

EMERGENCY MANAGEMENT PLAN

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SYRACUSE CITY SCHOOL DISTRICT

EMERGENCY MANAGEMENT PLAN

FORWARD

This plan results from the recognition on the part of the Syracuse City School District that a comprehensive Emergency Management Plan was needed to enhance the District's ability to manage all Emergency situations. This plan was prepared in November 1991 by School District Officials working cooperatively with City and County Emergency Service Agencies and was coordinated by the New York State Emergency Management Office and Onondaga-Cortland-Madison BOCES. The Syracuse City School District Plan constitutes an integral part of an overall City and County Emergency Management System and contributes to its effectiveness. Authority to undertake this effort is provided by Commissioner of Education's Regulation Section 155.13, Article 2-B of the Executive Law and the New York State Defense Emergency Act. {See Attachment A and Index of Compliance Regulations;} pg. 4

The development of the plan included a systematic investigation and analysis of potential hazards which could affect schools throughout the District, an assessment of the capabilities in the District, City of Syracuse and County of Onondaga to deal with potential problems resulting from an Emergency or Disaster.

The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an Emergency is required to involve itself prior to requesting assistance. Accordingly, each school (public and private) in the District will prepare separate plans and operating procedures, which form part of the overall Syracuse School District Plan.

The plan is intended to provide general all-hazards management guidance, using existing organizations and lines of authority to allow the District to meet its responsibilities before, during and after an Emergency occurs.

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2. The identification of appropriate responses to Emergencies; Pages 12 - 47
3. A description of the arrangements for obtaining assistance during Emergencies from Emergency Service Organizations (i.e. Red Cross) and Local Government Agencies; Pages 15 - 18 Attachment H - Page 63
4. A description of procedures to coordinate the use of School District resources and manpower during Emergencies, including identifying the officials authorized to make decisions and staff members assigned to provide assistance; Pages 12 - 17 and 27 - 47
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SECTION I

GENERAL CONSIDERATIONS AND PROCEDURAL GUIDELINES

- A. School District Policy on Emergency Management Plan
- B. Concept of Operations
- C. Emergency Planning Committee/Duties/Responsibilities
- D. District Emergency Coordinator-Facilities/Duties/Responsibilities
- E. School Demographics/Sites of Potential Emergency

I. GENERAL CONSIDERATIONS AND PROCEDURAL GUIDELINES

A. SCHOOL DISTRICT POLICY ON EMERGENCY MANAGEMENT PLANNING.

The Board of Education of the SCSD recognizes that it has a responsibility in insuring and maintaining safe schools.

Based on the directive of the Board of Education through Board Policy 8000, this plan has been developed.

Therefore, the Board of Education further believes that this Emergency Management Plan, developed cooperatively with the City of Syracuse, County of Onondaga, BOCES and State Authorities, is essential to the protection of life, property and the environment.

The Superintendent through the Emergency Planning Committee has developed an Emergency Plan in accordance with Commissioner of Education Regulation 155.13.

B. CONCEPT OF OPERATIONS.

1. The primary responsibility for responding to any given emergency situation rests with the Superintendent and Principals of each individual school (public or private) located within the City of Syracuse School District.
2. Each school (public or private) located within the City School District shall develop its own Emergency Response Plans and Procedures.
3. Each school (public or private) located within the City School District shall appoint and train its own Emergency Planning Committee to prepare for, respond to, and recover from, any Emergency situation that would affect their campus.
4. In responding to any Emergency or Disaster, the School District is required to make full use of its own facilities, equipment, supplies, personnel and the resources of private agencies.
5. The Superintendent of the City of Syracuse School District has the authority to direct and coordinate all Emergency and/or Disaster Operation within the City School District and may delegate authority to District Emergency Coordinator.
6. When the City of Syracuse School District resources are inadequate to deal with an Emergency, the Superintendent of the District may obtain or request assistance from the City of Syracuse and the County of Onondaga.
7. Request for assistance to the City of Syracuse or County of Onondaga will be submitted through the District Emergency Coordinator or his/her designee.

B. CONCEPT OF OPERATIONS (cont.)

8. City of Syracuse and County of Onondaga will provide supplemental assistance to the City School District and presupposes the utilization and expenditure of personnel and resources at the District level.
9. Upon the occurrence of an Emergency or Disaster clearly beyond the management capability and resources of Syracuse City School District, City of Syracuse or County of Onondaga, the Governor may provide State Resources under the provision of Executive Law, Article 2-B.

C. EMERGENCY PLANNING COMMITTEE

Shall consist of the Superintendent of Schools and his Staff.

DUTIES/RESPONSIBILITIES

1. The EPC will monitor a comprehensive School Emergency Management Plan in accordance with Commissioner of Education Regulation 155.13.
2. The EPC through the District Emergency Coordinator will insure School District Plans are integrated with City and County Emergency Management Plans.

D. DISTRICT EMERGENCY COORDINATOR-FACILITIES

The District Emergency Coordinator/Facilities shall serve as the individual who has primary responsibilities for all School District Emergency Management Program requirements and planning activities. The role is one of coordinating all aspects of School Districts Emergency Preparedness for response to and recovery from all Emergencies affecting the District.

DUTIES/RESPONSIBILITIES

1. Responsible for implementing the District's Emergency Plans and for coordination of all school staff and resources during any Emergency.
2. Work with all public and private schools located in the District in developing Emergency Management Plans for each school campus or facility.
3. Conduct or oversee a district wide hazard analysis, both internal and external, to identify and analyze any hazard that could adversely affect schools within the Syracuse City School District and thus, will address both internal and external hazards.
4. Work on a cooperative basis with City and County Emergency Services Organizations in the development of Emergency Plans and Procedures to be used to request outside assistance.

D. DISTRICT EMERGENCY COORDINATOR-FACILITIES (cont.)

5. Establish and maintain School District Emergency Control Center as the site which key officials will operate during an Emergency.
6. Develop a District wide Survey to inventory key District personnel and material resources available in the event of an Emergency.
7. Establish a system to alert key District Emergency Personnel and warn other school facilities within the District in the event of an Emergency.
8. Conduct or oversee periodic training and education programs for all District staff, students and other Emergency Service Organizations on School Emergency Plans.
9. Develop an exercise program to test plan effectiveness. Efforts should be coordinated with City, County and BOCES Officials.
10. Oversee distribution of School Emergency Plans and be responsible to insure all changes and updates are distributed in a timely fashion.

E. SCHOOL DEMOGRAPHICS (See Attachment C)

1. School District - Public and Private (Names/Numbers/Contacts)
[See Emergency Coordinator for complete document]
2. Total School District Population/SCSD Official Enrollment Printout

SECTION II

PREVENTION AND MITIGATION "PREPAREDNESS"

- A. Syracuse City/Onondaga County Hazard Analysis
- B. Letters of Mutual Understanding
- C. Training and Drills
- D. School District Awareness Program

II. PREVENTION AND MITIGATION (“PREPAREDNESS”)

A. HAZARD ANALYSIS

1. The ability to deal with any Emergency will be enhanced by having adequate knowledge of the situation, site and potential hazards. In order to facilitate any Emergency Response, the following materials will be on hand and updated yearly in the District Emergency Management Office:

Syracuse City/Onondaga County Hazard Analysis-provided by Onondaga County Management Coordinator.

Potential hazards list for each District Facility provided by Environmental Safety.

Critical District Resources List - the Director of Evaluation, Assessment and Research will assist the District Emergency Coordinator in the identification of District resources provided by Facilities Management, Transportation, Food Services, Medical Services, and Pupil Services.

B. LETTERS OF MUTUAL UNDERSTANDING

1. Draft letters of understanding with private sector organizations (i.e., Red Cross, hospitals), and mutual aid agreements with neighboring Districts for resource support will be developed and updated annually by the Emergency Coordinator. (See Attachment H)

C. TRAINING AND DRILLS

1. The School District and BOCES should, in cooperation with Local Emergency Management Officials, conduct one annual drill to test the Emergency Plan. These drills will specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in Emergencies. Periodic drills will also ensure the School Staff's ability to effectively respond to Emergencies and reveal shortcomings in the Emergency Plan.
2. Training Drills Will:
 - a. Be provided for District and School Staff who have been assigned specific roles and areas of responsibilities in the Emergency Plan.
 - b. Be conducted annually to insure School District Staff and Students understand Emergency procedures, and include any changes to School Plans.
 - c. Be coordinated with Local Emergency Management Office to receive information on policies and procedures from the Emergency Services.

C. TRAINING AND DRILLS (cont.)

- d. Include knowledge of characteristics of disasters and their consequences and the implementation of Emergency Management Programs including protective measures, notification procedures, available support, resources and technical skills required for Emergency Management.

D. SCHOOL DISTRICT AWARENESS PROGRAM

1. The Environmental Safety Designee is responsible for the following activities:
 - a. Providing Education on Emergency Management Procedures for the School Staff and Students throughout the District.
 - b. Conduct awareness programs and campaigns on the potential hazards that could affect School Facilities in the Syracuse City School District.
 - c. Familiarize the District Personnel and Students with the kind of protective measures the District has developed to respond to any Emergency arising from the hazard.
2. The Education and Awareness activity will:
 - a. Be provided to each School Facility (public/private) located within the City School District on an annual basis by the individual school/program administrator.
 - b. Cover all significant internal and external hazard sources throughout the District.
 - c. Be conducted in conjunction with all drills and exercises held by any school in the District.
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of Emergency Management and materials developed by New York State Emergency Management Office (SEMO) and other State Departments, as appropriate, will be made available for use in the classrooms.

