

# ELLICOTTVILLE CENTRAL SCHOOL DISTRICT EMERGENCY MANAGEMENT PLAN



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## 1.0 INTRODUCTION

Every school district has an ethical responsibility to provide a safe school environment and to promote the safety of all individuals connected with the school. One key aspect of these responsibilities is the preparation of detailed plans for action in the event of natural and/or manmade disasters or emergencies that may occur on school grounds or within the surrounding community.

### 1.1 PURPOSE

The purpose of the emergency management plan, hereinafter referred to as EMP is to provide all stakeholders with safety planning emergency preparedness and response guidelines, vital information, communication procedures, and standardized measures to protect all members of the school community, including students, staff, and visitors in the event of an emergency.

The standardized EMP has been prepared for all Ellicottville Central School District buildings, (hereafter referred to as “District”) facilities to provide the framework for a coordinated approach to preparedness, response, and recovery procedures. The EMP also serves as a model for all District centers providing the guidelines to be modified to the specific needs and resources unique to each building.

The EMP has been developed by the in coordination with local authorities and emergency responders, providing a common platform which will be referenced in a collaborative response in the event of an emergency. The development of the EMP included a systematic investigation and analysis of potential hazards which could affect schools throughout the District, an assessment of the capabilities in the District, Ellicottville Central School, along with Cattaraugus County to deal with potential problems resulting from an Emergency or Disaster.

The EMP 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 building will prepare separate plans and operating procedures, which form part of the overall Ellicottville Central School District EMP.

## 1.2 OBJECTIVES

- 1) Protect the safety and wellbeing of all community members, students, staff and visitors.
- 2) Provide for a safe and coordinated response in an emergency situation.
- 3) Protect the District's campuses, facilities and assets.
- 4) Allow the District to mitigate any disruption to the educational process in a timely manner.
- 5) Provide for interoperability within the District Incident Command Center and campuses.
- 6) Provide for timely communications between the District and all stakeholders, including local authorities and all media outlets.
- 7) Provide for compliance with the National Incident Management System (NIMS), New York State Education Department (NYSED), and SAFE SCHOOLS (New York State Police).

## 1.2 SCOPE

The emergency management plan encompasses all District buildings and programs within the Ellicottville Central School District and any other leased property in the event of any situation which could be identified as an emergency, and/or which presents any potential imminent danger to persons upon the property.

## 1.3 AUTHORITY

The District emergency management plan is activated by the District Incident Commander (Superintendent of Schools and/or their designee) and is implemented at the time of an emergency situation.

School building level incident commanders (Principal and/or their designee) may activate specific building emergency response plans in the event of an emergency.

Building level incident commanders (Principal and/or their designee) are authorized to activate this plan and/or their building specific plan in the event of an emergency, and/or to protect the safety of any persons upon District Properties.

New York State Commissioner of Education Regulations (155.17) requires each public-school district and Board of Cooperative-Educational Services (BOCES) to maintain a written District Emergency Management Plan and Building Level Emergency Response Plans, and that those plans are reviewed and updated annually no later than October 1<sup>st</sup> of each school year.

#### 1.4 DISTRICT EMERGENCY MANAGEMENT PROTOCOLS

The District has developed specific procedures encompassing emergency preparedness and response that are linked to the EMP. To include, but not limited to:

- ❖ Safety of all persons is of the utmost importance and will be given priority consideration in all aspects of emergency operations and will include compliance with the Americans with Disabilities Act.
- ❖ The Superintendent of Schools and or his/her designee is the Incident Commander. In the event of an emergency during school hours' students and staff will not be dismissed without the direction and approval of the Superintendent of Schools, his/her designee and/or Incident Commander. Students may be released to parents/guardians with respond to the building, or a designated secondary location under the direction of the Incident Commander and within established procedures to include verifying the identity of the parent/guardian through a valid form of photographic identification issued by a government agency, or another acceptable form of photo identification/personal recognition.
- ❖ The National Incident Management System, hereinafter referred to as (NIMS) shall be the designated response platform utilized by the District, in compliance with recommendations of the Department of Homeland Security and the United States Department of Education.
- ❖ The District Safety Committee shall maintain the responsibility to be the lead department in an annual collaborative review and update of the District EMP, to include Cattaraugus County Emergency Management Officials, local and state authorities and essential District support departments.

