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124 Elmwood Avenue, Buffalo, NY 14201 • www.elmwoodvillageschool.org

**Safety and Emergency
Operations Plan
Elmwood Village Charter School
124 Elmwood Ave.
Buffalo, NY 14201**

(716) 886-4581

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Section 1 Introduction

1.1 Overview of the District

The Elmwood Village Charter School operates a main campus that houses 200 students in grades kindergarten through fifth at 124 Elmwood Avenue, Buffalo, NY, and an annex that houses 50 students in grades six and seven at 1 Symphony Circle, Buffalo, NY. The district employs thirty-eight people. The leadership of the district consists of one full-time Director/Principal, one-part-time Academic Program Coordinator, one full-time Special Services Coordinator, one administrative assistant/office manager, one school nurse, and one Building Engineer. The School is governed by an eleven-member Board of Trustees. Elmwood Village Charter School does not operate student transportation.

The school is serviced by the Buffalo City Police Department and the Buffalo City Fire Department. The First Responders serving the school are full-time, paid, and professionally trained. The Elmwood Village Charter School works closely with liaisons from both the Fire and Police Departments to reduce safety risks to students, staff, and the community in and around the school. Elmwood Village Charter School has one Community Officer assigned by the Buffalo Police Department to be in and around the school on a regular basis; to confer with the Director of the School; and to meet with students, staff, and parents as needed.

Elmwood Village Charter School Leadership Team

John Sheffield, Director and Principal (Site Coordinator)

[REDACTED]

Anne Wechsler, Academic Program Coordinator (Assistant Site Coordinator)

[REDACTED]

Anne Landrigan, Special Services Coordinator

[REDACTED]

Lea Gladysz, Administrative Assistant/Office Manager

[REDACTED]

John Grabovski, Building Engineer

[REDACTED]

Elizabeth Evans, Chairperson of the Board of Trustees

[REDACTED]

1.2 Purpose of Plan

This emergency operations plan details how the school district will operate during critical incidents affecting students, faculty, staff, or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The plan also aids in the resolution of the events by structuring levels of potential responses, each designed to address a corresponding level of threat. The emergency operations plan does not replace existing contingency plans; rather, it supplements those plans by providing a means for "operationalizing" them quickly and efficiently.

1.3 Location of Site(s)

The Elmwood Village Charter School operates two sites, the main campus and school offices are located at 124 Elmwood Avenue, Buffalo, NY 14201; the temporary annex containing two classroom is site located at 1 Symphony Circle, Buffalo, NY 14201.

1.4 Incident Command System

The emergency operations plan is based on the nationally-recognized Incident Command System (ICS). ICS provides flexibility and adaptability to a wide variety of situations. It does this by establishing common standards in organization, procedures, communications, and terminology. The system calls for

the appointment of an Incident Coordinator (IC), a person responsible for the overall coordination of a situation. An Incident Management Team (IMT) is also appointed to help manage a response. The IMT serves under the directions of the IC.

This plan recognizes the need to ensure direction and control for an incident affecting more than one site or school district. When such a situation exists, a unified command structure will be used under the direction of one IC. The concept of unified command means that all agencies and organizations having responsibility and authority at an incident will contribute to the process of

- Determining overall response directives
- Selecting response strategies
- Ensuring joint application of tactical activities
- Maximizing the use of available resources.

1.5 How Incidents will be Managed

Generally, emergency incidents will be managed and progress through the following steps:

- A faculty or staff member discovers or is notified of an incident and takes appropriate immediate action. One such action is to notify a person authorized to be an IC.
- The IC determines the level of threat and sets proper response actions into motion. The IC notifies the members of the Incident Management Team (IMT) and consults with them as the situation time permit.
- The IC directs faculty and staff on-scene to take additional steps in line with the level of threat.
- Faculty and staff follow the directives of the IC.
- When other sites, districts, or agencies are involved, a unified command structure is employed.

1.6 Role and Authority of Incident Coordinator and Incident Management Team

By adopting this emergency operations plan, the school district empowers the Incident Coordinator and Incident Management Team to take action as appropriate to protect students, faculty, staff, visitors, facilities and equipment during all critical incidents. The IC and IMT are authorized representatives of the Board and Superintendent, and their directives are to be followed. The Director of the School is appointed as the Incident Command Coordinator, and attends workshops sponsored by the University of Buffalo on Safe Schools and Incident Management. The new information attained at these workshops is used for further training of the Incident Management Team at least annually at the November Safety Committee Meeting, and the entire staff at an annual safety meeting in August.

1:7 Activation

The IC will utilize the information available to decide the appropriate response and measures to be taken. Upon initial notification of an emergency, the IC will alert the Incident Management Team. The initial

notification sets into motion the activation of the building-level emergency response personnel. The IMT will meet disseminate information, and staff will take the appropriate measures as outlined in the building-level emergency plans.

1:8 Obtaining Outside Assistance

In the event that response to the emergency situation requires more resources and capabilities than exist within the school, local first responders or law enforcement agencies will be contacted for aid. The IC will request these outside resources using the telephone to call 911.

Section 2

Classifying the Level of Threat

2.1 "All Hazards" Approach

This emergency operations plan uses an "all hazards" approach, allowing it to be effective in any emergency situation. An "all hazards" approach calls for an initial response based on the threat posed by the event, not the event itself. This is possible because many events, though widely different in nature, create similar risks to lives and property. As such, planning for potential levels of threat is often more effective than planning for the multitude of situations that could conceivably happen. Once an initial protective action has been taken, more detailed strategies and plans for resolving a particular situation can be implemented.

2.2 Levels of Threat

The emergency operations plan uses three levels of threat to structure the district's response. Characteristics of each level are discussed below. Examples are also given, although they are not meant to be a complete listing of possible situations that could occur.

Level I – Monitor

A Level I situation is one where a minor event occurs or may occur that could negatively affect one or more district facilities, students, faculty and staff. It is characterized by the follow:

- No immediate danger or emergency exists, but the potential is present.
- A minor incident occurs that appears to be of short duration.
- The situation is limited in scope and can be managed by the appropriate administrative action.

Examples of a Level I situation include

- A severe storm watch issued by the National Weather Service and/or Local Agencies
- A fire or hazardous materials incident within the district or within two (2) miles of a district facility
- A minor building system problem

- A local power outage.

