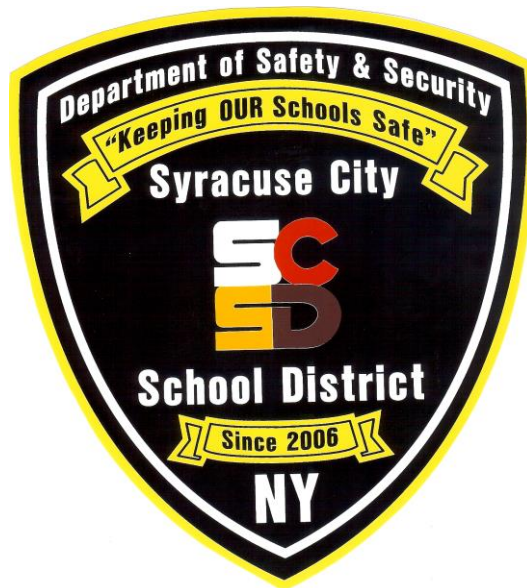


SYRACUSE CITY SCHOOL DISTRICT



EMERGENCY OPERATIONS PLAN

Sharon L. Contreras, Superintendent of Schools

Effective Date: TBD

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Section I. Introduction:

1.1 Purpose

The purpose of the emergency operations plan, hereinafter referred to as EOP is to provide all stakeholders with safety planning, emergency preparedness and response guidelines, vital information, communication procedures, and standardized measures to protect all members of the school community, including students, staff and visitors in the event of an emergency.

The standardized EOP has been prepared for all Syracuse City School District Schools and buildings, (hereinafter referred to as “District”) facilities to provide the framework for a coordinated approach to preparedness, response, and recovery procedures. The EOP also serves as a model for all District schools by providing the guidelines to be modified to the specific needs and resources unique to each building.

The EOP has been developed in coordination with local authorities and emergency responders, providing a common platform which will be referenced in a collaborative response in the event of an emergency. The development of the EOP included a systematic investigation and analysis of potential hazards which could affect schools throughout the District, an assessment of the capabilities in the District, City of Syracuse and County of Onondaga to deal with potential problems resulting from an Emergency or Disaster.

The EOP describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an Emergency is required to involve itself prior to requesting assistance. Accordingly, each school (public and private) in the District will prepare separate plans and operating procedures, which form part of the overall Syracuse City School District EOP.

1.2 Objectives

- 1) Protect the safety and wellbeing of all community members, students, staff and visitors
- 2) Provide for a safe and coordinated response in an emergency situation
- 3) Protect the District's schools, facilities and assets
- 4) Allow the District to mitigate any disruption to the educational process in a timely manner
- 5) Provide for interoperability within the District Incident Command Center and schools
- 6) Provide for timely communication between the District and all stakeholders, including local authorities and all media outlets
- 7) Provide for compliance with the National Incident Management System (NIMS)

1.3 Scope

The emergency operations plan encompasses all District schools, buildings and programs within the City of Syracuse, and any other leased property in the event of any situation which could be identified as an emergency, and/or which presents any potential imminent danger to persons upon the property.

1.4 Authority

The District emergency operations plan is activated by the District Incident Commander (Superintendent and/or their designee) and is implemented at the time of an emergency situation.

School building level incident commanders (Principal and/or their designee) may activate specific building emergency response plans in the event of an emergency.

Building level incident commanders (Principal and/or their designee) are authorized to activate this plan and/or their building specific plan in the event of an emergency, and/or to protect the safety of any persons upon District properties.

New York State Commissioner of Education Regulations (155.13) requires each school district to maintain a written District Emergency Management Plan and Building Level Emergency Response Plans, and that those plans are reviewed and updated annually.

1.5 District Emergency Operations Protocols

The District has developed specific procedures encompassing emergency preparedness and response that are linked to the EOP. To include, but not limited to:

- Safety of all persons is of the utmost importance and will be given priority consideration in all aspects of emergency operations and will include compliance with the Americans with Disabilities Act.
- The Superintendent of Schools and/or his/her designee is the Incident Commander. In the event of an emergency during school hours students and staff will not be dismissed without the direction and approval of the Superintendent, his/her designee and/or Incident Commander. Students may be released to parents/guardians who respond to the building, or a designated secondary location under the direction of the Incident Commander and within established procedures to include verifying the identity of the parent/guardian through a valid form of photographic identification issued by a government agency, or another acceptable form of photo identification/personal recognition.
- The National Incident Management System, hereinafter referred to as (NIMS) shall be the designated response platform utilized by the District, in compliance with recommendations of the Department of Homeland Security and the United States Department of Education.

- The District Department of Safety and Security shall maintain the responsibility to be the lead department in an annual collaborative review and update of the District EOP, to include City of Syracuse and Onondaga County Emergency Management Officials, local and state authorities and essential District support departments.

- Each School and building will maintain a designated Incident Commander, (Principal and/or designee) who will direct the implementation and review of the individual building emergency response plan.

- Each school building will maintain a building level safety team, which will review the building level plan on an annual basis and submit updates to the plan as necessary, encompassing assignments to emergency response roles for select staff members.

- At the opening of school for the year, the building level incident commander will review the school building emergency response plan and procedures with all staff, and may request volunteers who may possess specialized training to join the building safety team.

- The building level plan data sheets, specifying individual roles and contact information shall be regularly updated and copies of the updates shall be provided to the Department of Safety and Security in a timely manner.

- The Department of Safety and Security will function in a support role for the building level emergency operations plans.

1.6 Legal Authority

Section 155.13 of the Regulations of the Commissioner of Education became effective on April 7, 1989. This regulation requires each public school district and BOCES to develop a plan for prevention and reacting to an Emergency or Disaster. The Commissioner's Regulation further requires School Districts and BOCES to coordinate their plans with the Local Emergency Agencies.

