

## BUILDING STRUCTURAL FAILURE

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Review local emergency management plan.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <p>1. Buildings and Grounds Supervisor 2. Building Administrator</p>	<p>III. <u>Persons to be Notified:</u></p> <p>1. Superintendent 2.</p>
<p>IV. <u>Sequential Response/Action:</u></p> <p>1. Upon discover or detection of a structural failure, notify Buildings and Grounds Supervisor.</p> <p>2. Evaluate problem insofar as possible. Notify Building Administrator. Commence established remedial response. Notify Superintendent</p> <p>3. Curtail or cease building operation, as appropriate. Notify staff, parents and students.</p> <p>4. Once certified by a qualified source, (e.g. engineer), resume normal activities. Advise staff, parents and students.</p>	<p><u>Person(s) Responsible:</u></p> <p>1. School Staff</p> <p>2. Buildings and Grounds Supervisor Building Administrator</p> <p>3. Building Administrator Superintendent Buildings and Grounds Supervisor Public Information Designee Transportation Supervisor</p> <p>4. Building Administrator Superintendent Buildings and Grounds Supervisor Public Information Designee Transportation Supervisor</p>	<p><u>Necessary Resources:</u></p> <p>1.</p> <p>2.</p> <p>1. Public Address System Media Notification Plan AM/FM Radio</p> <p>2. Public Address System Media Notification Plan</p>

## ELECTRICAL SYSTEM FAILURE

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Review local emergency management plan.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Buildings and Grounds Supervisor</li> <li>2. School Staff</li> <li>3. Building Administrator</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Fire Department</li> <li>3. Local Emergency Management Director</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Upon discovery or detection of an electrical system failure, sound fire alarm if there is any question as to the safety of building occupants. Notify building administrator and Buildings and Grounds Supervisor, as appropriate.</li> <li>2. Evaluate problem insofar as possible.</li> <li>3. Curtail or cease building operation as appropriate. Notify staff, parents and students.</li> <li>4. Notify Superintendent</li> <li>5. Evaluate problem and commence appropriate remedial action. Coordinate with fire, emergency manager, and utility officials as appropriate.</li> <li>6. Resume normal activities. Notify staff, students and parents.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. School Staff</li> <li>2. Buildings and Grounds Supervisor Building Administrator</li> <li>3. Building Administrator Public Information Designee</li> <li>4. Building Administrator</li> <li>5. Building Administrator Buildings and Grounds Supervisor</li> <li>6. Buildings Administrator Buildings and Grounds Supervisor</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3. Medial Notification Plan AM/FM Radio</li> <li>4.</li> <li>5.</li> <li>6. Media Notification Plan AM/FM Radio</li> </ol>

## ENERGY SUPPLY LOSS

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| <p>1. <u>Pre-Emergency Planning:</u></p> <p>Become familiar with local emergency plan and State Energy Emergency Plan</p>  | <p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Building Administrator</li> <li>2. Transportation Supervisor</li> <li>3. Superintendent</li> <li>4. Buildings and Grounds Supervisor</li> </ol>  | <p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Office of Emergency Mgmt</li> <li>2. Local Emergency Coordinator</li> <li>3.</li> <li>4.</li> </ol> |
| <p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Upon notification of problem:               <ul style="list-style-type: none"> <li>- Determine the extent to which schools can operate</li> <li>- Contact prime supplier to determine availability of fuel</li> <li>- Implement procedures for reducing fuel consumption further</li> </ul> </li> <li>2. If necessary, implement plan for alternative school day or alternative building use schedule (e.g. shorter day, shorter periods, no after-school activities, etc.).</li> <li>3. Resume normal activities upon advice of local energy coordinator or State Energy Office.</li> </ol> | <p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent<br/>Transportation Supervisor<br/>Building Administrator<br/>Buildings and Grounds Supervisor</li> <li>2. Superintendent<br/>Building Administrator</li> <li>3. Superintendent<br/>Transportation Supervisor<br/>Building Administrator<br/>Buildings and Grounds Supervisor</li> </ol> | <p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1. State Energy Emergency Plan</li> <li>2.</li> <li>3.</li> </ol>  |

