



# CINCINNATUS CENTRAL SCHOOL

## **District Safety Plan**

Safe Schools Against Violence In Education  
(SAVE)

**Board Approved: August 20 2020**

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## **Introduction**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

This Emergency Response Plan was developed by the Safety Committee, which met regularly to develop the document using sample outlines by the State Education Department and the District-wide Emergency Management Plan. The School Safety Committee also developed a chart which will be located in each classroom as a quick reference guide for staff use during an emergency.

The Cincinnatus Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Cincinnatus Central School's Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Cincinnatus Central School District Board of Education, the School Safety Team was charged with the development and maintenance of the District Emergency Response Plan.

### **B. Identification of School Teams**

The Cincinnatus Central School has developed three emergency teams as follows:

**School Safety Team** – This team meets on at least an annual basis to review the safety plan(s), to assure input from the various stakeholders within the district, and to recommend amendments to the Board of Education for adoption.

**Emergency Response Team** – This team serves in the vital role as the District's responder to any emergency and will provide the necessary leadership to guide the district through an emergency situation from declaration, response, post-incident response, and the debriefing process used to improve future emergency preparedness and response.

**Post-incident Response Team** – This team engages with the response team upon the declaration of an emergency to assure that the personal needs of individuals and/or groups are catered to and taken care of to the best of our abilities. Food, shelter, water, medical, transportation, and psychological needs are examples of their areas of focus. Additionally, aftercare and debriefing to improve future responses are also a necessary component of this team's role.

### **C. Concept of Operations**

If the Superintendent, or in his/her absence a designee, as the District's Emergency Coordinator, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post. Where appropriate, the Superintendent will notify local emergency officials.

A specific response or set of responses exists for all foreseeable emergencies. Each teacher and non-instructional staff member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. If uncertainty exists, the Principals shall be notified.

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Principal, County Emergency Coordinator, Civil Defense Officials, and other authorities. One or more of the following responses may be utilized: Early Dismissal, School Cancellation, Sheltering and Evacuation.

In an emergency, ordinary rules of work hours, work sites, job descriptions and any other contractual provisions, are subject to State, County, or School District directives.

### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. This District Plan will be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

*Information in the following paragraphs apply only to the Building Level Emergency Response Plans.*

*The Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.*

*Full copies of the Building-level Emergency Response Plan will be supplied to both local and State Police, and local fire departments within 30 days of adoption.*

*The School Safety Team shall review and revise the Building-level Emergency Response Plan annually, prior to July 1 of each year, after its adoption by the Board of Education.*

## Section II: Risk Reduction/Prevention and Intervention

### A. Designation of School Teams

#### SCHOOL SAFETY TEAM

Eric Benedict, Director of Facilities  
Greg Bilodeau, Cook Manager  
Amber Bonham-DeLarm, Secondary School Secretary  
Jennifer Fox, Head Bus Driver  
Evan Todd, OCM BOCES Safety Officer  
Todd M. Freeman, Superintendent of Schools  
Kim Symons, Elementary Principal  
David Phetteplace, Secondary Principal  
Megan Potter, RN, School Nurse  
Bridgitte Cook, Director of Pupil Personnel Services

#### EMERGENCY RESPONSE TEAM

<u>Department/Name</u>	<u>School Extension</u>	
Superintendent of Schools   Todd Freeman	5000	(607) 863-4069
Secondary Principal David Phetteplace	5300	(607) 863-3200
Elementary Principal Kim Symons	4250	(607) 863-3200
Director of Facilities Eric Benedict	5150	(607) 863-3200
Head Bus Driver Jennifer Fox		(607) 863-3866
Cook Manager Greg Bilodeau	5800	(607) 863-3200

#### POST-INCIDENT RESPONSE TEAM

<u>Department/Name</u>	<u>School Extension</u>	<u>Number</u>
Superintendent of Schools Todd Freeman	5000	(607) 863-4069
Secondary Principal David Phetteplace	5300	(607) 863-3200
Elementary Principal Kim Symons	4250	(607) 863-3200
Director of Facilities Eric Benedict	5150	(607) 863-3200

Head Bus Driver		
Jennifer Fox		(607) 863-3866
Cook Manager		
Greg Bilodeau	5800	(607) 863-3200
School Psychologist		
Maxine Gage	3030	(607) 863-3200
School Counselors		
HS – Derek Witty	5400	(607) 863-3200
MS – Christina Hegedus	5420	(607) 863-3200
Social Worker		
Cathy Aitchison	2120	(607) 863-3200
School Nurse		
Megan Potter, RN	5610	(607) 863-3200
School Clinic		
Jeanine Dodds	5620	(607) 863-3200
Director of Pupil Personnel Services		
Bridigtte Cook	5200	(607) 863-3200
Health Teacher		
Karissa Graham	2100	(607) 863-3200
Cafeteria		
Chrissy VanWagenen	5810	(607) 863-3200

## **B. Prevention/Intervention Strategies**

### *Building Personnel Training*

Annual training is provided to members of the District’s Response Team through scheduled drills throughout the school year as follows: bus, fire, lockdown, on-site sheltering, evacuation (off-site sheltering), and tabletop. Additionally, debriefing sessions are also conducted with members of the response team after all drills.

### *Coordination with Emergency Officials*

An annual tabletop exercise/training may be conducted in coordination with the Cortland County Fire and Emergency Management Office and other local officials.

### *Annual Multi-hazard Training for Staff and Students*

At least once every school year, the school district will conduct a test of its emergency response plan for sheltering and early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill.

