED.**
- **CLINICIANS MAY REMAIN IN THERAPY WITH STUDENTS BUT MUST CLEAR THE HALLS IMMEDIATELY.**
- **AN ALL CLEAR WILL BE ANNOUNCED WHEN THIS LOCK-OUT IS CONCLUDED.**
- *Repeat 3 times.*

At the conclusion of the LOCKOUT a notification will be delivered via e-mail, Direct Connect Phone and intercom announcement.

- A lockout will be lifted when notification is made by administration.
- Activate ICS as necessary.

General Directions

- All outdoor activities shall cease and be immediately moved indoors (i.e., gym classes, playground, etc.).
- As soon as all students and staff are in the building all exterior doors shall be locked.
- Normal activity will continue within the building (unless directed otherwise).
- Activities in the gym may continue unless directed to do otherwise by a designated staff
- It is not necessary to turn lights off or to close blinds (unless directed).
- Report any suspicious activity observed either indoors or outdoors to the main office.
- Any classroom that was evacuated may need to be prepared to accept the returning students and staff

Additional Steps that may need to be taken:

- Prepare to dismiss students from an alternative location-gather their belongings.
- If necessary a Defusing Team may be called in to provide support to the staff after the incident.

6. Lockdown

Purpose

When there is an IMMEDIATE THREAT TO LIFE SAFETY (such as a person with a gun) ANY STAFF SHALL RAISE THE ALARM AND CALL A LOCKDOWN. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

Scope

The Lockdown procedure outlines steps to be taken by staff, students and visitors to preserve life. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of defense and evacuation as a last resort.

The plan outlines procedures for staff, students and visitors on the campus:

- Indoors
- Outdoors

Responsibilities

To implement the Lockdown procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan

Incident Commander (IC)

Call 911

Actions

- If possible, a **LOCKDOWN** will be announced by intercom, Direct Connect Phones or otherwise.
- Contact 911.
- IF SAFE, immediately gather students from hallways and area near your room.
- Staff/students participating in any outdoor activity should seek a safe location away from the building. Call 911 and report your situation.
- Lock your door(s) and have students/staff move to a safe area of the room, ****REMAIN SILENT****
- No-one leaves the classroom.
- Do not respond to announcement or fire alarm unless signs of fire are visible.
- Do not answer or communicate through the door or intercom.
- **Leave lights on and blinds as they are. Do not cover door window.**

ANNOUNCEMENT MADE IF SAFE TO DO SO:

- **LOCKDOWN! - LOCKDOWN! - LOCKDOWN!**

- **All students and staff in the halls report to the nearest room immediately. Suspend all activities, lock the classroom or office door and barricade your door. Remain in your safe area until you receive further instructions.**

LOCKDOWN WILL ONLY END WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM OR SECURED AREA BY A SAFETY OFFICIAL.

- Teachers should position themselves in a location that gives them an advantage to manage their classroom effectively, and take the following action during a lockdown:
 - Do not allow anyone, under any circumstance, to leave your secured area.
 - Do not answer or communicate through your door or classroom phone.
 - Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
 - Do not respond to fire alarm unless actual signs of fire are observed. Doing so could compromise the safety of those already secured.
 - Document and attend to any injuries to the best of your ability.
 - Take attendance and include additions and missing students' last known location.
 - Do not respond to Public Address (P.A.) system or other announcements.
 - If an intruder enters the classroom, use **WHATEVER** means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical force or possibly deadly force to stop the intruder.
 - Potential tactics include:
 - Moving about the room to lessen accuracy.
 - Throwing items (books, computers, phones, etc.) to create confusion.
 - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – **FIGHT!**
- Staff/students participating in any outdoor activity upon the initiation of a lockdown should seek a safe location away from the building. Call 911 and report your situation including location and number of students.
- Procedures should be in place to re-direct buses in the event of a lockdown.

LOCKDOWN WILL ONLY END WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM OR SECURED AREA BY A SAFETY OFFICIAL.

FUNCTIONAL ANNEXES-OPERATIONAL PROCEDURES

The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High Quality School Emergency Operations Plans. Each functional annex describes the purpose and responsibilities for key functions/operations. Functional annexes are commonly implemented along with Response Annexes and Specific Threat Annexes. For example, if there is a fire in a building the first annex typically implemented will be the Evacuation, Fire, and Accounting for All Persons. Later it may become necessary to implement other annexes such as reunification and relocation. Functional annexes address the situations in which the annex may be used, activation of the annex and action steps. Evaluation of the appropriateness of the plan and assisting with modifications or updating the plan as necessary will help ensure that the plan and annexes contribute to a safe environment for students, staff, and visitors.

1. Accounting For All Persons
2. Communications
3. Continuity of Operations
4. Recovery
5. Re-unification
6. Security

1. Accounting for All Persons

Purpose

This annex focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing. In the event that a student, staff member or visitor is unaccounted for, these procedures will be put into action to locate the person and continue to protect students, staff and visitors.

Scope

These procedures are used to account for all staff, students and visitors in the event of a hazard or threat in school vehicles, buildings and property.

The plan outlines procedures for staff, students and visitors on the campus:

- Indoors
- Outdoors
- In agency vehicles

Responsibilities

To implement the Accounting-For-All-Persons procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan
- The school will maintain visitor sign in logs that include the purpose of the visit.
- The school will maintain transportation logs for agency vehicles

Incident Commander (IC)

- Assess the scene and situation
- Set up Command Post at Reception
- Mobilize appropriate members of the Emergency Response team as needed
- Determine course of action based on situations as described below

Actions per situations:

Student is missing during routine daily activities:

- IC will activate the Elopement/Missing Student Annex
- IC may activate Hold-In-Place to account for all students and control movement throughout the building

Adult is missing during routine daily activities:

- Attempts will be made to contact the person via cell phone and emergency contacts.

Person is missing during drill or emergency

- Teacher or classroom staff will notify Evacuation Marshall of missing students and the therapy or therapist the student is scheduled for.
- IC will utilize DC phone system and Evacuation Marshalls to search for missing student and therapist in the most likely location. The therapists' schedules are also located within the Safety Plan.
- Evacuation Marshalls will search for the missing student (and clinician) in their area
- IC will direct Runners to search therapy areas and side rooms.
- As the situation develops, the school team will work with emergency responders.
- Once the missing persons are located, the classroom team and supervisors will be notified by DC phone or message.