## GAS LEAK

District Emergency Coordinator

1. <u>Pre-Emergency Planning:</u>	II. <u>Persons Authorized to Take Immediate Action:</u>	III. <u>Persons to be Notified:</u>
Review local emergency plan and emergency procedures of local gas utility.	1. First person on Scene 2. Buildings and Grounds Supervisor 3. Building Administrator 4. District Emergency Coordinator 5.	1. Fire Department 2. Buildings and Grounds Supervisor 3. Gas Utility 4. Building Administrator 5. Superintendent
IV. <u>Sequential Response/Action:</u>	<u>Person(s) Responsible:</u>	<u>Necessary Resources:</u>
1. Upon discovery or detection of a gas leak: <ul style="list-style-type: none"><li>- Notify Buildings and Grounds Supervisor</li><li>- Notify Building Administrator</li><li>- Custodian will turn off Main Gas Valve</li></ul>	1. School Staff	1.
2. Evaluate problem insofar as possible and access expert help from Fire Department or local gas supplier.	2. Buildings and Grounds Supervisor District Emergency Coordinator	2. Emergency Telephone Roster
3. Notify Superintendent	3. Building Administrator	3. Public Address System Media Notification Plan
4. Curtail or cease building operation, as appropriate: <ul style="list-style-type: none"><li>- Notify staff, students and parents</li></ul>	4. Building Administrator Superintendent Public Information Designee District Emergency Coordinator Teachers and School Staff Transportation Supervisor	4. Refer to School Evacuation Plan, if necessary
5. When advised it is safe to do so by fire and emergency management officials, resume classes.	5. Superintendent Building Administrator	5. AM/FM Radio
6. When conditions permit, reopen school and, if appropriate, utilize standard notification	6. Building Administrator Transportation Supervisor Superintendent	6. AM/FM Radio

**HAZARDOUS MATERIALS INCIDENT (OFFSITE)**

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Review County hazard analysis and discuss hazardous analysis plan with local emergency manager.</p> <p><u>Sequential Response/Action:</u></p> <p>1. Upon being notified of a problem, follow directives of the local emergency management office and Fire Department.</p> <p>2. In the event of shelter recommendation, close off all outside air intakes and curtail all outdoor activities.</p> <p>3. If evacuation is recommended, institute "Go Home" procedure.</p> <p>4. Monitor situation through the media and with local fire and emergency management officials.</p> <p>5. Evaluate problem and commence appropriate remedial action.</p> <p>6. Once safety assurances are given by Fire Department and Gas Supervisor, resume normal activities.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <p>1. Office of Emergency Mgmt 2. Fire Chief 3. Building Administrator 4. Superintendent</p> <p><u>Person(s) Responsible:</u></p> <p>1. Superintendent Building Administrator</p> <p>2. Building Administrator Buildings and Grounds Supervisor District Emergency Coordinator Superintendent</p> <p>3. Building Administrator District Emergency Coordinator Superintendent Public Information Designee</p> <p>4. Building Administrator District Emergency Coordinator Superintendent Public Information Designee</p> <p>5. Building Administrator Buildings and Grounds Supervisor Fire Official Gas Utility Official</p> <p>6. Superintendent Building Administrator Buildings and Grounds Supervisor District Emergency Coordinator Public Information Designee</p>	<p>III. <u>Persons to be Notified:</u></p> <p>1. Transportation Supervisor 2. Buildings and Grounds Supervisor</p> <p><u>Necessary Resources:</u></p> <p>1.</p> <p>2. Public Address System</p> <p>3. Media Notification Plan AM/FM Radio</p> <p>4. AM/FM Radio</p> <p>5.</p> <p>6. Media Notification Plan</p>
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**HAZARDOUS MATERIALS INCIDENT (ON-SITE)**

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Catalog all hazards- substances known to be kept on-site and their quantities. Update inventory, or as new items are added. Review OSHA regulations and local Internal Analysis. Coordinate with local energy response officers.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. School Staff</li> <li>2. Building Administrator</li> <li>3. Buildings and Grounds Supervisor</li> <li>4. District Emergency Coordinator</li> <li>5.</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Local Fire Department</li> <li>2. Building Administrator</li> <li>3. Buildings and Grounds Supervisor</li> <li>4. Superintendent</li> <li>5. NYS DEC Spill Hotline (1-800-457-7362)</li> </ol>
<p>IV. <u>Sequential Response/Actions:</u></p> <ol style="list-style-type: none"> <li>1. Upon discovery or detection of any spill of a hazardous substance or petroleum product, notify the local fire department and Superintendent.</li> <li>2. Based on advice of the fire department, curtail or cease building operations, as appropriate. Notify staff and students, evacuate using pre-plan. Notify parents through media.</li> <li>3. Evaluate problem, with assistance of fire department officials:             <ul style="list-style-type: none"> <li>- determine cause</li> <li>- if trained and adequately protected with special equipment</li> <li>- notify NYS DEC spill hotline.</li> </ul> </li> <li>4. Meet with NYS DEC spill officers; develop a plan for clean-up in coordination with the Department of Environmental Conservation and the Fire Department. Hire a firm to clean and decontaminate the area. Follow DEC instructions.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. Building Administrator Buildings and Grounds Supervisor School Staff District Emergency Coordinator</li> <li>2. Building Administrator District Emergency Coordinator Public Information Designee Superintendent</li> <li>3. Buildings and Grounds Supervisor Superintendent District Emergency Coordinator</li> <li>4. Buildings and Grounds Supervisor Building Administrator School District Emergency Coordinator Business Manager</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1. Emergency Telephone Roster</li> <li>2. Evacuation Plan Media Notification Plan</li> <li>3. Absorbent and Containment of Materials Protective Equipment Material Safety Data Sheets</li> <li>4.</li> </ol>