Level II – Standby

A Level II situation is one where a risk exists or is about to occur that will impact one or more district facilities, students, faculty, or staff. This risk requires that a preparatory status be adopted. Level II is characterized by the following:

- The potential danger is real; district personnel should be prepared to react
- The situation has the potential for expanding beyond a limited area
- The situation may continue for an extended duration
- Resolving the situation may require resources in excess of those available locally.

Examples of a Level II situation include:

- A severe storm warning issued by the National Weather Service
- A major fire or hazardous materials incident within one-half (1/2) mile of a district facility
- A major building system failure
- An incident at a district facility that, although being handled by the appropriate administration, may need additional district resources such as personnel, transportation, supplies, notifications, etc.

Level III – Emergency

Level III recognizes that a risk is real and requires a response by the district. It is characterized by the following:

- Students, faculty or staff are in danger; facilities are at risk. Immediate action is necessary.
- The incident is on district property, or it is off district property but close enough to affect a facility or involves district students or personnel.
- The situation requires the coordination of district resources or coordination with outside agencies.

Examples of a Level III situation include:

- A fire or hazardous materials incident occurring at a district facility
- A major storm or weather event that is causing or has caused injury/damage
- A traffic accident involving students and/or district personnel
- Notification by competent authority that action is required due to a fire, hazardous materials incident or other emergency near a district facility

2.3 Determining the Level of Threat

The process for determining the level of threat for any incident will be as follows:

- The IC, upon being notified of an incident, will determine the level of threat
- The IC, either personally or through the IMT, will communicate the level of threat to those who need to know
- The IC may modify the classification up or down as more information becomes available or as the situation changes
- Any reclassification of the level of threat will be communicated by the IC, either personally or through the IMT.

Section 3 General Response Options

3.1 Limited Options Rationale

The nature of any response taken by the school district will be limited. This is because the ones who will be responsible for resolving the most serious incidents are police, fire, emergency medical, emergency management, and utilities personnel. The district's primary responsibility is to protect students, faculty, and staff.

3.2 Options

There are six general options available to the district in a critical incident. The options can be modified to fit the parameters of a particular event and the needs of a specific site. The options are discussed individually on the next few pages, addressing issues, priorities, and procedures.

Cancel School Prior to Start

Cancelling school prior to start means notifying students, faculty, staff, transportation, and facility managers that school will not be open on a specific day. A variation of this option is to notify students, parents, and personnel that reporting times for a specific day have been changed. This option is available whenever district buildings are unoccupied and the time of day allows sufficient time for notifications. Procedures are as follows:

- The IC will notify the IMT that school is to be cancelled or that reporting times have been changed
- The IC and/or the IMT will contact local media
- The IC and/or the IMT will activate the automated "One-Call" system
- All students, parents, faculty, and staff should monitor local radio and television stations for announcements.

Early Dismissal

Early dismissal refers to releasing students, faculty, and staff prior to normal dismissal times. This option assumes that there is a need to clear buildings while school is in session. The coordinator of transportation need will be important. Early dismissal should be used when it is safe to do so. Students, faculty, and staff should not be released if they will be exposed to more danger by leaving school facilities than they would if they remained under the district's control. Procedures are as follows:

- The IC, either personally or through the IMT, will notify on-site administrators that school is to be dismissed early and of the time the dismissal should take place
- The IC and/or the IMT will notify local radio and television stations of the early dismissal
- The IC and/or the IMT will activate the "One-Call" automatic system
- A 100% accounting of students will be completed and verified immediately preceding the dismissal.

Shelter-In-Place

Shelter-in-place refers to protecting students, faculty, and staff within the buildings where they currently reside. This option can be used in two types of situations. First, there is no immediate threat to the structure of the facility itself, so all people can remain safe by staying inside. Second, the threat is such that an attempt to move students, faculty, and staff from the building would expose them to more danger than they would face by staying put. This option would most likely be used during a hazardous materials incident, such when an escaping gas could harm to those who inhale it. It might also be used if releasing students and personnel could interfere with law enforcement or fire fighting activity in the area. Procedures are as follows:

- The IC or public safety authorities will direct on-site administration to implement the shelter-in-place option
- On-site administrators will determine whether sheltering should take place in classrooms or pre-determined shelters within the confines of the buildings
- Take steps to isolate students and personnel from the external environment during environmental or hazardous materials incidents
- Take steps to close all outside doors and windows and turn off A/C and air handling systems in the event of an environmental or hazardous materials incident
- All students, faculty, and staff should seek shelter by moving away from outside doors and windows as well as air ducts and ventilation systems
- A 100% accounting of all students will be completed and verified
- The IC or public safety authorities will notify on-site administrators when it is safe to resume normal operations

Lockdown

Lockdown is protecting students, faculty, and staff from an internal or external threat, such as a violent person, by excluding or isolating that threat. This option requires the ability to quickly secure classrooms, exterior doors, and the physical plant. Movement of students and school personnel should be limited; protective cover should be sought.

Procedures are as follows:

- The IC or public safety authorities will order the lockdown, specifying the scope, i.e. exterior doors and windows only, classrooms only, specific sections, etc.
- On-site administrators will oversee the lockdown and notify the IC when the procedure is complete
- All students, faculty, and staff should move into isolated sections of buildings and reduce exposure to outside windows and doors
- A 100% accounting of students will be completed and verified
- The IC and/or IMT will inform public safety authorities of the lockdown and ensure that appropriate public safety personnel have keys to access the secured areas
- The IC or public safety authorities will notify on-site administrators when it is safe to resume normal operations

Evacuation

Evacuation is the removal of all students, faculty, and staff from the district facilities. Designated safe areas for each facility will be pre-established, with primary and secondary sites being identified. Routes to those designated safe areas will also be pre-established.

Procedures are as follows:

- A directive to evacuate can be issued by the IC or public safety authorities
- Evacuate students to the primary safe area unless directed to go to a secondary location or to a congregate care center established by public safety authorities
- All persons will leave the facilities by moving along assigned routes
- Faculty and staff are to remain calm and keep students as calm as possible
- Faculty and staff will close all doors and windows, but not lock doors
- A 100% accounting of students will be completed and verified
- All students will remain under the control and authority of the school district
- All buses (if applicable) and cars will be moved as necessary to allow access of emergency equipment
- All person will remain in safe area until receiving verbal notification from on-site administrators to return to the facility

Relocation

Relocation is very similar to evacuation in that it calls for vacating district facilities. It could occur during an incident that does not directly threaten the school but where public safety authorities wish to use the premises as an emergency center. Procedures are as follows:

- A directive to relocate can be issued by the IC only (all public safety requests for relocation must go through the IC)
- The IC will determine the location to where students will be moved
- Moving procedures are the same as for evacuation

Section 4

Faculty/Staff Initial Actions and Response

4.1 Initial Actions – *What to Do if You Discover an Incident*

Typically, incidents involving schools will come to the attention of a faculty or staff member by observation or telephone notification. The first faculty/staff member discovering or receiving information about an incident will do the following:

1. Call police, fire, or EMS if needed. The local emergency number is 911
2. Activate the emergency system – notify the IC and provide
 - Your name
 - The nature of the incident
 - The location of the incident
 - Severity of injuries or property damage
 - Telephone number (as call back)
3. Take action to protect students, faculty, staff, and property. This might include
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to students and personnel
 - Directing public safety responders to the scene

The district recognizes that catastrophic events can occur with little warning. Events such as earthquakes, tornadoes, and explosions may require taking action to protect lives prior to notifying the IC. Among the actions that might be taken is duck and cover.