## **C. Identification of Sites of Potential Emergencies**

### Site of Vulnerability within District Limits

S & D Petroleum Mini-Mart  
NYS Route 26  
Cincinnatus, New York 13040

### Potential Hazard

Gasoline, Diesel,  
Kerosene, LP Gas

McKee Equipment  
Telephone Rd Ext.  
Cincinnatus, New York 13040

Tires, Various Chemicals

Cincinnatus Home Center  
NYS Route 26  
Cincinnatus, New York 13040

Pesticides, Lawn  
Chemicals, LP Gas,  
and Paints

Town of Cincinnatus  
Town Highway Department  
Lower Cincinnatus Road  
Cincinnatus, New York 13040

Gasoline, Diesel Fuel

Cincinnatus Central School  
2809 Cincinnatus Road  
Cincinnatus, New York 13040

Gasoline, Diesel Fuel, LP  
Gas, Playground Equip,  
Cafeteria, and Custodial  
Room/Storage

Otselic River

Flooding

New York State Electric & Gas

Electric Explosion  
Power Outages

CCS Transportation Garage  
2747 NYS Rt. 26, Cincinnatus, NY 13040

Diesel Fuel, Gas, LP Gas,  
Waste Oil

Family Dollar, Telephone Rd. Ext.

Chemicals

### **Section III: Response**

#### **A. Assignment of Responsibilities**

In the event of an emergency, the District's plan will be implemented through a chain of command as follows:

INCIDENT COMMANDER: The Superintendent and/or his/her designee is the District's Emergency Coordinator/Incident Commander. (The incident commander may be relieved of such duty by the local emergency responder, which would result in him/her assuming a support role of a unified command system.)

The Superintendent will depend on and work closely with the Emergency Response Team members, who have additional responsibilities noted below, to respond to the crisis in a thorough, professional and caring manner from beginning to end.

PUBLIC INFORMATION OFFICER: The Superintendent also serves as the Public Information Officer for the District.

SAFETY OFFICER: The District will utilize the services of their OCM BOCES Safety Officer.

OPERATIONS: These functions will be performed as follows:

- Site Facility/Check Security – Superintendent of Buildings and Grounds and staff
- Search and Rescue – Head Bus Driver

- Medical – FHN Physician, School Nurse, and FHN Clinic Staff
- Student Care – School Nurse, school faculty and staff.

PLANNING/INTELLIGENCE: These functions will be performed as follows:

- Documentation – District Clerk
- Situation Analysis – Leadership Team

LOGISTICS: These functions will be performed as follows:

- Supplies/Facilities – Superintendent of Buildings and Grounds and custodial staff
- Staffing – Building Principals
- Communications – Superintendent/Leadership Team
- Food Service Needs – Food Service Manager

FINANCE/ADMINISTRATION: These functions will be performed as follows:

- Timekeeping – District Clerk
- Purchasing – District Clerk

### **B. Continuity of Operations**

In case of absence or unavailability of the Superintendent, the chain of command for emergency decisions is:

Secondary Principal, David Phetteplace	5300 or (607) 863-3200,
Elementary Principal, Kim Symons	4250 or (607) 863-3200,
Director of Facilities, Eric Benedict	5150 or (607)863-3200

### **C. Access to Floor Plans**

A district street map (appendix 1) and building floor plans (appendix 2) are attached to this Emergency Response Plan. A copy of this plan shall be located in the District Office, Elementary Office, Secondary Office, Director of Facilities’ office, Transportation Office, Cafeteria Office and Nurse’s Office. This plan shall also be sent to the local fire departments and local law enforcement agencies.

Other information of this nature that may be required by local emergency response agencies will be made available through the Office of the Director of Facilities.

### **D. Notification and Activation**

The following internal and external communication systems may be used in emergencies:

Telephone (cell phones)	List serve email
Public Address System	Bus Radio System
District portable radios	Runner system
Local media	NOAA Weather Radio
Emergency Alert System (EAS)	Classroom Flip Charts
New York Alert	School Messenger

The report of an incident or a hazard’s development will be reported to the Superintendent as soon as possible. When the Superintendent declares an emergency, (s)he will begin implementing the

emergency plan by declaring what protective action is to be taken and activating the chain of communication as indicated in appendix 16.

Each Principal is responsible to provide internal directions to all staff should any emergency or disaster occur. In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

The District Office serves as the Emergency Command Post. The Transportation Facility shall serve as the alternate Emergency Command Post.

The Command Post and alternate Command Post shall be equipped with a radio(s) to receive messages from the Emergency Broadcast System and the National Weather Bureau and with a radio receiver/transmitter on the District's school bus frequency. Each Command Post shall also be equipped with a telephone, emergency lighting, emergency telephone numbers, list of hazardous materials, and School District, local and regional maps.

Transportation staff members may be expected to report to work when alerted of an emergency.

Staff members involved in the response shall continue their response actions until the emergency has ended.

## **E. Hazard Guidelines**

### **CIVIL DISTURBANCE**

Principal - At the beginning of an actual or potential civil disturbance obtain the following information:

- Where - specific location;
- When - time begun;
- How many persons involved;
- What is taking place;
- Purpose or intentions of group.

Principal - Notify Superintendent.

Principal/Superintendent - Notify staff and students and move them away from areas where violent confrontations are or may be occurring.

Principal/Superintendent/Transportation Supervisor - Consider closing school if conditions warrant. *Do not dismiss unless it can be achieved without risk to students and staff.*

### **RESOURCES**

- List of emergency phone numbers – appendix 11.

### **HOSTAGE/KIDNAPPING/DANGEROUS PERSON**

First person on the scene - Identify the situation  
or  
Person receiving call:

Fill out Telephone Threat Information Sheet. (appendix 17)  
Try to prolong conversation as long as caller will talk.  
Obtain as much information as possible.  
Listen for characteristics of caller and background noise.

First person on the scene or person who received call – Notify Principal/Immediate Supervisor, describe situation and deliver written information as soon as possible.

Principal - Notify Superintendent (ext.5000) and County Sheriff (911).

