

Hamilton Central School Emergency Response Plan

PROJECT SAVE

(Safe Schools Against Violence in Education)

Commissioner's Regulation 155.17

Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Hamilton Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Hamilton Central School's Building-level Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Hamilton Central School District Board of Education, the Superintendent appointed a Building-level School Safety Team and charged it with the development and maintenance of the Building-level Emergency Response Plan.

B. Identification of School Teams

The Hamilton Central School has developed three emergency teams:

- District Safety Team
- District Emergency Response Team
- District Post-incident Response Team

The District Safety Team is responsible for the development, review and update of this District Safety Plan. The Emergency Response Team will provide the initial response in all emergencies as defined in C. Crisis response actions will be taken by members of the Post-incident Response team following an emergency.

C. Concept of Operations

- The initial response to all emergencies at Hamilton Central School will be by the District Emergency Response Team.
- Upon the activation of the District Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by county and state resources through existing protocols.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. Building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education on June 18, 2001.
- Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Building-level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the Building-level School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education.

Section II: Risk Reduction/Prevention and Intervention

A. Designation of School Teams

**See Appendix #13*

The District Safety Team includes the following members as required by regulation and as determined by the Superintendent and/or School Board:

Teacher representative(s)	
Administrator(s)	
Parent organization representative(s)	
School safety personnel	
Local law enforcement official(s)	
Emergency response official(s)	
Other school personnel	
Community members	

Note: Due to the confidential nature of some building-level information, a student was not included on this team. A student has been included in the District-wide planning as specified in the legislation.

The District Emergency Response Team includes the following members as required by regulation and as determined by the Superintendent and/or School Board:

**See Appendix #14*

(school personnel)	
Law enforcement	As assigned
Local fire department representative	
Local emergency response coordinator	

The District Post-incident Response Team (Crisis Response Team) includes the following members as required by regulation and as determined by the Building Principal and/or School Board:

**See Appendix #15*

(school personnel)	
Medical personnel	
Mental health counselors	
*others	

*Others who can assist the school community in coping with the aftermath of a serious violent incident or emergency

B. Prevention/Intervention Strategies

• Building Personnel Training

Training for emergency teams and safety officers, including de-escalation training, will be conducted as determined in the District School Safety Plan *See Appendix # 4 (Emergency Response Plan)

Coordination with Emergency Officials

Drills and exercises to test components of this school's plan, in coordination with local and county emergency responders and preparedness officials will be conducted on a regular basis. The building-level Emergency Response Team will assist in the coordination of these exercises. More information on drills and exercises can be found in the District School Safety Plan.

• Annual Multi-hazard Training for Staff and Students (incl. training, drills and exercises)

The District-wide School Safety Plan requires annual multi-hazard training for students and staff. Training will be provided to staff and students in this building as outlined in the District School Safety Plan. *See Appendix # 4 (Emergency Response Plan)

• Program Initiatives

The district has established the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents:

- Individual Mediation Programs
- Second Step Program
- Peer Mediation
- SADD
- Child Study – academic intervention
- Life Skills
- Secondary School Mentoring Program
- Character Education
- Conflict Resolution

The district has a Crisis Team consisting of MS/HS counselors, school nurse, psychologist, athletic director, resource teacher and the school principal. All staff are encouraged to report any concerns

to members of this team in addition to using the traditional district referral process. See Appendix 16 for team membership.

- Early Detection of Potentially Violent Behaviors**

The District recognizes that the most current data cautions against profiling students who have the potential for violence; however, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors, and train all staff in how to identify early warning signs in students and in early intervention/prevention strategies. Violence prevention information may be disseminated to parents, students or staff via newsletter, handbooks, mailings/handouts or meetings as appropriate. Staff training plans for the upcoming year are included in appendix # 4.

- Implementation of School Security**

The district may conduct a security review of the facility with the assistance of local law enforcement and/or BOCES Safety Office, to determine what additional security measures should be adopted. The district does not employ security guards or hall monitors.

The following district security measures are currently in place:

Security measure	Purpose
Single entry and Greeter	To identify and log visitors and purpose/location of visit.
Hall Monitoring	General expectation of staff to monitor halls as needed.
Fingerprinting	Background checks for all new hires after July 1, 2001
Visitor Badges	To identify visitors to the building
Card Entry System	To limit access to authorized individuals
Security Camera System	To monitor and review activity in/on buildings and grounds

For the safety of students and staff, specifics have not been included.

The following measures have been considered, but not implemented at this time:

Security measure	Resolution
Expanding camera system	In progress

C. Identification of Sites of Potential Emergencies

The District School Safety Plan includes an identification of sites of potential emergency. The Building-level School Safety Team will work with its members from local emergency response agencies to identify both internal and external hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

Hazard Identification

The District has identified the following sites of potential emergency or potential emergency situations:

Site/situation	Comments
School Building	Science labs
Athletic fields	Medical Emergencies
Buses	Bus Accidents
Playground areas	Medical Emergencies
Roadways	Route 12B and Route 20 Transportation Accidents

Section III: Response

A. Continuity of Operations

In the event of an emergency, The Superintendent or designees will serve as Incident Commander. The school Incident Commander may be replaced by a member of a local emergency response agency. After relinquishing command, the Superintendent or designee maybe be asked to serve in a support role as part of a Unified Incident Command.

Incident Command Center Location

The **Main Office** shall serve as the primary command and communications point in the building. If this area is involved in the event, and therefore unavailable, the Elementary office will serve as the alternate site.