Procedures for Duck and Cover

- If inside, use a desk or piece of furniture as a shield

- Drop to knees with your back to the window
- Make body as small as possible
- Bury face in arms
- Keep eyes closed and ears covered
- If outside, try to get behind any solid object
- Lie prone with face away from source of event
- Cover head, face, and as much skin surface as possible
- Keep eyes closed and ears covered

4.2 Executing Decisions of IC and/or IMT

The school district has empowered and authorized the IC and IMT to direct the district's response to emergency situations. The IC will classify the levels of threat for all incidents and determine the appropriate actions based on the level assigned. On-site administrators may be notified of actions to take by either the IC or another member of the IMT, most likely the person serving as Operations. District personnel will follow and execute all directions and orders from the IC and/or IMT.

Section 5 Incident Coordinator

5.1 Authorized Personnel and Responsibilities

The role of the Incident Coordinator (IC) is to manage and coordinate the school district's response to incidents affecting students, faculty, staff, and facilities. In that capacity, the IC may direct personnel, take actions and implement procedures as necessary to resolve issues related to the incident. The following individuals are authorized to assume the position of IC:

- Primary IC: John Sheffield, Director of School
[REDACTED]
- Backup IC: Anne Wechsler, Academic Program Coordinator
[REDACTED]
- Backup IC: Anne Landrigan, Special Services Coordinator
[REDACTED]

Once a person has assumed command of an incident, that person will remain the IC until relieved by choice or by the Superintendent. In the event that a backup IC has assumed command, that person will remain in command until the Primary IC is on the scene. The responsibilities of the IC are as follows:

- Assume command
- Classify level of threat by matching situation facts to threat criteria
- Take protective action to stabilize the scene
- Select and establish an appropriate command post

- Establish a unified command structure with responding agencies if necessary
- Conduct initial briefing of the IMT
- Set specific objectives and direct that incident action plans be developed
- Brief all command post personnel on incident action plans
- Continually review and update incident action plans with the IMT
- Approve all incident information released to the news media
- Set objectives and approve plans for returning to normal operations

5.2 Initial Steps upon Notification

Upon being notified of an event, the IC will take the following initial actions:

1. Assume command
 - State that you will serve as IC
 - Gather all available information
 - Ensure that emergency notifications have been made
 - Ensure that initial protective actions have been taken
2. Classify level of threat by matching the situation facts to threat criteria.
3. Direct additional actions based on threat level and enhance protective actions already taken.

5.3 Build and Maintain a Command Organization

As the incident continues and becomes more complex, the IC will need to delegate duties to others. This is done by activating the ICS functions that comprise the Incident Management Team. Which functions are activated and when that takes place will depend on the nature of the event confronting the district. Specific actions to be taken by the IC are as follows:

- Level I – Monitor
 1. Identify the command post (CP)
 2. Notify the IMT, directing them to keep a 10 minute response capability to the CP
 3. Monitor the situation, updating the IMT as necessary and others as appropriate
- Level II – Standby
 1. Identify the command post (CP)
 2. Notify the IMT, directing them to report to the CP
 3. Activate positions and assign duties as needed
 4. Develop incident action plans
 5. Take action as conditions dictate
- Level III – Emergency
 1. Identify the command post (CP)
 2. Notify the IMT, directing them to report to the CP

3. Activate positions and assign duties as needed
4. Evaluate initial response options
5. Order and execute actions
6. Develop and implement action plans for incident resolution

5.4 Change of Command Procedures

As stated earlier, once a person has assumed command of an incident, that person will remain as IC until he/she requests that another person take that role; until the Superintendent directs that another person become the IC; or, in the case of a backup IC, the Primary IC arrives on the scene. Should any of these events occur, the change of command procedures for the Incident Coordinator will be as follows:

- The IC will remain in command until relieved, either by choice, the return of the Primary IC, or by choice of the Superintendent
- The person being relieved will brief the person assuming command (face-to-face if possible) and address at least the following issues:
 - Incident conditions
 - Safety considerations
 - Status of incident action plans
 - Deployment of personnel and equipment
 - Progress toward completion of tactical objectives
 - Need for additional resources

5.5 Unified Command

The district recognizes the need to ensure direction and control for an incident involving more than one site or school district and involving multiple responding agencies. When such a situation exists, a unified command structure will be used. A unified command structure means that all agencies and organizations that have responsibility and authority at an incident will contribute to its resolution. The process for a unified command structure is as follows:

- All authorized response agencies and organizations will contribute to
 - Determining overall response objectives
 - Selecting response strategies
 - Ensuring joint planning and application of tactical activities
 - Maximizing use of available resources
- There will be only one IC. When public safety agencies are on-scene, one will assume command. The school district's IC will brief public safety authorities in the same manner as a district change of command
- The school district will be a valuable resource and will assist public safety authorities wherever possible
- The school district will retain authority over students, faculty, and staff

Section 6 Incident Management Team

6.1- Role of the Incident Management Team

The Incident Management Team (IMT) will be responsible for carrying out the directives of the IC. The principal IMT functions are listed below, along with the contact numbers for the people assigned to fill them. Additional functions can be created and activated as needed.

