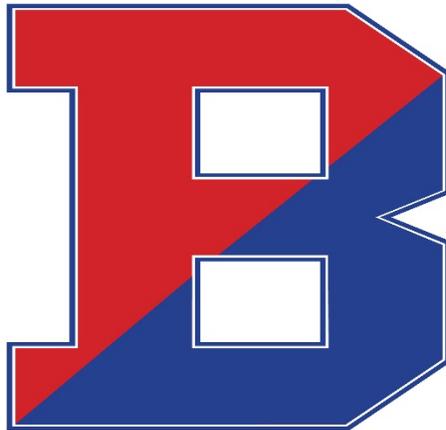


The 2020-2021 District reopening plan and COVID-19 protocols, located on the District website, are incorporated by reference into this Safety Plan. If there is a conflict between the Reopening Plan / COVID-19 protocols and the Safety Plan, the Reopening Plan / COVID-19 protocols shall govern, until the expiration of the governor's executive order declaring a COVID-19 state of emergency.

District-wide School Safety Plan

In Compliance with the
Commissioner of Education Regulation 155.17



September 2020

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NYS SAVE Act

Creating and maintaining a safe learning environment is everybody's business. While schools remain among the safest places for students, one incident of violence or disruption of learning is one too many. While media attention has focused on the most traumatic incidents of school violence, the impact of other violent acts that impair education also need to be given attention. These acts include bullying, threats or intimidation, disruptive behavior in class, carrying weapons, fighting, physical assaults and other behaviors that impede learning. Schools can play a vital role in the prevention of violence through preparedness, education and training; however, they need help from the entire community in this effort.

To address issues of school safety and violence prevention, the Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor George E. Pataki on July 24, 2000. Project SAVE culminated the work of the Task Force on school Violence chaired by Lieutenant Governor Mary O. Donohue. The Task Force consisted of a broad range of qualified people from all parts of the State including students, parents, teachers, school administrators, law enforcement experts, business leaders, mental health professionals and local elected officials. The Task Force sought information concerning the best school violence prevention and intervention practice in the State and the nation. Ten public hearings were held throughout the State, providing an array of recommendations from local communities about ways to ensure the safety of New York's students.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. In 2016, revised regulations in Section 155.17 of the Commissioner's Regulations changed requirements for schools concerning school safety plans. A major component of SAVE is the development of school safety plans at the district and at the building levels. A District-wide School Safety Plan and Building-level Emergency Response Plan for each school building are required to be reviewed annually and approved by the Board of Education. Together, these plans are intended to define how each school district and all the buildings in the district will respond to acts of violence and other disasters through prevention, intervention, emergency response and management. Both the District-wide School Safety Plan and the Building-level Emergency Response Plan are viewed as part of a comprehensive, collaborative approach required by Project SAVE. While schools are diligently working to increase efforts to prevent school violence and promote school safety, schools cannot do it alone. The New York State Education Department strongly endorses and encourages broad community participation beyond the requirements in law and regulations, to improve safety of the school environment. The Binghamton City School District is in compliance with the SAVE law and implementing regulations that require the development of a school safety plan at the district level, and individual emergency response plans for each building in the district. The development of the school safety plan is the framework for the district in managing its initiatives in creating a safe and orderly school environment in which learning can take place.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Binghamton City School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Binghamton City School District board of Education, the Superintendent of Schools, Tonia Thompson, appointed a District-wide School Safety Team under the leadership of Eric Wilson, Exec. Director of Human Resources & Operations, and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Binghamton City School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the school board, central office administrators, building administrators, students, parents and PTA members, teachers, pupil support services such as psychologist, social worker, guidance counselor, school nurse-teacher, support staff (secretaries, bus drivers, custodians), security and school monitors, law enforcement personnel, and fire department members.

The District-wide School Safety Team followed the format of the Guidance Document for School Safety Plans in the development of the District-wide School Safety Plan.

The team examined the list of plan requirements, discussed and clarified with team members what is and should be included within the requirements and examined existing plans already developed to determine if further work was necessary. This process allowed for school, family and community collaboration. Therefore, the Binghamton City School District's District-wide Safety Plan reflects the common and unique needs of our school and community. It details how our school and community resources are being utilized to create a safe environment and how they can collaborate and manage appropriate responses to emergency situations.

All meetings of the District-wide School Safety Team are scheduled by the District's Emergency Coordinator, Eric Wilson, who chairs the committee. Agendas, memos and scheduled meetings are communicated to this team via school district mailings.

All attendance records, minutes and handouts from these meetings are located in the office of the District's Safety Coordinator, Eric Wilson, 164 Hawley Street, Binghamton, NY, 13902, (607) 762-8100.

C. Concepts of Operations

The District-wide School Safety Plan replaced the required School Emergency Management Plan. The District-wide School Safety Plan provides the framework for the Binghamton City School District to identify and implement appropriate strategies for creating and maintaining a safe and secure learning environment for all its students.

Developed by the District-wide School Safety Team, the district's plan provides the overall guidance and direction for development of the Building-level Emergency Response Plan for each of the school buildings in the district. While the district-wide plan covers a broad scope of activities, including violence prevention, intervention and

response, the building plans focus more directly on critical actions that must be taken to protect the safety of students and adults in the event of an emergency. Taken together, the district and building plans provide a comprehensive, collaborative approach to addressing school safety and violence prevention, and provides the structure where all individuals can fully understand their roles and responsibilities for ensuring the safety of the entire school community.

The District-wide School Safety Plan is designed to provide reliable and practical information about what to do to be prepared for an emergency along with how to reduce the likelihood of violence in our schools. The best plans start with prevention and awareness. There is ample documentation that prevention and early intervention efforts can reduce violence and other troubling behaviors in schools. Research and expert-based information has offered a wealth of knowledge about crisis prevention and response plans in schools. Research-based practices help school communities recognize the warning signs early so children can get the help they need before it is too late. In fact, research confirms that some of the most promising prevention and intervention strategies involve the entire educational community administrators, teachers, families, students, support staff and community members working together to form positive relationships with all children.

D. Plan and Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), initially this plan will be made available for public comment at least 30 days prior to its adoption. Formal adoption of this plan by the School Board will occur only after at least one public hearing that provides for the participation of school personnel, parents, students and any interested parties.

The plan must be reviewed by the district-wide safety team at least annually and updated as necessary and adopted by the school board by September 1 annually. Prior to adoption, the district must hold at least one public hearing that provides for school personnel, student and public participation, and must be made available for public comment at least 30 days.

While linked to the District-wide School Safety Plan, 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.

Within 30 days of adoption, each district must post their district-wide safety plan on their district website. The URL must be submitted to the Education Department via the annual Basic Education Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days of adoption.

Section II: General Emergency Response Planning

Binghamton City School District has thirteen (13) buildings within its district. Binghamton High School is located in downtown Binghamton. It is surrounded by local street traffic and is in close proximity to two rivers, the Chenango River and the Susquehanna River.

Columbus School houses the district's central offices and is located within the city. It also houses a BOCES Alternative School. It is surrounded by local street traffic and is adjacent to a highway.

East Middle School is located in an area of homes and it too is surrounded by street traffic. It is adjacent to Route 81 highway, city traffic, city bus and school bus traffic and close proximity to a railroad. There is an on-site athletic field with an outdoor track, a field house, and bleachers. A parking lot for staff is located on 3 sides of the building.

West Middle School is located in an area of homes. It is surrounded by city traffic, has an on-site athletic field and field house and has staff parking on two sides of the building. The building is also in walking distance to the City Park and downtown Binghamton.

The elementary buildings are located in areas of homes throughout the city. All buildings have city traffic issues. Roosevelt School is located close to Interstate 81 and 17. It is close to the Chenango River and Otsiningo Park. Jefferson and Mann are in close proximity to Recreation Park. Wilson School is adjacent to Interstate 17.

All elementary and middle schools have playground areas and properties adjacent to their buildings. Sites for potential emergencies have been identified by Mr. Morrell of Utica Mutual. The Grounds and Maintenance Department inspect and repair these areas as quickly as possible when notified. Playground supervision is ongoing for the health and safety of everyone.

