

EAST AURORA UNION FREE SCHOOL DISTRICT

District Emergency Response Plan



East Aurora Union Free School District
430 Main Street
East Aurora, New York 14052

Revised September 2020

East Aurora Union Free School District Operational Disaster Plan

The East Aurora Union Free School District subscribes to a "Concept of Operations" that is in compliance with the National Incident Management System (NIMS) and the NYS Department of Education's "Project Save". There are 5 Stages in the "Life Cycle" of Emergency Management;

Planning, Prevention, Response, Recovery and Mitigation.

This document is an Operational Plan that focuses on the **Response and Recovery Stages**.

The Operational Plan is part of a larger web-based system that the District has in place as part of its Planning, Prevention & Mitigation process.

The District will utilize 4 levels of response and management to prepare for and respond to an incident;

- **Initial Response**
- **Scene Management**
- **Emergency Operations Center (EOC)**
- **Executive Policy Group**

The details of the roles and responsibilities of key members of the District during a critical incident and the application of Threat Levels will be outlined in later chapters.

Initial Response:

Responders are trained to apply a standard set of (7) critical tasks to the first few minutes of any type of incident to isolate and stabilize it. These tasks apply to First-First Responders (any employee of the District) and 1st Responders (police, fire, EMS, etc.) who respond to emergencies occurring at District facilities.

The initial people on scene should report the details of the incident to 911, if life threatening, and to Safety and Security at Central Office (CO) describing the type of incident, location, and any areas that are dangerous (Hot Zones) to responding personnel and/or agencies. Setting or directing others to set up perimeters around the Hot Zones, preventing non-emergency personnel from entering the scene, assuring that faculty, staff and students who exit a Hot Zone are kept together and safe near the scene are among the critical tasks to be performed.

Often First-First Responders will be asked to join a "Unified Command Post" set up by the building's Incident Manager and responding Public Safety Personnel once the scene has been stabilized.

Scene Management:

Once stabilized the Incident Commander establishes a Command Post in a safe location near the scene. The Incident Command System (ICS) is the required organizational model under NYS Project SAVE and the National Incident Management System (NIMS) to bring about resolution of the incident.

The East Aurora Union Free School District has ICS certified personnel on staff. Staffing of the Command Post is dependent upon the nature and duration of the incident, under NIMS if outside organizations (police, fire, health department, etc.) will "unify" their command with the RCSD personnel. The Command Post will be operational until the scene has been secured and the incident resolved.

Emergency Operations Center (EOC):

The triggering mechanism for the EOC is the Size, Scope and Seriousness of the incident. The vast majority of incidents will never rise to the level where the EOC would be activated. However, when it is apparent that an incident of any type will impact the day to day operations, the business or educational process and/or the good name of the district then a recommendation should be made to activate the EOC. Activation could include just a few key personnel or the full team.

This is a coordination function designed to support scene operations and manage the impact of the incident on the critical educational and business processes of the District. Coordination of major resources and Business Continuity are the focus of this level, not incident resolution or micro-management of the scene.

The EOC will be located in a pre-designated location at Central Office (if safe) away from the Scene Command Post. The staffing will consist of District Administrators who have been trained in ICS and the EOC function. Like the Command Post this is a "functional" management operation, not a committee. This means that the functions are divided, physically and operationally into separate Coordination Sections, i.e., Operations, Resource, Planning, Intelligence and Administration & Finance.

Typically, the EOC will determine where alternative locations can be set up to continue business or educational processes that have been interrupted by the incident. They would be responsible for establishing staffing schedules, locating and operationalizing equipment, arraigning for adequate supplies, etc. in the new location. In addition, they will manage the recovery and return to normal operations of the original damaged or contaminated facility. They would also manage recovery processes related to Stress Counseling for Faculty, Staff and Students. They frequently seek policy advice from the Executive Policy Group on major issues.

Executive Policy Group

The Executive Policy Group consists of the Superintendent and 3 to 4 other key individuals plus a Scribe. Depending upon the size and scope of the incident the Superintendent may choose to designate a single person as the "go to" individual for the incident or call the whole group together.

The Policy Group sets the direction and tone of the response, handles high level inquiries from outside officials and generally insulates the EOC from that distraction. Typical policy decisions would go to maintaining the educational process, relocation of students versus early dismissal, notification procedures, etc. They would also approve mass notification messages and press releases.

While the Command and EOC levels of management and response are comprised of "functional" Sections separated from each other the Executive Policy Group is a more traditional "conference table" approach. If comprised of more than one individual a deliberative and strategic atmosphere is critical to the process.

I. GENERAL CONSIDERATION AND KEY GUIDELINES

A. Purpose

The Building-Level Emergency Response Plan was developed pursuant to Commissioner's regulation 155.17. At the direction of the East Aurora School District Board of Education, the Principal appointed a Building-Level School Safety Team and charged it with the development and maintenance of the Building-Level Emergency Response Plan.