This regulation will promote development of consistent responses to Emergencies experienced by School Districts and will more fully integrate School Districts' Emergency Response with other Emergency Responses. These actions will contribute to the health, safety and wellbeing of students and school employees and help to preserve School District resources and property.

Among the requirements of the regulation are the following:

Plans: Each District, other than a School District, in a city having a population of more than one million inhabitants, and each Board of Cooperative-Educational Services shall prepare, by October 1, 1990, a School Emergency Management Plan as prescribed in this section to insure the safety, health of children and staff and to insure integration and coordination with similar Emergency Planning at the municipal county and state levels. *Plans shall be updated by October 1, of each succeeding school year.*

Identification: of sites of potential Emergency, appropriate responses to Emergencies, and District resources which may be available for use during Emergencies.

Description: of the arrangements for obtaining assistance from Emergency Service Organizations and Local Government Agencies, procedures to coordinate the use of School District resources and manpower, and plans for taking action in response to any Emergency.

Written Instructions to Students and Staff: The Board of Education shall take action to provide written information, by October 1 of each school year, to all students and staff about Emergency Procedures in compliance with 155.13 (f). Sections 207, 215, 305 and 4403 of the Education Law and Article 2B of the Executive Law.

Drills: Each School District and BOCES shall, at least every school year, and where possible in cooperation with Local City and County Officials, conduct a test of its Emergency Plan for sheltering and early dismissal.

Commissioner of Education: may order Emergency Response Actions in the event that the Local Education Agency Officials are unable or unwilling to take action deemed appropriate by State and/or County Emergency Personnel.

2. School Safety Program

The District maintains an inclusive school safety program which is comprised of five major components consisting of: *prevention, protection, mitigation, emergency response and recovery*. Each of these components should be adequately addressed within the District EOP and the building level EOP.

The District Director of Safety and Security is the designated individual to govern the District wide safety program and to assist building level safety teams with the development, implementation and training requirements associated with the building level EOP. Each school safety team provides the coordination, review and update of the EOP within their respective building.

2.1 Emergency Management Coordinator

The District Emergency Management Coordinator shall be the District Director of Safety and Security, and/or his designee. The District Emergency Management Coordinator shall be responsible for the coordination, support and implementation of the District EOP. The District Emergency Management Coordinator shall also provide support to the building level administration in all aspects of safety issues and emergency management.

2.2 Security Surveillance Camera Systems Network

The District utilizes a networked security surveillance camera system, allowing for the observation of District facilities for the protection of students, staff, visitors and District assets. The Department of Safety and Security is responsible for the direction of the security surveillance camera network, its maintenance and recordings. The Department of Safety and Security is responsible for the primary monitoring of the security cameras and may in the event of an emergency collaborate with the Syracuse Police Department to direct the operation of cameras to protect the safety and security of all persons.

2.3 District Emergency Response Team

The Superintendent of Schools will designate a District Emergency Response Team, which will be available to respond within the District to provide support to any District site in the event of an emergency.

2.4 School Safety Team

The building level school safety team shall be maintained to advise the building principal on all aspects of safety planning to include: *prevention, protection, mitigation, response and recovery*, specific to the respective school building. The team is responsible for making recommendations addressing any issue which may pose a potential hazard to the daily operation of the school. Develop a building plan during the summer to share with all staff on “Opening Day”. The team shall also be responsible to meet regularly to review and update the building level EMP, and provide any updates to the District Department of Safety and Security.

2.5 Program Coordination

The District Director of Safety and Security and/or his designee are responsible for establishing general emergency management operations guidelines for all District schools and facilities to insure safety.

Respective building administrators are responsible for submitting updated building level emergency management plans and updated EMP Data sheets to the Department of Safety and Security no later than August 30th of each school year. The Department of Safety and Security is responsible for sharing that information with the Syracuse Police and Fire Departments, and the New York State Police on an annual basis, in compliance with existing New York State Schools Against Violence in Education guidelines.

3.0 Mission Areas

The District safety program is comprised of five mission areas: *Prevention, Protection, Mitigation, Response and Recovery*, to provide a safe and secure learning environment.

3.1 Prevention

The District has established precautionary measures in place to prevent a threatened or actual incident from occurrence.

3.11 Security Staffing

The District Department of Safety and Security employs New York State Certified uniformed security guards, referred to as Sentries within District schools to provide a visible deterrent to any potential threat and/or crime. The Sentries are also specially trained to respond to physical altercations utilizing Crisis Prevention and Intervention (CPI) tactics, on an annual basis. The Sentries are additionally trained and certified in Cardio Pulmonary Resuscitation (CPR) and the use of Automated External Defibrillators (AEDS) which are available in each school building. All Sentries have also completed the recommended FEMA, Emergency Management Institute training for schools.

The Department of Safety and Security also employs School Monitors, whose responsibilities include student safety and supervising student behavior and movement within common areas of the school buildings, along with monitoring Single Points of Entry (SPOE) and registering visitors. The School Monitors perform their duties while displaying a District uniform apparel shirt, to provide an easily identifiable staff member for students, staff and visitors in the event of the need for assistance.

3.12 Staff Identification

The District Department of Safety and Security provides each District Staff member with a District Identification Card, with a photo of the employee visible on the card. Board of Education Policy # 4300, mandates that all District employees visibly display their District issued photo identification card, during their hours of employment and while upon any District site to identify District staff from any unauthorized persons.

3.12 Access Control

The District maintains a networked electronic access control system, to regulate access to District school buildings and facilities. The system allows all authorized District employees to access secured schools at any time during their respective duty hours allowing doors to remain locked.

3.13 Security Camera Network

The District utilizes a networked security surveillance camera system, allowing for the observation of District facilities for the protection of students, staff, visitors and District assets. The District cameras may be monitored at any time allowing for the potential detection of any unauthorized persons upon District properties.

