

Andover Central School District

(Building-Level) Emergency Response Plan

Commissioner's Regulation 155.17

Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York enacted the Safe Schools Against Violence in Education (SAVE) law. As a part of that legislation, each school (building) is required to create and maintain a Building-level Emergency Response Plan.

General Considerations and Planning Guidelines

Purpose

This school's Building-level Emergency Response Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Andover Central School District's Board of Education, the Principal of the school has appointed a Building-level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

Identification of School Teams

The school has developed three safety-related teams:

- School Safety Team
- Emergency Response Team
- Post-Incident Response Team

These teams are comprised of personnel from within the school itself and the district as well as representatives of other stakeholder groups within the school and the Andover community. The role of each team is briefly summarized in a subsequent section of this document.

Concept of Operations

The initial response to all emergencies at the school will be by the appropriate members of the School Emergency Response Team at the direction of the school Principal / Incident Commander or their designated alternate. Upon the activation of the School Emergency Response Team, the Superintendent will be notified and, where appropriate, local emergency officials will also be notified.

Plan Review

- These plans will be reviewed periodically during the year and will be maintained by the Chief Emergency Officer. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education.
- 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 plans must be formally adopted by the Board of Education.
- Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

- Copies of the Building-level Emergency Response Plan, including the school's Emergency Planning Summary have been supplied to the Village of Andover Police Department and the New York State Police.

Designation of School Teams

- A School Safety Team, including the members required by regulation, has been established. Members of this team include but may not be limited to: representatives of teachers, administrators, and parent organizations; local law enforcement, fire and other emergency response agencies; community members; other school personnel; and other representatives appointed by the Principal. This team is tasked with the development and maintenance of their school's Emergency Response Plan.
- An Emergency Response Team has also been established. Members of this team include school personnel; local law enforcement officials; representatives from local, regional, and/or state emergency response agencies; and other appropriate incident response teams. The actual persons who would respond to an emergency will vary depending on the nature of the emergency (bomb threat search teams as opposed to staff trained in First Aid or Conflict Intervention).
- A Post-Incident Response Team has been established at the school as well. Members of this team include school personnel; medically trained personnel; mental health counselors; and others who can assist the school community in coping with the aftermath of a serious incident or crisis.

NOTE: In most instances, there is a core membership on all three building-level teams with additional members added for the skills and expertise they can provide in specific situations.

Prevention / Protection / Mitigation Strategies

NOTE: The District-wide School Safety Plan includes expanded sections addressing many of these components.

Multi-Hazard Training, Drills and Exercises

Training for emergency response teams including de-escalation training will be provided.

The District will ensure the school conducts drills and exercises to test the components of their building-level plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical, inappropriate or not sufficient to meet training goals. Specific drills and training such as those involving our Hold-In-Place, Lockdown and Lockout procedures; fire, natural gas, bomb threat and alternate site evacuations will be conducted annually and may involve a staff drill or training session only or the entire school population.

Identification of Sites of Potential Emergencies

The School Safety Team will continue to work to identify both internal and external hazards unique to their building and campus that may warrant protective actions, such as the evacuation or sheltering of the school population. The Safety Team shall assess all potential on-campus hazards, as every school building is unique in student and staff population, physical layout and geographical location. Potential hazards generated by locations off of the campus that could endanger the school's occupants also have been identified and potential protective actions pre-planned.

General Response Procedures

Assignment of Responsibilities / Continuity of Operations

The building Principal is designated as the person in charge during an emergency – the Incident Commander (IC). The Principal will provide leadership, organize activities and disseminate information with the assistance of the School's Emergency Response Team. In the event that the Principal is unavailable at the time of the event, the designated alternate(s) will provide the necessary leadership and coordination. In the event of an emergency, other assignments within the Incident Command System (ICS) may be made depending on the nature and scope of the event (public information, liaison, safety, etc...).