If a parent/guardian reports that a student has not arrived at home:

- Ensure that notification has been made to the student's Social Worker, Lead Social Worker, Transportation Coordinator, Principal, Superintendent and President.
- The Transportation Coordinator will supply contact information for the transportation provided and school district.
- Once the student is located ensure that this information is communicated to the student's Social Worker, Lead Social Worker, Transportation Coordinator, Classroom teacher, Principal, Superintendent and President.

2. Communications

Purpose

This annex includes policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media. Templates for statements/press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by the Agency Advancement Department and located on the F; drive under: and in the Gotta Go Bag.

Scope

This annex outlines the procedures that are in place for communication during and after emergencies.

Responsibilities

Incident Commander (IC)

- Assess the situation, establish Command Post as necessary.
- Direct Liaison to call 911 if necessary
- Mobilize appropriate members of Emergency Response Team and ICS.
- Relay all factual information to the Public Information Officer (PIO) and prepare a statement to be released to the media, staff and parents
- Disseminate information to school leaders, staff, families of students.
- Describe how the school is handling the situation.
- Provide updates on social and public media as appropriate
- Monitor release of information and correct misinformation

Public Information Officer (PIO)

- Bring prepared templates to Command Post
- Work with IC, Superintendent, and President to prepare statements for each stakeholder group. Distribute statements for release.
- Pace and sequence release of information to media, staff, families of students, Board members
- Contact media, post on social media outlets, distribute written statements
- Monitor news for information
- Report status to Superintendent, President and Board

Actions

Types of Communications

Communication between School and Emergency Responders

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will assume a unified command position or will transfer command to the appropriate emergency responder who arrives and takes over management of the incident. The Public Information Officer will coordinate communication releases with the Incident Commander, Superintendent and President of the Agency. to ensure that information is consistent, accurate and timely.

Internal Communications

The school has identified a school spokesperson or Public Information Officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in coordination of media communications.

Communication between School Officials and Staff Members

School personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve to the greatest degree possible. The following methods of communication may be utilized to disseminate information internally when appropriate:

- Intercom-an intercom system is available throughout the building in Elmwood, East Henrietta 1 and East Henrietta 2.
- E-mail System: An e-mail system is available to provide those who are online to receive messages with updates during an incident.
- Morning Impromptu Staff Meeting: As appropriate, updated information about an incident will be presented at a morning meeting.
- Bi-Monthly Department Meetings: As appropriate, updated information and a review of the day's events will be presented at Department meeting. Staff will also have the opportunity to address any misinformation or rumors.

Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between teachers and students.

External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

Communication with Parents

- Before an incident occurs, the school will:
 - Inform parents on how to access alerts and incident information.
 - Inform parents that the school has developed an ERP, its purpose and its objectives.
 - Information will be included in Parent Packets, letters delivered in the Student Notebook, and postal delivery.
 - Documents will be in the preferred language of the family.
- In the event of an incident, the school will:
 - Disseminate information in a letter, on the website, by phone via the Social Worker, by social and public media as appropriate to inform parents about what is known to have happened.
 - Implement a plan to manage phone calls and parents who arrive at the school.

- Describe how the school and school district are handling the situation.
- Provide a phone number, web site address or reminder of social worker phone extension where parents can receive updated incident information.
- Inform parents and students when and where school will resume.
- After an incident, school administrators will schedule and attend an open question- and-answer meeting for parents/guardians as soon as possible.

Communication with the Media

In the event of an incident, the Incident Commander will coordinate with the public information officer and/or participate in a joint information effort to:

- Establish a media site and reception area away from the school and any established Incident Command Post, Evacuation site or Reunification site.
 - Determine a media location for low impact events (such as a water main break) and high impact events (such as an active shooter incident) when media interviews at the school would be deemed impracticable due to the nature and severity of the incident.
 - Low Impact events can be handled at the Elmwood campus.
 - High Impact events can be handled at a community center, park or other facility that is of appropriate size to accommodate a large number of media outlets for an extended duration. DO NOT use government facilities (fire stations, etc.) as this will interfere with government administration and operations.

Pre-designated Media sites

Alternate Location		Address and description
LOW IMPACT	Elmwood Campus	1000 Elmwood Ave Rochester, NY 14620
HIGH IMPACT	TBD	

- Provide regular updates to the media and school community.
- Once Incident Command is transferred to emergency response authorities, so too will PIO functions be transferred to the ICS PIO.
- **Provide only information that has been approved to be released by the Incident Commander in charge of the scene.**
- Monitor the release of information and correct misinformation. Coordinate messages with the Incident Commander or PIO.
- All staff must refer media to the Public Information Officer

3. Continuity of Operations Plan (COOP)

Purpose

The purpose of this plan is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery.

It is critical for school administration officials and all segments of the community emergency response system to work together in advance of an incident to develop a working relationship and understanding of how the initial response would transition into the overall response to a critical incident.

This plan is based upon the concept that the incident management functions that must be performed generally parallel some routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed in responding to an incident.

Scope

This plan anticipates range of potential incidents that could cause a temporary interruption of operations to a complete shut-down of the building, requiring suspension of non-essential functions and/or relocation of essential functions to an alternative site for some period of time. The goal of the plan is to provide full operational capacity for essential functions within 12 hours after activation of COOP and sustain these functions for up to 30 days.

Responsibilities

Delegations of authority and management responsibilities are predetermined in this plan. Safety of students and personnel is the first consideration. Strong internal and external communications systems and partnerships with appropriate organizations, contractors and providers of services have been developed so that resources are readily available if needed.

Designated school personnel, in conjunction with the Superintendent will perform the essential functions listed in Table 1 on the next page.

Incident Command structure will be utilized. Please see the Plan Summary for the Incident Command Assignments. Table 2 lists other possible operation section teams that may be implemented in an emergency.

