

Watkins Glen Central School District
Initial Date: 6/2001

School Safety Plan
Revised: 10/2/17

COMPREHENSIVE
DISTRICT - WIDE
SCHOOL SAFETY PLAN

Watkins Glen Central School District

**Watkins Glen Central School District
Watkins Glen, New York**

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**Watkins Glen Central School District
Comprehensive District - Wide School Safety Plan**

FOREWORD

This Comprehensive District - Wide School Safety Plan has been developed by members of the Employee Health and Safety Program of GST BOCES, in close cooperation and consultation with the Watkins Glen Central School District Emergency Management Coordinator, School Principals, Schuyler County Emergency Management Office, and the law enforcement and fire jurisdictions serving the Watkins Glen District Schools.

AUTHORITY

The Board of Education of the Watkins Glen Central School District recognizes that natural disasters such as earthquake, floods, tornados and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

On June 18, 2001, they therefore adopted the following policy:

COMPREHENSIVE DISTRICT - WIDE SCHOOL SAFETY PLAN

Authorization:

The Watkins Glen Central School District authorizes the Superintendent to formulate and maintain the Comprehensive District - Wide School Safety Plan.

Guidelines:

The Superintendent shall abide by the guidelines promulgated by the Federal Emergency Management Agency (FEMA) and by the New York State Emergency Planning Office (SEMO).

1st Reading: May 21, 2001

2nd Reading: June 4, 2001

Adopted: June 18, 2001

LEGAL BASIS FOR PLAN

This plan is developed in pursuant to Commissioner's Regulation 155.17. At the direction of the Watkins Glen Central School District Board of Education, the Superintendent of Watkins Glen School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

STATEMENT OF PURPOSE

This emergency management plan is intended to set forth the information required by Watkins Glen School District staff involved in a school or regional emergency due to the occurrence of a natural or man-made disaster.

This information includes use of warning and communication systems, operating procedures, individual responsibilities, authority structure, resources available, and specific guidelines for the various actions open to Watkins Glen Central School District administrators to protect life and property during and after an emergency.

ASSUMPTIONS

While it is likely that outside assistance would be available in most serious emergency situations affecting the Watkins Glen School District, it is necessary for the district to plan for and be able to carry out immediate responses during the first stage of an emergency, and to be prepared to effectively coordinate resources with the larger community in the event of a more widespread emergency.

In keeping with the nationwide and county strategy of developing an integrated management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

ANALYSIS OF HAZARDS

Natural Disaster

Analysis of weather patterns and previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds have also been known to cause significant damage in the area.

Elementary School

There is a moderate likelihood of damage from earthquake and from hurricane path storms. Earthquake damage would be particularly likely because of the underlying silty soil. Watkins Glen Elementary School is also vulnerable to flooding, since it sits in a known flood plain. There is an additional potential for rapid flooding if there were to be a dam break at one of the two dams on Glen Creek.

Because the school is bordered by a canal to the east, a swamp to the south, and a bridge over Glen Creek to the north, it could become isolated, if for any reason, movement to the west was cut off.

High School

There is a moderate likelihood of damage from earthquake and from hurricane path storms. Earthquake damage would be particularly likely because of the underlying silty soil. Watkins Glen High School is also vulnerable to flooding, since it sits in a known flood plain. There is an additional potential for rapid flooding if there were to be a dam break at one of the two dams on Glen Creek.

Manmade Disasters

Watkins Glen Central School District buildings are located in a residential neighborhood in the village of Watkins Glen, approximately two blocks from State Route 14.

The greatest likelihood of a toxic substance accident, which might impact on the High School, would be a derailment or accident to a train. While the railroad tracks are near the village on a ridge above the Glen, the prevailing winds would take a toxic substance down through the valley. This railroad line carries a significant number and mixture of toxic substances near the village on a daily basis.

Almost equal in probability of a toxic substance accident is a truck carrying toxic materials through the area. A considerable amount of liquid propane travels on State Route 14.

The possibility of an aircraft crash must be considered since planes from the Elmira-Corning Airport fly over the village as do small planes.

The Village of Watkins Glen Water and Sewer Plants also houses toxic chemicals which could impact all schools. Central Asphalt has naphtha thinner which, in a worst case scenario, could be released.

There is a Teppco propane terminal north of the Village, a NYSEG Gas Storage Facility north of the Village, and there is a significant quantity of gasoline stored at the County Highway Department, which is located in close proximity to the high school and the elementary school.

Nuclear disaster or a release of a radioactive substance is also addressed in this plan.

Civil Disturbances

The Watkins Glen Central School District has as much likelihood of being attacked by a sniper, or by a hostage taker, or by bomb threats as any other institution which houses students from a variety of backgrounds.

Acts of violence might be committed by members of the school community, visitors, local community members, or strangers to the District. There may be direct or implied threats of violence, or actual or attempted acts of violence.

School Disasters

Fire, explosion, water line breaks or toxic substance release could occur at the Watkins Glen Central School District, as could a mass illness, such as food poisoning. Therefore these possibilities will be included in the plan.

DESCRIPTION OF PHYSICAL PLANT and OCCUPANTS

Elementary School

Constructed in 1950, Watkins Glen Elementary School is a two story structure using full masonry construction methods. It was expanded to add 8 rooms in 1990. The building went through a major renovation and addition in 2001. An eleven room addition was added to the north eastern part of the building. This addition is a slab on grade construction with structural steel framework. The building houses a cafeteria, auditorium, classrooms and a boiler room. The building is heated by gas fired boilers. Its fire alarm system rings directly into the Schuyler County Sheriff's Department. The school houses 540 students and 80 staff. The total square footage for the building is 95,468 square feet.

High School

Constructed in 1968, there is a partial basement under the swimming pool area. The building houses one swimming pool, diving well, cafeteria, auditorium, classrooms and a boiler room. The High School went through a major renovation in 2002. A thirteen room addition was added to the northeast end of the building. This addition is a slab on grade construction with structural steel framework. The building is now 164,000 square feet. The building is heated by gas fired boilers. Its fire alarm system rings directly into

the Schuyler County Sheriff's Department.

The school houses approximately 500 students in grades 7-12, with a staff of 60.

The fieldhouse was constructed in 2002. This building connects the High School with the Elementary School. This building is a slab on grade construction with structural steel framework and full masonry exterior walls. It houses six gym stations, fitness center, indoor track and locker rooms. The gym space is used for both Elementary and High School PE classes, interscholastic sporting events and community events. The building is equipped with an elevator for second floor access. The fire alarm system is tied in with both the Elementary and High School. The building is 56,895 square feet.

PREVENTION AND INTERVENTION STRATEGIES

The High School Conflict Resolution is a formal program through our Guidance Office whereby a trained/caring adult staff member gets together with two students in conflict and works through issues resulting in a formal "contract" signed by all parties and monitored as much as possible. This team that operates from a mode of prevention, rather than treatment. The High School actively seeks to identify potential problems before they occur and helps students work through their differences prior to settling them in a physical manner. Teachers alert our Disciplinarys, Guidance Counselors and/or Principal to potential conflicts asking that we bring those students together to talk out their issues and, at the minimum, agree to avoid each other rather than continuously confront each other.

School counselors, Mental Health, The Department of Social Services and Alcohol Council are available to assist students in coping with peer pressure, bullying, emerging personal, social and emotional problems.

In the case of potentially violent behavior, teacher and staff will evaluate level of danger. The teacher will then notify administrator by courier or phone. The administrator will then assess and/or activate emergency plan. The administrator will then isolate affected area until relieved by emergency personnel.

Refer to The Code of Conduct page 15 Subsection 5300.35. The Code of Conduct will be available in all district offices.

District wide training for policy and procedures is held annually for all district employees. All updates are reviewed and attendance kept.

Youth Court referrals can come from the school, parent, and/or community agencies and usually results in a number of hours of community service.

The High School Monitor can be seen walking the halls daily from 1:30 - 4:30 p.m. He observes student behavior, discourages unacceptable behaviors, and refers written reports to the High School Principal when appropriate. He is visible in areas of student congregation.

The district will use the following to identify and communicate with students who pose a threat to school safety. Parents, community and staff will be notified through the following:

- Interoffice memos
- Brochures
- Letters to parents
- Guest speakers
- School calendar
- Helpline
- Future Stars Program
- Psychology intern relationships

HAZARD MITIGATION

Regular safety inspections of Watkins Glen Central School District are undertaken to minimize the hazards of equipment failure or toxic substance releases. Regular drills of the plan will be held to prepare staff and students to react quickly and appropriately in an emergency situation.

SECURITY

School building security is maintained through existing personnel. District personnel are trained in the security procedures, including communications, set forth in this document and in the building-level safety plans. The use of school safety officers and security devices is evaluated periodically.

District wide training for policy and procedures is held annually for all district employees. This is held the first conference day of each school year. All updates are reviewed and attendance kept.

Effective September 2002 exterior doors will be electronically monitored in event of building evacuation. Currently the school employs security officers on a part-time basis. All staff is alert in watching hallways during passing of classes.

HALL MONITOR – (As staffing allows and personnel are available)

1. Be visible - walk throughout all hallways.
2. Be friendly/courteous to those you see; good rapport with students will make your job much easier.
3. Be somewhat unpredictable in where you are - don't have the same pattern being in the same place at the same time each day.
4. After school organization/club meetings, cheerleading practices and preparation of posters, return of afternoon students from BOCES at 3:00 p.m., release of after school detention students from room #213 at 3:05 p.m. along with some students who remain after school for help by specific teachers are reasons there will always be students in the halls or at their lockers. Your visibility keeps them "honest" and usually moving on and out. Gentle reminders work much better than orders.
5. Rain/snow causes lobby numbers to swell as students seek to get in out of the weather. Some also come inside north doors nearest flagpole. This is okay as long as they remain by doors and don't wander around.
6. Senior citizens walking program - students are not to bother those participating in this after school program. Report any problems directly to Principal.
7. Any questions/problems, please report to Principal.