- ❖ Each school and building will maintain a designated Incident Commander, (Principal and/or designee) who will direct the implementation and review of the individual building emergency response plan.
- ❖ Each building will maintain a building level safety team, which will review the building level plan on an annual basis and submit updates to the plan as necessary, encompassing assignment to emergency response roles for select staff members.
- ❖ At the opening of school for the year, the building level incident commander will review the school building emergency response plan and procedures with all staff, and may request volunteers who may possess specialized training to join the building safety team.
- ❖ The building level plan data sheets specify individual roles and contact information shall be regularly updated and copies of the updates shall be provided to SAFE SCHOOLS, NYS Police in a timely manner.
- ❖ The CA BOCES Health & Safety Department will function in a support role for the district and building level emergency operations plans.

## 1.5 LEGAL AUTHORITY

Regulation of the Commissioner of Education requires each public-school district to develop a plan for the prevention and reacting to an Emergency Disaster. The Commissioner's Regulation further requires School Districts to coordinate their plans with the Local Emergency Agencies.

The regulation will promote development of consistent responses to the Emergencies experienced by School Districts and will more fully integrate School Districts' Emergency Response with other Emergency Responses. The actions will contribute to the health, safety and wellbeing 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, 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.

The Board of Education shall take action to provide information, by October 1 of each school year, to all students and staff about Emergency Procedures in compliance with 155.17 (i) and Article 2B of the Executive Law.

**Drills:** Each school, shall at least every school year, and where possible in cooperation with Local and County Officials, conduct a test of its Emergency Plan for Sheltering and Early Dismissal. The amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills.

**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.

## 2.0 SCHOOL SAFETY PROGRAM

The District maintains an inclusive school safety program which is comprised of five major components consisting of: *prevention, protection, mitigation, emergency response and recovery.* Each of these components should be adequately addressed within the District EMP and the Building Level EMP.

The District Safety Team along with the CA BOCS Health & Safety Department is designated to govern the District wide safety program and to assist building level safety teams with the development, implementation, and training requirements associated with the building level EMP. Each school safety team provides the coordination, review and update of the EMP within their respective building.

## 2.1 EMERGENCY MANAGEMENT COORDINATOR

The District Emergency Management Coordinator shall be the Superintendent of schools, and/or designee. The District Emergency Management Coordinator shall be responsible for the coordination, support, and implementation of the District EMP. The District Emergency Management Coordinator shall also provide support to the building administration in all aspects of safety issues and emergency management.

## 2.2 DISTRICT EMERGENCY RESPONSE TEAM

The Superintendent of Schools will designate a District Emergency Response Team, which will be available to respond within the District to provide support to any District site in the event of an emergency.

## 2.3 SCHOOL SAFETY TEAM

The building level school safety team shall be maintained to advise the building principal on all aspects of safety planning to include prevention, protection, mitigation, response and recovery, specific to the respective school building. The team is responsible for making recommendations addressing any issue which may pose a potential hazard to the daily operation of the building. Develop a building plan during the summer to share with all staff at “Staff Development”. The team shall also be responsible to meet regularly to review and update the building level EMP, and provide any updates to the District and NYS Police.

### 2.4.1 PROGRAM COORDINATION

The Superintendent of Schools and/or designee are responsible for establishing general emergency management operations guidelines for all District schools and facilities to ensure safety.

