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Horseheads Central School District

District-wide School Safety Plan

Commissioner's Regulations 155.17

Revised and Updated – May 2002
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Legal Basis for Plan

The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. At the district level, the new **District-wide School Safety Plan** replaces the current school emergency management plan that is required for all districts. At the school building level, a newly required **School Building Emergency Response Plan** must be prepared for each school building in the State. Together, these plans are intended to provide the means for each school district and all the buildings in the district respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

The District-wide School Safety Plan is divided into four categories:

- General Emergency Response Planning
- Responding to Threats and Acts of Violence
- Communication with Others
- Prevention and Intervention Strategies.

The Building Safety Plan is divided into three categories:

- Risk Reduction
- Response
- Recovery

Horseheads Central School District District-Wide Safety Plan (Original) Committee Members

Abrunzo, Virginia	Elementary Principal
Banfield, Craig	Horseheads Village Police Chief
Biagetti, Mary Ann	Director of Human Resources
Brinthaup, Mark	Board of Education
Daly, Jack	High School Teacher
Fischer, Don	Community Representative
Hassen, Colleen	Middle School Teacher
Keeler, Cathie	Elementary Teacher
Marcellus, Cindy	Elementary Teacher
McGurgan, Megan	Student
Pirozzolo, Susan	Community Information Specialist
Preston, Ella	Transportation Department
Stager, Antony	Health and Safety Manager
Watkins, Barb	Custodial Union President
Willes, Keith	Middle School Teacher

NOTE: Dates, times, agenda, attendance sheets, and minutes of all meetings are on file in the Office of Human Resources.

Schedule of Public Hearing and Board Action:

Monday, May 21, 2001 – Public Hearing – 6:00 p.m. Multimedia Center
Monday, June 4, 2001 – Board of Education First Reading
Monday, June 18, 2001 – Board of Education Action
Tuesday, April 2, 2002 – Updates and Revisions by Committee

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety 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 each school district and its schools.

The Schuyler-Chemung-Tioga BOCES (currently Greater Southern Tier (GST) BOCES), in coordination with the Horseheads 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 Horseheads Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Horseheads Central School District Board of Education, the Superintendent of Horseheads Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Horseheads Central School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- County and State resources through existing protocols may supplement efforts.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and 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 must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law and any other provision of law, in accordance with Educational Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

Section II: General Emergency Response Planning

KEY COMPONENTS

- The plan must be updated annually.
- The plan must be designed to ensure integration and coordination with emergency planning at municipal, county and state level.
- The plan must include:
 1. Identification of sites of potential emergencies
 2. Identification of appropriate responses to emergencies.
 3. Description of arrangements for obtaining assistance from emergency services and government agencies.
 4. Description of procedures to coordinate use of school district resources and manpower during emergencies.
 5. Identification of district resources for use in emergencies.
 6. A system of informing all educational agencies including private schools and pre-schools within the school district of an emergency.

7. Description of plans for dealing with school cancellations, early dismissal, evacuation and sheltering.
8. Information on school population, number of staff, transportation needs, and phone numbers of key officials.

The district must conduct a test of its Emergency Management Plan for sheltering and early dismissal once a year.

ASSUMPTIONS

While it is not always possible to have immediate outside assistance during serious emergency situations affecting the Horseheads Central 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 coordinate effectively 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.

A. Identification of sites of potential emergency.

1. Analysis of Hazards:

a. Natural Disasters :

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. While there is low historical risk of a tornado, shifts in weather patterns could increase the probability of one occurring in this area.

There is a moderate likelihood of damage from earthquake, hurricane path storms, and flooding, though flooding is not likely to affect every school building in the Horseheads Central School District.

b. Manmade Disasters:

Each of the buildings within the Horseheads Central School District has building-specific manmade disasters indicated in the individual building-level plans. Possible manmade disasters and subsequent emergency procedures could include, but not limited to, plane crashes, toxic releases from railway or highway accidents, chemical spills, **natural gas leaks** and the remote possibility of nuclear disaster.

c. School Disasters:

Acts of violence, fire, explosion, water line breaks, or toxic substance release could occur at any of the district's buildings. Therefore, protocols and provisions for these types of will be included in the plan.

2. Location of Potential Sites:

a. Location of Each school building in the Horseheads Cent. School District:

Horseheads High School – 401 Fletcher St., Horseheads, 795-2500
 Horseheads Middle School – 950 Sing Sing Rd., Horseheads, 795-2520
 Big Flats Elementary School – 543 Maple St., Big Flats, 795-2550
 Center Street Elementary School – 812 Center St., Horseheads, 795-2580
 Gardner Road Elementary School – 541 Gardner Rd., Horseheads, 795-2540
 Ridge Road Elementary School – 112 Ridge Rd., Horseheads, 795-2480
 Horseheads Intermediate School – 952 Sing Sing Rd., Horseheads, 795-2490

b. Location of other offices, schools and buildings within the district:

Asst. Superintendent's Office, 1 Raider Lane, Horseheads	739-5601 x4264
Athletic Office, 1 Raider Lane, Horseheads	739-5601 x4254
Broad Street School, 800 W. Broad St., Horseheads	481-1686 (cleaner's cell)
Business Office, 1 Raider Lane, Horseheads	739-5601 x4260
Computer Services, 1 Raider Lane, Horseheads	739-5601 x4245
Educational Support Center, 1 Raider Lane, Horseheads	739-5601 x4263
Facilities Services Department, 507 Fletcher St, Horseheads	739-501 x4401
Food Service, Hhds. Middle School, Horseheads	739-6360
Transportation Dept., Sayre St., Horseheads	739-6338
Horseheads Christian School, 2293 Grand Central Ave., Hhds.	739-9811
Human Resources, 1 Raider Lane, Horseheads	739-5601 x4211
Montessori School, 23 Winters Rd., Big Flats	562-8754
GST BOCES, 459 Philo Rd., Horseheads	739-3581
St. Mary Our Mother School, 811 Westlake St., Horseheads	739-9157
Student Services, 1 Raider Lane, Horseheads	739-5601 x4301
Superintendent's Office, 1 Raider Lane, Horseheads	739-5601 x 4201
Twin Tiers Baptist High School, 640 Main St., Breesport	739-3619

3. School Fact Sheets

Fact sheets for each of the schools, buildings, and offices within the Horseheads Central School District are provided in Appendix A.

B. Plans for Actions in Response to an Emergency:

1. Emergencies included, but not limited to:

- School Cancellation,
- Emergency Dismissal,
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Sheltering sites (internal and external)

2. Emergencies (Protocols) include, but are not limited to:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Incident
- Gas Leak
- Incident/Injury Reporting
- Others as determined by the Building-level School Safety Team
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Biological
- Radiological
- Epidemic
- Homeland Security Related Threat
- Fire
- Railroad Incident

C. Identification of District Resources For Use During An Emergency:

In the event of an emergency in a school building, the Building Emergency Response Team will be initiated. Upon the initiation, the District Emergency Management Co-coordinators (see chain of command page 10) will be contacted by an identified member of the Building's Safety Team. In the event of a medical emergency or when deemed necessary, 911 is to be called immediately by the appointed member of the Building Emergency Response Team.

In order to ensure timely response, the Superintendent, the Director of Facilities Services, the Director of Human Resources, or a building principal may declare a state of school emergency, immediately implementing the Emergency Management Plan as delineated by the District-wide School Safety Plan. As soon as feasible, the Emergency Command Center (Superintendent's Office, or an alternate site depending upon the location of the emergency) will be placed in service, and the Emergency Management Committee will report there. The Emergency Management's Co-coordinators will remain in charge of all school activities until the conclusion of the emergency or until civil emergency authorities take command of the situation.

The Emergency Management Co-coordinators are responsible to:

1. Take **full control** upon being notified of the emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate agencies.
5. Be prepared to turn over control to appropriate outside agencies as required by law.
6. Submit post-emergency reports to the Health and Safety Coordinator for distribution as needed.
7. Perform testing of the Emergency Management Plan on an annual basis.
8. Meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the district.
9. Determine when and which educational agencies within the school district shall be notified of an emergency, and the action to be taken.