CONCEPT OF OPERATIONS

This plan is based on the concept that emergency functions for Watkins Glen School District personnel will generally parallel their normal day-to-day functions. It is true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is necessary to maintain organizational continuity and assign familiar tasks to personnel. However, it may be necessary to draw on people's special skills and ask them to assist in the areas of greatest need.

The procedure for obtaining advice and the following arrangements have been made through and confirmed with Schuyler County Emergency Management Services which involves area Fire, Police and Emergency Medical Agencies. District emergency management coordinator meets annually and as needed for overview and modifications of this plan. Schuyler County Emergency Management Office also participates in critiquing all drills.

ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

In order to ensure timely response, the Superintendent or his or her designee, the District Emergency Management Coordinator, or the building principal may declare a state of school emergency, immediately implementing the Emergency Management Plan. As soon as feasible, the command post will be located (initially for all emergencies) in the conference room of the operations building. If the location is to be changed it will be decided by the Emergency Management committee and outside agencies after the initial set-up at the Operations Building. All Level II situations require the set-up of the Command Post System.

In the absence of the Superintendent or District Emergency Management Coordinator, members of the District Emergency Management Committee will take responsibility for organizing emergency operations, according to the order listed in **Figure 1**.

CHAIN OF COMMAND

The **Chain of Command** during an Emergency Response is:

<u>Title</u>	<u>Name</u>	<u>Home</u>	<u>Cell</u>
1. Superintendent of Schools	Gregory K. Kelahan	[REDACTED]	738-4208
2. Emergency Management Coord.	Jerry Harriger	[REDACTED]	275-7425
3. Faculties Director II	Jerry Harriger	[REDACTED]	275-7425
4. HS (Gr. 7-12) Principal	Kai D'Alleva	[REDACTED]	377-7962
5. ES (Gr. Pre-K-6) Principal	Rebecca Trank	[REDACTED]	377-2177
6. GST BOCES Superintendent	James Frame	[REDACTED]	207-0935
7. Athletic Administrator	Rod Weeden	[REDACTED]	275-7324
8. HS School Nurse	Janice Standish	[REDACTED]	275-7423
9. ES School Nurse	Mendy Thorland	[REDACTED]	535-6016
10. Transportation Supervisor	Michelle Clark	[REDACTED]	795-6230
11. Security Resource Officer	David Waite	[REDACTED]	738-1805

Team Leaders are:

ES (Gr. Pre-K – 6th) – Rebecca Trank
HS (Gr. 7-12th) – Kai D'Alleva

Definitions:

Emergency Response Team: Primary Duties are to act as first respondents in any emergency situation. In the case of medical emergencies, they will provide first aid until the arrival of medical professionals; with fires, they will respond with the available equipment if appropriate, prior to the arrival of the firefighters, and will act as messengers, flagmen, security, or in the other functions that the specific emergency requires. The team will provide leadership to the faculty and staff and will act under the direct supervision of the Building Principal and Team Leader.

Over the Intercom:

"The Fire Bell" - [REDACTED].

"Alert, Alert" - [REDACTED]

"Drop and Cover" - This warning instructs us to immediately find shelter under a desk or other protective furniture, away from glass and possible falling objects. Protection is increased by dropping to the floor, covering the head with the arms and hands, and hunching over to make the body as small as possible.

"Instructions to Follow" - Please pay attention and follow all directions given.

"All Clear" - This announcement will signal the conclusion of an emergency.

"Bullhorn or Messenger" - With the loss of the intercom: bullhorns or messengers will be used to communicate with personnel and students.

No District Personnel are authorized to make public or media announcements.

EMERGENCY RESPONSE TEAM

The Watkins Glen Central School District Emergency Response Teams are selected from among those staff in each building who volunteered for this function. The teams are chosen based on location in buildings, coverage for student responsibilities, and specific experience and skills.

The primary function of the Emergency Response Team is to assist the building principal, the school nurse, and the custodial staff in taking care of necessary tasks during and immediately after an emergency.

They have specific responsibilities for checking normally unoccupied areas of the building, lavatories, etc., when evacuating the building in the event of a fire drill or a fire.

In the event of trauma to the building, such as an earthquake, aircraft crash, or structural damage due to high winds, they may act in place of or as assistants to the maintenance staff in shutting down the utilities. They will be specifically trained for this function. They are also responsible to assist in sealing the building in the event of a Hazardous Materials Emergency, which calls for such an action.

In the case of events such as an armed person in the building, those members of the team in close proximity to the Principal's office may be asked to serve as runners.

Aside from these specified roles, in an emergency they will be directly responsible to the building principal and will provide leadership to other staff.

PLAN LOCATIONS

The District office, Business office, Principal's office, Superintendent of Buildings and Grounds office, and the Emergency Response Team shall maintain copies of the Plan for immediate use.

PARENT NOTIFICATION

Parents of all students who attend Watkins Glen School District shall be notified annually regarding this plan and any drills, which involve early dismissal. Notification will be made in the fall.

STAFF AND FACULTY NOTIFICATION AND TRAINING

In order to implement this plan effectively, all faculty and staff will receive appropriate notification of the plan's existence and training in emergency procedures. Special emphasis will be placed on training for the Emergency Response Team, school secretaries, and the maintenance and custodial staff.

Appropriate staff in conjunction with local county emergency management and local FBI staffs have provided training regarding bomb threats and anthrax awareness. GST BOCES and Safety specialists provide training related directly to blood borne pathogen prevention, exposure control and other safety training as requested.

Staffs that play a critical role in responding to emergencies have been trained. The Building Maintenance Mechanics, director of operations and maintenance have been trained in the use and access of the campus security systems.

Safety committee reviews safety concerns and accident reports and makes recommendations to the superintendent of schools to take preventative or corrective action. The committee participates in tabletop exercises to evaluate current emergency plans.

STUDENT NOTIFICATION

All students shall be notified of the plan's existence and that there will be regular drills of the plan.

MEDIA RELATIONS STANDARD OPERATING PROCEDURE

1. No Watkins Glen School district employee shall give any information to any reporter unless specifically authorized by the Superintendent to do so.
2. If approached by a reporter, either in person or on the telephone, indicate that only the Superintendent is authorized to speak for the district.
3. Retain a friendly, helpful attitude, but do not be led into responding to any questions. Try to avoid using the phrase, "no comment," since this can be used negatively by the media.
4. In case of injury or death of a student, no personal information on any injuries or deaths will be given to the media or made public. All information regarding these situations will be given as general information only. This type of information will only be given out after confirmation from all emergency service agencies on the scene.
5. In case of a major emergency, the Superintendent will have a media area set up, away from the disaster, or at the evacuation site, whichever is appropriate. The Superintendent will funnel information appropriate to the situation to local media outlets (**WENY, WINK, WNGZ, WFLR, WETM, WCVY, WYLF**).

6. In the case of a major emergency involving local police and/or fire, the Superintendent will assist with the release of information by the police or fire information officer.

7. In no case shall staff allow reporters to interview students on the school premises.

PLAN MODIFICATION AND MAINTENANCE

The plan shall be evaluated and updated after each drill and not later than June 30 of each year. Drills shall include the participation of local emergency officials to the greatest extent practicable. All changes other than those in names or personnel and phone numbers shall be listed on the Modifications Sheet, and shall be forwarded to all holders of the copies of the plan.

PLAN DEVELOPMENT PROCEDURES

DISTRICT-WIDE HEALTH AND SAFETY PLAN COMMITTEE:

- Gregory Kelahan
 - Jerry Harriger
 - Brian Gardner
 - Bill Kennedy
 - Kai D'Alleva
 - Jared Webster
 - David Waite
 - Rod Weeden
 - Kristine Somerville
 - Gayle Sedlack
 - Cyndy Wood
 - Mendy Thorsland
 - Craig Lattin
 - Sam Brubaker
 - Rebecca Trank
 - Jim Adesso
- | |
|------------------|
| Kristina Olevnik |
| Kelsey Delany |
| Wendy Hatch |
| Michelle Clark |

The initial team was appointed to board on March 5, 2001. An update to the board on the SAVE Legislation committees was given on the District-Wide Safety Committee and the Code of Conduct Committee and distributed to board members on March 19, 2001.

The Watkins Glen Central School District held a public hearing and the first reading took place on May 21, 2001 on the SAVE (Safe Schools Against Violence in Education) legislation. A second reading on June 4, 2001.

On June 18, 2001 the Code of Conduct and District-Wide Safety Plan policies were adopted.

INCIDENT RESPONSE PROCEDURES

DIRECTION AND CONTROL

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, the District Emergency Management Coordinator, the building principal, or a designated member of the Emergency Management Committee shall implement the Emergency Plan.

The District Emergency Management Coordinator or Superintendent shall be responsible for contacting the appropriate community emergency service agencies.

Members of the Emergency Management Committee shall report to the School Command Post as determined by emergency services procedures. The Command Post Standard Operating procedure shall be followed.

The District Emergency Management Coordinator and other staff shall follow the procedures outlined in the appendix for the specific emergency.