3.14 Security Mobile Patrols

The District Department of Safety and Security maintains mobile security patrols, consisting of uniformed New York State Certified Security Guards patrolling within each respective quadrant of the District in highly visible marked District vehicles. These mobile patrols serve as a visible deterrent to crime and enhance student safety as they are also equipped with two way radios allowing them to communicate with the Department of Safety and Security, school administrators and other sentries within the schools.

3.15 Weapons Detection

The Department of Safety and Security conducts random administrative entry searches within District schools as needed to prevent weapons from entering District schools. The Department of Safety and Security deploys electronic metal detection devices, consisting of walk through metal detectors, electronic baggage screeners and hand held metal detection devices as needed upon a random basis within District high schools and middle schools, to insure student safety. Specially trained school Sentries complete metal detection screening of students and their backpacks/bags in the least intrusive method possible, to deter any weapons from entering District schools.

3.16 Student Identification

Each respective District high school student is issued a District photographic identification card, through the respective schools main office. The students are required to display the photo identification card upon the request of school staff, to discourage any unauthorized persons from entering and/or remaining upon school property.

3.2 Protection

The District is committed to employing measures to protect students, staff, visitors, community members and District property and assets from any threat and/or hazard.

3.21 Single Point of Entry

Each District school building operates under a uniform Single Point of Entry (SPOE) procedure to enhance school safety. All students enter from designated entrances that are actively supervised by school staff. Once the students have started the academic school day, the SPOE is locked, along with all other entrances and electronic access control is utilized to allow District staff members to enter the otherwise secured building.

3.22 Police Presence

The District provides for a uniformed police officer to be present within each high school and for mobile uniformed police officers to be available to respond to any District school in the event that a response is warranted.

3.23 Background Checks

All newly hired District staff members must submit to a fingerprint background check, prior to their placement within a school building, facilitated through the District's Department of Safety and Security, and required by the New York State Education Department. The background clearance also provides a reporting conduit which provides a notification to the District if an employee's clearance status changes. Additionally, all volunteers within the District complete an application process and local background check facilitated by the District Department of Safety and Security.

3.24 Fire/Sheltering In Place Drills

All Schools within the District conduct a proscribed number of Fire Drills and a Sheltering in Place Drill on an annual basis, as required by New York State Education regulations, allowing students and staff to practice the emergency procedures of the school building. All drills must be accurately documented, and a report must be submitted to the Facilities Department on a bi-annual basis.

3.25 No Weapons/No Trespassing Signage

All District school buildings and facilities maintain clearly visible signage on the exterior of the physical building perimeter advising all persons that illegal weapons and/or substances are prohibited upon school grounds, and that persons entering school grounds may be subject to a search to prevent weapons from entering schools and grounds.

Additionally all District school buildings and facilities maintain clearly visible “No Trespassing” signage upon the exterior of the buildings and adjacent to entrances, to prevent unauthorized persons from entering and/or remaining upon a school campus, as defined under Section 140.10 of the New York State Penal Law.

3.26 Visitor Registration

All visitors to any District school must show a valid form of photographic identification during regular school hours and register with District personnel upon entering a school building. Further the visitor will be issued a temporary visitor pass, which they must visibly display while upon the school campus, to prevent any unauthorized persons from entering a school building.

3.27 Inclement Weather Delay and/or School Closing

To protect the physical wellbeing of students of the District, the Superintendent of Schools may delay the opening of schools and or close schools for the instructional day based upon current and/or impending inclement weather conditions. The delay and/or closure will be communicated as early as possible, based upon circumstances, and available via all current media outlets, as well as the District website and any other means of mass communications technology in use by the District.

3.3 Mitigation

The District is dedicated to deploying the means necessary to reduce the potential for loss of life and property damage by lessening the potential impact of a threat or hazard.

3.31 Emergency Radio Communications

The District Department of Safety and Security maintains digital radio contact between the Onondaga County Emergency Communications Center (911 Center) and the District uniformed security staff, to promote active communications of any real and/or perceived threat or hazard, which may potentially impact school and personal safety. The District also maintains a “Minitor” system for mass notification throughout the District.

3.32 District Wide/Community Communications

The District utilizes all available means of electronic communications technology to include but not limited to: The District website, directed reverse telephone contact capability (robo-calls), directed text and e-mail messaging, posting on social media sites, along with other emergent technologies in order to keep all stakeholders and community members informed of events which may impact student and/or community safety.

3.33 Facilities Safety Inspections

The District Facilities Department conducts an annual visual inspection of the physical condition and infrastructure of all school buildings, noting the condition of the facility and reporting the same to the District Board of Education and the New York State Department of Education.

3.34 Schools Fire Safety Inspections

Members of the Syracuse Fire Department conduct random, monthly fire safety inspections of all of the District school buildings to identify and mitigate any potential fire hazards. Additionally, the Syracuse Fire Department, Fire Marshall, conducts a comprehensive fire safety inspection of all of the District schools and buildings in conjunction with the District Facilities Department to identify and mitigate any potential fire hazards, enhancing personal safety for students and staff.

3.4 Response

The District is committed to the utilization of all of the personnel and physical resources which it maintains to respond to any emergency to stabilize the situation and establish a safe and secure environment for all persons.

3.41 Emergency Management

Each District school building maintains an Emergency Operations Plan which is reviewed and updated on an annual basis. The District also maintains a District Emergency Operations Plan, which is reviewed and updated on an annual basis.

3.42 Incident Command

The District has initiated an Incident Command Course for Schools training, through the Department of Homeland Security and Federal Emergency Management Agency, to be available for completion by all members of each school building administrative team.

3.43 School Safety Team

Each District school maintains a School Safety Team, comprised of staff members who may possess specialized training and/or skills, which meet regularly to discuss pertinent safety issues, potential hazards and are assigned to respond within a specific role in the event of an emergency.