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

1. District Resources

- a. On a daily basis, there are 84 bus drivers and 77 buses to transport students.
- b. Additional resources are available from the following neighboring school districts:
 - Elmira Heights Central School District
 - Elmira City School District
 - Corning-Painted Post Area School District
- c. Additional resources will be available through the following local agencies:
 - GST BOCES – Philo Rd., Elmira, NY
 - Town and Country Volunteer Fire Department, Horseheads
 - Horseheads Volunteer Fire Department, Horseheads
 - Elmira City Fire Department, Elmira
 - Chemung County Transit Company, Elmira
 - Horseheads Village Police
 - Chemung County Sheriff's Department
 - New York State Police Barracks, Horseheads

2. District Resources – Emergency Staff

- a. District Incident Response Team

Members: School Resource Officer(s)

Jay Hillman

Greg Nordin

Alan Brown

Joseph Caputo

Patrick Halpin

Larry Park

Individuals in the district who are trained in CPR/First Aid/AEDs:

All P.E. staff, coaching staff and nursing staff are trained in CPR/First Aid/AEDs. Each building may have additional staff who are also trained.

Note: Additional staff members will be trained as needed.

3. District Resources - Rolling Stock (district owned vehicles)

The district possesses the following vehicles (rolling stock).

Please see Appendix I for a complete list and description of each of the vehicles

4. District Resources - Other Equipment

Generator – High School South

Generator – High School North

Generator - Middle School Boiler Room

Generator – Ridge Road School

Generator – Big Flats School

Generator – Center Street School

Generator – Transportation

Portable Generator, tow behind, stored in Maintenance area

Portable Generator, Transportation

Portable Generator, Honda, 5000 watts, stored in Maintenance area

One Pancake style portable compressor

One portable air compressor – MS Storage area

The bus garage contains one (1) stationary air compressor

Fueling Station – Transportation

2 Aerial lifts (Interior)

5. District Resources - Miscellaneous

- The maintenance shop and district technology classrooms possess an array of shop tools (saws, drill presses, lathes, planers, hand/power tools, etc.) to fabricate support items required in an emergency.
- The maintenance shop and each school building possesses an assortment of ladders (various sizes) to allow for access to areas above ceilings, the roof and other elevated locations
- The district possesses hand held film and electronic cameras, video cameras and associated AV equipment to record emergency incidents, as well as, the response to emergencies.
- Each district building is connected to the local EMS via alarm systems.
- Video monitoring in all schools

Cafeteria:

- Kitchen Storage currently stocked with an assortment of staple food products. Each school building is capable of feeding the student body and staff of the school. BOCES Food Service Management is located "on site" and has the ability to procure additional food if needed.
- Each district building is supplied via the local municipal water supply. Any disruption of this service will initiate Chemung County Emergency Services and/or Department of Health emergency water supply provisions
- There is an assortment of tables, chairs and associated items available for seating large masses of individuals

6. Communications

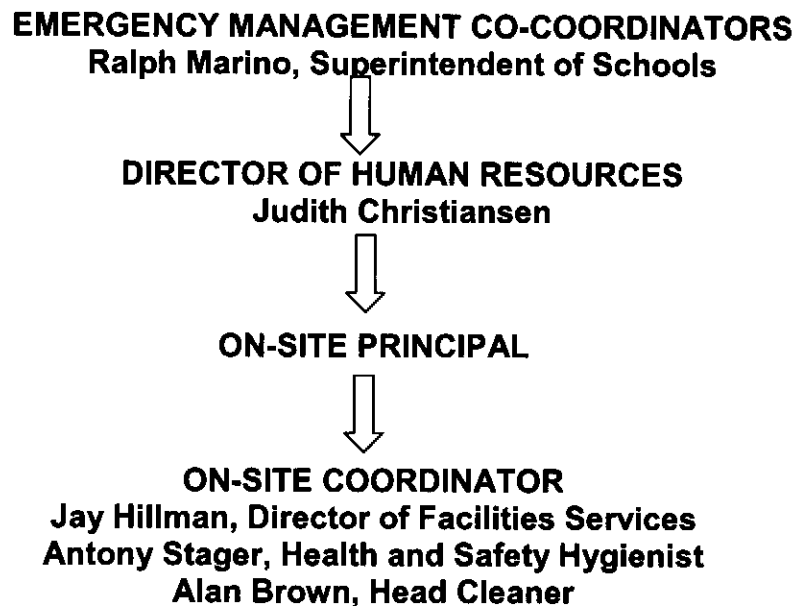
- Intercom in each classroom in the district
- Telephone with outside line in each classroom in the district (911)
- Main office in each District school building has a dedicated outside line
- Each school building possesses personal loudspeakers ("bull horn") for communication when telephone is non-operational
- Each school building possesses two way radios or cell phones for building emergency response team responding staff for communication during an emergency
- Each school building main office possesses a fax machine
- Each classroom in the district possesses a television (with one closed circuit channel)
- Multiple computers in each school building in the district

7. Medical Supplies

- Each building in the district possesses at least one Automated External Defibrillator (AED)
- There are six additional AEDs for "portable use"
- Each District school building possesses an in-house health office
- Each District school building health office possesses emergency first aid supplies and bodily fluid clean up kit (at the minimum a first aid "jump bag")
- Each maintenance department vehicle possesses an emergency first aid kit
- Each bus in the transportation department possesses an emergency first aid kit and a bodily fluid clean up kit.
- Special education classrooms possess emergency first aid kits (these classrooms are located in each District school building).
- Each district school building, transportation department and maintenance department possess a hazardous material clean-up kit.

Figure 1: CHAIN OF COMMAND DURING EMERGENCY RESPONSE:

This chain of command is activated when notified by the contact person of each building's Safety Team or if information becomes available to the Superintendent of Schools first.



D. Procedures to Coordinate the School Resources and Manpower During Emergencies.

1. Direction and Control:

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, Director of Human Resources, Director of Facilities Services, the Principal, or a designated member of the Emergency Management Committee shall implement the Emergency Plan.

The Emergency Management Co-coordinators shall be responsible for contacting the appropriate community emergency service agencies if the responsible person at the immediate emergency site has not already contacted them.

Members of the Emergency Management Committee shall report to the Command Center as appropriate. The Command Center is located at the Superintendent's Office.

The Emergency Management Co-coordinators shall follow the procedures outlined in the appendix for the specific emergency.

In the case of an emergency encompassing a wider area than just one school location, the Emergency Management Co-coordinators shall establish contact with the BOCES Superintendent, as a communication link with the County Emergency Management Office, and shall work in cooperation with the County Emergency Management Office.

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

Evening and Weekend Emergencies

In the case of an emergency when an event is being held at one of the District's buildings, the responsible staff person shall immediately notify the custodian on site who will initiate the Emergency Response process. 911 shall be called immediately. As soon as feasible, the Emergency Management Co-coordinators must be notified.

E. Annual Multi-Hazard School Training for Staff and Students.

1. In order to implement this plan effectively, all faculty and staff will receive appropriate training in emergency procedures. Special emphasis will be placed on training for the school secretary, custodial/maintenance staff, school nurse, and backup personnel.
2. At least once every school year, Horseheads Central School District will coordinate and conduct a test of the Emergency Management for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Parents and guardians shall be notified in writing at least one week prior to such drills.
3. Emergency Evacuation Drill -At least once every other school year, a designated school will practice an emergency evacuation drill. Buses will be practicing emergency responses to the designated building to establish the response time for assembling buses to transport students and staff to a sheltering site.
4. Sheltering Drill – Upon notification of a drill, building principals shall direct students and staff to designated areas or remain in classrooms as appropriate. Designated assembly areas must be located on building maps available in the Building-level Safety Plan.
5. Early Dismissal – Students will be released to their assigned buses when such buses are announced as available. **Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal drill.**
6. Transportation Department – In the event of the need for an emergency evacuation of a school, the Supervisor of Transportation or designee, will notify all licensed bus drivers available at the Transportation site, plus all available licensed bus drivers in the maintenance department.
 - a. An emergency call chain will be established by the Transportation Department of off-duty bus drivers. This call chain will be activated in the event of an emergency evacuation of a school site.
7. The school district will work in cooperation with the GST BOCES and the County Emergency Management Office to provide training for staff and faculty.
8. The district Staff Development Program will present training for special emergency situations. These trainings can be offered as classroom trainings or through the use of on-line trainings. The district will charge the District Safety Team (working with the Health and Safety Officer) with the responsibility to identify the needed training.