Section III: Prevention and Intervention Strategies

Efforts are made to identify, prevent and resolve potentially dangerous behavior at the earliest possible stage. RTI teams meet regularly in each building in order to work with the classroom staff in identifying and preventing potentially dangerous behavior. Guidance counselors, school psychologists, school social workers, nurses, outside agencies (as appropriate), administrators, teachers, parents/guardians and students are involved in this process. We disseminate information to all new employees and in our newsletters to families early warning sign information (see appendix).

The following recommendations are being implemented:

Skills Development:

1. Staff development - enhancing classroom management through responsive classrooms.
2. Integrated interpersonal skills training, conflict resolution, and problem-solving abilities throughout the curriculum and school activities.
3. Training in cultural competence for teachers and students.
4. Address issues of inappropriate sexual behavior and sexual harassment, bullying, hazing, menacing and intimidation.
5. Non-violent crisis intervention training.

High Risk Youth:

1. RTI tiered system to address at risk youth through behavioral interventions.
2. Improve parental involvement of at-risk youth.
3. Guidance Counselors are the liaisons between the school district and the Binghamton City Police Department's Gang Prevention Task Force, United Health Services, Lourdes Hospital Youth Services, State University of New York System and Binghamton University.

Program Development:

1. Expand mentoring activities and programs.
2. Expand after-school programs (in and out of school).
3. Implement peer tutoring for students.
4. Expand summer program.
5. School Wide Positive Behavioral Intervention Support (SWPBIS)

The following are the programs offered in the Binghamton City School District reduce risk of potentially violent behavior:

1. ***After-School Programs*** - to provide additional enrichment in academic and social skills for students (Grades: K-8).
2. ***Alternative School*** - to provide an alternative educational environment for students who have extreme difficulty in the traditional school setting (Grades: 3-12).
3. ***Responsive Classroom***- An approach that consists of a set of practices and strategies that build academic and social-emotional competencies (Grades: K-5).
4. ***Connected and Respected*** – teaches students to effectively express their emotions, giving them the tools to communicate assertively and non-violently (Grades: K-5).
5. ***Family Liaisons*** – Collaboration with DSS to provide support to families to improve attendance and social-emotional well-being (Grades K-5).

6. **Guided Discipline** - fosters academic, social, and emotional learning and development in each and every student. Teachers learn to create high-performing classrooms that reduce behavioral problems and maximize opportunity to learn. (Grades: 6-12).
7. **Group Counseling** - to meet with groups of students for the purpose of disseminating information or problem-solving (Grades: K-12).
8. **Youth Development Mentoring** – provides mentors to assist students at school and in the community to develop positive relationships, self-regulation and problem-solving tools (Grades: 6-12).
9. **Hillside Mentoring** – provides 1:1 mentoring, academic support, life and social skills training, and youth employment training (Grades: 9-12).
10. **Liberty Partnership** - offers services to students and families to maximize the successful transition of middle and high school students into graduates who are fully prepared for the rigors of higher education and the competitive demands of the workplace. to support and assist students (Grades: 6-12).
11. **Restorative Practices** - Build healthy relationships between educators and students; reduce, prevent, and improve harmful behavior; repair harm and restore positive relationships; resolve conflict, holding individuals and groups accountable; and, address and discuss the needs of the school community (Grades: K-12)/
12. **Mentor Program** - to provide an adult support system with an adult from a business or agency outside of the school (Grades: K-12).
13. **Visitors Sign-In/Badge Procedures** - to monitors visitors in the buildings (Grades Pre-K-12).
14. **Emergency Schedule “Z”/Crisis Response Team** - to respond to emergencies within the school (Grades: Pre-K-12).
15. **Non-violent Crisis Intervention** is a safe, non-harmful behavior management system designed to aid human service professionals in the management of disruptive and assaultive people, even during the most violent moments. The program has several primary objectives:
 - a. Training staff with the techniques effective in approaching and reducing the tension of an agitated person.
 - b. Focusing on the alternatives if a person loses control and becomes violent.
 - c. Instructing staff in techniques to control their own anxieties during interventions and maintain the best possible professional attitude.
 - d. Providing nonverbal, para-verbal, verbal, and physical intervention skills to allow the staff to maintain the best possible care and welfare, as well as safety and security, for all involved even during the most violent moments.
16. **Bullying Prevention** program at different levels, including school-wide, classroom, and individual. The goals of the program are:
 - a. To reduce existing bullying problems among students.
 - b. To prevent the development of new bullying problems.
 - c. To achieve better peer relations at school.

A. **Procedures for Reporting Potentially Violent Incidents**

The District has a student management system where a teacher/staff member is expected to report any incident of student misconduct. School administration is then alerted and follows up as necessary. In addition, the infractions are aligned to VADIR reporting and will automatically be identified as a state-reportable incident.

The District also has a report form that may be filled out by anyone (including anonymously) of any potential bullying incident through DASA. The form is on the district's website as well as in hard copy at each building.

Crisis response is an important component of a prevention and response plan. Establishing a contingency plan allows a school to provide preparation for efficiency and safety. The team not only plans what to do when an emergency occurs, but it also ensures all staff and students know how to act. Students from Pre-K to 12th grade have received on an ongoing basis, training in an age-appropriate manner, utilizing existing personnel in the classrooms. They too, know what to do and how to act.

The ability of the school community to respond in an emergency is demonstrated by practice drills. These practice drills respond to imminent warning signs of violence so that everyone will know what to do. In addition, a written document with specific actions to be taken is given to all staff. It includes reference to all district or state procedures.

Tabletop exercises provide an opportunity to resolve coordination and responsibility issues through a low-stress discussion of the issues. Exercises with key school personnel, back-ups and local emergency responders occur on a regular basis. These functional exercises simulate a real emergency under high stress conditions by testing coordination among various functions and outside response agencies and test an entire community's response capability. The following are examples of some of the exercises that occur:

- Fire drills planned by the building or spontaneously called by the Binghamton Fire Department.
- Z-Team schedule conducted by the Building Emergency Response Team, the District's Emergency Coordinator or spontaneously by the Binghamton Police Department.

The purpose of any drill or exercise is to reveal planning weaknesses, reveal resource needs and shortfalls; improve coordination within the district and community; clarify roles and responsibilities and improve overall performance of all players. All crisis response situations authentic or staged are carefully reviewed by both the building and district level.

B. Use of School Security/Safety

Elementary Schools:

1. At each of our buildings, we have a greeter at the front entrance. We use this front entrance as the single point of entry and lock the doors after the start of the day. The greeter is responsible to open the door to visitors. Visitors are required to sign in and wear a visitor badge while in the building and sign out when they leave.

School Resource Officers MS and HS

The District has a School Resource Officer (SRO) at each middle school and high school. They are officers of the Binghamton City Police Department. Each SRO assists the school administration in maintaining a safe and secure environment. The SRO provides a highly visible presence to deter or identify trespassers on campus. School administrators also benefit from the SROs training, knowledge and experience in handling situations involving possible weapons violations or in the identification of controlled dangerous substances. In addition, SROs provide a service to the surrounding community by addressing concerns such as loitering, traffic issues and conflicts at dismissal which can generate community complaints. In addition to these officers, we also have the following in place:

Middle Schools:

1. At each of our middle schools, we have a greeter at the front entrance. We use a single point of entry through the front entrance. Visitors are required to sign in and wear a visitor badge while in the building and sign out when they leave.

Binghamton High School:

1. Only Binghamton High School students, staff and authorized visitors will be permitted entrance to the high school. Students use badge IDs to swipe in through an electronic system (ScholarChip).
2. Students are authorized to enter/exit only the Oak Street Courtyard entrance.
3. Students are not permitted to enter/exit the Binghamton High School campus from the Front Street - Rear gate or the 98 Oak Street (D-Building) gate.
4. Students must produce an authorized/legal school pass to exit the Oak Street and Main Street Courtyard gates during the school day, periods 1-8. Passes "To Be Excused" (medical appointments, religious observance, permission to return home, etc.) are issued in the Student Center.
5. BOCES AM/PM students, Work Coop students and seniors on early dismissal (employment) must be properly identified for exiting.
6. BHS has 6 Safety Monitors that provide support to the instructional process with specific responsibilities for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries and responding to emergencies to assist administration.

