

# **Wilson Magnet High School Emergency Response Plan 2022-23**

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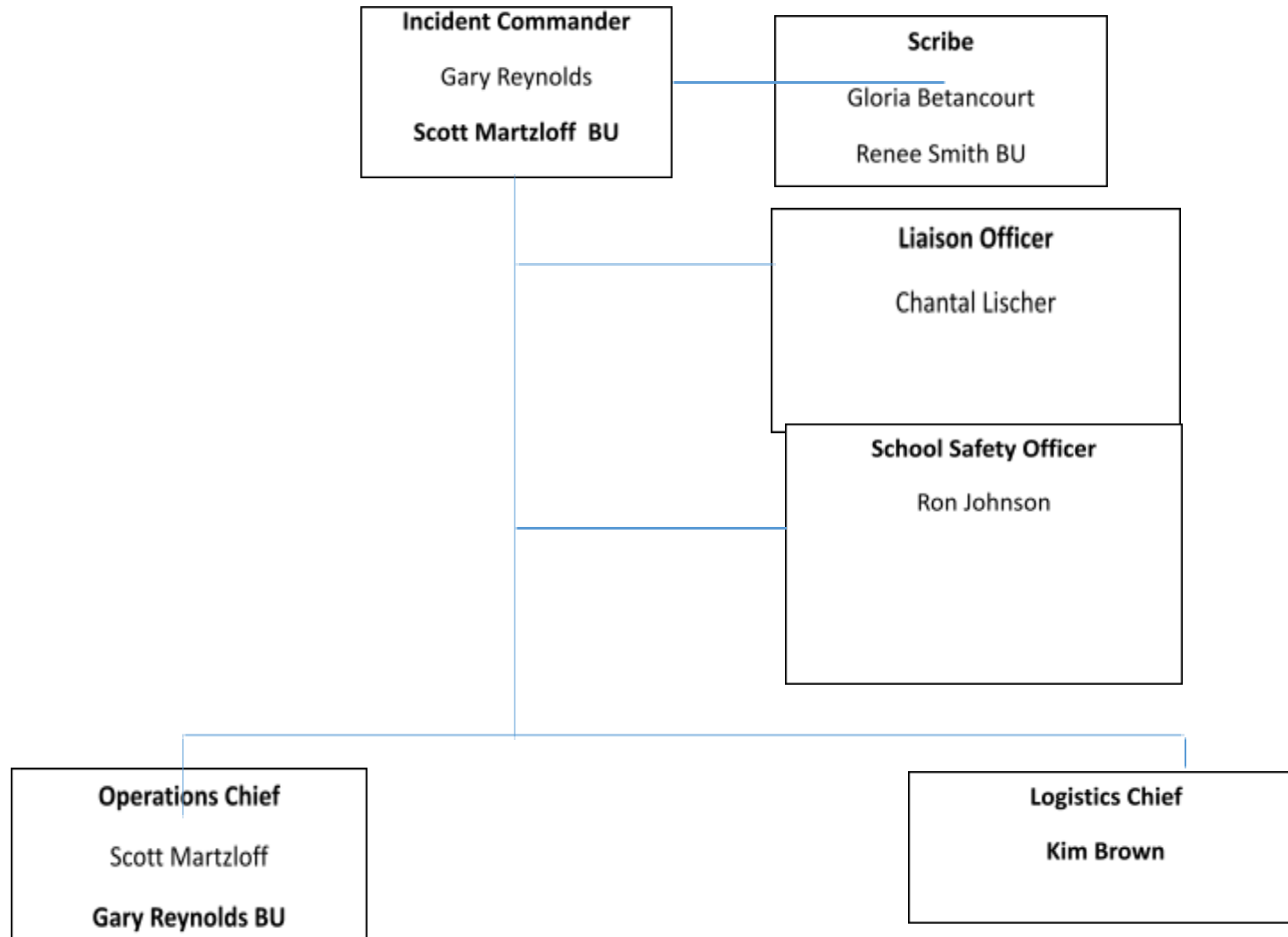
# **Introduction**

Emergency situations and violence in schools are occurrences that concern all stakeholders at Wilson Commencement. As a staff, we all work together to provide a safe and rigorous learning environment for all. For that purpose, this safety plan has been developed as a tool for response in times of emergency situations.

This manual serves as a summary of important procedures, telephone numbers and forms that staff should have available in times of emergency. As each situation presents its own uniqueness the number one thing we can all use is good judgment as we respond and react.

All administrators and staff should review this reference manual and keep it accessible in times of response. Through campus discussion and training we all work together to not only be prepared for an emergency but to use our best judgment and remain calm during an event so that we can have the opportunity to provide that rigorous instruction in a safe environment.

**Chain of Command Campus Level Response CLRT**



## **Certified Trained Staff for Emergency Response**

The primary reason CERT (Citizens Emergency Response Team) Training is to give people the decision-making, organizational, and practical skills to offer immediate assistance to staff, students, family members, neighbors, and associates while waiting for help. While people will respond to others in need without training, the goal of the CERT program is to help people do so effectively and efficiently without placing themselves in unnecessary danger.