In the case of an emergency which involved the use of fire or police resources, the District Emergency Management Coordinator shall yield command to the appropriate Emergency Authority and shall work cooperatively with the on-site emergency services commander to ensure the optimal response.

In the case of a violent incident, teacher and staff will evaluate level of danger. The teacher will then notify administrator by courier or phone. The administrator will then assess and/or activate emergency plan. The administrator will then isolate affected area until relieved by emergency personnel. See page 22 hazardous protocol.

Refer to The Code of Conduct page 15 Subsection 5300.35. The Code of Conduct will be available in all district offices.

Evening and Weekend Emergencies

In the case of an emergency when an event is being held in the Watkins Glen Central School District, the responsible staff person shall immediately take the appropriate action. As soon as feasible, the building principal and the District Emergency Management Coordinator or the Superintendent must be notified. All persons supervising events shall have access to a copy of the Emergency Management Plan.

WARNING SYSTEM

The public address system located in the main office shall be used to alert all building occupants to a pending emergency. The regular announcement signal will precede the verbal alert information, which will begin with the words, "ALERT, ALERT." All teachers and staff will cease normal operations and follow instructions given.

In the event of the need to immediately "DROP AND COVER" in case of a tornado or

earthquake, the "ALERT" warning will be given followed by the order "DROP AND COVER".

In the event of a need to evacuate the building for any reason other than fire, the emergency alert will be broadcast, followed by specific instructions.

The "all clear" signal will be announced verbally on the public address system.

In the event that a staff person other than the building principal or Superintendent gives the initial warning or emergency signal, that person shall contact the building principals or Superintendent immediately.

COMMUNICATION SYSTEM

Messages regarding school early dismissal, sheltering in place or evacuation of a school will be called in to the media as soon as the decision is made.

The BOCES Superintendent will be notified regarding any of these actions.

Other Communication Equipment

1. N.W.B (National Weather Bureau) radio with tone activated receiver. Monitoring tuned, batter powered AM-FM commercial radio receiver at command post, to be used to monitor emergency broadcast system announcements.
2. Manually tuned, battery powered AM-FM commercial radio receiver at command post, to be used to monitor emergency broadcast system announcements.
3. Radio system which links principals, District Emergency Management Coordinator, and custodial and maintenance staff. Base station in Transportation/Operations and 13 portable units (see list of call letters in phone numbers section).
4. Transportation radio system.
5. Cell Phones (see **Figure 2**).

Internal Coded Warning

There may be times when it is useful for the classroom teacher to communicate that there is a problem in the classroom to the main office.

There will be a color coded system in place to be as follows:

- RED** - [REDACTED]
- YELLOW** - [REDACTED]
- GREEN** - [REDACTED]

External Communications

The Superintendent shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the Superintendent or his or her designee will coordinate activities with the county emergency public information officer.

No Watkins Glen Central School District employee will provide information to the media during or after an emergency unless specifically authorized by the Superintendent or his or her designee to do so.

Family Notification

In the event of injury or death of Watkins Glen School District students or staff, immediate family shall be notified as soon as possible. Responsibility for notification is that of the appropriate outside agency (law enforcement, medical). The Superintendent or his or her designee shall provide assistance as requested.

Media Announcements

Media will not be given information regarding injuries or deaths by the School District.

SCHOOL CANCELLATION

School shall be cancelled whenever it appears that student safety shall be ensured by cancellation. School shall be cancelled for any emergency in the same manner in which school is cancelled for snow. Notification shall be made to parents as soon as practicable. Emergency response teams shall report unless directed otherwise.

Early dismissal should be used only if it is likely that all students will reach their homes safely and be reunited with a family member or other responsible person. If a community-wide disaster is impending, contact the Schuyler County Emergency Management Coordinator to discuss options **(535-8200)**. It may be preferable to evacuate the students to a designated, safe location where parents can pick them up.

In the event of implementing early dismissal, Watkins Glen School District staff licensed to drive school buses will be released to the transportation supervisor as needed.

The decision for early dismissal shall be announced on the public address system, and any bus loading procedures that must be changed from the normal routine will be announced. Each building principal shall facilitate and supervise the rapid loading of school buses.

Parents shall be notified as quickly as possible by use of mass media and/or through direct contact. Direct contact is preferred when circumstances permit.

EVACUATION

Building Evacuation

It is appropriate to evacuate Watkins Glen Central School District in the event of flood, fire, explosion, some toxic chemical releases, after earthquakes, or when ordered by law enforcement officers because of dangerous activity in the area. The signal to evacuate the buildings shall be the “” signal followed by specific verbal instructions.

When this alert is sounded, all groups will evacuate the buildings as quickly as possible. Normal fire evacuation routes shall be used unless teachers are instructed to do otherwise. The first persons through each exit door will hold or prop it open.

Teachers will be required to bring their record books with them, assemble and count their students at the designated assembly areas at least 75 feet away from the building. They will immediately notify each Principal of any missing students.

No one is to reenter the building until an all clear is given by an appropriate authority (Building Evacuation Standard Operating Procedure on page 49).

Evacuation to Another Site

Depending on the scope of the emergency, and the projections of likely safe areas, the initial designated gathering point for the evacuated students and staff will be:

FROM : **PRIMARY** **SECONDARY** **TERTIARY**



Contact the Schuyler County Emergency Management Coordinator office before moving student populations.

If the entire community is likely to be impacted, students shall be evacuated to either the Dundee School District or Odessa-Montour School District, depending on the location of the problem.

In the event of an evacuation, the clerical staff shall be responsible for taking class lists and emergency sign-out forms to the evacuation site. The school secretary shall be responsible for having parents sign-out their children from the evacuation site. The School Nurse or Health Aide shall take medications, special needs lists, and emergency cards to the host school (Evacuation to Another Site Standard Operating Procedure on page 56 & 57).

SHELTER IN PLACE

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Students will normally remain in their classrooms, but groups may be taken to the library, gym, or cafeteria. In the case of high winds or tornados, these areas shall not be used, and students should be prepared to move into the areas marked for protective sheltering.

In case of such emergency, the principal shall give directions over the Public Address System. Teachers removing students from their classrooms must take their enrollment cards or class lists and accompany their students to the designated area.

Staff will stay with the students until formally relieved of their duties by their supervisor.

During sheltering-in-place, the District Emergency Management Coordinator shall notify the County Emergency Management Office to involve the necessary outside agencies and shall seek a declaration of emergency from the Chairman of the County Legislature or the Mayor, Village of Watkins Glen, so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources to Watkins Glen High School.

The trained Shelter Manager will then assume coordinative responsibility with the Red Cross,

and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed. (See the Shelter in Place Standard Operating Procedure on page 59).

SHELTER (COMMUNITY)

When the Schuyler County Emergency Services request the use of Watkins Glen Central School District buildings for shelter during an emergency, or when students from another school are evacuated to Watkins Glen School, the District Emergency Management Coordinator and as many members of the Emergency Management Committee as needed, will staff the Command Post to coordinate activities and assist in communication.

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

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

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

DISTRICT RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

The Watkins Glen Central School has the following resources available in case of emergencies as long as these emergencies do not hinder the ability to utilize these resources. Cafeteria and food service production, fleet of vehicles for transportation, including 16 - 60 passenger buses, sites to evacuate and shelter in place. Other resources include a number of communication devices as indicated in this plan (i.e. cell phones, two way radios, etc.)

The Watkins Glen Central School has emergency generators in each school building. The High School generator can operate the buildings heat plant, domestic hot water, walk-in cooler and freezer, phone system and partial lighting. This building serves as an American Red Cross shelter. Our facilities are adjacent to the Schuyler County Highway Department which enables us to access many types of heavy construction equipment if and when needed.

DAMAGE ASSESSMENT

As soon as the immediate crisis is over, it shall be the responsibility of the District Emergency Management Coordinator to begin damage assessment, working with the Superintendent of Building and Grounds, school district building code enforcement officer, architects and engineers as necessary. If the building may have been structurally damaged it shall not be reentered by students or other staff until clearance has been given by the District Emergency Management Coordinator.

RECOVERY

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, Schuyler County Post Trauma/Stress Management Debriefing Team, Helpline volunteers, all Watkins Glen School District counselors and other volunteers who have appropriate training in post trauma debriefing will be assigned to debrief all staff members and students who have been directly involved with or impacted by the emergency.

POST EMERGENCY REPORT AND ASSESSMENT

The setting up of the debriefing sessions shall be the responsibility of the District Emergency Management Coordinator, with the support of each building principal, the Emergency Response Team, Helpline members, outside agencies and volunteers.

The District Emergency Management Committee shall meet as soon as feasible after an emergency to assess the emergency response and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation.

It will be the responsibility of the building principal to conduct post emergency training debriefings. After such training and debriefing are held the principal shall supply a written document on the training exercise to the district health and safety committee.

CHAIN OF COMMAND DURING EMERGENCY RESPONSE

In the event that the Emergency Plan is put into action, this Chain of Command will assume the control and administration of this plan.

SUPERINTENDENT OF SCHOOLS

Gregory Kalahan

(w) 535-3220

(c) 738-4208

DISTRICT EMERGENCY MANAGEMENT COORDINATOR

Jerry Harriger

(w) 535-3271

(c) 275-7425

HS (GR. 7TH – 12TH) PRINCIPAL

Kai D'Alleva

(w) 535-3230

(c) 377-7961

ES (Gr. Pre-K – 6th) PRINCIPAL

Rebecca Trank

(w) 535-3250

(c) 377-2177

GST BOCES Superintendent (or his designee)

James Frame

(w) 654-2283

(c) 207-0935

SCHOOL NURSE

ES (Gr. Pre-K – 6th) Mendy Thorsland

(W) 535-3252

(C) 535-6016

HS (GR. 7TH – 12TH) Janice Standish

(W) 535-3212 (ext. 1733)

(C) 592-3841

TRANSPORTATION SUPERVISOR

Michelle Clark

(w) 535-3270

(c) 795-6230

All decisions shall be made in conjunction with the Principal of the affected school.