Operations and Logistics	John Sheffield (primary) [REDACTED]	Lea Gladysz (secondary) [REDACTED]
Planning and Intelligence	Anne Wechsler (primary) [REDACTED]	Anne Landrigan (secondary) [REDACTED]
Admin/Finance	Lisa Kirisits [REDACTED]	
Public Information	Liz Evans (primary) [REDACTED]	John Sheffield (secondary) [REDACTED]
Safety	Dana Fauth (primary) [REDACTED]	Lea Gladysz (secondary) [REDACTED]
Liaison	John Sheffield (primary) [REDACTED]	Anne Wechsler (secondary) [REDACTED]
Incident Log	Lea Gladysz [REDACTED]	

6.2 Operations

Operations manages all tactical operations of the incident, directing the implementation of action plans and strategies developed by the IC and IMT. The responsibilities of Operations are as follows:

- Supervise and direct the activities of all personnel assigned to the Operations section
- Participate in planning sessions, concentrating on tactical objectives and operational strategies
- Select or recommend perimeter assignments, staging area locations and resource requirement/availability
- Advise the IC of the readiness for tactical deployment of resources
- Issue operational order to implement directives of the IC
- Supervise and direct tactical operations, utilizing available resources
- Make expedient changes to incident action plans based on field development (with the concurrence of the IC)
- Provide the IC with frequent incident status updates
- Ensure an activity log is maintained and after-action reports are prepared and submitted

6.3 Logistics

Logistics provides personnel, facilities, services, and other resources required for the incident. The responsibilities of Logistics are as follows:

- Supervise and direct activities of all personnel assigned to the Logistics section.
- Participate in planning sessions, concentrating on obtaining required resources and advising on their availability
- Provide, maintain, and control selected equipment, supplies, facilities required by the Operations section.
- Establish and maintain communications
- Stage resources so they are readily available
- Coordinate and process requests for additional resources
- Assign security for command post, staging areas, and other sensitive areas as required
- Maintain a visible chart of resources as requested and advise the IC and Operations when resources are available for deployment
- Direct that meals and refreshments be provided as needed for all incident personnel
- Ensure an activity log is maintained and after-action reports are prepared and submitted

6.4 Planning and Intelligence

Planning and Intelligence collects, evaluates, and disseminates the information needed to measure the size, scope, and seriousness of the incident and to plan an appropriate response. The person serving in this function should be prepared to tap resources both inside and outside the school district. The responsibilities of Planning and Intelligence are as follows:

- Provide briefing on incident size and scope to all personnel
- Deploy and supervise personnel as needed to gather and assess intelligence information
- Participate in planning sessions, concentrating on obtaining the information needed for decision making
- Prepare estimates of incident escalation or de-escalation
- Report to Safety any condition observed which may cause danger or be a safety hazard to personnel
- Ensure an activity log is maintained and after-action reports are prepared and submitted

6.5 Administrative/Finance

Administration/Finance handles the cost and financial matters of the incident. This generally includes overseeing the district's emergency procurement policy so that the essential resources for an effective response are available. It also encompasses managing the process of filing claims for loss, compensation, etc. The responsibilities of Administration/Finance are as follows:

- Participate in planning sessions, concentrating on financial cost analysis issues
- Assist Logistics with procurement of equipment, supplies, and other resources needed for an incident resolution
- Ensure that all personnel time records are maintained
- Prepare incident-related cost analysis as requested by the IC
- Respond to and evaluate incident-related compensation claims requests

- Ensure an activity log is maintained and after-action reports are prepared and submitted

6.6 Public Information

Public Information is responsible for the formulation and release of information regarding the incident to the news media and other appropriate agencies and personnel. The person serving in this function will represent the district in the eyes of the public and should be the only one authorized to release information to the media. All information and briefing material should be approved by the IC prior to be released. The responsibilities of Public Information are as follows:

- Establish a media information center
- Obtain copies of all media releases and post them in the CP for review
- Prepare information summary on media coverage for command post personnel
- Obtain approval from the IC for release of information to the news media
- Provide press briefings and news releases as appropriate
- Arrange for meetings between news media and incident personnel as directed by the IC
- Provide escort service for the media and other officials as necessary
- Maintain a log of all activities

6.7 Safety

Safety's mission is to help prevent injuries from occurring to anyone involved in the incident. The person serving in this function is the only person other than the IC who has the authority to stop an authorized plan from being put into action. Safety must be prepared to intercede to protect lives at any time, in whatever manner is necessary. The responsibilities of Safety are as follows:

- Participate in planning sessions, concentrating on issues of safety for both those caught up in the incident and those responding to it
- Monitor operational activities to assess potential danger and unsafe conditions
- Correct unsafe acts or conditions through regular lines of authority when possible
- Invoke Emergency Authority to immediately correct unsafe acts when time is of the essence
- Monitor stress levels of personnel involved in the response

6.8 Liaison

Liaison serves as the point of contact for responding agencies (law enforcement, fire, emergency medical, utilities, etc.) and other school districts that may be involved in the incident. This includes initiating and negotiating mutual aid agreements with these agencies and districts. Liaison usually manages any Agency Representatives activated by the district and sent to other command/operations posts to coordinate activities there. The responsibilities of the Liaison are as follows:

- Identify representatives from and maintain contact with each responding agency, including communication links and locations of all assisting personnel

- Handle requests from command post personnel for inter-organizational contacts
- Monitor operations to identify current/potential inter-organizational problems
- Provide information to appropriate governmental agencies
- Maintain an activity log

6.9 Incident Log/Scribe

Incident Log/Scribe is charged with keeping a written log of all incident events and updating appropriate command post personnel on significant developments. This function is crucial as it serves as the basis of documenting the information needed to effectively manage an incident and to prepare the after-action reports and claims needed for the district to resume normal operations. The information captured by the Incident Log/Scribe also serves as the cornerstone for analysis and training that will aid the districts response to future events. The responsibilities of Incident Log/Scribe are as follows:

- Maintain a command post journal, including minutes from command post briefings
- Periodically distribute situation reports to command post personnel
- Refer pertinent information to Public Information
- Maintain and display an updated map of the incident location

6.10 Change of Command Procedures for the IMT

The change of command procedures for the Incident Management Team will be as follows:

- A person serving in an IMT function will continue to do so until the IC directs a change of command
- The person being relieved will brief the individual assuming command, face-to-face, if possible. This briefing should address at least the following issues:
 - Incident conditions
 - Safety conditions
 - Status of incident action plans
 - Assignment and deployment of personnel and equipment under the direction of that IMT function
 - Appraisal of need for additional resources
 - Any other issue applicable to that IMT function

Section 7

Emergency Response Team/Post-Incident Response Team

7.1 Emergency Response Team/Post-Incident Response Team

John Sheffield, Director

- [REDACTED]
Anne Wechsler, Program Coordinator
- [REDACTED]
Anne Landrigan, Special Services Coordinator
- [REDACTED]
Lea Gladysz, Administrative Assistant
- [REDACTED]
Norma Fletcher, Administrative Consultant
- [REDACTED]
John Grabovski, Building Engineer
- [REDACTED]
Dana Fauth, School Nurse
- [REDACTED]
Candace McCulloch, Crisis Counselor
- [REDACTED]
Dr. Lori Ricupito, Crisis Counselor
- [REDACTED]
Dr. Stuart Dorman, School Medical Director
- [REDACTED]
Trooper John Campanella, Troop-A Outreach Coordinator
- [REDACTED]

Section 8
Plan Review and Approval

8:1 Annual Review of Emergency Plan

The plan will be reviewed annually by the Safety Committee every November and following tabletop drills and/or any event where the plans are implemented. The committee will be responsible for reviewing the Emergency Operations Plan, tracking incidents, evaluating drills, identifying concerns, and making recommendations to the Director of the School.

