



PLATTSBURGH CITY
SCHOOL DISTRICT

DISTRICT-WIDE
SCHOOL SAFETY
PLAN

Plattsburgh City School District
49 Broad Street
Plattsburgh, New York 12901
(518) 957-6000

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CHAIN OF COMMAND

EMERGENCY COORDINATOR

- | | |
|---|-----------------|
| 1. SUPERINTENDENT OF SCHOOLS | Office 957-6002 |
| 2. DIRECTOR OF CURRICULUM AND INSTRUCTION | Office 957-6005 |
| 3. DIRECTOR OF MANAGEMENT | Office 957-6003 |

BAILEY AVENUE ELEMENTARY SCHOOL

- | | |
|---------------------------|-----------------|
| 1. PRINCIPAL | Office 563-2410 |
| 2. HEAD TEACHER | Office 563-2410 |
| 3. SECRETARY | Office 563-2410 |
| 4. ADMINISTRATIVE COUNSEL | Office 957-6002 |

OAK STREET ELEMENTARY SCHOOL

- | | |
|---------------------------|-----------------|
| 1. PRINCIPAL | Office 563-4950 |
| 2. HEAD TEACHER | Office 563-4950 |
| 3. SECRETARY | Office 563-4950 |
| 4. ADMINISTRATIVE COUNSEL | Office 957-6002 |

CHAIN OF COMMAND (cont'd)

MOMOT ELEMENTARY SCHOOL

- | | |
|---------------------------|-----------------|
| 1. PRINCIPAL | Office 563-1140 |
| 2. HEAD TEACHER | Office 563-1140 |
| 3. SECRETARY | Office 563-1140 |
| 4. ADMINISTRATIVE COUNSEL | Office 957-6002 |

STAFFORD MIDDLE SCHOOL

- | | |
|---------------------------|-----------------|
| 1. PRINCIPAL | Office 563-6800 |
| 2. ASSISTANT PRINCIPAL | Office 563-6800 |
| 3. HEAD TEACHER | Office 563-6800 |
| 4. ADMINISTRATIVE COUNSEL | Office 957-6002 |

PLATTSBURGH HIGH SCHOOL

- | | |
|---------------------------|-----------------|
| 1. PRINCIPAL | Office 561-7500 |
| 2. ASSISTANT PRINCIPAL | Office 561-7500 |
| 3. SECRETARY | Office 561-7500 |
| 4. ADMINISTRATIVE COUNSEL | Office 957-6002 |

CHAIN OF COMMAND (cont'd)

DUKEN ADMINISTRATION BUILDING

- | | |
|---|-----------------|
| 1. SUPERINTENDENT OF SCHOOLS | Office 957-6002 |
| 2. DIRECTOR OF CURRICULUM AND INSTRUCTION | Office 957-6005 |
| 3. DIRECTOR OF MANAGEMENT | Office 957-6003 |
| 4. DIRECTOR OF SPECIAL EDUCATION | Office 957-6099 |
| 5. ADMINISTRATIVE COUNSEL | Office 957-6002 |

PUBLIC INFORMATION OFFICER

- | | |
|---|-----------------|
| 1. SUPERINTENDENT OF SCHOOLS | Office 957-6002 |
| 2. DIRECTOR OF CURRICULUM AND INSTRUCTION | Office 957-6005 |
| 3. DIRECTOR OF MANAGEMENT | Office 957-6003 |

BUILDING AND GROUNDS

- | | |
|--------------------------------------|-----------------|
| 1. SUPERVISOR OF BUILDINGS & GROUNDS | Office 957-6041 |
|--------------------------------------|-----------------|

COOPERATING AGENCIES

EMERGENCY SHELTERS

BAILEY ELEMENTARY SCHOOL

OAK ELEMENTARY SCHOOL

MOMOT ELEMENTARY SCHOOL

STAFFORD MIDDLE SCHOOL

PLATTSBURGH HIGH SCHOOL

DUKEN ADMINISTRATION BUILDING

EMERGENCY TRANSPORTATION

BOCES-WIDE MUTUAL TRANSPORTATION AGREEMENT

SARANAC CENTRAL SCHOOL BUS GARAGE

Contact: Transportation Supervisor
3960 State Route 3, Saranac, NY 12981
565-5630

INTERNAL AND EXTERNAL COMMUNICATIONS

Each of the Plattsburgh City School District (PCSD) Building-Level School Safety Plans contains a policy and the specific procedures for contacting parents, legal guardians or persons in parental relation to the students of the building in cases of emergency.

EMERGENCIES AND STUDENTS WITH A DISABILITY

In order to ensure that students and staff with a disability are escorted to designated areas and/or evacuated from the building in an emergency, professional or Para-professional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student or staff member, and their associated escort(s), can be found in their respective division office.

EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS

The relationship between PCSD and state and local governmental entities and emergency services providers is a dynamic one. Through our constant collaboration in regards to emergency planning, preparedness, and practice, solid relationships continue to evolve and strengthen. The resources of these agencies are readily available to our district if required.

Communication links, including direct phone and radio links, exist between every PCSD facility and Clinton and Essex County 911, Clinton and Essex County Sheriff Departments, and the New York State Police. The radios, both base stations and handhelds, are owned by PCSD and operated on our own Federal Communication Commission (FCC) licensed frequencies.

RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

PCSD has an inventory of district resources, which may be available for use during an emergency. The inventory is updated annually and includes facility, vehicle, and equipment information.

The actual inventory is kept in the PCSD District-Wide School Safety Plan master folder that is located in the office of the District Superintendent.

EDUCATIONAL AGENCY INFORMATION

The plan includes information about each educational agency located within the PCSD area, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

The agency information is located in a folder in the District Superintendent's Office.

PCSD SCHOOL WIDE SAFETY PLAN

1. The District Superintendent of Schools is the Emergency Coordinator.
2. The chain of command will be found on page 4 of this document in the event that the District Superintendent is unable to perform the duties of the Emergency Coordinator.
3. The Clinton County and the Essex County Emergency Services Directors and the local volunteer fire departments have expressed their desire to be contacted whenever PCSD is in need of emergency assistance or consultations.
4. PCSD has a strong working relationship with Plattsburgh City Police Department and work closely with them throughout the school year.
5. The PCSD Incident Command Center will be located at the Duken Administration Building unless the circumstances surrounding the emergency dictate that the buildings be completely evacuated.
6. The Emergency Coordinator (District Superintendent) or his/her designee will be responsible for coordinating the use of resources and manpower during emergencies.
7. The Associate Superintendent, the District Level Administrators, the Building-Level Administrators, the office of the Supervisor of Buildings and Grounds, and the BOCES Health, Safety, Risk Management Training Specialist will work closely with the Emergency Coordinator during an emergency.

IMPLEMENTATION OF SCHOOL SECURITY

Each of the six PCSD school buildings follows the same policies and procedures relating to school building security. All buildings shall have a designated single point of entry. All other entrances shall be locked at all times.

All visitors must sign in and sign out at the designated entrance to the particular campus and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular division office for further action.

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner's Regulations, Section 155.17 (e) (3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the District Office.

PREVENTION/INTERVENTION STRATEGIES

1. Each year, all students and staff members will be provided information and training relative to school safety. This will include review of expected behavior, in particular, codes of conduct, and drills for fire, sheltering, emergency evacuation (Go Home Drill), and bus emergencies, as well as drills on critical incidents.
2. The PCSD staff will be offered refresher training in violence prevention on an annual basis.
3. PCSD will conduct annual training for Emergency Response Teams, Post-Incident Response Teams, and Bomb Sweep Teams.
4. Collaborative agreements have been established for training of PCSD staff and students from the Plattsburgh City Police Department, and when appropriate partner organizations such as Behavioral Health Services North, Inc.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

1. Plattsburgh City School District (PCSD) will conduct semi-annual Superintendents' Days at which time teachers, administrators, and school personnel will receive the latest information and materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors.
2. Multiple approaches are provided for prevention and intervention programs, as well as communication programs for reporting potentially violent incidents. Students are given many opportunities to learn about each other and how to address conflicts when they arise. In addition, PCSD utilizes a bullying prevention program and a violence prevention curriculum for pre-K through middle school. This is a demonstrated curriculum designed to insert skills-based training into existing school curriculums and encourage the transfer of skills to behavior at school and at home. The program for younger students centers upon empathy, impulse control, and anger management. The more advanced principles include: understanding the violence problem, empathy, anger management, problem solving, and applying skills to everyday situations.
3. Each year, informative materials regarding the early detection of potentially violent behaviors, including identification of family, community and environmental factors, are disseminated to all students and persons in parental relation to students of PCSD.

TRAINING, DRILLS AND EXERCISES

1. Time is set aside during the day before school begins each year in order for each Division of PCSD to review the School Safety Plans with their staff. Particular attention is given to the Evacuation, Lock-Down, and Lock-Out procedures that have been established for each Division.
2. In September the administration and staff review the duties and assignments of various staff during an evacuation or lock-down and walk through a simulated evacuation drill and a Lock-Down drill. The staff is then given the opportunity to ask questions and offer suggestions.
3. An evacuation drill is conducted during the month of November. The entire staff and student population will take part in the drill. Local and county emergency agencies will be included in the planning and execution of the drills. During the days immediately following the drill, all staff is given the opportunity to ask questions and offer suggestions based on their experiences during the drill.
4. 12 drills must be completed prior to the last day of the current school year. The first eight drills of the school year must be completed by December 31st. Eight of the 12 drills must be evacuation drills, with four of those eight drills using secondary exits. The other four of the 12 drills must be lock-down drills. Drills must be conducted at different times of the school day.
5. The District Wide School Safety Team meets periodically to review the plan and discuss further modifications to the existing plan.