Figure 1

CELL PHONE #'S

Gregory Kalahan, Superintendent	738-4208
Kai D'Allewa, HS (Gr. 7 – 12th) Principal	377-7961
Rebecca Trank, ES (Gr. Pre-K – 6th) Principal.	377-2177
Kristine Somerville, Special Services Director.	275-6186
Rod Weeden, Athletic Administer	275-7324
David Waite, Resource Officer	738-1805
Mendy Thorsland, ES, RN	535-6016
Janice Standish, HS, RN	592-3841
Jerry Harriger, Facilities Director II	275-7425
Charles Smith, Maintenance	342-8779
Chuck Butler, Maintenance	275-6312
Greg Rekczis, Maintenance	275-6370
James Kennedy, Maintenance	275-6438
Patrick Hess, Maintenance.	275-7426
ES Cleaner	275-6482
HS Cleaner	275-6554

Figure 2

**AIRCRAFT CRASH INTO THE BUILDING
LEVEL II**

(Report to Command Post Location Operations Building)

First Person to Reach Fire Alarm

1. Activate Fire Alarm
2. Assist in Building Evacuation

Teachers

1. Select Evacuation route to avoid contact with debris or major parts of aircraft
2. Move students to an area as far away from crash scene as feasible since further fire or explosions are possible. Call Fire Department to be sure alarm has been received (**911**).

Principal

1. Call the Emergency Services (**911**).
2. Use PA system to order evacuation of the school in a direction away from the crash site.
3. Notify the Emergency Management Coordinator (**Cell: 275-7425**).
Notify the Superintendent.
4. Arrange for transfer of uninjured students to another site (avoid blocking access routes for emergency vehicles) with Schuyler County Emergency Management Services.

Custodial and Maintenance Staff

1. Shut off gas and electric if appropriate.

**INTRUDER (LOCKDOWN)
LEVEL II
(Report to Command Post Location Operations Building)**

First Responsible Person Aware of Event

1. Contact Building Principal or Secretary

Principal, If Immediately Available, or Secretary

1. Notify Watkins Glen Emergency Services (**911**). Give location, specifics of situation, number of persons involved. Do not hang up until told to do so by the dispatcher.
2. If appropriate to the situation, use a PA system to announce building lockdown or start lockdown procedures.
3. Notify the Emergency Management Coordinator (**Cell: 275-7425**).
Notify the Superintendent.
4. Assign someone to meet Law Enforcement Personnel.
5. If appropriate, using messengers (members of Emergency Response Team) rather than a PA system, evacuate the building in a direction away from danger. If appropriate or directed by law enforcement agencies.
6. If you suspect presence of an armed intruder, do not enter classroom. Observe what is visible from outside the room if appropriate.
7. If possible and appropriate, notify Teachers in affected areas to close shades, barricade doors, and have students get under desks or lie prone.
8. Follow instructions from Law Enforcement Officer in charge of scene.

Teachers

1. If armed intruder enters room, speak with him/her in a calm voice.
2. Do not attempt to alarm, disarm, or otherwise upset intruder.
3. If intruder gives orders that indicate that he/she is holding the class hostage, follow the orders and urge students to follow orders.

4. Be aware the Police will try to negotiate with the person and that this may take a long time.
5. If intruder is not in your room, but you hear a request for lock down order.
Freeze your students in place until an "ALL CLEAR" is given.
6. Once "**ALL CLEAR**" is announced the building administrator along with a police officer will clear each room before anyone leaves their room.

ARMED PERSON, HOSTAGE, TERRORIST ON SCHOOL BUS

Bus Driver

1. If feasible, use radio to alert bus garage to problem before armed person takes control of bus.
2. If shots are fired either at the bus or while the armed person is on the bus, order students to "**DROP AND COVER**".
3. Do as armed person requests.
4. Ask armed person what they want, and indicate they can use bus radio to request it.
5. Be alert for law enforcement intervention. Generally Law Enforcement Officers will attempt to negotiate the intruder off the bus or to free the students.

Transportation Supervisor

1. Notify Emergency Services (**911**). Have location, bus route, number of students, and other pertinent data available.
2. Contact Superintendent.

Superintendent or designee

1. Be of assistance to Law Enforcement Personnel when they notify parents of event.
2. Assist Law Enforcement Personnel regarding information for a press release.

Principal

1. Have child's/children's information card(s) pulled and available.

**BOMB THREATS
LEVEL II**

(Report to Command Post Location Operations Building)

Person Taking Call

1. Be aware of caller's characteristics.
Fill out bomb threat checklist while listening to call.
2. Contact Building Principal, If not immediately available, notify Watkins Glen Emergency Services (**911**).
3. Remain available for Law Enforcement officers.

Principal

1. Notify the Emergency Management Coordinator (**Cell: 275-7425**).
Notify the Superintendent.
2. Building Administrator Bomb Threat response actions:

2 OPTIONS and STATE EXAMINATIONS attached.

- A. Building Evacuation
- B. Sheltering in Sanitized and Cleared Areas State Examinations

EVACUATION SITES

(BUILDING THREAT) (DISTRICT WIDE THREAT)

FROM: **PRIMARY** **SECONDARY** **TERTIARY**

[REDACTED]

3. Provide maintenance and custodial staff to assist law enforcement.

Information Officer/Superintendent

1. Do not release information to media.
2. Assist Law Enforcement officials with media release.

All Staff

1. Be alert for suspicious objects in your work area. If any is found, do not touch or disturb it. Report it to the Building Principal or Law Enforcement personnel immediately.

[REDACTED]

2. Fill out State Bomb Threat Report and forward to Emergency Management Plan Coordinator.

BUILDING EVACUATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Evacuation of Disabled Students, Staff and Teachers

School Emergency Plans must provide evacuation procedures for all disabled persons. Assigned responsibilities and procedures to assist the disabled should be identified in the School Emergency Plan. Local emergency responders must be familiar with the School's Plan for disabled persons and the school's Emergency Management Plan as a whole.

Evacuation Areas

Evacuation areas must be identified in the School Emergency Plan. The School Emergency Plan should address procedures for informing parents and/or guardians of actions to protect and provide safety for their children. Teachers and staff should know the location of evacuation areas where students will be taken, if necessary, during emergencies until dismissal time and/or parental/guardian pick-up. Students and parents should only be notified of that location, as needed, due to security considerations and confidentiality.

Weather Conditions and Evacuation

The possibility always exists that students, faculty and staff may have to evacuate a school during inclement weather conditions. School Emergency Management Plans should address procedures for prolonged outdoor exposure. Students must not be permitted to access their lockers to obtain their coats. Therefore, Administrators at each school must determine how best to provide temporary shelter should the time outside be prolonged.

Re-Occupancy of a School Building

After a bomb search has been concluded by law enforcement, the school administrator and local law enforcement representative are responsible for making the decision to reenter the school building. Unlike Fire Chief during a fire, Police Officials have no legal authority to declare the building safe for re-occupancy. They will not be able to conclusively state that there is not a bomb, only that the search did not reveal any.

Based upon information received from the building search, one of three decisions may be considered by the school administrator: (1) re-occupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

Sheltering in the School - Potential Explosive Device Outside the Building



Sheltering in Sanitized and Cleared Areas

It is strongly recommended that school officials carefully coordinate this option in cooperation with local law enforcement officials.

State Examinations

If it is necessary to evacuate the building during State Examinations, the students must not be allowed to talk to each other and they must be given extra time when they return to the examination to compensate for the time lost during the evacuation process.

School personnel are advised to refer to Page 16, item 7 - EMERGENCY EVACUATION OF A SCHOOL BUILDING, in the booklet entitled, "REGENTS EXAMINATIONS, REGENTS COMPETENCY TEST AND PROFICIENCY EXAMINATIONS, SCHOOL ADMINISTRATOR'S MANUAL (Spring 1996 Edition)."

BOMB THREAT CHECKLIST

DO NOT INTERRUPT THE CALLER EXCEPT TO ASK:

WHEN WILL IT GO OFF? Certain Hour _____ Time Remaining _____

WHERE IS IT PLACED? Floor, Wing _____ Area _____

WHAT DOES IT LOOK LIKE? Appearance _____

Did caller appear familiar with building by the description of the bomb location?
YES _____ NO _____

Name of Taker of Call _____ Time _____ Date _____

Origin of Call: Local _____ Long Distance _____ Booth _____ Internal _____

Caller's Identity - Male _____ Female _____ Approximate Age _____

VOICE CHARACTERISTICS

___ Loud ___ Soft
___ High Pitch ___ Deep
___ Raspy ___ Pleasant
___ Intoxicated ___ Other

SPEECH

___ Fast
___ Distinct
___ Stutter
___ Slurred

LANGUAGE

___ Slow ___ Excellent ___ Good
___ Distorted ___ Fair ___ Poor
___ Nasal ___ Foul
___ Use of certain words or phrase

ACCENT

___ New England ___ Calm
___ Southern ___ Rational
___ Mid-Western ___ Coherent
___ Western ___ Deliberate
___ Racial or Ethnic ___ Righteous
___ Other

MANNER

___ Angry
___ Irrational
___ Incoherent
___ Emotional
___ Laughing

BACKGROUND NOISES

___ Off.Mach ___ Music
___ Factory Mach ___ Party
___ Street Traff ___ Trains
___ Airplanes ___ Quiet
___ Bedlam ___ Voices
___ Animals ___ Mixed

ACTION TO TAKE IMMEDIATELY AFTER CALL

NOTIFY YOUR BUILDING PRINCIPAL. IF NOT AVAILABLE, NOTIFY EMERGENCY SERVICES 535-6642 OR (911).