SECTION III

"RESPONSE"

- A. Emergency Response Organization and Assignment of Responsibilities
- B. Direction and Control - District Emergency Control Center
- C. Alert and Warning Chart
- D. Incident Reporting
- E. Emergency Action Plan Response
 - 1. School/Facility Data Sheet/Emergency Medical Procedures Form
 - 2. Early Dismissal
 - 3. School Cancellation
 - 4. Evacuation
 - 5. Stay In Place/Sheltering
- F. Guidelines for Appropriate Response to Emergency
 - 1. General Guidelines
 - 2. Bomb Threat
 - 3. Epidemic/Food or Water Poisoning
 - 4. Fire/Explosion/Unplanned Fire Alarm
 - 5. Hostage/Kidnapping/Dangerous Person
 - 6. Inclement Weather
 - 7. Loss of Building
 - 8. Emergency Medical Procedures
 - 9. Natural/Man Made Disaster
 - 10. Oil/Gasoline/Diesel Spill
 - 11. School Bus Accident/Fire
 - 12. Systems Failure

SECTION III: RESPONSE

A. EMERGENCY RESPONSE ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. The organizational structure for Emergency Response is indicated on previous page.
 - a. The actual participants in the School District Emergency Response Organization are listed in Attachment D.
2. The Superintendent as the Chief Executive Officer of the Syracuse City School District:
 - a. Will implement the Emergency Response Organization as soon as he/she has been alerted of the scope and magnitude of the Emergency.
 - b. Will control the use of District owned resources and facilities for disaster response.
 - c. May request assistance from the City of Syracuse, the County of Onondaga and the State when the situation escalates beyond the capability of the District's Resources.
 - d. May provide assistance at the request of other local governments.
3. DISTRICT EMERGENCY COORDINATOR/FACILITIES
 - a. Or his alternate is to coordinate District Emergency Response Operations:
 1. Coordinates the warning to the staff and students.
 2. Coordinates evacuation procedures.
 3. Coordinates damage assessment activities and the documentation to these.
 4. Coordinates preparation of disaster request and the management of recovery and disaster assistance programs.
 - b. Provides the Superintendent with information on the severity of the situation and the necessity to use additional executive power to respond effectively to the Emergency.
 1. Maintains Emergency Alert list for alerting all key School Officials as required by Emergency.
 2. Coordinates the alerting of District Schools and private response agencies.
 3. Activates Emergency Response Committee.
 4. Establishes information contact and coordinates request for assistance.
 5. Identifies and coordinates Government resources available for Emergency Operations.
 6. Notifies Superintendent that facilities planned for use as congregate care centers will be needed by Red Cross.
 - c. Establish an Emergency Control Center at the site and in the Superintendent's Office.

4. EMERGENCY PUBLIC INFORMATION PERSON

- a. Initiates the appropriate Public Information Procedures to inform the general public of the existence and nature of the Emergency over local TV and radio stations, and actions to be taken as necessary.
- b. Opens Public Information Center in the Boardroom.
- c. Updates information periodically to the media.

B. DIRECTION AND CONTROL (DISTRICT EMERGENCY CONTROL CENTER).

1. In the threat or event of any Emergency or Disaster all District Emergency Operations will be coordinated from the School District Emergency Control Center located at:

The Superintendent of Schools Office
725 Harrison Street
Syracuse, NY 13210
Phone - **435-4161 or 292-3227 (cell)**

2. If an Emergency/Disaster situation renders the Emergency Control Center inoperable, the alternate Control Center will be established at the following location:

SCSD Transportation Office
369 6th North Street
Syracuse, NY 13208
Phone - **435-4260**

ALTERNATE - Electrical Generator Site

Frazer School
741 Park Avenue
Syracuse, NY 13204
Phone - **435-4555**

3. The Emergency Control Center will provide for centralized direction and control of the School District personnel and resources in time of Emergencies.
4. The District Emergency Coordinator/Facilities will maintain at the Control Center:
- a. Current alert notification roster of all staff, city, county and BOCES Emergency Services Personnel.
 - b. Current Maps and Emergency Plans for school facilities located in District. (Available at Facilities Management Department.)
 - c. Current copies of city, county and BOCES Emergency response plans and potential hazardous sites for reference.
 - d. Appropriate charts and checklist of management activities necessary for coordination during Emergencies.
 - e. A current School District Resource Inventory.
 - f. Maintain a file of identifying sites of potential Emergency within each building and

immediate surroundings.

B. EMERGENCY RESPONSE TEAM - (Refer also to Attachment D)

INITIAL TEAM:

1. Superintendent
2. Deputy Superintendent for Operations and Business
3. Deputy Superintendents
4. Emergency Coordinator/Facilities
5. Emergency Public Information Person
6. Director of Pupil Services
7. Syracuse Police SIRP Officer

SECOND RESPONSE TEAM:

1. Director of Transportation
2. Director of School Service Center (Maintenance, Custodial)
3. Director of Food and Nutrition
4. Director of School Health Services
5. Representative of Board of Education
6. Representative of Employee Units
7. Representative of American Red Cross
8. Parochial/Private School Representative

C. Alert Notification and Warning Procedures.

<u>State Education Department</u>	<u>City/County Communications Center</u>
:.	
:.	
:.	
SEMO - State Emergency Management Office	(518) 292-2200
:.	
Onondaga County Emergency Management Operations Center (Civic Center)	(315) 435-2525
:.	
Syracuse City School District - Superintendent of Schools	(315) 435-4161 or 292-3227 (<i>cell</i>)
:.	
Activation of Emergency Plan	
:.	
Emergency Coordinator	
:.	
Notifications	
:.	
State Ed Report	

D. INCIDENT REPORTING

The District Emergency Coordinator/Facilities and/or his designee will:

1. Insure that an Incident Report Form (See Attachment F) is prepared and submitted to the Superintendent after the occurrence of an Emergency.
2. The initial Incident Report will contain the following information: (See Attachment F)
 - Type of Incident
 - Location
 - Date and Time
 - Number of Injured
 - Number of Dead
 - Number of Missing
 - Extent of Damage
 - Type of Response/Action Taken
 - Notification
3. Analyze the Incident Reports and brief Emergency Response Committee and Superintendent periodically on the Incident.
4. Prepare follow-up Incident Report and final Incident Report to be submitted to the Board of Education through Superintendent. (See Attachment F).

E. SCHOOL EMERGENCY RESPONSE ACTION PLAN

Each building is to follow the Emergency Response Action as detailed within this section. As part of that plan, see example enclosed within this section.

1. School/Facility Data Sheet/Emergency Medical Procedures Form.
2. Early Dismissal.
3. School Cancellation.
4. Evacuation.
5. Stay In Place/Sheltering.

E-1.

SYRACUSE CITY SCHOOLS
EMERGENCY MANAGEMENT PLAN
for the
2007-2008
School Year

SCHOOL/FACILITY DATA SHEET:

ADDRESS:

NUMBER OF STUDENTS: NUMBER OF STAFF:

NUMBER OF BUSSED STUDENTS: STUDENTS WITH SPECIAL TRANSPORT NEEDS:

STAFF QUALIFIED TO ADMINISTER FIRST AID/CPR:

School Nurse: BUSINESS: HOME:

List other staff qualified to administer First Aid/CPR and their business telephone number:

EMERGENCY TELEPHONE NUMBERS:

Principal: BUSINESS: HOME:

Asst. Principal: BUSINESS: HOME:

Secretary: BUSINESS: HOME:

Head Custodian: BUSINESS: HOME:

Asst. Custodian: BUSINESS: HOME:

School Nurse: BUSINESS: HOME:

PRIMARY RELOCATION SITE:

LOCATION:

SECONDARY RELOCATION SITE: (area high school preferred)

LOCATION:

ATTACH EXPLANATIONS OR SUPPLEMENTAL INFORMATION AFTER PAGE 3

PAGE 2

SCHOOL/FACILITY:

SCHOOL YEAR:

2007-2008

POTENTIAL HAZARDS WITHIN THE BUILDING AND ITS SURROUNDINGS

(area to include a one block radius): {Itemize and if needed attach explanations or supplemental information after page 3}

LIST ANY CHANGES TO YOUR SITE EMERGENCY PLAN (different evacuation routes, etc):

ATTACH EXPLANATIONS OR SUPPLEMENTAL INFORMATION AFTER PAGE 3

PAGE 3

8. EMERGENCY MEDICAL PROCEDURES

SCHOOL/FACILITY: SCHOOL YEAR:

1. **Notification of Medical Emergency**

- a. First person on scene to assess situation and identify type of emergency, illness, etc.
- b. Summon help from office or nurse/first responder.
- c. Remain with injured party until nurse/first responder arrives.

2. **Response to Emergency**

- a. Nurse/first responder evaluates situation and declares a medical emergency.
- b. Office notifies second CPR Person in building.
- c. Activate building Medical Emergency Team.

3. **Activation of Medical Emergency Team**

- a. Call – Give exact location of Emergency.
- b. Activate building Medical Emergency Team.

Administrator in Charge:

2nd CPR Responder/Emergency Team:

Person to Contact Parent/Guardian:

Staff to Accompany Ambulance to Hospital:

- c. Staff who will cover building Medical Emergency Team members, if needed.
- d. Copy of student’s cumulative health record will be given to Ambulance team if possible and appropriate.

4. **Immediate Notification of:**

- a. **Superintendent’s Office:** **Telephone #:**
- b. **Health Services Office:** **Telephone #:**

5. **Incident Report and Evaluation**

- a. Immediately complete and submit Student Accident Report or Employee Accident Report.
- b. Provide written “Incident Report” stating exactly what happened and who did what. This should include the school nurse report.
- c. Review and evaluate incident with Building and District Medical Emergency Team.

RESOURCES:

School Nurse or responsible person capable of handling a Medical Emergency:

Staff qualified to administer First Aid/CPR - [per School Data Sheet]:

Director of Health Services: **Telephone #:**

Non-Emergency Ambulance – Company: **Telephone #:**

E-2. EARLY DISMISSAL

Early dismissal will follow normal dismissal procedures unless situation warrants otherwise. The Transportation Department will be notified when and where to send buses.

"**EMERGENCY CARDS**" will be sent out to all parents at the beginning of each school year to obtain the following:

1. Name(s) (in full) and telephone numbers of home and/or employer(s) at which to contact parent(s)/guardian(s).
2. Alternate place to go or person to call for the elementary and middle school students if neither parent is available (rehearse with elementary and middle school students where they will go in event of early dismissal).
3. Person to call should child become ill or be injured while at school and we are unable to reach either parent.
4. Name and number of immediate family other than parents/guardians.

