

# **DESIGNING AN EMERGENCY MANAGEMENT PLAN**

## **SECTION B**

## **DESIGNING AN EMERGENCY MANAGEMENT PLAN**

### **Readiness, Response, Recovery**

The Superintendent of Schools may close schools or dismiss students early when hazardous weather or other emergencies threaten the health, safety or welfare of students and staff.

THE SCHOOL EMERGENCY MANAGEMENT PLAN COVERS THE FOLLOWING CATEGORIES OF EMERGENCY SITUATIONS:

**SCHOOL CANCELLATION** Before the start of the day, weather conditions or environmental conditions at one or more facilities causes the superintendent not to open schools.

**EARLY DISMISSAL** After the start of the school day, extraordinary conditions warrant closing one or more facilities.

**EVACUATION** If an individual facility or area is deemed unsafe; students and staff will be evacuated to a secure area until the emergency is over.

**SHELTER IN PLACE** If hazardous conditions occur outside one or more facilities and it is deemed safer for students and staff to remain inside; plans will be made for sheltering everyone in the building.

Written information explaining the District's EMERGENCY MANAGEMENT PLAN will be distributed to parents, students and staff by October 1, each year. Early Dismissal and Sheltering drills will be conducted annually. These drills will be conducted no more than 15 minutes earlier than normal dismissal. Parent/guardians will be notified 1 week in advance of the drills.

## **SCHOOL CANCELLATION PLAN**

SCHOOL CANCELLATION – Before the start of the school day, weather conditions or environmental conditions at one or more facilities causes the Superintendent not to open schools.

### **Responsibilities of Superintendent of Schools and/or District Emergency Coordinator**

On snow mornings and/or mornings where a snow watch has been declared or other inclement weather condition exists, the following procedures are to be implemented.

1. At 5:15 a.m. each area coordinator is to check road conditions in each assigned section of the city. Road conditions are to be called in to the Executive Director of Facilities Management no later than 5:30 a.m.
2. The Supervisor of Buildings and Grounds is to check access conditions and report to the Executive Director of Facilities Management no later than 5:30 a.m.
3. The Executive Director of Facilities Management is to communicate with the Police Department, the weather station, the transportation authority, and the Department of Public Works prior to hearing from the Supervisor of Building and Grounds.
4. The Executive Director of Facilities Management is to inform the Superintendent of Schools of all available information on weather conditions, access routes, and forecasts.
5. All information from all input sources is to be communicated to the Superintendent of Schools prior to 5:45 a.m.
6. The Superintendent of Schools will check with other area Superintendents and will make a decision at/or about 5:45 a.m. related to the closing of schools.
7. The Superintendent of Schools will inform the Executive Director of Facilities Management of the decision no later than 5:45 a.m. The notification procedure begins at that point.
8. The Districtwide Notification System, as outlined in the Yonkers Public Schools Administrative Manual, will be initiated by the Superintendent of Schools. This includes the District's automated communications by telephone, e-mail and text messaging, and the District's website – [www.yonkerspublicschools.org](http://www.yonkerspublicschools.org) and the District's television station WDMC-TV broadcast on Cablevision Channel 75 and Verizon FiOS Channel 38. In addition, local TV and radio stations will be notified.
9. Principals are responsible for notifying their building staff.

## Early Dismissal Plan

Early Dismissal Plans will be placed into effect if after the start of the school day one or more facilities must be closed due to inclement weather or an emergency.

The Superintendent of Schools and/or District Emergency Coordinator shall initiate the Early Dismissal Plan if:

- he/she receives instructions from local, county or state governmental emergency services to do so, OR

- he/she determines that students and staff will be safer being dismissed early from school  
Factors to receive consideration in making the decision for early dismissal will be weather conditions, traffic conditions or conditions of school building.

Early Dismissal Plans must include consideration and procedures for:

- transportation needs to transport home students
- needs of handicapped students and students on the Medical Alert List,
- communicating emergency information to parents, via District's automated communications by telephone, e-mail and text messaging, and the District's website – [www.yonkerspublicschools.org](http://www.yonkerspublicschools.org) and the District's television station WDMC-TV broadcast on Cablevision Channel 75 and Verizon FiOS Channel 38. In addition, local TV and radio stations will be notified.
- assuring all students are dismissed per parent/guardian wishes.