Respective building administrators are responsible for submitting updated building level emergency management plans and updated EMP Data Sheets to the district Safety Coordinator no later than August 30<sup>th</sup> of each school year. The gathered information and updates will be shared with the local law enforcement, fire departments, and the New York State Police on an

annual basis, in compliance with existing New York State Schools Against Violence in Education guidelines.

### 3 MISSION AREAS

The District safety program is comprised of five mission areas: *Prevention, Protection, Mitigation, Response and Recovery*, to provide a safe and secure learning environment.

#### 3.1 PREVENTION

The District has established precautionary measures in place to prevent a threatened or actual incident from occurrence.

##### 3.1.1 STAFF IDENTIFICATION

Ellicottville Central School provides each District Staff member with a District Identification Card, with a photo of the employee visible on the card. All employees are required to visibly display their District issued photo identification card during their hours of employment and while upon any District site to identify District staff from any unauthorized persons.

##### 3.1.2 ACCESS CONTROL

The District maintains a networked electronic access control system, to regulate access to District school buildings and facilities. The system allows all authorized District employees to access secured schools at any time during their respective duty hours allowing doors to remain locked.

##### 3.1.3 SECURITY CAMERA NETWORK

The District utilizes a networked security surveillance camera system, allowing for the observation of District Facilities for the protection of students, staff, visitors and District assets. The district cameras may be monitored at any time allowing for the potential detection of any unauthorized persons upon District properties.

## 3.2 PROTECTION

The District is committed to employing measures to protect students, staff, visitors, community members and District property and assets from any threat and/or hazard.

### 3.2.1 SINGLE POINT OF ENTRY

Each District building operates under a uniform Single Point of Entry (SPOE) procedure to enhance school safety. All students enter from designated entrances that are actively supervised by school staff. Once the students have started the academic school day, the SPOE is locked, and electronic access control is utilized to allow District staff members to enter the otherwise secured building.

### 3.2.2 BACKGROUND CHECKS

Required District staff members must submit to a fingerprint background check, prior to their placement within a school building, facilitated through NYS Police, and required by the New York State Education Department. The background clearance also provides a reporting conduit which provides a notification to the District if an employee's clearance status changes.

### 3.2.3 SIGNAGE

All district buildings and facilities maintain proper signage to prevent unauthorized persons from entering and/or remaining upon the school campus, as defined under Section 140.10 of the New York State Penal Law.

### 3.2.4 VISITOR REGISTRATION

All visitors to any District school must show a valid form of photographic identification during regular school hours and register with District personnel upon entering a school building. Further the visitor will be issued a temporary visitor pass, which they must visibly display while upon the school campus, to prevent any unauthorized persons from entering a school building.

### 3.2.5 INCLEMENT WEATHER DELAY AND/OR SCHOOL CLOSING

To protect the physical wellbeing of students of the District, the Superintendent of Schools may delay the opening of school and or close schools for the instructional day based upon current and/or impending inclement weather conditions. The delay and/or closure will be communicated as early as possible, based upon circumstances, and available via all current media outlets, as well as the District website and any other means of mass communications technology in use by the District.

### 3.2.6 DRILLS

All schools within the District conduct the prescribed number of fire drills and other requirements as in the amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills, allowing students and staff to practice the emergency procedures of the school building. All drills must be accurately documented, and a report must be submitted to the Facilities Department on a semi-annual basis.

### 3.2.7 PANDEMIC PLANS

The District will closely monitor public health concerns that have the potential to impact the health, safety and welfare of students and staff. Decisions, including the need to stay open or close, will be made in conjunction with NYS, and/or the DOH and/or the District Medical Director. A Pandemic Plan will be used to guide district operations during a pandemic closure and include (but is not limited to) items such as: staff attendance, remote instruction, cleaning protocols, serving of meals, mental health, etc.

### 3.2.8 RE-OPENING PLAN

The District has developed re-opening plans following the guidance provided by NYSDOH and NYSED. The plan has been submitted to both NYSDOH and NYSED and is posted on the District Website. In addition to this plan, are other “smaller” plans related to reopening that are essentially abstracts of the overall re-opening plan. The plans are considered living documents and may be modified as needed. As they are modified, updated plans will be posted.