If none of the above people can be reached, the school physician and/or an ambulance will be called in a severe Emergency.

E-3. SCHOOL CANCELLATION

The Superintendent may cancel school in the event of prolonged system failures, severe weather or other unsafe conditions. Students, parents and staff shall be notified in accordance with snow day closing procedures. See Syracuse City School District Procedure 8100-R, "Emergency Closing of Schools."

E-4. EVACUATION

A Building shall be evacuated when occupancy poses a danger to students and staff. Upon receipt of an order to evacuate, school staff will take all necessary measures to prepare students for an evacuation. Students and staff will be evacuated to a safe location either on foot or by bus. Students will not be permitted to go home. However, they will be permitted to leave school if accompanied by a parent or guardian.

If a building evacuation is necessary and the Emergency is restricted within that building, such as fire, fumes or systems failure, the relocation plan will be developed in each individual school.

If a building must be evacuated and the Emergency is not contained within that building but more widespread such as chemical spills/emissions/accident, (nuclear accidents will follow County Emergency Plans), the occupant will evacuate to the following areas unless directed otherwise.

E-4. EVACUATION (cont.)

Building level evacuation procedures and plans will be put in place.

FIRST STEP

1. The Building Principal will activate the fire alarm if not already done. Battery backup will provide Emergency Lighting in the event of a power failure. Normal evacuation procedures as posted in each room will commence unless otherwise directed by Building Principal.
2. The Building Principal will notify the Superintendent.
3. When alerted, the classroom teacher will lead the students out of the building by the normal evacuation routes posted in each room unless the Emergency prevents the use of exits and/or corridors. Alternate routes will be announced using the intercom system. Special area teachers and non-instructional employees not responsible for students at time of Emergency may be utilized to direct students away from areas or supervise assembly areas.
4. Staff members shall verify evacuation of restrooms and other unsupervised rooms.
5. Once outside the building, students will be led in an orderly fashion to a safe distance from the building and if the situation warrants, bused to another school/location. Teachers should bring a Class Roster and the Attendance Record Cards with them.
6. If students are to be relocated, the Building Administrator will notify the Host Building (reception site) when the evacuation is underway.
7. If students are to be evacuated to a different school/location, the buses will arrive at the usual bus-loading site. An alternate loading site will be chosen if conditions warrant. Director of School Transportation will be notified to send buses to the selected loading area for evacuation before buses are dispatched.
8. Kindergarten parents will be notified through a telephone tree system and/or public media if the evacuation affects students coming to school in a different session.
9. The Head Custodian and Building Administrator will check to ensure that everyone is evacuated and secure the building. No one is to re-enter the building until directed.
10. When the students are transported home or to another school, the Superintendent will notify parents using the public media.

E-4. EVACUATION (cont.)

SECOND STEP

1. Upon arrival of the Emergency Responders, the Building Administrator will advise of the situation and follow instructions.
2. If students are moved to another school, they will proceed to that building's shelter area as outlined on page 24 and remain there until further notice. The staff of the host school should work with guest teachers and students to provide a learning environment to the best of their ability.
3. Teachers should attempt to take attendance and should notify the Building Administrator if a student is not present. Students are to be supervised to ensure calm and quiet.

THIRD STEP

1. The Building Administrator awaits further directions from the Superintendent.
2. A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The Building Administrator shall arrange a student sign-out procedure.

E-5. STAY IN PLACE/SHELTERING

A stay in Place/Sheltering Procedure is called when evacuation of the Facility would endanger the Health and Safety of the children/staff. An Instruction to shelter students and staff requires that all staff and students remain inside School Building. Building occupants may be directed to simply stay in place or go to the shelter area depending upon the nature and location of the Emergency. During sheltering for certain types of Air Pollution Problems, Chemical Spills or Radiological Emergencies, windows should be closed and ventilation systems should be shut down. Radiological Emergencies or Hazardous Chemical Spills can pollute food and water supplies. In such cases, ingestion of food and water should be prohibited until school officials receive authorization and instruction from appropriate Health Officials.

In the event the Superintendent advises a Building Administrator to institute stay in place/sheltering procedures, the following will commence:

1. The Building Administrator will apprise the teaching staff, the school nurse, and the custodial staff. Cafeteria staff will be notified as to possible needs for feeding students and staff.
2. Upon notification/occurrence of an Emergency Situation or Execution of a Drill, the Building Administrator shall instruct students and staff to report to designated shelter areas or to remain in classrooms as appropriate. Specific sheltering plans are to be developed by each school and are to reflect the uniqueness of each facility. (i.e. auditorium, gymnasium, cafeteria)
3. The Building Administrator will designate custodians and/or staff members to secure the building. If the Emergency dictates, windows will be closed and the ventilation system shut down and closed.
4. If circumstances require students to remain in school after regular school hours, public notification from the Superintendent will follow immediately.
5. Parents will be advised as to preferred responses, but may come to the school office and sign out their child. The Building Administrator will arrange a student sign-out procedure.
6. Non-instructional staff and all non-assigned instructional staff will report to the Principal for specific instructions.
7. The Superintendent will, if appropriate, arrange for outside Emergency Resources and provide media notification.
8. An inventory of Building and District Resources for Emergency purposes will be maintained by the Director of Evaluation, Assessment and Research and included in the District Emergency Control Center.
9. Students/staff will remain inside the building until the Superintendent advises the Building Administrator to take further action.
10. Each Building Principal will conduct one stay in place/sheltering drill annually.

F. GUIDELINES FOR APPROPRIATE RESPONSE TO EMERGENCY

1. General Guidelines
2. Bomb Threat
3. Epidemic/Food or Water Poisoning
4. Fire/Explosion/Unplanned Fire Alarm
5. Hostage/Kidnapping/Dangerous Person
6. Inclement Weather
7. Loss of Building
8. Medical Emergencies
9. Natural and Man Made Disasters
10. Oil/Gasoline/Diesel Spill
11. School Bus Accident/Fire
12. System Failure

F-1. GENERAL GUIDELINES

When an Emergency may require on-the-spot response decisions to fast changing developments, there is a set of six procedures which are standard responses to Any Emergency situation in schools. These six procedures are: Administer First Aid; Summon Expert Help; Follow Instructions of the Expert; Evacuate to a Safe Place; Shelter Inside the Building; and Send Everyone Home. Obviously, all six procedures will not be utilized in every Emergency. Indeed, some are part of the Planned Response to a School Emergency.

Definitions

Administer First Aid: First Aid is usually defined as treatment that will protect the life of a victim and provide comfort until more expert help is secured.

Summon Expert Help: Clearly, in most Emergency situations, the need for expert help is evident. Fires are fought by firefighters, and heart attack victims must be provided proper medical care.

		<u>NON-EMERGENCY</u>
POLICE	9-911	442-5111
FIRE	9-911	471-1161
AMBULANCE	9-911	471-0102
ONONDAGA COUNTY HEALTH DEPT.	435-3252	435-3662

Follow Instructions: Once expert help has arrived, those experts are usually "in charge." At the time, the procedure is to follow instructions of the expert.

Evacuate to a Safe Place: Evacuation may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature or duration of the Emergency may require transportation and temporary housing of the occupants in some other building.

Sheltering Inside the Building: There are circumstances when it is safer to stay inside the building than to go outside. For example, the sheltering procedure is called for during Severe Electrical Storms, or Radiological Emergencies.

Early Dismissal: Similar to evacuation, early dismissal is a procedure for evacuation of students from a building and uniting them with their families or other responsible surrogates designated by the parents.

F-2. "EMERGENCY PROCEDURES FOR BOMB THREAT"

1. Search egress routes for suspicious objects before ordering evacuation.
2. Notify the Office of the Superintendent of Schools (**435-4161** or **292-3227 (cell)**) and Facilities Management (**435-4292**).
3. Evacuate, **fire alarm procedures should be followed** and occupants should be taken at least 1000 feet from the school/building.
4. School employees should take a quick look around their work areas for any suspicious items.
5. Elevators are not to be used for evacuation purposes.

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object.

Should a telephone bomb threat be received by a school, the New York State Police recommend that the call be taped (if possible) and the following information be asked of the caller:

- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of explosive is involved?
- Why was it placed?

Other information which should be noted includes the time of the call; the exact wording used by the caller; the gender and approximate age of the caller (child or adult); speech characteristics (slow, fast, loud, soft, disguised, intoxicated, accented, etc.); and any noticeable background noises.

Anyone receiving information about a bomb threat, by way of telephone, written note, or through observing a suspicious object, must immediately notify the school building administrator or his/her designee. School personnel should not try to determine if a telephoned bomb threat or suspicious package or letter is a hoax. School personnel must proceed as if the threat is real. Bombs can be constructed to look like almost anything. Most bombs are homemade and the probability of finding a bomb that looks like a stereotypical bomb is almost nonexistent. Therefore, the administrator or designee should initiate the planned actions to move all occupants out of harm's way.

F-3. EPIDEMIC/FOOD OR WATER POISONING

1. School Nurse: Identify the problem.
2. School Nurse: Notify School Physician (**435-4145**) and Building Administrator-further define the problem.
3. School Physician/Building Administrator: Notify Superintendent (**435-4161** or **292-3227 (cell)**)
4. Superintendent: Notify County Health Department - Bureau of Disease Control (**435-3236**)
5. Building Administrator/Superintendent: Follow directives of the School Health Physician and Public Health Official, recognizing that Public Health Officials have highest authority. Curtail or cease building operation as appropriate.
6. Superintendent: Notify parents, staff and students.
7. Public Health Officials: Monitor Emergency.

RESOURCES:

Director of School Health Services (**435-4145**)
Director of Food and Nutrition (**435-4207**)

F-4. FIRE/EXPLOSION/UNPLANNED FIRE ALARM

1. First person on the scene: Upon discovery or detection of smoke or fire or in the event of an explosion, sound building fire alarm immediately.