## EARLY DISMISSAL PLAN

### Responsibilities of the Superintendent of Schools and/or District Emergency Coordinator

#### PREPARATION AND READINESS

1. Notify all parents as to the procedures to be followed if Early Dismissal is deemed necessary.
2. Ensure that all principals are prepared with an Early Dismissal plan.
3. Ensure that the Director of Transportation has plans and procedures to follow.

#### RESPONSE TO DISTRICTWIDE EMERGENCY

When the Early Dismissal Plan is put into effect, the Superintendent of Schools and/or District Emergency Coordinator shall do the following:

1. Notify the following that Early Dismissal Plan is put into effect requesting the cooperation and assistance:
  - Director of Transportation
  - Deputy Superintendent
  - Assistant Superintendent(s)
  - Director of Administration
  - Principals of all schools
  - Supervisor of Building and Grounds, Cafeteria Department, Safety and Security Department
  - Radio and television stations
  - Local police departments
  - Local governmental agencies
  - School district non-public schools
  - After school programs in District
  - Transportation Department and District telephone operators
2. Maintain close contact with schools to ascertain that early dismissal procedures are being handled satisfactorily.

#### RETURNING TO NORMALCY AFTER EMERGENCY IS TERMINATED

1. Determine how many students remain in schools in order to decide to what location the students will be transported.
  - a. If students remain in schools the decision may be made to transport to the Information Center for parents to pick-up.
  - b. Notify Director of Transportation to proceed with vehicles to transport students to Information Center.
2. After the determination has been reached as to where students will be contained, notify the media to please communicate this location to the community. After all students have been dismissed notify the media to communicate this fact and if further information is needed to contact the Transportation Department 376-8015.

## EARLY DISMISSAL PLAN

3. Request assistance from police from traffic control.
4. The school district will arrange, within reason, to return students to their homes in Yonkers, all students remaining in schools that have not been picked up.
5. Submit Incident Report to Commissioner of Education, if other than inclement weather.

### School Facilities

*Guiding Principles*-The Board of Education is responsible for all students until the normal dismissal time, or in an emergency:

- Prior approval has been given by parent for the student to walk home alone or with a sibling;
- OR the parent of their designees picks up elementary and middle years students;
- OR the student goes home on the bus;
- OR all high school students, unless the parent has indicated otherwise, are given permission to proceed home on his or her own.

### Responsibilities of the Principal

#### PREPARATIONS AND READINESS

##### ELEMENTARY AND MIDDLE YEARS SCHOOLS

At the beginning of the school year the "Emergency Early Dismissal Approval Information" form must be distributed to all students, completed by the parents and returned to the school. This information is to be placed on a master list (Student Release Form – By Class) by the *elementary classroom teacher or middle years teacher (period designated by the principal)*, indicating the parent's wishes for dismissing their child in an emergency dismissal situation. Each teacher should have a copy of this information available in their Daily Attendance Record Book.

1. Design an emergency early dismissal plan for your building and assign staff. The plan should include a Control Center, Student Release Area where parents can pick up their child, Student Release Area for Siblings, bus supervision and communications.
2. Have Emergency Early Dismissal Approval Information on file in the school by October 1 each year.
3. Have Student Release Form completed and available to teachers, and have TWO copies on file in the main office. (One copy should be placed in this book in the section designated for the School's EMP Plan.)
4. Designate an emergency coordinator for your building.

**Responsibilities of the Principal - continued**

**HIGH SCHOOLS**

At the beginning of the school year, high school parents will receive a letter indicating that, unless the school is notified otherwise, their child will be released on their own to go home when an Emergency Early Dismissal is called. If the parent has notified the school of procedures they wish followed for their child in the event of an early dismissal, the school has the responsibility to follow their wishes.