Section IV: Response to Emergency Situations/Acts of Violence

A. Organization and Assignment of Responsibilities

1. In the event of an emergency or a violent incident, the initial response at an individual school will be by the Building-Level School Emergency Response Team (known as the Z-Team).
2. In the event of an emergency, the Principal or his/her designee will serve as the Building Incident Commander. As additional responders arrive, command will transfer on the basis of who has primary authority for overall control of the incident. The Superintendent, District Emergency Coordinator and/or a member of the local emergency response agency may replace the Building Incident Commander. As incidents grow in size or become more complex, the responsible jurisdiction or agency may assign a more highly qualified Incident Commander. At transfer of command, the outgoing Incident Commander must give the incoming Incident Commander a full briefing and notify all staff of the change of command.
3. After relinquishing command, the Building Principal or his/her designee may be asked to serve in a support role as part of the Unified Incident Command, if established, by the local Emergency Response Agency.
4. The District level chain of command has been developed, clearly defined, and lies with the District Superintendent and his/her designee. chain of command to ensure continuity of operation is:
 - Superintendent
 - District Emergency Coordinator (Asst. Superintendent for Administration)
 - Assistant District Emergency Coordinator (Director of Health, PE and Athletics)
 - Facilities Coordinator

The Facilities Coordinator shall be responsible for the coordination of the District's use of resources (see appendix).

B. Notification and Activation

In the event of a violent incident, the building principal will activate the Building-level Emergency Response Team and notify the superintendent and/or the Emergency Coordinator. If warranted, the building principal will immediately call 911 and request for the appropriate agency (Police or Fire Department). The secretary is usually directed to make this call.

All educational agencies within the district are notified of a disaster or act of violence. The following identify the forms of communication used:

- Telephone
- Local Media
- Fax/E-Mail
- Emergency Alert System
- Cell Phones

In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take appropriate actions.

In September, the district-wide mailing also provides specific information regarding the location of the emergency off-site shelters (see below). Procedures are in place for releasing students to parent/guardians following an event.

In the event that a child's parent/guardian is not available to receive their child, a district administrator will remain with the student(s). School building emergency forms that will be taken to the shelter with students are used to identify emergency names and phone numbers if a parent/guardian cannot be reached. Student(s) will only be allowed to leave with the named emergency contact person.

If the situation is such that individual staff cannot or will not stay at their assignment, it should be noted and told to the District Emergency Coordinator. Additional support staff will be brought to the site for supervision. District administrators will remain at the site until released by the District Emergency Coordinator.

Information on emergencies will be provided to the community as honestly and quickly as possible. It is important to note that during emergency situations, the appropriate authorities (Binghamton City Police Department, Binghamton City Fire Department, etc.) are involved. We may only release information to the public after given approval by the agency in charge.

C. Situational Responses

1. Severe Weather

- a. If the inclement weather or heavy snow indicates remaining in school past normal hours, public notification will be provided via radio and television as directed by the Superintendent or designee.
- b. Parents will be advised of preferred action, but may come to the school's Main Office and request their child. An aide will be directed to get the student from his/her classroom. The parent will sign out the student so as to maintain a building attendance list.
- c. The Building-level Emergency Response Team shall report to the designated area and establish a Command Post.
- d. Faculty will maintain a roll
- e. Students and staff will remain in the building until the Superintendent or designee releases them.
- f. The Command Post will decide appropriate steps of action, which may include the following:
 1. The movement of furniture to provide emergency quarters
 2. Preparation of food.
 3. Establishing and staffing of phone lines and first aid treatment facilities.
 4. Notify County Emergency Services of in-house emergency action.
 5. Providing a program of calm entertainment to allay the fears of students.
 6. Counsel faculty and staff concerning their duties and stations during the emergency.
 7. Counsel and calm parent concern in regard to the welfare of their children in case of phone call or on-scene arrival.
 8. Maintain a business-like demeanor to control situation and avoidance of panic.
 9. Take whatever measures are necessary to secure building from the weather.
 10. Provide additional help for the elementary school.
 11. Cooperate with all public officials until the emergency in-house situation has safely concluded.

2. Hazardous Materials Release

a. **On Site**

In the event of release of hazardous materials should occur within a building or on school grounds, the following action should be undertaken.

1. Evacuate the area.
2. Notify the fire department.
3. If the product is known (i.e., natural gas, gasoline, fuel oil, etc.), this information should be relayed to the fire department. Attempt to keep materials from entering sewers and storm drains.
4. If the material is not known, stay upwind and secure the area.

Note Well:

Where a gas leak is discovered the fire alarm system should not be used, as possible sparking or mechanical components of the bell system could cause the gas to explode. In such cases the school operator should be notified by voice immediately and direction to evacuate should be given over the P.A. System.

No cell phones, light switches or other devices that could spark should be used. Communication should be door to door.

b. Off Site

In the event, the school is notified of a release of hazardous materials off school grounds and instructed to stay inside, the following action should be undertaken:

1. Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape.
2. Set ventilation system to 100 percent circulation. If not possible, turn off system.
3. Turn off all heating systems or air conditioners.
4. Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, dryer vents.
5. Close as many internal doors as possible.
6. Close drapes, curtains and shades over windows. Stay away from windows.
7. If you suspect that gas or vapor has entered the building, hold a wet cloth over your nose and mouth.

In the event the school is instructed to evacuate by the Fire Department or another agency, the following action should be undertaken:

1. Evacuate the building.
2. Use evacuation routes as instructed by the fire department--upwind of the incident.

The Department of Environmental Conservation is to be notified when petroleum or chemical release occurs.

3. Medical Emergency

Medical Response Kits are available in all buildings. Standing orders for first aid procedures have been placed in each kit and are posted in the health office in each building.

- a. If an acute emergency exists or the student/staff member is unable to proceed to the nurse's office, summon the nurse.
- b. If the nurse is not available and an obvious medical emergency exists; (i.e., severe bleeding, burn, or the patient has trouble breathing), call for an ambulance as soon as possible.
- c. If the person cannot be moved, keep him/her quiet, warm and comfortable. Do not under any circumstances give a person anything to eat or drink.
- d. Keep unauthorized people away from the person in question.
- e. Attempt to contact the parent or guardian of a student as soon as possible so that permission may be obtained by a medical facility to begin treatment as quickly as possible.
- f. All buildings are equipped with an automated external defibrillator and have trained personnel in place.

4. **Infection Exposure Control - Universal Precautions/ Standard Operating Procedure**

Adherence to infection control procedures including universal precautions must be strictly practiced at all times.

School personnel must use protective barrier equipment and measures to prevent skin and mucous membrane exposure to any blood/body fluids during routine care, emergencies and/or accidents.

- a. Wash hands before and after all contact with an individual and associated materials using proper hand washing procedures.
- b. Use gloves for any procedure with potential for exposure to blood/body fluids.
- c. Use goggles, mask and apron when splash/splattering may be anticipated.
- d. Use mouthpiece for resuscitation to eliminate mouth-to-mouth contact in CPR situation.
- e. Place used syringes, needles, lancets (all sharp instruments) immediately in nearby puncture proof impermeable container labeled medical or infectious waste. Never re-cap a syringe.
- f. Dispose of all contaminated materials in a covered waste receptacle lined with disposable plastic bag.
- g. Call a custodian for clean-up of large blood/body fluid spill.

5. **Evaluation and Management of Employees Exposed to Blood or Potentially Infectious Body Fluid**

Procedures for medical management of exposed employees have been developed as follows:

- a. Ascertain that an exposure has (may have) occurred. Criteria include (a) a parental exposure (needlestick or cut) or blood or other body fluids or (b) a cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis. An Incident Form should be filled out by the employee.
- b. Have the source person evaluated for potential HIV and HBV infection. If the source person is known, he/she should be informed of the incident and made aware that such exposure raises a concern about the presence (potential) of blood-borne infection. A medical practitioner (either the source person's personal or Binghamton City School District attending physician) should categorize the source person to ascertain risk potential.
- c. Any employee of Binghamton City School District may receive a post exposure follow-up if the criteria listed in (1) above are met. An incident form must be filled out and submitted to the School Health Office. The employee will in turn be referred to a specific medical authority for the follow-up procedures and necessary paperwork.

6. **Fire/Explosion**

- a. Pull a fire alarm box immediately.

- b. Call 911.
- c. Immediately evacuate all staff and students from the area using exit instructions posted by the main door in the classroom, and assemble in the designated assembly area.
- d. Faculty will take attendance of all the students to verify evacuation.
- e. Wait for further instructions as to further action.