F. Review and Conduct of Drill and Other Exercises to Test Components of the Emergency Response Plan.

1. At least bi-annually, each school within the District shall conduct a full evacuation of all staff and students.
2. Other drill timelines will be established by each Building Safety Team and the Transportation Department: Sheltering and Early Dismissal.
3. The District will work with Local Law Enforcement Official to utilize available tabletop exercises. Building-level Safety Teams will coordinate these exercises at their designated buildings.
4. The Superintendent and the members of the Emergency Management Team will conduct timed responses of staged emergency situations to determine strengths and weaknesses of the existing procedures.
5. An emergency call chain will be established by the Superintendent to notify all district components to communicate information and/or warnings in the event of an emergency. See Figure 2.
6. Each building shall use clear, incident specific language to alert all building occupants of a pending emergency. The normal pre-announcement tone or the siren tone 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 as established in the Building-level Safety Plan.
7. There may be times when it is necessary to LOCKDOWN a building. A lockdown is the most serious level of emergency. A building administrator may initiate a lockdown based upon an actual or imminent threat or violent act. In a lockdown situation, all students are maintained in classrooms. Classroom doors are locked, students are instructed to remain out of view of doors and windows and teaching is suspended until the lockdown has ended. All outside activities are terminated.
8. A LOCKOUT is a response to an actual or potential threat from outside the school building. During a lockout, doors and windows are locked, instruction is continued as usual, and no one is allowed into the building. All outside activities are terminated.

G. Drills – Training, Drills and Exercises

The Horseheads Central School District will participate in the following annually:

1. All school personnel will receive a copy of the District-Wide Safety Plan with updates.
2. All building personnel will receive the building safety plan and training on the use of the plan and the role of each person in an emergency situation. The booklet of protocols will be reviewed.
3. Building Emergency Response Teams will practice at least one drill and do annual review of responses.
4. The District Response Team will annually conduct one building search and one clearance drill. Training will be provided as needed by appropriate law enforcement agencies.
5. The Health and Safety Hygienist will meet on a quarterly basis with the Director of Human Resources to maintain lines of communication of safety needs.
6. Following all annual drills, there will be debriefing session with involved staff, local law enforcement agents, local emergency response agents to improve response measures and communication.

Figure #2: Central Office Emergency Call Procedure

1. Notification given to the Superintendent's Office.
2. Superintendent's Administrative Assistant will call Central Office and the Community Information Specialist. They will report to the Command Center (Superintendent's Office) for further instructions and to activate the call procedure.
3. Calls are made to the following by the appropriate persons:
 - a. Superintendent's Administrative Assistant:
Board of Education Members. Please note: the Administrative Assistant needs to have the phone free as much as possible to field incoming calls.
 - b. Director of Elementary or Secondary Education:
District Schools, neighboring districts (if necessary according to emergency)
 - c. Director of Human Resources:
Student Services, Educational Support, Athletic Office, BOCES, Transportation (who will then activate emergency procedures and call chain to bus drivers, if necessary), Facilities, Food Service
 - d. Community Information Specialist:
Media (TV, newspaper, radio stations as appropriate), private schools (St. Mary Our Mother, Montessori, Twin Tiers Christian Academy, Horseheads Christian Academy), pre-kindergarten locations (YMCA/ Ungvarsky's Daycare) after-school programs (YMCA/YWCA)

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures to responding to implied and direct threats of violence by students, teachers, other school personnel and visitors to the school.

Policies for dealing with these violent acts whether implied or direct are governed by the ***Student Code of Conduct***. In short, school policies and responses will be activated with law enforcement agencies involvement where necessary. Additional services of counseling and follow up actions may be available for the offending student and victims of the violence.

B. Zero Tolerance

Zero Tolerance policies will be used when dealing with acts of violence. As outlined in the ***Student Code of Conduct***.

Students – Students could face suspension, Superintendent's Hearing, and/or criminal charges being placed.

Teachers – Disciplinary actions will be in accordance with the articles of the Horseheads Teachers' Association Contract agreement. Criminal charges will be made when necessary, in which case, the legal actions may override the contract provisions. All stipulations of the SAVE regulations will be followed when dealing with teacher discipline.

Staff – Disciplinary actions will be in accordance with the articles of the appropriate unit's contract agreement. Criminal charges will be made when necessary, in which case, the legal actions may override the contract provisions. All stipulations of the SAVE regulations will be followed when dealing with staff discipline.

Visitors – All visitors are bound by the Board of Education policies as outlined in the **School Code of Conduct**. Law enforcement agencies will be notified with criminal charges applied when necessary. Law enforcement regulations will determine the consequences of the incident.

C. Contact of Law Enforcement Officials in the Event of a Violent Incident

Law Enforcement Officials will be notified by the Building Principal or the Superintendent's Office. The following agencies govern the schools in the Horseheads Central School District:

- High School – Horseheads Village Police – 911 or 739-5668
- Middle School – County Sheriff or State Troopers – 911
- Big Flats Elementary School – County Sheriff or State Troopers – 911
- Center Street Elem. School – Horseheads Village Police – 911 or 739-5668
- Gardner Road Elem. School – Horseheads Village Police – 911 or 739-5668
- Ridge Road Elem. School – Horseheads Village Police – 911 or 739-5668
- Intermediate School – County Sheriff or State Troopers – 911

D. External Potentially Hazardous Sites:

- Elmira-Corning Regional Airport
- RIMCO Plastics Corporation
- Schweitzer Aircraft Corporation
- Proximity of the Rt. 17/I-86
- Norfolk Southern CSX Rail Road
- Griffith Oil Company
- Horseheads Industrial Center (Holding Point)

E. Identification of Responses to Emergencies, Including Protocols

1. EMERGENCY SCHOOL CLOSINGS

Schools are closed only when the weather makes it impossible to have reasonable attendance or when the school or vehicles would not be able to operate safely. The school day is delayed only when inclement weather conditions improve by early morning. If it is necessary to close or delay schools, students and parents will be notified in the early morning on area radio and television stations. Staff will be notified through established call chains.

2. EARLY DISMISSAL

Due to the fact that drivers are not readily available during the day, early dismissal is an option only in the most unusual circumstances. The Superintendent in consultation with the Supervisor of Transportation will determine the order of dismissal of schools. The District's Emergency Management Emergency Call Chain will be activated.

Early dismissal may be considered as an option in the following circumstances: Flood warning; severe windstorm, snowstorm, or tornado warning; fire; strategic alert; post disaster

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, it may be preferable to evacuate the students to a safe location where parents can pick them up. (These locations are indicated in the Building-level Safety Plans.)

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

3. EVACUATION

It is appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, after earthquakes, violent acts, or when ordered by law enforcement officers because of dangerous activity in the area. The signal to evacuate the buildings shall be the regular announcement tone followed by the words "**alerts, alert**", followed by specific verbal instructions. Building-level Safety Plans will be activated immediately.

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

Teachers will be required to bring their class lists with them, assemble and count their students at the designated assembly at least 75 feet away from the building. They will immediately notify the principal of any missing students.

No one is to reenter the building until an appropriate authority gives an all clear.

If a parent wishes to take a child home during an emergency, the parent must notify the child's teacher and sign the Emergency Parent Sign Out form.

Evacuating to Another Site

Depending on the scope of the emergency, and the projections of likely safe areas, designated gathering points for evacuated students and staff will be activated and are indicated for each school building in the Building-level Safety Plan.

In the event of an evacuation, the clerical staff and the school nurse shall be responsible for taking class lists, medical information list, and sign-out forms to the evacuation site. The school secretary shall be responsible for having parents sign Emergency Sign Out forms to pick up their children from the evacuation site.

4. SHELTERING 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 such places as the gymnasium and/or cafeteria. In the case of high winds and tornadoes, these areas must not be used, and students should be prepared to move into the hallways marked for protective sheltering. These areas are delineated in the Building-level Safety Plans.

In case of such emergency, the principal shall give directions over the public address system. Teachers moving students from their classrooms must take their class lists and accompany their children to the designated area.

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

In the instance of extended sheltering-in-place, the Emergency Management Co-coordinators shall notify the County Emergency Management Office (737-2096), and shall seek a Declaration of Emergency from the County Executive so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources to site.

The Shelter Manager will then assume coordinating responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

5. SHELTER (Community)

When the Red Cross requests use of a building designated as a community disaster shelter site, such as the Middle School/Intermediate complex, during an emergency, or when students from another school are evacuated to that site, the Emergency Management Co-coordinators and as many members of the Emergency Management Committee as needed, will staff the Command Post (Superintendent's Office) to coordinate activities and assist in communication.

The Emergency Management Co-coordinators (or designees) will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory and equipment present.

The manager of the cafeteria 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.

