

The Board of Education recognizes the necessity for preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent is directed to develop such a plan for each school and for the district and to ensure that sufficient training in carrying it out takes place.

Such plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, and annual drill and coordination with local and county emergency preparedness administrators.

The Superintendent is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the District. The Superintendent is to notify the District (BOCES) Superintendent whenever the Plan is activated and results in the closing of a school building in the District.

STUDENT SAFETY

The Board of Education recognizes the district's responsibility for promoting the safety of all students in school buildings or on school grounds, and/or participating in school activities.

The safety of all students shall be the responsibility of all staff members. In case of accident or injury, students shall receive first aid from the nurse, teacher, or other trained employee nearest the scene. The nurse or teacher shall notify the parent(s) as soon as possible or, if neither parent is available, the family or school physician shall be notified.

The safety of students will be promoted through close supervision of students on school premises, on school buses, and/or participating in school activities. Special attention will be given to the following:

1. maintaining a safe school environment through periodic inspection of the physical condition of all buildings and grounds by the District's maintenance staff;
2. observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards. Section 409-a of the Education Law and the relevant sections of the Commissioner's Regulations regarding the wearing of eye safety devices in shops and laboratories, etc. will be strictly observed;
3. offering safety education to students, as appropriate, in subjects such as laboratory courses in science, technology courses, and health and physical education; and
4. notifying the school nurse of all accidents (for every accident, an accident report must be completed and filed).

In addition, school personnel shall be conscious of suspicious strangers loitering in or near the school. Building Principals shall notify law enforcement agencies if the circumstances seem to warrant it. Students shall be instructed to notify teachers, their parents, police or school officials of any suspicious strangers.

PLANS AND DRILLS FOR EMERGENCY

The Superintendent of Schools will be responsible for the development and annual assessment of a district-wide emergency management plan in compliance with Commissioner's Regulation 155.13. The Assistant Superintendent for Support Services will act as Emergency Coordinator. Building principals will be responsible for preparing building emergency plans that identify the procedures to be followed in the event of an emergency (e.g. flood, tornado, bomb threat, fire, etc.). The emergency management plan shall provide for sheltering, evacuation, lockdown and lockout, early dismissal, written notification to students and staff, an annual tabletop emergency drill, and coordination with local and county emergency preparedness administrators.

The building principals will be responsible for holding all emergency drills required by law or necessary for the protection of students. The results of all drills are to be reported to the Superintendent of Schools.

Such drills will include:

1. A minimum of three emergency bus evacuation drills annually, the first to be held in the first five days of school in September.
2. A minimum of twelve fire drills annually, eight of which must be held between September 1 and December 1 and two of which must occur in summer school. At least one fire drill should take place during the first week of both regular school and summer school.
3. A shelter drill is required on an annual basis prior to December 1.
4. Emergency plans must be updated annually prior to October 1.
5. At least one "table top" emergency exercise will be conducted each year.
6. One lockdown and one lockout drill will be conducted in each semester.

Reviewed January 2008

Renumbered from P7170 – September 2015

Reviewed January 2011

Renumbered from P5460 – September 2015

Reviewed January 2011

Renumbered from P5480 – September 2015