8:2 Public Comment

The Director of the School will present changes to the Plan at the January meeting of the Board of Trustees. A public hearing on recommended changes to the plan will be held during Public Comment. Notice for public comment will be communicated thirty days prior to the annual review through regular channels used to communicate meetings of the board of trustees to the public.

8:3 Approval by the Board of Trustees

Changes to the Safety Plan will be submitted to the Board of Trustees at their regular meeting in January, and at that time the Board will listen to public comments on the plan. Revisions will be resubmitted to the Board of

Trustees at their regular February meeting. Upon approval of the Board of Trustees, the plan will be submitted to the Commissioner of Education. At the direction of the Commissioner, parts of this plan may be posted to the School's web site.

8:4 Safety Plan Review Committee Members

The Safety Committee members will be recommended to the Board of Trustees at their regular meeting in September. The Safety Committee will primarily consist of the leadership team of the school, teachers, the school nurse, a school crisis counselor, emergency responders, and parent volunteers. This committee will be responsible for reviewing the Emergency Operation Plans on an annual basis, tracking incidents, identifying safety concerns, and reviewing procedures. Members of the committee will make recommendations to the Director of the School to be presented to the Board of Trustees. Changes in personnel serving on this committee will be voted on by the Board of Trustees as a vacancy arises. Members of the Board of Trustees will have the opportunity to review the plan and make comments and provide input into the plan prior to the final draft is made available for public comment.

John Sheffield, Director
 Anne Wechsler, Program Coordinator
 Anne Landrigan, Teacher and Special Services Coordinator
 Lea Gladysz, Administrative Assistant
 Dana Fauth, School Nurse
 Lori Ricupito, Crisis Counselor
 Rob Campbell, Teacher
 Susan Smith, Parent Volunteer

8:5 Role of Consultants to the Committee

Consultants from outside of the school will be given the opportunity to contribute recommendations on School Safety and Emergency Preparedness annually and serve as liaisons between the school and community agencies.

8:6 Consultants to the Committee

Dr. Lori Ricupito, Crisis Counselor from the Msgr. Carr Institute of Buffalo
 Dr. Stuart Dorman, Medical Director from Health Works of Western New York
 Trooper John Campanella, Troop A Outreach Coordinator New York State Police
 Norma Fletcher, Administrative Consultant from Buffalo State College
 Captain Morgante, City of Buffalo Fire Department Division of Public Safety
 James McLaughlin, Loss Prevention Specialist from the New York State Insurance Fund
 Lisa Kirisits, Financial Advisor from Kirisits and Associates
 Damon and Morey, School Attorneys
 Life Transitions Center, Providers of Grief and Loss Support after Trauma

Section 9
Communication of the Plan and Training

9:1 Communication of Plan to Faculty and Staff

The Plan will be communicated annually to the faculty and staff during professional development in August and at a faculty meeting in March.

9:2 Faculty and Staff Training

Training of the Staff on the Plan will occur annually during professional development in August. Outside experts may be used to assist with training. The plan in its entirety will be communicated with all members of the faculty and staff at that time.

9:3 Communication to the Public

A summary of the Plan will be communicated publically at the January meeting of the Board of Trustees, during which time the public may comment. An overview of the plan will also be communicated to the Parent-Teacher Association, and the overview will be published in the minutes of the Parent-Teacher Association.

9:4 Communication to First Responders

The Plan will be given communicated to First Responders through liaisons to the school: School/Community Officer assigned to by the Buffalo Police Department and the Fire Safety Inspector assigned to by the Buffalo Fire Department.

9:5 Providing First Responders with Floor Plans

Floor plans will be provided annually with a copy of the Emergency Operations Plan through liaisons assigned to the School by the Buffalo Police Department and the Buffalo Fire Department.

Section 10
Risk Reduction/Prevention and Intervention

10:1 Programs and Activities available to building administrators for improving communication among students and staff and the reporting of potentially violent incidents

- Non-violent conflict resolution training programs through Responsive Classroom of the Northeast Foundation for Children provided for all students annually in all grades
- Early Prevention Programs through the Boys and Girls Club of Western New York are conducted on-site every day after school.

- Behavioral Health Programs through Catholic Charities of Buffalo are incorporated into classrooms twice each year or more if needed
- Peer Leadership Training through Responsive Classroom of the Northeast Foundation for Children is provided to staff on an annual basis
- Annual training for all staff in Cooperative Discipline, which includes identifying and responding to at-risk behaviors
- Extended-day and other school early intervention programs provided by the Boys and Girls Club of Western New York on site
- Early Prevention Programs through the Erie County Council for the Prevention of Substance Abuse are provided to second and fourth grades annually
- Early Intervention services are from the Msgr. Carr Institute for Mental Health Services are available to all students and families on site
- After-School Tutoring through the Medaille College Early Literacy Program is available to at-risk students two days each week
- NYSIF Approved Workplace Violence Prevention Seminars annually for all staff
- Annual staff training on School Safety and Violence Prevention Policies
- Annual staff training by paid consultant on conflict resolution
- Director or designee to participate in annual school safety trainings at the University of Buffalo
- District consults with the Msgr. Carr Institute for Mental Health Services, the Erie County Council for the Prevention of Substance Abuse, Crisis Services of Erie County, and Community Resource Officers of the Buffalo Police Department
- Referral of disruptive or potentially violent students to the School Student Support Team

10:2 Training, Drills, and Exercises

The Elmwood Village Charter School shall arrange to provide annual multi-hazard school training for staff and students. Such training shall include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Trustees and the Director of the School. Drills and exercises are also used to familiarize the school population with emergency procedures and to test their effectiveness. The Elmwood Village Charter School also conducts periodic exercises and drills to evaluate the capabilities and preparedness levels within the building and to test the readiness of warning and communication equipment.