HAZARD IDENTIFICATION

On-Campus

Bailey Avenue

Oak Street

Momot Elementary

Duken Administration Building

Stafford Middle School

Plattsburgh High School

Student Parking Lot

Staff Parking Lot

Playgrounds behind the Elementary Schools and Duken

The overgrown areas surrounding the campuses

Foot bridge over Saranac River

Ropes Course

Off-Campus

State University of New York at Plattsburgh

Clinton County Airport

Clinton County Maintenance Area

Various businesses housed in buildings that are in close proximity with the Plattsburgh Campuses

Various businesses located within the county that participate in the school-to-work projects

Off-site locations that are used by the Community based work experience program and the bus ride to and from the locations

The off-site locations of CV-TEC building projects and the bus ride to and from the location

The off-site locations that are visited during field trips and the bus rides to and from the locations

Saranac River

SCHOOL SAFETY PERSONNEL

Plattsburgh City School District does employ hall monitors at Plattsburgh High School and has a dedicated Plattsburgh City Police Department Officer available to any building. This policy is subject to change and will be reviewed by PCSD administration on a periodic basis.

EMERGENCY CLOSING PLAN

1. The Emergency Coordinator in consultation with the Building Administrator will decide if this “Emergency Closing Plan” should be implemented.
2. The Emergency Coordinator will notify the Superintendents of Schools of the local districts that Plattsburgh City School District is implementing the “Emergency Closing Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available – if applicable.
3. The Emergency Coordinator will notify the Superintendent of Buildings and Grounds, Building Administrator(s) and the Public Information Officer.
4. The Building Administrator will notify the building staff of the decision to implement the “Emergency Closing Plan.”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “emergency school closing.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
6. Teachers and staff will prepare the students for early dismissal.
7. Students are to remain in their classrooms until called for bus loading.
8. Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
9. The Building Administrator will provide an area for parents or legal guardians of students wishing to pick up their children. Records will be kept of the departure times of the individual students.
10. Staff is to remain until dismissed by the Building Administrator.

EMERGENCY LOCK-DOWN AND SECURE RESPONSE

A “Lock-Down and Secure Response” will be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

The Building Administrator will initiate a “Lock-Down and Secure Response” condition by:

- Announcing a specific warning over the PA system, by phone.
- The Emergency Coordinator will contact 911 for assistance.

The Classroom Teacher will:

1. Quickly survey and clear the hallway of students/staff and lock the classroom doors.
2. Pull blinds and cover door windows.
3. Move to a section of the classroom that is not visible from the corridor door.
4. NO STANDING – Get in a low position to the floor.
5. MAINTAIN SILENCE – Do not use the radio, TV, computer, etc.
6. RELEASE NO ONE – Ignore bells and no bathroom breaks.
7. Do not attempt to contact the office unless an emergency arises in your classroom.
8. Make a list of all students/staff in the classroom when the “Lock-Down and Secure Response” was declared and record the names of any students/staff who enter the classroom after the “Lock-Down and Secure Response” was declared.
9. Be prepared to remain in “Lock-Down and Secure Response” for an extended period of time. Remain calm.
10. Wait for assistance from law enforcement or “All Clear” signal.

IMPORTANT NOTE: At the announcement of the Lock-Down, all staff and students who are outside the building will report to the location designated in their Building Level Emergency Response Plan. DO NOT RE-ENTER THE BUILDING.

ALL NON-ASSIGNED STAFF WILL REMAIN IN PLACE UNTIL NOTIFIED

EMERGENCY LOCK-OUT RESPONSE

1. School staff identifies, or are notified by Police, that there is an actual or potential threat from outside the building and notifies the Building Administrator.
2. The Building Administrator will initiate a "Lock-Out Response."
3. The Building Administrator will notify the Emergency Coordinator.
4. The Emergency Coordinator will notify the Public Information Officer.
5. Advising Police
 - A. If the school is initiating the Lock-Out Response due to a situation or potential incident discovered at the school, they should advise Emergency Services (911) of the Lock-Out and what is anticipated.
 - B. If a school is in a Lock-Out Response because they are notified by Police of a local situation; there is no need to call to advise Police of the Lock-Out. However, the Emergency Coordinator will keep the Police advised of any change in status in the building.
6. Based on the advice of the City Police , the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

EMERGENCY SHELTERING RESPONSE

1. The Emergency Coordinator in consultation with the Building Administrator will decide if the “Emergency Sheltering Plan” should be implemented.

NOTE: The Emergency Coordinator may contact the appropriate county Emergency Services Director and the City Police for input with the decision to activate the “Emergency Sheltering Plan.”

2. The Emergency Coordinator will notify the Superintendents of Schools of the local districts that Plattsburgh City School District is implementing the “Emergency Sheltering Plan” and coordinate plans as to time of arrival of buses or alternate plans if buses are not available.
3. The Emergency Coordinator will notify the Supervisor of Buildings and Grounds and the Public Information Officer.
4. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the “Emergency Sheltering Plan.” All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.
5. The Building Administrator will notify the building staff of the decision to implement the “Emergency Sheltering Plan.” Teachers, students and staff will remain in their rooms and classroom activities should be continued until further instructions are received from the Building Administrator.

BOMB THREAT RESPONSE

Any employee receiving a call that a bomb has been placed in the building will utilize the “Telephone Bomb Threat Check List.” He/she will immediately contact the Building Administrator who will contact the Emergency Coordinator.

NOTE: A Bomb Threat Response will not be initiated by a fire alarm.

