

Marathon Central School District Emergency Response Plan
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Building Level School

Emergency Response Plan

Marathon Central School District
2022-2023

Date of Acceptance
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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
Tom Goskoski	Business Official	Marathon CSD	849-3224
Rebecca Stone	Superintendent	Marathon CSD	849-3117
Holly Marcolina	HS Principal	Marathon CSD	849-3252
Jon Hillis	ES Principal	Marathon CSD	849-3281
Kathleen Hoyt	Director of Instruction	Marathon CSD	849-1228
Chris Leins	Special Ed Director	Marathon CSD	849-3167
Greg Meixner	Director of Facilities	Marathon CSD	849-3213
Crystal Aukema	Teacher	Marathon CSD	849-2113
Donna Forrest	Teacher	Marathon CSD	849-2103
Kim Prestigiacomio	Teacher	Marathon CSD	849-1111
Patti Trabucco	Teacher	Marathon CSD	849-1100
Robin Visco	Teacher	Marathon CSD	849-2210
Heather Dann	Teacher Aide	Marathon CSD	849-1224
Tina Gallagher	Secretary	Marathon CSD	849-3229
Charles Forkey	Parent		607-218-8730

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Name	Title	Agency	Contact Information
Robin Baez	Parent		mrsbaez2004@gmail.com

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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School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Record of Distribution

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to your School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent and any other persons deemed appropriate by the School Safety Team. Distribution of the ERP shall be recorded in the following table.

Agency	Name of Receiving Party	Date Distributed
Marathon Fire Dept		
Marathon EMT/Ambulance		
New York State Police		
Cortland County Sheriff		

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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
	Tom Goskoski	06/23/2022
	Jon Hillis	06/23/2022
	Holly Marcolina	06/23/2022
	Patti Trabucco	06/23/2022
	Kim Prestigiacomio	06/23/2022
	Robin Baez	06/23/2022

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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
Emergency Early Dismissal
Hostage/Dangerous Person
Fire or Explosion
Natural Phenomena
Toxic Spill, Air Pollution, Radiological Incident, Oil/Gas/Diesel Spill
Civil Disturbance
Epidemic/Food or Water Poisoning
Systems Failure
School Bus Breakdown/Accident
Nuclear Attack

The threat/hazard assessment was completed on N/A.

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 Marathon 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 Marathon 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 Marathon 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 Marathon 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

Marathon 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 Marathon 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:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by facility and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. "If you see something, say something.")
- 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:

- Execute assignments as directed by the Incident Commander

Parents/Guardians

Responsibilities include:

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- Encourage and support school safety, violence prevention and incident preparedness programs within the school
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- 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:

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

Teaching Assistants

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

Teachers / Substitute Teacher / Student Teachers

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

Responsibilities include:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander.
- 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
- Render first aid or CPR if certified and deemed necessary

School Nurse/Health Assistant

Responsibilities include:

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

Counselors, Social Workers & School Psychologists

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Provide appropriate direction to students as described in this ERP for the incident type
- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

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Principal's Secretary/Office Secretaries

Responsibilities include:

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

Custodians/Maintenance Staff

Responsibilities include:

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

Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed

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- Execute assignments as directed by the Incident Commander

Food Service/Cafeteria Workers

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- 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 Marathon 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. Marathon Central School District ICS is organized as follows:

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<p>Incident Commander (IC) Directs Incident Management Activities</p> <p>Primary: Rebecca Stone Alternate: Thomas Goskoski Alternate: Kathleen Hoyt</p>			
<p>Public Information Officer (PIO) Acts as liaison between school and public (including media)</p> <p>Primary: Rebecca Stone Alternate: Thomas Goskoski Alternate: Kathleen Hoyt</p>		<p>Safety Officer (SO) Responsible for the overall safety of all persons involved</p> <p>Primary: Thomas Goskoski Alternate: Rebecca Stone Alternate: Kathleen Hoyt</p>	
<p>Liaison Officer Responsible for coordinating with outside/emergency agencies</p> <p>Primary: Rebecca Stone Alternate: Tom Goskoski Alternate: Kathleen Hoyt</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 Marathon 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

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

Training

All Marathon 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, Marathon 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 Marathon 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, Marathon 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 Marathon 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
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Lock down		
Lock down		
Lock down		
Lock down		

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8. Administration, Finance and Logistics

Agreements and Contracts

If Marathon Central School District resources prove to be inadequate during an incident, Marathon 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 Marathon 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.

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Functional Annexes

The information in this section was developed utilizing the Federal Emergency Management Administrations Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures and are intended to be transferable to schools statewide and modifications are not recommended.