Planning Section-When activated, the Planning Section is responsible for collecting, evaluating, and disseminating information needed to measure the size, scope and seriousness of an incident and planning appropriate incident management activities. Duties may include:

- Assisting the IC in collection and evaluation of information about an incident as it develops
- Assisting with ongoing planning efforts
- Maintaining an Incident Log

Logistics Section-When activated, the Logistics Section supports incident management operations by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communications among incident responders. This function may involve a major role in an extended incident. Additional responsibilities may include:

- Establishing and overseeing communications center and activities during an incident (DC phone, walkie-talkies, written updates, etc) and developing a telephone tree for after-hours communication.
- Coordinating access to and distribution of supplies during an incident.
- Monitoring inventory of supplies and equipment
- Documenting all activities

Finance/Administrative Section-When activated, the Finance/Administrative Section oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping, submitting documentation for reimbursement and recovering school records following an incident. Additional duties may include:

- Assuming responsibility for overall documentation and recordkeeping activities
- When possible, photographing or videotaping damage to property
- Developing a system to monitor and track expenses and financial losses
- Secure all records

Essential Functions Performed by COOP Personnel	
Superintendent or Designee	<p>Determine when to close school and/or send students/staff to alternate location</p> <p>Identify a line of succession including who is responsible for restoring business functions for school</p> <p>Identify strategies to continue teaching</p>
Agency Advancement	<p>Disseminate information internally to staff</p> <p>Communicate with parents, media and stakeholders</p>
Facility management	<p>Work with AI Sigl personnel to maintain a safe and secure learning environment</p>
Secretaries	<p>Maintain inventory and essential records</p> <p>Ensure redundancy of records</p> <p>Secure classroom equipment, books, materials</p> <p>Restore administrative and record-keeping functions</p>
Social Workers, Nursing	<p>Establish supports for families</p> <p>Implement additional response and recovery activities according to established protocols</p>

Operations Section Team	
Emergency Response Teams	Responsible for the initial response of all building emergencies. Team members assist with evacuation, lockouts, lockdowns, elopement and sheltering-in-place for all students, staff and visitors including those who may be injured. Team members will also assist with emergency response drills, training and exercises.
Evacuation Marshalls	Responsible for ensuring that all students and staff evacuate the building (or if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them. Evacuation Marshalls are also responsible for identifying and marking unsafe areas, conducting initial damage assessment and obtaining injury and missing person reports.
Nursing Staff	Responsible for providing triage, treatment and psychological first aid services. Nurses are responsible for setting up first aid area, assessing and treating injuries, completing master injury reports.
Evacuation/Shelter/Care Teams	Responsible for accounting for all persons, protection from weather, providing for sanitation needs and providing food and water. This team is also responsible for setting up a secure assembly area, coordinating with the student release team and the Logistics Section to secure needed space and supplies.
Facility Team	Responsible for working with landlords to locate all utilities and shut them off if necessary, securing, isolating and notifying emergency responders of Haz/Mats, conducting perimeter control.
Social Work	Responsible for assessing need for onsite mental health support, determining need for outside assistance, providing onsite counseling, monitoring well-being of Emergency response Team, Command Team, staff and students.
Student Release/Reunification Team	Responsible for getting student reunited with guardians in an efficient and orderly manner, setting up secure reunion area, checking student emergency forms for authorized releases and completing release logs.

Procedures

1) Activation and Relocation

The Superintendent or designee will determine when to activate and implement the COOP procedures and/or to relocate operations to an alternate site. COOP procedures will be activated when it is determined that the building is not suitable for safe occupancy or functional operation. The Superintendent will notify the President, stakeholders and staff.

Alert, Notification and Implementation Process

The Superintendent or designee will activate the Communication Plan (DC phones, telephone tree, social media sites, hot-line, etc) to notify staff, families and personnel of COOP activation and provide situation information as available.

Relocation Sites

The Safety Team has identified walking and busing evacuation locations to maintain and/or restore operations and essential functions disrupted by an incident. Each campus has one walking evacuation location and would use Agency vehicles to relocate to the alternate campus if necessary.

See Annexes for details.

Vital Records and Retention of Files

Vital records and files are retained on backup data systems on both the East and West Coasts. Student information is located in Central File and off-site in the Centris Data System.

Human Capital Management

Personnel responsible for essential functions are cross-trained to ensure effective implementation of COOP procedures.

- All COOP designated personnel as well as senior staff undergo annual training on executing COOP procedures. Training encompasses roles and responsibilities.
- Designated COOP personnel will participate in exercises to test backup systems.
- All personnel will be informed of when they are expected to return to work and if they are being recalled to support COOP efforts.

Reconstitution

In most instances of COOP implementation, reconstitution will be a reverse execution of those duties and procedures listed above including:

- Inform staff that the threat or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

Source and Use of Resources

The building will use its own resources and equipment to respond to incidents until emergency or other incident response personnel arrive.

5. Administration, Finance and Logistics

Agreements and Contracts

If building resources prove to be inadequate during an incident, it will request assistance from the local emergency services and other agencies in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, student services, and/or personnel. All pre-negotiated agreements and contracts are retained in the Finance Office.

Administrative Controls

The school is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be executed in accordance with established school policies and standard cost accounting procedures.

Activity Logs

Staff assigned within the building ICS will maintain accurate logs recording key incident management activities including:

- Activation/deactivation of incident policies, procedures and resources
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resource from external sources
- Issuance of protective action recommendations to the staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

ICS Finance and Administration staffs are responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of annual incident response costs that can be used in preparing future budgets. The detailed records of costs for incident management and operations include:

- Personnel, especially overtime
- Equipment operations
- Rented or leased equipment
- Contract services that support incident management operations
- Specialized supplies expended for incident management operations

These records may be used to recover costs from the responsible parties or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Preservation of Records

In order to continue normal operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water. Essential records should be protected and are maintained as follows:

- Student files-in the building
- Archived student files-Elmwood Door 6
- Personnel files-Elmwood Door 6

Plan Development, Maintenance and Distribution

Approval and Dissemination of the Plan-In developing the Safety Plan for each building, the building safety team must involve community law enforcement, fire and safety officials, parents of students who are assigned to the building and teachers and nonteaching employee who are assigned to the building as described in NYCRR Section 155.17. The Safety Plan clearly identifies the latest revision date and the names of individuals involved in its creation or revision.

Record of Distribution-Copies of the School Safety Plan and floor plans are distributed to emergency organizations with a role in responding to an incident. A record of distribution will be kept as proof that

organizations have acknowledged their receipt, review and/or acceptance of the Plan. School administrator will record the title and name of the person receiving the Plan, the agency to which the receiver belongs, the date of deliver and the number of copies delivered.

School Safety Planning documents will not be shared with those who do not have a need to know the details of the Plan unless all sensitive, secure-related information has been properly redacted. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the Board, President and Superintendent.

Review and Updates

In order to remain in compliance with 8 NYCRR Section 155.17, the school safety team will review and update the Safety Plan every year and whenever a major modification to the building requires changes in the procedures outlined in the Plan.