In the Science Lab:

- If there is danger of fire/explosion or toxic fumes; Lab Teacher: Do the following two things simultaneously - Evacuate room and get help from neighboring classrooms if needed to move injured students. Sound fire alarm except during gas leak. The teacher should block corridors adjacent to lab area, if necessary. Notify Building Administrator.
 - If there is no immediate danger:
Do not move injured persons. Wait for Medical Assistance.
Do not sound fire alarm. Notify Building Administrator.
2. First person on the scene: Notify Building Administrator or what prompted fire alarm, location and source of fire/explosion if known.
 3. Head Custodian: Report to Principal's Office on any fire alarm.
 4. All occupants: On sound of any fire alarm, evacuate building in accordance with established Emergency Evacuation Plans posted in each classroom. After evacuation, close doors behind you!
 5. Building Administrator(s) or Designee:
 - a. Summon Fire Department - **9-911** - give location if known.
 - b. Notify Superintendent - **435-4161** or **292-3227 (cell)**
 - c. Notify Facilities Management - **435-4292**
 - d. Notify School Service Center - **435-4245**
 6. Custodial/Maintenance Staff: Investigate source and contain fire, if possible or practical. Keep Building Administrator apprised.
 7. Superintendent: Alert Director of School Transportation - **435-6354** or **435-4260** - of possible need to transport students and staff to another building.
 8. Building Administrator: Upon Fire Department's arrival, advise of the situation and follow instructions.
 9. Building Administrator: Keep Superintendent's Office apprised.
 10. Fire Department: Termination of Emergency.
 11. Superintendent/Building Administrator: Resume, curtail or cease building operations as appropriate. Notify staff, parents and students.

RESOURCES:

School/Facility Data Sheet/Medical Emergency Procedures Form

Material Safety Data Sheets
Chemical Inventory - located in Administrator's Office

F-4. "EMERGENCY PROCEDURES FOR FIRE"

FIRE ALARM PROCEDURES

**FIRE ALARMS ARE NOT CONNECTED TO THE FIRE DEPARTMENT
(You must call the Fire Department directly by dialing 9-911.)**

1. UPON ALARM ACTIVATION:

- a. Evacuate building of all occupants.
- b. Notify Syracuse Fire Department (**9-911**).
- c. Notify the Office of the Superintendent (**435-4161** or **292-3227 (cell)**), as well as Facilities Management (**435-4292**).

2. KNOWN FALSE ALARM:

- a. Follow alarm activation procedures above.
- b. Notify the Fire Department (**9-911**) that it is a false alarm via phone. (This is a Fire Department request so that they can cancel a full response.) The local station will still arrive to clear the scene and to make a report.

3. RE-ENTRY TO BUILDING:

- a. Re-entry to the building may not begin until the Fire Department makes a determination of safety and returns the building back to the Principal.
- b. Reset the Fire Alarm System only after arrival and authorization of the Fire Department.
- c. Report status to Superintendent's Office and Facilities Management.

4. CLEANUP AND DAMAGE:

- a. Report all damage to Superintendent's Office and Facilities Management.
- b. Report cleanup and repair needs to School Service Center at **435-4245** or **435-4248**.

CITY SCHOOL DISTRICT
Syracuse, New York

FALL FIRE DRILL REPORT

SCHOOL BUILDINGS

PRINCIPALS: Send the original to the Facilities Management Department by December 14, 2007. The stay in place drill and the early dismissal drill should be conducted in the fall. The early dismissal drill should be in conjunction with a half-day dismissal. Remember to keep a copy for your file.

DRILL NUMBER	DATE	TIME OF DRILL	DURATION OF DRILL	COMMENTS Emergency-Surprise-Other
1				
2				
3				
4				
5				
6				
7				
8				
STAY IN PLACE/ SHELTERING				
EARLY DISMISSAL				

SPRING FIRE DRILL REPORT

SCHOOL BUILDINGS

PRINCIPALS: Send to the Facilities Management Department by Friday, June 13, 2008. Remember to keep a copy for your files.

DRILL NUMBER	DATE	TIME OF DRILL	DURATION OF DRILL	COMMENTS Emergency-Surprise-Other
1				
2				
3				
4				

SCHOOL: _____ DATE: _____

PRINCIPAL'S SIGNATURE: _____

F-4. UNPLANNED FIRE ALARM

1. Building Administrator(s)/Head Custodian: If presence of fire is confirmed:
2. Building Occupant: On sound of any Fire Alarm, all building occupants shall evacuate building in accordance with established evacuation routes posted in each room.
 - a. Summon Fire Department **9-911** - give location if known.
 - b. Notify Superintendent **435-4161** or **292-3227** (*cell*)
 - c. Notify Facilities Management **435-4292**
 - d. Notify School Service Center - **435-4245**
3. Head Custodian: Report to Principal's Office on any Fire Alarm.
4. Custodial/Maintenance Staff: Investigate source of alarm and confirm evidence of fire.
5. Building Administrator/Head Custodian: If the presence of a fire is not confirmed, summon Fire Department at **9-911** and explain the situation. Only the Fire Department can determine that a building is safe for occupancy. Return to normal building operations.
6. Custodial/Maintenance Staff: Investigate source, if fire is found, try to confine it, if possible or practical. Keep Building Administrator apprised of situation.
7. Superintendent: Alert Transportation Director at **435-6354** or **435-4260** of possible need to evacuate students and staff to another building.
8. Building Administrator: Upon Fire Department's arrival, advise of the situation and follow instructions.
9. Building Administrator: Keep Superintendent's Office apprised.
10. Fire Department: Termination of Emergency.
11. Superintendent/Building Administrator: Resume, curtail or cease building operations as appropriate. Notify staff, parents and students, as appropriate.

RESOURCES

Local Emergency Responders: Police **9-911**, Fire/Ambulance **9-911**

Chemical Inventory located in Building Administrator's Office

Zoned Fire Alarm System with annunciator panel

Fire Extinguishers, serviced and charged

SOSHA Training Program and manual for designated Custodial/Maintenance Staff

Director of School Transportation

F-5. HOSTAGE/KIDNAPPING/DANGEROUS PERSON

1. First Person on the Scene: Identify the situation

-OR -

First Person Receiving Call: Try to prolong conversation as long as caller will talk.
Obtain as much information as possible. Listen for characteristics of caller and background noise.

2. First Person on the Scene or Person who Received Call: Notify Building Administrator, describe situation and deliver written information as soon as possible.
3. Building Administrator: Notify Head Custodian.
4. Building Administrator/Head Custodian: Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate.
5. Building Administrator: Keep Superintendent apprised.
6. Superintendent: Notify parents or spouse of victim(s).
7. Police: Termination of Emergency.

GENERAL PRINCIPLES FOR RESPONDING TO A DANGEROUS PERSON UNTIL AUTHORITIES ARRIVE

1. Remain calm, reassure others and try to prevent panic.
2. As quickly as possible move away anyone not directly involved with incident. If necessary, evacuate all or part of the building.
3. Address injured.
4. Maintain the lines of communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.
5. Gather as much information as possible. Have someone make notes to give to the police, if possible.
6. If the person attempts to leave the building, allow departure. Observe whether a car is used and note license number and description of vehicle and person(s).
7. If the person attempts to leave the building with a student or member of the staff, be cautious in trying to intervene. Remember the most important consideration is the safety of the students and staff.

RESOURCES

Building Floor Plans

SIRP Officer - Syracuse Police Department **442-5135 (office)**
441-3045 (beeper)

317-0077 (cell)

F-6. INCLEMENT WEATHER - Snow/Ice Storm - Thunder/Lightning/Wind Storm

1. Transportation Supervisor: Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.
2. Building Administrator: Curtail or cease all outdoor activities as appropriate.
3. Superintendent: Select appropriate Emergency Response Action and relay instructions to Building Administrator(s).
4. Building Administrator(s) and Director of School Transportation: Implement selected Emergency Response Action as detailed in Administrative Bulletin 8100-R.1 (EMERGENCY CLOSING OF SCHOOLS).
5. Termination of Emergency will be issued by Superintendent.

RESOURCES:

Tune to National Weather Service Radio

Director of School Transportation - **435-6354** or **435-4260**

Transportation Department - City of Syracuse **448-8572**, County of Onondaga **435-3205**

Staff trained in First Aid, CPR

American Red Cross - **234-2200**

F-7. LOSS OF BUILDING

1. Superintendent/Building Administrator: Relocate educational program(s) displaced by a contingency which renders all or parts of a building unusable for school purposes.
 - a. If a double session schedule is deemed necessary, obtain approval of OCM BOCES Superintendent, Dr. Jessica F. Cohen, **(315) 433-2602**.
 - b. For temporary quarters, obtain approval of State Education Department, Office of Facilities Planning **(518) 474-3906**.
2. Superintendent/Director of School Transportation/District Emergency Coordinator/Facilities: Revise student transportation system as necessary.
3. Superintendent/Building Administrator: Notify staff, students, parents and Board of Education. Notify Commissioner of Education.
4. Superintendent/Administrator of Buildings and Grounds/District Emergency Coordinator/Facilities and Board of Education: Institute recovery as appropriate.

RESOURCES

Existing alternate teaching areas:

Within building

In another district school building

In a school in nearby district {see Education Law 403 (a) & (b)}

In a building rented within community

In a manufactured building, rented or purchased

Outside Assistance: Insurance company adjuster, appraiser, architect/engineer, contractors, professional consultants.

F-8 EMERGENCY MEDICAL PROCEDURES

SCHOOL/FACILITY: SCHOOL YEAR:

1. Notification of Medical Emergency

- a. First person on scene to assess situation and identify type of emergency, illness, etc.
- b. Summon help from office or nurse/first responder.
- c. Remain with injured party until nurse/first responder arrives.

2. Response to Emergency

- a. Nurse/first responder evaluates situation and declares a medical emergency.
- b. Office notifies second CPR Person in building.
- c. Activate building Medical Emergency Team.

3. Activation of Medical Emergency Team

- a. Call – Give exact location of Emergency.
- b. Activate building Medical Emergency Team.

