

EMERGENCY RESPONSE PLAN

Emergencies evolve quickly and unpredictably. How we respond needs to be guided by the nature of the emergency and may need to be amended in a split second in response to situational factors as they unfold.

The emergency response plan for the Clear View School Day Treatment Center seeks to outline courses of action that will describe how students and staff can most effectively respond in an emergency to minimize the loss of life, and teach and train on these practices.

The current standard-of-care emphasizes the need for proactive, options-based, strategies. The federal and state government recommendations, as well as, major law enforcement associations support these strategies. No single response fits all situations, least of all that of the active shooter/intruder situations. However, making sure staff knows the options for response so that they can react decisively for themselves and in directing the students in their care will save valuable time.

The following guidelines summarize the current standard of care with regard to the presence of an intruder/active shooter as outlined by the Department of Homeland Security and endorsed by Nationally Certified Trainers. It is the policy of the Clear View School Day Treatment Center to adopt current standards of care with regard to an emergency response to potentially dangerous situations *in, on, or around* school premises. As such, this policy will be reviewed yearly and updated as necessary in keeping with such standards. Attached are the **NY State Emergency Response** guidelines (S.H.E.L.L.). These guidelines summarize potentially dangerous situations and establish a common language and understanding for directing our response. Communications about potentially dangerous events will use this common language in directing the school community.

As our student population spans the very young to high school age and their emotional fragility is of paramount concern, especially when the situation requires they be able to respond to staff direction quickly and efficiently, it is important that we choose carefully *how* to alert the entire school to the presence of a threat as well as how we teach and train for such situations. All emergency preparations, training and drills will therefore be conducted in a manner that is trauma-informed and developmentally and age appropriate. At no time will drills or training include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. All emergency drills will be announced to staff and students as such.

In the event of fire or other threat to the integrity of the building structure or environment:

Staff and students will be alerted by internal fire alarm systems in each building. Upon alert, staff will follow procedures outlined in the Fire Drill Procedures policy. (*Appendix A*)

In the event of a hostile intruder:

Staff will be alerted, as the information is received, by mass text (through Remind app) and PA system with the best information in the clearest possible terms. *Hostile intruder* will mean someone actively trying to hurt others on premises. We will resist using the term “shooter” to minimize the emotional impact on the environment. However, if the intruder is wielding a knife, a bat, a chain, or some other dangerous but more contained threat, the information will include the phrase “contained”. Information as to where the intruder is located and/or is headed will also be given as accurately as can be known. As an example, then, the alert may be: “Hostile intruder, main floor in Bldg. 1”, “Hostile intruder, upstairs Bldg. 2, contained”, or, “Hostile intruder, contained outside.”

Circumstances will dictate any further directives such as **Shelter in Place, Hold In Place, Evacuate, Lockout, or Lockdown**. However, as situations can evolve rapidly and differently in various locations, it is imperative that we remain alert to further directives and that assessments regarding the best option for you and the students in your immediate care be based on the best available information to you as conditions change.

Once alerted to the presence of a hostile intruder that is NOT CONTAINED, the procedure is as follows:

- 1) Make a quick assessment of your best options based on available information.
- 2) Have evacuation routes in mind. If one of the identified evacuation routes is clear of danger, move quickly toward it with the students in your charge. Keep moving until you reach the agreed upon shelter site. Take nothing, save a phone, with you and keep hands visible. (*Appendix A*)
- 3) If there is no safe route to evacuate at the moment and you must lockdown/shelter in place. Use the following lockdown procedure to slow or potentially thwart intruder:
 - a) Pull door(s) closed and lock and/or barricade door(s)
 - b) Proceed to the space or place within a room that puts you as far from ground level windows as possible and out of sight line of the door(s).
 - c) Establish cover (behind furniture, etc.) if possible.
 - d) If this allows the opportunity to evacuate through another egress, **do so**.
 - e) If not, silence your cell phones and remain quiet **until released by law enforcement**.
 - f) Do not open/unblock the door for anyone until **proof** that a law enforcement person is directing you to do so.
 - g) Evacuate the area when it is determined by authorities that it is safe to do so.
- 4) Confronting the intruder is an action of **absolute last resort** when your life or the lives of your students are in imminent danger. Act aggressively by throwing things in an attempt to distract or disorient the intruder long enough to escape.
- 5) Contact 911 as soon as it is safe to do so but do not take the time until you are out of harm's way.
- 6) When you reach a point of sheltering, take attendance and report to your superior that you are safe and who is with you.
- 7) Final gathering point will be on the grounds of the Beechwood Condominium complex located on Beechwood Way, behind the School's property (approximately 0.7 miles). Evacuation Routes to Beechwood are attached.
Alternate meeting point (if Beechwood is unreachable for some reason): Scarborough Park off River Road (approximately 0.6 miles).

How to respond when law enforcement arrives:

- Remain calm and follow instructions
- Raise hands and spread fingers
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

COMMUNICATION

- Initial communication will be through mass text to staff. PA announcement system, at this point, will be the backup system to the mass text until such time as that system is more reliable.
- Local law enforcement will be notified simultaneously by the Executive Director, receptionist, School Principal, and the Emergency Response Coordinator for each building as they are able. This system is meant to be redundant to ensure communication with local authorities is swift and reliable. Individuals are also instructed to contact 911 when they are **out of harm's way**.
- Building Coordinators will be responsible to account for the students, staff and visitors (in as much as they are known), once such individuals have reached the shelter site or the threat has been otherwise resolved. Building Coordinators will communicate this information and any information regarding medical needs to the designated School Based Incident Manager, who will, in turn, report it to local law enforcement.
- School Based Incident Manager will coordinate with local authorities to initiate procedures for contacting families and executing a transportation plan.
- Once local law enforcement is on the scene, all operational communication will proceed at their direction.

MANAGEMENT DURING INCIDENT

- Students with serious emotional disturbance can react to traumatizing events in unpredictable ways. They will be most helped during such events by staff with whom they have a significant relationship. Classroom teaching teams will be directly responsible for the students in their charge. Other staff will assist with students *at the direction* of the Head Teacher in the room.
- Each building on site will have a designated Building Coordinator for purposes of Emergency Response. Teaching teams and all other staff will report to their Building Coordinator.
- The Executive Director of the school will operate as the School Based Incident Manager and will report to and coordinate with local law enforcement. The School Director/ Principal will act as ED's deputy and in his/her place should the ED be unable to carry out this function. Assistant Principal will assume responsibility if both individuals are unable to carry out this function. Building Coordinators report to the School Based Incident Manager.

Building Coordinators (designated as such yearly)

- **Building One:** Crisis Counselor
Deputies: Unit Coordinator and Gym teacher
- **Building Two:** Crisis Coordinator
Deputies: Alternate Crisis Counselor and Secondary Unit coordinators
- **Building Three:** Art teacher
Deputy: Music teacher

POST-INCIDENT PLANNING

As The Clear View School Day Treatment Center is a mental health facility, licensed by the Office of Mental Health, serving children and families for over 50 years. Our staff is trained and experienced in responding to emotional trauma and we coordinate our services with statewide resources as appropriate.

NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**

SCHOOL NAME:

911 ADDRESS:



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMEDIATE CONCERN **OUTSIDE** OF THE SCHOOL.

ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN **IMMEDIATE THREAT OF VIOLENCE** IN OR AROUND THE SCHOOL.

ACTIONS:

- When you hear LOCKDOWN, LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.