As described in the District-wide School Safety Plan, the building Principal or the designated alternate is directed to contact the Superintendent at the earliest opportunity. The Superintendent, depending on the nature and severity of the event may notify and assemble other district level administrators and staff to provide additional support for the school. The Superintendent or other district level administrator may assume the role of the Incident Commander.

In most instances where this level of school response is warranted, the school will be seeking assistance from other emergency responders in resolving the situation. As such, the immediate objective is generally to contain the incident and successfully manage it until the emergency personnel arrive. The Principal or designated alternate acts as the Incident Commander throughout the event or until such time he/she is relieved by the Superintendent, another district level administrator or the appropriate emergency response agency on-scene supervisor (Police, Fire, and Emergency Medical Services). If relieved as the Incident Commander, the Principal may remain at the Command Post as the School representative providing resources and

support to the emergency response agencies.

Access of Floor Plans

The District-wide School Safety Plan includes floor plans for the school building within the appendices. The District-wide Plan is distributed to all local law enforcement agencies.

Notification and Activation

- All staff are familiar with how and when to call 9-1-1 for emergency services (Police, Fire, EMS)
- Internal and external communication systems have been developed that will be used in emergencies, e.g., PA system, landline and cellular telephones, two-way radios, telephone trees, district e-mail, School Messenger (mass notification system) and the district website.
- The Superintendent of Schools or his designee will serve as the primary resource when disseminating information outside of the District relative to a crisis or emergency including to the media.
- Procedures are in place for notification and activation of the Building-level Emergency Response Plan. Staff and students have been instructed on how to quickly and correctly respond to specific directions given by the Principal or designated alternate.

Hazard Guidelines

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to a variety of emergencies within the following categories: **Civil Disturbances / Criminal Actions; Environmental / Weather Emergencies; Facility Related Emergencies; Medical Emergencies and Transportation Related Emergencies.** The school building's plan may include building-specific response guidelines and procedures that may expand upon the district-wide guidelines in order to meet the needs of the building and its population.

Sheltering and Evacuation Procedures

Procedures have been developed for the safe sheltering or evacuation of students, teachers, other school personnel and visitors to the school in the event of any type of emergency. The following areas have been considered when developing these procedures:

- Evacuation before, during and after school hours (on-site, off-site, Alternate Site)
- Evacuation routes (internal & external)
- Sheltering sites (internal: Hold-In-Place; Lockdown; Shelter-in-Place / external - Alternate Site)
- Procedures for addressing medical needs
- Transportation
- Emergency notification of persons in parental relation to the students (School Messenger)

Emergency Planning Summary

As part of this Emergency Response Plan, an **Emergency Planning Summary Template** has been developed for use by the School Safety Team to assist them in assembling much of the basic information necessary for their plans and to act as a quick reference in the event of an emergency.

Recovery

The school district will coordinate with local community resources to assist in recovering from a critical incident or crisis.

Actions for recovery may include, but are not limited to: (examples)

Mental health counseling (students and staff)

- Provided and coordinated by district counseling staff
- Coordinated by district counseling staff supported by resources within the Andover CSD community, neighboring school districts and Allegany County.

Building security

- Coordinated by the Principal or designee and assisted by the Supervisor of Buildings, Grounds and Transportation.

Facility restoration

- Coordinated through the office of the Supervisor of Buildings, Grounds and Transportation.

Review and Debriefing / Post-Incident Analysis

The **School Building's Safety Team** will meet as soon as is practical after any significant incident is resolved to review the incident and determine if the emergency response plan was adhered to, to evaluate the quality of that response and to determine if any improvements are needed to enhance the plan. If appropriate, the team's findings may be summarized in a formal report documenting any such suggestions for the improvement of policies, procedures and operations as "action items" for further study.

Depending on the nature and scope of the incident, this review may include input from impacted or involved members of the faculty and staff, members of the district administration as well as local emergency responders.

After Action Reporting

The **Incident Commander** who handled the event and the Safety Team are responsible for preparing an after action report once an incident is terminated. Within three (3) days of the incident conclusion, a detailed report will be submitted to the Superintendent of Schools unless directed otherwise.