LEVEL I RESPONSE

1. The Emergency Coordinator will initiate a Level I Response. The Emergency Coordinator will notify all Building Administrators, 911 (the City Police, the County Emergency Coordinator and the Sheriff’s Department), the Supervisor of Buildings and Grounds and the Public Information Officer.
2. The public address system will be used to give notice of a possible emergency condition. Once the notice is received, all staff members and students who are in the building will return to or remain in their assigned rooms and prepare for a possible evacuation of the building. Teachers should visually inspect their rooms for suspicious objects and should notify the Building Administrator via the phone system if anything of a suspicious nature is observed. Further instructions will be given to the teacher at that time.

NOTE: All staff members and students who are outside the main building will report to the area designated in their Building Level Emergency Response Plan.

3. The Sweep Team will conduct a pre-evacuation security sweep of the corridors and the grounds surrounding the campus. They will notify the Emergency Coordinator of the results of that sweep.

LEVEL II RESPONSE

1. A Level II Response will be initiated when the Emergency Coordinator and/or the Building Administrator determine that there is a need for further action. All unassigned staff will be notified via the public address system or the intercom system to proceed to their Level II Response assignments to assist with a possible evacuation of the building.
2. The Emergency Coordinator and/or the Building Administrator will notify the various agencies that have agreed to shelter the staff and student population and also the agencies that have agreed to supply emergency transportation depending upon the specific nature of the emergency.

BOMB THREAT RESPONSE (cont'd)

LEVEL III RESPONSE

1. The Emergency Coordinator and/or the Building Administrators will initiate a Level III Response and individual classrooms will be notified in person of the need to evacuate the building. They will also be given the route of evacuation and the location of the assembly point, and whether or not to open their classroom windows and/or lock their classroom door as they exit. On receiving personal notification of a Level III Response, teachers who were able to visually check their rooms and found “nothing out of the ordinary” will post the “CHECKED” sign on the room door as they exit.
2. Upon arrival at the emergency assembly point, student attendance will be verified and the Emergency Coordinator and/or the Building Administrator will give further instructions to the staff.
3. The Emergency Coordinator and/or the Building Administrator will notify the Sweep Team to initiate a sweep of the building. The Sweep Team will notify the Emergency Coordinator of the results of the sweep.
4. The Emergency Coordinator will consult with the City Police and/or the Sweep Team before considering instituting the “Emergency Response Closing Plan” and/or the “Emergency Response Sheltering Plan.”
5. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the emergency school closing. All inquiries received by staff members concerning the emergency closing will be referred to the Public Information Officer.

CIVIL DISTURBANCE RESPONSE

1. At the beginning of an actual or potential civil disturbance, the Building Administrator will notify the Emergency Coordinator who will notify the City Police.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will notify the staff and students and move them away from areas where violent confrontations are or may be occurring.
4. The Public Information Officer will handle all news media contacts.
5. The Emergency Coordinator and/or the Building Administrator will consult with the City Police and consider instituting the "Emergency Lock-Down Secure Response" and/or the "Emergency Lock-Out Response" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan."
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardians is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

WEAPON ON CAMPUS

Whenever a person is observed or reported to have a weapon, the Building Administrator should be notified immediately.

1. The Building Administrator will notify the City Police and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. The Building Administrator will identify the person and his/her location in the building.
4. The Building Administrator and/or the Emergency Coordinator will consider implementing the “Emergency Lock-Down Secure Response” or the “Emergency Evacuation Plan” to secure safety of the students and staff.
5. Depending upon the situation, the person should be asked to surrender the weapon or declare its location or the Building Administrator should wait until the City Police arrive to approach the person.
6. The Building Administrator should quietly ask the student to accompany him/her to the office (more than one school official should accompany the student).
7. If the person with the weapon is in a classroom, monitor classroom with the P.A. and/or telephone system.
8. If weapon is in a locker, check lockers; if weapon is found, then secure locker and wait for the City Police to arrive.
9. Provide the City Police with map of building if student is in classroom.
10. Record the name(s) of the person(s) who reported seeing a weapon and provide information to the police.
11. The Building Administrator and the Emergency Coordinator will assess the situation to determine follow-up steps.
12. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardians of students looking for information or desiring to pick up students.

HOSTAGE TAKING RESPONSE

1. School staff identifies a hostage situation and notifies the Building Administrator.
2. The Building Administrator will notify the City Police and the Emergency Coordinator.
3. The Emergency Coordinator will notify the Public Information Officer.
4. In coordination with the City Police, the Building Administrator and the Emergency Coordinator will notify parents/legal guardian or spouse of individuals who are or could be hostages.
5. Based on the advice of the City Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Lock-Down and Secure Response" and/or the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" and/or the "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contacts.
7. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

IMPLIED OR DIRECT THREATS

A threat is defined as any expression of intent to inflict injury or damage. It includes actions, whether direct or implied, that a reasonable person would perceive as a threat to physical safety or property.