The Safety Plan will be updated based upon changes in information; deficiencies identified during incident management activities and exercises; and when changes in threat hazards, resources and capabilities or school structure occur. By October 1st or upon revisions, the update Plan, summary and any other updated documents need to be submitted to the Superintendent as well as distributed via read receipt to all building personnel.

Training and Exercising the Plan

MCCC understands the importance of training, drills, and table top exercises in maintaining and planning for an incident. To ensure that school personnel and community emergency responders are aware of their duties and responsibilities under the School Plan and the most current procedures, the following training, drill and exercise actions will occur:

- Orientation to the School Plan
- Quick Guide Overview
- ICS 100sca, 700, 200, 800
- Table top exercises and drills.

Everyone at MCCC is encouraged to develop personal and family emergency plans. Knowing that the family is prepared and can manage a variety of situations will enable school staff to do their jobs more effectively.

4. Recovery Annex

Purpose

This Annex describes the factors to consider when addressing the following components of recovery: academic, physical, fiscal and psychological well-being.

Academic recovery considerations:

- When to close and re-open school and who makes that decision
- Where to relocate students if the buildings will not be safe to re-enter
- How to provide alternate educational programming in the event that students cannot be reconvened

Physical recovery considerations:

- How to document school assets including physically accessible facilities in the event of damage
- Retaining the expertise of staff who have expert knowledge of the school's assets gaining access records to verify current assets after an incident
- Developing communication and support systems with utility and insurance companies before an emergency to support a quicker recovery

Fiscal recovery considerations:

- Communicating information about when to return to work to staff
- Accessing sources to aid with emergency relief funding

Psychological and emotional recovery considerations:

- Location of counseling and emotional first aid resources-identifying those individuals in need of immediate assistance
- Creating a calm and supportive environment for staff and students
- Sharing basic information about the incident
- Addressing short and long term counseling needs for staff and students
- Creating memorial activities that strike a balance between honoring a loss, resuming school functions and maintaining hope for the future.

Scope

- This annex outlines procedures for events in the school building or on school grounds.

Functions

In the event of a threat or hazard, practiced procedures will be put onto action to hope the building recover and return the students and staff members back to a safe learning environment.

Actions

The building will designate appropriate personnel and collaborate with external resources to work in teams to accomplish the following, depending on resources and type of incident:

- Conduct a comprehensive assessment of the physical and operational recovery needs
- Assess physical security, data access and all other critical services (e.g. plumbing, electrical)
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged
- Document damaged facilities, lost equipment and resources and special personnel expenses that will be required for insurance claims and requests for state and federal assistance
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance
- Provide detailed facilities data to the school district so that it can estimate temporary space reallocation needs and strategies
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students and parents on available crisis counseling
- Establish absentee guidelines for teachers and students after an incident
- Establish an agreement with mental health organizations to provide counseling services to students and their families after an incident
- Develop alternative teaching methods for students unable to return immediately to classes
- Create a plan for conduction classes when facilities are damaged
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans
- Ensure that the needs of all students are considered.

Recovery after an incident

After the safety and status of students, staff and visitors has been assured and emergency conditions have resolved following an incident, staff, teachers, stakeholders and school officials will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing this effort is the starting point for the recovery process. Collecting and disseminating information will also facilitate the recovery process.

5. Reunification

Purpose

The Reunification Annex details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

Scope

This annex outlines procedures to follow in order to account for all students, staff and visitors and to reunify students with their families in the event that a large number of parents need to retrieve their children.

Pre-designated Reunification Sites in the case of Evacuation Elmwood

	Location	Address	Name and Phone Number
PRIMARY	East Henrietta Building 1 Gym	101 E. Henrietta Rd	
SECONDARY	ARC	985 Elmwood Avenue Building 10	

East Henrietta

	Location	Address	Name and Phone Number
PRIMARY	St. Anne's Community Center	1600 Mt. Hope Ave	
SECONDARY	Elmwood Campus Gym	1000 Elmwood Ave	

Responsibilities

Incident Commander

- Assess situation and activate Annexes as necessary
- Contact Superintendent and President and determine site of re-unification.
- Direct Liaison to contact 911, communicate with Al Sigl personnel, notify Transportation Coordinator, and contact representative of target location.
- Activate Reunification Coordinator (President Zandi, Superintendent Sheffer, Principal?) and give the Coordinator the Reunification Binder from the Gotta Go Bag
- Direct Lead Social Worker to instruct Social Workers to contact families on their caseload with information and directions.
- Direct Public Information Officer to set up a media site away from the reunification area and draft media statements with input from Superintendent and President

- Direct Superintendent's Secretary to change phone message to include instructions for parents.

Liaison

- Notify 911 that there will be a mass evacuation of students and the address of the destination site
- Notify Transportation Coordinator to start contacting Transportation Providers
- Assign people to help Transportation Coordinator with calling providers (TOSA, Instructional Coach, Clinicians)
- Notify Facility Coordinators to prepare for directing traffic-set up cones as necessary

Reunification Coordinator

- Set up the reunification site with two tables, four chairs, (from a nearby location), 2 clerks (Supervisors, Principals?) with items from the Reunification and/or Gotta Go Bag (ex. clip boards, pens, Do Not Remove List, Student Release forms, laptops with student information pulled up)
- Set up a mental health area for parents/guardians of any injured, missing or deceased students.

Public Information Officer

- Set up a media staging area away from the reunification site.
- Draft statements and review with Superintendent, President
- Update social media sites including Facebook, Twitter, and the agency website

Transportation Coordinator

- As directed by Liaison-contact Transportation Providers and inform them of the situation

Facility Coordinators

- Direct traffic, relay parent information to RC

Social Workers

- Contact parents with information and directions
- Notify RC of any issues with student pick-up

Actions When Evacuation is NOT Necessary

If evacuation to a new location is unnecessary, students will remain in their classrooms and be released in a procedure similar to dismissal during inclement weather with a few additional steps. The Reunification Site will be inside the building comprised of: the Reunification Coordinator, two clerks at tables set up to block entrances to the hallway, clip boards with Student Release Forms, pens, DC phones, Runners as available.

- All doors to the building will remain locked and Evacuation Marshalls will monitor the doors- redirecting any parents to the front entrance of the building.
- The Facility Coordinators will direct traffic to line up in the bus loop in the same manner that is followed by Transportation Providers.