7. **Fire/Explosion Spill Emergency Plan**

Note Well:

Any person discovering a fire or smoke condition must immediately sound the fire alarm. There can be no hesitation about making such a decision. There must be no time lost while reporting to, or seeking further direction from any authority before sounding the alarm.

The alarm must also start the evacuation procedure automatically without the need for official confirmation or direction. All students, faculty, staff, and visitors must immediately evacuate the buildings.

- a. Any person discovering a fire or smoke, immediately pull the nearest fire alarm box.
- b. Call the school operator and inform her of the location. The school operator will call the Fire Department and report the fire. The operator will announce the emergency over the public address system and direct all persons to evacuate the building.
- c. All persons, faculty, students, staff and visitors will exit the building (close all doors - do not lock doors) using exit instructions posted by the main door of each room. They will assemble outside the building in the designated assembly areas. Faculty and Division Heads take role to verify evacuation.
- d. All bus drivers will be notified, proceed to their bus and prepare to transport students.
- e. Faculty will accompany their students on the bus.
- f. If the fire appears small and controllable, staff will promptly direct the charge of a fire extinguisher toward the base of the flame.
- g. Smoke is a great danger in a fire, so stay near the floor where the air will be less toxic.
- h. The Building-level Emergency Response Team shall report to the Command Post.
- i. Do not return to an evacuated building.

Note Well:

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. (Do not panic!) Use phone if available.

After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count and roll is taken. The Emergency Coordinator will assist in accounting for all building occupants.

8. **Power Failure**

- a. In the event of a power failure, all students and staff should stay in their respective classrooms. If the class is outdoors and a power failure occurs, the class should proceed back to their room and await further instructions. In addition:

- b. Do not, under any circumstances touch or attempt to move any wires.
- c. If a person is in contact with wires, do not touch or attempt to move them.
- d. For your own safety, stay in the building. The wires outside the buildings may be over 45,000 volts. The ground and many items far from a down wire may be energized.

9. **Water Main Break, Sewage Back-Up, Etc.**

In case an emergency arises such as a water main break, sewage back-up, etc., the following procedures will be adhered to:

- a. The Superintendent will be notified along with the Emergency Coordinator and Director of Buildings and Grounds. Building and Grounds will contact the appropriate utility company and services.
- b. Students and staff will be advised as to the nature of the emergency and appropriate directions will be given.
- c. The Broome County Health Department (778-3931) should be contacted in any emergency involving disruption of water or sewer services.

10. **Violent Behavior – Prevention and Intervention**

- a. All new employees are trained in non-violent crisis intervention to identify potentially violent behavior and ways to de-escalate irate adults/students.
- b. Each building has a RTI team that meets regularly to identify, prevent and intervene with students who present with potentially dangerous behavior. Plans to replace these behaviors with socially acceptable behaviors are developed and monitored. Each building also has a social worker/guidance counselor and/or school psychologist that act as the liaison to community agencies that work with at risk youth. Their purpose is to link support to potentially violent students to prevent dangerous behavior. Parents are involved in this process and when appropriate, the student.

11. **Violent Behavior – Increased Awareness by Staff/Family**

- a. Refer students who you suspect have the potential for violence to the appropriate school official or crisis center. Be pro-active and attempt to open lines of communication with others; including the student's family.
- b. Monitor students, look for peculiarity. Recognize increased tardiness or absenteeism. Be alert to mood swings or verbal and physical communication that sends a negative message or action. Be alert to weapons being stashed on their personal being. Report concerns to appropriate school official
- c. Report suspicious persons or suspicious and threatening phone calls to school administration. Report parents or family members that respond irrationally to your communication concerning their child.
- d. When faced with difficult students or an emergency---remain calm, do not antagonize and keep a safe, non-confronting distance. Do not speak to them head on. Keep slightly to their side, so they feel that they can move away from you. Observe as much as you can about any suspicious person (i.e., height, weight, eye color, scars, etc.) and report to school administration as soon as possible.

- e. Keep your school environment as safe as possible. Remove window coverings that could prevent someone on the outside recognizing that you are in danger. Develop a buddy system or check on the teacher next to you or between periods, when you are monitoring hall movement. Remove items such as glass bottles or any other potential material objects that could be used as weapons.
- f. Do not attempt to handle any suspicious packages or materials that are uncertain to you.
- g. Follow directions to the letter in an emergency. (Ex. if you are in an **emergency situation lockdown**, (see Appendix for specific procedures) stay in your room---do not go out in the hall to see what's going on---you could be confronted by a violent persons or interfere with law enforcement.

12. **Implied or Direct Threats of Violence**

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. **The threatened act of violence may be on another individual, individuals, or themselves.**

- a. Any student, upon receiving information that a person is threatening to commit an act of violence shall:
 - 1. Assume threat is serious.
 - 2. Immediately report the treat to a parent/guardian, school staff, administrator or law enforcement officer.
 - 3. Be available and cooperative in providing a statement of information, with the understanding that the information source (student will remain anonymous to the greatest extent possible).
- b. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence shall:
 - 1. Assume threat is serious.
 - 2. Immediately report the threat to school staff, administrator or law enforcement officer.
 - 3. Be available and cooperative in providing a statement of information, with the understanding that the information source (parent/guardian) will remain anonymous to the greatest extent possible.
- c. Any school staff member upon receiving information that a person is threatening to commit an act of violence shall:
 - 1. Assume threat is serious.
 - 2. Immediately report the threat to the Building Principal or Designee.
 - 3. Be available and cooperative in providing a statement of information, with the understanding that the information source (staff member) will remain anonymous to the greatest extent possible.
- d. Any school administrator upon receiving information that a person is threatening to commit an act of violence shall:
 - 1. Assume threat is serious.

2. Cause the student making the threat, if said student is in building or on school grounds, to be immediately removed from location and segregated into a secured area pending further investigation.
3. Notify law enforcement officer if upon further investigation it is warranted.
4. Require the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.

13. **Violent Behavior**

- a. The Public Address (PA) System is to be used by the Principal or appointed representative to inform faculty of an emergency. (Example: “Emergency procedures are in effect for Discipline Team.”)
- b. Faculty will confine all students to classrooms with doors closed. Code Z team reports to designated area to assist with disruptive student.
- c. Administration will isolate the area and allow no admission.
- d. If the situation cannot be quickly ended, police will be called. Do not attempt to disarm any person. Remember, once law enforcement arrives, they are in control and will give appropriate direction and information.

14. **Intruder**

If an intruder enters a school, if possible the PA system will be used to declare “lockdown”. Adults should yell this in halls as this means moving within the school is dangerous and teachers need to close and lock classroom doors. Students should be moved out of view of the classroom doors and windows (See Appendix for Emergency Response Procedures – Elementary or Secondary).

15. **Hostage**

- a. Be patient and remain calm. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don’t make mistakes which could hazard your well-being.
- c. Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Physically, stay to the side of a hostile person, allow them an opportunity to move by you---do not corner or press them. Treat the captor like royalty. Try to get the person to see you as a human being.
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Failure to comply with your request further implicates the captor in additional offenses.
- g. Do not negotiate other people (ex. priest, parent, friend, etc.). This should be handled by the police.

Note Well:

The first action would be to do whatever you can to escape the area. These steps are in the event you are taken hostage. If the captor has a weapon, and becomes violent, the individual(s) may need to fight to help minimize casualties.

16. Unauthorized Removal/Abduction

- a. The safety of the victim is paramount; nothing should be done to increase danger.
- b. If abduction is observed or suspected, call 911.
- c. Obtain a detailed description of the abductor (physical appearance, type of clothing, make/model/color/license plate of vehicle, direction of travel etc...)
- d. If possible, obtain a detailed description of clothing/time/location when student/staff was last seen and a photograph.
- e. Attempt to clarify type of abduction – custodial or other.

Note Well:

Try to determine if there is a custody battles or other pending legal issues involving the student or staff. Are there any orders of protection or history of being missing or domestic violence? These should be communicated with authorities immediately.

17. Bomb Threat

DO NOT ACCESS OR USE WALKIE TALKIES!