Administrator in Charge:

2nd CPR Responder/Emergency Team:

Person to Contact Parent/Guardian:

Staff to Accompany Ambulance to Hospital:

- c. Staff who will cover building Medical Emergency Team members, if needed.
- d. Copy of student’s cumulative health record will be given to Ambulance team if possible and appropriate.

4. Immediate Notification of:

- a. **Superintendent’s Office:** **Telephone #:**
- b. **Health Services Office:** **Telephone #:**

5. Incident Report and Evaluation

- a. Immediately complete and submit Student Accident Report or Employee Accident Report.
- b. Provide written “Incident Report” stating exactly what happened and who did what. This should include the school nurse report.
- c. Review and evaluate incident with Building and District Medical Emergency Team.

RESOURCES:

School Nurse or responsible person capable of handling a Medical Emergency:

Staff qualified to administer First Aid/CPR - [per School Data Sheet]:

Director of Health Services: **Telephone #:**

Non-Emergency Ambulance – Company: **Telephone #:**

F-9. "ENVIRONMENTAL" - NATURAL AND MAN-MADE DISASTERS

Air Pollution - Earthquakes - Flood - Radiological Incident –
Toxic Spill - Hurricane - Tornado - Blizzard - Drought

1. In the event, notification, or declaration of an impending Emergency, warnings and instructions may be relayed to the Superintendent of Schools via the BOCES or the State Education Department - Office of Facilities and Business Services (518) 474-7770. The Superintendent of Schools will then implement the Emergency Response Action.
2. If the Emergency occurs without warning, the Superintendent may initiate local Emergency Procedures.
3. If a breakdown of communications occurs, each Building Administrator will implement the most appropriate Emergency Response Action. (see pages 14-26)
4. Termination of Emergency will be issued by Superintendent or County Emergency Management Office, as appropriate.
5. Recovery: Refer to Loss of Building contingency guidelines (page 37).

GENERAL PRINCIPLES FOR RESPONDING TO DISASTER

In the event of a **TOXIC SPILL, RADIOLOGICAL INCIDENT OR AIR POLLUTION:**

1. Cancel all outdoor activities and summon all persons into building.
2. Direct building staff to close all doors and windows within the building by using the public address system.
3. Direct building custodians to close all vents and fans bringing outside air into the building. Superintendent will relay proper response action.

During a **TORNADO** Warning:

1. Cancel all outdoor activities and summon all persons into building.
2. **OPEN** all windows and doors to minimize damage from pressure difference.
3. Shelter all occupants against inside walls, or in corridors. Occupants should be stationed away from any windows. Do not assemble in gymnasiums, auditoriums or cafeterias.

RESOURCES:

Emergency Two-Way Radios - located in each building and with key Administrators
Radio tuned to National Weather Service frequency

Assistant Superintendent of Buildings and Grounds: **435-4248**

Local Emergency Responders: Police **9-911**, Fire/Ambulance **9-911**, DPW **448-2489**

Staff trained in First Aid, CPR

American Red Cross: **234-2200**, County Emergency Management Operations Center: **435-2525**

F-10. OIL/GASOLINE/DIESEL SPILL

1. Upon discovery or detection of a fuel spill on school property the first person on the scene will:
 - a. Notify Director of Facilities Management.
 - b. Notify Building Administrator.
 - c. Stop source of spill, if possible.
2. The Administrator of Buildings and Grounds will evaluate the problem insofar as possible and:
 - a. Stop source of spill, if possible.
 - b. Commence remedial response; i.e. absorbent socks.
3. The Building Administrator will notify the Superintendent (**435-4161** or **292-3227 (cell)**).
4. The Building Administrator in conjunction with the Superintendent will decide whether to curtail or cease building operation as conditions warrant.
5. The Building Administrator will institute the response chosen as outlined on pages 19-26.
6. The District Emergency Coordinator/Facilities will notify the New York State Department of Environmental Conservation main number (**426-7401**), Spills Office **426-7519** (after hours-24 hr. spill hotline **1-800-457-7362**) and New York State Department of Transportation, Regional Director **428-4351** (nights/weekends **426-2131**).
7. Recovery: District Emergency Coordinator/Facilities in conjunction with the Superintendent will direct cleanup work as directed by DEC/DOT. If formal Emergency resolution is needed, the Superintendent will notify the Board of Education and State Education Department, Office of Facilities and Business Services (**518**) **474-7770**.
8. Termination of contingency will be issued by the Superintendent.

RESOURCES

News media, public address system

District Emergency Coordinator/Facilities

Director of School Transportation

Local Emergency Responders: Police **9-911**, Fire/Ambulance **9-911**

Department of Environmental Conservation, Department of Transportation

F-11. SCHOOL BUS ACCIDENT/FIRE

1. Driver **immediately** shall:

- a. Turn off engine and turn on Emergency Flashers.
- b. Contact Transportation Center or Director of School Transportation. Advise of situation and maintain open channel. Request Emergency assistance and maintain open channel.
- c. Keep passengers on bus unless there is danger of fire, overturning or further collision. If it is necessary to evacuate bus, use extreme care in moving injured. Try to immobilize body and head of an injured person and carry flat.
- d. Give first aid to injured persons. Stay calm and reassure passengers.
- e. Place Emergency reflectors or flares in front of and behind disabled bus from 100 to 300 feet away.
- f. In case of accident after school hours and/or outside the school district and/or the driver is unable to contact the Director of School Transportation by radio, s/he will employ the following Emergency procedures which are posted in every bus. Attempt to telephone from a nearby residence or with the help of a passing motorist. If the driver is incapacitated, the chaperon will follow these procedures:

IN CASE OF EMERGENCY, ACCIDENT OR BREAKDOWN

First Call: Transportation Center **435-6354** or **435-4260**

7:00 a.m.-4:00 p.m. **435-4260**, 4:00 p.m.-5:00 p.m. call **435-4049**. If no answer, call **435-4187**

Call Police: **9-911**

2. Director of School Transportation Contacts:

- a. Law enforcement officials: 9-911
- b. Superintendent: **435-4161 or 292-3227 (cell)**
- c. School Physician: **435-4145**

3. After accomplishing #2, Director of School Transportation shall visit the scene of the accident.

4. The Superintendent notifies Building Administrator(s) of school(s) affected.

5. Action **following** the accident:

- a. If injuries are reported, the Superintendent should insure that someone from the school goes to the scene of the accident.
- b. If physician has been called to the scene of the accident or to the school, he will examine all occupants of the bus.
- c. The driver or chaperon shall provide the Building Administrator(s) and the Director of School Transportation a list of all occupant names on the bus at the time of the accident.

F-11. SCHOOL BUS ACCIDENT AND/OR FIRE (cont.)

- d. Obtain and write down names, addresses, license numbers and insurance data of those involved in the accident and of witnesses.
 - e. Parents of all occupants of the bus at time of accident will be notified by the Building Administrator (or if in his/her absence by a Central Office Administrator).
 - f. The Building Administrator will designate a staff member to handle incoming calls from parents, the media, etc.
6. Recovery:
- a. Director of School Transportation/Bus Driver: Call tow truck if needed.
 - b. Director of School Transportation: Contact Insurance Company.
 - c. Director of School Transportation/Bus Driver: Complete necessary reports.

RESOURCES

Two-way radio in each bus capable of contacting Transportation Department at any point along its daily route

Local Emergency Responders: Police **9-911**, Fire/Ambulance **9-911**

First Aid Kits

Emergency road flares or reflectors

F-12. SYSTEMS FAILURE - Loss of Power, Heat, Water or Sewage Systems
Natural Gas Leak or Structural Failure

1. Upon discovery or detection of a System Failure, the first person on the scene shall notify a Custodial/Maintenance person and Building Administrator.
2. Custodial/Maintenance person and/or Building Administrator: Activate Fire Alarm if there is any question as to the safety of the building occupants. (In the event of a **GAS LEAK** - use public address system).

In the event of a Power Failure, all Buildings that are equipped with Emergency Back-up Power are to use this to operate Fire Alarm System and Emergency Lighting for a limited period of time.

3. Custodial/Maintenance Person: Notify the Assistant Superintendent of Buildings and Grounds. **(435-4248)**
4. Administrator of Buildings and Grounds: Evaluate problem and commence appropriate remedial action.
5. Administrator of Buildings and Grounds: Notify Superintendent at **435-4161** or **292-3227 (cell)**, if situation warrants.
6. Superintendent: Curtail or cease building operations as appropriate, and notify staff, parents and students. Issue instructions.
7. Administrator of Buildings and Grounds in conjunction with District Emergency Coordinator/Facilities: Complete corrective actions and recovery. Also see, Loss of Building Contingency Guidelines - page 37.
8. If formal Emergency resolution is needed, the Superintendent shall notify Board of Education and State Education Department - Office of Facilities and Business Services **(518) 474-7770**.

RESOURCES

National Grid: Electrical outage - **1-800-898-8501** Gas emergency - **1-800-892-2345**

Local Emergency Responders: Police **9-911**, Fire/Ambulance **9-911**

Emergency Two-Way Radios - located in each building and with key administrators

Established Emergency Remedial Operation and Maintenance procedures for possible occurrences, including limits of remedial response

SECTION IV

"RECOVERY"

1. Damage Assessment
2. Request for Recovery Assistance
3. Damage Assessment Report

A. DAMAGE ASSESSMENT

1. Responsibility for Damage Assessment lies with each school, public or private, throughout the City School District.
2. The District Emergency Coordinator/Facilities is responsible for:
 - a. The Coordination of Damage Assessment activities, during Emergency Conditions.
 - b. Preparing with the assistance of the School Principal and District Emergency Coordinator/Facilities: compiling information and data, preparing final damage assessment report, forwarding completed damage assessment report to the District Superintendent.
3. At the direction of the District Emergency Coordinator/Facilities, support for disaster assessment and documentation will be provided on an "as needed" basis by the following School District Departments:
 - Facilities Management (435-4292)
 - School Service Center (435-4245)
 - Transportation (435-6354 or 435-4260)
 - Health Services (435-4145)
 - Department Directors
4. All other School District Departments identified in this plan will be on a "stand-by" to provide assistance in the damage assessment and documentation process.
5. Damage Assessment will be directed and controlled from the School District Control Center.
6. The District Emergency Coordinator/Facilities may designate a damage assessment officer.
7. The Damage Assessment Officer will:
 - a. Direct Damage Assessment Activities.
 - b. Establish a Damage Assessment Officer in the District Control Center.
 - c. Develop an analysis and damage assessment report.