B. Identification of School Teams

The School District has developed 3 Emergency Teams

Building-Level School Safety Team (Advisory Council)

- Create & monitor the building-level emergency response plan
- Meet during the year to review building safety issues
- Identify and implement new initiatives
- Provide representation to the District Safety Team

Building-Level School Emergency Response Team

- Carry out the direction of the Incident Coordinator
- Take action as appropriate to protect students, staff, visitors, facilities, and equipment during a critical incident

Building-Level Post-Incident Response Team

- To take actions after acts of threats or actual violent incidents that have an effect on the well being of students, school staff, and the community at large

C. Concept of Operations

- The initial response to all emergencies at each building will be by the School Emergency Response Team
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by county and state resources through existing protocols.

D. Plan Review and Public Comment

1. Pursuant to Commissioner's Regulations, Section 177.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. Building-Level plans 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 plans must be formally adopted by the Board of Education.
2. Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
3. Full Copies of the Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.
4. This plan will be reviewed periodically during the year and will be maintained by the District Safety Committee. The required annual review will be completed on or before July 1 of each year and after its adoption by the Board of Education.

II. RISK REDUCTION/PREVENTION AND INTERVENTION

A. School Team Members

School Safety Team

- School Safety Personnel – Nurse
- Local Law Enforcement Official – Dare Officer and/or EAPD
- Rep of teacher, administrator and parent organization
- Local Emergency Response Agency – E. Aurora Fire Department
- Other School Personnel:

Emergency Response Team

Appropriate School Personnel:

- Primary Incident Coordinator – Superintendent
- Backup Incident Coordinator – “Order in Charge”
- Operations – Business Manager
- Logistics – Facilities Director
- Planning and Intelligence – Facilities Director
- Administration/Finance – Business Manager
- Public Information – Public Information Officer
- Safety – District Safety Officer
- Liaison – Emergency Manager or designee
- Incident Log/Scribe (building) – assigned
- Local Law Enforcement Official – EAPD
- Local Emergency Response Agency – EAFD
- Community Member – assigned

Post-Incident Response Team

- Principal
- Assistant Principal or Designee
- School Counselor
- School Counselor
- Social Worker
- Nurse

B. Prevention/Intervention Strategies

1. Building personnel Training

- The District and Building Teams will conduct annual tabletop exercises
- De-escalation training will be offered to school personnel responsible for school safety and security

2. Coordination with Emergency Officials

- Lock Down Drills
- Sheltering Drills
- Bus Safety Drills

The Emergency Response Team, under the direction of the Incident Coordinator, is responsible for conducting drill and exercises listed above.

3. Annual Multi-Hazard Training
 - Sexual Harassment
 - Right to Know
 - Emergency Evacuation
 - Exposure Control
 - CPR/First Aid/AED (optional)
 - Annual Safe School Training (Safe School Modules)

C. Identification of Potential Emergency Sites

Interior:

- Boiler Room
- Pool
- Pool Chemical Storage
- Maintenance Shop
- Electrical Vault
- Industrial Arts Shop
- Kitchen
- Science Storage
- Art Supply Storage
- Nurses Office (Oxygen)

Exterior

- Parking Lot Gas Wells
- Cross Walk Highway Loading Dock Area (Dumpsters)

Community Sites

- Rail Road Tracks Potential Risk of Derailment
- Route 20A Potential Risk of Collision
- Route 16 Potential Risk of Collision
- Cazenovia Creek Potential Risk of Drowning
- Sinking Ponds Potential Risk of Drowning
- Hamlin Park Potential Risk of Personal Injury

III. RESPONSE

A. Assignment of Responsibilities

The emergency operations plan is based on nationally-recognized Incident Command Systems (ICS). ICS provides flexibility and adaptability to a wide variety of situations. It does this by establishing common standards in organization, procedures, communications, and terminology. The system calls for the appointment of an Incident Coordinator (IC), a person responsible for the overall coordination of the situation. An Incident Management Team (IMT) is also appointed to help manage a response. The IMT serves under the direction of the IC.

This plan recognizes the need to ensure direction and control of an incident affecting more than one site or school district. When such a situation exists, a unified command structure will be used under the direction of one IC. The concept of unified command means that agencies and organizations having responsibility and authority at an incident will contribute to the process of:

Determining overall response objectives
Selecting response strategies
Ensuring joint application of tactical activities
Maximizing the use of available resources

1. How Incidents will be managed

Generally, emergency incidents will be managed and progress through the following steps:

- A faculty or staff member discovers or is notified of an incident and takes appropriate immediate action. One such action is to notify a person authorized to be an IC.
- The IC determines the level of threat and sets proper response actions into motion. The IC notifies the members of the IMT and consults with them as the situation and time permit.
- The IC directs faculty and staff on-scene to take additional steps in line with the level of threat.
- Faculty and staff follow the directives of the IC.
- When the other sites, districts, or agencies are involved, a unified command structure is employed.