- Shelter-in-Place
- Hold-in-Place
- Evacuation (required per [8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#))
- Lock-out
- Lock-down

These annexes contain elements required by [8 NYCRR Section 155.17](#). Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- Crime Scene Management
- Communications
- Medical Emergency and Mental Health

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- Accounting for All Persons
- Reunification
- Continuity of Operations
- Recovery
- Security

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Annex: Shelter-in-Place

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:

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

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Annex: Hold-in-Place

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:

- Provide direction over all incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff and others
- Determine which emergency protocols to implement as described in the functional annexes of this ER
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Annex: Evacuation

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Responsibilities include:

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

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:

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

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Annex: Lockdown

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:

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

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Annex: Crime Scene Management

Actions

Respond

- Ensure your personal safety first, then if possible, formulate a plan and make mental notes.

Evaluate

- Evaluate the severity of the situation, call 911 if appropriate.
- Identify involved parties.
- Be aware of weapons, hazards, and potential evidence.
- Don't touch anything unless absolutely necessary to preserve safety.

Secure

- Clear away uninvolved people.
- Establish a perimeter that prevents people from entering the potential crime scene.

Protect

- Safeguard the scene - limit and document any people entering the area.
- Don't use phones or bathrooms within the crime scene area.
- Don't eat, drink or smoke in the crime scene area.

Observe

- Write down your observations as soon as is safe to do so.
- Record detailed information - don't rely on your memory.
- Don't eat, drink or smoke in the crime scene area. Notes will aid first responders upon arrival and could be utilized in court.

Notify

- Call 911 if not already called or police are not on scene.

Document

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- Take good notes - such as: time, date, people at scene, weather, doors open or closed, lights on or off and the position of furniture.
- Be prepared to provide your notes and information to police.

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Annex: Communications

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:

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

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Annex: Medical/Mental Health

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:

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

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Annex: Accounting for All Persons

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:

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

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Annex: Reunification

The Superintendent (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 superintendent is unable to serve in that role. At all times, the superintendent still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

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

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Annex: Continuity of Operations

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:

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

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Threat and Hazard Specific Annexes

The threat and hazard specific annexes provide unique procedures, roles, and responsibilities that apply to a specific hazard. They often include provisions and applications for warning the public and disseminating emergency public information.

Threat and hazard specific annexes do not repeat content but build on information in the functional annexes and basic plan. Repeating information is not advisable for the following reasons:

School staff and students should learn and exercise simple procedures that apply to all hazards.

The hazard specific annexes should present only hazard-unique information.

Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.

The plan becomes larger and more difficult for users to comprehend.

The school should customize threat and hazard specific protocols to fit their unique circumstances. Planning, training, drills and table-top exercises conducted with local emergency and safety officials will assist in the development of effective procedures and protocols. These activities will also help a school evaluate the appropriateness of the procedures in the plan. They assist with modifications or updating as necessary to ensure that the procedures are sufficient to provide a safe environment for students, staff and visitors.

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Annex: Active Shooter

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:

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

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Annex: Bomb Threat

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:

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

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Sites of Potential Emergencies

Nuclear Attack

The original Emergency Management Plan contained a protocol for dealing with nuclear attack, which is reproduced in its essentials here for the purpose of maintaining completeness in the catalog of possible hazardous events treated in this Safety Plan.

- Many people feel that nuclear attacks are not survivable. However, the Federal Emergency Management Agency (FEMA) claims that many lives can be saved if the public knows what actions to take and when to take them. These actions do depend on the existence of advance warnings.
- With the assumption that nuclear attack would follow a period of mounting world tension, all persons should be familiar with the state and county emergency preparedness directives. Prior to an actual attack, the Emergency Broadcast System would notify the public through local radio and television emergency bulletins.
- In general, persons would report to emergency shelters or, as a last resort, basements of buildings. If no basement is immediately available, go to the innermost area of the building, farthest from all exposed exterior walls. If in a public shelter, obey the rules set forth by the appointed shelter personnel. Be aware that you may need to be in the shelter up to 30 days.

For the benefit of everyone, it is essential to remain calm. If in a basement:

- close all windows and drapes;
- fill buckets, bottles, and all available containers with water;
- turn off gas, electric, HVAC utilities, and water.
- After the attack, the primary hazard is residual radiation, otherwise known as fallout. Though you cannot see, smell, taste, or touch it, fallout is deadly. The most dangerous type of radiation is gamma, which is similar to high doses of X-rays. Time, distance, and shielding are the best defenses. Health problems result from inhaling or ingesting radioactive material.
- Inhaling radioactive fallout should be avoided by keeping dust particles to a minimum and wearing a face covering. Ingesting radiation should be avoided by eating canned foods, dried or canned milk, and uncontaminated water.
- Municipal drinking water for the Village of Marathon comes from a covered well and would be the safest for consumption. Water from a pond, lake, stream, roof or reservoir will contain some contamination.