1. Design an emergency early dismissal plan for your building and assign staff. The plan should include: Control Center, Student Release Area where parents can pick up their child, bus supervision and communications.
2. Have Emergency Early Dismissal Approval Information on file in the school by October 1 each year.
3. Have Student Release Form completed, where applicable, and available to *high school teachers (period designated by principal)*, and have TWO copies on file in the main office. (One copy should be placed in this book in the section designated for the School's EMP Plan.)
4. Designate an Emergency Coordinator for your building.

**RESPONSE WHEN EMERGENCY IS CALLED**

The Superintendent of Schools and/or the District Emergency Coordinator will notify principals, transportation and police that schools are closing due to emergency conditions.

Principals will proceed with Early Dismissal Plans, coordinate and oversee the following:

1. Inform staff and students that an early dismissal emergency has been called and they are to proceed with the planned student release.
  - a. Parents of all handicapped students must receive a telephone call.
2. Alert all emergency staff to proceed with their pre-assigned early dismissal duties. Elementary and middle schools are to utilize the Student Release Forms for the release of students.
3. Dismissal Procedures.

**ELEMENTARY AND MIDDLE SCHOOLS**

- a. Students permitted to walk home alone may leave from their classroom on signal from the main office, with instructions to go straight home. Teachers should note the time of their departure.
- b. Students permitted to go home with a sibling are to go to the "sibling meeting place" where they will be dismissed by the staff member in charge and instructed to go straight home. Their time of departure should be noted.
- c. Students taking buses will report to their buses when notified by the main office. Staff member in charge of the busses will note the time each bus departed.
- d. Students who must be picked up by a parent or designee will be appropriately released by the classroom teacher or they will report to the "Release Areas", where a staff member will release the students only to the persons designated by the parent on the "Early Dismissal Emergency Approval" form. Staff member in charge will note the time of departure and with whom.

**Responsibilities of the Principal - continued**

**HIGH SCHOOLS**

- a. Students are dismissed to proceed home on their own except those students whose parents have requested special dismissal procedures..
  - b. Students requiring special dismissal procedures will be instructed to proceed to a designated location for dismissal as per their parent's request. The staff member in charge will release these students as indicated by the parent noting the time of departure and with whom.
  - c. Students taking buses will report to their buses when notified by the main office. Staff member in charge of the buses will note the time each bus has departed.
4. *All elementary classroom teachers and middle year school teachers (period designated by principal), before leaving the building, are to turn in the following to the principal: their attendance lists and the Student Release Form.*
  5. The building may be closed when it has been thoroughly checked to be certain everyone has safely left the building. No one is to remain alone in a building waiting for the release of a student.

**RETURNING TO NORMALCY AFTER EMERGENCY IS TERMINATED**

Principals are responsible to notify the District Emergency Management Coordinator when the building is empty of students and staff.



## **Evacuation Plan**

Evacuation Plans will be placed into effect if an individual school building or an entire area is deemed unsafe. Students and staff will be evacuated to a secure location until the emergency is ended.

The Superintendent of Schools and/or District Emergency Coordinator shall initiate the Evacuation Plans if:

- he/she receives instructions from local, county or state governmental emergency services to do so, OR

- he/she determines that the students and staff in a school building or area will be safer being moved to a secure predetermined location. Factors to receive consideration in making the decision to evacuate will be condition of school building, weather conditions, traffic conditions, and air quality.

Evacuation Plans must include consideration and procedures for:

- transportation needs to evacuate the students and staff,
- needs of handicapped students and students on Medical Alert List,
- communicating emergency information to parents, via District's automated communications by telephone, e-mail and text messaging, and the District's website – [www.yonkerspublicschools.org](http://www.yonkerspublicschools.org) and the District's television station WDMC-TV broadcast on Cablevision Channel 75 and Verizon FiOS Channel 38. In addition, local TV and radio stations will be notified.
- assessing conditions at relocation site - favorable or unfavorable.

The Board of Education should reach a signed agreement with planned re-location sites so, at the time of an emergency, plans may go forward. Parents are to be notified, in advance, where the child will be re-located if an emergency does occur and the Evacuation Plans go into effect.

