

Hannibal Central School District Emergency Response Plan
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Building Level School

Emergency Response Plan

Hannibal Central School District
2019-2020

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The Basic Planning

1. Introductory Materials

Plan Development and Maintenance

8 NYCRR Section 155.17 (b) and 155.17 (c)(11) - requires that each school shall have a Building Level School Safety Team that consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The Building Level School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

Building Level Safety Team

Name	Title	Agency	Contact Information
Christopher Staats	Superintendent of Schools	HCSD	
Nancy Henner	Executive Director of Business Administration	HCSD	
Stephanie Griffin	Assistant Principal, Fairley Elementry	HCSD	
Patrick Keefe	Assistant Principal, High School/ Athletic Director	HCSD	
Cayla Defren	Assistant Principal, DMK	HCSD	
Jarrett Butchino	Director of Facilities	HCSD	
Chris Tynan	Director of Technology	HCSD	
Nancy Younglove	Director of Food Service	HCSD	
Rob Pakish	Director of	HCSD	

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Name	Title	Agency	Contact Information
	Transportation		
Ed Brisson	School Security	HCSD	
Brittany Meier	Psychologist, Fairley Elementary	HCSD	
Tammy Kimpland	Nurse, DMK	HCSD	
Crystal Decker	Nurse, High School	HCSD	
Judy Moore	Food Service/CSEA Representative	HCSD	
Carl Emmons	Board of Education/Hannibal Fire	HCSD	
Brent Fosco	NYS Police	HCSD	
Greg Hilton	Board of Education	HCSD	
Dave Brown	SRO/SPO, DMK	HCSD	
Michael Goudy	SRO/SPO, Fairley	HCSD	
Rose Donovan	Nurse, FES	HCSD	
Connie Wallis	Health and Safety	NYSIR	
Jack Mekeel	Health and Safety	Cayuga Onondaga BOCES	

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. If Memorandum of Understandings (MOU) are created, a copy shall be listed in Appendix D. Advanced planning should specify the type of communication and services provided by one agency to another.

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Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency **and** with the New York State Police within thirty days of adoption.

Send Building Level Safety Plans to:

**New York State Police
Headquarters - Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226**

Or by email to:

info@safeschools.ny.gov

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Plan Review and Updates

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP annually and update it by July 1st as needed. Each update or change to the plan shall be recorded in the following table.

Revision/Update/Amendment	Name	Date
Update	Stephen Dunn	
Update	Shawn Morgan	
Update	Amy Bird	
Update	Jarrett Butchino	

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2. Purpose and Situation Overview

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property. The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students.

Potential Threats to School

The threat/hazard assessment was completed on 2018-2019 School year.

Specific Annexes used to address the above listed threats/hazards can be found in the Threat and Hazard Specific Annexes section.

The following table was used to aid in assessing possible threats/hazards to Hannibal Central School District:

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Threat, Hazard Types, and Examples

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none"> - Earthquakes - Tornadoes - Lightning - Severe wind - Hurricanes - Floods - Wildfires - Extreme temperatures - Landslides or mudslides - Winter precipitation - Wildlife
Technological Hazards:	<ul style="list-style-type: none"> - Explosions or accidental release of toxins from industrial plants - Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills - Hazardous materials releases from major highways or railroads - Radiological releases from nuclear power stations - Dam failure - Power failure - Water failure
Biological Hazards:	<ul style="list-style-type: none"> - Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis - Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> - Toxic materials present in school laboratories
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> - Fire - Active shooters - Criminal threats or actions - Gang violence - Bomb threats - Domestic violence and abuse - Cyber attacks - Suicide

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Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The Hannibal Central School District ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the Hannibal Central School District ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the schools readiness to respond to incidents.

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3. Concept of Operations

The overall strategy of a Hannibal Central School District ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. ⁸ [NYCRR Section 155.17 \(e\)\(2\)\(v\)](#) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

Initial Response

Hannibal Central School District personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the Hannibal Central School District and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

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4. Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

Students

Responsibilities include:

- ⑩ Cooperate during emergency drills, exercises and during an incident
- ⑩ Follow directions given by facility and staff.
- ⑩ Know student emergency actions and assist fellow students in an incident
- ⑩ Report situations of concern (e.g. "If you see something, say something.")
- ⑩ Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

Other Staff

Responsibilities include:

- ⑩ Execute assignments as directed by the Incident Commander

Parents/Guardians

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Responsibilities include:

- ⑩ Encourage and support school safety, violence prevention and incident preparedness programs within the school
- ⑩ Participate in volunteer service projects for promoting school incident preparedness
- ⑩ Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- ⑩ Listen to and follow directions as provided by the School District.