Emergency Early Dismissal

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An early dismissal is announced in the event of:

- A system failure such as heating/plumbing/electrical failure that renders the building unsuitable for instructional purposes;
- A weather-related condition;
- Any other safety issue as determined by the Superintendent.
- The actual dismissal will follow normal procedures for dismissal unless the situation warrants otherwise.

Fire or Explosion

- First person on the scene should pull a fire alarm, and notify building administrator of the cause or source, if known
- Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff will become familiar with these locations. Do not put yourself or your students in harm's way.
- Immediately upon hearing the fire alarm, faculty and others in the building will evacuate the building via their prearranged evacuation route posted in each room.
- Upon reaching the assembly area, students will await further instructions.
- During inclement weather, the building administrator will contact the Transportation Supervisor to obtain buses for students to implement off-site sheltering plan. Teachers will take attendance and use accountability check sheets before students begin loading the buses to assure that all students are accounted for.

Hostage/Dangerous Person

If a student, staff member, or outsider is armed, has assaulted or threatens another person, or is behaving irrationally, any person on the scene should act in the interests of the safety of students and staff. In addition to notifying an administrator as soon as possible, a person on the scene should:

- Remain calm, reassure others, and try to prevent panic.
- As quickly as possible, move away from the scene anyone not directly involved with the incident.
- Notify administrator who will then notify the Superintendent. If after regular school hours where there is no administrator in the building, call 911.
- If communicating with the person:
 - - speak calmly and reasonably.

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- - encourage the person not to act hastily.
- - be non-threatening.
- - elicit as much information as possible.
- - allow the person to leave the building if he/she attempts to do so.
- Take note of dangerous person's/victims description, voice car or any other information that may be useful to the authorities if person flees the scene.
- Have someone write notes of any communication between involved persons.
- Observe details of any vehicle used.
- Maximize safety of all involved parties.

Toxic Spill, Air Pollution, Radiological Incident, Oil/Gas/Diesel Spill

- Cancel all outdoor activities and summon all persons into the building.
- Direct building staff to close all doors and windows, and turn off any exterior ventilating systems.
- Notify Superintendent and Director of Facilities.

Natural Phenomena

(Includes snow/ice storms, thunder/lightning, tornado, severe high winds, earthquake, flood)

- Curtail or cease all outdoor and/or extracurricular activities as appropriate. Summon all persons into the building with help of staff and public address system/walkie talkies.
- Students should be sheltered in classrooms, away from windows, glass, and other hazards.
- Depending upon the severity of the condition, students may be directed to sit in the hallway.
- The Superintendent will make the determination dismiss early or shelter on site.

Epidemic/Food or Water Poisoning

- The school nurse(s) will identify the existence of a problem and notify building administrators and the Superintendent.

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- The Superintendent will contact with the assistance of the County Health Department (753-5036) as necessary, to identify the problem source and potential solution(s).
- Potable water is mandated for building occupancy. If water is not suitable for drinking, operation of the building will cease unless equivalent provisions are made, such as bottled water and single service disposable cups.
- Public health officials have the highest authority in these situations. Building operation will be curtailed or ceased as appropriate.

Civil Disturbance

Building administrators and Superintendent will attempt to gather as much information as possible and place district in lockout if needed.

School Bus Breakdown/Accident

If you are involved in an accident on the school bus the following is a suggested procedure to follow that will meet the requirements of state law.

- Bring the bus safely to a stop.
- REMAIN CALM.
- Activate 4 -way flashers.
- Determine if there are any injuries if they are serious enough contact 911 directly, if not contact base, cell phone is preferable. Emergency contact phone numbers are in your bus.
- Identify yourself.
- Give your location.
- Notify how many passengers aboard and if there are any injuries.
- Briefly describe the incident and extent of damage.
- Follow instructions from base.
- Do not leave the scene of any incident involving personal injury or property damage until told to do so by administration or authorities.
- Base will notify authorities.
- Make sure that passengers are safe and as comfortable as possible.
- Make a list of all of the passengers on the bus at the time of the accident and where they were seated.
- Passengers should not be moved from the bus unless it would be more dangerous to stay on i.e.: fire, drowning, or further collision.

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- Secure the scene from further accidents or injuries: Move the bus to a safe location if it is danger of causing further damage.