3.44 School Information Resource Program (SIRP) Officers

Through a contractual agreement with the City of Syracuse, each District high school and quadrant is staffed with members of the Syracuse Police Department, both stationery and mobile, who possess specialized training to respond in the event of an emergency to address any potential threat, in order to save lives and property.

3.45 School Nurse Program

Each District school is staffed by a certified New York State School Nurse who is trained to provide medical attention in the event of an emergency, and provide first responder treatment in order to stabilize any sustained injuries.

3.46 Mutual Aid

The District Department of Safety and Security maintains a line of communication with the Onondaga County Department of Emergency Management, the Syracuse Police and Fire Departments, and with the New York State Police, in order to provide additional resources in the event of an emergency, to save lives and property.

3.5 Recovery

The District will utilize all available capabilities to assist any District building which has been affected by an emergency, to restore a safe learning environment.

3.51 Recovery Mutual Aid

The District may request the assistance of city, county, state and federal government resources to assist in the security and the recovery of the District operations in the event of an emergency which exceeds the Districts available resources and capabilities.

3.52 Memorandum of Understanding

The District shall secure a memorandum of understanding with any agency in relation to the use of District facilities in the event of a community emergency.

3.53 Critical Incident Debriefing

The District shall complete a critical incident debriefing with all staff and responders involved upon the completion of the incident and response. A standardized record will be completed and forwarded to the Department of Safety and Security for review.

Annexes

Confidential restricted to District staff only

1. Annex A: Lock down
2. Annex B: Lock Out
3. Annex C: Shelter In Place
4. Annex D: Evacuation of a Building
5. Annex E: Evacuation of Disabled Persons
6. Annex F: Abduction: Lot/Missing/Abducted child and/or Adult
7. Annex G: Agitated Individual(s): Agitated Student, person(s) on Campus
8. Annex H: Armed suspect: Armed Subject and/or Hostage Situation
9. Annex I: Weapon in the Building
10. Annex J: Weather Related Emergency: Tornado, Electrical Storm, Ice/Snow
11. Annex K: Drive-by Shots Fired on Campus Site
12. Annex L: Accidents/Medical Emergencies
13. Annex M: Bomb Threat
14. Annex N: Hazardous Materials Spills
15. Annex O: Emergency Medical Procedures
16. Annex P: Contact Information
17. Annex Q: Statement of Agreement

Annex A

Lock Down

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Lock Down is declared when, based upon the best information available, an Administrator has reason to believe that a situation exists that presents a potential direct threat to the safety of students and staff and which requires that they remain in their respective rooms under adult supervision.

Administrator's Objectives:

1. Immediately declare a "Lockdown" via the public address system
2. Call **911** if deemed necessary, notify security personnel
3. Direct that the school bells to be turned off.
4. Escort any persons from the hallways to a safe location
5. Isolate the lockdown area to prevent any persons from entering
6. Await the arrival of Police and Emergency Personnel
7. Coordinate with Police and Emergency Responders upon arrival and provide them with all information

Staff's Objectives:

1. Immediately conduct a sweep of the hallways and direct any persons nearby to come into the room and verify the person's identity
2. Lock your room door. The door **must not be unlocked**. Responding authorities will have key access.

3. Remain with and supervise persons, take attendance and provide any assistance possible
4. Move persons from out of interior window sight line, and have them remain quiet
5. Turn off room lights and close any open windows, **interior threat** *leave blinds open*, **exterior threat** close blinds, if available
6. Have all persons silence their cell phones
7. Maintain order in the room, all students and staff, must remain in place, no passes
8. Be alert for announcements for further direction, such as reporting any missing persons and or the continuation of limited operation
9. **Do Not** respond to a fire alarm activation during the lockdown, unless it is accompanied by an announcement over the public address system from a known Administrator
10. Staff without a room duty during a lockdown should assist with a quick sweep of adjacent hallways, directing persons to report to a safe location, identify the persons and record their names, while remaining with them in the safe location until further authorized instructions are provided
11. Wait for the “**All Clear**” announcement from a known administrator and further instructions

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once the incident is over contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex B

Lock Out

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Lock Out is declared when, based upon the best information available, a potential threat to the safety of the building, students, staff exists within the proximity of the campus. During a lockout, normal room operations remain in progress, persons are allowed movement within the confines of the building under adult staff supervision. All exterior doors are locked, and adult staff is posted at the single point of entry to monitor that location. No persons, other than law enforcement, District Security and emergency personnel are allowed into the building. Any authorized persons must exit via a supervised exit, and their departure will be recorded.

Examples of a situation in which a Lock Out would be appropriate could be:

- Police Action within the vicinity of a campus, such as an armed/dangerous suspect on the loose
- Suspicious person(s) outside of the building in the area of the campus with a suspected weapon
- Vicious animals loose upon the campus
- Search of the campus for a reported weapon

Staff Objectives:

Special Note: *If outdoors on the campus and in close proximity to the building, and it is safe to do so, immediately move inside the building with the students.*

1. Take attendance to account for all students assigned to the class
2. Report any persons not accounted for to the main office, without delay
3. Reassure students and continue with activities to occupy students
4. Close and lock any exterior access windows which may be open
5. Close any shades/blinds for any exterior facing windows
6. Report any observed suspicious activity to the main office without delay
7. Wait for “**All Clear**” announcement from an known administrator and further instructions

Administrators Objectives:

1. Declare a Lock Out, announcement via the public address system
2. Contact 911, if the situation warrants
3. Direct staff members to verify that all exterior doors are locked and secured
4. Contact the Security Department to report the situation
5. Advise staff that no student passes will be issued
6. Post temporary signage at single point of entry with Lock Out status
7. Contact the Communications Office to initiate mass communication of status
8. Advise all radio holders of the potential threat
9. Assign staff radio holders to monitor common areas according to the building plan
10. Assign staff radio holders to escort any persons who require the use of bathrooms

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once the threat is over contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex C

Shelter in Place

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Shelter in Place is declared when an emergency in the vicinity of the campus dictates that the safest option to prevent injury to students and staff requires that shelter be taken within the existing building.