Write out the message in its entirety as received from the informant:

Home to School Bus Accident

Bus Accident – Any property damage or “fender bender” type accident that both vehicles are able to drive away from.

BUS DRIVER

1. Set Emergency/Parking Brake.
2. Turn off ignition and place keys in your pocket.
3. Remain calm and reassure students.
4. Notify Transportation Supervisor and Emergency Management Coordinator by one of following:
(For home to school contact dispatcher)
 - A. Use of bus radio system (using district code system)
 - B. Use of cell phone (district or passenger)
 - C. Send two responsible children for assistance with a prepared note.
5. Keep students on bus except if there is danger of fire, further collision, or drowning (if you must get them off have them move in a group a safe distance which is no closer than 100ft from bus and out of danger from other traffic or emergency vehicles). Driver will do a head count as students unload then after checking bus (inside and out) for any remaining students driver will again take attendance at the safe point.
6. Protect the scene of the accident so that evidence is not destroyed (do not move bus unless law officials advise you to or unless safety is an issue).
7. Be alert for possible fire: check for ruptured fuel tank, fuel lines, electrical fire, or any sign of smoke.
8. Students should not be released to parents unless/until parental release form is signed.

9. Do not make any statement to bystanders or other drivers regarding fault or accident.
10. Get names and addresses of all persons involved and all witnesses. If possible get plate number of possible witnesses.
11. You are required to give your name, address, driver's license number and vehicle information to the other driver involved, and must get the same information from them.
12. If damage to property is over \$1,000.00 then driver will be required to perform a drug test and shall remain with a supervisor.

TRANSPORTATION DISPATCHER

1. Contact Transportation Supervisor.

TRANSPORTATION SUPERVISOR

1. If appropriate, send buses to scene.
2. Transport driver within 2 hours for a post accident drug screening. Driver to stay with a supervisor.

MAJOR BUS ACCIDENT

Major Bus Accident – An accident causing physical injury or the inability to drive either vehicle.

BUS DRIVER

1. Set Emergency/Parking Brake.
2. Turn off ignition and place keys in your pocket.
3. Remain calm and reassure students.
4. Notify Transportation Supervisor or Emergency Management Coordinator by one of following:
(For home to school contact dispatcher)
 - A. Use of bus radio system (using district code system)
 - B. Use of cell phone (district or passenger)
 - C. Send two responsible children for assistance with a prepared note.
5. Keep students on bus except if there is danger of fire, further collision, or drowning (if you must get them off have them move in a group a safe distance which is no closer than 100ft from bus and out of danger from other traffic or emergency vehicles). Driver will do a head count as students unload then after checking bus (inside and out) for any remaining students driver will again take attendance at the safe point.
6. Protect the scene of the accident so that evidence is not destroyed (do not move bus unless law officials advise you to or unless safety is an issue).
7. Be alert for possible fire: check for ruptured fuel tank, fuel lines, electrical fire, or any sign of smoke.
8. Attend to injured students.
9. Students should not be released to parents unless/until parental release form is signed, except of medical injuries. Injured students should be transported to the hospital by proper means according to district policy.
10. Do not make any statement to bystanders or other drivers regarding fault or accident.

11. Get names and addresses of all persons involved and all witnesses. If possible get plate number of possible witnesses.
12. You are required to give your name, address, driver's license number and vehicle information to the other driver involved, and must get the same information from them.
13. Drivers must not eat or consume drugs or alcohol of any kind and must remain with a supervisor until transported to a facility for drug testing to be preformed.

TRANSPORTATION DISPATCHER

1. Contact 911 with information regarding location and if possible type of accident
2. Contacts Transportation Supervisor and First Student Manager
3. Reports to scene with emergency book

TRANSPORTATION SUPERVISOR

1. Confirms that 911 has been contacted
2. Immediately contact Superintendent. Superintendent to send personnel who may be of assistance at the scene, with parental release forms if appropriate.
3. If appropriate, send buses to scene.
4. Contact the Emergency Management Coordinator.
5. Transport all uninjured passengers to the Field house for debriefing after on site Emergency Medical Services has signed off.
6. Transport driver within 2 hours for a post accident drug screening. Driver to stay with a supervisor.

EMERGENCY MANAGEMENT COORDINATOR

1. Ensure that all injured students receive appropriate first aid / or transportation to a hospital.

2. Assist bus driver in getting and giving all legally required information to police.
3. Begin interviewing students, using Student Interview Sheet.
4. If parents arrive at scene, have them present during interview.
5. If interviewing at scene is not feasible, have students transported to Watkins Glen Field House to be interviewed before being released to go home.
6. Have parents sign parental release forms before removing interviewed students from the scene.

Information Officer/Superintendent

1. Make available an information statement for each building office to respond to callers.
2. Prepare press release with immediately available information. Indicate to the media that you will make progress reports as information becomes available. Do not indicate cause of accident, but say it is "**UNDER INVESTIGATION**".
3. Statement to be used prior to an official release is:

"At this time we have no specific details available. When we do, we will contact (**WENY, WINK, WNGZ, WFLR, WETM, WCVY, WYLF**). We will share information immediately as it becomes available to us. Please leave the telephone lines open for emergency personnel. Thank You."

**CHILD ABDUCTION ON SCHOOL PREMISES
LEVEL II
(Report to Command Post Location Operations Building)**

Any Staff Member who Observes a Suspected Abductor

1. If you see a possibly unauthorized adult approach a student, move to calmly ask what his/her business on the school grounds is.

If the Abduction is already in progress DO NOT ATTEMPT to INTERFERE, but:

2. If in position to see it or able to move to see it, get license number and a description of car of suspected abductor.
3. If possible notify another responsible adult immediately of what is happening and ask that person to notify principal and call Emergency Services (**911**). (DO NOT shout so the abductor can hear -- he/she may be armed and may endanger the lives of others.)
4. Notify the Principal.
5. As soon as possible after notifying the principal, jot down description of suspected abductor, a description of car and license number of car if observed.

Principal

1. Immediately lock down entire facility
2. Notify Emergency Services at (**911**) if not already notified.
3. Insure witnesses are available for interview with Emergency Service personnel.
4. Notify the Emergency Management Coordinator (**Cell: 275-7425**)
Notify the Superintendent.
5. Have student's information card pulled and available.

CHILD ABDUCTION FROM CLASSROOM

Teacher

1. Confront calmly.
2. Ask suspected abductor if he/she has written permission to take child.
3. If there is opportunity, indicate that student must be signed out at office. Escort person to office.
4. If person snatches student and flees, notify office immediately by intercom.
5. Depending on location, try to move to a point where you can observe abductor leaving building, and note car license and direction headed.
6. If possible, notify another responsible adult of what is happening and ask that person to notify principal and call emergency services **(911)**.
(Do not shout so that abductor can hear – he/she may be armed.)
7. As soon as possible after notifying principal, jot down description of suspected abductor, and make, model, and license of car if observed.

Principal

1. Immediately lock down entire facility
2. Notify emergency services at **(911)**.
3. Have student's information card pulled and available.
4. Notify the Emergency Management Coordinator **(Cell: 275-7425)**
Notify the Superintendent.
5. Have witnesses available for interview with emergency personnel.

Superintendent

1. Support Police in notifying parent of event.

Information Officer/Superintendent

1. They will give to Assist Police regarding what information media.

**CIVIL DISOBEDIENCE AND/OR STUDENT DISORDERS
LEVEL II
(Report to Command Post Location Operations Building)**

Preliminary Indicators of Trouble :

1. Gatherings of unusually large groups of students.
2. Large numbers of students tardy or refusing to go to class.
3. A pattern of general loudness, disorder or defiance to supervisors and teachers.
4. Outbreaks of students fighting or unprovoked assaults.
5. The forming of groups in the vicinity of the school which become active or move onto the school grounds.

Principal

1. Notify emergency services (**911**).
2. Notify the Emergency Management Coordinator (**Cell: 275-7425**)
Notify the Superintendent.
3. Immediately take steps to isolate the disturbance by having other students stay in place if classes are in session. Use emergency response team as messengers if use of public address system is likely to aggravate the situation. Use color code system for notification for lock down level.
RED - [REDACTED]
YELLOW - [REDACTED]
GREEN - [REDACTED]
4. If students are arriving at school, contact transportation supervisor and have buses unload students in an area away from the disturbance. Have staff meet arriving students and escort them to a holding area or classrooms away from the disturbance.
5. If students must be loaded on buses to leave school premises, have staff escort them to a safe area away from the disturbance. Release them in small groups, one bus at a time.
6. Assign someone to make log of events: Time, Students involved actions, Quotes on the Emergency Management Protocol List.

7. Assign someone to lock all unoccupied rooms and offices.
8. Assign responsible person to guard fire alarms in area of disturbance.
9. Always approach the group in pairs.
10. If possible, identify student leaders and ask them to disperse. Try to meet with leaders separate from main group.
11. Question students immediately or facilitate Law Enforcement taking student and staff witness' testimony. Get names, times, and remarks.
12. Following the disturbance, collect reports of injuries and damages.
13. Assist Law Enforcement Agencies in contacting parents of participants.