2. Executing Decisions of IC and/or IMT

The school district has empowered the authorized the Incident Coordinator and Incident Management Team to direct the district's response to emergency situations. The IC will classify the levels of threat for all incidents and determine the appropriate actions based on the level assigned. On-site administrators may be notified of actions to take by either the IC or another member of the IMT, most likely the person serving as Operations. District personnel will follow and execute all directions and orders from the IC and/or IMT.

B. Continuity of Operations

- In the event of an emergency, the Building Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency.
- After relinquishing command, the Building Principal or his/her designee may be asked to serve in a support role as part of a unified Incident Command, if established, by the local emergency response agency.
- The School will establish a chain of command to ensure continuity of operations. The Building Principal may relinquish control to the District Incident Management Team under the supervision of the District Incident Coordinator.

C. Access to Floor Plans

Representatives of the East Aurora Police and Fire Departments have toured the East Aurora School District to become familiar with the physical layout. In addition, maps of the school interior and keys have been given to the local Police Department.

D. Notification and Activation

Internal & External Systems of Communication

- Separate sheet with updated contact information

The following radio stations will be contacted in the event of an emergency:

WGR AM 550	WBEN AM 930	WKBW AM 1520
WNED AM & FM	WGRZ CH 2	WIVB CH 4
WKBW CH 7	LOCAL ACCESS 13 (scroll)	

All District Buses are equipped with 2-way radios that operate at the following frequency: 47.50

Activation

The report of an incident or a hazard's development will be reported to the Building Principal or his/her designee as soon as possible following its detection. In the event of an emergency, the Building Principal or his/her designee will notify all building occupants to take the appropriate protective action. Further district notification will be accessed and followed by the Incident Coordinator or his/her designee.

E. Hazard Guidelines

The District Plan contains a Multi-hazard Response Plan for taking action in response to an emergency. Each building has a copy of the District Plan. In an emergency, the District Plan will be accessed and followed by the Incident Coordinator or his/her designee.

F. Evacuation Procedures

Evacuation BEFORE, DURING and AFTER School Hours

- a) If school is cancelled before students and staff arrive, parents, faculty, staff, and transportation managers will be notified. This information will be broadcast on the following radio or TV Stations:

WGR AM 550	WBEN AM 930	WKBW AM 1520
NED AM & FM	WGRZ CH 2	WIVB CH 4
WKBW CH 7	LOCAL ACCESS 13 (scroll) E-Alert	

- b) In the event of an incident or cause for dismissal while students are in the building, the following procedures will be in effect:

- In the event that the students will need to immediately evacuate the premises, teachers will lead the students on foot, to their assigned shelters, using pre-established practiced routes.
- Should the evacuation area include the aforementioned shelters, children will be taken by bus to the alternate shelter
- If it is not necessary to evacuate the building, students will remain in their classrooms and will be supervised by the classroom teacher. The decision to evacuate students to another part of the building will be made by the Building Incident Coordinator (Principal).

Procedure for addressing medical needs

The School nurse will report to the sheltering sites with portable first aid kits, as directed by the IC. In the event of an emergency requiring the assistance of an Emergency Response Agency, the appropriate staff member will contact 911, or local agency such as Fire, Police and Ambulance.

Emergency Notification

- The decision to send children home will be made by the Superintendent
- The Superintendent will notify the building administrators, the police department and the media
- The Principal will notify the staff and students and will supervise dismissal.
- The Principal will call members of their Parent/Teacher Organization who have the list of parent's emergency phone numbers. Each list of contacts will be kept in the Principal's office.
- The Parent/Teacher Organization, through a phone tree, will make phone calls notifying parents of early dismissal and/or reporting of the violent incident. The homeroom teachers will collect the emergency phone numbers each fall and update them throughout the year.
- Children will be dismissed as the buses arrive
- Regular bus routes will transport students home.
- Students may be released to parents who present themselves in the school office or a designated area and satisfactorily identify themselves.

Security of Crime Scene

The Building Principal or designee is responsible for crime scene security until relieved by law enforcement officials

No items shall be moved, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

IV. RECOVERY

A. Short Term Response

The Post-Incident Response Team will convene and determine what action needs to be taken to support the students and staff in the building. The Team will use the Crisis Intervention Plan as a guide.

The Building Incident Coordinator or his designee will determine when students, faculty, and staff may return to the building. This decision will be made in consultation with appropriate local agencies and the District Incident Coordinator. If necessary, the local Law Enforcement Agency and building personnel will be used to secure the building and surrounding area.

B. Long Term Response

Mitigation – after a reasonable length of time following the incident the District Safety Team will convene under the direction of the District Incident Coordinator to evaluate the effectiveness of the Building Safety Team response. This procedure could include but not be limited to:

- Debrief – On site visit with Principal and Building Safety Team to discuss the incident outcome and effectiveness of the Building Safety Team response, and what was most and least effective.
- Assess – Determine if the response was appropriate and what could be done (if anything) to improve the District or Building Safety Plan
- Response – Provide constructive feedback to the Building Safety Team about the incident, and recommend and make changes or improvements to the Building Safety Plan.

Mental Health Counseling – after determining the need, the post incident response services may be coordinated through the School District, local and county agencies.