B. REQUEST FOR RECOVERY ASSISTANCE

At the time of the declaration of an Emergency, District Emergency Coordinator/Facilities will:

1. Direct the Damage Assessment Officer to activate the damage assessment staff in the District Control Center.

B. REQUEST FOR RECOVERY ASSISTANCE (cont.)

2. Request through the County of Onondaga Emergency Management Office the rapid deployment of the New York State Regional Response Teams (RRTs), to:
 - a. Assist School Emergency Officials to analyze and assess the impact of the event.
 - b. Provide technical assistance to School officials as necessary.
 - c. Advise the Superintendent through his District Emergency Coordinator/Facilities, as to a proper course of action for the School District.

C. DAMAGE ASSESSMENT REPORT

1. The District Emergency Coordinator/Facilities will submit the Damage Assessment Report to the Syracuse District Office of the Superintendent and School Board:
 - a. An evaluation of the social and economic impact of the disaster on the School District in terms of "people problems."
 - b. A damage assessment report based on individual school survey and assessment of damage in dollar value not covered by insurance.
 - c. A description of the specific types of aid required from other levels of government and an estimate of the approximate duration for which it is needed.
2. The damage assessment report will contain information on destroyed property, major damage and minor damage to the extent not covered by insurance, in the following categories:
 - a. Damage to all School Property in dollar values:
 - Facilities/Building
 - Equipment
 - Utilities
 - Private Schools
 - b. Damage to School Property in dollar value:
 - Road Systems
 - Sewer and Water Systems
 - Water Control Facilities such as Pools
 - School Buildings, Equipment and Vehicles
 - c. Injuries or Death:
 - Students
 - Staff
 - Other

d. Community Services provided beyond normal needs.

C. DAMAGE ASSESSMENT REPORT (cont.)

- e. Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
 - f. Financing overtime and labor required for Emergency Operations.
3. The damage assessment report is required for establishing the eligibility for any State and/or Federal Assistance and necessity of a Gubernatorial and Presidential Declaration.
4. It is essential that, from the outset of the initiation of Emergency Response Actions, Emergency Response Personnel keep detailed records of expenditures for:
- a. Labor used to combat Emergency.
 - b. Use of owned land.
 - c. Use of borrowed or rented equipment.

LEGAL AUTHORITY

Section 155.13 of the Regulations of the Commissioner of Education became effective on April 7, 1989. This regulation requires each public school district and BOCES to develop a plan for prevention and reacting to an Emergency or Disaster. The Commissioner's Regulation further requires School Districts and BOCES to coordinate their plans with the Local Emergency Agencies.

This regulation will promote development of consistent responses to Emergencies experienced by School Districts and will more fully integrate School Districts' Emergency Response with other Emergency Responses. These actions will contribute to the health, safety and well being of students and school employees and help to preserve School District resources and property.

Among the requirements of the regulation are the following:

Plans: Each District, other than a School District, in a city having a population of more than one million inhabitants, and each Board of Cooperative-Educational Services shall prepare, by October 1, 1990, a School Emergency Management Plan as prescribed in this section to insure the safety, health of children and staff and to insure integration and coordination with similar Emergency Planning at the municipal county and state levels. *Plans shall be updated by October 1, of each succeeding school year.*

Identification: of sites of potential Emergency, appropriate responses to Emergencies, and District resources which may be available for use during Emergencies.

Description: of the arrangements for obtaining assistance from Emergency Service Organizations and Local Government Agencies, procedures to coordinate the use of School District resources and manpower, and plans for taking action in response to any Emergency.

Written Instructions to Students and Staff: The Board of Education shall take action to provide written information, by October 1 of each school year, to all students and staff about Emergency Procedures in compliance with 155.13 (f).

Drills: Each School District and BOCES shall, at least every school year, and where possible in cooperation with Local County Officials, conduct a test of its Emergency Plan for sheltering and early dismissal.

Commissioner of Education: may order Emergency Response Actions in the event that the Local Education Agency Officials are unable or unwilling to take action deemed appropriate by State and/or County Emergency Personnel.

LEGAL AUTHORITY (cont.)

Sections 207, 215, 305 and 4403 of the Education Law and Article 2B of the Executive Law.

EXECUTIVE LAW ARTICLE 2B:

The legal basis for Local, County and State Emergency Planning is rooted in NYS Executive Law Article 2B, as amended. Article 2B authorizes County and City Governments to establish Disaster Preparedness Plans.

"The Legislature finds that Local Disaster Plans are essential in order to minimize potential disasters and their effects, provide for effective local responses when disasters occur and facilitate local recovery. The Legislature further finds that local plans constitute an essential part of the statewide disaster preparedness program and that without local disaster planning, no State Disaster Program can be fully effective."

SUPERINTENDENT'S CABINET

NAME	OFFICE NUMBER	HOME NUMBER
Jaime Alicea	435-4212	446-3036
Christine Vogelsang	435-5844	475-4687
Anita Murphy	435-4281	607-759-6430 (<i>cell</i>)
Joseph Rufo	435-4826	637-1838 (<i>unlisted</i>)
Nicholas DiBello	435-4292	656-2379

2007 - 2008

ONONDAGA-CORTLAND-MADISON COUNTY SCHOOLS

<u>SCHOOL DISTRICT</u>	<u>SUPERINTENDENT</u>	<u>PHONE</u>
Baldwinsville CSD	Ms. Jeanne Dangle	(315) 638-6043
Cazenovia CSD	Mr. Robert Dubik	(315) 655-1317
Chittenango CSD	Mr. Thomas Marzeski	(315) 687-2840
Cincinnatus CSD	Mr. Steven Hubbard	(607) 863-4069
Cortland City SD	Dr. Laurence Spring	(607) 758-4100
DeRuyter CSD	Mr. Roger Adams	(315) 852-3410
East Syracuse-Minoa CSD	Dr. Donna DeSiato	(315) 656-7205
Fabius-Pompey CSD	Mr. Timothy Ryan	(315) 683-5301
Fayetteville-Manlius CSD	Dr. Corliss Kaiser	(315) 692-1200
Homer CSD	Mr. Douglas Larison	(607) 749-7241
Jamesville-DeWitt CSD	Dr. Alice Kendrick	(315) 445-8304
LaFayette CSD	Mr. Peter Tigh	(315) 677-9728
Liverpool CSD	Ms. Janice Matousek	(315) 622-7125
Lyncourt UFSD	Mr. Michael Sandore	(315) 455-7571
Marathon CSD	Mr. Timothy Turecek	(607) 849-3251
Marcellus CSD	Dr. Craig J. Tice	(315) 673-0201
McGraw CSD	Ms. Maria S. Fragnoli-Ryan	(607) 836-3636
North Syracuse CSD	Dr. Jerome F. Melvin	(315) 218-2151
OCM BOCES	Dr. Jessica F. Cohen	(315) 433-2602
Onondaga Central SD	Mr. Joseph Rotella	(315) 492-1701
Solvay UFSD	Mr. J. Francis Manning	(315) 468-1111
Tully CSD	Mr. Kraig D. Pitts	(315) 696-6204
West Genesee CSD	Mr. Jospheh Proscia	(315) 487-4562
Westhill CSD	Mr. Stephen A. Bocciolatt	(315) 426-3218
Syracuse City Schools	Mr. Daniel G. Lowengard	(315) 435-4161 or (315) 292-3227 (cell)
Syracuse Diocese Schools	Mr. Michael Colabufo	(315) 470-1457

NON-PUBLIC SCHOOLS - CITY OF SYRACUSE

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>ZIP CODE</u>	<u>PHONE</u>
<u>CATHOLIC SCHOOLS OFFICE</u> Mr. Michael Colabufo <i>(Diocesan Superintendent of Catholic Schools)</i>	240 E. Onondaga St. P O Box 511	13201-0511	470-1450
ALL SAINTS ELEMENTARY (of Tiperary Hill)	112 S Wilbur Ave.	13201	422-3140
BISHOP'S ACADEMY AT MOST HOLY ROSARY	1031 Bellevue Ave.	13207-1346	476-6035
BLESSED SACRAMENT	3129 James St.	13206-3001	463-1261
CATHEDRAL AT OUR LADY OF POMPEI	915 N. McBride St.	13208-2670	422-8548
FAITH HERITAGE	3740 Midland Ave.	13205	469-7777
THE GINGERBREAD HOUSE	2500 Grant Blvd.	13208	471-4198
IHSAN SCHOOL OF EXCELLENCE	423 W. Onondaga St.	13202	472-5040
JOWONIO	3049 E. Genesee St.	13224	445-4010
SOUTHSIDE ACADEMY CHARTER SCHOOL	2200 Onondaga Creek Blvd.	13207	476-3019
SYRACUSE ACADEMY OF SCIENCE CHARTER SCHOOL	1001 Park Ave.	13204	428-8997

ATTACHMENT C
(cont.)