6. PROTOCOLS AND STANDARD OPERATING PROCEDURES

The following protocols and standard operating procedures for specific emergencies are included in all Building Safety Plans and given to all district employees. All employees are to be familiar with the protocols and their individual responsibility during an emergency. (See Appendix H)

Protocols and Standard Operating Procedures include areas such as:

- Aircraft Crash
- Air Raid/Emergency Procedures
- Armed Person, Hostage or Terrorist Activities
- Elementary Schools – Armed and Dangerous Person Plan
- Bomb Threats (Bomb Threat Checklist)
- Bus Incident and School Bus Accident, Emergency and Follow up Inform.
- Chemical Incident
- Command Post Operations
- Civil Disobedience and /or Student Disorder
- Earthquake
- Emergency Transportation/Early Dismissal Operations
- Emergency Report Form
- Evacuation Location Summary
- Explosion/Fire Operations
- Feeding Operations
- Fire/Building Evacuation Operations
- Fire Drill Operations
- Flash Flood
- Flood
- Food Poisoning or Other Mass Illnesses
- General Emergency Procedures/Air Raid (Sheltering)
- Hazardous Material Spill Off School Premises
- Homeland Security Related Threats, Terrorist Activities
- Incident/Injury Reporting
- Injury at Athletic Event
- Mail Opening Procedure
- Notification of Emergency
- Off Site Evacuation Operations
- Radiological Emergency
- Receipt of Suspicious Letter/Package; Possible bioterroristic threat
- Shelter in Place Operations
- Suspicious Letter/Package "Checklist"
- Receipt of Anthrax Threat/Discovery of Powder or Suspicious Material Procedure (Potential Anthrax Threat)
- Tornado, Severe Windstorm, Thunderstorm
- Utility Failure
- Winter Storm

F. Policies and Procedures to Contact Parents, Guardians or Persons in Parental Relation to the Students in the Event of a Violent incident or an Early Dismissal.

In the event of injury or death of Horseheads Central School District students or staff, next of kin shall be notified as soon as possible. Responsibility for notification:

Superintendent. If the Superintendent is not available then the Director of Human Resources shall provide notification.

NOTIFICATION OF EMERGENCY

1. Whenever the Plan calls for the Emergency Management Co-coordinators to be contacted or to make a communication, if he is not immediately available, his secretary or the person receiving the call indicating the emergency shall notify the next person in the chain of command.
2. To facilitate rapid communication and response, the person taking the original call shall make detailed notes of the substance of the call to the Emergency Management Co-coordinators, and shall relay that information to the person eventually acting on the call.
3. It shall be the responsibility of the person taking the original call to continue through the chain of command until someone is reached who is empowered to take whatever action is necessary.

NOTIFICATION REGARDING MEDICAL TREATMENT

1. It is the legal responsibility of the School Nurse to notify the parent of any medical treatment. However, in cases of multiple emergencies 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 or shall provide the notification. These procedures are to be outlined in the Building-level Safety Plan.

NOTIFICATION REGARDING INJURY OR DEATH OF A STUDENT

1. The choice of telephone or in person notification shall be made based on likely availability of parent, timeliness, and likelihood of rumor reaching parents before official notification.
2. If telephone notification is made, the caller shall make sure the parent has someone with her/him, or should offer to call a friend or relative to provide immediate support. Caller should factually indicate the nature of the event which caused the injury or death, and the current status and location of the injured or deceased student.
3. "I am sorry it happened" is the phrase recommended by grief experts.

Section IV: Communication with Others

A. Arrangements for Obtaining Assistance from Emergency Service Organizations and Local Government Agencies.

1. At the initiation of the event, the Emergency Co-coordinators will activate the Call Chain outline in Figure 2 (page 13).
2. Methods of communication among and between buildings in the district can include, but not limited to personal contact, telephone, FAX, email, or digital cell phone.
3. Each Building-level Safety Plan will outline an Emergency Call Chain for staff and faculty notification if the incident should happen before or after school hours.
4. Internal communication systems will be designed by each Building's Safety Team and be incorporated in the Building-level Safety Plan.
5. Community Notification of Emergencies:
 - a. Messages regarding school early dismissal, sheltering in place or evacuation of a school will be sent to the broadcast media through the district's Community Information Specialist to the County Emergency Management System (737-2096). Additionally, the media will be notified by telephone if available. Prepared messages will be available to all media and the Superintendent will cause them to be modified as needed.
 - b. The BOCES Superintendent will be contacted as soon as feasible regarding any of these actions. If the problem encompasses more than the Horseheads Central School District, communications to the emergency management office and to the media will be issued through the BOCES Superintendent.
 - c. Other Communication Equipment:
 - NOAA Weather Radio with tone activated receiver. The Superintendent's secretary, the Transportation Department, and the Facilities Office will monitor this for alert tones during working hours.
 - Manually tuned, battery powered AM-FM commercial radio receiver at the command post to be used to monitor emergency broadcast system announcements.
 - Maintenance garage UHF system with base.
 - District radio link with BOCES.
6. External Communications:

The Community Information Specialist or Superintendent shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the Information Specialist will coordinate activities with the county emergency public information officer. **No Horseheads Central School District employee will provide information to the media during or after an emergency unless specifically authorized to do so.**

7. Media Announcements:

Media will not be given information regarding injuries or deaths until families have been notified and the Superintendent or Director of Human Resources has authorized release of information.

In the event of serious injury or death of Horseheads Central School District students or staff, next of kin shall be notified as soon as possible. Responsibility for notification: Superintendent.

8. Recovery:

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all Horseheads Central School District counselors who have appropriate credentials in post trauma debriefing and any community volunteers with appropriate credentials will be assigned to debrief all staff members and students who have been directly involved with or impacted by the emergency. Establishing the debriefing sessions shall be the responsibility of the Emergency Management Co-coordinators.

For critical situations that require the utilization of community mental health resources, the Emergency Management Co-coordinators will be responsible for contacting the appropriate county mental health agency:

Chemung County Mental Hygiene Services
425 Pennsylvania Ave., Elmira, NY 14904
(607) 737-5501

Crisis Intervention Program 737-5369

9. Recovery – District Support in Buildings

The following description is the plan of the district resources that will support the School Building Emergency Response Teams and the Post Incident Response Teams.

The Central Emergency Coordinators will activate:

- All school psychologists and social work personnel to assist in emotional support for students and staff.
- The Chairperson of the Council of Churches will be contacted to provide on-site emotional support.
- The teacher registry will be contacted to supply at least 4-5 substitutes to assist with classes should a staff member need assistance.
- The Superintendent and members of Central Office will be on site to provide assistance to the Principal or Central Command Leader.
- The Health and Safety Manager will be on site to provide any additional emergency support if needed.

10. Disaster Mental Health Services

The district will provide the following Mental Health Resources in the event of crisis:

- The Council of Churches will be notified to provide spiritual and emotional support for staff.
- The Employees Assistance Program will be notified to provide assistance from the Chemung Family Services .
- The district will have all district psychologists and social work personnel to provide emotional support to students and staff.
- The Chemung County Crisis Debriefing Team will be asked to provide debriefing sessions for students, staff and parents.

11. Post Emergency Report and Assessment

The Emergency Management Committee shall meet as soon as feasible after an emergency to assess the emergency responses and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation. The Emergency Management Co-coordinators shall file a post emergency report with the BOCES Superintendent within five days after the event. The Emergency Management Co-coordinators as mandated by the SAVE regulations will complete all reports.

B. Obtaining Advice and Assistance from Local Government Officials (Including the county or village officials responsible for implementation of Article 2-B of the Executive Law)

The members of the District-wide Safety Team will meet with county and village office on an annual basis to review plans and assistance procedures.

A list shall be maintained of all copyholders of the plan. The plan shall be evaluated and updated after each drill and not later than September 1st of each year. All changes other than those in names and phone numbers of personnel shall be listed on the Plan Modification Record Form (see Appendix G), and shall be forwarded to all copy holders of the plan and the State Education Department of New York State.

C. A System for Informing All Educational Agencies Within the Horseheads Central School District

See Figure 2 – Emergency Call Chain

D. Fact Sheets for All Buildings and Offices in the Horseheads Central School District

Each school and office within the Horseheads Central School District will complete and maintain a fact sheet of information: See Appendix A

Fact Sheets will include, but not limited to the following information:

- | | |
|-----------------------------------|--------------------------|
| - Name of the school or office | - Transportation needs |
| - Address of the school or office | - Law Enforcement Agency |
| - Telephone and FAX numbers | Governance |
| - Name of Principal | - Fire and Rescue Agency |
| - Total Population | Governance |
| - Number of Staff | |

Section V: Prevention and Intervention Strategies

A. School Building Security

The following security measures have been implemented:

1. At the Middle/Intermediate School complex, hall doors have been installed to isolate areas and corridors of the school from public access during outside of school hour activities. These areas are to be sanitized by the cleaning staff prior to being locked. These areas will be used as secured areas in the event of a sheltering emergency.
2. At all of the elementary schools, security provisions allow visual access to the front door and lobby area from the main office personnel for screening purposes.
3. Security systems have been installed in all of the buildings to provide on-going visual access to hallways and building traffic areas.
4. Security cameras are regularly evaluated for optimum use and security.
5. Continued use of the District's Health and Safety Officer to evaluate the effectiveness of security measures.
6. Continued use of the District's Safety Committee to monitor health and safety measures in the district.
7. Use of identification badges for all employees and visitors.