The Elmwood Village Charter School, in conjunction with first responders, will conduct drills such as tabletops at the availability of first responders. At the completion of such drills, lessons learned will be incorporated into updates of Plans. Tabletops will allow key staff and local agencies to work through simulated emergencies. These exercises will be informal and designed to support constructive criticism of existing plans.

At both sites, the Elmwood Village Charter School annually performs twelve fire drills, which are timed and documented for review prior to the annual Fire Safety Inspection. Also, the School conducts three lockdown drills each year. The Elmwood Village Charter School cooperates with the Buffalo Public School District in District-Wide Relocation Drills, "Go-Home Early" drills, Bus Evacuation Drills, and Weather Hazard Awareness drills.

The Elmwood Village Charter School has repeatedly reviewed and revised the policy and procedure for pre-clearance, sanitizing of the school building(s), evacuation of the building(s), early dismissal for students and staff, and emergency closure of school. The reviews and revisions enabled the School to upgrade communication procedures to staff, students and community in the event of violent incidents. The communication procedures were also revised to include use of media, including radio and television, and a "One-Call" alert system. Working relationships with Local, County and State Police regarding the implementation of school safety and security are

established, and the School will participate in tabletop exercises in coordination with local and county emergency officials as requested.

Annual inspections of the facility include: Fire Inspection by the Buffalo Municipal Fire Department, Inspection of fire suppression system (sprinklers), fire extinguishers, inspection of the fire detection and alert system (fire alarm), elevator and chairlift inspection, heating units, and backflow devices. Period inspections are also conducted by the New York State Insurance Fund to ensure that there are no potential hazards to student and staff safety. The AHERA Asbestos Management Plan is available for review in the Main Office.

10:3 Implementation of School Security

Elmwood Village Charter School uses the following security procedures in its school building(s) and grounds:

- Securing those exterior doors not routinely used for student or staff entrance
- To the extent possible, limiting entrance to the main door of the school building(s)
- Requiring all visitors to sign in at the single point of entry at each school building(s)
- Requiring all visitors to wear identification badges
- Continue planning for updates/upgrades to the security and alarm systems that may include security cameras, door alarms, swipe cards, etc.
- Posting a staff member to monitor the sign-in area
- Use of "blocking" software to assure internet and e-mail users are protected from inappropriate interactions and websites
- Use of a video monitoring device on the main entrance
- Requiring all visitors to identify themselves via intercom before entering the building(s)
- Requiring all staff members to use a security key card to enter the building
- All staff members must notify the main office personnel before taking students outdoors
- Two adults must accompany any class while in the outdoor play area, and are to notify main office personnel of any loitering
- The adult to child ratio on any field trip must minimally be one adult to every ten students
- Staff must carry a two-way radio with them at all times
- All staff members are fingerprinted and must have background clearance
- All volunteers who are not fingerprinted must remain in the presence of a staff member with clearance
- All candidates for employment must sign a background clearance affidavit
- All volunteers must sign a background clearance affidavit
- Other security measures as deemed appropriate by the Board of Trustees and the Director of the School

10:4 Early Detection of Potentially Violent Behaviors or Acts of Violence

The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for Elmwood Village Charter School instructional staff. Crisis Assessment Procedures plans are constantly under revision. Where a student is deemed by an appropriate staff member to require attention in this area, the Director/Principal or the Special Services Coordinator shall be notified. Police shall be notified in the event of any crime, violent act, or credible threat of violence to another. Parents/guardians of any student exhibiting violent or potentially violent behavior will be notified immediately, and family court may also be contacted. If concerns are raised about a student's mental health, parents/guardians shall be contacted. Students exhibiting violent behavior or making threats of violent behavior will be removed from the school community pending an investigation and determination. Parents of victims or potential victims will be notified of the incident or allegations. The Director/Principal and the Special Services Coordinator will maintain a list of qualified mental-health professionals and community agencies to present to parents of children who exhibit violent or threatening behavior.

- The School-wide Code of Conduct identifies conduct which has been deemed inappropriate and/or dangerous to the school community. All parents receive a copy of the Code of Conduct, and sign a statement verifying receipt of the Code of Conduct annually. The Code of Conduct is also posted on the School's web site.
- Any student exhibiting an act of violence or threat of violence is to be escorted immediately to the Principal.
- All discipline infractions are documented for monitoring and reporting purposes.
- Violent and Disruptive Incident Reports are completed and maintained following each incident.
- All threats of violence are thoroughly investigated and, if found credible, referred to law enforcement
- Professional development opportunities will include warning signs and ways to help potentially violent students.
- Student files are reviewed upon entrance to the School. Conferences are held with parents and students.
- Counselors are available to provide information and referrals to students and families.
- Students exhibiting at-risk behaviors will be referred to the Student Support Team.
- The Student Support Team will monitor any student referred for inappropriate, dangerous, or potentially dangerous behavior, and make recommendations when appropriate.

10:5 Hazard Identification

The location of the Elmwood Village Charter School's main campus and annex have been evaluated for the location of potential hazards. Buildings acquired in the future will also be evaluated for the location of potential hazards. Hazard identification shall be updated at least once each year. The identification list shall be incorporated into each Building-Level School Safety Plan. Field trip locations should also be evaluated for hazards prior to each trip taking place.

The school buildings are not located near any industrial plants, highways, railroad tracks, or warehouses that could present potentially hazardous situations. The Elmwood Village Charter School is located in a densely populated urban neighborhood, and building security, security while in the outdoor play area(s), and security and supervision of students while on field trips and outings present the most prevalent potential hazard. Security and supervision policies and procedures are reviewed at least three times each year with staff, and communicated annually to parents.

In conjunction with local, county and state emergency services:

- Blood Borne pathogen training occurs each year for staff members. The Blood Borne pathogen plan is updated yearly.
- The School maintains a Chemical Hygiene plan which is updated annually.
- The School maintains Material Safety Data Sheets on all chemicals used in the building(s)
- NYSIF Approved trainings on proper use and storage of chemicals used in the school are provided annually to custodial staff.

Section 11 Response

11:1 Notification and Activation (Internal and External Communications)

In the event of a violent incident, either implied or direct, Elmwood Village Charter School shall utilize the Erie County 911 System to contact available and appropriate emergency response personnel. All classrooms and offices are equipped with a phone.