CENTRAL OFFICES
725 Harrison Street
Syracuse, New York 13210
April 2008

<u>ID</u>	<u>School</u>	<u>Phone</u>	<u>Grades</u>	<u>Address</u>	<u>Zip</u>	<u>Principal</u>
01	CENTRAL TECHNICAL- VOCATIONAL CENTER	435-4300	9-12	258 E. Adams St.	02	John Dittmann, Jr.
07	CORCORAN	435-4321	9-12	919 Glenwood Ave.	07	Brian Nolan
03	FOWLER	435-4376	9-12	227 Magnolia St.	04	Laura Vieira-Suarez
06	HENNINGER	435-4343	9-12	600 Robinson St.	06	David Cecile
54	JOHNSON VOCATIONAL CENTER	435-4135	9-12+	573 E. Genesee St.	02	Kathryn Lent (<i>Coordinator</i>)
04	NOTTINGHAM	435-4380	Spec Ed	3100 E. Genesee St.	24	Debra Mastropaolo
48	BEARD	435-5855	5-8	220 W. Kennedy St.	05	Gloria Williams
A1	CARNEGIE	435-4860	9-12	335 Montgomery St.	02	Josephine Crisafulli
08	CLARY MAGNET	435-4411	6-8	100 Amidon Dr.	05	Pamela Odom-Cain
21	DANFORTH MAGNET	435-4535	6-8	309 W. Brighton Ave.	05	Patricia Clark
52	BELLEVUE ACADEMY	435-4480	6-8	1607 S. Geddes St.	07	Anthony Williams
09	GRANT	435-4433	6-8	2400 Grant Blvd.	08	Andrew Rudd
10	LEVY	435-4444	7-8	Fellows Ave. & Harvard Pl.	10	Deborah Meyer (<i>Executive</i>)
13	LINCOLN	435-4450	6-8	1613 James St.	03	Dean DeSantis
53	BLODGETT	435-4386	K-8	312 Oswego St.	04	Melissa Evans
25	FRAZER	435-4555	K-8	741 Park Ave.	04	Robert DiFlorio
29	HUNTINGTON	435-4565	K-8	400 Sunnycrest Rd.	06	Marc Parrillo
42	ROBERTS	435-4635	K-8	715 Glenwood Ave.	07	Janet Kimatian
45	SMITH, EDWARD	435-4650	K-7	Lancaster Ave. & Broad St.	10	Daryl Hall
15	SMITH, HURLBUT W.	435-4490	K-7	1130 Salt Springs Rd.	24	Sharon Birnkrant
16	BELLEVUE	435-4520	K-5	530 Stolp Ave.	07	Gail Koppelman
PK	PRE-K	435-4276	Pre-K	220 W. Kennedy St.	05	Karen Howard, <i>Director</i>
22	DELAWARE	435-4540	K-5	900 S. Geddes St.	04	Amy Evans
64	ELMCREST	435-6244	---	960 Salt Springs Rd	24	Theresa Harper
23	ELMWOOD	435-4545	K-5	1728 South Ave.	07	Joanne O'Shea
24	FRANKLIN MAGNET	435-4550	K-5	428 S. Alvord St.	08	Kathleen Weiss
28	HUGHES MAGNET	435-4404	K-6	345 Jamesville Ave.	10	Iverna Minor
30	HYDE, SALEM	435-4570	K-6	450 Durston Ave.	03	Octavia Wilcox
20	KING, DR., MAGNET	435-4580	K-5	416 E. Raynor Ave.	02	Patricia Floyd-Echols
33	LEMOYNE	435-4590	K-5	1528 LeMoyne Ave.	08	Lynne Kelly
47	MCCARTHY	435-4600	Spec Ed	4942 S. Salina St.	05	Maureen Kennedy
36	MCKINLEY-BRIGHTON MAGNET	435-4605	K-5	141 W. Newell St.	05	Rosa Clark
37	MEACHEM	435-4610	K-5	171 Spaulding Ave.	05	Adrienne Spencer
40	PORTER MAGNET	435-4625	K-6	512 Emerson Ave.	04	Milagros Escalera
44	SEYMOUR MAGNET	435-4645	K-5	108 Shonnard St.	04	Marie Perkins
68	SOLACE	435-4877	K-6	101 East Ave.	24	Maria Cimino
49	VAN DUYN	435-4660	K-5	401 Loomis Ave.	07	Margaret Wilson
51	WEBSTER	435-4670	K-5	500 Wadsworth St.	08	Maxine Williams
34	WEEKS, DR.	435-4097	K-5	710 Hawley Ave.	03	Dare Dutter
55	CENTRAL OFFICES	435-4161		725 Harrison St.	10	Daniel G. Lowengard <i>Superintendent of Schools</i>

PAGER (beeper) & CELL PHONE NUMBERS

Inside District Dial 4128 - then pager number.

Outside District - 435-4128 (Pager #)

SCHOOL SERVICE CENTER

ADSITT, RICK	440-7864 (c)	SNYDER, LARRY	440-8713 (c)
ALLEN, BARRY	420-9282 (c)	STEFANKO, DICK	440-8772 (c)
ARNS, HERB	680	STEWART, MIKE	706-3001 (c)
BELL, TOM	416-7591 (c)	SUTTON, JOHN	243-8587 (c)
BELLOMO, RICK	243-0159	THORECK, MARK	440-8597
BURKE, TONY	390	WALTS, STEVE	440-8425 (c)
BUSH, TONY	440-8664	WILKINSON, TIM	440
BUSKE, DAVE	468	WISNIEWSKI, DENNIS	243-8586 (c)
CASLER, BILL	363	WOLICKI, RON	427
CERRONE, NICK	389		
CLARK, PERCY	483		
COPANI, BART	478		
COTRONEO, TOM	440-8562 (c)		
DESIDERIO, AL	569-8359 (personal)		
DRANE, DAVE	688		
DRISCOLL, MARK	243-8963 (c)		
DUERR, MIKE	697 (383-5968 personal)		
EMERSON, JOHN P.	416-7592 (c)		
GRAF, JIM	449		
GRUNEWALD, GILLY	427-7594 (personal)		
HAMMOND, DICK	481-3169 (personal)		
KENNEDY, DAVE	440-8142 (c)		
MARION, GARY	448		
MORAN, JOE	424		
O'CONNELL, BILL	440-8287 (c)		
SAPKA, STEVE	243-0729 (c)		
SMITH, JERRY	440-8381 (c)		

PAGER (beeper) & CELL PHONE NUMBERS

April 2008

Inside District Dial 4128 - then pager number.

Outside District - 435-4128 (Pager #)

FACILITIES MANAGEMENT DEPARTMENT

		HUGHES, ED	440-8112 (c)
ABDUL-SABUR, DAVID	243-8529 (c) / 6271 (office)	<u>Clary</u>	
DELANEY, DAVID	440-8437 (c)	VALLEE, TIM	330 / 380-9358 (c)
DIBELLO, NICHOLAS	480-8677 (c)	<u>Corcoran</u>	
KENYON, RON	243-3850 (c)	MCGANN, BRIAN	338 / 436-4291 (c)
MYLES, TOM	384	<u>Danforth</u>	
SALIBRICI, GARY	243-8845 (c) / 6271 (office)	PARK, TOM	436-4220 (c)
SEASE, DARIN	440-9969 (c)	<u>Delaware</u>	
SLUTZKY, GARY	436-2565 (c)	RANDY PACKARD	394 / 436-4316 (c)
SNYDER, LARRY	440-8713 (c)	<u>Elmwood</u>	
SPINNER, CARL	634	KIMMERLE, BRIAN	436-4400 (c)
STEFANKO, RICHARD	440-8772 (c)	<u>Fowler</u>	
<u>Anthony's</u>		SEELEY, BOB	410 / 436-4135 (c)
CARRASQUILLO, DAVID	436-7698 (c)	<u>Franklin</u>	
<u>Beard</u>		KURYLA, MIKE	436-4096 (c)
JAMES, WILLIAM	436-4979 (c)	<u>Frazer</u>	
<u>Bellevue</u>		SHOSTACK, RICH	340 / 436-3964 (c)
WILLIAMS, EARL	458 / 436-5545 (c)	<u>Grant</u>	
<u>Blodgett</u>		FARRELL, RICK	440-0058 (c)
WILSON, ED	436-4927 (c)	<u>Henninger</u>	
<u>Bova/Property Control</u>		SHOSTACK, ADAM	436-3799 (c)
LONGO, MIKE	708-9051 (c)	<u>Hughes</u>	
<u>Carnegie</u>		HENDSON, MARILYN	436-3786 (c)
UHLE, BILL	708-9057 (c)	<u>Huntington</u>	
<u>Central Office</u>		GAURNIER, JOHN	436-3789 (c)
TRIVISON, DANIEL	440-0562 (c)	<u>Salem Hyde</u>	
KEMPNEY, RON	436-4424 (c)	HENLEY, SHIRLEY	436-3470 (c)
<u>Central Tech</u>		<u>Johnson Center</u>	
RUBACHA, PAUL	436-4883 (c)	FORAKER, DAVE	436-1723 (c)
<u>IRC @ Central Tech</u>		<u>Dr. King</u>	
COVEY, CHARLES	440-7978 (c)	THOMAS, WILLIE	436-1680 (c)
		<u>LeMoyne</u>	
		PHINNEY, TERRY	436-7020 (c)
		<u>Levy</u>	
		JAMISON, BEN	436-6636 (c)

Lincoln

RUGGABER, STEVE 436-8342 (c)

ATTACHMENT C

(cont.)

PAGER (beeper) & CELL PHONE NUMBERS

February 13, 2007

Inside District Dial 4128 - then pager number.