- Announce “**Shelter in Place.**” Instruct everyone to remain where they are and scan their respective area for anything out of the ordinary.
- Call 911.
- Activate School Building-Level Safety Team. Instruct them to scan common areas for anything unusual.
 - ❖ **Effective bomb threat relies on the notion that information contained in a threat cannot be considered definitive; but rather, as clues which place the validity of the threat on a gradient scale between hoax (generic) and credible (specific, i.e. – date, time, location, method).*
- If no device is found, decide whether to continue school or evacuate. The school district administration may consult with police to make their decision.
- If a device is found, follow step 3 for “A Specific Bomb Threat.”

For a Specific Bomb Threat:

- Announce “**Shelter in Place.**”
- Call 911.
- Activate School Building-Level Team. Instruct them to find an internal location to move the school population to, scan and clear the location and a route to it. Move those in the affected area to the established and cleared location. No cell phone use or vehicle movement in the vicinity.
- Assist first responders as necessary.

Shelter in Place Objectives:

- To minimize injury or death.
- To locate and contain any device or weather damage.
- To facilitate emergency responses.
- To establish safe routes and designated areas.

IF YOU OBSERVE A SUSPICIOUS OBJECT OR POTENTIAL BOMB ON CAMPUS, DO NOT HANDLE THE OBJECT!

- Notify the Principal's office. Principals should contact the Superintendent's office or Emergency Coordinator.
- A follow-up call will be made to the Police Agency.

DO NOT ALLOW STUDENTS TO GO TO THEIR LOCKERS.

- Faculty should bring their class records/attendance with them during all fire drills or evacuation of building. Encourage your students to remain with you during all drills.
- Wait for further instructions as to further action.

Any person receiving a **phone call bomb threat** should ask the caller: (See Appendix for Bomb Threat Report Form,)

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What is your name? (Sometimes the caller may be caught off guard and may give you their name.)

Keep talking to the caller as long as possible and record the following:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

Please print this message and keep it near the phone along with **BOMB THREAT REPORT** forms.

If you receive a bomb threat, it is **CRITICAL** that you:

- Record the date and exact time of the call.
- Immediately after the caller hangs up, you hang up, pick up the receiver and upon hearing a dial tone, dial 157 then hang up. Then press CID, then press REVW. Record the telephone number that appears. Then press NND twice. Record the date and time that appears. Immediately dial the police (723-5321), identify yourself, and give them the number so that they may trace and send a policeman to the calling location.
- All phones that are equipped with recorders should be activated each morning. Be certain that tapes are ready and check batteries.

Immediately notify the Principal, who will notify the Superintendent or his designee. Report the incident.

- Law Enforcement will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the responding Law Enforcement Agency. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
- When the building evacuation is announced, or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- **Assist the handicapped in exiting the building! Do not panic.**
- Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist Emergency crews as necessary.
- **Do not return to an evacuated building** unless told to do so by an official.

Important:

After any evacuation be ready to report to your designated off-campus assembly area. Stay there until an accurate **headcount** is taken. The Emergency Coordinator will assist the principal or designee in accounting for all building occupants.

Note:

- Keep all cabinets, files, drawers, etc. that can be locked, locked when not in use to reduce potential bomb placements. Keep your rooms organized and neat so that you might be alert to strange packages or objects.
- Do not handle any potential evidence.

Remember: No one is obligated to assist in a bomb search. Your participation is voluntary.

Section V: Communication with Others

A. Severe Weather/Emergency Situations

Warnings of severe weather conditions are generally issued by the National Weather Service. The district transmits closings/early closings/delays through automated calls to parents/staff, the district website, TV station announcements and radio. The District also maintains vigilance in monitoring weather situations to promptly identify potential issues.

The Police and Fire Department will notify the Superintendent if an external emergency exists. When an emergency exists outside of the normal school hours, the Superintendent is called, and he/she will institute the district response.

B. Violent Incident

When a student is involved in any violent situation, a parent/guardian shall be contacted as soon as possible by the building principal. All disciplinary actions shall be in accordance with the school district's Code of Conduct and New York State Law.

The building principal or designee should contact district-level administration. The superintendent or designee will determine if the District Crisis Communication Team should be convened. If it is determined to be a building specific incident, the superintendent or designee will provide direction on procedures for contacting parents/guardians at the school. The communications may include phone calls, letters, email or an automated call. The district will utilize the district's website and local media at the discretion of the Superintendent. If the incident requires crisis management, procedures are described below.

C. School Crisis Management – Media Response

In the event that your Building-level Emergency Response Team is put into action, you should be ready to deal with the media. The following information should serve as a guideline for your use.

Determine the situation:

- Range of response
- Size of the event
- Who will it affect?
- How long will it last?

1. Contact district-level administration.
2. The superintendent or designee will convene the Crisis Communication Team (Superintendent, Asst Superintendents, affected principal(s), office of communications).
3. The role of the Crisis Communication Team (CCT) is to gather information, verify facts, develop and disseminate information to all internal and external stakeholders, and communicate with the media. The team is mobilized and led by the office of communications.
4. The CCT will designate a spokesperson. In most cases, the spokesperson should be the person possessing the most direct knowledge of the crisis (i.e. the school

- principal in the event of a school incident). In some cases, the superintendent or designee shall take the lead in conveying the response.
5. Depending on the range of the response be ready to deal with incoming parents and the media.
 - a. The CCT will quickly script a brief response/fact sheet. This fact sheet shall be distributed to all key district officials as well as staff in offices and at greeters' desks.
 - b. Assign or designate an area for the media and parents to be informed by CCT.
 - c. CCT will access appropriate media (radio, television, etc.) contacts and monitor district level communications as necessary.

Section VI: Recovery

A. District Support for Buildings

The Binghamton City School District is committed to the welfare of its students and staff. Following the occurrence of an emergency or violent incident, the District-wide School Safety Committee will convene with the Building-level Response Team and Post-Incident Response Team to help with recovery. Together, they will review the emergency crisis, the interventions and the outcomes of those actions. In this recovery phase, the current Building-level Response Plan will be re-evaluated and new strategies that may include additional security needs, crisis management training and/or development of new post-crisis procedures to restore safety as quickly as possible will be implemented. These plans will be taken to the Building-level Emergency Response Team in the other school buildings for perusal and possible implementation into their plans.

If the building is rendered as unsafe for occupancy, students will be relocated and continue their education at an alternate site. The Emergency Coordinator will work with local schools to determine the best way to accommodate those students and staff who have been displaced. Binghamton High School will proceed with double sessions if necessary to accommodate if another location(s) are not found.

B. Disaster Mental Health Services

The first program instituted immediately in response to the crisis is the school-based mental health program with its access to the district's mental health professionals: school psychologist, school social workers and the school guidance counselors. They understand the reactions of the individuals involved in this crisis and are familiar with individual's reactions to stress, the response to loss as well as the developmental considerations, religious beliefs and cultural norms. This staff will provide support and intervention services that will coordinate with resources of the school district. Additional Mental Health Services are readily attainable from local, county, state and federal agencies all willing to assist the district to assist individuals who are at-risk for severe stress response.

Counseling Resources:

Binghamton General Hospital – Emergency Mental Health Services	762-2458
Emergency Mental Health Hotline	762-2303
Broome County Health Department	778-3931
Child and Youth Mobile Crisis Service	762-2387
Family and Children Services	729-6206

Employees may also receive help through EAP (Employee Assistance Program) provided by the district.

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U.S. Department Of Education
Early Warning Timely Response: A Guide to Safe Schools
Early Warning Signs

- Social withdrawal.
- Excessive feelings of isolation and being alone.
- Excessive feelings of rejection.
- Being a victim of violence.
- Feelings of being picked on and persecuted.
- Low school interest and poor academic performance
- Expression of violence in writings and drawings.
- Uncontrolled anger.
- Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors.
- History of discipline problems.
- Past history of violent and aggressive behavior.
- Drug and alcohol use/abuse.
- Affiliation with gangs.
- Inappropriate access to, possession of, and use of firearms.
- Serious threats of violence.

New York State School Safety Guide
Pre-incident Behavior

- Incidents of targeted violence at school are rarely sudden, impulsive acts.
- Prior to most incidents, other people knew about the attacker's idea and/or plan to attack.
- Most attackers did not threaten their targets directly prior to advancing the attack.
- There is no accurate or useful "profile" of students who engage in targeted school violence.
- Most attackers engaged in some behavior, prior to the incident that caused concern or indicated a need for help.
- Most attackers were known to have difficulty coping with significant losses or personal failures – many had considered or attempted suicide.
- Many attackers felt bullied, persecuted, or injured by others prior to the attack.
- Most attackers had access to and had used weapons prior to the attack.
- In many cases, other students were involved in some capacity.
- Despite prompt law enforcement responses, most shootings incidents were stopped by means other than law enforcement intervention.