## EVACUATION PLAN

### Responsibilities of Superintendent of Schools and/or District Emergency Coordinator

#### PREPARATION AND READINESS

1. Maintain a current agreement with administrators of planned re-location site(s) so at the time of an emergency plans may go forward.
2. Notify all parents as to where it is planned their child will be evacuated to (1) a re-location site within walking distance when there is a school evacuated, and (2) a re-location site outside of an area when the District is evacuated.
3. Ensure that all Principals are prepared with an evacuation plan if an emergency occurs in their building only and students and staff must be evacuated to a safe building within walking distance.
4. Ensure that the Director of Transportation has plans and procedures to follow in an emergency evacuation.

#### RESPONSE TO DISTRICT-WIDE EMERGENCY

When the Evacuation Plans are put into effect, the Superintendent and/or District Emergency Coordinator shall do the following:

1. Notify the following that Evacuation Plans are in effect requesting cooperation and assistance:
  - Deputy Superintendent
  - Principals of schools,
  - Director of Transportation
  - Supervisor of Building and Grounds, Cafeteria, Safety and Security Department
  - Radio and television stations
  - Local police departments
  - Local governmental agencies
  - School district non-public schools
  - After School programs in District
  - Information Center and telephone operators
  - Yonkers PTA Presidents
2. If deemed necessary notify the following:
  - Mayor City of Yonkers for assistance.
  - Telephone 965-8393, 377-7325, the City of Yonkers Office of Emergency Management Services, requesting assistance and alerting them to the transportation needs to evacuate students and staff to the re-location site.

After determining assistance the City will be able to render, notify the district's Director of Transportation that the Evacuation Plans are in effect with recommendations as to where to begin dispatching the District's van and buses to start the evacuation process. Evacuation of all handicapped students should begin at once.
3. Maintain close contact with schools to ascertain that evacuation procedures are being handled satisfactorily. Render assistance as needed.

## EVACUATION PLAN

### RETURNING TO NORMALCY AFTER EMERGENCY IS TERMINATED

When the Superintendent of Schools and/or District Emergency Coordinator have been notified that the emergency is terminated and evacuees may be returned to their homes or schools, he shall:

1. Determine how many children remain in the re-location site in order to decide to what location the students will be returned.
  - a. If many students still remain at the re-location site, the decision may be to return students to their individual school building for parents to pick up.
  - b. If few students remain at the re-location site, it may be prudent to return all students to one school building where parents may pick up their child/children (the school should be one with good traffic flow around the building)
2. Notify principals/administrators at re-location site that the emergency is terminated and plans are being drafted to return evacuees. They are to alert students and staff of the final plans so that all may be fully informed and able to respond and cooperate with procedures.
3. After the determination has been reached as to where students will be returned, notify radio and television stations to please communicate to parents by airing the message that the emergency is terminated and their child may be picked up at the determined location(s) (if possible, include approximated time such as 30 minutes, 1 hour, etc.)
4. Notify the Director of Transportation to proceed with school district vehicles to return students to predetermined location(s).
5. Request assistance of local police departments to control traffic and parking to return location(s).
6. The school district will arrange, within reason, to return to their homes and/or parents in Yonkers, all students remaining at the return location site and not picked up by a parent or designated surrogate.
7. Alert parents and staff when schools will re-open and return to normal operations. The Superintendent may decide to delay the re-opening of school until the buildings are fully operational and staff is prepared to return.
8. Submit Incident Report Form to Commissioner of Education.

## EVACUATION PLAN

### School Facilities

*Guiding Principles* – If an emergency occurs in which conditions in a single school building or conditions in the community warrant people be withdrawn from the building or community, the Board of Education is responsible for evacuating students and staff to a safe area until the emergency is terminated or the students have been released to a parent or designated surrogate.