In the event of an emergency or disaster that may impact school facilities or programs, Elmwood Village Charter School will use the following means to communicate with all educational facilities:

- Telephone/Cell Phone Fax/Email Radio Systems Local Media
- Hand held radios walkie-talkies (carried by all staff members)
- AMG Alert System to notify parents and staff via text messages, e-mails, and telephone calls

The Elmwood Village Charter School requires emergency information sheets to be completed by all parents/guardians for all students. This emergency notification information must be updated whenever changes are made. Contact information for all families enrolled in the school is entered into the AMG Alert System. In the event of an early dismissal, or other event that warrants such action, persons in parental relation shall be notified via the local media and use of the AMG Alert System.

The School acknowledges that student and staff safety is paramount and that this may preclude getting information to parents as the incident is unfolding. The district recognizes the need to provide timely and accurate information as soon as it becomes available and is prudent to release this information. Information will not be released which jeopardizes students, staff or the ability of the authorities to conduct an investigation into any incident. Parents, staff and the community are provided information on the School's security procedures through an annual mailing.

11:2 Multi-Hazard Response Protocols

Elmwood Village Charter School has developed multi-hazard response plans, based on the Incident Command System, and the National Incident Management System (NIMS) for the following emergency situations:

Hazard Category Type

Civil Disturbance Homeland Security Alert
 Bomb Threat
 Biological Terrorism
 Intruder Alert
 Hostage Taking
 Kidnapping
 Physical Assault or Threat
 Weather Emergency/Flood
 Snow/Ice Storm
 Tornado Warning
 Thunder/Lightning Storm
 Building Structure Emergency Hazardous Materials Incident
 Fire
 Explosion
 Gas Leak
 System Failure
 Structural Failure
 Telephone System Failure
 Medical Emergency Sick/Injured Person
 Mass Illness/Epidemic
 School Bus Accident

Responses to Acts of Violence: Implied or Direct Threats

Students and staff of the Elmwood Village Charter School are expected to abide by normal standards of civility. In the event of a direct or implied threat, by a student, staff member or visitor, the Building Administrator should be

informed as soon as possible by the threatened individual or other involved party. The Administrator shall make the appropriate contacts (e.g. parents, crisis intervention, law enforcement, Director of the School) based on the nature of the threat. The Elmwood Village Charter School Code of Conduct contains Policies and Procedures regarding conduct on school property and is incorporated by reference into this School-Wide Safety Plan.

Acts of Violence

Any act of violence against another, by a student, staff member or visitor, will be not be tolerated by the Elmwood Village Charter School. In the event of such an incident, the Building Administrator, or his/her designee, shall notify law enforcement, where appropriate. If law enforcement is called, the Building Administrator, or his/her designee, shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

Staff

Staff who violate this code will be subject to discipline consistent with Board Policy.

Visitors

Parents, guardians and visitors who violate this code will be asked to leave the premises. The district shall initiate disciplinary action against any student, staff member or visitor as appropriate. The School reserves its right to pursue a civil or criminal legal action against any person violating the code.

Arrangements for Obtaining Emergency Assistance from Local Government

When appropriate, the Elmwood Village Charter School will make use of the following local government agencies during emergencies:

Fire, Police, Medical 911
 National Fuel 1-800-444-3130
 National Grid 1-800-642-4272
 Erie County Family Court 716-845-7400
 Erie County Crisis services 716-834-3131
 Erie County District Attorney 716-858-2424
 Erie County Information and Support Services 716-858-7818
 Erie County Emergency Services 716-858-6578
 Erie County Disaster Preparedness Division 716-858-4799
 Erie County Adult and Family Services 716-891-2021
 Erie County Department of Health 716-858-7690
 Child Abuse Hotline 1-800-342-3720
 Erie County Child Protective Services 716-858-6438
 Buffalo Sewer Authority 716-883-1820, ext. 601 or 716-883-1820, ext. 509
 Buffalo Fire Prevention Unit 716-851-5707
 Buffalo Police Department "B" District 716-851-4403
 Buffalo Police Department Non-Emergency 716-853-2222
 Buffalo Public Works Department 716-851-5871
 Buffalo Department of Water 716-851-4747
 Buffalo Board of Education 716-816-4000
 Red Cross Buffalo Chapter 716-886-7500

Procedures for Obtaining Advice and Assistance from Local Government Officials

When deemed appropriate, the Director of the School or his/her designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation.

11:3 Civil Disturbance

Bomb Threats

In an effort to ensure the safety and protection of the students, staff and other occupants of the District's building and facilities while minimizing the potential disruption to the educational programs, the Elmwood Village Charter School directs the School Administration to take reasonable and appropriate action when confronted with a bomb threat. Each bomb threat must be analyzed for its potential authenticity and assessed in terms of the level of the threat, taking into consideration the specificity of the threat, the location, if any, and time of detonation. The Building Principal will determine, based upon the level of threat, whether or not to evacuate the building and order the reentry of the facility. The following are acceptable responses to a bomb threat, depending upon the nature and level of the threat:

- **Pre-clearance** of the building and maintenance of security to ensure no suspicious objects have been brought into the building by students, staff or visitors.
- **Relocation/Sheltering** students in an area which has been "sanitized and cleaned".
- **Evacuation** of the building after searching exit routes and evacuation areas.

Biological Terrorism

The District had developed protocols for handling mail or packages. Common sense and care should be used in inspecting and opening mail or packages. Mail and packages are delivered to a central receiving area and then disseminated.

11:4 MEDICAL EMERGENCY/Illness

Standing medical procedures have been established in conjunction with the School's physician. The School employs a full-time Registered Nurse. 911 will be called to any School emergency which is out of the scope care of the District Registered Nurses.

Sick/Injured Person

First aid kits and medical supplies readily available. Eye-wash stations are provided as per OSHA regulations. A listing of those staff members certified to perform First Aid and/or CPR is maintained. CPR training is available to all School personnel and is mandatory for all coaches and professional rescuers. Standing procedures are followed for all medical emergencies. Confidential health listings are maintained and those with notification in the event of a contagious illness is made. Incident reports will be filed in the Health office of the School.

Mass Illness/Epidemic

An open dialogue with county health officials is maintained. The Erie County Department of Health will take the lead in determining the number of incidents of disease which constitute an epidemic. All disease incidents required by the New York State Department of Health as reportable are reported to the Erie County Department of Health.