B. Dissemination of Informative Materials for Early Detection of Potentially Violent Behaviors

The following areas have been outlined by the District-wide Safety Team as proactive measures to detect and/or to deter potential violent behaviors:

1. Use of Online resources to telecast programs and information regarding violent behavior. Channel 76 will be used for these purposes.
2. The Staff Development and Inservice programs will be used to offer programs and training in detecting and/or deterring violent behaviors.
3. The District Website will be used to disseminate information to parents and staff members.
4. Therapeutic Crisis Intervention Training will be offered to all appropriate staff members in the district.
5. Use of area colleges and university specialists will be used to offer assistance for training for detecting and/or deterring violent behavior.
6. Area emergency management and crisis intervention specialists will be utilized to present training programs for staff members.
7. Mandatory training will take place for new hires in detecting and/or deterring violent behaviors.
8. Site Based Teams will be urged to utilize Staff Development Days as forums to discuss and train for detecting and/or deterring violent behavior.
9. District Administrators in Curriculum and Staff Development will be utilized to plan for and design district-wide Staff Development programs.

C. Prevention and Intervention Strategies

In addition to the areas outlined in Section V. A., there will be other steps to be taken for collaboration and proactive measures.

1. The Health and Safety Officer will meet on a regular basis with administrators to maintain updated information and feedback when needed.
2. The Health and Safety Officer will meet on a regular basis with local law enforcement officials to conduct ongoing review of the District-wide Safety Plan.
3. At the school level:
 - a. All schools will include a program of Character Education as part of the school's curriculum.
 - b. Agencies (Youth Bureau, NYS Troopers) will be used to promote conflict resolution, bullying education and peer mediation programs.

D. Strategies for Improving Communication Among Students and Between Students and Staff – Reporting of Potentially Violent Incidents.

1. Staff Development programs will be instituted to help staff members open communication with students
2. Work collaboratively with student organizations to establish a student hotlines
3. Providing School Resource Officer(s) to monitor student activities and serve as a contact person for students
4. Anonymous reporting mechanisms have been instituted to report concerns about school violence or safety

E. Description of Duties, Hiring and Screening Process, and Required Training of Hall Monitors and other safety personnel.

All new employees must meet with the Director of Human Resources for an orientation.

All certified staff must attend Violence Prevention Training. In addition, all certified and non-certified staff must attend safety training as designated annually by the District.

All District employees, including per diem substitutes, shall undergo fingerprint screening.

All staff members and visitors must have visible identification badges.

Staff Development programs will be investigated to be offered to all support personnel in detecting and/or deterring violent behaviors.

Screening procedures as outlined by the SAVE regulations will be followed for all regular and/or substitute personnel.

Appendix:

Appendix A – Fact Sheet

A.1 – Individual Fact Sheets containing confidential student and employee information for each department, building or school are kept in a confidential file.

Appendix B - List of Emergency Telephone Numbers

Appendix C - Emergency County Telephone Directory

Appendix D - School Bus Accident Emergency Follow-up Information

Appendix E - Incident Report Form

Appendix F - Release of Student Under Emergency Conditions

Appendix G – Plan Modification Record

Appendix H – Confidential Protocols

Appendix A

FACT SHEET

Name of School (or Office): _____

Address of School(or Office): _____

Telephone #: _____ FAX #: _____

Name of Principal: _____

Total Population: _____ # of Classrooms: _____ # of Staff: _____

Transportation Needs: _____

Law Enforcement Agency to contact and telephone number: _____

Fire and Rescue Agency to contact and telephone number: _____

Indicate any special needs for students or staff when evacuating the building:

Indicate any special transportation needs for students or staff:

**Horseheads Central School District
EMERGENCY TELEPHONE LIST
607-739-5601**

Appendix B

EMERGENCY MANAGEMENT COMMITTEE

Superintendent, Emerg. Management Co-Coordinator Ralph Marino	B	ext 4200
	H	795-0005
	C	331-7780
Director of Human Resources, E. M. Co-coordinator Judith Christiansen	B	ext 4214
	H	737-5137
	C	857-8925
Director of School Facilities Jay Hillman	B	ext. 4400
	H	733-4426
	C	481-0314
Head Cleaner Alan Brown	B	ext. 4404
	H	739-1547
	C	857-9247
Health and Safety Specialist Antony Stager (BOCES)	B	ext. 4403
	C	738-3552

SITE SPECIFIC

Horseheads High School Principal Karen Donahue	B	ext. 1600
	H	739-4445
	C	857-9655
Horseheads Middle School Principal Bobbi Brock	B	ext. 3640
	H	589-4650
	C	742-8067
Center Street Elementary Principal Patricia Sotero	B	ext. 2600
	C	351-1870
		227-1038
Big Flats Elementary Principal Elizabeth Scaptura	B	ext. 5600
	H	767-6503
	C	742-4577

Horseheads CSD District Wide Safety Plan

**Gardner Road Elementary Principal
Ronald Holloway**

**B ext. 6600
C 742-0924**

**Ridge Road Elementary Principal
Anne-Marie Manikowski-Bailey**

**B ext. 7600
H 796-2293
C 426-1516**

**Intermediate School Principal
Bobbi Brock**

**B ext. 3620
H 589-4650
C 742-8067**

**School Lunch Director
Freda Patterson**

**B 739-6360
H 535-9262**

**Transportation Supervisor
Ella Preston**

**B ext. 4500
H 546-4682
C 857-0035**

Emergency Phone Numbers

DIAL 911 TO REPORT AN EMERGENCY or 9-911 based on location from where call is made

A. FIRE DEPARTMENTS

BIG FLATS	(ALARM)	739-8444 562-3063
HORSEHEADS	(ALARM)	739-3813 739-5045
TOWN & COUNTRY	(ALARM)	739-3813 739-7134

B. POLICE AGENCIES

HORSEHEADS VILLAGE POLICE	739-5668
CHEMUNG COUNTY SHERIFF'S DEPT.	737-2987
NYS POLICE/HORSEHEADS BARRACKS	739-8796

C. VILLAGE & TOWN GOVERNMENT

HORSEHEADS VILLAGE MANAGER	739-5666
TOWN OF HORSEHEADS CLERK'S OFFICE	739-8783

D. AMERICAN RED CROSS

734-3317

E. CHEM-TREC - EMERGENCY

Chemical Information (call only in emergency)	800-424-9300
	800-262-8200

F. CHEMUNG COUNTY EMERGENCY MANAGEMENT

Emergency Management Office	737-2096
	732-4225

G. CHEMUNG COUNTY EXECUTIVE

County Executive	737-2912
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H. CHEMUNG COUNTY HEALTH DEPARTMENT

737-2028

I. CHEMUNG CO. HIGHWAY/DEPT. OF PUBLIC WORKS

Garage & Night Number	739-3898
Office	739-3896

J. CHEMUNG COUNTY TRANSIT SYSTEM

734-5211

H. CHEMUNG COUNTY ENVIRONMENTAL HEALTH

737-2019

For Nuclear & Hazardous Materials Accidents

Appendix D

School Bus Accident Emergency Follow-up Information

DISPATCHER

- Get all important information from driver – location, injuries, fire, damage, etc..
- Complete the Dispatch Accident/Incident form and give a copy to the Secretary and Safety Examiner.
- Notify the proper police agency.
- Call a tow truck if necessary.
- Keep unnecessary chatter off the radio and listen for news from the scene.
- Prepare to cover the bus run or send a spare bus.

After the Safety Examiner has returned to the office:

- The Safety Examiner will provide you with a student seating chart. Look up the student's parent phone number and notify them of the accident.

SECRETARY

- Notify the Superintendent's Secretary, Business Manager, Sue Pirozzolo, and Ella Preston that an accident has occurred.
- Give the Safety Examiner the camera, extra batteries, a blank DMV-104F accident form, and a blank seating chart form to take to the scene.