- As parents drive up, the Facility Coordinator will stop the vehicle, ask for their name and the name of their child, and direct them to pull up to the Loading Zone (in front of the building entrance). The FC will use the DC phone to relay this information to the Reunification Coordinator (RC).
- The RC will direct the Receptionist to notify the classroom via the intercom.
- The RC will check the emergency contact information to ensure that the adult is an authorized pick up person as the parent parks in the Loading Zone and walks into the building.
- Inside the entrance a clerk sitting at a table which blocks the hallway leading to classrooms will check the identification of the parent against the Do Not Remove List and have the parent sign the Student Release form.
- Classroom staff will bring the student to the Reunification area. If the adult attempting to take the child is on the Do Not Remove List the student will be returned to the classroom and the clerk will notify the Reunification Coordinator. The Reunification Coordinator will notify the Social Worker.
- Once all students from a classroom are dismissed, staff will report to the IC for further instructions.
- Parents will be asked to exit the campus following the flow of traffic as indicated by the FC

Actions When Evacuation is Necessary

If evacuation is necessary, the action steps listed above will take place after successful evacuation and set up in the alternate location. See the Evacuation Annex for details. The RC will set up the Reunification Site at the new site with students and staff in a separate holding or waiting area.

6. Security

Purpose

The Security Annex describes the course of action to secure the building and grounds from internal and external threats or hazards.

Scope

This annex outlines the security procedures that are in place to protect staff, students and visitors while on campus.

Responsibilities

Incident Commander:

- Assess the scene
- Mobilize Emergency Response Team as necessary
- Mobilize ICS as necessary
- Inform the Superintendent and President

Actions-Ongoing security planning and secure building practices

- All Sigl facilities personnel open the buildings, conduct daily walk-throughs and secure the buildings at night and over the weekends
- Guiding people with signage, well-marked entrances and exits.
- Limiting access to certain areas by using real or symbolic barriers.
- Arranging physical features to maximize visibility.
- Maintaining a welcoming environment.
- Ensuring building services function properly and safety
- Maintaining the exterior and organizing landscaping to enhance security and visibility.
- Directing traffic flow in a safe and organized method
- Plan for monitoring and sharing information with law enforcement officers and other responders as necessary
- Use of the National Incident Management System for handling all incidents and working with emergency service personnel.

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THREAT AND HAZARD SPECIFIC ANNEXES

The threat and hazard specific annexes provide unique procedures, roles, and responsibilities that apply to a specific hazard.

- 1. Active Shooter**
- 2. Bomb Threat**
- 3. Crime Scene Management**
- 4. Emergency School Closings**
- 5. Medical Emergency**
- 6. Mental Health Arrest**
- 7. Vehicular Accident**

1. Active Shooter Threat

Purpose

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an active shooter on school grounds or in the school building. An Active Shooter is a person actively engaged in killing or attempting to kill people in a confined area.

Scope

The annex outlines responsibilities and duties, as well as procedures for staff responding to an active shooter on school grounds or in the school building.

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

Core Functions

In the event of an active shooter, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

Functional Annexes That May Be Activated

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

Activating the Emergency Response Plan

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate the ERP immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible.

Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this annex.

Incident Commander Actions

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g. lockdown or evacuation depending on the situation.
- Notify law enforcement; provide location and description of the shooter if possible.
- Notify transportation providers to not enter the school grounds.
- Activate Communications Annex.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.

Staff Actions

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.
- Make appropriate notifications, provide description and location of the shooter if possible.
- When law enforcement arrives, ensure that they are made aware of the unique nature of our students and staff regarding aggressive behaviors and use of restraints.
- As possible, ensure that everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

2. Bomb Threat

Purpose

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a bomb threat.

Scope

The annex outlines responsibilities and duties, as well as procedures for staff responding to a bomb threat against school buildings or grounds.

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

Core Functions

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students and staff safe.

Functional Annexes That May Be Activated

Functional Annexes that may be activated in the event of a bomb threat on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

Activating the Emergency Response Plan

Individual(s) receiving bomb threats should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this annex.

Incident Commander Actions

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.
- Notify law enforcement, provide threat details.
- Activate communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.
- Determine whether school will be closed or remain open.

Staff Actions

- Implement the appropriate response procedures to keep students safe. This may include use of Hold In Place procedures.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

Actions of Individual Receiving Bomb Threat

- Immediately notify the Incident Commander
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA.
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes.
- The NYSP Bomb Threat Instruction Card should be placed next to telephones that are most likely to receive threats by phone.

3. Crime Scene Management

Purpose The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a crime scene.

Scope

The Crime Scene Management Annex outlines steps to be taken by staff/students/visitors to effectively secure, protect, observe, notify and document situations that are considered a crime scene. The plan outlines procedures for students, staff, visitors, districts, transportation providers, and facilities.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Responsibilities

Incident Commander

- Determine what procedures should be activated depending on the nature of the crime and if it is still in progress.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.
- Direct Liaison to notify 911 and AI Sigl personnel.
- Activate appropriate and necessary annexes to clear away uninvolved people, establish a perimeter and safeguard the scene.
- Record observations in detail and share with police.
- Coordinate with emergency responders at the command post; provide a site map.
- Activate Public Information Officer to work with the Superintendent and President to draft a statement, update social media and communicate with the press as directed.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes as necessary.
- Determine whether school will be closed or remain open.

Liaison

- Notify 911-assign a Runner to meet the officers and escort them to the area.
- Notify AI Sigl personnel

Agency Advancement

- Prepare and release appropriate statements to the media.

Functional Annexes That May Be Activated

Functional Annexes that may be activated in the event of a crime scene may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown

- Accounting for All Persons
- Reunification
- Communications

Actions

- Individual(s) recognizing that a situation may be a crime scene should notify the Incident Commander as soon as possible.
- Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex.
- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
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4. Emergency School Closing

Purpose The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an emergency school closing.

The decision whether or not to close school is dependent upon information received about weather, driving conditions and building integrity.

Scope

The Emergency School Closing Annex outlines steps to be taken by staff/students/visitors to maintain safety, and communicate to all concerned parties in a timely, efficient and comprehensive manner. Designated staff members are required to participate in the development, implementation, and evaluation of the school EOP as it relates to this annex.

The plan outlines procedures for students, staff, visitors, districts, transportation providers, and facilities.