11:5 Response to Threats and Acts of Violence

- Hostage/Kidnapping

<u>Response</u>	<u>Person(s) Responsible</u>
Identify Hostage Situation	First person on scene
Notify Administration	First Person on scene
Activate Emergency Plan	Administrator
Notify Local Police	Administrative Assistant
Follow Guidance of Local Police	Administrator
Notify Board Pres.	Administrative Assistant
Notify Parents or Spouse of Hostage(s)	Administrator
Termination of Emergency	Police, Administrator
Notify Necessary Interested Parties	Administrator

- Threats of Violence

<u>Response</u>	<u>Person(s) Responsible</u>
Inform Administrator of Implied Threat	First person on scene
Use of Staff Trained in De-escalation	Administrator
Determine Level of Threat	Administrator, counselor
Contact Law Enforcement	Administrative Assistant
Monitor Situation, Reassess Response	Administrator and Local Police
Include Emergency Response Team	Administrator

- Acts of Violence/Bomb Threat/Intrusions

<u>Response</u>	<u>Person(s) Responsible</u>
Isolate and/or Evacuate	First person on the scene
Notify Administrator	First person on scene
Determine Level of Threat	Administrator
Proceed with Emergency Operations Plan	Administrator
Monitor Situation, Reassess Response.	Administrator, Police

Section 12 Critical Incident Recovery Plan

Upon the event of a crisis, the administrators in each the building will convene a meeting with the social workers, psychologists, counselors, nurses and other pertinent personnel to develop an action plan. Facts of the incident need to be established and verified.

12:1 For the Faculty

Faculty will be informed either on prep periods, lunch periods, or at an emergency faculty meeting at the beginning or end of the day. Crisis team members will be available for debriefing and processing throughout the day. Information will be disseminated in the form of a memo as well. An area in each building will be designated as a support room for staff to go to talk, make phone calls, etc. Information on speaking with students will be disseminated. Follow up faculty meetings will be conducted as per the gravity of the situation.

12:2 For the Students

Crisis team members will distribute guidelines for teachers on talking to their classes about the incident. Crisis team members will be available to support teachers in conducting these discussions. Crisis team members will be available for debriefing /processing for individuals and/or small groups of students. Parents of distraught children will be notified. The crisis team member will conduct follow up sessions with the child as deemed necessary. If additional intervention is necessary, a referral to community services will be made. The crisis team will assess the need for ongoing monitoring of students in the event of a long term crisis and report results to building administration.

12:3 For the Parents

Crisis team will assess the need for outreach with parents and will discuss with building Administration. Outreach may include informational memos, informational group meetings. Meetings would be held at the district wide level in one location then broken down by appropriate developmental stage. Memos will be sent out with each student to notify parents of an informational meeting. A resource list will be compiled and available for parents and community members upon request.

12:4 For the Crisis Team

Crisis team will debrief with each other as a team at the earliest availability not to exceed forty eight hours. In the event of a long term crisis, these meetings will take place on a regular basis.

Section 13 Resources

13:1 Emergency Supplies and Resources

The Site Coordinator (Director of the School) is responsible for maintaining an emergency resource inventory that is regularly updated. The inventory includes locations and quantity of all emergency resources on school ground, including equipment and supplies.

13:2 School Resources Available During an Emergency

- | | |
|---|---|
| 1. AED # 1 | Outside of Health Office by Main Entrance in main building |
| 2. AED #2 | Outside of gymnasium in main building |
| 3. AED #3 | At receptionist station at annex |
| 4. First-Aid Kits | Located in every classroom, Main Office, cafeteria, and gymnasium |
| 5. Megaphone | Located in Main Office |
| 6. Portable Emergency Kits | Located in Main Office, Health Office, and receptionist station |
| a. Copy of Building-Level Emergency Plans | |
| b. Copies of Student Emergency Contact Information | |
| c. Copy of latest school yearbook and/or CD-Rom with Student ID files | |
| d. Health information for each student | |
| e. Walkie-talkie | |
| f. Portable eyewash dispensers | |
| g. First-Aid supplies | |
| h. CPR supplies | |
| 7. Staff Trained in CPR | All staff trained annually |
| 8. CPR Equipment | Located in all first-aid kits and with AEDs |
| 9. Rosters | In portable emergency kits, Main Office, and Health Office |
| 10. Eyewash Station | Health Office |
| 11. Portable Eyewash | All first-aid kits |
| 12. Student Medications | Health Office and satellite health office at annex |
| 13. Walkie-Talkies | Every classroom and Main Office |
| 14. Crisis Counselor | Lori Ricupito [REDACTED] |
| 15. Building and Grounds | John Grabovski [REDACTED] |
| 16. Gas Emergency | National Fuel 1-800-444-3130 |
| 17. Electrical Emergency | National Grid 1-800-642-4272 |
| 18. Police, Fire, Medical | 911 |
| 19. Buffalo Board of Education | 716-816-4000 |
| 20. School Nurse | Dana Fauth, RN ([REDACTED]) |
| 21. Evacuation Site | First Presbyterian Church ([REDACTED]) |
| 22. Director of School | John Sheffield ([REDACTED]) |

Section 14 Schedule of Activities

Description of Activity	Timeframe
Appoint Planning Team	September
Approval of Planning Team by BOT	September
Update Contact Information	September
Update List of Students and Staff with Special Needs	September
Safety Committee Meeting(s)	November and Following Event or Tabletop
Announcement of Public Hearing	December
Public Hearing	January
Approval of Plan/Changes by BOT	February
Presentation of Plan to Staff	March and August

Section 15 Communication between Sites

The annex and the main campus are connected via the same phone system and computer network. An emergency phone with a dedicated copper line is designated for communication between the two sites in the event of an emergency. The close proximity of the annex to the main campus allows for communication between the two sites via walkie-talkie, as well as quick and easy movement between the two sites for the nurse, engineer, and Director. Staff members at both sites receive the same training on emergency procedures, security procedures, health and wellness, violence prevention, CPR, and implementation of the Emergency Plan. The Special Services Coordinator's office is located at the annex to ensure administrative presence in the event of an emergency. The Director of the School will serve as IC for both sites. A full-time clerk/receptionist monitors the doors and security camera at the annex. In the event of an emergency at the annex, the clerk/receptionist will be responsible for the following:

1. Notifying appropriate emergency personnel.
2. Notifying the Special Services Coordinator (on-site administrator)
3. Notifying main office personnel of the nature of the emergency.

Staff at the annex are required to observe the same security procedures as staff at the main campus and participate in the same number of drills and table-top exercises. Periodic inspections will be conducted by the Director of the School to ensure that procedures are followed.