Principal - Upon arrival of police, advise of the situation and follow instructions.

Be prepared to evacuate (DO NOT use fire alarm in this situation).

Principal - Keep Superintendent informed.

Superintendent - Notify parents and/or spouse of victim(s).

Police - Termination of emergency.

#### General Principles for Responding to a Dangerous Person Until Authorities Arrive

- REMAIN CALM, reassure others and try to prevent panic.
- As quickly as possible remove people not directly involved with the incident. If necessary, evacuate all or part of the building.
- Address injured. (appendix 12 for Trained Staff)
- Maintain communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.
- Gather as much information as possible. Have someone make notes to give to the police if possible.
- If the person attempts to leave building, allow departure. Observe whether a vehicle is used. Note license number and description of vehicle and person(s).
- If the person attempts to leave building with a student or staff member, remember the most important consideration is the safety of all. Observe whether a vehicle is used. Note license number and description.

#### RESOURCES

- Building Floor Plans – appendix 2.
- Emergency Responders – appendix 11 & 12.
- Telephone Threat Information Sheet – appendix 17.

## **MISSING CHILD**

First person to notice missing child – call Attendance Aide.

Attendance Aide will verify attendance and check that child is not in Nurse's Office. If MS/HS student, she will also check with Guidance Office.

Attendance Aide will notify Principal confirming missing child.

Principal will activate Search Team. (Available members of Leadership Team)

Principal will notify parents.

Principal will notify appropriate agencies.

All call will be done as last resort.

The above steps are done in the order of administrative discretion.

Immediate notification to Building Principal and Search Team when child is located shall be made.

## **BOMB THREAT** : (Board Policy #5683)

Person receiving threat - Upon receipt of a bomb threat by telephone question the caller and complete a Bomb Threat Form located Emergency Response Booklet or appendix 17.

Person receiving threat - Notify Principal/Superintendent.

Superintendent of Schools or Designee – Notify Sheriff (911).

Superintendent of Schools - Notify staff and students to evacuate building, as appropriate. No evacuation for non-specific bomb threats.

Emergency Response Team – Sweep sheltering areas and routes of egress.

Superintendent notifies staff and students via PA system to evacuate or begin in-house sheltering.

Continue sweep of previously occupied areas.

Superintendent of Schools or Designee - Upon arrival, advise police of situation.

Sheriff and/or State Police - Termination of Emergency.

Superintendent/Principals - Resume, curtail or cease building operation. Notify staff and students.

## **HOSTAGE TAKING**

The Building-Level Emergency Response Plan for Missing/Abducted/Kidnapped Student procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

The first person aware of the situation will immediately notify the principal's office and call 911.

The school principal or designee will issue the appropriate alert if necessary and isolate the area.

The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.

The school principal or designee will turn over authority to the police upon their arrival and assist as requested

### **INTRUSIONS**

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general the following response action will be taken:

The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.

The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.

The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.

If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification

If the situation escalates, plain language will be utilized to notify all building occupants to lockdown according to pre-defined procedures.

The School Superintendent's office will be notified so appropriate resources can be made available to the school district.

The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

### **KIDNAPPING:**

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system. Parent/guardian will be notified. If student is not found, police will be notified.

The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.

Parents will be notified immediately if the student is located.

During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.

If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).

The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.

The School Superintendent will be notified.

The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.

Parents will be notified immediately if the student is located.

After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.

Gather any information available on the student and their departure from school.

Advise parent/guardian to contact friends.

Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.

Ask parent/guardian to re-contact school if student is located.

## **FIRE/EXPLOSION**

First person on scene - Pull Fire Alarm, except during gas leak (see Systems Failure, page 17). Notify Superintendent/Principals of what prompted fire alarm, location and source of fire/explosion if known.  
Occupants - Evacuate building on sound of fire alarm in accordance with established emergency evacuation plans posted in each classroom. After evacuating, close doors behind you.

Superintendent/Principal Notify:

Fire Department (911)

State Education Department (518-474-3906 – Facilities Planning)

Head Bus Driver - if need to evacuate (607) 863-3866 or 863-3266

Custodial/Maintenance Staff - Investigate source and confirm evidence of fire if possible or practical.

Principals - Upon arrival, advise Fire Department Station and keep Superintendent's office apprised.

Fire Department - Termination of Emergency.

Superintendent/Principals - Resume, curtail or cease building and operation as appropriate and notify:

- Staff
- Students
- Parents

## RESOURCES

Local Emergency Responders – appendix 11 & 12.  
Chemical inventory with MSDS - located in Building & Grounds Office.  
Fire alarm system panel  
Fire extinguishers - serviced and charged  
Staff trained in First Aid and CPR – appendix 12.

### **EMERGENCY FIRE PROCEDURES**

The staff person noticing a fire will immediately pull a fire alarm, except during a gas leak, (see Systems Failure, page 17) in order to evacuate the building. That person should then contact the Superintendent/Principal and notify him/her of the location of the fire.

Immediately upon hearing the fire alarm, faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.

When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room and the emergency packet (see appendix 19), and upon arrival at the prearranged assembly point, check the roll to see that no one is missing. All departments, faculty, and staff, as well as students, must be accounted for. Report missing personnel to appropriate administrator per procedure.

All students and staff shall be instructed to leave all personal belongings which may be in their classrooms and immediately leave the building following the prearranged plan. No person will be allowed to return to the building once it has been evacuated until authorized by the Fire Chief.

At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file and quickly to the exit pre-assigned.

All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, go to the nearest fire exit.

Fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff shall become familiar with these locations. All employees must evacuate the building rather than attempt to fight the fire. The district currently does not train nor expect employees to use fire extinguishers.