After the Safety Examiner has returned to the office:

- Confirm the accident scene is cleared and call the Superintendent's Secretary, Business Manager, Sue Pirozzolo, and Ella Preston to give them an update.
- Assist dispatch with looking up student's parent phone numbers and notification of the accident.
- Immediately call our Insurance Company to notify them of the accident.
- Notify the school nurse of the bus accident and give her the names of the students on the bus and if they were taken to a hospital.
- Call the police agency to obtain a copy of the police report. (Will need to complete DMV-104F).
- If applicable, type and mail the DMV-104F form. (Note: If a person was killed or injured or damages exceed \$1,000.00, the DMV-104F form must be completed and filed with the DMV, SED, and DOT within 10 days of the accident. Failure to file the form within 10 days is a misdemeanor.)

SUPERVISOR OR SERVICE MANAGER

- Call dispatch to notify them when the scene is all clear.
- If there was a death or injury of an employee or passenger, or if the accident was caused by mechanical failure, regardless of whether or not anyone was injured, immediately call DOT, Central Dispatch at 585-753-7780 and notify them of the accident.

SUPERVISOR / SAFETY EXAMINER

- Take the copy of the Dispatch Accident/Incident form, the camera, extra batteries, a blank DMV-104F accident form and a blank seating chart form to the scene of the accident.
- Take a mechanic or someone else with you to assist at the scene.

At the scene:

- Check the driver and children for inquiries.
- Call dispatch to tell them if we need to cover run, send a spare bus, or call a tow truck.
- Fill out the seating chart, including names, DOB, grade, school.
- Collect information (names, address, DOB, vehicle and insurance) from any other drivers involved.
- Take pictures of all damage.
- If students need to be taken to a hospital, collect the names of the students and which hospital they will be taken to.

After returning to the office:

- Give Dispatch the completed student seating chart.
- If applicable, complete a pencil copy of the DMV-104F form and give it to the secretary to type and mail. (Note: If a person was killed or injured or damages exceed \$1,000.00, the DMV-104F form must be completed and filed with the DMV, SED, and DOT within 10 days of the accident. Failure to file the form within 10 days is a misdemeanor.)
- Give the Secretary all the completed forms, information compiled, and pictures taken for the file.
- When required, obtain a copy of the police Accident Information form.

MECHANIC

- Go to the scene with the Safety Examiner.
- Assist the Safety Examiner with pictures and contacting dispatch.

ADDITIONAL INFORMATION

- All transportation staff will be on "stand by" until dismissed by the Transportation Supervisor or person in charge.
- What to do if the accident occurs outside of normal dispatch hours?
Call 911 and the phone numbers on the bus card.

- Injured Students

If students are injured and they seek medical attention, they must file their medical bills with their parent's auto insurance. We can provide them with our insurance information and the two companies will figure it out. If there is a third insurance company involved, our insurance company will work through this also.

Any student who is injured or requires medical care is not covered by District insurance. NYS is a "No Fault" state so the Parent's auto insurance would cover the injured student.

In NYS the law specifically provides that if your child is injured on a school bus, No-Fault benefits must be paid by the child's parent auto insurer. The law further provides that they should only file a No-Fault claim with the district's insurance carrier if they do not have auto insurance. The only exception to this rule is if they are the driver or an employee of the District.

While the District cannot guarantee what might happen with each particular insurance carrier, because the accident involved no negligence on the part of the parents, it should not affect their rates or coverage.

No-Fault Process. The parent should contact their auto insurer to report the bus accident and file a No-Fault Application. The parent's agent will provide them with a No-Fault form. They will have a 3 day response time.

The Transportation Department must notify the building nurses of any bus accident with injured students.

The Pupil Benefits Plan, Inc. does not cover an auto accident.

- Injured Drivers / District Employees

The injured employee must notify the Transportation Supervisor immediately. The employee must phone or email Nicole Kerbein as soon as possible after the incident. The employee must complete the HCSD Accident/Incident/Injury form and give it to the Transportation Secretary who will copy and forward the form to Nicole Kerbein. Nicole Kerbein must receive the form no later than three days following the incident. (See the Districts Incident/Injury reporting procedure) Employees are covered under workers compensation not auto insurance.

- LIST OF HOSPITALS AND PHONE NUMBERS:

Arnot Ogden Medical Center 737-4100
600 Roe Ave
Elmira, NY 14901

Corning Hospital 937-7200
176 Denison Parkway East
Corning, NY 14830

Robert Packer Hospital 1-717-888-6666
Sayre, PA

Schuyler Hospital 535-7121
220 Steuben St
Montour Falls, NY

St Joseph Hospital 733-6541
555 E Market St
Elmira, NY 14901

Ithaca Hospital 274-4011
101 Dates Dr
Ithaca, NY 14850

Appendix E

Incident Report Form

Horseheads Central School District Incident/Injury Reporting Procedure

State law and District Policy requires that all accidents/incidents and injuries be reported. The District's workers' compensation carrier has changed the way that we report accidents. The new reporting form is available in building offices or on the Intranet in the Forms folder.

It is important to fill out the form completely and accurately – many regulatory agencies typically declare that “what is not written down does not exist”.

Please follow the following guidelines upon the occurrence of an incident/accident/injury:

1. The injured employee should notify the Benefits Specialist either by phone (x4203) or email that he/she has been injured and a report is forthcoming as soon as possible after the incident.
2. The employee must notify the employee's immediate supervisor or school principal (i.e. the person to whom the employee reports) immediately.
 - a. Please note that **BOCES employees** should notify the appropriate Horseheads supervisor/principal of the incident/accident/injury. However, BOCES employees must then notify the appropriate BOCES supervisor and complete the accompanying BOCES paperwork.
3. The employee should complete the provided Horseheads Central School District accident/incident/injury form and send to Barb Elder no later than three (3) days following the incident. If the employee is not able to complete it, it can be done by the employee's supervisor, the nurse or other designated individual.
4. In some instances, the incident is a minor event with no injury or physician's visit. A report should still be completed, leaving the space provided for physician's information blank. If circumstances change where the employee decides to visit the physician, Barb Elder must be notified as soon as possible. This is to ensure proper reporting to the insurance company that the incident/accident/injury did subsequently require a physician's visit.

If there are any questions, comments or if assistance is required with the forms, please do not hesitate to contact Benefits Specialist (x4203 or by e-mail) or Health and Safety Hygienist (x4403 or by e-mail). Thank you very much for your assistance with this matter.

Appendix F

Release of Student under Emergency Conditions

Emergency Student Release Procedures

In the event of an emergency that requires students to be picked up by an adult, the following procedures will be followed:

1. Students will remain in classrooms with adult supervision.
2. Student pick up will be through the entrance as designated by the Building Safety Team. No parents or guardians will be permitted into the building through any other entrance. Upon entering the building, they will be directed to an appropriate area as designated by the Building Safety Team.
3. Staff members will collect student names from parents and guardians and will make appropriate contact with the student or the student's teacher and will have the student report to the designated holding area.
4. The adult will sign the student out on their student log sheet.
5. The student will be united with the parent or guardian and then directed out of the school via exit designated by the Building Safety Team.
6. For High School Students ONLY: In the event that students are permitted to drive or ride with other students, the adult supervisor will sign them out on the student log sheet.

Students Not Located In a Classroom:

1. Students may not be in classrooms at the time of an emergency. Students should remain with an adult for the dismissal procedures.

Important Information:

1. Important information will be provided to students and staff via the public address system.
2. Students may be permitted to use cell phones to contact parents or guardians regarding the emergency and dismissal procedures.

Emergency Dismissal Student Log

Please complete the log for each student under your supervision.

