

# Cazenovia Central School District Procedures for School Emergencies

## I. Introduction

Providing an orderly plan for dealing with an emergency is part of the responsibility of Cazenovia Central School District officials. Emergency situations range from man-made problems such as power outages, fires, and bomb threats, to nature-made situations like windstorms, ice/snow storms, and floods. Emergencies range from highly dangerous, life-threatening situations to problems that are mere inconveniences. School and parents need to have general plans for dealing with a wide range of emergencies. The following information is intended to familiarize you with our general procedures for school emergencies.

## II. Possible Response Actions

The nature of the emergency will determine the type of response action. If possible and timely, an emergency response team will convene at a command site to implement response actions. If possible and appropriate, the assistance of the fire department, ambulance, and police will be sought. The primary consideration in determining response actions will be the health and safety of students and staff.

- A) **Cancellation of School** - School officials may determine that school will not be in session for one or more days due to an emergency.
- B) **Evacuation** - Evacuation is necessary for situations ranging from routine fire drills to conditions where it is no longer safe or appropriate to have students in the school building. Evacuation requires all building occupants to exit the building and wait a safe distance from the building until the danger has passed. In some circumstances, however, the nature of the emergency may deem that the students be transported and held temporarily at another location.
- C) **Early Dismissal** - An early dismissal is announced in the event of a system failure such as loss of heat or other utility in the building, or in response to inclement weather. In inclement weather, due to the time it takes to coordinate early dismissal, many times it is better to wait until dismissal time to send students home. Road crews normally schedule their time to coincide with the dismissal time of the schools.
- D) **Sheltering in Building** - School officials may decide to keep students in school in an emergency until the situation returns to normal or until dismissal or evacuation can be arranged, if it is determined that it is not safe or practical to send them home. A lock down drill is a type of sheltering situation where students remain in their classrooms and windows and doors are locked.

## III. Communication Systems

Internal: Communication inside the building will be via the public address system if possible. Otherwise, messengers will be used to relay warnings. Administrators have access to cell phones/radios to assist them with emergency communications.

External: In the event of an emergency, when appropriate, we will notify the following radio/television stations:

WSTM - (Channel 3)	WNTQ - (93Q FM)	WAQX - (95X FM)
WTVH - (Channel 5)	WSEN/WFBL (92.1 FM)	WMCR - (1600 AM 106.3 FM)
WIXT - (Channel 9)	WTKW - (99.5 FM)	WZUN - (102.1 FM)
News Channel 10	WFRG - (104 FM)	WODZ - (96 FM)
WNDR - (1260 AM)	WKRL - (100.0 FM)	WSCP - (101.7 FM)