5. After consulting fire and environmental officials, resume classes.

5. Superintendent  
Building Administrator  
Buildings and Grounds Supervisor  
District Emergency Coordinator  
Public Information Designee

5. Media Notification Plan

**HEATING SYSTEM FAILURE  
(Loss of Heat)**

1. Pre-Emergency Planning:

Have personnel trained in operation of heating system.

II. Persons Authorized to Take Immediate Action:

1. Buildings and Grounds Supervisor
2. Building Administrator

III. Persons to be Notified:

1. Superintendent
- 2.

IV. Sequential Response/Action:

1. Upon discovery or detection of a loss of heat, notify Buildings and Grounds Supervisor and Building Administrator.
2. Evaluate problem insofar as possible. Commence established remedial response.
3. Curtail or cease building operation, as appropriate. Notify staff, parents and students.
4. Notify Superintendent.
5. Evaluate problem and commence appropriate remedial action.
6. Resume normal activities. Notify staff, students and parents.

Person(s) Responsible:

1. School Staff
2. Buildings and Grounds Supervisor
3. Building Administrator  
Buildings and Grounds Supervisor  
Public Information Designee
4. Building Administrator
5. Buildings and Grounds Supervisor
6. Building Administrator  
Buildings and Grounds Supervisor  
Public Information Designee  
Superintendent

Necessary Resources:

- 1.
- 2.
3. Public Address System  
Media Notification Plan  
AM/FM Radio
- 4.
- 5.
6. Media Notification Plan



## LOSS OF BUILDING

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Awareness of alternate buildings and their capabilities.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Building Administrator</li> <li>2. Superintendent</li> <li>3.</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. State Education Department</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Consult State Education Department on potential relocation of school programs.</li> <li>2. Relocate educational program(s) displaced by an emergency that renders all or parts of a building unusable for school purposes.</li> <li>3. Revise pupil transportation system as necessary.</li> <li>4. Notify staff, parents and students.</li> <li>5. Once problem is resolved, resume normal activities.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Superintendent Building Administrator</li> <li>3. Superintendent Transportation Supervisor Building Administrator</li> <li>4. Superintendent Building Administrator Public Information Designee</li> <li>5. Superintendent Building Administrator Buildings and Grounds Supervisor Public Information Designee</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>2. Media Notification Plan AM/FM Radio</li> <li>3. Media Notification Plan AM/FM Radio</li> </ol>

## LOSS OF TRANSPORTATION FLEET

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Become familiar with local emergency plan.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Business Manager</li> <li>3. Transportation Supervisor</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Office of Emergency Mgmt</li> <li>2. State Education Department</li> <li>3.</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. If school is not in session, assess loss and make decision on canceling school. Cancel if conditions warrant. Inform staff, students and parents.</li> <li>2. If loss is associated with a community disaster, notify local emergency management office.</li> <li>3. If buses cannot be repaired immediately, arrange for alternate transportation through lease or contract.</li> <li>4. If school is in session, provide alternate transportation service. Advise staff, students and parents.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent Transportation Supervisor Public Information Designee</li> <li>2. Superintendent District Emergency Coordinator</li> <li>3. Superintendent Transportation Supervisor</li> <li>4. Superintendent Building Administrator Public Information Designee</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1. Media Notification Plan AM/FM Radio</li> <li>2. Emergency Telephone Roster</li> <li>3.</li> <li>4. Media Notification Plan AM/FM Radio</li> </ol>