[illegible]

Emergency Dismissal Parent/Guardian Sign Out

[illegible]

Appendix G

Plan Modification Record

Revised and Updated – May 2002
Revised and Updated – May 2003
Revised and Updated – January 2004
Revised and Updated – June 2006
Revised and Updated – December 2006
Revised and Updated – July 2008
Revised and Updated – June 2010

Appendix H

Confidential Protocols

Note: Please see corresponding Horseheads Central School District school building specific emergency plan for confidential emergency response/action protocols

Appendix I

List of District Rolling Stock

Veh#	Location	Color	Year	Chassis	Model	Seating	Plate #	Diesel	Use	Misc Notes
332	T	YELLOW	2003	INT		65	L73433	D		
333	T	YELLOW	2003	INT		65	L73432	D		
334	T	YELLOW	2003	INT		65	L73431	D		
335	T	YELLOW	2003	INT		65	L73430	D		
336	T	YELLOW	2003	INT		65	L73429	D		
339	T	YELLOW	2003	INT		65	L81289	D		
340	T	YELLOW	2003	INT		65	L81291	D		
341	T	YELLOW	2003	INT		65	L81288	D		
342	T	YELLOW	2003	INT		65	L81292	D		
343	T	YELLOW	2003	INT		65	L81293	D		
344	T	YELLOW	2003	INT		65	L81290	D		
345	T	YELLOW	2003	INT		29	L81294	D		
346	T	YELLOW	2003	INT		29	L81295	D		
347	T	YELLOW	2005	BLBD		65	L59702	D		
348	T	YELLOW	2005	BLBD		65	L59704	D		
349	T	YELLOW	2005	BLBD		65	L59703	D		
350	T	YELLOW	2005	BLBD		65	L59705	D		
351	T	YELLOW	2005	BLBD		65	L59708	D		
352	T	YELLOW	2005	BLBD		65	L59706	D		
353	T	YELLOW	2005	BLBD		65	L59707	D		
354	T	YELLOW	2006	BLBD		65	L87718	D		
355	T	YELLOW	2006	BLBD		65	L87710	D		
356	T	YELLOW	2006	BLBD		65	L87712	D		
357	T	YELLOW	2006	BLBD		65	L87709	D		
358	T	YELLOW	2006	BLBD		65	L87711	D		
359	T	YELLOW	2006	BLBD		5WC/24C	L87717	D		
360	T	YELLOW	2006	BLBD		35	L87713	D		
361	T	YELLOW	2006	BLBD		35	L87714	D		
362	T	YELLOW	2007	BL/BI		65	M16528	D		
363	T	YELLOW	2007	BL/BI		65	M16526	D		
364	T	YELLOW	2007	BL/BI		65	M16527	D		
365	T	YELLOW	2007	BL/BI		65	M16529	D		
366	T	YELLOW	2007	BL/BI		65	M16523	D		
367	T	YELLOW	2007	BL/BI		65	M16525	D		
368	T	YELLOW	2007	BL/BI		65	M16522	D		
369	T	YELLOW	2007	BL/BI		65	M16524	D		
370	T	YELLOW	2008	BL/BI		65	M29479	D		
371	T	YELLOW	2008	BL/BI		65	M29478	D		
372	T	YELLOW	2008	BL/BI		65	M29480	D		
373	T	YELLOW	2008	BL/BI		65	M29476	D		
374	T	YELLOW	2008	BL/BI		65	M29477	D		
375	T	YELLOW	2008	BL/BI		65	M29484	D		
376	T	YELLOW	2008	BL/BI		42	M29496	D		

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377	T	YELLOW	2008	BL/BI	1WC/33	M29494	D
378	T	YELLOW	2009	BL/BI	5WC/24	M38845	D
379	T	YELLOW	2009	BL/BI	65	M38825	D
380	T	YELLOW	2009	BL/BI	65	M38826	D
381	T	YELLOW	2009	BL/BI	65	M38827	D
382	T	YELLOW	2009	BL/BI	65	M38828	D
383	T	YELLOW	2009	BL/BI	65	M38829	D
384	T	YELLOW	2009	BL/BI	65	M38830	D
385	T	YELLOW	2009	BL/BI	65	M38831	D
386	T	YELLOW	2010	BL/BI	65	M53466	D
387	T	YELLOW	2010	BL/BI	65	M53469	D
388	T	YELLOW	2010	BL/BI	65	M53474	D
389	T	YELLOW	2010	BL/BI	65	M53467	D
390	T	YELLOW	2010	BL/BI	65	M53468	D
391	T	YELLOW	2010	BL/BI	65	M53470	D
392	T	YELLOW	2010	BL/BI	65	M53471	D
393	T	YELLOW	2010	BL/BI	65	M59775	D
394	T	YELLOW	2011	BLBD	65	M63017	D
395	T	YELLOW	2011	BLBD	65	M63016	D
396	T	YELLOW	2011	BLBD	65	M63014	D
397	T	YELLOW	2011	BLBD	65	M63018	D
398	T	YELLOW	2011	BLBD	65	M63015	D
399	T	YELLOW	2011	BLBD	65	M63019	D
400	T	YELLOW	2011	BLBD	42	M63021	D
401	T	YELLOW	2011	BLBD	1WC/33	M63022	D
402	T	YELLOW	2012	BLBD	65		D/SCR
403	T	YELLOW	2012	BLBD	65		D/SCR
404	T	YELLOW	2012	BLBD	65		D/SCR
405	T	YELLOW	2012	BLBD	65		D/SCR
406	T	YELLOW	2012	BLBD	65		D/SCR
407	T	YELLOW	2012	BLBD	1WC/33		D/SCR
408	T	YELLOW	2012	BLBD	1WC/33		D/SCR
409	T	YELLOW	2012	BLBD	5WC/24		D/SCR

E-2	T	BLUE	1987	INT - BUS	44	K47128	D	SCHL BUS USED FOR EQUIPMENT	
M-31	F	BLK	1989	NELS TRAILER	0	M29487		CANOE TRAILER	Old# 31
M-32	F	BLUE	1991	FORD DUMP	2	K47158		PLOWING/SANDING	Old #32
M-38	F	BLACK	1992	HOMEM	N/A	A92773		TRAILER	Old# 38
M-4	F	YELLOW	1975	TROJAN	1	K47153		LOADER	Old #4
M-43	F	GREEN	1992	J/D LOADER		K47154		MOWER	Old #43
M-51	F	BLK	1996	NELLS TRAILER		C48334		HAULING	Old# 51
M-58	F		1998	CLARK FORKLIFT					
M-59	F		1999	CHEVY PU UTILITY		K55853			Old# 59
M-61	F	BLUE	2000	GMC STAK		K47161			
M-64	F	RED	2001	DODGE UTIL	(TBE '11)	K47176			
M-67	F	BLUE	2001	NE/HO		K27153		TRAILER	
M-69	F	RED	2001	DODGE UTIL		K27164			
M-72	F	RED	2003	CHEVY PU UTILITY		L73464			
M-73	F	GRAY	2003	CHEVY PU UTILITY		L81286			

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M-74	F	GRAY	2003	CHEVY PU UTILITY		L81287		
M-83	F	BLUE	2005	CHEVY VAN		L59715		
M-84	F	BLUE	2005	CHEVY VAN		L59717		
M-85	F	BLUE	2005	CHEVY VAN		L59719		
M-87	F	WHITE	2006	GMC VAN		L97726		
M-90	F	YELLOW	2006	UTILITY TRAILER		M16508		
M-91	F	BLUE	2007	CHEVY PU		M16533		
M-92	F	BLUE	2007	CHEVY PU		M16534		
M-93	F	BLUE	2008	FORD PU F-350		M29522		
M-94	F	BLUE	2008	FORD PU F-350		M38811		
M-101	F	YELLOW	2009	UTILITY TRAILER		M45920		
M-102	F	BLUE	2010	FORD DUMP F-350		M59776		
M-103	F	BLUE	2010	FORD FLAT F-350		M59818		
M-105	F	BLACK	2001	FORD TAURUS		K20670	COURIER	
M-106	F	BLUE	2003	FORD TAURUS		L73448		
T-26	A	BLUE	2000	FORD	(TBE '11)	K47162	DISTRICT	not DOT
T-28	A	GREEN	2001	FORD TAURUS	(TBE '11)	K20671	DISTRICT	not DOT
T-29	A	TAN	2002	FORD TAURUS	(TBE '11)	K27192	DISTRICT	DOT
T-3	T	RED	1999	DODGE Pickup	2	K47160	CHASING PARTS,PLOWING, CHECK ROADS	
T-30	A	BLUE	2003	FORD TAURUS	5	L73448	DISTRICT STAFF	DOT
T-31	A	BLUE	2005	CHRYSLER VAN	6	L50656	DISTRICT STAFF	DOT
T-32	A	Blue	2005	Chrysler Van	6	L50657	DISTRICT STAFF	DOT
T-33	T	BLUE	2005	CHRYSLER	6	L87676	DISTRICT STAFF	DOT
T-34	T	BLUE	2005	CHRYSLER	6	L87675	DISTRICT STAFF	DOT
T-35	T	BLUE	2007	CHRYSLER	6	M25014	DISTRICT STAFF	DOT
T-36	T	BLUE	2007	CHRYSLER	6	M25013	DISTRICT STAFF	DOT
T-37	T	BLUE	2009	Dodge	6	M53446	TRANS	DOT
T-38	T	BLUE	2009	Dodge	6	M53447	TRANS	DOT
T-39	T	BLUE	2010	Dodge	6	M63049	TRANS	DOT
T-40	T	Blue	2010	Dodge	6	M63048	TRANS	DOT
T-4	T	DK/RED	2001	DODGE Pickup		K20668	CHASING PARTS,PLOWING, CHECK ROADS	
T-5	T	BLUE	2003	Dodge Durango	4	L73460	MEASURING, ETC.	

