

End. 15.1
July 12, 2012

Horseheads Central School District

District-wide School Safety Plan

Commissioner's Regulations 155.17

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
Revised and Updated – June 2011
Revised and Updated – May 2012

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	739-5601 x4401
Food Service, Hhds. Middle School, Horseheads	739-6360
Transportation Dept., 601 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 | ▫ Explosive/Bomb Threat |
| ▫ Hostage/Kidnapping | ▫ Hazardous Material |
| ▫ Natural/Weather Related | ▫ Biological |
| ▫ Civil Disturbance | ▫ Radiological |
| ▫ School Bus Incident | ▫ Epidemic |
| ▫ Gas Leak | ▫ Homeland Security Related Threat |
| ▫ Incident/Injury Reporting | ▫ Fire |
| ▫ Others as determined by the Building-level School Safety Team | ▫ Railroad incident |
| ▫ Intruder | |

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, 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 83 bus drivers and 76 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 Fire Department, Horseheads
 - Horseheads Fire Department, Horseheads
 - Elmira City Fire Department, Elmira
 - Chemung County Transit System, Elmira
 - Horseheads Village Police
 - Chemung County Sheriff's Department
 - New York State Police Barracks, Horseheads and Big Flats
 - Department of Environmental Conservation, Bath, NY
 - Breesport Fire Department, Breesport
 - Thompkins Corners Fire Department, Thompkins Corners
 - Big Flats Fire Department, Big Flats

2. District Resources – Emergency Staff

a. District Incident Response Team

Members: School Resource Officer(s)
Jay Hillman
Members of the Facilities Staff including:
Greg Nordin
Head Cleaner (TBD)
Joseph Caputo
Patrick Halpin
Larry Park
Mike Coghlin

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
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

5. Communications

- **Internal** 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
- **PA System in each building (for internal and outside announcements)**
- **Radio communication system between Transportation office and individual school busses**

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

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 District 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. ~~When practicable~~, buses will practice 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 and or safety situations. These trainings can be offered as classroom trainings, through the use of on-line trainings or through District-wide training. 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 ~~will remain~~ 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.

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
- ~~Broad Street School - Horseheads Village Police – 911 or 739-5668~~

D. External Potentially Hazardous Sites:

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

E. Identification of Responses to Emergencies, Including Protocols

1. EMERGENCY SCHOOL CLOSINGS

Schools are closed only when ~~conditions the weather~~ make 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, ~~the District web site~~, 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 "**alert, alert**", followed by specific verbal instructions. Building-level Safety Plans will be activated immediately.

- 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 ~~they are~~ 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.

- 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~~ **staff** with 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 Employee Assistance Program will be notified to provide assistance from **Family Services of Chemung County**.
- 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 offices **as needed** 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
- Address of the school or office
- Telephone and FAX numbers
- Name of Principal
- Total Population
- Number of Staff
- Transportation needs
- Law Enforcement Agency Governance
- Fire and Rescue Agency Governance

Section V: Prevention and Intervention Strategies

A. School Building Security

The following security measures have been implemented:

1. ~~In all buildings, At the Middle/Intermediate School complex, hall security 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.

- 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 the District's Benefit Specialist 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 the Benefits Specialist. The Benefits Specialist 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

Appendix E

Incident Report Form

Horseheads Central School District Incident/Injury Reporting Procedure

State Law and District Policy require 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~~ the **Benefits Specialist** 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 the 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 ~~a staff member~~ 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, ~~at the discretion of Building Administration~~, to use cell phones to contact parents or guardians regarding the emergency and dismissal procedures.

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
Revised and Updated – May 2012