Outside District - 435-4128 (Pager #)

McCarthy

STEFANKO, MIKE 440-8049 (c)

McKinley-Brighton

TULL, HARVEY 379 /436-5867 (c)

Meachem

MOON, CASS 436-7759 (c)

Nottingham

ROBERTS, BEN 471 / 436-8464 (c)

Porter

RIMKEVITZ, TED 436-7091 (c)

Roberts

BOWLES, GARY 434 / 436-8915 (c)

School Service Center

DIAMOND, RICHARD 378-3176 (c)

BRIGHT, PAT 436-0371 (c)

Seymour

HALL, KAREN 436-8938 (c)

Bellevue @ Shea

FELTON, FRED 436-1442 (c)

Ed. Smith

MARSH, FRANK 436-0637 (c)

H. W. Smith

LORUSSO, CHRIS 436-1066 (c)

Solace

FRANCIS, ROB 289-6045 (c)

Transportation

BAILEY, PATRICIA 440-8608 (c)

JAMES, JIMMIE 440-8657 (c)

KUSS, TERRY 440-8658 (c)

MOONEY, LYN 440-8660 (c)

REESE, CARLOS 440-8610 (c)

RIVAS, KATHRYNE 383-0763 (c)

Van Duyn

SAGOR, EUGENE 436-1191 (c)

Webster

RICE, JIM 429 / 436-0316 (c)

Dr. Weeks
KENNEDY, STEVE

682 / 289-6046 (c)

EMERGENCY RESPONSE TEAM

Superintendent of Schools	Daniel G. Lowengard	435-4161	292-3227 (<i>cell</i>)
Deputy Superintendent for Curriculum, Instruction and Assessment	Christine Vogelsang	435-5844	475-4687
Deputy Superintendent for Information and Technology	Anita Murphy	435-4281	607-759-6430 (<i>cell</i>)
Deputy Superintendent for Operations and Business	Jaime Alicea	435-4212	446-3036 (<i>home</i>)
Director of Community Relations	Neil Driscoll	435-5800	446-3657 (<i>home</i>)
Director of School Health Services	Richard Kulak, D.O. FAAFP	435-4145	699-0084 (<i>home</i>)
Director of Evaluation, Assessment and Planning	TBD		
Director of Pupil Services	Steven Gramet	435-4131	469-7381 (<i>home</i>)
Chief Financial Officer	Joseph Rufo	435-4826	637-1838 (<i>home</i>) (<i>unlisted</i>)
Assistant to the Superintendent (Facilities and Operations)	Nicholas DiBello	435-4292	656-2379 (<i>home</i>)

On call at discretion of Superintendent/Emergency Coordinator

Director of Transportation	Patricia Bailey	435-4260	638-9735 (<i>home</i>)
Director of Special Education	Brian Pulvino	435-4424	457-9021 (<i>home</i>)
Director of Personnel	Randolph Williams	435-4525	498-4785 (<i>home</i>) 420-8273 (<i>cell</i>)
Director of Staff Relations	Michael Sorrell	435-4999	682-6526 (<i>home</i>)
Director of School Security	Thomas Ristoff, Jr.	435-4527	468-0564 (<i>home</i>)
Director of Food and Nutrition	Cindy Bonura	435-4207	492-2309 (<i>home</i>) (<i>unlisted</i>)
Representative, Board of Education	Mr. Ned Deuel, President	435-4691	446-0769 (<i>home</i>)
Representative, Employee	Katherine McKenna	435-4526	474-4824 (<i>home</i>)
Representative, American Red Cross	Maureen Perkins	234-2208	374-5994 (<i>cell</i>)

NEWS MEDIA CONTACT LIST

Radio Stations

B104.7
HOT 107.9
POWER 106.9
SPORTS RADIO 620 WHEN
WSYR
NOVA 105.1
Y94-FM

472-9797 (Business Office)
**(Emergency Closing - call WSYR-TV9 446-3333 -
Unified with WSYR-TV9 for Emergency Closing)**

Television Stations

WSTM-TV3

474-5000 (8:30 a.m. - 5:30 p.m.)
477-9400 (night hours)
477-9446 (news after hours)

WTVH-TV5

425-5555

WSYR-TV9

Main Office - 446-9999 News Room - 446-3333

WSYT-FOX 68

472-6800

Newspaper

Post Standard

470-2265

Wire Service

Associated Press

471-6471

SYRACUSE CITY SCHOOL DISTRICT
EMERGENCY INCIDENT REPORT FORM

SCHOOL: _____

TIME: _____

TYPE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

INCIDENT REPORTED TO: _____

ON SITE COORDINATOR: _____

TYPE OF RESPONSE:

SHELTERING	YES	NO
EVACUATION	YES	NO
SCHOOL CANCELLATION	YES	NO
EMERGENCY MANAGEMENT TEAM ALERTED	YES	NO

NUMBER:

INJURED: _____
MISSING: _____
DEAD: _____

EXTENT OF

DAMAGE: _____

NOTIFICATION:

TELEPHONE # YES NO TIME

- SUPERINTENDENT
- FIRE
- POLICE
- COUNTY EMERGENCY COORDINATOR
- COUNTY HEALTH
- AMERICAN RED CROSS
- HOSPITAL
- TRANSPORTATION SUPERVISOR
- FACILITIES MANAGEMENT

RADIO/TELEVISION
DISTRICT EMERGENCY COORDINATOR_____

(Administrative Bulletin No. 12, Regulation No. 8100-R, November 1, 2006)

EMERGENCY CLOSING OF SCHOOLS

The following regulation is set forth to clarify the duty status of Syracuse City School District staff members when schools are closed due to inclement weather, energy crisis, or other emergency conditions.

I. Closing Prior to the Opening of School

**A. All Personnel (Units 1, 2, 3, 4, 7, 8, 9, 10, 11, and 12)
[except Operation of Plant, and Maintenance Personnel Units 5, and 6]:**

When the first wind chill/snow day is taken, schools are closed and all staff is excused from duty, unless otherwise notified.

B. On the second day and thereafter, when schools are closed for:

Snow Day: The above-notified personnel identified in Section A are excused from duty, unless otherwise notified.

Wind Chill Day: All of the above personnel identified in Section A are expected to report for duty, unless otherwise notified.

C. All Personnel (Units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12):

When one or more schools are closed for other than inclement weather reasons, all personnel will report for duty at the usual time in accordance with the emergency plan developed by each office/school, unless otherwise notified. Building administrators are to contact the Deputy Superintendent for Curriculum, Instruction and Assessment's Office once they have reached their designated location.

<p>If a State of Emergency is declared, please follow the directions given on the local news media.</p>
--

II. Delay in the Opening of Elementary Schools

A. Staff to Report at Regular Time

There are occasions when it may be necessary for the Superintendent to delay the opening of schools. In the event of such delay, it should be understood that the delay applies to pupils only and that all staff members will report for duty at their regular time. It is essential that staff be present to receive those pupils who do not hear the announcement delaying the opening of elementary schools.

B. Shuttle Bus Services

In the event that elementary school opening is delayed, all programs, elementary and secondary, involving shuttles scheduled for pickup before 10 a.m., will be cancelled.

Special Education Work/Study Programs will have a 10 a.m. pickup time and will resume regular schedule from that point. (Return time to home school will remain the same as always.)

After 10 a.m., all programs will be conducted at the regularly scheduled time.

III. Closing of School at Midday

Staff will remain on duty until all bused pupils have been provided transportation and walkers have been dismissed from school.

Schools with Extended Day Programs will be dismissed immediately whenever it becomes necessary to close school prior to the normal dismissal time. Buses will be dispatched promptly to accommodate these students.

IV. School Use Permits Cancelled

When schools are closed due to snow conditions, all permits issued for that night are cancelled.

When schools are closed due to wind chill conditions, the following apply for permits issued for that night (unless otherwise notified):

1. Adult evening and after-school activities will be cancelled.
2. Student evening and after-school activities are cancelled.
3. ABC and Central Tech will be cancelled.

V. Athletic Events

A. When schools are closed due to severe snow/ice storm and/or wind chill, all athletic events are cancelled (unless otherwise notified).

B. All exceptions must be approved by the Superintendent or his designee.

SCHOOL CLOSING DURING REGULAR HOURS FOR EMERGENCY SITUATION

The following procedure is to be used when schools are to be closed during regular school hours for an emergency situation:

1. Upon determining that a school should be closed during regular school hours, the Principal of the

School and the Superintendent's Office will determine the time of closing, bus pick-up, release of walkers, and any other problems related to the cause of the Emergency.

ATTACHMENT G
(cont.)

SCHOOL CLOSING DURING REGULAR HOURS FOR EMERGENCY SITUATION (continued)

- a. Students will be allowed to make personal phone calls to home or parent work place. In the event a child has no Emergency Plans and cannot make contact with a parent, the child is kept at school until an adult contact is made.
 - b. There is to be a one-hour delay between the time the news media is called, and the time that students are dismissed from school. If necessary, the delay could be extended beyond one hour.
 - c. In the event of a closing prior to the time school begins and after bused students may have left their homes, all students waiting for buses will be picked-up, transported to school, and held there until the Emergency dismissal time.
2. Assistant Superintendent and division directors are informed of closing.
 3. District Transportation Department is called and informed of time to begin transport.
 4. All news media (TV and radio stations, newspapers) are called and advised of school closing, the time of closing, and for what purpose.
 5. District switchboard is notified to answer inquiries.
 6. The Syracuse Police Department is called and requested to reinstate crossing guards to duty and to monitor the school attendance zone for children walking home.
 7. Food Services Office is called to handle cafeteria closing.
 8. Pupil Services Office is notified for attendance purposes.

**STATEMENT OF AGREEMENT
CONCERNING THE USE OF FACILITIES AS MASS CARE SHELTERS
BY THE AMERICAN RED CROSS**

This agreement is made and entered into between the Board of Education of Syracuse City School District of Onondaga County, State of New York, hereinafter referred to as "SCSD" and the Syracuse and Onondaga County Chapter of the American Red Cross, hereinafter referred to as "Red Cross."

Pursuant to Federal law, the Red Cross provides Emergency Services on behalf of individuals and family victims of disaster. SCSD is authorized to permit the Red Cross to use School Buildings, Grounds, and Equipment for mass care shelters required in the conduct of Red Cross disaster relief activities and wishes to cooperate with the Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making school facilities of SCSD available to the Red Cross use as mass care shelters.

Now therefore, it is mutually agreed between the parties as follows:

1. SCSD agrees that, after meeting its responsibility to pupils, it will permit, to the extent of its ability, and upon request by the Red Cross, the use of its physical facilities by Red Cross as mass shelters for the victims of disasters;
2. Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse SCSD Schools for any school food or supplies that may be used by Red Cross in the conduct of its relief activities in said mass shelters.
3. Notwithstanding any other agreements, the Syracuse and Onondaga County chapter of the American National Red Cross agrees to defend, hold harmless and indemnify the SCSD School District against any legal liability in respect to bodily injury, death and property damage, arising from the negligence of the chapter during its use of the property belonging to the SCSD School District and/or the City of Syracuse.
4. The SCSD will provide the Syracuse and Onondaga County Chapter of the American Red Cross with a 24-hour contact person.

For the
SYRACUSE CITY SCHOOL DISTRICT

For the
AMERICAN RED CROSS

Signature

Signature

Title

Title

Date

Date