Superintendent

1. If necessary, assign staff to monitor entrances to school premises to keep unauthorized personnel away from students.
2. Arrange for photos or videos to be taken of disruptive activities.

Information officer/Superintendent

1. Support Law Enforcement Agencies to organize media information center at a site away from disturbance.
2. Attempt to minimize use of press cameras in immediate area of disturbance.
3. Give reporters as much information as possible and urge them not to focus on isolated inflammatory incidents. Ask for their cooperation in rumor control.
4. Establish a location on school premises as a "Media" room.

**EARTHQUAKE
LEVEL II**

(Report to Command Post Location Operations Building)

Teachers and Staff

1. During the shaking: order students to assume “**DROP AND COVER**” position using any available cover such as desks and tables.
2. Have them move away from windows. Assume protective position yourself (most injuries are the result of falling debris.)
3. After shaking stops, remind students of likelihood of after shocks.
4. Be alert for instructions to evacuate the building.
5. When building is evacuated, move to open areas, take roll and report any missing students/staff to Principal.
6. No one other than custodial/maintenance staff, school district code enforcement officer and emergency response team shall reenter buildings until they are declared safe

Principal

1. Signal building evacuation if shaking is likely to have caused structural damage.
2. Insure that gas valves have been isolated and remind students and staff to avoid using matches or cigarette lighters. The no smoking policy must be strictly adhered to.
3. Have building and school property checked for spilled chemicals and other potentially harmful materials.
4. Have all custodial work areas checked for spilled chemicals and other potentially harmful materials.

Emergency Management Coordinator

1. If the earthquake has been of significant magnitude to have caused damage to the school of the community, open command post and establish communication link with the Schuyler County Emergency Management Office (**911**).
2. Determine feasibility of shelter in place or early dismissal plans based on communications, availability of transportation, damage to residential structures, and transportation routes.

Head Custodian

1. Shut off Gas to School from Main Valve.
2. Shut off Electric current from Main Connector.
3. Shut off Water if lines may have been damaged.

**ELECTRIC POWER FAILURE
(including Brown Outs)
LEVEL I**

(Report to office of building in which emergency is taking place)

Principal

1. Call Custodian or Superintendent of Buildings and Grounds to get an estimate of duration.
2. Notify the Emergency Management Coordinator (**Cell: 275-7425**)
Notify the Superintendent.
3. Consult with Superintendent regarding advisability of implementing the **Sheltering in Place** or the **Early Dismissal Plan** (in turn consult with County Emergency Management Services and EMS Coordinator regarding this decision).
4. Notify all staff of expected duration of outage.

Superintendent of Buildings and Grounds

1. Call Village of Watkins Glen Electric Department (**535-7181**) to report failure and get estimate of duration.
2. If appropriate, do a panel by panel shut down of all electric switches and items which are in an **"ON"** position.

Superintendent

1. If outage is expected to last an hour or more, consult with Schuyler County Emergency Management Services and EMS Coordinator to decide on implementation of **Early Dismissal Plan**.

**EXPLOSION/FIRE
LEVEL II
(Report to Command Post Location Operations Building)**

Person First Aware of FIRE or Nearest Responsible Person

1. Go to closest **FIRE BOX** and activate alarm.
2. Contact Principal.
3. Participate in Building Evacuation.

Principal

1. Notify the Emergency Management Office to be sure alarm has been received (**911**).
Notify the Emergency Management Coordinator (**Cell: 275-7425**)
Notify the Superintendent.
2. In inclement weather, send evacuated students to the Primary, Secondary or Tertiary Evacuation Sites.

EVACUATION SITES

FROM : **PRIMARY** **SECONDARY** **TERTIARY**



3. Cooperate with on site Fire Department Commander.

Custodial and Maintenance Staff

1. Shut off gas and electric if appropriate.

ALL Staff

1. Follow Evacuation plan for Building, carrying out specifically assigned responsibilities.
2. In case of explosion, have students **"DROP AND COVER"** immediately. Determine if explosion is in building. If so, Evacuate by safest route.
3. Select Evacuation route to avoid contact with debris or fire.
4. Move students to an area as far away from scene as feasible since further fire or explosion are possible.

**FLASH FLOOD AND FLOODING
LEVEL II
(Report to Command Post Location Operations Building)**

NOTIFICATION: National Weather Service, Schuyler County Sheriff's Department or Emergency Management Office will alert Emergency Management Coordinator

Emergency Management Coordinator

1. Initiate **Early Dismissal Plan**, if advised to do so by the above listed agencies, if students may be bused home safely before the flood emergency.
2. If a full early dismissal is not possible, coordinate with Transportation Supervisor to transport as many students as possible in non-affected areas to their homes.
3. Implement **Shelter in Place** Standard Operating Procedures as needed.
4. Move all students to Bus Garage or Community Center for sheltering.
5. If flooding is likely to impact lower floors, arrange to have food stuffs and other essential supplies moved to higher levels.
6. Coordinate use of available resources with Schuyler County Emergency Management Office.
7. Contact RED CROSS for Community Shelter.

Superintendent

1. Inform Media of areas where students are being sheltered.

Transportation Supervisor

1. Check with Schuyler County Emergency Management Office to determine which routes may be jeopardized.

**FOOD POISONING OR OTHER MASS ILLNESS
LEVEL II**

(Report to Command Post Location Operations Building)

School Nurse

1. Notify the Principal that an emergency exists.
2. Provide immediate treatment of patients.
3. Notify Schuyler County Emergency Services **(911)** for assistance.
4. Alert Schuyler Hospital **(535-7121)**.
5. Notify the Emergency Management Coordinator **(Cell: 275-7425)**
Notify the Superintendent.
6. Supervise other personnel.
7. Retain samples of stool and vomitus for analysis.

Principal

1. Notify Superintendent and Emergency Management Coordinator.
2. Establish an appropriate area as an emergency treatment facility.

<u>FROM:</u>	<u>PRIMARY</u>	<u>Treatment Facility</u> <u>SECONDARY</u>	<u>TERTIARY</u>
ELEMENTARY	NURSE'S OFFICE	WEST CAFETERIA	MULTI-PURPOSE
HIGH	NURSE'S OFFICE	CAFETERIA	GYM

3. Assign additional personnel to assist as needed.
4. Make sure all food served at the school is retained for analysis.
5. Attempt to develop list of those who attended suspected common event or meal.
6. Arrange for parent notification.
7. Work with Transportation Supervisor on transportation arrangements.

Emergency Management Coordinator

1. Notify Schuyler County Emergency Coordinator (**535-8200**).
2. Arrange for resources requested by Nurse.
3. Work with the Schuyler County Emergency Management Services, the Principal and Transportation Supervisor to arrange transportation for affected students.

**GAS LINE BREAK or GAS LEAK
LEVEL II
(Report to Command Post Location Operations Building)**

First Person Aware of Problem

1. Notify Principal of Gas Leak.

Principal

1. Evacuate the building - Use PA system, **NOT** Fire Alarm, to direct students away from affected area.
2. Remind students and staff that smoking could cause an explosion.
3. Notify Custodial staff to shut off main valve and open windows or doors if feasible.
4. Notify NYSEG Gas Company (**1- 800-572-1121**)
5. Notify Schuyler County Emergency services (**911**).
6. Notify the Emergency Management Coordinator (**Cell: 275-7425**)
Notify the Superintendent.
7. Send evacuated students to designated evacuation sites in inclement weather.

EVACUATION SITES

FROM: PRIMARY SECONDARY TERTIARY



8. **Do not allow anyone to re-enter the building until officials have declared it to be safe.**

**HAZARDOUS MATERIAL SPILL
(OFF SCHOOL PREMISES)
LEVEL II
(Report to Command Post Location Operations Building)**

Notification by the Emergency Management Office, the Schuyler County Sheriff's Department or the on-site Fire Department.

Superintendent

1. Institute the action recommended by the on-site commander or the Emergency Management Office.

SHELTER IN PLACE

Principal

1. Notify Custodian staff and Emergency Response Team members to shut down HVAC system and seal building.

Teachers and Emergency Response Team

1. If you suspect that the gas or vapor has entered the structure, instruct students to hold a wet cloth or paper towel over their noses and mouths.
2. Close as many internal doors as possible.
3. Seal gaps around exhaust fans, vents.
4. Close and lock all doors and windows. Seal gaps under doorways and window with wet towels, plastic, and duct tape.

Maintenance

1. Shut down HVAC system by turning all switches of HVAC panel to "OFF" position.
2. Turn off electricity, if warranted.
3. Assist Teachers and Response Team in sealing rest of building.
4. Take plastic and duct tape from boiler room and seal boiler room doors.

5. Notify the Emergency Management Coordinator (**Cell: 275-7425**)
Notify the Superintendent.

SCHOOL EVACUATION TO ANOTHER SITE

Emergency Management Coordinator

1. Clear evacuation route with civil authorities.
2. Follow Watkins Glen Central School District Evacuation to Another Site Procedure page.

**HAZARDOUS MATERIAL INCIDENT MAJOR SPILLS, SPILLS HEADING INTO
DRAINS, SPILLS WHICH GIVE OFF TOXIC FUMES
LEVEL II**

(Report to Command Post Location Operations Building)

First Person on Scene

1. Evacuate area **IMMEDIATELY**.
2. When spill is heading toward drain, dam or dike immediately, if possible.
3. Have a responsible person stand outside the area to keep all persons except those authorized from entering area.
4. Call Schuyler County Emergency Services **(911)**.
5. Notify Principal or Emergency Management Coordinator **(Cell: 275-7425)**

Principal

1. Provide appropriate location for evacuated students and staff.
2. Have Nurse check exposed persons.
3. Notify Emergency Management Coordinator.

