

EARTHQUAKE

1. Pre-Emergency Planning:

Become familiar with local emergency management plan. Coordinate the school district plan. Review building codes with local officials. Complete earthquake analysis for your structures. Develop plan with Planning Commissioner, local response agencies (i.e. police, fire, EMS, American Red Cross, Emergency Management Office, and utilities) Review, train and amend plan based on critiques and recommendations for change.

II. Persons Authorized to Take Immediate Action

1. Local Emergency Management Director
2. Superintendent
3. Police

III. Persons to be Notified:

1. Supervisor of Buildings and Grounds.
2. Transportation Supervisor
3. Building Administrators

IV. Sequential Response/Action:

1. Provide guidance to students and staff during an earthquake: remain calm. Indoors: get under a desk or heavy table (duck and cover. Do not try to leave building. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.
2. Provide guidance to students and staff after an earthquake: remain calm. Check for injuries and provide first aid. Check for fires and fire hazards. Shut off valves on damaged water, gas and electric lines. Report fallen power lines to emergency response agencies. Report status of your facility to the county emergency management office. Account for students and staff.

Persons Responsible:

1. Teaching Staff
Public Information Designee
Building Administrator
2. Teaching Staff
School Emergency Coordinator
Buildings & Grounds Supervisor
Public Information Designee
Superintendent
District Emergency Coordinator

Necessary Resources:

1. Earthquake Training & Awareness Materials – FEMA/SEMO/Local Emergency Management Office
2. Technical assistance and Earthquake planning. Building plan by floor with various key utility shut-off valves and hazards identified.

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| <p>3. Decide if shelter or evacuation procedures should be initiated. Be prepared for after shock and after crisis counseling.</p> | <p>3. Superintendent</p> | <p>3.</p> |
| <p>4. Provide information on damage, impact on students and actions district is taking to the news media, and local emergency management office.</p> | <p>4. Superintendent
District Emergency Coordinator
Public Information Designee</p> | <p>4. Radio Communications
AM/FM Radio</p> |
| <p>5. Ensure that buildings are safe for habitation before classes are resumed.</p> | <p>5. Superintendent
District Emergency Coordinator
Building Administrator</p> | <p>5. Local Building Inspector,
School Building Engineer, or
Structural Engineer</p> |

FLOOD

1. Pre-Emergency Planning:

Become familiar with Local Emergency Management Plan. Coordinate the go-home, shelter and evacuation plans with the Local Emergency Management Plan. Become familiar with floodplain areas within the district. Train bus drivers concerning flood hazards on roads and bridges. Plan alternate routes.

II. Persons Authorized to Take Immediate Action

1. Local Emergency Management Director
2. Superintendent
3. Transportation Supervisor

III. Persons to be Notified:

1. Building Administrator
2. Superintendent
3. Local Public Works Dept.

IV. Sequential Response/Action:

1. During periods of flood watches/warnings, monitor NOAA Weather Radio, AM/FM radio and TNT/PROFS for updated information. Maintain FAX in ready mode (if available).
2. Based upon National Weather Service and county emergency management office advice, buildings and roads most vulnerable to flooding should be identified. Make plans for school closings and/or selections of alternate routes.
3. Emergency response will be activated based on the advice of the Weather Service and the local emergency management office. "Go Home" or "No School" decisions will be communicated to the media in standard fashion, the county emergency management office, the community's official.

Person(s) Responsible:

1. District Emergency Coordinator
Superintendent
Building Administrator
2. District Emergency Coordinator
Superintendent
Building Administrator
Transportation Supervisor
Local Emergency Management Director
3. Superintendent
District Emergency Coordinator
Building Administrator
Transportation Supervisor
Public Information Designee
Local Emergency Management Director

Necessary Resources:

1. AM/FM Radio
FAX
2. Community Road Maps
AM/FM Radio
Hazard Analysis Maps
3. "Go Home" Plan
School Cancellation Plan
Media Notification
Community Road Maps with alternate routes noted
AM/FM Radio

4. Decision to reopen school should be made in coordination with the local emergency management office and the community's chief elected official, and communicated through the media in standard fashion.

4 Superintendent
District Emergency Coordinator
Building Administrator
Transportation Supervisor
Public Information Designee
Local Emergency Management
Director
Local Public Works
Commissioner

4. Media Notification Procedure
Community Road Maps
AM Radio

HURRICANE/TROPICAL STORM

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Become familiar with School, District and Community Emergency Plans.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. District Emergency Coordinator 2. Superintendent 3. Building Administrator 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Local Media Contacts 2. 3.
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Monitor National Weather Service advisories and media reports. If Hurricane/Tropical storm watch is issued, consult with local emergency management office, regarding consultation of next day's school session. 2. If Hurricane/Tropical Storm Warning is issued, consult Superintendent and local emergency management office to coordinate cancellation of school session. Implement "Go Home" plan, if appropriate. 3. Take actions to protect school physical plants, as advised by office of emergency management and National Weather Service. 4. After the storm's impact, access damage to property. Reopen school after coordination with the office of emergency management and local officials. 	<p><u>Person(s) Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Superintendent District Emergency Coordinator 2. Superintendent District Emergency Coordinator Building Administrator Transportation Supervisor Teachers and Staff 3. Superintendent District Emergency Coordinator Building Administrator Transportation Supervisor Buildings and Grounds Supervisor 4. Building Administrator Transportation Supervisor Buildings and Grounds Supervisor Superintendent District Emergency Coordinator Public Information Designee 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. Television and Radio 2. Public Address System Telephone Radio System Transportation Vehicles Television and Radio 3. 4. Telephone Television AM/FM Radio