LOCAL/COUNTY/STATE RESOURCES

Local

Binghamton City Police – 723-5321

Binghamton Fire Department – 772-7133

Broome County Emergency Medical Services – 778-2170

Broome County Ambulance – 723-7475

State Agencies

a. New York State Agencies are accessible through Broome County Emergency Services, and the Broome County Fire Coordinator.

1. New York State Emergency Management Office
2. New York State Office of Fire Prevention and Control
3. New York State Health Department – 778-3931

b. Federal Agencies are accessible through the New York State Agencies

Other Available Resources

a. **County Agencies** – County agencies are prepared to provide assistance and are available through the Broome County Office of Emergency Services.

b. **State Agencies** – State agencies are prepared to provide technical assistance, equipment and supplies. These agencies are activated by contacting Broome County Emergency Services.

c. **Federal Agencies** – Federal agencies may be able to provide technical assistance. These agencies are activated by the state agencies.

d. **Red Cross** – Red Cross can provide shelters, staffing for a shelter, on-site or off-site food, etc. Red Cross can be contacted at 722-1241.

e. **Heavy Equipment** – Heavy equipment can be obtained through Broome County Department of Public Works. Call Broome County Emergency Services. External Alert and Warning Sources at 779-2184

**DECLARATION OF MUNICIPAL AND/OR COUNTY
STATE OF EMERGENCY**

New York State Executive Law Article 2-B provides to the chief executive officer of a municipality or county, the authority to declare a state of emergency. A request to declare a state of emergency should go to the Mayor of the City of Binghamton and/or the Broome County Executive.

During any such declarations, and upon request of the chief executive officer, Binghamton City School District agrees to provide its facilities in response to the existing emergency.

The Superintendent shall act as the chief communication liaison officer.

The Commissioner of Education or his designee may order emergency response actions by individual school districts in the event that the local officials are unable or unwilling to take action deemed to be appropriate by state and/or county emergency personnel in accordance with county or state emergency preparedness plans or directives.

Binghamton City School District - Binghamton, New York
Code Listing - Emergency School Closing Procedures

Identify close/early close/delayed open

	Phone Numbers	Date	Date	Date	Date
Superintendent will call:					
Assistant Superintendent for Curriculum					
Director of Personnel					
Assistant Superintendent for Administration					
Assistant Superintendent for Curriculum will call:					
bom-newsroom@gannett.com					
WMXW, WMRV, WKGB, WBBI, WENE, WINR					
WLTB/WEBO Radio					
WPEL Radio					
BOCES Principal - Columbus					
GED Coordinator					
Director of Personnel will call:					
Personnel Assistant					
(substitutes/AESOP)					
WSKG FM Radio (they have a link from their website to ours)					
WNBF-WAAL-WYOS-WHWK (online www.wnbf.com/closings)					
WBNG TV					
WIVT TV (Channel 34) 888-577-6956					
WICZ TV (Fox 40)					
YNN ID					
WICW TV					
Assistant Superintendent of Administration will call:					
Emergency Notification System - Director of IT					
<i>Emergency Notification System - Backup - Superintendent's Secretary</i>					
Director of Food Services					
BPD Crossing Guards (723-5321; 772-7095)					
<i>BPD Crossing Guards - Backup - Officer William Lescaut</i>					
First Student - Director					
<i>First Student - Backup -</i>					
BC Transit - Director					
<i>BC Transit - Backup -</i>					
Broome Dispatch Cabs					
Facilities Supervisor -					
<i>Facilities Backup -</i>					
Catholic Schools - Superintendent					
<i>Catholic Schools - Backup -</i>					
Jewish Community Center -					
Athletics - Director					
<i>Athletics - Backup -</i>					
Weather Bureau	738-6625				
Department of Public Works	772-7021; 772-7020				
Binghamton Police Dept.	723-5321 main office	NEED TO KNOW: Board of Education			
Binghamton Police Chief					
Binghamton Police Dept	222-5776 c	2-hour delay - no morning Pre-K			
Binghamton Fire Chief	343-6932 c				
BC Emergency Coordinator	778-2170	Latchkey - Boys Club - 723-7404			
BC Health Dept	778-2847 o				
BC Health Dept DSS	778-8850 w				
Dept. of Environmental Conservation (Flooding)	775-2545	Public Relations:			
Mayor	772-7001 w	Don Sbarra 766-3831 w;			
School Attorney	723-9511 w	Doug Titus 766-3834 w			
Mansfield State Police	1-570-662-2151				
Owego State	687-3961				
Kirkwood State Police	775-1241				
Broome County Sheriff Dept.	778-1911				

2019 Emergency Closing Procedures - Administrators

The decision to close schools due to weather will be made prior to 11 p.m. or 6:30 a.m.
 Teachers and students should be advised to listen to local TV, website or radio stations for notices of school closings or delays.

The Superintendent will begin phone chain as follows:			Date	Date	Date	Date
Supt. will call:	Primary #	TXT				
Director of Personnel		X				
Asst. Supt. for Instruction		X				
Asst. Supt. for Administration		X				
Dir. Of Personnel will call Dir/Dept Chairs:	Primary #	TXT				
		X				
		X				
		X				
		X				
		X				
		X				
		X				
		X				
Asst. Supt for Instruction will call APs:	Primary #	TXT				
		X				
		X				
		X				
		X				
		X				
		X				
		X				
Asst. Supt for Admin will call bldg Princ:	Primary #	TXT				
		X				
		X				
		X				
		X				
		X				
		X				
		X				

Building Principals are encouraged to develop a telephone chain in their own buildings.
 Unless otherwise instructed, office personnel will not report when schools are closed because of an emergency.

EMERGENCY CLOSING PROCEDURES
(During School Day)

1. Problem Identified

2. Superintendent Calls Meeting To Assess Problem

- Central Office Administration

3. Problem Monitoring

- Emergency Coordinator
- Weather Bureau
- Broome County Emergency Disaster Preparedness Office
- Police Department/Fire Department
- First Student
- City Maintenance (Public Works)
- BC Transit
- Yellow Transportation

4. Decision Made

Closing Time (Pre-lunch) (Post-lunch)

School Dismissal Sequence:

High School/Elementary - 1st

Middle Schools - 2nd

5. Internal Communications

Emergency Coordinator:

- Principals

Assistant Superintendent:

- Cafeteria Director

6. External Communications

Emergency Coordinator/Designee:

- TV/Radio
- Newspaper
- Private/Parochial Schools
- First Student
- BC Transit
- Yellow Transportation
- Police/Crossing Guards

EARLY CLOSING

**THIS IS OPTION 1 THAT WOULD BE SENT VIA EMAIL
AND DISTRICT WEBSITE**

The Binghamton City School District will be closing all its schools at the following times:

- Binghamton High School and Middle Schools _____
- Elementary Schools _____
- Latch Key programs will remain open. All after school activities are cancelled.

BUILDING PRINCIPALS: Please make sure that your 2nd shift custodians know that they are to report at their regular time and 3rd shift should report on 2nd shift. Support staff may leave 1/2 hour after dismissal. Building principals should depart after all students and staff have left.

CENTRAL OFFICE STAFF may leave 1/2 hour after the elementary schools are dismissed.

Thank you.

**THIS IS OPTION 2 THAT WOULD BE SENT VIA EMAIL AND DISTRICT
WEBSITE**

The Binghamton City School District will be closing all its schools at the following times:

- Binghamton High School and Elementary Schools _____
- Middle Schools _____
- Latch Key programs will remain open. All after school activities are cancelled.

BUILDING PRINCIPALS: Please make sure that your 2nd shift custodians know that they are to report at their regular time and 3rd shift should report on 2nd shift. Support staff may leave 1/2 hour after dismissal. Building principals should depart after all students and staff have left.

CENTRAL OFFICE STAFF may leave 1/2 hour after the middle schools are dismissed.

Thank you.