1. Any threat should be taken seriously and reported immediately. Staff and students becoming aware of a threat to self or others should immediately report the threat to the Building Administrator or Classroom Teacher. A threat could originate with anyone including employees, students, or visitors. Individuals making threats may be subject to immediate disciplinary and/or legal action.
2. The Building Administrator will notify the City Police and the Emergency Coordinator.
3. Based on the advice of the City Police, the Building Administrator will immediately take measures, appropriate for the situation, to prevent harm to students, staff and visitors. The Building Administrator will consider implementing the “Emergency Evacuation Plan” and/or the “Emergency Lock-Down Plan.”
4. Every threat will be investigated and documented using regular fact-finding procedures. For threats emanating from employees, an appropriate level of disciplinary action may be recommended.
5. The Emergency Coordinator will notify the Public Information Officer.
6. The Public Information Officer will handle all news media contact.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

INTRUSION RESPONSE

1. School staff identifies that there is an intruder and notifies the Building Administrator.
2. The Building Administrator will initiate a “Lock-Down and Secure Response.”
3. The Building Administrator will notify the City Police of the situation and follow their instructions for handling intruders and ensuring safety of students and staff.
4. The Building Administrator will notify the Emergency Coordinator.
5. The Emergency Coordinator will notify the Public Information Officer.
6. Based on the advice of the City Police , the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" and/or the “Emergency Closing Plan" or the "Emergency Sheltering Plan."
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents/legal guardian and guardians. The procedure for notifying parents/legal guardian is located in each of the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

WHEN STUDENTS MAKE THREATS OF VIOLENCE (AGAINST THEMSELVES, INCLUDING SUICIDE)

1. Teachers/school staff will promptly refer students to a Student Support Services staff member when they have information about threats of violence/suicide/self-harm
2. Counselor/Advocate/School Psychologist will complete threat assessment (administer Columbia Rating Scale and/or counselor judgment)
3. Administrator(s) notified of threat
4. If imminent danger is involved, call 911
5. Parents notified of threat and informed to pick up student for an evaluation at the hospital emergency room or by a mental health professional. (Parents must be contacted when there are reports of threats of violence, including self-harm).
 - a. Complete *Parent/Guardian Emergency Conference Notice*
 - b. Provide parent and/or hospital staff/mental health provider with any screening tools administered or evidence
6. If unable to reach parent (and emergency contacts), the Plattsburgh City PD will be contacted
7. Contact parent/guardian within 5 days to discuss School-Based Suicide Prevention Plan and to receive signed Emergency Conference Notice
8. Re-entry meeting with student and parent scheduled upon return to school.
 - a. Complete *School-Based Suicide Prevention Plan*
9. If there is concern that the student may be neglected or abused, a referral will be made to Child Protective Services.

DANGEROUS PERSON

These procedures can be used as a guide in responding to a situation in which a student, staff member or outsider is armed, has assaulted or threatens another person, or is behaving irrationally.

1. When a dangerous person is identified, the identifying observer must notify the Building Administrator and relay as much information as possible about the situation.
2. The Building Administrator will initiate a “Lock-Down and Secure” response.
3. The Building Administrator will notify the City Police and the Emergency Coordinator.
4. Based on the information that can be gathered, the Building Administrator will consider the need to contact 911 or the local Emergency Medical Team.
5. The Emergency Coordinator will notify the Public Information Officer.
6. Based on the advice of the City Police, the Building Administrator will also need to consider implementing the “Emergency Evacuation Plan.”
7. The Public Information Officer will handle all news media contact.
8. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
9. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

KIDNAPPING RESPONSE

School staff identifies a confirmed or potential kidnapping incident and notifies the Building Administrator.

1. The Building Administrator will notify the City Police and the Emergency Coordinator.
2. The Emergency Coordinator will notify the Public Information Officer.
3. In coordination with the City Police, the Building Administrator and the Emergency Coordinator will notify parents/legal guardian or spouse of individuals who are or could be kidnapped.
4. The Public Information Officer will handle all news media contact.
5. Based on the advice of the City Police, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students.

EARTHQUAKE RESPONSE

Building staff provides guidance to students during an earthquake: remain calm. Indoors: Get under a desk or heavy table. Do not try to leave the building. Outside: Get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.

1. After the quake, the Building Administrator, the school nurse and/or the able bodied building staff will check for injuries and provide emergency first aid.
2. The Building Administrator or the Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
3. The Building Administrator will account for students, teachers and support staff.
4. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water and gas mains and identify dangerous electrical situations.
5. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or "Emergency Sheltering Plan."
6. The Public Information Officer will handle all news media contact. He/she will prepare and/or review all statements for media release.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plan.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.

FIRE EMERGENCY RESPONSE

1. The staff person noticing a fire will immediately pull a fire alarm in order to evacuate the building. That person should then contact the Building Administrator and notify him/her of the location of the fire. The Building Administrator will notify the Emergency Coordinator.
2. Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching the assembly point, the student shall be sent to the area where his/her own room has assembled, if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. All students shall be instructed to leave all personal belongings, which may be in their classrooms, and immediately leave the building following the prearranged plan. No persons will be allowed to return to the building once it has been evacuated until authorized by the Emergency Coordinator and the Building Administrator after consultation with the Fire Chief.
6. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the pre-assigned exit.
7. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.
8. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. In case of a fire, groups will remain at the assembly point. During inclement weather, the Emergency Coordinator or the Building Administrator may implement a horizontal evacuation of the building if feasible. Ordinarily, class would evacuate the building and then be directed to enter another building that had been deemed safe for occupation.
9. Upon arrival of the Fire Department, the management of the building will proceed under their direction. The Fire Chief will inform the Emergency Coordinator as to the safety of returning the occupants to the building.
10. After consulting with the Fire Chief, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Closing Plan" or the "Emergency Sheltering Plan."