Upon reaching the assembly area, students shall await further instructions and will return to the building only when authorized to do so. The return to classrooms shall be quiet, orderly and quickly accomplished. During inclement weather, the Principal shall contact the Head Bus Driver to obtain buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure, the two-way radios are to be utilized.

### **INCLEMENT WEATHER**

#### Snow/Ice Storm – Thunder/Lightning

Head Bus Driver - Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.

Superintendent - Notify Principals of impending situation. Select appropriate Emergency Response Action and relay instructions to Principals.

Principal - Curtail or cease all outdoor and/or extra-curricular activities as appropriate. Summon all persons into the building with help of staff and public address system.

Principals/Head Bus Driver - Implement selected Emergency Response Action.

Superintendent - Termination of emergency will be issued by Superintendent.

## RESOURCES

- Emergency Two-Way Radios located in each building and with key administrators
- Staff trained in First Aid and CPR – appendix 12.
- Emergency Telephone Number List – appendix 11.

## **SEVERE HIGH WINDS/TORNADO**

In the event, notification, or declaration of an impending tornado/storm, warnings and instructions may be relayed to the Superintendent via the BOCES District Superintendent, the County Emergency Management office (607-753-5065) or Emergency Broadcast System.

Once a severe weather watch has been posted, the Superintendent or designee will notify the Emergency Response Team.

During a tornado warning, the Superintendent or Principal in charge shall notify all students, faculty members and others in the building that a tornado has been sighted and for all to go immediately to the nearest shelter. Cancel all outdoor activities and summon persons into the building with help of staff.

The teacher shall take the attendance register for the group in the room, and upon arrival at the prearranged shelter, check the group to see that no one is missing. A report shall be given to the Principal. Any person with your group that should have been with another should also be reported.

No student will be allowed to return to the room once it has been vacated until authorized to do so.

While proceeding to the pre-arranged shelter, emphasize silence and calmness so further instructions may be heard and lines will move quietly to the shelter area.

In the event of tornado conditions, large assembly areas such as large gym, small gym, cafeteria, Wilbur Auditorium, should not be used due to the fact that large roof spans are vulnerable. Interior walls and classrooms and/or interior hallways should be used to shelter occupants.

If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head. Do not assemble in gymnasiums, auditoriums or cafeterias.

## RESOURCES

- Emergency Two-Way Radios - located in each building and with key administrators

- National Weather Service
- Emergency Telephone Numbers - appendix 11.
- Staff trained in First Aid and/or CPR - appendix 12.

## **EARTHQUAKES**

### **During an earthquake:**

Keep calm. Stay where you are. Most injuries occur from people entering or leaving buildings.

If indoors when an earthquake strikes, take cover under a table, desk, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.

Don't use candles, matches, or open flames during or after the tremor.

If outside when the earthquake strikes, move to an open area away from buildings and utility poles, water main, fire hydrants and gas lines.

**After an earthquake:** Reference the following sections as appropriate – Fire/Explosion (page 10), Systems Failure (page 17), Gas Leak (page 18).

## **RESOURCES**

- Emergency Two-Way Radios - located in each building and with key administrators.
- National Weather Service
- Staff trained in First Aid and/or CPR - appendix 12.
- Emergency Telephone Numbers - appendix 11.

## **FLOOD**

In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the County Emergency Management Office (607-753-5065), the National Weather Service or other emergency response agency.

If the emergency occurs without warning, the Superintendent may need to initiate appropriate emergency procedures.

The Superintendent, in concert with the Emergency Response Team, will determine the safest course of action.

Road conditions will be monitored by the Head Bus Driver in conjunction with the Town and/or County Highway Departments, Cortland County Sheriff, and/or the NY State Police.

Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.

## **RESOURCES**

- Emergency Two-Way Radios - located in each building and with key administrators
- National Weather Service
- Emergency Telephone Number List - appendix 11.

## ▪ **OTHER NATURAL DISASTERS - AIR POLLUTION, RADIOLOGICAL INCIDENT, TOXIC SPILL, DROUGHT**

In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the BOCES District Superintendent or the County Emergency Management Office (607-753-5065).

If the emergency occurs without warning, the Superintendent may need to initiate local emergency procedures.

Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.

In the event of a toxic spill, radiological incident, or air pollution:

- Cancel all outdoor activities and summon all persons into building.
- Direct building staff to close all doors and windows within the building by using the public address system.
- Direct building custodians to close all vents and fans bringing outside air into the school.
- Superintendent will relay proper response action.

## RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- National Weather Service
- Staff trained in First Aid and/or CPR - appendix 12.
- Emergency Telephone Number List - appendix 11.

## **MEDICAL EMERGENCIES**

### General

Examples: allergic reactions, animal bites, bleeding, blow to the head, broken bones, burns, choking, diabetic shock, drowning, electric shock, etc.

First person(s) on the scene:

- Summon the school nurse (or others qualified to give first aid – appendix 12).
- Secure the scene.
- Do not move victim unless directed by medical personnel.
- Calmly disperse other persons who are present.

School Nurse (or qualified person) –

- Comfort the person.

- Administer first aid.
- Summon emergency squad/ambulance (911) if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
- Notify Principal.

Principal/ School Nurse - Notify parent or spouse.

Principal - Notify Superintendent

Custodial Staff - Clean up body fluids according to District Procedures.

#### RESOURCES

- Staff trained in First Aid/CPR - appendix 12.
- District "Procedures for Cleaning up Body Fluid Spills" - appendix 18.
- Emergency Telephone Number List - appendix 11

#### Epidemic/Food or Water Poisonings

School Nurse - Identify the problem and notify the Superintendent.

Superintendent –

- Notify School Physician (Clinic 607-863-4126)
- Notify Principals
- Notify County Health Department (607-753-5036)
- Notify staff and news media as appropriate
- Notify Food Service Manager (315-790-2444)

Follow directives of the school physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.