Response and Functional Annexes That May Be Activated

Annexes that may be activated in the event of an emergency school closing may include the following:

- Communications Annex
- Continuity of Operations Annex depending on the length of time the closing must be maintained

Responsibilities

Agency Advancement

- Monitor radar and weather reports and report to Superintendent/President
- Update social media information including the MCCC website, twitter and facebook

Transportation Coordinator

- Monitor school district closings
- Contact transportation providers using Transportation Phone Listing

President's Secretary

- Monitor AI Sigl Facilities status

Superintendent's Secretary

- Change school phone message

Superintendent

- Work with President to decide on whether or not to close
- Contact Media
 - WBEE 92.5
 - WHAM 1180

- WPXY
- Time Warner Channel 9
- Channels 8, 10, 13

Actions

Notification of a need to consider closing the school will be made to the Superintendent and President via phone call or text message. If the decision is made to close school the following actions will occur:

- Superintendent notifies Agency Advancement, Transportation Coordinator, President's Secretary and Superintendent's Secretary and Media outlets.
- Agency Advancement will update social media sites
- Transportation Coordinator will notify school districts
- President's Secretary will notify AI Sigl
- Superintendent's Secretary will change phone message

If school needs to be closed early due to weather conditions, the same actions will occur with additional annexes utilized as necessary including:

- Reunification
- Communication with Districts and Transportation Providers

5. Medical Emergency and Ambulance

Purpose

When there is a medical related emergency involving a student the Nurse's Office will manage the incident.

Scope

The plan outlines procedures for students/staff/visitors located on the campus.

Responsibilities

To implement the Medical Emergency and Ambulance Call procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan
- All nursing staff will maintain professional certifications and undergo annual safety training in First Aid, CPR, AED, and Oxygen Administration.

Incident Commander (IC)

- Mobilize appropriate members of Emergency Response Team as needed.
- Establish Command Post at the site of the student if he/she cannot be moved or the Nurses' Office.
- Obtain the Emergency Bag from the Nurse's office either by getting it on the way to the student or directing someone else to retrieve it.
- Assess student
- Determine care that is necessary-including if an ambulance needs to be called. Direct Liaison to contact 911 and AI Sigl personnel as necessary.
- Provide care.
- Communicate with Social Worker, VP, Principal, and Pediatrician as appropriate and necessary.

Liaison

- Contact 911 as directed by IC
- Contact AI Sigl personnel as directed by IC

Actions

- The nurses on duty will be notified of a medical emergency when the student arrives in the Nurses' office or communicated through Reception or Direct Connect Phone System. Two nurses will respond to every emergency.
- The Lead Nurse will provide care.
- The second nurse will act as the Incident Commander.
- The IC will use Direct Connect Phones or contact Reception to notify the student's assigned Social Worker and Vice-Principal or Principal as necessary.

- The IC (nurse) will determine if the student's primary care pediatrician needs to be reached for consultation.
- If the pediatrician is not contacted the IC (nurse) will determine if the student should be transported to the hospital or sent home.
- The IC (nurse) or assigned Social Worker will contact and inform the parent or residential facility.
- If the emergency is such that medical/emergency treatment is immediately necessary the IC (nurse) will begin Student Emergency Medical Hospitalization Procedures.
- The IC (nurse) will work with the social worker or designee and Transportation Coordinator to arrange for appropriate transportation home.
 - This includes arranging for transport of student transportation equipment such as wheelchair or bus harness

General Directions

- Normal activity will continue within the building (unless directed otherwise).

Additional Steps that may need to be taken:

- If necessary a Defusing Team may be called in to support the classroom team.

Student Emergency Medical Hospitalization Procedure

Actions

- If it is determined that the student should be transferred to the hospital, the IC (nurse) will care for the student and the second nurse will call 911 and notify Reception that an ambulance has been summoned. If both nurses are caring for the student the IC (nurse) will delegate someone to call 911.
- The Receptionist will notify the Lead Nurse, Lead Social Worker and assigned Social Worker, Vice-Principal, and Principal that an ambulance was called.
- The Vice-Principal or Principal will call a Hold-In-Place for the building or area where the ambulance will be traveling.
- The student's Social Worker will notify the family that the child is being transported to the hospital.
- The nurses will continue to care for the child until trained rescuers arrive and take over.
- The nurses will fill out an "Emergency Information Form" prior to the ambulance arrival. If unable to complete the form in writing, the nurse will verbally transfer information to the paramedics upon arrival.
- All students will be transported to the nearest hospital unless otherwise noted in the medical chart.
- The student's Social Worker should accompany the child to the hospital.
- The Social Worker (or designee) will assist in arranging transportation of the family to the hospital if needed.
- If the student has a current DNR order, a copy of it should accompany the child.
- The nurse will complete a "Staff/Student Injury Report" form for accidental injuries or an "Incident Report for medical emergencies.
- Once the student has left the building, the Hold-In-Place will be lifted by the Principal.

General Directions

- Normal activity will continue until a Hold In Place is called.

Additional Steps that may need to be taken:

- If necessary a Defusing Team may be called in to support the classroom team after the incident.

6. Mental Health Emergency and Arrest

Purpose

When there is a behavior related emergency involving a student and the determination is made that the student cannot be safely maintained using MCCC resources, a Mental Health Arrest procedure will be implemented. If a student expresses suicidal ideology, both the assigned social worker and Lead Social Worker will be contacted.

Scope

The plan outlines procedures for students/staff/visitors located on the campus.

Responsibilities

To implement the Mental Health and Ambulance Call procedure:

- All staff and students will undergo training and participate in Safety Plan training and drills.
- Emergency management and response personnel will review and provide input into the plan
- All staff will undergo training in Non-Violent Crisis Intervention (NCI)

Incident Commander (IC)

- Mobilize appropriate members of Emergency Response Team as needed.
- Establish Command Post at a safe location.
- Assess the situation for:
 - Safety of the other students-clear the area and call a Hold-In-Place for the affected areas or the entire building
 - Safety of the student and staff-Determine if the student can be safely maintained with MCCC resources
- Direct Liaison to call 911 as necessary
- Direct Social Worker to call the family
- Inform the Superintendent and/or President

Liaison

- As directed by the IC call 911.
- Organize Runners to all entrances to the campus/building to direct the professional responders.