FIRE EMERGENCY RESPONSE (cont'd.)

11. The Emergency Coordinator will notify the Public Information Officer. He/she will handle all contacts with the news media.
12. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
13. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students
14. The Building Administrator shall hold a sufficient number of fire drills (eight before December 31 – Four of these such drills must be “lock-down” drills) at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine. Occasionally, a drill will be held at inopportune times, such as an assembly, lunch period, etc.
15. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations.

FLOOD RESPONSE

1. During periods of flood watches, the Emergency Coordinator will monitor NOAA Weather Radio and be in contact with school districts that have a history of flood problems.
2. The Emergency Coordinator will base response on the input of the respective county Emergency Services Director.
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will handle all news media contacts.

SEVERE WEATHER/TORNADO EMERGENCY RESPONSE

1. During periods of tornado watches the Emergency Coordinator and the Building Administrator will monitor NOAA Weather Radio and be in contact with the County Emergency Services Director.
2. When a threat of a tornado exists, curtail all outdoor activities. The Building Administrator will notify all students, teachers and support staff over the PA if a tornado has been sighted and for all to go immediately to their assigned areas. Once a tornado warning is issued, the Building Administrator will assign spotters to watch for tornadoes.
3. If time allows, the Building Administrator will ensure that staff and students are safely located at least 25 feet from exterior doors and windows.
4. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall ensure that everyone in these rooms receives the warning and evacuates.
5. The last person to leave the room shall see that the door is secured.
6. The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged location, check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
7. No student will be allowed to return to the room once it has been vacated, until authorized to do so.
8. While proceeding to the prearranged location, emphasize silence so further instructions may be heard.
9. When the teacher and class arrive at their assigned location, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.
10. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.

SEVERE WEATHER/TORNADO EMERGENCY RESPONSE cont'd.

After tornado or storm:

11. The Building Administrator, the school nurse and/or the able bodied building staff check for injuries and provide emergency first aid.
12. The Emergency Coordinator will contact the appropriate County Emergency Services Director and notify the Public Information Officer.
13. The Building Administrator will account for students, teachers and support staff.
14. The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial staff will check for fires and fire hazards, shut off valves on damaged water mains and identify dangerous electrical situations.
15. If the building has sustained damage, the Emergency Coordinator and the Building Administrator will consider implementing the "Emergency Evacuation Plan" or the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
16. The Public Information Officer will handle all news media contacts.
17. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents is located in the building-level safety plans.
18. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students

WINTER STORM RESPONSE

1. The Emergency Coordinator and the Building Administrator will monitor NOAA weather radio and keep in contact with the appropriate county Emergency Services Director and the local highway department.
2. The Emergency Coordinator and the Building Administrator upon consultation with the above-mentioned individuals will activate the "Emergency Closing Plan" or the "Emergency Sheltering Plan."
3. The Emergency Coordinator will notify the Public Information Officer.
4. The Public Information Officer will prepare a news release for the local news media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the Building Level Emergency Response Plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

AIR POLLUTION RESPONSE

Upon being notified of a problem, the Emergency Coordinator and/or the Building Administrator will consult with the appropriate county Emergency Services Director and consider the appropriate response.

AIRPLANE CRASH RESPONSE

If an airplane were to crash into the building, follow the same response outlined in the "Earthquake Emergency Plan."

INFECTIOUS DISEASE RESPONSE

1. At the beginning of an Infectious Disease outbreak, the Emergency Coordinator will coordinate efforts regarding Infectious Disease Response with local Emergency Services offices, Department(s) of Health, the State Education Department and appropriate state and federal government agencies for closing and use of all school facilities to support infectious disease control.
2. Emergency Coordinator will contact the local Departments of Health and local Emergency Services offices for immediate response and guidance.
3. The Emergency Coordinator will notify the Public Information Officer and Building Administrator.
4. The Building Administrator will notify the staff and students if the "Emergency Evacuation Plan" and/or the "Emergency Closing Plan" are instituted.
5. The Public Information Officer will handle all news media contacts.
6. Depending upon the outcome of a particular incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted (by the Public Information Officer) in a further attempt to notify parents and guardians. The procedure for notifying parents is located in the Building Level Emergency Response Plans.
7. If the situation allows, the Building Administrator or his/her designee will provide an area for parents of students looking for information or desiring to pick up students.
8. The Emergency Coordinator shall determine the re-opening of school services based upon recommendations and direction from local Departments of Health, local Emergency Services offices, and the State Education Department.
9. School personnel will not be permitted in facilities until directed by Emergency Coordinator and after appropriate cleaning of facilities.