Incident Command Roles

INCIDENT COMMANDER: Superintendent

MEDIA/PUBLIC RELATIONS: Superintendent

STUDENT ACCOUNTABILITY COORDINATOR: Attendance Officer

TRANSPORTATION COORDINATOR: Head Bus Driver

FIRST AID COORDINATOR: School Nurse

PHYSICAL PLANT: Superintendent of Building and Grounds

PARENT NOTIFICATION: Building Principals/Superintendent

PARENT/CHILD COORDINATOR: Building Principals

CRISIS MANAGEMENT COORDINATOR: *See Crisis Plan

SECURITY: Hamilton Village Police Department

TRAFFIC CONTROL: Hamilton Village Police Department

Other roles as appropriate

*See Appendix 13 for individual names.

B. Access to Floor Plans

Crisis response, fire and law enforcement agencies have been provided with floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.

C. Notification and Activation

The following internal and external communication systems may be used in emergencies:

- Intercom
- Telephone
- Runner system (unassigned teachers or teacher aides)
- Bullhorns
- Two-way radio system (portables)
- Bus radio system
- Cell Phone
- Local media

The report of an incident or a hazard's development will be reported to the Superintendent, Building Principals or his/her designee as soon as possible following its detection. In the event of an emergency, the Superintendent, Building Principals or his/her designee will notify all building occupants to take the appropriate protective action.

- In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.
- The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.
- In the event of a disaster or an act of violence, the BOCES District Superintendent, or his designee, will be notified as appropriate.
- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s). See Appendix #11 for radio/television listing.

D. Staff Emergency Response

- On-site evacuation

- Off-site evacuation
- Lockdown

Specific guidelines for these procedures are located in Appendix #12.

E. Hazard Guidelines

The District Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. See Appendix #12 for general response actions.

Specific emergency response plans are outlined in the Confidential Building-level Emergency Response Plans for security reasons.

They include the following types of emergencies:

Threats of Violence
Hostage/Kidnapping
Natural/Weather Related
Civil Disturbance
School Bus Accident
Building System Failure

Intruder
Explosive/Bomb Threat
Hazardous Material
Biological
Medical

Protective Action Options

The following actions will be considered in the event of an emergency as appropriate:

School cancellation prior to opening
Early dismissal
Evacuation
Sheltering/lockdown

School cancellation

Monitor any situation that may warrant a school cancellation
Make determination
Contact local media.

Early dismissal

Monitor situation
If conditions warrant, close school.
Contact Transportation Supervisor to arrange transportation.
Contact local media to inform parents of early dismissal
Set up an information center so that parents may make inquiries.
Retain appropriate district personnel until all students have been returned home.

Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)

- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to Superintendent.
- Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- Ensure adult supervision or continued school supervision/security.
- Set up an information center where parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

Sheltering (internal & external) / Lockdown

- Determine location and level of threat.
- Initiate building lockdown if threat imminent. Close/lock doors, keep out of sight etc.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to Superintendent.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

Response Protocols

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the Building-level Plans. The following protocols are provided as examples:

Identification of decision-makers
Plans to safeguard students and staff
Procedures to provide transportation, if necessary
Procedures to notify parents
Procedures to notify media
Debriefing procedures

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

Use of staff trained in de-escalation or other strategies to diffuse the situation.
Inform Superintendent of implied or direct threat.
Determine level of threat with Superintendent/Designee.
Contact appropriate law enforcement agency, if necessary.
Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

Determine level of threat with Superintendent/Designee.
If the situation warrants, isolate the immediate area and evacuate if appropriate.
If necessary, initiate lockdown procedure, and contact law enforcement.
Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Arrangements for Obtaining Emergency Assistance from Local Government

In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or his designee.

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District's local emergency management office information:

Emergency Management Office
Madison County Emergency Coordinator (315) 366-2258

Procedures for Obtaining Advice and Assistance from Local Government Officials

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law.

District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

Equipment	Location
Defibrillator	Instructional building/Athletics
Spill cleanup materials	Custodial
Emergency lighting	Corridors, gym, cafeteria, kitchen
Heavy duty fans	Fire department
Portable fire extinguishers	Each building

The following functions are available to assist in the event of an emergency:

Function	Role, skill, or assignment
School Nurse	First Aid/Medical
Trained staff	First Responders
Head Custodian	Physical Plant
Transportation Supervisor	Bus drivers
Counselors/School Psychologist	Crisis Team
Volunteer Staff	Suspicious Object Identification Team

Hamilton CSD uses the Incident Command System during emergency situations. The building incident commander has all district resources available to them, as needed. Additionally, the District Emergency Response Team will assist the incident commander in activating resources. See Appendix # 14 for team listing.

F. Security of Crime Scene

Procedures for securing and restricting access to the crime scene in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on school property are located in Appendix # 10. These procedures were developed based upon New York State Police guidelines in conjunction with the recommendations of local law enforcement agencies.

The Superintendent or designee is responsible for crime scene security until relieved by law enforcement officials.

Section IV: Recovery

The District Emergency Response Plan will be coordinated 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.

The district's Post-incident Response Team has developed procedures for dealing with the following post-incident response. See Appendix 15

Short term

- Mental health counseling (students and staff)
- Building security
- Facility restoration
- Post-incident response critique
- Other

Long term

- Mental health counseling (monitor for post-traumatic stress behavior)
- Building security
- Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
- Other

During the recovery phase of an incident, the district will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.