Examples of when a shelter in place would be appropriate could be:

- A fire within the neighborhood, which is producing heavy smoke, noxious fumes
- Inclement weather, such as a heavy snow and/or ice storm, tornado, thunder storm
- Power outage in the neighborhood, with power lines down
- Incident with the potential for the release of noxious materials

Staff Objectives:

1. Communicate with all persons that their cooperation is required
2. If necessary, move persons away from windows during severe weather threat
3. Take attendance, and notify the main office of any missing students without delay
4. If outside of the building, immediately move inside with students to shelter
5. Follow instruction of administration
6. Continue with lesson if possible to keep students engaged
7. Wait for "All Clear" announcement over Public Address System

Administrators Objectives:

1. Declare a **“Shelter in Place”** via the public address system
2. Monitor the weather emergency radio located in the main office
3. Monitor the “Minitor” Emergency Communications System for information
4. Contact 911 if the situation warrants
5. Notify the Security Department of the situation and circumstances
6. Recall any persons from outside to return back to the building
7. Direct custodial staff to shut down any building systems as the situation dictates
8. Prepare the “gotta go” bag in case of evacuation

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once the threat is over contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex D

Evacuation of a Building

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Evacuation of a Building will occur when circumstances dictate that the staff and student population can no longer safely remain within the building, due to internal and/or external situations.

Staff Objectives:

1. Should the fire alarm bell sound, all staff members are to immediately evacuate the building, and assemble within their pre-determined area.
2. If notification other than the fire alarm is received, then all persons should follow the same evacuation route and assemble within their pre-determined area.

Administrator's Objectives:

1. Should the fire alarm bell sound, the administrator in charge should announce to all radio holders the reason for the evacuation, and of any potential areas to avoid during the evacuation.
2. Confirm that the 911 Center has been called.
3. Conduct a sweep if safety conditions permit, to verify that all persons have been evacuated.
4. Confirm that the "gotta go" bag has been evacuated as well.
5. Contact the Central Office-Department of Safety and Security.
6. Direct the administration of any medical assistance which may be needed.
7. If the building is not in any condition to be occupied, then all persons should be

evacuated to the secondary site.

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once evacuation has been completed contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex E

Evacuation of Disabled Persons

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Evacuation of Disabled Persons may be necessary if there are non- ambulatory persons present within the building.

Staff Objectives:

1. Follow directions to evacuate and proceed to the designated area of rescue assistance within the building.
2. Verbally request assistance from any able bodied persons within the area if needed.
3. Retreat to an alternate area of safety such as an elevator lobby and/or protected stairwell and await assistance from emergency responders.

Administrator's Objectives:

1. Building administrators should determine if there are any disabled persons assigned and/or present within their respective building.
2. Each disabled persons should be assigned a staff member to assist them in an evacuation situation.
3. Building administrators need to maintain communications/contact with the disabled person(s) and staff assigned, via walkie-talkie or other available means to confirm that they have been successfully evacuated.
4. Notify emergency responders of the disabled person(s) location, without delay.

5. Should the disabled person(s) be in no danger during an incident, it may be more prudent to have the person remain in place, accompanied by a designated staff member with direct communications, rather than risk injury to them or staff attempting to physically remove them from the building.

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once evacuation has been completed contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex F

ABDUCTION: Lost/Missing/Abducted Child and/or Adult

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Lost/Missing/Abducted Child/Adult: if a person should inadvertently wander away from a District school and/or program site, or the abduction of a student and/or staff member is suspected or observed, the responsible adult(s) in charge shall complete the below objectives:

Staff Objectives:

1. If an abduction is observed and/or suspected, immediately call 911 from any available telephone and request a police response.
2. Obtain a detailed description of the abductor (physical appearance, race, clothing and/or any observed suspect vehicle, make, model, color, license plate number
3. Notify Security Personnel which may be present
4. If a student is lost or missing, abducted, immediately notify the Administrator in charge and/or present
5. Obtain a detailed description of the child's clothing when last seen and relay the information to the 911 center and responding authorities
6. Identify, detain and separate if possible any potential witnesses for police arrival

Administrator Objectives:

1. Utilize two way radios to notify security personnel and other radio holders
2. Confirm that the 911 Center has been called
3. Conduct an immediate search of the grounds
4. Contact Central Office-Department of Safety and Security 435-4527
5. Contact the custodial parent/guardian of the missing student

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. If the person is located contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex G

AGITATED INDIVIDUAL(S): Agitated Student, Person(s) on Campus

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Agitated Student/person(s): When you observe a student, or any other person(s) who appears to be temporarily emotionally disturbed and/or is acting out in a verbal, physical or destructive manner.

Staff Objectives:

If a student/person is acting in a manner which presents the potential to become dangerous to him/her self and/or for any persons in the vicinity:

1. Maintain a safe reactionary gap, distancing yourself from the person
2. Notify the office and request an administrator and security response
3. Clear any bystanders from the area and remove the audience
4. Communicate in a non-threatening manner with the disturbed person, attempting to calm them
5. Remove any objects that the disturbed person may harm themselves with, or could potentially be thrown
6. **Do Not** place yourself and/or any students in harm's way

Administrator Objectives:

1. Move the building to **Lockdown** status if it is not possible to isolate the threat
2. Contact 911 and request a police response
3. Maintain communications with the office and/or security personnel
4. Maintain a safe reactionary gap, distancing yourself from the person

PM Program Supervisor Objective:

1. Follow Staff Objectives and Administrator Objectives
2. Notify your supervisor

Post Incident

1. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex H

ARMED SUSPECT: Armed Subject and/or Hostage Situation

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Armed Subject and/or Hostage Situation: When you have observed a person with a weapon on the campus, and/or have been provided with reliable information alleging the same, or you observe another person(s) being held against their will with the threatened use of a weapon:

Staff Objectives:

1. If a weapon is observed on a person(s) notify any Police Officer, present on campus via walkie-talkie, and advise them of the situation, including a suspect and weapon description
2. Notify Administrator in Charge immediately, and relay detailed information
3. Call 911 immediately and request a police response, if none are present
4. Proceed to **Lockdown** procedure immediately
5. Move any students and staff into a secure room and lock door.
6. Shelter all persons away from the door and out of sight of the door window
7. Turn off all lights in room
8. Remain on the line with the 911 Center and provide updated detailed information regarding: Specific location of occurrence within the building, Number of suspects involved, Number of hostages/students at potential risk, detail of any injured person(s)

9. When safe to do so render any aid and/or assistance as appropriate to the injured

Administrator Objectives:

1. Move building to **Lockdown** status
2. Verify that 911 has been called and provide information
3. Contact the Department of Safety and Security 435-4527
4. Await the arrival of Police and Emergency responders and provide first responders accurate information
5. Coordinate with the Police/EMS personnel, maintain communications

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once evacuation has been completed contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex I

Weapon in the building:

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Weapons in or upon premises :When a weapon has been discovered, and/or you have been provided with reliable information alleging the same.

Staff Objectives:

1. Do not leave the weapon(s) in the area unattended
2. Summon a neighboring staff member to come to your door, and discreetly provide the staff member with the description of the weapon and request that they inform the office immediately
3. Continue the current activities and await the arrival of an administrator and/or the police
4. Do not place yourself and/or any other persons in harm's way
5. Do not handle the suspected weapon, unless necessary
6. Weapons information **must be reported** without exception following appropriate regulations

Administrators Objectives:

1. Isolate the location from the general student/staff access
2. Move the building to **Lockdown** status if warranted
3. Protect the crime scene, restrict access to the weapon while awaiting a police response
4. Call **911** if deemed necessary, notify security personnel
5. Direct that the school bells to be turned off.
6. Escort any students in the hallways to a safe location
7. Isolate the lockdown area, to prevent any persons from entering
8. Await the arrival of Police and Emergency Personnel
9. Coordinate with Police and Emergency Responders upon arrival and provide them with all information

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once incident is over contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex J

Weather Related Emergency: Tornado, Electrical Storm, Ice/Snow

Goal: To provide a safe and secure learning environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the school campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Weather Related Emergency: When an approaching weather system/change has the ability to negatively impact student/staff safety and potentially disrupt normal building operations.

Staff Objectives:

1. If a weather emergency is announced via the public address system, Shelter in Place, and/or proceed to location as directed by the announcement.
2. Close any open windows and doors, **do not lock door**
3. Move away from exterior windows and doorways, into area of room with the most protection.
4. Take attendance, to account for all persons present and any missing from area
5. Notify Administrators and or first responders of any missing persons
6. Await further instructions from Administrators, and do not allow persons to leave
7. When safe to do so, render first aid and notify the Office of any injuries sustained and request any assistance which may be required.
8. Upon announcement of "All Clear" move to return to normal operations

Administrator's Objectives:

1. Monitor All Hazards Weather Radio, and "Minitor" located within the main office, for any National Weather Service weather emergency warnings, and watches broadcast
2. When the approaching weather system warrants, notify all radio holders of same
3. Announce "Shelter in Place" and direct all building staff to prepare for the storm
4. If there is a medical emergency/injuries call 911 and request assistance
5. Once storm/threat has passed, announce "All Clear" message to staff/students
6. Mobilize building safety team to assess injuries and/or damage to the building
7. Notify the Department of Safety and Security of any injuries/damage to building
8. If damage has occurred which exposes the occupants to severe weather, relocate
9. All persons to an unaffected area of the building and/or to a designated shelter
10. Verify that attendance has been taken by all staff, and attempt to locate any
11. Reported missing persons
12. Discourage the release of any persons until the severe weather has passed the area

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once evacuation has been completed contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex K

Drive-by Shots Fired On Campus Site

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Drive by shooting on building campus/shots fired in immediate vicinity of the campus: When shots are fired at any persons who may be upon the campus and/or in the general direction of the building and campus.

Staff Objectives:

1. If shots are heard and/or a suspect is observed firing a weapon in the direction of the campus, instruct persons to “drop to the floor/ground” and repeat the verbal command, as necessary
2. If possible, while on the ground, move any persons to an area of cover/safety
3. Notify the office and/or Administrator
4. When it is safe to do so, assess the persons for any injuries and render first aid
5. Advise the office and/or administrator of any injuries and request assistance
6. Take attendance and report any missing persons to the office
7. Discourage any discussion, separate any witnesses if possible
8. Wait for the police and EMS personnel to arrive and provide information to them

Administrator’s Objectives:

1. Declare a “Lockdown”
2. Identify the problem if possible and location
3. Secure and isolate the area
4. Call 911 and request a police response

5. Notify the Department of Safety and Security ph. 435-4527
6. Utilize the existing security surveillance cameras in place to monitor the situation
7. Ascertain that attendance is taken, and identify any missing persons
8. Assist the police in locating any possible suspects and victims
9. Provide information regarding any victims to EMS personnel as they arrive
10. Immediately initiate support services for students and staff through the Crisis Management Team
11. Coordinate with the police for the pending release of any students who are not Identified as witnesses, to their parents/guardians

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once the situation has been stabilized contact the Department of Safety and Security 435-4527
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex L

ACCIDENTS/MEDICAL EMERGENCIES

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Accidents/Medical Emergencies: When an accident/Incident occurs which results in the physical injury to a person(s) upon the campus, which potentially requires medical attention, to prevent further injury and/or supply life saving interventions

Staff Objectives:

1. Assess and evaluate the accident scene, isolate and secure the area
2. Direct any unaffected person(s) to a safe and secure area
3. Notify the Office/Building Administrator of the incident.
4. Provide specifics for location, suspects, injured persons, etc.
5. If the scene is deemed to be safe, approach the victim and assess the situation for the severity of the injury
6. If possible provide assistance to stabilize the victim and administer first aid if necessary
7. Use Universal Precautions if there is potential exposure to any bodily fluids
8. Assist the EMS personnel with information as to status of the victim
9. If the scene is deemed to be UNSAFE, wait for EMS to arrive

Administrator's Objectives:

1. Call the 911 Center and advise them of the incident and request a response
2. Assess and evaluate the scene, secure and isolate the area
3. Notify the building medical staff of the accident/incident and request that the staff trained in first aid/CPR respond to the area to assist

4. Assign an individual to meet and escort the EMS/first responders to the location
5. Facilitate the notification of a parent/guardian of the injury to the persons(s)
6. Assign a staff member to accompany the person with the ambulance
if transport to a hospital occurs prior to the arrival of a parent/guardian or family member at the scene
7. Notify the Department of Safety and Security of the Accident/Incident
8. Initiate support services for all persons immediately through the Crisis Management Team

PM Program Supervisor(s) Objectives:

3. Follow the Staff and Administrator objectives
4. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

3. Once the situation has been stabilized contact the Department of Safety and Security 435-4527
4. Complete the Critical Incident Summary Report and fax to Department of Safety and Security 435-4109

Annex M

Bomb Threat

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Bomb Threat: When some form of communication is made that implies that a threat of an explosive device, being present within a building exists.

Staff Objectives:

1. Remain calm if you are communicating directly with the person making the threat.
2. Gather as much information as possible regarding the threat, device, location, time
3. Gather as much information as possible regarding the person making the threat
4. Do not disconnect the line if threat is via telephone
5. Note the time of the call/threat
6. Complete the bomb threat form, during and/or immediately after receiving the threat
7. Notify a building administrator immediately ***DO NOT USE WALKIE-TALKIES or Cell Phones***
8. Isolate the telephone line which the call was received upon, and do not use it.

Administrator's Objectives:

1. Notify the 911 center of the threat
2. Prepare for evacuation of the building, ***DO NOT USE WALKIE TALKIES or Cell Phones, and proceed to evacuate the building***
3. Once law enforcement arrives, notify them of the evacuation of the building
4. Activate the fire alarm for an orderly evacuation
5. Supervise all persons during evacuation
6. Utilize the building emergency response team members to conduct a visual check of

The building, for any obvious suspicious items, without disturbing any items

7. Notify the Department of Safety and Security of the threat, ph. 435-4527

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once the situation has been stabilized contact the Department of Safety and Security
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security at 435-4109

Annex N

Hazardous Materials Spills

Goal: To provide a safe and secure environment for all students, staff, visitors and community members.

Goal: Assist any person in distress in or upon the campus in order to prevent injury and protect lives.

Goal: To initiate the appropriate law enforcement and/or emergency services agency to render aid to any affected persons in a timely manner to protect lives.

Hazardous Materials Spill: When any substance which has the potential to be a hazard to the health and/or fire safety of any persons who may be present, is no longer properly contained within its proscribed safety packaging or state.

Staff Objectives: (For Spills that can be contained and/or managed)

1. Determine the potential impact on persons and assess the need to evacuate
2. Remove all persons to fresh air and/or safe area
3. Notify the Building Administrator immediately
4. Notify the Building Custodian to provide assistance and to turn off any existing ventilation systems as needed
5. Vent room to outside of building as needed, introduce fresh air as needed
6. Keep room doors closed to the interior of the building to prevent spread of any gases to the interior of the building
7. If the spill is deemed manageable, don appropriate personal protective equipment and continue to ventilate the room, and clean up the spill with the appropriate materials
8. If the spill is in a main or common area, attempt to isolate the area and prevent any persons from moving through the spilled substance
9. Once spill has been mitigated and the area is deemed safe, it then may be reoccupied

Staff Objectives: (For Spills that cannot be contained and/or managed)

1. Immediately evacuate all persons affected to a safe area
2. Keep room doors closed to interior building to prevent the spread of any gases/fumes to the interior of the building
3. Notify the Building Administrator/Main Office immediately request assistance
4. Advise of the exact material(s) spilled and reference the Material Safety Data Sheets
5. Complete attendance record for evacuees, to determine present and missing
6. Report attendance without delay to the Building Administrator

Administrator's Objectives:

1. Determine the scope of the spill and assess the ability to manage the spill and/or specific substance
2. Reference the Material Safety Data Sheets for information
3. If the spilled materials threaten the safety of the building occupants, order an evacuation
4. Utilize the building fire alarm to signal the evacuation
5. Restrict access to any affected areas, so that persons evacuating do not enter, use the public address system
6. Call 911 and report the spill, providing specifics for first responders
7. Assign a staff member to meet EMS/Fire outside to provide them directions
8. Advise the building custodian to turn off utilities to the building if necessary
9. Contact the District's Environmental Team, Facilities ph. 435-4292
10. Await clearance from Fire/EMS for clearance to return to the building
11. Notify the Department of Safety and Security Ph. 435-4527
12. Notify NYS Department of Environmental Conservation if appropriate

PM Program Supervisor(s) Objectives:

1. Follow the Staff and Administrator objectives
2. Notify your Supervisor

Post Incident Administrator/Supervisor Objectives:

1. Once the situation has been stabilized contact the Department of Safety and Security
2. Complete the Critical Incident Summary Report and fax to Department of Safety and Security at 435-4109

**SYRACUSE CITY SCHOOLS
EMERGENCY MANAGEMENT PLAN**

*for the
2014-15
School Year*

SCHOOL/FACILITY DATA SHEET:

ADDRESS:

NUMBER OF STUDENTS: NUMBER OF STAFF:

NUMBER OF BUSSED STUDENTS: STUDENTS WITH SPECIAL TRANSPORT NEEDS:

STAFF QUALIFIED TO ADMINISTER FIRST AID/CPR:

School Nurse: BUSINESS: HOME:

List other staff qualified to administer First Aid/CPR and their business telephone number:

EMERGENCY TELEPHONE NUMBERS:

Principal: BUSINESS: HOME:

Asst. Principal: BUSINESS: HOME:

Secretary: BUSINESS: HOME:

Head Custodian: BUSINESS: HOME:

Asst. Custodian: BUSINESS: HOME:

School Nurse: BUSINESS: HOME:

PRIMARY RELOCATION SITE:

LOCATION:

SECONDARY RELOCATION SITE: (area high school preferred)

LOCATION:

ATTACH EXPLANATIONS OR SUPPLEMENTAL INFORMATION AFTER PAGE 3

PAGE 2

SCHOOL/FACILITY: SCHOOL YEAR:

POTENTIAL HAZARDS WITHIN THE BUILDING AND ITS SURROUNDINGS

(area to include a one block radius): {Itemize and if needed attach explanations or supplemental information after page 3}

LIST ANY CHANGES TO YOUR SITE EMERGENCY PLAN (different evacuation routes, etc.):

b. Activate building Medical Emergency Team.

Administrator in Charge:

2nd CPR Responder/Emergency Team:

Person to Contact Parent/Guardian:

Staff to Accompany Ambulance to Hospital:

c. Staff who will cover building Medical Emergency Team members, if needed.

d. Copy of student’s cumulative health record will be given to Ambulance team if possible and appropriate.

4. Immediate Notification of:

a. Superintendent’s Office: Telephone #:

b. Health Services Office: Telephone #:

5. Incident Report and Evaluation

a. Immediately complete and submit Student Accident Report or Employee Accident Report.

b. Provide written “Incident Report” stating exactly what happened and who did what. This should include the school nurse report.

c. Review and evaluate incident with Building and District Medical Emergency Team.

RESOURCES:

School Nurse or responsible person capable of handling a Medical Emergency:

Staff qualified to administer First Aid/CPR - [per School Data Sheet]:

Director of Health Services: Telephone #:

Non-Emergency Ambulance – Company: Telephone #:

Contact Information:

SUPERINTENDENT'S SENIOR STAFF

NAME	OFFICE NUMBER	CELL NUMBER
Jaime Alicea	435-4161	315-440-8832
Kim Bradley	435-4161	315-243-9682
Laura Kelly	435-5844	315-247-5196
Dr. Brandan Keaveny	435-4284	315-200-6261
Suzanne Slack	435-4826	315-251-5107

Additional District Designated Staff contacts:

Name	Title	Office Phone	Cell Phone
Thomas Ristoff	Director of Public Safety	435-4527	315-396-2691
Thomas Ferrara	Director of Facilities	435-4292	315-247-3368
Mary Ellen Killenbec	Director of Transportation	435-4260	315-420-7940
Kenneth Warner	Director of Food Services	435-4207	315-480-9098
David Delaney	Supt. of Buildings & Grounds	435-4248	315-440-8437
Linda Mulvey	Director of Middle Schools	435-4220	315-391-3585
Brian Nolan	Director of High Schools	435-4964	315-289-4121
Marie Perkins	Dir. of Early Childhood Ed.	435-4276	315-440-2809
Brian Pulvino	Director of Special Education	435-4425	315-247-9477
Dr. Zheadric Barbara	Director of I Zone Schools	435-4640	315-396-1311
Patricia Clark	Director of Pupil Services	435-4131	315-391-3778
Dr. Maritza Alvarado	Director of Health Services	435-4145	315-436-4116
Michael Henesey	Communications Coordinator	435-5800	315-708-4627
Jeremy Grant-Skinner	Exec. Dir. Of Talent Mgmt.	435-4212	315-439-2103

STATEMENT OF AGREEMENT

CONCERNING THE USE OF FACILITIES AS MASS CARE SHELTERS
BY THE AMERICAN RED CROSS

This agreement is made and entered into between the Board of Education of Syracuse City School District of Onondaga County, State of New York, hereinafter referred to as "SCSD" and the Syracuse and Onondaga County Chapter of the American Red Cross, hereinafter referred to as "Red Cross."

Pursuant to Federal law, the Red Cross provides Emergency Services on behalf of individuals and family victims of disaster. SCSD is authorized to permit the Red Cross to use School Buildings, Grounds, and Equipment for mass care shelters required in the conduct of Red Cross disaster relief activities and wishes to cooperate with the Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making school facilities of SCSD available to the Red Cross use as mass care shelters.

Now therefore, it is mutually agreed between the parties as follows:

1. SCSD agrees that, after meeting its responsibility to pupils, it will permit, to the extent of its ability, and upon request by the Red Cross, the use of its physical facilities by Red Cross as mass shelters for the victims of disasters;
2. Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse SCSD Schools for any school food or supplies that may be used by Red Cross in the conduct of its relief activities in said mass shelters.

- 3. Notwithstanding any other agreements, the Syracuse and Onondaga County chapter of the American National Red Cross agrees to defend, hold harmless and indemnify the SCSD School District against any legal liability in respect to bodily injury, death and property damage, arising from the negligence of the chapter during its use of the property belonging to the SCSD School District and/or the City of Syracuse.
- 4. The SCSD will provide the Syracuse and Onondaga County Chapter of the American Red Cross with access to a 24-hour contact person.
- 5. This agreement will remain in place for a period of one year from the date of authorization.

For the
SYRACUSE CITY SCHOOL DISTRICT

For the
AMERICAN RED CROSS

 Signature

 Title

 Date

 Signature

 Title

 Date

Revised 4/12