

The Board of Education recognizes the necessity for preparing an emergency plan and practicing it in order to ensure that the safety and health of students and staff, as well as District property, are safe guarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent is directed to develop such a plan for each school and for the District and to ensure that sufficient training in carrying it out takes place.

Such plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, and annual drill and coordination with local and county emergency preparedness personnel. The Superintendent shall establish an Emergency Planning Committee to oversee the emergency management plan. The District Emergency Coordinator shall be the Assistant Superintendent for Administration, who will also serve as the chairperson of the Emergency Planning Committee.

The Superintendent/designee will be responsible for review and appropriate recommendations/modifications to provide such emergency plans each school year. Updated emergency plans shall be approved by the Board of Education.

The Superintendent/designee will circulate copies to appropriate school and local and county emergency preparedness personnel.

The Superintendent may notify the District/BOCES whenever the emergency plan is activated and results in closing of a school building(s) in the district.

The Superintendent/designee is the District Emergency Coordinator. The Coordinator has general responsibility for coordination, overview and decision making in implementing the District's Emergency Management Plan.

In carrying out the coordinator's responsibilities pursuant to the Board of Education's policy and the regulations of the Commissioner of Education, the Superintendent shall establish an Emergency Planning Committee. The Committee is responsible for developing and overseeing the plan.

In addition to the Coordinator, who shall serve as the chairperson of the Committee, the other members of the Committee shall be:

1. The Principals of all district schools,
2. A representative of the faculty designated by the Principal
3. The Supervisor of Transportation
4. The Administrative Assistant to the Assistant Superintendent for Administration
5. A representative from Broome Tioga BOCES Health & Safety
6. Director of Health & Athletics
7. High School/K-8 Head Custodians
8. Head of Maintenance
9. Head of Grounds
10. Head of Food Service
11. Director of Academic Coaching, and
12. Director of Student Services (or designee, i.e. school nurse)

Other members of the staff, student body or the community may be called upon to serve or provide advice as is deemed by the Superintendent.

The Coordinator is responsible for ensuring that by October 8 of each year, all staff, students and parents are provided notification about the District's emergency management plan and procedures. The Coordinator will also ensure that at least once every school year that there will be a test of the plan for sheltering and early dismissal. The Principals will ensure that parents or guardians shall be notified prior to the drill.