Place triangles as soon as possible. A diagram of where to place triangles is inside the cover of the triangle box.

- Do not allow anyone other than emergency responders or school personnel on the bus
- Do not release students until told to do so by administration. Make a list of who has been released and to whom they have been released. If they are transported from the scene by emergency responders note where they are being transported to
- Cooperate fully with emergency personnel and police. You will be asked to provide your license along with the registration and insurance card that will be clearly displayed on the bus, or in the glove box of a van/car.
- Be careful not to destroy evidence, and if possible take pictures
- Do not discuss the accident with anyone other than police, insurance representatives or school administrators. Refer media personnel to the District Superintendent.
- Driver will be drug tested under the following circumstances:

If the accident involved the loss of human life;

If you receive a citation for a moving violation and anyone injured received treatment away from the scene or any vehicle involved had to be towed from the scene.

TRANSPORTATION OFFICE RESPONSIBILITIES IN RESPONDING TO A SCHOOL BUS ACCIDENT

- Gather the following information from bus driver:
 - Location
 - How many passengers on bus?
 - How many and type of injuries
 - Brief description of accident including damage
 - Remind driver to:
 - stay calm
 - give first aid to injured
 - secure the scene
 - fill out the seating chart
 - Notify appropriate authorities and Superintendent
 - Determine who and what vehicles should proceed to scene
 - Obtain a list of students who were removed from the scene, including by whom, and, if it is by emergency responders, to where they have been transported
 - Do not discuss incident with anyone except authorities, administration and insurance representatives
 - Obtain necessary information from police to fill out MV104f
 - Determine what if any disciplinary action and or retraining will be necessary for driver

REPORTING ACCIDENT

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Department of Transportation Part 722 (Reports of Accident):

- 1 "Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), will be immediately reported to the department by telephone or telegraph."
- 1 "No work will be performed on and no passenger will be transported in the vehicle until it is released by D.O.T."

Department of Motor Vehicles: Article 22 - Accidents and Accident Reports - Section 600 - Leaving scene of an incident without reporting:

- Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, will, before leaving the place where the damage occurred, stop, and exhibit his license and insurance identification card for such vehicle...then he will report the same as soon as physically able to the nearest police station, or judicial officer."
- Section 601 - Leaving scene of injury to certain animals without reporting: "Any person operating a motor vehicle which will strike and injure any horse, dog, or animal classified as cattle will stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and will also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community)."

MECHANICAL BREAKDOWN

- Bring bus safely to a stop.
- Activate 4-way hazard lights; and if situation appears to be extremely dangerous, put on any lights that may be helpful.
- Determine the nature and extent of breakdown.
- Call for help by two-way radio - give as much information as possible.
- Location
- Symptoms of problems
- Assistance needed
- Number of students on bus
- Display properly the reflectors found in your bus.
- Make necessary repairs if possible.
- Make students as safe and comfortable as possible.
- Move students to a safe location away from the bus if necessary.
- Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

PROCEDURES FOR VEHICLE DEFECTS

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- If any defect is found in the vehicle, it must be reported on the Bus Driver's Daily Report
- If a vehicle cannot be used, the office will assign the driver another vehicle. A pre-check must be performed on this vehicle by the driver before a run can be made. The driver is required to fuel and clean this vehicle at the end of the run. All gas or diesel must be recorded on the Daily Report Sheet.

Systems Failure

(Loss of power, heat, water or sewage systems, gas leak or structural damage)

- The Director of Facilities will evaluate the problem as far as possible and notify administration.
- Evacuation of the building will be done if deemed necessary.
- Building operation will be curtailed or ceased as appropriate. If formal emergency resolution is needed, the Office of Educational Management Services at SED should be notified.

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Appendices

The appendices are included for the purpose of documenting vital information necessary for emergency response. These tables should be completed with the requested information or a suitable replacement inserted in their place. This information should be continually updated to avoid confusion and delay during emergency response.

Building - Administrative Staff

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
Thomas Goskoski	Business Official	607-849-3224		Yes	Yes
Jonathan Hillis	Elementary Principal	607-849-3282		Yes	Yes
Kathleen Hoyt	Director of Instruction	607-849-1228		Yes	No
Christopher Leins	CSE Chair	607-849-3169		Yes	No
Holly Marcolina	High School Principal	607-849-3252		Yes	No
Rebecca Stone	Superintendent	607-849-3117		Yes	No

Building - Faculty

Room	Name	Grade	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
ES	TBD	Counseling	607-849-3208		No	No
HS201	BethAnn Duncan	Health	607-849-2208		Yes	Yes