Appendix J

Pandemic Flu Plan

	<ul style="list-style-type: none">Monitoring pandemic alert world wide.No reported Pandemic cases in local state.Local level planning and preparation for heightened sense of awareness.Coordination of all schools in the county for Pandemic preparedness.Note: Plan execution is subject to change based upon Federal (CDC) or State (DOH) mandates.			
	<table><tr><td>Normal working conditions (as dictated by conditions).</td><td></td><td>Normal school access at this time; based upon guidance/mandates from NYSED.</td></tr></table>	Normal working conditions (as dictated by conditions).		Normal school access at this time; based upon guidance/mandates from NYSED.
Normal working conditions (as dictated by conditions).		Normal school access at this time; based upon guidance/mandates from NYSED.		
	<p>Normal instructional delivery.</p> <p>Provide education and information to staff/students concerning past pandemic flu events and new pandemic flu guidelines.</p> <p>District plan may move from one level to another quite quickly or even skip levels.</p>			
	<p>All regularly scheduled activities.</p>			
	<table><tr><td><ul style="list-style-type: none">Use of periodic e-mail with Community health providers.Use of District website to provide information.<p>Primary sources of information from Center of Disease Control (CDC) and Chemung County Department of Health (CCDOH).</p><ul style="list-style-type: none">School staff travels high risk area.School staff community asked to report travel of staff, students, and family members if traveled to high-risk areas.Classroom instruction to students on pandemic disease and proper hygiene.</td><td><p>Appendices:</p><p>Parents: Prevention</p><p>Parents: Critical Situation</p><p>Employees: Planning</p><p>School Officials: Info.</p><p>Employees: Risk Reduction</p><p>Press Release</p></td></tr></table>	<ul style="list-style-type: none">Use of periodic e-mail with Community health providers.Use of District website to provide information. <p>Primary sources of information from Center of Disease Control (CDC) and Chemung County Department of Health (CCDOH).</p> <ul style="list-style-type: none">School staff travels high risk area.School staff community asked to report travel of staff, students, and family members if traveled to high-risk areas.Classroom instruction to students on pandemic disease and proper hygiene.	<p>Appendices:</p> <p>Parents: Prevention</p> <p>Parents: Critical Situation</p> <p>Employees: Planning</p> <p>School Officials: Info.</p> <p>Employees: Risk Reduction</p> <p>Press Release</p>	
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<ul style="list-style-type: none">SuperintendentCommunity Information SpecialistBuilding PrincipalsDirector of CCDOHChain of Command during Emergency Response (p.10 District Wide Safety Plan)				
Point of Distribution Activation	<p>If Intermediate School and the Middle School Campus is activated as A Point of Distribution (POD) site: These buildings would close for a minimum of one week as directed by Chemung County Department of Health (CCDOH) (for first responders when have antiviral or vaccine and their families).</p>			

	<ul style="list-style-type: none"> • CDC Severity Index: I. • First Pandemic case reported in the world. • First Pandemic case reported in the country. • Increasing number of cases reported in the country. • School community (employees, students, and parents) should take temperature twice per day if feeling onset of illness. If temperature is 100° or higher, person should go home and remain at home (home based health care). • Surveillance and report to CCHD per established protocol. 		
	<ul style="list-style-type: none"> - Normal working conditions, substitutes provided for employees with an elevated temperature. - Commence w/social distancing practice per CCDOH protocol. 		School open to staff, students, parents and guardians; based upon guidance/mandate from NYSED.
Instruction Delivery	<ul style="list-style-type: none"> • Normal school access, unless directed otherwise by Department of Health (DOH) or State Education Department (SED). • Home-based instruction via the U.S. mail and phone conference. • Designated grade level and content area teachers begin preparations for possible home-based instruction. (NOTE: District needs to determine logistics of this by committee work.) 		
Instructional Program	All scheduled program allowed unless directed otherwise by local authorities.		
Communication/Alert	<ul style="list-style-type: none"> • Communicate school's Pandemic Response Plan to families. • Updates to community on status of Pandemic flu posted on District website. 		<p>Appendices:</p> <p>Public Health Instructions</p> <p>Pandemic Planning Packet (4 pages)</p> <p>Parents: Prevention</p> <p>Parents: Tips on Coping</p>
<ul style="list-style-type: none"> • Superintendent • Community Information Specialist • Building Principals • Classroom Teachers • Chain of Command during Emergency Response (p.10 District Wide Safety Plan) • BOCES Health & Safety Specialist 			

	<ul style="list-style-type: none">• CDC Severity Index: I.• First Pandemic case reported in the U.S.• Increased spread of Pandemic flu reported in NYS by DOH.		
	<ul style="list-style-type: none">• All faculty and staff report to work after assessing temperature at home.• Any person with a temperature of 100° or greater must stay at home.• Social distancing/quarantine protocol per CCDOH in full effect.	School Absence Plan for 2020-2021	<ul style="list-style-type: none">• No non-school visitors.• Parents must remain in the office when picking up their children.
Early School Delay	<ul style="list-style-type: none">• Schools open for classroom instruction only; highly unlikely, guided by SED directive.• Homework provided by teacher for any students at home.• Designated district teachers activate Toolbox Pro accounts. (NOTE: District needs to determine logistics of this by committee work.)		
Extra-curricular Activities	<ul style="list-style-type: none">• Extra-curricular activities cancelled.• No large gatherings allowed at school.• No school-wide meetings.		
Communication Action Plan	<ul style="list-style-type: none">• Daily updates to classrooms to explain current situation in the area.• In appropriate-age classrooms, daily instruction on hand washing and hygiene.		Relationship with the Community

<p>Preparedness: Mayoral</p> <p>Preparedness: School</p> <p>Preparedness: District</p>	<ul style="list-style-type: none"> • CDC Severity Index: II or greater. • Spread of Pandemic flu within New York State. • Schools experience elevated absentee rates. • Cases are reported to CCDOH (surveillance). • Schools may be directed to close. <p>Assumptions based on severity index and spread of flu with death notes.</p>	
<p>Scenario 1: No Dismissals</p> <p>Scenario 2: Short-term Dismissals</p> <p>Scenario 3: Prolonged Dismissals</p>	<p>Category 1 Pandemic: No dismissals.</p> <p>Category 2 or 3 Pandemic: Short-term (up to 4 weeks) dismissal of students.</p> <p>Category 4 or 5 Pandemic: Prolonged (up to 12 weeks) dismissal of students from schools during a severe influenza pandemic.</p>	
<p>Preparedness: School</p> <p>Preparedness: District</p>	<ul style="list-style-type: none"> - Superintendent reviews process of school closure, access to instructional services, maintenance of core operating and process for reopening of schools. - Social distancing and quarantine protocol per CCDOH. 	<p>School Actions</p> <ul style="list-style-type: none"> • No classes held. • School facilities available for emergency preparedness usages.
<p>Emergency Delivery</p>	<p>Students may be required to work on previously assigned or new school work and/or enrichment activities for completion at home.</p>	
<p>Emergency Program</p>	<p>All school facilities closed for academic and/or extra-curricular programs.</p>	
<p>Communication Action Team</p>	<p>Daily updates via website and local media outlets.</p>	
<p>Point of Distribution</p>	<p>Push POD: District schools may be open.</p> <p>POD Activation: District schools would be closed.</p>	<p>Appendices:</p> <p>Parents: School Closure Press Release</p> <p>Employees: School Closure</p> <p>School Officials: School Closure</p>

<p>Emergency Response</p>	<p>Buildings will be cleaned and disinfected per Department of Health (DOH) protocol. SED, BOCES, and local school districts assess re-opening schedule.</p> <ul style="list-style-type: none"> • Local. • Federal and State Services will issue guidelines on this.
<p>Recovery Efforts</p>	<p>District recovery efforts will be based on (see pages of Post-Incident Recovery cited in Horseheads District-wide School Safety Plan p.20-21.)</p>
<p>Appendices</p>	<p>Appendices: Helpful Websites School Officials: Schools Re-open www.nhpandemicplanner.com/page/page/4335953.htm www.nhpandemicplanner.com/page/page/3872131.htm</p>