### Responsibilities of the Principal

#### PREPAREDNESS AND READINESS

1. Design an evacuation plan for your building and staff.
2. Identify potential re-location site within walking distance of your school. Plan with administrator at re-location site the procedures to be followed when an emergency does occur. Plans should include method of alerting re-location site to expect students and staff. If re-location site is not a school district building, a current signed agreement with administrator at re-location site must be maintained to insure an evacuation may be made without difficulties.
3. Discuss with PTA how they may be of assistance in an evacuation emergency by alerting parents.
4. Identify hazards that may be encountered along the route to the re-location site. Also plan the method of requesting their assistance when an evacuation does occur.
5. Plan with School Nurse a Medical Alert List to have available at all times in order to be fully prepared to offer medical assistance at the re-location site or along the evacuation route.
6. Notify Director of Transportation what special arrangements are necessary to transport handicapped students to the re-location site.
7. Assign staff to accompany handicapped students on transportation vehicle to re-location site.
8. Assign staff to direct actual evacuation insuring expeditious boarding of transportation and/or walking to relocation site.
9. Assign staff to check building after evacuation has been completed to assure that no one has remained in the evacuated building.

#### RESPONSE WHEN EMERGENCY IS CALLED

- I. Evacuation of a Single School Building (within walking distance)  
The Superintendent and/or District Emergency Coordinator will initiate an evacuation plan for one or more school buildings due to emergency conditions. The Superintendent and/or District Emergency Coordinator will notify Principal to proceed with evacuation plans.

**Responsibilities of the Principal - continued**

II. Evacuation of Entire School District

The Superintendent of Schools and/or District Emergency Coordinator will notify Principals that schools are to be evacuated due to emergency conditions and proceed with all notifications. Principals will proceed with evacuation plans and coordinate and oversee the following:

1. Inform teachers than an evacuation emergency has been called and they are to follow further instructions to be given over the P.A. system.
  - a. Students and staff to prepare themselves to leave the building.
  - b. Teachers are to bring their Daily Attendance Record with them until instructed by the administrator to turn it in to emergency headquarters.
  - c. When instructed, classes are to proceed to exit points in an orderly manner. Teachers are to be certain that all their students are evacuated.
2. Alert PTA to assist with alerting parents of the emergency evacuation.
3. Alert all emergency evacuation staff to proceed with their pre-arranged assigned evacuation duties. Supplies Needed: Emergency Management Manual, which contains all pertinent information including Emergency Early Dismissal Information (indicated designated surrogates), Student Release Forms, Medical Alert List and communications information.
4. Alert Health Office/School Nurse of evacuation and to be prepared with Medical Alert List and supplies to be able to assist with medical emergencies.
5. Alert those to be evacuated on handicapped transportation vehicle to proceed to assigned exit point to await evacuation.
6. Insure the care and safety of all students and staff. If possible, arrange for educational activities to continue at relocation site.
7. Coordinate and supervise release of students by obtaining signed Student Release Forms from parents or designated surrogates as indicated on Emergency Approval Information lists.

**RETURNING TO NORMALCY WHEN EMERGENCY IS TERMINATED**

The Superintendent and/or District Emergency Coordinator will give notification that the emergency is terminated and the evacuation is no longer necessary.

**Responsibilities of the Principal - continued**

I. Evacuation of a Single School Building

The Principal, with the assistance of the Superintendent and/or District Emergency Coordinator, will determine method and time for releasing students.

If a good part of the school day remains, students and staff may be returned to their school building by walking, obeying all safety precautions.

If the time is close to the end of the normal school day, the prudent decision may be to detain all students and staff until the normal school closing time in the usual manner. A staff member should be instructed to return to the original school to direct buses and parents who arrive to proceed to the re-location building to pick up their students.

Note: As always, a parent or a pre-arranged designated surrogate may sign a Student Release Form and pick up a student.

II. Evacuation of an Entire School District

Principals will follow directions received from the Superintendent and/or District Emergency Coordinator while ensuring the safety of all remaining students and staff being returned to Yonkers.

Principals will assist in expediting the release of students to a parent or a pre-arranged designated surrogate.

Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency services.

## **SHELTER IN PLACE**

Shelter-In-Place is used for situations where students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside.

Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard), with or without windows, or to a weather shelter (such as in the event of a tornado)

The Superintendent of Schools and/or District Emergency Administrator shall initiate the Sheltering Plans if:

- he/she receives instructions from local, county or state governmental emergency services to do so, OR
- he/she determines that occupants (students and staff) will be safer remaining within the school buildings rather than being released into the community.

Sheltering means providing food, sleeping facilities, sanitary facilities, potable drinking water, and first aid medical services for the occupants of the building for at least a 24-hour period. The American Red Cross will cooperate by providing assistance in a disaster requiring mass care.

Communicating emergency information to parents, via District's automated communications by telephone, e-mail and text messaging, and the District's website – [www.yonkerspublicschools.org](http://www.yonkerspublicschools.org) and the District's television station WDMC-TV broadcast on Cablevision Channel 75 and Verizon FiOS Channel 38. In addition, local TV and radio stations will be notified.

The Board of Education should reach a signed agreement with the American Red Cross to permit use of the School District's facilities and equipment as mass care shelters in order for the American Red Cross to provide emergency services on behalf of individuals and family victims of disasters.

## SHELTERING PLAN

### Responsibilities of Superintendent of Schools and/or District Emergency Coordinator

#### PREPARATION AND READINESS

1. Have a current signed Statement of Agreement with the American Red Cross concerning the use of district building, grounds and equipment for mass care shelters after the District has met its responsibilities.
2. Ensure that all principals shall complete an American Red Cross Mass Care Facility Survey indicating the buildings and sheltering profile (number of persons the building can shelter with the assistance of the American Red Cross and without any outside assistance).

Sheltering profile shall include:

- a. Providing Food
  - kitchen facilities for preparing food (stove, sink, pots, pans)
  - available resources for obtaining food for preparation
  - eating supplies, (dishes, flatware, glasses)
- b. Providing sleeping accommodations
  - cots, blankets, pillows, what areas in the building
- c. Sanitary facilities
  - number of toilets (running water)
  - number of showers (running water)
- d. Potable drinking water
  - a supply of stored drinking water - How much.
- e. Medical assistance
  - Health office to be equipped to offer first aid for extended time
  - Health Office/nurse to maintain Medical Alert List of building occupants who require special daily medications
  - determine arrangements to be made to obtain necessary medication for individuals requiring daily doses (diabetics, epileptics, etc.)

#### RESPONSE WHEN EMERGENCY IS CALLED

When the Sheltering Plans are put into effect, the Superintendent and/or District Emergency Coordinator will do the following:

1. Request assistance from the American Red Cross, Westchester County Chapter – 24-hour emergency telephone 946-6500.
2. Notify the following that Emergency Sheltering Plans have been put into effect:
  - City of Yonkers Office of Emergency Management 965-8393, 377-7325.
  - Principals of all schools
  - Supervisor of Buildings and Grounds, Cafeteria, Safety and Security Department



## SHELTERING PLAN

- Director of Transportation
  - Radio and television stations – see Media Emergency Alert list.
  - Police departments – see Emergency Telephone Numbers list.
  - Governmental agencies – see Emergency Telephone Numbers list.
  - School district non-public schools – see Emergency Information.
  - After school programs in District – see Emergency Information.
  - Transportation Department and telephone operators.
3. If there is concern for the availability of utilities due to the nature of the emergency, contact:
- |                   |  |
|-------------------|--|
| Con Edison        | 925-6000 (gas and electricity information) |
| Gas leak          | 967-0552                                   |
| Electrical, local | 964-5100                                   |
4. Maintain close contact with schools, if possible, to ascertain those conditions are being handled satisfactorily. Render assistance as needed.

### RETURNING TO NORMALCY WHEN EMERGENCY IS TERMINATED

1. When the Superintendent of Schools and/or District Emergency Coordinator has been instructed that the emergency is terminated and sheltering plans are no longer needed, he/she shall:
- Notify school principals that students and staff may be released.
  - Notify radio and television stations to communicate message that emergency is terminated and sheltering is no longer necessary.
  - Have buildings cleaned and restored so that normal activities may resume. If the building was in control of the American Red Cross, they may see that the area used is cleaned and restored to normal use.
  - The Superintendent of Schools may decide to delay the re-opening of school until the buildings are fully operational.