THUNDERSTORM/LIGHTNING STORM
(See also: Hurricane/Tropical Storm Emergency
Guidelines)

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| <p>1. <u>Pre-Emergency Planning:</u></p> <p>Review the Necessary Resources outlined below to determine what preplanning policies and/or procedures need to be developed in connection with this possible emergency. Train weather spotters.</p> | <p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. School Emergency Coordinator 2. Building Administrator 3. Superintendent | <p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Local Emergency Management 2. Staff and Students 3. |
| <p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Monitor National Weather advisories. Have spotters take positions if a watch is issued. 2. Curtail all outdoor activities if thunder heard, lightning seen, or sky threatening. 3. Summon all persons into building(s). Take shelter if warning issued. Make sure glass doors and windows are avoided. If the possibility of a tornado see "Tornado" procedure. 4. Continue monitoring of storm. If damage is sustained, ensure that county emergency management office and BOCES District Superintendent are informed. | <p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. Building Administrator
School Emergency Coordinator 2. Building Administrator
School Emergency Coordinator 3. Building Administrator
Teachers and Staff
School Emergency Coordinator 4. Building Administrator
School Emergency Coordinator
Buildings and Grounds Supervisor | <p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. AM/FM Radio 2. Public Address System and/or written "emergency bulletin" should be developed 3. Public Address System and/or written "emergency bulletin" should be developed 4. Public Address System
Telephone
Radio System |

TORNADO

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Prepare tornado procedures to include instructions to take cover against inside wall in halls, away from windows and large open areas. Coordinate emergency notification with Emergency Management Office. Recruit and train weather spotters.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. Building Administrator 2. School Emergency Coordinator 3. Superintendent 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Local Emergency Management 2.
<p>II. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Monitor any National Weather Service tornado watch/warning. Spotters take positions. 2. If a tornado is sighted or a tornado warning is issued for the county, curtail all outdoor activities. Take shelter in hallways at the lowest floor of the building possible, away from windows and out of large rooms such as cafeterias and gyms. 3. Continue to monitor outside weather conditions. When "warning" is rescinded or "all clear" advice is given, organize to resume normal activities if there is no damage to school property. Coordinate further actions with county emergency management office. 4. If building has sustained damage, refer to "Structural Failure" procedure. Also ensure that county emergency management office and BOCES District Superintendent are informed of damage. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. Building Administrator Superintendent District Emergency Coordinator 2. Superintendent Building Administrator District Emergency Coordinator Teachers and Staff 3. Superintendent Building Administrator School Emergency Coordinator Buildings and Grounds Supervisor Teachers and Staff 4. Building Administrator School Emergency Coordinator Buildings and Grounds Supervisor 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. AM/FM Radio Radio and Television 2. Public Address System Predesignated Shelter Areas 3. AM/FM Radio Telephone Radio System 4. Telephone Radio System Local Building Inspector Building Engineer or Structural Engineer

WINTER STORM

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Become familiar with School, District and Community Emergency Plans. Consult Weather Service publications on personal safety during winter storms. Consult local public works departments to be familiar with their winter road clearance procedures.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. Superintendent 2. 3. 4. 5. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Local Public Works Department 2. Building Administrator 3. Transportation Supervisor 4. Local Emergency Management Director 5. School Food Services Manager
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. If school is in session, monitor weather and road conditions. 2. Consider appropriate response actions: <ul style="list-style-type: none"> - School Cancellation - Early Dismissal ("Go Home" Plan) - Sheltering 3. If decision for emergency action is made, inform Superintendent, local emergency management office. Implement standard media notification. 4. Monitor weather and road conditions 5. When conditions permit, reopen school and, if appropriate, utilize standard media notification. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. Building Administrator Superintendent School District Emergency Coordinator 2. Superintendent Building Administrator District Emergency Coordinator 3. Building Administrator Transportation Supervisor Superintendent School District Emergency Coordinator 4. Building Administrator Transportation Supervisor Superintendent District Emergency Coordinator 5. Building Administrator Transportation Supervisor Superintendent District Emergency Coordinator 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. AM/FM Radio Local Public Works Department road condition update 2. Transportation Supervisor AM/FM Radio Local Public Works Department road condition update 3. AM/FM Radio Radio System Local Public Works Department road condition update 4. AM/FM Radio Local Public Works Department road condition update 5. AM/FM Radio Local Public Works Department road condition update

**AIR POLLUTION
(External)**

1. Pre-Emergency Planning:

Become familiar with the local emergency management plan.

II. Persons Authorized to Take Immediate Action:

1. Superintendent
2. Health Department
3. Department of Environmental Conservation

III. Persons to be Notified:

1. Building Administrator
2. District Emergency Coordinator
3. Buildings and Grounds Supervisor

IV. Sequential Response/Action:

1. Upon being notified of a problem, follow directions of the local health or environmental agency.

Person(s) Responsible:

1. Superintendent

2. Implement school cancellation or "Go Home" plan. Utilize standard media notification.

2. Superintendent
Building Administrator
Public Information Designee

3. Monitor situation with local health and environmental officials and through media.

3. Superintendent
Building Administrator

4. Resume classes once local health and environmental officials recommend so. Provide standard media notification.

4. Superintendent
Building Administrator
Public Information Designee

Necessary Resources:

1.

2. Media Notification Plan
AM/FM Radio

3. AM/FM Radio

4. Media Notification Plan
AM/FM Radio