Emergency Management Coordinator

1. Notify Superintendent.
2. Assist Schuyler County Emergency Management Coordinator in :
 - A. Checking MODS for appropriate clean up and disposal.
 - B. Consulting with SCT BOCES Health and Safety staff if uncertain of handling or notification requirements.
3. Ensure that Fire Department notifies New York State Department of Environmental Conservation and other agencies if required.

**RADIOLOGICAL EMERGENCY
LEVEL II
(Report to Command Post Location Operations Building)**

Notification

There are two types of Radiological Emergencies which might impact on Watkins Glen School District. The first is a spill or leak of radioactive materials being transported through the area. The second is the potential for nuclear attack. In either case, an alert will be given through the Schuyler County Emergency Management Office of the Sheriff's Department.

The Federal Emergency Management Agency has established two signals. The attack warning signal is a three to five minute WAVERING sound on sirens or a series of short blasts on whistles. This signal means emergency procedures should be implemented immediately. The ATTENTION or ALERT signal is a three to five minute steady sound.

Emergency Management Coordinator or Superintendent

1. Upon hearing alert, begin monitoring local Radio Stations for Emergency Broadcasting Service announcements. AND/OR
2. ASSESS Benefit of implementing Early Dismissal Plan.
3. Upon hearing an attack warning signal or receiving Radio notice of an imminent attack, alert staff and students to take emergency protective shelter in the lowest areas of the building.
4. Have all staff and student insulate the shelter area with furniture, books, paper, supplies, extra clothing to minimize exposure to radiation.
5. Notify Emergency Management Coordinator (**Cell: 275-7425**)
Notify Superintendent.

**TORNADO, SEVERE WINDSTORM, THUNDERSTORM
LEVEL I**

(Report to office of building in which emergency is taking place)

Notification: Schuyler County Emergency Management Office or BOCES

Principal

Watch Status:

1. During Tornado or severe storm watch: Have all students remain in buildings, suspend outdoor classes and recesses.

Warning status:

1. During tornado or storm warning: When high winds or tornado are immediately impending, give protective shelter command, moving students to areas marked on plan map for protective sheltering, if warranted.
2. If there has been damage to the community, confer with Superintendent and Emergency Management Coordinator regarding sheltering in place.
Emergency Management Coordinator **(Cell: 275-7425)**
Notify Superintendent.

**DURING TORNADO WARNING DO NOT ALLOW STUDENTS TO BE LOADED
ONTO BUSES, SINCE BUSES ARE VERY VULNERABLE.**

Teachers

1. Open all windows slightly.
2. Help move students to designated area for protective sheltering.

Custodial and Maintenance Personnel

1. Check that all doors are secured.
2. If electricity is down, check school premises to see if the problem is on site; check with Village of Watkins Glen Electricity Department **(535-7181)** or EMS office **(535-8222)** or Schuyler County Sheriff's office **(535-8222)** to determine likely length of blackout and extent of impact.

Emergency Management Coordinator

1. After storm has passed, contact the County Emergency Management Coordinator at **(911)** to check on damage to community.
2. If power is down or roads are blocked, consider sheltering students in place until debris has been cleared.
3. Contact Schuyler County Emergency Management office at **(535-8222)** to request a check for structural damage.

**WATER LINE BREAK OR LEAK
LEVEL I**

(Report to office of building in which emergency is taking place)

First Person on Scene

1. Notify Principal.

Principal

1. Notify Custodian or Emergency Response Team. If situation is serious, notify Facilities Director II (**Cell: 275-7425**)
Notify Superintendent.

Custodian and Maintenance Staff/Emergency Response Team

1. Shut off Valve at primary control point.
2. Relocate any articles which may be damaged by water.

Superintendent or Emergency Management Coordinator

1. Assess impact on regular activities and initiate Early Dismissal Plan, school cancellation, relocation of classes as necessary.

**WINTER STORM
LEVEL I
(Report to office of building in which emergency is taking place)**

Notification :

Sheriff's Department, Emergency Management Office or BOCES

Emergency Management Coordinator

1. During **STORM WATCH**, alert Transportation staff to monitor NCAA Weather and check with Schuyler County Sheriff's Office (**535-8222**) for bulletins and road conditions.

Superintendent

1. Make decision regarding early dismissal in consultation with Transportation Supervisor and Schuyler County Sheriff's Office (**535-8222**).
2. If students must be held beyond the end of the normal school day, implement "**SHELTER IN PLACE**" plan.
3. Notify area media of actions taken.

BUILDING EVACUATION STANDARD OPERATING PROCEDURE

When the Fire Alarm Signal is sounded: (or when announced by PA or messenger)

1. All staff and students shall immediately stop their activities in an orderly fashion. Students and staff in art or shop classes shall shut off motors.
2. Everyone leave the building immediately, using the route on the posted plan, or the alternate route if the main route is blocked. The first person through the exit doors will prop them open or hold them open.
3. Students and personnel will leave single file without stopping to pick up personal belongings.
4. Students who are not with a class or under the direct supervision of an instructor when the fire alarm is sounded shall leave the building and proceed to the nearest gathering point.
5. Each class will gather at a pre-determined gathering point.
6. Teachers will close windows and doors and take record books with them, checking to make sure all students are present at staging area. Teachers will remain with students and are responsible for students under their control until relieved.
7. Teachers will notify principal of any missing students.
8. The building secretary or designee will check to make sure that all staff are accounted for. She will immediately notify principal or any missing staff.
9. The Emergency Response Team will check to see that all staff and students are out.
10. All persons will remain out of the building until the **“All Clear”** is sounded.

COMMAND POST STANDARD OPERATING PROCEDURE

1. The Superintendent or in his or her absence, the Emergency Management Coordinator or next person in the chain of command is the person in charge and shall issue all major orders. All level II.
2. In most situations, all members of the Emergency Management Committee who can reach the command post shall report there.
3. All command post members and location will be determined by Emergency Services Procedures of Schuyler County.
4. It is the responsibility of emergency team leader to coordinate notification of all district facilities through appropriate communication mean (i.e. telephones, radio, e-mail etc.)

**EVACUATION VIA/BUS OFF CAMPUS TO ANOTHER SITE
OPERATING PROCEDURES**

Emergency Management Coordinator

1. Clear evacuation route with County Emergency Management Office (**535-8222** or **911**).
2. Notify Transportation Supervisor of evacuation and route.
3. Notify emergency Management Committee to assist process.
4. Ensure that evacuation is complete, staying in communication with emergency authorities.

Transportation Supervisor

1. Call in Bus Drivers.
2. Notify all drivers of route to be taken and to stay in procession if possible.

Principal

1. Announce evacuation on PA systems. Evacuate area by area.
2. Work with members of Emergency Management Committee and Emergency Response Team to supervise the evacuation, using available school buses, district vehicles, then staff private vehicles.
3. No students shall be allowed to walk or drive home. All must be evacuated together to the same location, and released to their parents from that site.
4. No student or district employee will be allowed to drive his/her car.
5. Ensure that evacuation is complete, and communicate completion to Emergency Management Coordinator.

Teachers

1. Take record books and Emergency Sign-out Forms to evacuation site.
2. Assist students in remaining calm and quiet.
3. Supervise class on bus and during unloading and settling in at evacuation site.

4. Assist with students from other classrooms if requested to do so.
5. Remain responsible for class until released by supervisor.

Clerical Staff

1. Take Emergency Sign-out Forms and pupil information to evacuation site.
2. Take medical information list and emergency medical cards if nurse is not available to take them.

Nurse

1. Take emergency cards, special needs list, and student medications held in health office to evacuation site.

Custodian

1. Secure school and follow evacuees to evacuation site.

Information Officer/Superintendent

1. Notify media of location of evacuees and procedure for parent pick up.

FEEDING STANDARD OPERATING PROCEDURE

1. Cafeteria Manager will be informed of expected duration of sheltering and number of people to be fed.
2. If dishwasher system cannot be operated because of utility failure, paper and disposable products will be used for serving.
3. All supplies used will be inventoried so that they can be charged appropriately.
4. If Cafeteria Manager cannot reach the school because of emergency conditions, the Emergency Management Coordinator shall assign the preparation of food to the most appropriate persons available.

HOMELAND SECURITY PROCEDURES

The Watkins Glen School District will follow the guidelines set forth by the New York State Department of Education regarding Federal Alert Levels and actions to be taken and the Regional Application of the New York State Homeland Security System for Schools in the S-C-T BOCES area.

You may be asked to use procedures already in place or other procedures necessary to protect the safety of our students.

Please be vigilant and prepared to act quickly. Always be prepared to take attendance.

**MEDIA RELATIONS STANDARD
OPERATING PROCEDURE**

1. No Watkins Glen School District employee shall give any information to any reporter unless specifically authorized by the Superintendent to do so.
2. If approached by a reporter, either in person or on the telephone, indicate that only the Superintendent is authorized to speak for the district.
3. Retain a friendly, helpful attitude, but do not be led into responding to any questions. Try to avoid using the phrase, "no comment." Since this can be used negatively by the media.
4. In case of injury or death of a student, no personal information on any injuries or deaths will be given to the media or made public. All information regarding these situations will be given as general information only. This type of information will only be given out after confirmation from all emergency service agencies on the scene.
5. In case of a major emergency, the Superintendent will have a media area set up, away from the disaster, where she will funnel information as appropriate.
6. In the case of a major emergency involving local police and/or fire, the Superintendent will assist with the release of information by the police or fire information officer.
7. In no case shall staff allow reporters to interview students on the school premises.