### **School Facilities**

*Guiding Principles* – If a disaster occurs when conditions in the community are hazardous to ones health and people should not leave their buildings, the Board of Education is responsible for the safety of students and staff within the school buildings. This responsibility means sheltering occupants for at least a twenty-four hour period by providing food, sleeping facilities, sanitation facilities, potable drinking water, and first aid medical services.

**Responsibilities of the Principal**

PREPARATIONS AND READINESS

1. Designate Emergency Coordinator and Staff to be responsible for each of the following:

Providing Food

- kitchen facilities for preparing food (stove, sink, pots pans)
- available resources for obtaining food and preparation
- eating supplies (dishes, flatware, glasses)

Providing sleeping accommodations

- cots, blankets, pillows, what areas in building

Sanitary facilities

- toilets
- showers
- proximity to sleeping area

Potable drinking water

- a supply of available stored drinking water, etc.

Medical assistance

- Health Office to be equipped to offer first aid for extended time
- Health Office/Nurse to maintain Medical Alert List of building occupants who require special daily medications
- determine arrangements to be made to obtain necessary medication for individuals requiring daily doses (diabetics, epileptics, etc.)

An American Red Cross Mass Care Survey will be available to you.

2. Prepare guidelines whereby control of building occupants is maintained to ensure students and staff do not leave building without authorization. The schools have the responsibility for the health and safety of all students until the emergency is terminated.
3. Have available Emergency Early Dismissal Approval Information on Student Release Forms if parents want to pick up their child, although this would not be advised.

## SHELTERING PLAN

### Responsibilities of the Principal - continued

#### RESPONSE WHEN AN EMERGENCY IS CALLED

The Superintendent of Schools and/or District Emergency Coordinator will notify Principals that he has been instructed by governmental agency services or he has determined that hazardous conditions warrant instituting the emergency Sheltering Plans. He will notify the American Red Cross, Westchester County Disaster and Emergency Services, Supervisor of Buildings and Grounds, the Director of Transportation, the Safety and Security Department, media (radio and television), local governmental agencies, and non-public schools in our school district.

Principals are to proceed with implementing the Sheltering Plans and coordinate and oversee the following:

1. Inform all staff and students that the Sheltering Plans have been instituted and everyone will remain in the building for their protection, assuring them they will be properly sheltered and procedures have been started to provide food and sleeping facilities for all.
2. If possible, contact the PTA president to start their telephone chain to assure parents that children are being taken care of to the best ability of the school district under the particular emergency situation.
3. The Principal is to use his/her discretion on further instructions to be given to staff and students whether to continue with normal school activities until additional instructions are forthcoming to proceed to planned group-sheltering areas at once.
4. Alert all emergency staff to proceed with their pre-arranged assigned duties in the Sheltering Plans.
5. Keep in contact with Superintendent of Schools and/or District Emergency Coordinator at the District's emergency Control Center alerting them to any difficult situations requiring special decisions and attention.
6. The principal and/or school emergency coordinator together with staff, is to maintain control keeping the atmosphere pleasant within the building and fostering the feeling of well being by everyone working together in harmony.

## SHELTERING PLAN

### Responsibilities of the Principal – continued

#### RETURNING TO NORMALCY AFTER EMERGENCY IS TERMINATED

When the emergency is over, the Superintendent of Schools and/or District Emergency Coordinator shall notify radio and television stations to alert the community, and school principals informing them that emergency is terminated and sheltering is no longer necessary.

1. Contact PTA president to start the PTA telephone chain to notify parents that sheltering is no longer necessary and students may be released.
2. Prepare to release students to a parent or pre-approved designated surrogate (refer to Student Release Form).
3. When release preparations are complete, students may be released to a qualified adult in the usual manner by obtaining the adult's signature on a Student Release Form.
4. When staff members are no longer needed to assist with the care of students, they may be released.
5. Buildings are to be cleaned and restored so that normal activities may resume as soon as possible. If the building was in control of the American Red Cross, they might see that the area used is cleaned and restored for normal use.