Public Health Officials - Monitor emergency.

#### RESOURCES

Emergency Telephone Number List - appendix 11.

NOTE: Water suitable for drinking is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.

#### **SYSTEMS FAILURE**

General (Loss of Power, Heat, Water or Sewage Systems, Gas Leak)

Upon discovery or detection of a system failure the first person on the scene shall notify Superintendent of Building and Grounds or Custodial /Maintenance Person

Custodial/Maintenance - Notify the Director of Facilities (ext. 5150).

Director of Facilities or Custodial –

- Evaluate the problem insofar as possible and notify Superintendent and commence appropriate remedial maintenance action.
- Complete corrective actions and recovery.

Principal /Superintendent of Schools –

- Activate fire alarm if there is any question as to the safety of the building occupants. (In the event of a GAS LEAK, do not activate fire alarm, use the public address system.)
- Curtail or cease building operations as appropriate, and notify staff, parents and students and issue instructions.
- Notify Board of Education and State Education Department, Facilities Planning (518-474-3906) if formal emergency resolution is needed.

NOTE: In the event of a power failure, all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting.

#### RESOURCES

- NYSEG (1-800-572-1131)
- Emergency Telephone Number List - appendix 11
- Emergency two-way radios - located in each building and with key administrators

#### Oil/Gasoline/Diesel Spill

Upon discovery or detection of a fuel spill on school property the first person on the scene will:

- Notify Director of Facilities (5150).
- Notify Superintendent of Schools (ext. 5000).
- Stop source of spill if possible.

Director of Facilities - Evaluate the problem insofar as possible and stop source of spill if possible. Commence remedial response, i.e., absorbents.

Superintendent of Schools - Decide whether to curtail or cease building operation as conditions warrant. Notify news media and use public address system as appropriate.

Director of Facilities and Superintendent of Schools - Notify the Department of Environmental Conservation (607-753-3095) or after hours, 24-hour Spill Hotline (1-800-475-7362). Recovery will direct cleanup work as directed by DEC and/or Cortland County Health Department (607-753-5035)

Superintendent of Schools - Notify the Board of Education and State Education Department, Facilities Planning (518-474-3906), if formal emergency resolution is needed.

#### RESOURCES

- Emergency Telephone Number List - appendix 11.

- Department of Environmental Conservation (607-753-3095)
- Cortland County Department of Transportation (607-756-7072)
- Cortland Highway Department (607-753-9377)

### **STRUCTURAL DAMAGE TO A SCHOOL BUILDING**

The staff person noticing physical structural damage to a school building should contact the Principal and notify him/her of the location of the damage. The Principal shall notify the Superintendent of the physical damage. The Superintendent will determine the safety of the students in the building upon advice from the Director of Facilities. The Superintendent will activate the Emergency Response Team to determine if immediate evacuation is necessary. Should the Superintendent not be available, the Chain of Command shall be followed as indicated on page 6.

### **SCHOOL BUS BREAKDOWN/ACCIDENT**

Bus Driver – Notify Head Bus Driver and call 911 if able.

Head Bus Driver:

- Notify Superintendent
- Dispatch another vehicle to scene - Head Bus Driver or Mechanic - take one bus to accident site to remove students from bus only after instructed to do so by emergency medical personnel on scene.
- Call 911 if driver not able
- Notify School Nurse (5610)
- Notify Principals
- Notify parents
- **NUCLEAR ATTACK**

In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the Cortland County Emergency Management Office (607-753-5605) or other emergency response agency.

If the emergency occurs without warning, the Superintendent may need to initiate appropriate emergency procedures.

The Superintendent, in concert with the Emergency Response Team, will determine the safest course of action.

Road conditions will be monitored by the Head Bus Driver in conjunction with the Town and/or County Highway Departments, Cortland County Sheriff, and/or the NY State Police. Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.

### RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- Emergency Telephone Number List - appendix 11.

## **F. Evacuation Procedures**

The Superintendent shall provide administrators with a list of radio and television station telephone numbers for use in an emergency (appendix 16).

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services, 315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

## **EMERGENCY DISMISSAL**

Emergency dismissal may be a viable option for emergency situations as decided by the Superintendent. The Transportation Department will be notified when and where to send buses. Emergency dismissal will follow normal dismissal procedures unless situation warrants otherwise. Alternate dismissal procedures and/or loading areas will be selected by the Superintendent of Schools or designee, as the emergency dictates.

Superintendent of Schools will notify News Media of an emergency dismissal.

The following information will be maintained in the Elementary, High School, Transportation and Attendance Offices:

- Permission to send child home early in the event of emergency
- Instructions where to send the child if not to be sent home
- Name and telephone number of employer(s) and/or person at which to contact parents in the event of early dismissal
- Alternate plans for the child's welfare if parent or caretaker cannot be informed of early dismissal
- Special students' needs identified and planned for appropriately (appendix 14)

Under certain circumstances students may be temporarily transported to off-site emergency sheltering. (see page 25)

## **SCHOOL CANCELLATION**

School cancellation could be announced in the event of prolonged system failures, severe weather, or other conditions that cause a return to school to be unsafe as decided by the Superintendent or emergency designee. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e., local radio stations. (appendix 16- Confidential)

## **LOCKDOWN**

A lockdown procedure is called when leaving the facility or walking through the building would endanger the health of employees and students. In the event that a lockdown is needed:

The Superintendent will notify all faculty and staff either by written notice or by public announcement, including the bus garage, and will call 911.

Upon notification of emergency, all students and staff will be instructed to remain in their respective classrooms or work areas. Students going to a different location in the building are to go to the nearest occupied room.

Close and lock all doors.

Staff/students will remain in lockdown status until the law enforcement or school personnel unlock your door.

Parents will be notified by School Messenger System, local radio and TV stations as time permits.