DELAYED OPENINGS
(1-hour/2-Hour)

Unless otherwise announced, the following regulations will apply to 1-hour and 2-hour delayed openings:

- Breakfast will be served 1-hour / 2-hours later.
- Kindergarten & Pre-K will be in session on a 1-hour delay.
- Kindergarten will be in session on a 2-hour delay
 - ❖ Pre-K will NOT be in session.
- Morning BOCES program will NOT be in session if it is a 2-hour delay.
- Teachers, cafeteria workers, aides & monitors and clerical staff shall report 1-hour / 2-hours later than regular reporting time.
- Custodial, maintenance and grounds people are to report at regular times to address safety / emergency needs.
- All Administrators shall report at regular times unless otherwise notified.
- The following personnel will provide supervisory assistance at the following sites, if needed:

Coolidge Dir. of Math/Science/Tech	Roosevelt Director of Fine Arts
Jefferson Director of Pupil Services	Franklin Director of Personnel
Mann Director of Humanities	Wilson Director of Athletics
MacArthur . . Asst. Dir. of Special Services	

The plan outlined above is an attempt to provide adequate supervision for students who may arrive early. If employees have a problem getting to work due to unusual circumstances, a call to their immediate supervisor / principal should be made.

BOMB THREAT PROCEDURE

DO NOT ACCESS OR USE WALKIE TALKIES.

- A. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT!**
1. Notify the Principal's Office/Principals should contact Superintendent's Office or Emergency Coordinator.
 2. A follow-up call will be made to the Police Agency.
 3. Immediately evacuate all staff and students from the area using exit instructions posted by the Main door in the classroom. (Fire Drill Procedure-you may use the fire drill alarm system or PA system. **BE CERTAIN THAT YOU FIRST CALL THE FIRE DEPARTMENT IF YOU CHOSE TO USE THE FIRE ALARM SYSTEM.**)

DO NOT ALLOW STUDENTS TO GO TO THEIR LOCKERS.

4. Faculty should bring their class records/attendance with them during all fire drills or evacuation of building. Encourage your students to remain with you during all drills.
 5. Wait for further instructions as to further action.
- B. Any person receiving a phone call bomb threat should ask the caller:
1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?
 6. What is your name? (Sometimes the caller may be caught off guard and may give you their name.)
- C. Keep talking to the caller as long as possible and record the following:
1. Time of call.
 2. Age and sex of caller.
 3. Speech pattern, accent, possible nationality, etc.
 4. Emotional state of the caller.
 5. Background noise.

If you receive a bomb threat, it is **CRITICAL** that you:

1. Record the date and exact time of the call.
2. Immediately after the caller hangs up, you hang up, pick up the receiver and upon hearing a dial tone, dial 157 then hang up. Then press CID, then press REVW. Record the telephone number that appears. Then press NND twice. Record the date and time that appears. Immediately dial the police (723-5321), identify yourself, and give them the number so that they may trace and send a policeman to the calling location.
3. All phones that are equipped with recorders should be activated each morning. Be certain that tapes are ready and check batteries.

Immediately notify the principal, who will notify the Superintendent or his designee. Report the incident.

The following numbers will have tracing capabilities:

762-8100 – Columbus	763-8400 – West Middle School
762-8200 – BHS	762-8131 - Superintendent
762-8300 – East Middle School	

Please inform any staff that might be responsible for answering these numbers in your school, and have them follow the procedures listed below in case of a bomb threat.

Please print the above information and keep it near the phone along with ***Bomb Threat Report*** forms.

This procedure will only be activated when we are receiving a significant number of threats. Check with the Emergency Coordinator for status.

- D. Law Enforcement will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the responding Law Enforcement Agency. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
- E. When the building evacuation is announced, or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- F. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT PANIC.**
- G. Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- H. If requested, assist Emergency crews as necessary.
- I. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.

IMPORTANT:

After any evacuation be ready to report to your designated off-campus assembly area. Stay there until an accurate **HEADCOUNT** is taken. The Emergency Coordinator will assist the principal or designee in accounting for all building occupants.

NOTE:

Keep all cabinets, files, drawers, etc. that can be locked, locked when not in use to reduce potential bomb placements. Keep your rooms organized and neat so that you might be alert to strange packages or objects. **Do not handle any potential evidence.**

Remember: No one is obligated to assist in a bomb search. Your participation is voluntary.

Bomb Threat Report Form

Keep talking to the caller as long as possible and record the following:

Threatening Phone Call	Description of Caller's Voice
Time call received _____	Male _____ Female _____
Exact words of person placing call: _____ _____ _____ _____	Young _____ Middle Age _____ Old _____
Questions to ask:	Tone of voice _____
1. When is bomb going to explode? _____	Accent _____
2. Where is the bomb right now? _____	Background Noise _____
3. What kind of a bomb is it? _____	Is voice familiar? _____
4. What does it look like? _____	If so, who did it sound like? _____
5. Why did you place the bomb? _____	_____
6. What is your name? (Sometimes the caller maybe caught off guard and will give you their name.) _____	_____
Person (receiving/monitoring) call: _____	Remarks: _____
Department: _____	_____
Telephone Number: _____	_____
Home Address: _____	_____
Home Telephone Number: _____	_____
Date: _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**GUIDANCE COUNSELORS, CUSTODIAL, ATTENDANCE OFFICE
PERSONNEL AND SCHOOL PSYCHOLOGIST'S
INSTRUCTION FOR EVACUATION**

1. Evacuate building and proceed to evacuation site.
2. Custodial personnel will ensure building is totally evacuated, secure the building and proceed to the shelter.
3. Attendance Office Personnel will take the Attendance Rosters and Parent Release Forms with them to evacuation site.
4. Counselors will receive from each teacher the attendance report (all students accounted for or the names of anyone missing). Report summary to the Command Post.
5. Attendance Office Personnel will set up a reception table for parents. As parents arrive, have them sign a Parent Release Form, and check off the names of the students on the Attendance Rosters.
6. The Counselors will be responsible for communicating to the Command Post any problems, needs, etc. They are also responsible for logging all reports and any incidents occurring during the process.
7. The Counselors will notify the Command Post when all students have been picked up or of any transportation needs for busing the remainder of students.
8. When all students have left the shelter, the Counselors will report same to the Command Post.
9. All staff and faculty will be dismissed by the Command Post.
10. The Counselors will collect all attendance rosters, Parent Release Forms, and their log, and transfer them to the Command Post.

EMERGENCY/INCIDENT AFTER ACTION REPORTING

Within 5 days of the conclusion of an emergency, a detailed report will be prepared and submitted to the Superintendent. At a minimum, the following information will be included.

Date, Time and Location: Record the date and time the incident was reported. Describe the exact location of the incident and attach appropriate maps and/or diagrams.

Emergency Command: Identify the initial Emergency Director and Coordinator and when they assumed their roles. List all subsequent changes of personnel functioning in these roles and what time frame they were in these roles.

- Diagram the emergency command structure used to manage the incident.
- List all locations used to support operations, who was in charge of the area and its operational time frame; i.e., emergency command post, shelter areas, etc.
- List all resources used or requested as part of the response.
- Summarize the incident objectives and the action plan developed to accomplish the objectives.
- **Chronology of Major Actions:** List the major decisions made, by whom and at what time. Include how decisions were communicated for implementation.
- **Lessons Learned:** Identify lessons learned from the incident. Describe follow-up actions needed to correct any deficiencies encountered.
- **Support Documentation:** The Emergency Coordinator may request others to prepare reports relative to their part of the operation and attach to the after action report as appropriate.

DRILLS/EXERCISES

The Emergency Coordinator and the District-wide School Safety Planning Committee are responsible for procedures to conduct drills and exercises associated with this plan.

The drills and exercises shall be conducted after consultation with Division Heads.

- A. In compliance with Section 155.13 of the Commissioner's Regulations, one drill each school year shall be conducted "in cooperation with the local county emergency preparedness plan officials" (Broome County Emergency Services).
- The drill shall include sheltering and early dismissal.
 - The drill shall take place at a time not to occur more than 15 minutes earlier than the normal dismissal time.
 - Parents or persons in parental relation shall be notified at least one week prior to the drill. The drills shall test the usefulness of the communications and transportation system during emergencies.
- B. In compliance with Education Law, twelve emergency drills(at least 8 fire/evacuation drills and 4 lockdown drills) shall be conducted each school year. 8 of these drills must be completed by December 31st.