Principal

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- ⑩ Provide direction over all incident management actions based on procedures outlined in this ERP
- ⑩ Take steps necessary to ensure the safety of students, staff and others
- ⑩ Determine which emergency protocols to implement as described in the functional annexes of this ER
- ⑩ Coordinate/cooperate with emergency responders
- ⑩ Keep the Superintendent informed of the situation

Teaching Assistants

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

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Teachers / Substitute Teacher / Student Teachers

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- ⑩ Supervise students under their charge
- ⑩ Take steps to ensure the safety of students, staff, and other individuals.
- ⑩ Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- ⑩ Report missing students to the appropriate Emergency Response Team Member
- ⑩ Execute assignments as directed by the Incident Commander.
- ⑩ Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- ⑩ Render first aid or CPR if certified and deemed necessary

School Nurse/Health Assistant

Responsibilities include:

- ⑩ Administer first aid or emergency treatment as needed
- ⑩ Supervise administration of first aid by those trained to provide it
- ⑩ Organize first aid and medical supplies
- ⑩ Execute assignments as directed by the Incident Commander

Counselors, Social Workers & School Psychologists

Responsibilities include:

- ⑩ Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- ⑩ Provide appropriate direction to students as described in this ERP for the incident type

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- ⑩ Render first aid or CPR and/or psychological aid if trained to do so
- ⑩ Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- ⑩ Administer counseling services as deemed necessary during or after an incident
- ⑩ Execute assignments as directed by the Incident Commander

Principal's Secretary/Office Secretaries

Responsibilities include:

- ⑩ Answer phones and assist in receiving and providing consistent information to callers
- ⑩ Provide for the safety of essential school records and documents
- ⑩ Provide assistance to the Incident Commander/Principal
- ⑩ Monitor radio emergency broadcasts
- ⑩ Execute assignments as directed by the Incident Commander

Custodians/Maintenance Staff

Responsibilities include:

- ⑩ Survey and report building damage to the Incident Commander
- ⑩ Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- ⑩ Provide damage control as needed
- ⑩ Assist in the conservation, use and disbursement of supplies and equipment
- ⑩ Control locks and physical security as directed by the Incident Commander
- ⑩ Keep Incident Commander informed of the condition of the school
- ⑩ Execute assignments as directed by the Incident Commander

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Bus Drivers

Responsibilities include:

- ⑩ Supervise the care of students if disaster occurs while students are on the bus
- ⑩ Transfer students to new location when directed
- ⑩ Execute assignments as directed by the Incident Commander

Food Service/Cafeteria Workers

Responsibilities include:

- ⑩ Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- ⑩ Execute assignments as directed by the Incident Commander

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5. Direction, Control, and Coordination

To provide for effective direction, control and coordination of an incident, the Hannibal Central School District ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Hannibal Central School District ICS is organized as follows:

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<p>Incident Commander (IC) Directs Incident Management Activities</p> <p>Primary: Christopher Staats Alternate: Nancy Henner Alternate: N/A</p>			
<p>Public Information Officer (PIO) Acts as liaison between school and public (including media)</p> <p>Primary: Christopher Staats Alternate: Nancy Henner Alternate: N/A</p>		<p>Safety Officer (SO) Responsible for the overall safety of all persons involved</p> <p>Primary: Jarrett Butchino Alternate: Ed Brison Alternate: N/A</p>	
<p>Liaison Officer Responsible for coordinating with outside/emergency agencies</p> <p>Primary: N/A Alternate: N/A Alternate: N/A</p>			
<p style="text-align: center;">Planning</p> <p>Responsible for collection, evaluation, dissemination, and use of information</p>	<p style="text-align: center;">Operations</p> <p>Carries out response activities, universal procedures, etc.</p>	<p style="text-align: center;">Logistics</p> <p>Responsible for organizing resources and personnel</p>	<p style="text-align: center;">Finance & Administration</p> <p>Responsible for incident accounting, costs and reimbursement</p>

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6. Information Collection, Analysis, and Dissemination

The Hannibal Central School District will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander.

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies. The school will also monitor the school district information portal, to determine any information pertinent or critical to the school's recovery effort.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

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7. Training and Exercises

Hannibal Central School District understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that Hannibal Central School District personnel and community responders are aware of their responsibilities under the Hannibal Central School District ERP, the following training and exercise actions should occur.

Training

All Hannibal Central School District staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities - Deliver at start of school year
- Incident Command System (ICS) Training - Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. Or by contacting your local emergency management agency.
- Annual training
 - Review ERP with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency

Drills & Exercises

At a minimum, Hannibal Central School District will conduct the following exercises/drills annually:

- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- [8 NYCRR Section 155.17 \(e\)\(3\)](#) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

The following is recommended:

- 1 - Lockdown drill - Announced (first marking period)
- 3 - Lockdown drills - Unannounced (quarterly - following first announced drill)

Lockdown drills will be conducted internally to ensure that Hannibal Central School District staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated "safe areas" within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

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Whenever a lockdown drill will be conducted, whether announced or unannounced, Hannibal Central School District will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that Hannibal Central School District is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase "this is a drill". This will ensure that all involved recognize that this is a drill and not a real incident (i.e. "may I have your attention, this is a drill - LOCKDOWN - this is a drill"). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service "**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**" This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

Drill and training dates will be documented using the table below:

Drill Type	Drill Date	Agencies Involved
Earl Dismissal Drill	2019/2020	HCSD
Lockdown	2019/2020	HCSD
Fire	2019/2020	HCSD

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8. Administration, Finance and Logistics

Agreements and Contracts

If Hannibal Central School District resources prove to be inadequate during an incident, Hannibal Central School District will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials. Copies of these agreements are located in Appendix D.

Documentation

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

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9. Authorities and References

The following are State and Federal authorizations upon which this Hannibal Central School District ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and [8 NYCRR Section 155.17](#) require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS). Refer to [Appendix B](#) for the defined chain of command.
- New York State Executive Order 26.1 (2006), established ICS as the states standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) - 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.