## **SHELTERING/HOLD IN PLACE PROCEDURE**

A Sheltering/Hold in Place Procedure is called when leaving the facility would endanger the health and safety of the children/staff. An instruction to shelter students and staff will require assurance that all staff and students remain inside school buildings. The procedure may involve some or all of the children depending on the nature and location of the emergency.

In the event the Superintendent of Schools advises the Principal to have students/staff hold in place, the following procedures will commence:

The Principal will apprise the teaching staff, the school nurse, the custodial staff, and the cafeteria staff.

Upon notification/occurrence of an emergency situation or execution of a drill, the Principal shall instruct students and staff to report to designated shelter areas or to remain in classrooms as appropriate. Upon such notification, all students and staff will be directed to the designated shelter areas: UPK-4 to the Wilbur Auditorium, 5-12 to the large gymnasium (Appendix 4.0 and 4.3).

The Superintendent or his/her designee will assign selected staff members and the custodian(s) to secure the building. If emergency dictates, windows will be closed and the ventilation system shut down and closed.

If such a procedure necessitates remaining in school after regular school hours, public notification from the Superintendent will follow immediately. Superintendent of Schools will notify the Head Bus Driver.

Non-assigned instructional staff will report to the Principal for specific instructions.

Food Service Manager will be notified as to possible needs for feeding the students and staff.

The Superintendent will, if appropriate, contact the outside emergency resources and provide media notification.

An inventory of building and district resources for emergency purposes will be maintained by the Superintendent of Schools. (Appendix 6)

Students/staff will remain inside the building until the Superintendent of Schools advises the Principal to take further action.

## **EVACUATION PLAN**

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, staff will take all necessary measures to prepare students for an evacuation.

### **First Step**

The Director of Facilities will activate the fire alarm (except in the event of a BOMB THREAT OR GAS LEAK - use public address system) if not already done. Battery backup will provide power to activate fire alarm and provide emergency lighting in the event of a power failure. Normal evacuation procedures, as posted in each room will commence unless otherwise directed by the Superintendent.

The Principal or designee will inform the Superintendent of the situation causing the evacuation. Principals will make arrangements for a learning environment to occur while in the temporary location.

When alerted, the classroom teachers will lead the students out of the building to the appropriate location as directed by the Principal or designee as the emergency dictates. Normal evacuation routes that are posted in each room will be used unless the emergency prevents the use of exits and/or corridors.

Special area teachers and non-instructional employees will help whenever needed to chaperone or supervise students.

Teachers should bring emergency packets (appendix 19) with them.

The Principal will designate someone to bring a list of all students with names, addresses and phone numbers.

The Director of Facilities and Principal will secure the building and check to ensure that everyone is evacuated.

If students need to be evacuated to a remote school/location, the Head Bus Driver will be notified to send buses to the selected loading area for evacuation purposes. Faculty and staff will supervise the orderly boarding of students, elementary children first, followed by the middle school with the high school last, as directed by the Emergency Response Team.

When the students are transported home or to another school, the Superintendent will notify parents using the news media.

## Second Step

All teachers, staff and children will remain at their temporary locations until further notice.

Students should be supervised to ensure calm and quiet.

Teachers must take attendance and notify the Principal if a student is not present.

If students go to another location, teachers and students should proceed with as normal a schedule as possible.

## Third Step

Principal awaits further directions from the Superintendent of Schools.

A parent who arrives at the temporary location may take his/her child. The parent must sign the student out. The principal (with associated Student Data Information) will verify release records of student being signed out.

## **NO STUDENTS IN ATTENDANCE EMERGENCY EVACUATION PLAN**

**Purpose:** This correspondence will be given to all employees normally working in the facility. This notice only applies to the times when students are NOT in attendance. This procedure outlines what to do in case of fire, emergency, evacuation, and conference considerations.

### In Case of Fire

Activate the fire alarm pull station. This will automatically alert the Fire Department to respond. Employees should review the location of these devices. They are normally next to all exits leading to the exterior of the building.

Evacuate the building.

Do not attempt to extinguish the fire unless you are qualified to do so.

### Evacuation (fire or any emergency requiring evacuation)

Leave immediately using the safest, most accessible exit. If possible, close all windows and doors.

Upon exiting the building assemble in the storage facility (former bus garage).

Attendance - The Superintendent or designee will account for all persons within the building.

Missing Persons - Names and last known location of these individuals will be communicated to the Fire Chief immediately upon his arrival.

Re-entry to the facility is prohibited until the all clear has been issued by the fire official in charge.

## Conference Procedures

When conferences are conducted in this facility, the moderator will announce locations of the exits prior to the beginning of the conference.

The moderator of the conference will also be in charge of attendance and notifying the Fire Chief if there is a missing person.

## **OFF-SITE EMERGENCY SHELTERING PLAN**

Students will be transported (when possible) to locations as specified depending on circumstances. Off-site sheltering location keys, located in the District Office, shall be picked up by the District Clerk who will hand keys to principals for designated location. The Superintendent will notify off-site location supervisors.

Release records need to be kept during release to parents. Parent/Guardian sign-out is required before releasing students. The parent must sign the student out. The principal (with associated Student Data Information) will verify release records of student being signed out.

The Superintendent will notify principals and supervisors with regards to further directions.

Off-site sheltering agreements letters – appendix 9.

All visitors will go with the class/personnel they are with.

## **G. Security of Crime Scene**

The Superintendent or designee is responsible for securing any crime scene until relieved by a law enforcement agency. Nothing shall be moved, cleaned or altered in any way without prior approval from appropriate law enforcement personnel. Nothing in this section should be interpreted in such a manner as to prevent rescue and aid of injured persons.