Fire Drills

1. Evacuation should occur within a 3 minute time period.
2. Building principals should record date and time of all fire/evacuation and lockdown drills.
3. All personnel during drills should be well removed from the building structure.
4. Faculty should carry their student attendance materials/register with them to account for children should they not be re-entering the building.
5. Attendance should be taken at the beginning of the period.

The Exercise/Drill Report Form shall be completed for each drill and submitted to the Superintendent.

Binghamton City School District
Binghamton, New York

**Automatic External Defibrillator (A.E.D.) Procedure
Incident Report**

Location: <input type="checkbox"/> Franklin Elementary School	Location: <input type="checkbox"/> Jefferson Elementary School	Location: <input type="checkbox"/> Horace Mann Elementary School
<input type="checkbox"/> Roosevelt Elementary School	<input type="checkbox"/> Coolidge Elementary School	<input type="checkbox"/> MacArthur Elementary School
<input type="checkbox"/> Wilson Elementary School	<input type="checkbox"/> East Middle School	<input type="checkbox"/> West Middle School
<input type="checkbox"/> Binghamton High School	<input type="checkbox"/> Athletic Field: _____	
Exact Location: (e.g., room #, gym, etc.) _____	Date: _____	Time: _____ AM/PM
Reported by: Name: _____	Telephone: _____	<input type="checkbox"/> Unknown
What was patient doing? _____		

Patient Information:

Name: _____ Age: _____ Date of Birth: _____

Sex: Male Female

Home Address: _____ Home Telephone: _____

Presenting Problem: (if more than one circle primary)

<input type="checkbox"/> Airway Compromise	<input type="checkbox"/> Unconscious/unresponsive	<input type="checkbox"/> Stroke/CVA	<input type="checkbox"/> Trauma
<input type="checkbox"/> Respiratory Arrest/Distress	<input type="checkbox"/> Seizure	<input type="checkbox"/> Shock	<input type="checkbox"/> Bleeding/hemorrhage
<input type="checkbox"/> Substance Abuse (Potential)	<input type="checkbox"/> Burns	<input type="checkbox"/> Cardiac Related (Potential)	<input type="checkbox"/> Suicide Attempt
<input type="checkbox"/> Poisoning (Accidental)	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Cardiac Arrest	
<input type="checkbox"/> Electrocution	<input type="checkbox"/> Shortness of Breath/ difficulty breathing	<input type="checkbox"/> Drowning	
<input type="checkbox"/> Allergic Reaction		<input type="checkbox"/> Other _____	

L.O.C. Alert Pain Verbal Unresponsive **Vitals:** Time: _____ Pulse: _____ Respiration: _____

Estimated time from arrest to 1st AED Shock: _____ Minutes Unknown

Estimated time from arrest to CPR: _____ Minutes Unknown

CPR initiated by: Bystander Staff Other Total number of shocks administered: _____

School District Responders:

AED: _____ CPR: _____ Other: _____

	<u>Time</u>	<u>By Whom</u>
1. Notify Confirm Police/Fire (911).	_____ AM/PM	_____
2. Notify Main Office or Program Coordinator.	_____ AM/PM	_____
3. Notify family/guardian/emergency contact.	_____ AM/PM	_____

Comments: _____

Patient Outcome: (at incident site)

Regained pulse Became Responsive Other: _____

Did not regain pulse Remained Unconscious _____

White Copy: Emergency Medical Services Yellow Copy: District Director of Safety Pink Copy: Dir. of Health, P.E. & Athletics

TO REPORT AN EMERGENCY

When reporting an emergency to the Superintendent or Emergency Coordinator, provide the following information if possible:

- Name of person reporting emergency
- State school, address, and exact location (if known) of emergency
- Exact nature of emergency
- If Chemical Spill--Type of material involved, amount of material released
- Call back telephone number and person in charge
- Action being taken (if any) at school

EMERGENCY PROCEDURES

- A. Upon notification of an emergency, the Principal or designee will immediately take charge and will alert the Superintendent and Emergency Coordinator who will activate the District-wide School Safety Plan. It will remain in force until the emergency is concluded.
- B. An emergency situation shall exist in the event that the following conditions exist:
1. Notification of an impending tornado, hurricane, earthquake, or other severe condition of nature.
 2. Notification of a chemical spill, or poisonous gaseous emission.
 3. Notification of terrorist activity to our area.
 4. Notification of fire, or fire disaster to Binghamton City School District buildings or grounds.
 5. Notification of inclement weather, or heavy snow to our area.

Any of the above conditions, or series of conditions, shall automatically trigger the use of emergency disaster procedures that seem most suitable to the event.

- C. These procedures shall ordinarily be put into effect via the Superintendent. In the event communication with the Superintendent is not possible, the following shall initiate appropriate measures for safety at the affected school(s):

Emergency Coordinator - Assistant Superintendent for Administration
Assistant Emergency Coordinator – Supervisor of Operations & Facilities
Assistant Emergency Coordinator – Director of Health, Physical Education & Athletics

- D. The degree of the emergency will be determined based upon information supplied by the Superintendent, Emergency Coordinator, County officials, fire chief, and other authorities. One or more of the following steps may be taken:
1. retention of students, staff, visitors beyond the normal dismissal time.
 2. students, staff, visitors contained in classrooms and offices.
 3. closing of one or more buildings for a specified length of time and transferring all students, staff, visitors to another school/shelter.
 4. early dismissal of students and staff.
 5. alert parents with emergency instructions/information (radio, TV, phone)

DISTRICT RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

1. Telephone System - 1 system per school NY Tele.
2. Fire Alarm System - 1 system per school
3. Public Address System - 1 system per school

4. Food Storage

Binghamton High	1 week
West Middle	3 days
Theodore Roosevelt	3 days
MacArthur	0 days
Woodrow Wilson	3 days
Horace Mann	3 days
Thomas Jefferson	1 days
Calvin Coolidge	3 days
East Middle	3 weeks
Franklin	3 days
Columbus	1 day

Note: Elementary supplies are only valid while school is in session. All other times is zero days

5. Fire Extinguishers

Binghamton High	96
West Middle	52
Theodore Roosevelt	36
MacArthur	0
Woodrow Wilson	20
Horace Mann	19
Thomas Jefferson	22
Calvin Coolidge	11
East Middle	55
Franklin	27
Columbus	15
Maintenance Facility	6

6. Beds

Binghamton High	4
West Middle	3
Theodore Roosevelt	3
MacArthur	0
Woodrow Wilson	2
Horace Mann	2
Thomas Jefferson	2
Calvin Coolidge	2
East Middle	2
Franklin	2

7. Blankets	
Binghamton High	8
West Middle	2
Theodore Roosevelt	3
MacArthur	0
Woodrow Wilson	2
Horace Mann	2
Thomas Jefferson	2
Calvin Coolidge	2
East Middle	2
Franklin	2
8. Gasoline fuel storage	
Binghamton High	15 gals
West Middle	5 gals
Theodore Roosevelt	5 gals
MacArthur	0 gals
Woodrow Wilson	5 gals
Horace Mann	5 gals
Thomas Jefferson	5 gals
Calvin Coolidge	5 gals
East Middle	5 gals
Franklin	5 gals
Maintenance Facility	10 gals
9. Heating fuel storage:	
Binghamton High	250 gals
West Middle	250 gals
Theodore Roosevelt	0
MacArthur	0
Woodrow Wilson	250 gals
Horace Mann	0
Thomas Jefferson	0
Calvin Coolidge	0
East Middle	250 gals
Franklin	250 gals
10. Flashlights	
Binghamton High	4
West Middle	3
Theodore Roosevelt	2
MacArthur	2
Woodrow Wilson	2
Horace Mann	2
Thomas Jefferson	2
Calvin Coolidge	2
East Middle	2
Franklin	2
Maintenance Facility	4

11. Generators	
Binghamton High	1- 45 kw + 1- 300kw
West Middle	1 – 300 kw
Theodore Roosevelt	1 – 45 kw
MacArthur	0
Woodrow Wilson	0
Horace Mann	0
Thomas Jefferson	1 – 45 kw
Calvin Coolidge	0
East Middle	1- 300 kw
Franklin	0
Maintenance Facility	2 - 2500 watt

12. Bull Horns	
Binghamton High	2
Macarthur	1
98 Oak	1

13. Vehicles (see page 51)