ENERGY SUPPLY LOSS RESPONSE

1. Upon discovery or detection of an electrical system failure, notify the Building Administrator.
2. The Building Administrator will notify the Supervisor of Buildings and Grounds and the Emergency Coordinator.
3. The Supervisor of Buildings and Grounds will evaluate problem insofar as possible.
4. The Building Administrator and the Emergency Coordinator will decide to cease building operation as appropriate.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

STRUCTURAL FAILURE RESPONSE

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him/her of the location of the damage. The Building Administrator will notify the Emergency Coordinator of the damage.
2. The Emergency Coordinator will determine the safety of the students in the building upon advice from the Supervisor of Buildings and Grounds.
3. The Emergency Coordinator and the Building Administrator will activate the appropriate emergency plan, if necessary.
4. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will prepare a statement for release to the local media.
5. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
6. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students

CHEMICAL SPILL RESPONSE

1. Once a chemical spill in or around a school building is noted, immediately notify the Building Administrator who will immediately notify the appropriate county Emergency Services Director and the City Police.
2. The Building Administrator will notify the Emergency Coordinator and attempt to determine the nature of the spill and the potential hazard involved through consultation with the appropriate County Emergency Services Director and the Plattsburgh City fire and the City Police.
3. If the spill is of a non-hazardous nature and caused by the school, the Building Administrator will contact the Supervisor of Buildings and Grounds to arrange through the appropriate county Emergency Services Director or New York State Department of Environmental Conservation, a prompt and effective cleanup.
4. If the spill poses a serious threat to life and the building should be evacuated, try to stay upwind at all times, the Building Administrator and the Emergency Coordinator will implement the appropriate emergency response.
5. The Emergency Coordinator will follow the direction of the City Police and/or the Fire Chief.
6. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.
7. Depending upon the outcome of the incident, the Building Administrator or his/her designee may initiate the procedures for notifying parents, legal guardians or persons in parental relation and provide them with any information that may be deemed necessary. Local radio and television stations may also be contacted in a further attempt to notify parents and legal guardians. The procedure for notifying parents/legal guardian is located in the building-level safety plans.
8. If the situation allows, the Building Administrator or his/her designee will provide an area for parents/legal guardian of students looking for information or desiring to pick up students.
9. In the event of a release of toxic material in an airborne manner and it is declared necessary to remain in the building, the Emergency Coordinator will establish contact with the appropriate county Emergency Services Director and the Plattsburgh City Fire Department and the New York State Department of Environmental Conservation. Staff should close all windows and shut down the ventilation system.

CHEMICAL SPILL RESPONSE (cont.)

10. The Emergency Coordinator and the Building Administrator, in consultation with the appropriate county Emergency Services Director and the Fire Chief will implement the appropriate emergency response.

11. The Emergency Coordinator will notify the Public Information Officer. The Public Information Officer will handle all news media inquiries. He/she will prepare an announcement concerning the emergency for the local media and parents/legal guardian.

BUS MECHANICAL BREAKDOWN RESPONSE

The instructions which follow are procedures to be followed by PCSD employees transporting PCSD students in a PCSD vehicle in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuating drills.

A. MECHANICAL BREAKDOWN

1. Bring bus safely to a stop.
2. Activate 4-way hazard lights, and if situation appears to be extremely dangerous put on daylighters that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible.
 - Location
 - Symptoms of problem
 - Assistance needed
 - Number of students on bus
5. Display properly the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Make necessary repairs if possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable. Do not send a student unless there is no other alternative.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

BUS ACCIDENT RESPONSE

B. ACCIDENT

1. Keep calm, don't panic.
2. Activate 4-way hazard lights, and the use of overhead red flashing lights.
3. Call for help by two-way radio. Give as much information as possible.
 - Location
 - Extent of damage
 - Nature and number of student injuries
 - Assistance needed
 - Number of students on bus
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location, away from bus if necessary.
9. Send for help if radio is not usable.
10. Assist others who may be injured who were involved in the accident.
11. Obtain necessary information from driver of other vehicle involved in accident.
12. Obtain a written report from persons who may have witnessed the accident.

C. ACCIDENT - TRANSPORTATION STAFF:

1. Notify those needed:
 - a. Ambulance
 - b. Law Enforcement Agency
 - c. The Building Administrator
 - d. Fire Department

BUS ACCIDENT RESPONSE (cont'd)

2. The Building Administrator will make arrangements for a qualified school bus driver to drive a bus to the site in order to return students to PCSD. In the case of an accident, only those students who were deemed uninjured would be returned to PCSD.
3. Notify:
 - a. The Emergency Coordinator
 - b. The Building Administrator
 - c. Home School District
 - d. All parents/legal guardians - by phone
 - e. Department of Transportation
 - f. Insurance Agency

D. ADDITIONAL USEFUL PROCEDURES AT ACCIDENT SITE:

1. Do not move injured persons unless absolutely necessary and only after the extent of injuries has been determined by thorough examination by qualified person. Exceptions to this would be, if a life-threatening situation should exist such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Keep injured persons lying down to prevent or reduce shock - treat for shock if qualified to do so.
4. Assist persons who have stopped breathing first and then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
5. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the students.

E. REPORTING ACCIDENT

1. Department of Transportation Part 722 (Reports of Accident)
 - a. "722.1 any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph."

BUS ACCIDENT RESPONSE (cont'd)

- b. 722.1 "No work shall be performed on and no passenger will be transported in the vehicle until it is released by D.O.T.
2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:
- a. Section 600 - Leaving scene of an incident without reporting.
 - 1) Any person operating a motor vehicle who, knowing or having cause to know damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle, . . . then he shall report the same as soon as physically able to the nearest police station, or judicial officer."
 - b. Section 601 - Leaving scene of injury to certain animals without reporting.
 - 1) Any person operating a motor vehicle which shall strike and injure any horse, dog, or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take another reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community.)
 - c. Section 605 - Report required upon accident.
 - 1) Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.
3. State Education Department
- a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law:
 - 1) "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities."