## **Section IV: Recovery**

### PERSONNEL RESOURCES

School Psychologist (Maxine Gage)	3030	(607) 863-3200
Guidance Counselors		
HS – Derek Witty	5400	(607) 863-3200
MS – Christina Hegedus	5420	(607) 863-3200
Social Worker		
Cathy Aitchison	2120	(607) 863-3200
Ashley Bush	4000	(607) 863-3200
Cook Manager		
Gregory Bilodeau	5800	(607) 863-3200
Food Service Manager		
Wendy Young		(315) 790-2444

Head Bus Driver Jennifer Fox		(607) 863-3200
Emergency Squad Members		
School Nurse Megan Potter	5610	(607) 863-3200
School Clinic Jeanine Dodds	5620	(607) 863-3200
Cortland County Sheriff State Police	911 or 911 or	(607) 753-3311 (607) 756-5604
Cortland Fire Control	911 or	(607) 753-5065
Cincinnatus Fire Chief Rich Roberts	911 or	(607) 863-4445

In the event of a severe act of violence or other emergency that has had a major effect on the well-being of students, school staff and the community at large, the building's Post-incident Response Team has developed the following procedures for dealing with post-incident response:

A. Short term:

- Convene Emergency Response Team and Post-incident Response Team
- Provide organizational and logistical assistance (including gathering and sharing of critical facts and information)
- Develop a plan to fit the current crisis
- Identify and monitor students and adults at risk or in need of support
- Provide mental health counseling where appropriate
- Debrief all faculty, staff, and Board of Education with factual information
- Provide support and monitor needs of leadership and crises teams
- Develop a statement for public release
- Announce crisis to school community
- Arrange for staff debriefing
- Delineate administrative, supervisory and staff roles
- Support Post-incident Response Team member responsibilities which include:

➤ **Administrator Responsibilities**

1. Keep staff updated
2. Identify faculty and staff in need of assistance or counseling
3. Emphasize facts and squelch rumors
4. Remain highly visible
5. Arrange for excused transportation for students attending off campus activities (i.e. funeral, memorial).
6. Assign extra clerical support staff as needed
7. Initiate phone tree
8. Contact community resource people

9. Notify librarian to put grief books on reserve
10. Contact outside consultants
11. Contact student leaders
12. Distribute literature
13. Conduct faculty meeting
14. Explore the need to request additional support services from neighboring districts
15. Check school calendar and reschedule events as necessary

➤ **Counselor Responsibilities**

1. Contact parents of student(s) who have died
2. Stop notification on student activity (progress reports, scholarship notices, testing, placement, attendance, etc.)
3. Rearrange seating, classes programs as indicated by crisis
4. Removal of personal items from desks, lockers, etc. and save for parent
5. Establish Crisis Centers
6. Talk with students
7. Encourage students to express feelings
8. Support students and/or encourage students to express feelings
9. Use support resource for self
10. Attend Funeral, if appropriate
11. Clarify misinformation
12. Express own feelings
13. Give information regarding grief
14. Do not judge reaction to grief
15. Give priority to referrals
16. Make appropriate referrals to psychologist, M.D.
17. Maintain accurate records of students who receive counseling
18. Call parents of students who appear significantly distressed and provide follow-up information such as names of local counseling agencies and telephone numbers to crisis services and notify principals of these students

➤ **School Psychologist/Social Worker Responsibilities**

1. Primary referral
2. In-school treatment
3. Staff counseling and education
4. Complete student assessments
5. Make referrals to physician or other appropriate persons
6. Contacts parents
7. Attend funeral, if appropriate

➤ **School Nurse Responsibilities**

1. Care for physical needs
2. Allow students to express concerns
3. Provide comfortable environment
4. Make assessments of students
5. Make referrals
6. Attend funeral, if appropriate

➤ **Faculty Responsibilities**

Faculty will follow the direction of the Leadership Team in addressing the crisis. Suggestions that the Administration may have for a faculty might include:

1. Announcing the event to the class as directed in writing
  2. Identifying the students who are in need of counseling
  3. Discussing the crisis with students if appropriate and as directed
  4. Relaying special instruction (i.e., plans for transportation to Memorial Service)
  5. Answering any other specific questions the students may have
  6. Clarify misinformation
  7. Express own feelings
  8. Attend funeral, if appropriate
  9. Condolence note for family
  10. Give information regarding grief
- Superintendent works with the media
  - Gather and share memorial services information

B. Long Term:

- Emergency Response Team and Post-incident Response Team debriefing
- Continue monitoring of those in need, including counseling and/or social service referrals
- Self-evaluation of both teams
- Mitigation process included in debriefing to reduce reoccurrence if probable
- Review of building security if applicable

## APPENDIX L

### Documentation of Suicide Risk Assessment and Safety Planning

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_

*For each step, please check all that apply. Attach all relevant documentation (completed C-SSRS, Parent Notification Form, Safety Plan.)*

#### Assess Student's Suicide Risk

- Interview student
- Complete Columbia Suicide Severity Rating Scale Screener

#### Supervise Student

- Supervise student until released

#### Notify the Student's Parent(s) or Guardian(s)

- Provide your name and position in school
- Assure parent/guardian that the student is currently safe
- Explain why a suicide risk assessment was conducted and review the results
- Depending on the results of the screening
  - Ask parent/guardian to come to school and discuss their child's needs
  - Inform parent/guardian that the child must be picked up by an adult or transported by emergency personnel (if high risk)
  - Provide referrals (LaFayette Community Resource Information Sheet)
  - Discuss current concerns
  - Discuss home safety and supervision with parents
  - If applicable, notify outside therapist or doctor (with signed release from parent)
  - Schedule a follow up meeting/phone call
- Emergency Notice Form is explained to parent (and signed by parent when possible)

#### Develop Safety Plan with Student

- Identify Warning Signs
- Develop safety plan with student

#### Follow up

- Principal is notified. Teachers and staff are notified on a need-to-know basis only.
- Complete follow-up in one week or more as specified in safety plan (DATE: \_\_\_\_\_)
- Complete follow-up in one month (DATE: \_\_\_\_\_)

**APPENDIX L - continued**

**Suicide Risk Assessment**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

1. Complete Columbia-Suicide Severity Rating Scale (C-SSRS) on the reverse side of this form. Use the exact language the form specifies.

