

# **GENESEE VALLEY CENTRAL SCHOOL**

## **A Comprehensive Guide Responses and Strategies for Emergencies**

**FOR PUBLIC DISSEMINATION**

Revised September 2020

**BUILDING EMERGENCY RESPONSE PLAN**

To Fulfill NYSED Commissioner Regulation 8 NYCRR, Section 155.17

## INTRODUCTION

Providing an orderly plan for dealing with an emergency is part of the responsibility of the Genesee Valley Central School District officials to prepare for and minimize the effects of emergencies, and to coordinate the use of resources during an emergency. This plan has been developed to comply with the Safe Schools Against Violence in Education Act (SAVE – 8NYCRR Section 155.17) and to establish procedures to be followed in the event of various contingencies that may arise in the building. The word “contingency” is used to cover all situations ranging from highly dangerous, life-threatening situations to problems that are a mere inconvenience. The guiding principles for contingency planning are protection of life first, then preservation of property, and restoration to normal activities.

In the event of an emergency or violent incident, the initial response to all emergencies will be by the Genesee Valley Central School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

## DEFINITION

“A school emergency management plan, as prescribed in this section, is to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and State levels.”

## ASSIGNMENT OF RESPONSIBILITIES

- A Chain of Command consistent with the National Incident Management System (NIMS) / Incident Command System (ICS) will be used in response to all emergencies and training exercises.

## CONTINUITY OF OPERATIONS

- In the event of an emergency, the Superintendent of Schools, Building Principal or Designee will serve as Incident Commander. Upon arrival of law enforcement and/or emergency response personnel, **the Building Incident Commander will relinquish command to the emergency response personnel.**
- After relinquishing command, the Building Principal or 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.

## PLAN REVIEW

- District-Level Emergency Operations Plan shall not be confidential and shall be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Educational Law Section 2801-a.
- Copies of the District-Level Emergency Management Operations Plan were supplied to both local and State Police within 30 days of adoption.
- This plan is reviewed periodically during the year and is maintained by the Building-Level School Safety Team. The required annual review will be completed on or before September 1 of each year.

The Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occurs. Since the safety and health of the students and staff are of prime importance, the School Safety Plan shall be reviewed with the building staff. The following components should be building specific and supplement the District Emergency Management Plan:

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action.
3. Identification of sites of potential emergencies (inside and outside sources).
4. Identification of resources available (equipment, manpower, etc.).
5. Diagrams of all buildings/wings by floor.
6. Identification of exit routes and shelter areas.

The Building Administrator is responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff and will be familiar with the necessary emergency procedures.

## INCIDENT COMMAND POSTS

**Incident Command Post (ICP)** – the location from which the Incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of an Incident Command Post. Alternate command post locations are used when the primary locations are compromised for any reason or the incident dictates otherwise.

**DUTIES OF DISTRICT INCIDENT COMMAND  
AND OPERATIONS STAFF**

<b>Incident Commander (IC) -</b> Dr. Schmitt	Develop Incident Action Plan (IAP). Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction. Develops tactical organization and directs all tactical organization.
<b>Deputy Incident Commander</b> Chris Chamberlain	Supports the Incident Commander in any capacity needed. For long term or large scale incidents, may act as Incident Commander during break periods/rest periods.
<b>Safety Officer –</b> Tory Rounds	Has overall responsibility for incident safety. Is empowered to either Stop Incident Operations, Alter Incident Operations, or Suspend Incident Operations based on Safety Hazards/Risks.
<b>Public Information Officer (P.I.O.) -</b> Dr. Schmitt	Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency response personnel and public information officer at press briefings. <u>All</u> media contact will be through this individual.
<b>Liaison Officer -</b> Erin Ostrander	Will be the school representative with outside agencies responding to the emergency event. Keeps Incident Commander informed of situation status.
<b>Logistics Officer -</b> Chris Chamberlain	Provides resources and all other services needed to support the incident.
<b>Planning Officer -</b> Chris Chamberlain	Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources.
<b>Finance/Administration -</b> Erin Ostrander	Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event.
<b>Reunification plan/center</b> Paula Mighells	Has the primary responsibility to coordinate and operate the Family Reunification plan/center.

## **DEFINITION AND RESPONSIBILITIES OF “PERSON IN CHARGE”**

The Building Administrator is the “Person in Charge” of the building. When absent from the building, the Building Administrator will assign a designee to be responsible in his/her absence. When the Person in Charge of the building has been notified that an emergency exists, he/she will activate the appropriate procedures and direct the emergency response actions.

The Building Administrator or Person in Charge shall implement this plan when an emergency arises in the building or when the Superintendent of Schools, or his/her designee, provides notification of an emergency.

The Person in Charge of the Building will:

1. Take control upon being notified of an emergency.
2. Make immediate decisions regarding an emergency response.
3. Order the activation of the response.
4. Notify appropriate agencies by phone.
5. Apprise the Superintendent of Schools, or his/her designee, as the situation progresses.
6. Submit post-emergency reports to the Superintendent.