Standard Statement: At this time we have no specific details available. When we do we will contact **WENY, WINK, WNGZ, WFLR, WETM, WCVY, WYLF**. We will share information immediately as it becomes available. Please keep telephone lines open for emergency personnel. Thank you.

NOTIFICATION PROCEDURES

INCOMING NOTIFICATION OF EMERGENCY:

Superintendent/Emergency Management Coordinator

1. When the plan calls for the Superintendent or Emergency Management Coordinator to be contacted, if he/she is not immediately available, his/her secretary or the person receiving the call indicating the emergency shall notify the next person in the chain of command.
2. To facilitate rapid response, the person taking the original call shall make notes of the substance of the call to the Superintendent or Emergency Management Coordinator, and shall relay that information to the person eventually acting on the call.
3. It is the responsibility of the person taking the call to continue down through the chain of command until someone is reached who is empowered to take the necessary action.

CHAIN OF COMMAND DURING EMERGENCY RESPONSE

SUPERINTENDENT OF SCHOOLS

Gregory Kelahan
(w) 535-3220 (cell) 738-4208

EMERGENCY MANAGEMENT COORDINATOR

Jerry Harriger
(w) 535-3271 (cell) 275-7425

HS (Gr. 7 – 12th) PRINCIPAL

Kai D'Alleva
(w) 535-3230 (cell) 377-7962
[REDACTED]

ES (Gr. Pre-K – 6th) PRINCIPAL

Rebecca Trank
(w) 535-3250 (cell) 377-2177

SCHOOL NURSE

Mendy Thorsland (ES Nurse)
(w) 535-3252 (cell) 275-7423
[REDACTED]

Janice Standish (HS Nurse)
(w) 535-3212 (ext. 1733) (cell) 592-3841

FOOD SERVICE MANAGER

Robert Cole
(w) 535-3214 (cell) 857-5411

TRANSPORTATION SUPERVISOR

Michelle Clark
(w) 535-3270 (cell) 795-6230

All decisions shall be made in conjunction with the Principal of the affected school.

PARENT NOTIFICATION

Emergency Management Plan and Drills

1. Parents will be notified annually that the EMERGENCY MANAGEMENT PLAN is on file at the school, and that they may request to see it.
2. Parents will be notified at least one week in advance of the Early Dismissal Drill required annually.

Unusual Event or Emergency

1. A brief explanation of any incident requiring general public knowledge shall be sent home to parents on the day of the event, or as soon as feasible. This shall be in the form of a letter from the Principal or Superintendent. Incidents involving individual students shall be made known to the child's parents as soon as feasible.

Medical Treatment

1. It is the legal responsibility of the School Nurse to notify the parent of any medical treatment. However, in an emergency where the school nurse's first duty must be to provide assistance to students, the Principal shall delegate the notification responsibility to another staff member.

Notification Regarding Injury or Death of Student

1. The Superintendent or his appointee will assist the appropriate agency in notifying parents of an injury or death of a student.

PROTECTIVE SHELTERING STANDARD OPERATING PROCEDURE

PROTECTIVE SHELTERING is moving students to the safest areas of the building. This action is used in case of high winds or tornado activity or a radiological emergency. It will normally be ordered over the Public Address System.

It is important that students and staff move as quickly as possible to their designated area, not stopping to pick up personal possessions.

Areas for protective sheltering evacuation are marked on maps on the following pages.

When danger is imminent, have students assume “**DROP AND COVER**” position.

Stay alert for “**All Clear**” signal or further announcements.

SHELTER IN PLACE STANDARD OPERATING PROCEDURE: HAZARDOUS MATERIAL

1. Close all doors. Close and lock all windows. Seal gaps under doorways and windows.
2. Close drapes, curtains, and shades over windows. Stay away from windows.
3. Turn off HVAC system.
4. If you suspect gas or vapor has entered the area you are in, notify principal by intercom. Hold a wet cloth or paper towel over your nose and mouth. Evacuate immediately.
5. Stay alert for further instructions via the Public Address System.

Retaining Students or Staff After Regular Hours Because of Disruption of Transportation or Other Community Emergency

1. **ALL STAFF** will be expected to remain to assist with student control until released by their supervisors.
2. Where possible, recreational activities will be used to keep students occupied.
3. Cafeteria Manager will be notified of projected duration of emergency and number of people sheltered. Contact RED CROSS for assistance.
4. Staff supervising students will be notified of projected duration of emergency and type of emergency.
5. If the emergency is expected to last beyond six hours, the Superintendent will ask for a Declaration of Emergency from the Mayor, the Village of Watkins Glen, the County Legislature, or the Schuyler County Emergency Services will formally be requested to open a shelter.
6. Cleaning personnel will be assigned to assist maintaining sanitary conditions.
7. The Emergency Management Coordinator and Emergency Management Committee will remain in control of the situation unless outside emergency agencies are present.

“DROP AND COVER” STANDARD OPERATING PROCEDURE

“DROP AND COVER” is to be taken at the INSTANT a disaster such as an earthquake or explosion is detected.

To assume the **“DROP AND COVER”** protective position, drop to knees or lay down hunched over, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms.

--GET UNDER DESKS OR TABLES IF AVAILABLE--

Be sure that body is turned away from windows and other glass that may shatter.

The signal for **“DROP AND COVER”** will be a verbal command on the PA system, the command may also be given by word of mouth. A disaster itself, such as the shaking of the earth in an earthquake will also signal **“DROP AND COVER”**.

Inside Building

1. Immediately take protective position under desks or furniture with back to windows or move to hallways as in tornado drill.

Outside During Earthquake or Explosion

1. Move away from building or school bus.
2. Take protective position.

PLAN MODIFICATION RECORD

Date of Change: _____

Section in which change made: _____ Page # _____

Change: _____

Modified version sent to: (list all copyholders)

EMERGENCY REPORT FORM

To be completed whenever community emergency services are called to the school except for false alarms and drills and whenever there is an incident or disaster as identified in the Emergency Management Plan.

Form Completed By: _____ Signature _____

Date of Emergency: _____

Time Emergency Notification RECEIVED: _____

Type of Emergency: _____

Number of Students Injured: _____ Dead: _____

Number of Staff Injured: _____ Dead: _____

Notifications/Requests for Assistance (note time and specific agency contacted)

<u>AGENCY CONTACTED</u>	<u>TIME OF CONTACT</u>	<u>TIME</u>
Police	_____	_____
Fire Department	_____	_____
Ambulance	_____	_____
County Emergency Management Office	_____	_____
Other	_____	_____

Duration of Emergency: _____

Command Post Opened: Yes ___ No ___

Overtime Worked: Yes ___ No ___ (If yes, attached supporting documentation)

Food Served: Yes ___ No ___ (If yes, attach supporting documentation of resources used)

Other Costs Incurred: Yes ___ No ___ (If yes, attach supporting documentation)

Damage to Structures: Yes ___ No ___ Estimated Amount

Response Actions Taken: (brief narrative description)

Date for Committee Review of Incident: _____

IN PROCESS EMERGENCY MANAGEMENT PROTOCOL

Incident: _____

Location: _____

First Responder / Reported by: _____

Remarks: _____

<u>Agency Contact</u>	<u>Phone</u>	<u>Time Contact</u>	<u>Time Arrive</u>	<u>Scene Commander</u>
Notify Immediately				
Emergency Services	911	_____	_____	_____
County Sheriff		_____	_____	_____
Village Fire		_____	_____	_____
Ambulance Services		_____	_____	_____
Village Police	535-7181	_____	_____	_____
NY State Police	535-6562	_____	_____	_____
Schuyler Hospital	535-7121	_____	_____	_____
County Emer Mgt Coor	535-8200	_____	_____	_____
Village Electric	535-7935	_____	_____	_____
NYSEG	800-572-1121	_____	_____	_____
Superintendent	738-4208	_____	_____	_____
School Board President	535-4871	_____	_____	_____
School Emergency Coor	275-7425	_____	_____	_____
Doctor/Nurse	535-7154/535-9606	_____	_____	_____
Facilities Director II	275-7425	_____	_____	_____
HS Principal	377-7961	_____	_____	_____
ES Principal	377-2177	_____	_____	_____
Athletic Administrator	275-7324	_____	_____	_____
Transportation	795-6230	_____	_____	_____
Food Service Manager	857-5411/535-3214	_____	_____	_____
County Legislature	535-6641	_____	_____	_____
Village Municipal	535-2736	_____	_____	_____
BOCES Superintendent	207-0935	_____	_____	_____

<u>Shelters</u>	<u>Phone</u>	<u>Time Contact</u>	<u>Time Arrive</u>	<u>Authorization</u>
Odessa-Montour	594-3341	_____	_____	_____
Dundee	243-5533	_____	_____	_____
Horseheads	799-5601	_____	_____	_____
St. Mary's	535-2786	_____	_____	_____

Emergency Ended: Date: _____ Time: _____

***NOTIFY IMMEDIATELY**

Watkins Glen Central School District
Initial Date: 6/2001

School Safety Plan
Revised: 10/2/17

Watkins Glen Central School District
Initial Date: 6/2001

School Safety Plan
Revised: 10/2/17