Building - Support Staff

Room	Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
District Office	Heather Euson	Secretary /District Clerk	607-849-3117		No	No
Guidance	Tina Gallagher	Secretary	607-849-3229		Yes	No

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Room	Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
CSE107	Veronica Hall	Secretary	607-849-3169		No	No
ES Office	Susan Light	Secretary	607-849-3282		No	No
HS Office	Kacie Penrose	Secretary	607-849-3252		No	No
Business Office	Barbara Pitcher	Payroll Clerk	607-849-3230		No	No

District Contact Information

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Rebecca Stone	Superintendent	607-849-3117		Yes
Heather Euson	District Clerk	607-849-3117		No

Transportation Contact Information

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Andy Euson	Transportation Supervisor	607-849-3325		Yes

External Contact Numbers (Non-Emergency)

Agency	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Tom Boice	Marathon Christian Academy	607-849-3824		No

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Appendix B - Incident Command System (ICS)

COMMAND STAFF

Incident Commander

	Name	Title	Phone number
Primary	Rebecca Stone	Superintendent	607-849-3117
Alternate	Thomas Goskoski	Business Official	849-3224
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

Safety Officer

	Name	Title	Phone number
Primary	Thomas Goskoski	Business Official	849-3224
Alternate	Rebecca Stone	Superintendent	849-3117
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

Liaison Officer

	Name	Title	Phone number
Primary	Rebecca Stone	Superintendent	849-3117
Alternate	Tom Goskoski	Business Official	849-3224
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

Public Information Officer

	Name	Title	Phone number
Primary	Rebecca Stone	Superintendent	849-3117
Alternate	Thomas Goskoski	Business Official	849-3224
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

COMMAND POSTS

	Primary	Alternate	Alternate
Interior	Superintendent's Office	Appleby Elementary School Office	Bus Garage
Exterior	Civic Center	Bus Garage	Whitney Point CSD or Cortland CSD

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Appendix C - Emergency Response Teams

8 NYCRR Section 155.17 (e)(2)(ii) - requires the designation of an emergency response team, other appropriate response teams, and a post-incident response team. The following tables are provided for the documentation of those teams your schools ERT and PRT, please add additional tables if other response teams are utilized.

Emergency Response Team

Name	Title	Primary Contact #	Alternate Contact #
Rebecca Stone	Superintendent/ Chief Emergency Officer/Public Information Officer	607-849-3117	
Tom Goskoski	Business Official/Safety Officer	607-849-3224	
Holly Marcolina	Jr/Sr High School Principal/Operat ions	607-849-3252	
Jon Hillis	Elementary School Principal/Operat ions	607-849-3282	
Kathleen Hoyt	Director of Instruction	607-849-1228	
Chris Leins	Director of Special Education	607-849-3169	
Andy Euson	Transportation Supervisor/Logi stics	607-849-3295	
Greg Meixner	Director of Facilities/Logisti cs	607-849-3213	
Francis Zaryski	Cafeteria Manager/Logisti cs	607-849-3149	
Shawn Palmer	Elementary Custodian	607-849-3281	

Post Incident Response Team

Name	Title	Primary Contact #	Alternate Contact #
Rebecca Stone	Superintendent	607-849-3117	

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Name	Title	Primary Contact #	Alternate Contact #
Thomas Goskoski	Business Official	607-849-3224	
Kathleen Hoyt	Director of Instruction	607-849-1228	
Christopher Leins	CSE Chair	607-849-3169	
Holly Marcolina	High School Principal	607-849-3252	
Jonathan Hillis	Elementary Principal	607-849-3282	

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Appendix D - Memoranda of Understanding (MOU)

Business/Agency	Service Provided	Expiration Date of Agreement
N/A		

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Appendix E - Master Class Schedule

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Appendix F - Building/Grounds/Local Road Maps

8 NYCRR 155.17 (e)(2)(iii) Procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.

Floor plans should include the following recommendations:

- All labels typed
- Include school name and address
- Include a key to define any symbols used
- Include a compass indicating North
- Each floor should be a separate page
- Building entrances labeled (including service entrances)
- Windows and interior doors graphically shown
- Rooms labeled with room number
- Common areas and administrative offices labeled by use
- Location of water, gas and electrical shutoffs clearly noted

Map/Image of grounds should include the following recommendations:

- All labels typed
- An overview of campus with all buildings labeled
- Include a key to define any symbols used
- Include a compass indicating North

Map/Image of surrounding areas should include the following recommendations:

- Labeled streets
- Labeled buildings
- Include key to define any symbols used

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Appendix G - Student/Staff/Guest with Special Needs

Student/Staff/Guest

Room #	# with Special Needs	Description of needs
N/A		