## RADIOLOGICAL INCIDENT

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Become familiar with local emergency management plan.          Become familiar with notification procedures of any fixed nuclear facilities within or in proximity to the school district.</p>	<p>II <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Office of Emergency Mgmt.</li> <li>2. Superintendent</li> <li>3. Building Administrator</li> <li>4. Buildings and Grounds Supervisor</li> <li>5. District Emergency Coordinator</li> <li>6. Transportation Supervisor</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Upon being notified of a problem, follow directions of the County Director of Emergency Management and County Chief Elected Official. Institute appropriate action(s).</li> <li>2. As advised, institute shelter or "Go Home" procedures. Notify students, staff and the public.</li> <li>3. Resume normal activities when so advised by local emergency management office.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent              Building Administrator              School Staff              District Emergency Coordinator              Buildings and Grounds Supervisor              Transportation Supervisor</li> <li>2. Superintendent              Building Administrator              School Staff              District Emergency Coordinator              Buildings and Grounds Supervisor              Transportation Supervisor              Public Information Designee</li> <li>3. Superintendent              Building Administrator              Public Information Designee</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2. Media Notification Plan              AM/FM Radio</li> <li>3. Media Notification Plan              AM/FM Radio</li> </ol>

## ROOF FAILURE/LEAK

<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.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Buildings and Grounds Supervisor</li> <li>2. Building Administrator</li> <li>3. Superintendent</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Upon discovery or detection of a roof leak, notify Buildings and Grounds Supervisor.</li> <li>2. Evaluate problem insofar as possible. Commence established remedial response. Notify Building Administrator.</li> <li>3. Curtail or cease building operation as appropriate. Notify Superintendent, staff, parents and students.</li> <li>4. Evaluate problem and commence appropriate remedial action.</li> <li>5. Resume normal activities when determined safe to do so. Notify staff, students and parents.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. School Staff</li> <li>2. Buildings and Grounds Supervisor</li> <li>3. Building Administrator Buildings and Grounds Supervisor</li> <li>4. Buildings and Grounds Supervisor</li> <li>5. Buildings and Grounds Supervisor Building Administrator Superintendent Public Information Designee</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3. Public Address System Media Notification Plan AM/FM Radio</li> <li>4.</li> <li>5. Media Notification Plan</li> </ol>

## SEWAGE SYSTEM FAILURE

<p>I. <u>Pre-Emergency Planning:</u></p> <p>Have staff familiarize themselves with operation of sewage system.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Buildings and Grounds Supervisor</li> <li>2. Building Administrator</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Building Administrator</li> <li>2. Buildings and Grounds Supervisor</li> <li>3. Superintendent</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Upon discovery or detection of a sewage problem, notify Buildings and Grounds Supervisor.</li> <li>2. Evaluate problem insofar as possible. Commence established remedial response. Notify Building Administrator.</li> <li>3. If municipal system, notify proper authorities.</li> <li>4. Curtail or cease building operation as appropriate. Notify Superintendent, staff, parents and students.</li> <li>5. Evaluation problem and commence appropriate remedial action.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. School Staff</li> <li>2. Buildings and Grounds Supervisor</li> <li>3. Buildings and Grounds Supervisor</li> <li>4. Building Administrator Buildings and Grounds Supervisor Superintendent Public Information Designee</li> <li>5. Buildings and Grounds Supervisor</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3. Emergency Telephone Roster</li> <li>4. Public Address System Media Notification Plan AM/FM Radio</li> <li>5. Media Notification Plan</li> </ol>

## WATER EMERGENCY

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Become familiar with local emergency management plans and special procedures of the Health Department relating to water emergencies.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> <li>1. Building Administrator</li> <li>2. Superintendent</li> <li>3. Buildings and Grounds Supervisor</li> <li>4.</li> </ol>	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> <li>1. Municipal Water Supplier</li> <li>2. Health Department</li> <li>3.</li> <li>4.</li> </ol>
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> <li>1. Upon discover or detection of water failure, notify Building Administrator.</li> <li>2. Evaluate problem and commence remedial response. Consult water suppliers.</li> <li>3. Curtail or cease building operation, as appropriate. Advise students and staff.</li> <li>4. Complete corrective actions.</li> <li>5. At termination of emergency, notify staff, parents and students of resumed building operations.</li> </ol>	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> <li>1. Buildings and Grounds Supervisor</li> <li>2. Buildings and Grounds Supervisor Building Administrator Superintendent</li> <li>3. Buildings and Grounds Supervisor Building Administrator Superintendent Public Information Designee Transportation Supervisor</li> <li>4. Building Administrator Superintendent Buildings and Grounds Supervisor</li> <li>5. Superintendent Building Administrator Public Information Designee</li> </ol>	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3. Public Address System Media Notification Plan AM/FM Radio</li> <li>4.</li> <li>5. Media Notification Plan AM/FM Radio</li> </ol>