## TRANSPORTATION

### Responsibilities of the Director of Transportation

*Guiding Principles* - Severe emergency conditions might necessitate initiating the Early Dismissal or Evacuation plans for one school or the entire school district. Transportation must be completed as expeditiously as possible, considering the health and safety of students and staff.

The Superintendent of Schools and/or District Emergency Coordinator shall initiate the Emergency Management Plans and shall notify the Director of Transportation.

The Director of Transportation shall be prepared to transport students and staff as needed.

### PREPARATIONS AND READINESS

1. Maintain a roster of vehicle drivers including telephone numbers where they can be reached for instant recall in an emergency.
2. Maintain a roster of vehicle availability; in district and from outside resources; in order to be able to put vehicles into operation at a moment's notice.
3. Maintain a list of all students who are severely handicapped and can only be transported in a specially equipped vehicle.
4. Map the safest and fastest route to the predetermined re-location site(s). Insure that all vehicle drivers are aware of and familiar with this route.

### RESPONSE WHEN EMERGENCY IS CALLED

- I. Early Dismissal  
The Director of Transportation will contact the bus companies notifying them to dispatch their vehicles immediately to transport students home on their regular routes.
- III. Evacuation of one facility
  - A. Evacuation to a re-location site within walking distance.
    - Handicapped persons and those unable to walk a distance shall be transported to re-location site in a school district vehicle(s).
    - Contact principal of school being vacated to determine where handicapped passengers will be waiting (exit point) to be picked up.
    - Determine who will be the staff member responsible for passengers during evacuation.
    - When emergency is ended, obtain instructions from the Principal and/or emergency coordinator for particulars on returning handicapped passengers to their school or their homes, and where and when to pick up regularly bused students to transport them home.

## TRANSPORTATION

### **Responsibilities of the Director of Transportation - continued**

#### IV. Evacuation of Entire School District

The Superintendent of Schools and/or District Emergency Coordinator shall contact City of Yonkers Office of Emergency Management Services requesting transportation assistance and alerting them of our needs to evacuate all students and staff.

After determining assistance to be expected from the City, the Superintendent of Schools and/or District Emergency Coordinator shall notify the Director of Transportation that the Emergency Management Plans are in effect and recommend where to begin using available district vehicles.

The Director of Transportation shall proceed with the following during an Early Dismissal or Evacuation:

1. With expediency, contact all vehicle drivers informing their services are immediately required and directing them as to where and how to start the evacuation or early dismissal plan.
2. Arrange transporting of all severely handicapped students in special vehicles equipped for this type of transportation.
3. Maintain close contact with Emergency Control Center in order to receive additional instructions to facilitate the evacuation or early dismissal, and provide updates to the District Emergency Coordinator.
4. Continue transporting students and staff, using care and expedience, until entire student and staff population is re-located or transported home

#### RETURNING TO NORMALCY AFTER EMERGENCY IS TERMINATED

1. When the emergency is terminated, the Superintendent and/or District Emergency Coordinator shall notify the Director of Transportation what procedures are to be followed in order to return to normalcy.

## **ANNUAL WRITTEN INSTRUCTIONS TO STUDENT/PARENTS AND STAFF**

The District Emergency Management Coordinator will provide the format for schools and the district to use to disseminate information regarding the Emergency Management Plan. This format will include but not be limited to the following information.

The school district shall provide written instructions on emergency procedures. Each principal shall supply this information in their respective schools to students and staff. The written instructions shall be distributed by October 1<sup>st</sup> of each school year in any of the following methods:

- School District Newsletter mailed to all district residents
- Special mailing to student's homes
- Handouts for student's to carry home

At a minimum written instructions shall include the following information:

- Identify alarm warning system
- Various response actions, which may be required – school cancellation, early dismissal, evacuation, and sheltering, with a description of each
- Name of District Emergency Coordinator and the names and role of the members of the Emergency Planning Committee
- Methods of disseminating information during an emergency
- A source for additional information