### 3.3 MITIGATION

The District is dedicated to deploying the means necessary to reduce the potential for loss of life and property damage by lessening the potential impact of a threat or hazard.

#### 3.3.1 EMERGENCY RADIO COMMUNICATIONS

The District Utilizes all available means of electronic communications technology which may include but is not limited to: The District website, directed reverse telephone contact capability (robo-calls), directed text and e-mail messaging, posting on social media sites, along with other emergent technologies in order to keep all stakeholders and community members informed of events which may impact student and/or community safety.

#### 3.3.3 FACILITIES SAFETY INSPECTIONS

The District Maintenance Department conducts an annual visual inspection of the physical condition and infrastructure of all school buildings, noting the condition of the facility and reporting the same to the District Board of Education and the New York State Department of Education.

#### 3.3.4 FIRE SAFETY INSPECTIONS

A comprehensive fire safety inspection of all the District Schools and buildings is conducted annually, in conjunction with the District Facilities Department to identify and mitigate any potential fire hazards, enhancing personal safety for students and staff.

#### 3.4.1 RESPONSE

The District is committed to the utilization of all of the personnel and physical resources which it maintains to respond to any emergency to stabilize the situation and establish a safe and secure environment for all persons.

#### 3.4.1 EMERGENCY MANAGEMENT

Each District school building maintains an Emergency Management Plan which is reviewed and updated on an annual basis. The District also maintains a District Emergency Management Plan, which is reviewed and updated on an annual basis.

### 3.4.2 INCIDENT COMMAND

The District follows the established emergency incident command format for school emergencies.

### 3.4.3 SCHOOL SAFETY TEAM

Each District school maintains a School Safety Team, comprised of staff members who may possess specialized training and/or skills, which meet regularly to discuss pertinent safety issues, potential hazards and are assigned to respond within a specific role in the event of an emergency.

### 3.4.4 MUTUAL AID

The District maintains a line of communication with the Cattaraugus County Department of Emergency Management, the local law enforcement and fire departments, and with the New York State Police, in order to provide additional resources in the event of an emergency, to save lives and property.

### 3.4.2 RECOVERY

The District will utilize all available capabilities to assist any District building which has been affected by an emergency, to restore a safe learning environment.

### 3.5.1 RECOVERY MUTUAL AID

The District may request the assistance of local, county, state, and federal government resources to assist in the security and the recovery of the District operations in the event of an emergency which exceeds the Districts available resources and capabilities.

### 3.5.2 MEMORANDUM OF UNDERSTANDING

The District shall secure a memorandum of understanding with any agency in relation to the use of District facilities in the event of a community emergency.

### 3.5.3 CRITICAL INCIDENT DEBRIEFING

The District shall complete a critical incident debriefing with all staff and responders involved upon the completion of the incident and response. A standardized record will be completed and forwarded to the District Safety Committee for review.

### 3.5.4 DIGNITY FOR ALL STUDENTS

Ellicottville Central School District Policy provides for the requirements of the Dignity for All Students Act (DASA) by application of the requirements to develop policies, procedures and guidelines for an environment free from harassment, bullying, and discrimination.

Ellicottville Central School Administration accomplishes this through appointing a Dignity Act Coordinator in each of its facilities, annual training for all staff members and provides for proper reporting, investigation and follow up of all incidents. In addition, provides counseling, mediation or conflict resolution as required.

### 3.5.5 CODE OF CONDUCT

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and Ellicottville Central School personnel may deliver quality educational services without disruption or interference.

Responsible behavior by students, teachers, school personnel, parents, and visitors are essential to achieving this goal.

Ellicottville Central School has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of integrity, mutual respect, citizenship, character, tolerance, honesty, and civility.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this Code of Conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on school property or attending a school function.