2. Ask the following questions:

A. Do you take medication? Have you taken your medication today?

B. Have you been using alcohol or other drugs?

**Based on results of the C-SSRS Screener, respond as follows:**

Level of Risk	Response
Low (Yellow)	Parent notification; develop safety plan; recommended consultation/counseling with licensed or certified MH Professional for ideation.
Medium (Orange)	Parent notification, consult with colleagues, develop safety plan, refer parent/child to community mental health provider.
High (Red)	Parent notification, consult with colleagues, refer parent/child to community mental health provider, transition to emergency department care (parent or emergency personnel)

Referring Person: \_\_\_\_\_ Date \_\_\_\_\_

Assessment Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX L - continued**

**Parental Notification of Concerns about Suicide Risk**

*To be filled out even if contact with parent/guardian is by phone, only*

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent(s)/Guardian(s) \_\_\_\_\_

Was the Parent/Guardian: Notified by phone \_\_\_\_\_ Consulted in Person \_\_\_\_\_

School representative(s) present \_\_\_\_\_

I have been contacted today to discuss concerns that have arisen at school that may indicate that my child has an acute mental health concern or risk for suicide or self-harm. A preliminary screening was done at school and results have been shared with me.

**Based on the concerns raised, the following actions have been taken:**

- A safety plan was developed, which includes coping strategies and supports my child can access to assist with staying safe while at school.
- Supportive crisis intervention
- Crisis Intervention and Suicide Prevention Hotline numbers were provided to my child (and/or me)
- Information about community mental health services were provided to me
- Other:

**Based on the concerns raised, the following recommendations have been made:**

- An emergency psychiatric evaluation by mobile crisis or emergency department
- Secure all medications, weapons or other objects that might be used to inflict self harm
- Increase supervision of my child and my child's social media usage
- Secure appointment with my child's primary care provider
- Contact my child's mental health provider and request a same-day appointment
- Other:

**Signature/acknowledgement:**

Parent/Guardian: \_\_\_\_\_

School Mental Health Professional: \_\_\_\_\_

**APPENDIX L – continued**

**STUDENT SAFETY PLAN**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Warning Signs</b> ( <i>What thoughts, moods, situations, and behaviors indicate that a crisis may be developing?</i> )		
<b>Internal Coping Strategies</b> ( <i>What can you do, on your own, to help yourself not act on suicidal thoughts? Think about how likely you would be to use these strategies and what might stand in your way of doing these things?</i> )		
<b>Social Coping Strategies</b> ( <i>Safe people and places. Who or what social situations might help to make you feel better, or take your mind off your problems.?</i> )		
<b>Family or friends to contact for help</b> ( <i>Who can you talk to when you are feeling depressed, stressed, or having suicidal thoughts? Think about people at school, home, and other places.</i> )		
<b>At School:</b>	<b>At Home:</b>	<b>Other:</b>
<b>Other numbers I can call</b> ( <i>agencies, crisis hotlines, etc.</i> )		
<b>Ways that supportive people can help me stay safe:</b>		

Student \_\_\_\_\_

School MH Professional \_\_\_\_\_

Parent (if possible) \_\_\_\_\_

# Threat Assessment Triage and Assessment Form

\* Required

1. Date Reported \*

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2. Day of the Week \*

*Mark only one oval.*

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

3. Time of Day: \*

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4. Report Taken by (Name and Title): \*

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**APPENDIX M – continued**

5. School Student Attends: \*

*Mark only one oval.*

- Grimshaw
- Jr.Sr. High School
- ONS
- Big Picture

6. Description of the Threat: \*

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7. Key Witnesses: \*

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8. Potential Targets: \*

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**APPENDIX M - continued**

3/18/2020

Threat Assessment Triage and Assessment Form

Key Questions for Threat

9. What are the subjects's motives, grievances, goals and intent in their behavior? \*

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10. Have there been any communications suggesting ideas, intent, planning or preparation for violence? \*

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11. Is the subject experiencing or expressing hopelessness, desperation, and / or despair? \*

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**APPENDIX M - continued**

12. Does the subject have a positive, trusting, sustained relationship with at least one responsible person? \*

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13. Does the subject see violence as an acceptable, desirable - or the only - way to solve a problem? \*

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14. Are the subject's conversation and "story" consistent with his or her actions? \*

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15. Are other people concerned about the subject's potential for violence? \*

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**APPENDIX M - continued**

16. What circumstances might affect the likelihood of escalation to violence? \*

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17. Any other relevant information? \*

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Has the subject shown inappropriate interest  
in/identification with:

If yes to any question, please  
describe:

18. Incidents or perpetrators of targeted/mass violence \*

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**APPENDIX M - continued**

19. Grievances of perpetrators \*

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20. Weapons/tactics of perpetrators \*

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21. Notoriety or fame of perpetrators \*

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Does the subject (or are they developing) the capacity and will to carry out an act of targeted violence?

If yes to any,  
please describe

**APPENDIX M - continued**

22. Expressed ideas to engage in violence \*

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23. Made plans for violence \*

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24. Preparing for violence (means, method, opportunity, access) \*

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25. Surveillance, stalking or rehearsal \*

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## APPENDIX M - continued

### 26. Preliminary Determination of Threat Level \*

*Check all that apply.*

- Imminent Threat
- High Risk Threat
- Moderate Risk Threat
- Low Risk Threat

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