Actions

- The Emergency Response Team will be activated when a student's behavior becomes unsafe and requires additional support. NCI techniques will be employed by trained staff.
- Calls for assistance will go through Reception or Direct Connect phone via the intercom button or anyone with a DC phone.
- Crisis Intervention Specialists (CIS) and/or Behavior Therapists (BT) will respond to the initial calls for assistance. When more help is required as determined by the CIS or BT, the DC phones will be

used to notify the Crisis Intervention Supervisor, Behavior Therapy Manager, BT Campus Supervisor, Vice Principal and Principal.

- The Principal or Vice Principal will act as the Incident Commander.
- The Principal or Vice Principal will mobilize the Liaison to call 911 and organize runners to direct the professional responders.
- The nurse will complete “Emergency Information Form” and transfer that to the professional emergency responders.
- When the professional responders arrive information will be passed from the IC to the officers.
- As directed by the IC, the Social Worker will arrange for parent or guardian to meet the child at the hospital. The Social Worker will arrange for the student’s belongings to be sent home or with the child.
- As directed by the IC, Liaison contacts the Transportation Coordinator to communicate with the transportation provider.
- Once the student is removed from the classroom the IC will notify the teacher to return with the rest of the students to the classroom and resume program.

General Directions

- Normal activity will continue within the building until a Hold-In-Place is called.

Additional Steps that may need to be taken:

- Defusing team may be mobilized to provide support to all affected staff.

7. Vehicular Accident

Purpose

When there is a vehicular accident on school grounds or off, involving an agency vehicle, staff and/or students

Scope

These procedures outline steps to be taken by staff to maintain safety, communicate efficiently, and follow necessary documentation protocol when there is a vehicular accident. The plan outlines procedures for staff, students and visitors:

- On campus grounds
- On community based instruction (CBI) trips
- Off campus
- In agency vehicles
- In personal vehicles on school business

Responsibilities

To implement the procedures:

- All staff will undergo training and participate in Safety Plan training and drills
- The school will maintain transportation logs for agency vehicles-including insurance forms

Actions

If there is an accident on campus grounds, the adults in the vehicle immediately check on the safety of the students and staff in the involved vehicles.

- It is imperative to use best judgement to maintain safety of all involved when prioritizing action steps.
- If it is safe, notify Reception of the problem and ask for assistance from a Vice Principal/Principal and Nurse
- Reception will notify Nursing and the Principal.
- 911 should be notified and a police report completed if there is damage or injuries.
- If possible, photos of the accident should be captured for insurance purposes.
- An accident report form needs to be completed. Copies should be retained for the driver and need to be sent to Transportation, the Chief Financial Officer, and Safety Committee.
- Parents/guardians need to be notified by Social Worker, Nurse, VP or Principal.

APPENDICES

The appendices are included for the purpose of providing vital information necessary for effective emergency response.

Contents

- A. Communications
- B. Incident Command Structure
- C. Emergency Response Teams
- D. Memoranda of Understanding
- E. Equipment, Supplies, Documents
- F. Maps
- G. Building Specific Information-Elmwood
- H. Building Specific Information-East Henrietta
- I. Building Specific Information-Elmwood Door 6

Appendix A – Communications

Contents

1. School Contacts Chart
2. Direct Connect Phone List
3. Transportation Provider Phone List
4. School District Phone List
5. Emergency Contacts for Students
6. Emergency Contacts for Employees

Agency – Administrative Staff

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Karen Zandi	President/CEO	585-271-2897 ext 1200	585-271-0761	No
Dr. Christine Sheffer	Superintendent	585-271-2897 ext 1464	585-271-0761	Yes

Campus-Elmwood

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Keri Lazenby-Neathawk	Principal	585-271-2897 ext 1657	585-271-0761	Yes
Sarah Peters	Principal	585-271-2897 ext 1656	585-271-0761	Yes
Julie Matukewicz	Vice-Principal	585-271-2897 ext 1461	585-271-0761	Yes
Charles Robinson	Vice-Principal	585-271-2897 ext 1090	585-271-0761	Yes

East Henrietta

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Rachael Stell	Principal	585-271-2897 ext 1202	585-244-0570	Yes
Earl Farber	Vice Principal	585-271-2897 ext 1105	585-244-0570	Yes
Brittany Jensen	Vice Principal	585-271-2897 ext 1190	585-244-0570	Yes

Al Sigi Center

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Art Pitt	Director of Facilities	585-329-2044	585-739-9536	No
Dan Klee	Director of Fire and Life Safety	585-233-9414		Yes

Transportation Contact Information

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Wendy Rausch	Coordinator of Transportation	271-2897 ext 1475	585-271-0761	Yes
For transportation providers see appendix				

External Contact Numbers (Non-Emergency)

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Brighton Police				
Rochester Police Department EH Campus	Officer Carl Dickerson, Andy DiMaria	428-7156		Yes
Monroe County Sheriff		753-4300		
Rochester Fire Department	Scott Sardone	Office 428-3682		
NY State Troopers	Trooper Kelley Mietlicki			Yes

Appendix B – Incident Command System (ICS)

COMMAND STAFF

Incident Commanders

	Name	Title
Elmwood	Dr. Christine Sheffer	Superintendent
	Catherine Welch	Coordinator of School Operations
	Sarah Peters	Preschool Director
	Laura Wink	TOSA
	Deb Knickerbocker	Preschool TOSA
	Keri Lazenby-Neathawk	Principal
	Julie Matukewicz	Vice Principal
	Charles Robinson	Vice Principal
East Henrietta	Rachael Stell	Principal
	Anne Pawlowski	Director of Nursing
	Earl Farber	Vice Principal
	Brittany Jensen	Vice Principal
	Erin DiCesare	Behavior Therapy Manager
	Zack Schrader	Crisis Intervention Supervisor

Operations Chiefs/Alternate IC Elmwood

Name	Title
Keri Neathawk	Principal School Age
Sarah Peters	Principal Preschool
Deb Knickerbocker	Preschool TOSA
Charles Robinson	Vice Principal
Julie Matukewicz	Vice Principal
Courtney Liggette-Sarnowski	BT Supervisor

Operations Chiefs/Alternate IC EH

Name	Title
Rachael Stell	Principal
Erin DiCesare	Behavior Therapy Manager

Zack Schrader	Crisis Intervention Supervisor
Anne Pawlowski	Lead Nurse
Earl Farber	Vice Principal
Brittney Jensen	Vice Principal

Liaison Officer

	Name	Title
Primary	Catherine Welch	Coordinator of School Operations
Alternate		Principals