BUS ACCIDENT RESPONSE (cont'd.)

- b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.
4. Forms – for Reporting Accident:
- a. MV-104 (7/05) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
 - b. MV-104F (5/07) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.
5. Examples of Accident: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided.
- a. School Bus Accidents
 - 1) You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.
 - 2) You are a school grounds keeper and a student was injured on the playground. You put the student in a school owned maintenance truck to bring him to the hospital, En route, you are involved in an accident.
 - 3) You are a parent or legal guardian and regularly transport your children and four other neighborhood children to and from school, and you are paid by the school for your services. If an accident occurs while transporting the student to and from school, it is considered a school bus accident.
 - b. Non-School Bus Accident:
 - 1) You are a certified school bus driver. You are involved in an accident En route to picking up your first student.
 - 2) You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are in an accident.

BUS ACCIDENT RESPONSE (cont'd)

F. EMERGENCY DRILLS ON BUSES

1. The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education, such member or members of the teaching or pupil transportation staff. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A drill shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with the subdivision (h).

MEDICAL EMERGENCY RESPONSE

A medical emergency is a result of a major illness or injury to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Such emergencies require that school officials have in place a carefully tested, medically approved plan for action.

Allergic Reaction	Choking	Food-borne Illness
Animal Bite	Diabetic Shock	Head Lice
Bleeding	Drowning	Heart Attack
Blow to the Head	Electric Shock	Respiratory Arrest
Broken Bone(s)	Epidemic	Seizures
Burns	Shock	School Bus Accident and/or Fire
Toxic Exposure		

In each case, the guiding principles are to provide appropriate emergency care until authorized medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid treatment is for the protection of the life and comfort of the victim until authorized medical treatment is provided, or, until the individual is placed under the care of the parent or legal guardian.

An effective medical emergency program should be based on medically and educationally sound procedures which are approved by the local board of education. Some of the components of such a program are:

AED/CPR for faculty/staff (Public Access Defibrillation Program)

Forms signed by the parent/legal guardian for:

- Emergency Contact Information
- Emergency Care Plans for individuals with known medical conditions
- Consent for Emergency Transport (Special Education students only)
- Sunscreen/Insect Repellent Physician Order

All school personnel and students should know the location of the school health office. The emergency telephone number of School Health Office should be conspicuously posted near each telephone.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc. should be kept on file in the nurse's office.

MEDICAL EMERGENCY RESPONSE (cont'd)

MEDICAL EMERGENCIES

1. Immediately contact the Health Office.
2. Health Office staff will assess the need for further medical attention.
3. Protect the ill or injured from further injury.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

HEART ATTACK

1. Immediately contact the Health Office.
2. If trained in CPR/AED, assess ABC's; begin CPR as per PCSD PAD Program until Health Office staff arrives.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

SEIZURES

1. Immediately contact the Health Office.
2. Protect the victim from further injury.
3. Health Office staff will assess the need for further medical attention.
4. After seizure, assess for breathing and/or injury.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Emergency Coordinator.
7. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

FOOD-BORNE ILLNESS

1. Individual has a history with suspect food.
2. Report cluster of cases to the Health Department(s).
3. Follow direction from the Health Department.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

MEDICAL EMERGENCY RESPONSE (cont'd)

SHOCK

1. Immediately contact the Health Office.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Notify the Building Administrator.
5. The Building Administrator will contact the Emergency Coordinator.
6. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

TOXIC EXPOSURE

1. Immediately contact the Health Office.
2. Administer appropriate first-aid, if necessary.
3. Health Office staff will assess the need for further medical attention.
4. Health Office staff will contact the Poison Control.
5. Notify the Building Administrator.
6. The Building Administrator will contact the Emergency Coordinator.
7. Building Administrator or Emergency Coordinator will contact the parent/legal guardian/spouse.

EMERGENCY SERVICE DIRECTORY - PLATTSBURGH

Note: While calling from within a district building one must dial 8 first.

Plattsburgh City Fire Department	911
Plattsburgh City Fire Department	911
Plattsburgh Police Department	563-3411
New York State Police - Plattsburgh Barracks	563-3761
Champlain Valley Physicians Hospital	561-2000
Ambulance	911
Emergency Department	562-7370
Clinton County Services	
Emergency Management	565-4791
Health Department	565-4840
Information CCHD	565-4490
Sheriff's Office	565-4300
City of Plattsburgh	
Municipal Lighting Department	563-0199
Water & Sewer	563-6841
Radio Stations	
WCFE	563-9770
WIRY	563-1340
WEZF (STAR 92.9)	802-655-0093
Television Stations	
WPTZ-TV	561-5555
Newspaper	
Press-Republican	561-2300
American Red Cross – Clinton-Northern Essex Chapter	561-7280
Telephone Company	
Verizon – Business Repair	890-6464
Twin State Telephone	563-7100
New York State Electric & Gas	566-9846