Public Information Officer

	Name	Title
Primary	Mel Carpino	Director of Agency Advancement
Alternate	Joanne Fisher	Development Coordinator

COMMAND POSTS

		Primary	Location	Alternate
Elmwood	Interior	Superintendent Office	Elmwood Door 3	President office
	Exterior	Sigl Facility Office	Elmwood Door 5	Elmwood Door 6
EH	Interior	Principal's Office	EH building 2	
	Exterior	St. Anne's Church	Steve Seely- 585-703-1853	

Appendix C – Emergency Response Teams

Emergency Response Team

Role	Title	Back-up
Operations Chief	Principal	Vice-Principal
Behavior Therapist	BT Campus Supervisor	Crisis Intervention Specialist
Medical Assistance	Lead Nurse	Nurse
Building and facility	SIGL representative	Dan Bock
Liaison	Coordinator of School Operations	Coordinator of School Operations
Social Worker-Family Contact	Social Worker	On-Call Social Worker
Runner	TOSAs	Instructional Coach
Runner		

If the crisis requires administrative roles:

Refer to ICS structure and mobilize the ICS School Response Team

Action Steps

1. When an emergency is recognized the Incident Commander for the building is notified.
2. Incident Commander assesses the situation, retrieves the Gotta Go Bag as necessary, decides what level of response is necessary, notifies the Emergency Response Team and mobilizes the necessary team members via the Direct Connect Phone System or runners.
 1. School Level Emergency Response Team
 2. ICS Agency Level Response Team
3. The responding team (or selected members) reports to Incident Commander at Command Post.
4. Delegation of duties for Emergency Response Team
 - IC-assess situation and delegate duties
 - Notify and brief Superintendent, President (or direct someone else to do this)
 - Behavior Therapy Manager-
 - Assess situation, make recommendation to IC
 - Rally appropriate support within the Behavior Therapy department
 - Assist with behavior emergency if necessary
 - Lead Nurse-
 - Assess situation and make recommendations to IC
 - Rally appropriate support within the Nursing Department
 - Provide care for injuries if necessary
 - Liaison -Call outside agency for assistance as directed by IC
 - Notify Transportation Manager if necessary
 - Notify AI Sigl personnel
 - Social Worker-mobilized if necessary to contact families
 - Runner-as directed by IC
 - AI Sigl Facility-contacted if necessary

If the crisis expands in scope or extends to hours/days:

- Refer to the ICS structure and mobilize the Agency Level ICS

Agency ICS

When an emergency requires extensive assistance trained professional responders such as police or fire personnel the IC will activate the administrative personnel of the school **AGENCY ICS**.

1. Incident Commander mobilizes necessary elements of the ICS at the Command Post using the Direct Connect Phones or runners if necessary. IC obtains Gotta Go Bags
2. Command and General Staff Members report to Command Post.

Role	Title	Back-up
Incident Commander	Professional Responder	
Command Staff Liaison	Superintendent	President/Principal
Command Staff Safety	Professional responder/Lead Nurse	Nurse
Command Staff Public Information	Agency Advancement	
General Staff Operations		
General Staff Logistics	Coordinator of School Operations	
General Staff Planning	Highest ranking school official	
General Staff Finance and Administration	Financial Services Director	

Appendix D - Memoranda of Understanding (MOU)

Appendix E- Forms, Equipment, Supplies, Documents

Gotta Go Bags Inventory
Quick Guide for Classrooms and Offices
Student Code of Conduct
Risk and Hazard Assessment Checklist

Supporting Documents

- Task Checklists for IC, Liaison, Assistant (operations chief)
- District Contact Information
- Transportation Provider Contact Information
- Floor Plans-located in Appendix G-campus specific
- Evacuation Marshall Lists-in Appendix G-campus specific
- Signs

Gotta Go Bag

Gotta Go Bags are school emergency bags that are filled with supplies that MCCC staff may need in an emergency. Gotta Go Bags are housed in the following locations in addition to one master bag for the Superintendent.

Elmwood	EH	Door 6
Superintendent Office	Principal's Office	Secretary's Office
President's Office	EH 1 Vice Principal Office	EH 2 Principal Office
EH 2 Principal Office	Elmwood Superintendent's Office	

<u>Item</u>	<u>Resource</u>
School Safety Plan Binder	Authored by TOSA and Coordinator of School Operations
Floor plans	Dan Bock
Exterior campus maps	Coordinator of School Operations from AI Sigl
Map of local area	Coordinator of School Operations
Student emergency contacts	Updated quarterly by Data Entry
Class lists	Updated monthly by School Secretary
Therapists' schedules	Updated as needed by Supervisors
Staff location list	Updated monthly by Cindy McClurg
Staff emergency contact	Updated monthly by Cindy McClurg
District Transportation Contact Information	Updated annually by Transportation
Unable to Evacuate signs	Created by TOSA
Assembly Area signs	Created by TOSA
Do Not Enter signs	Created by TOSA
Red/Green Alert cards	Created by TOSA
Pens, pencils, index cards, notepad	Accumulated by TOSA from office supply
Flashlights, duct tape, zip ties, DO NOT CROSS tape, utility knife, screwdriver, pliers. plastic bags.	Ordered by TOSA

Appendix F – Maps

Floor plans are included in the corresponding appendix according to building following this section.

Floor plans should include the following recommendations:

- All labels typed
- Include school name and address
- Include a key to define any symbols used
- Include a compass indicating North
- Each floor should be a separate page
- Building entrances labeled (including service entrances)
- Windows and interior doors graphically shown
- Rooms labeled with room number
- Common areas and administrative offices labeled by use
- Location of water, gas and electrical shutoffs clearly noted

Map/Image of grounds should include the following recommendations:

- All labels typed
- An overview of campus with all buildings labeled
- Include a key to define any symbols used
- Include a compass indicating North

Map/Image of surrounding areas should include the following recommendations:

- Labeled streets
- Labeled buildings
- Include key to define any symbols used
- Include a compass indicating North

Appendix G – Accounting for all Persons Documents

- Therapists' Schedules
- Employee emergency contacts
- Employee location list

East Henrietta

- Classroom rosters
- Student emergency contacts
 - Building 1, 2, 3 floor plans and evacuation marshal assignments

Elmwood

- Classroom rosters
- Student emergency contacts
 - Floor 1, lower Level, Door 6 floor plans and evacuation marshal assignments