These are staff members that have attended the CERT training and are currently certified at Wilson Commencement:

1. Scott Martzloff
2. Karen Reyes

## **AED Defibrillators Locations**

When seconds count, a defibrillator is the best life saving device for people in cardiac arrest. A defibrillator provides a strong electrical shock to the heart to reinstate a normal heartbeat. The opportunity for crucial, early defibrillation has increased along with the availability of automated external defibrillators (AED) to the general public. The directions for these devices are simple and straightforward; however, you must follow the steps explicitly to ensure the victim's best chance of survival.

Locations of the AED

1. Main Office
2. Nurses Office
3. GYM (Green Cabinet)
4. Pool
5. Female Staff PE Office

# Emergency Notification Procedures

Response A Criteria	Response B Criteria
<ul style="list-style-type: none"><li>● Incident is serious and or life threatening</li><li>● Incident is in progress</li><li>● Immediate EMS is needed (Police, Fire, Medical)</li></ul> <p><b>Employee Procedures</b></p> <ol style="list-style-type: none"><li>1. Notify Martzloff through Security Desk for dispatch For medical call nurse</li><li>2. Martzloff to determine 911 dispatch</li></ol> <p>At this point the CLRT may and will be activated.</p> <p><b>Exemplars</b></p> <ul style="list-style-type: none"><li>● Fire Alarm</li><li>● Gas Leak</li><li>● Chemical Spill</li><li>● Environmental Problem</li><li>● Biological Hazard</li><li>● Natural Disaster</li><li>● Suspicious Package/Bomb Threat</li></ul>	<ul style="list-style-type: none"><li>● Incident is important but there is no immediate threat to person or property</li><li>● Incident is not in progress</li><li>● No <i>immediate</i> need exists for EMS</li></ul> <p><b>Employee Procedures</b></p> <ol style="list-style-type: none"><li>1. Notify Security Desk</li><li>2. Notify Martzloff</li></ol> <p>CLRT may or may not be activated at this time.</p> <p><b>Exemplars</b></p> <ul style="list-style-type: none"><li>● Trespassers</li><li>● Power Outage</li></ul>

**EMERGENCY Response**  
**ROCHESTER CITY SCHOOL DISTRICT**

<b>Shelter-In-Place</b>	<b>Hold-In-Place</b>	<b>Evacuation</b>	<b>Lockout</b>	<b>Lockdown</b>
<p><i>Used for weather emergencies, chemical or other disasters occurring outside the building that effect HVAC with the building or ability to safely evacuate the building due to health or safety of life.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Use plain language, for example, “The building will be sheltering in place...”</p>	<p><i>Used to limit movement of staff and students while dealing with a short term potential or actual emergency situation.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Use plain language, for example, “The building will be holding in place...”</p>	<p><i>Used when the building needs to be evacuated quickly</i></p> <p>Will be announced via the fire alarm system. On very rare instances other methods will be used, such as the public address system, email, telephone messaging or in person evacuation announcements (i.e. internal gas leak). RCSD uses no codes. Use plain language, for example, “The building is being evacuated...”</p>	<p><i>Used to secure the building during incidents that pose a potential imminent threat <u>outside</u> of the building.</i></p> <p>May be announced via the public address system, in person, via email or telephone. RCSD uses no codes. Use plain language, for example, “The building is being placed in Lockout...”</p>	<p><i>Used to secure the building during incidents that pose an imminent threat <u>inside</u> the building.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Personnel may also choose to lockdown without official notification if they hear gunfire, screaming, etc. Use plain language, for example, “The building is being placed in Lockdown...”</p>

<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>● Listen for instructions about the situation and your actions</li> <li>● Be prepared to move to the interior of the building (cafeteria or gym)</li> <li>● Custodian: HVAC may need to be turned off and windows/doors secured/sealed</li> <li>● Students report to assigned or nearest classroom as quickly and safely as possible</li> <li>● Stay away from windows-if situation warrants</li> <li>● Teachers in classrooms take attendance and report missing and added students to the office</li> <li>● All outdoor activities are terminated</li> <li>● Staff members not in classrooms are to assist with clearing halls and completing other assigned tasks given by the Incident Commander and/or Operations Chief</li> <li>● Classes should continue unless instructed otherwise</li> <li>● Students should not leave classrooms unless escorted (unless otherwise instructed)</li> <li>● Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>● Listen for instructions about the situation and your actions</li> <li>● Students report to assigned or nearest classroom as quickly and safely as possible</li> <li>● Teachers in classrooms take attendance and report missing and added students to the office</li> <li>● All outdoor activities are terminated</li> <li>● Staff members not in classrooms are to assist with clearing halls and completing other assigned tasks given by the Incident Commander and/or Operations Chief</li> <li>● Classes should continue unless instructed otherwise</li> <li>● Students should not leave classrooms unless escorted (unless otherwise instructed)</li> <li>● Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>● Listen for instructions about the situation and your actions</li> <li>● All staff and students are required to leave the building quickly &amp; SAFELY when the fire alarm activates using the route posted by the door in the classrooms or a secondary route if the primary is blocked Close all doors and windows as you leave.</li> <li>● Teachers will take attendance and report missing/extra/injured students to the runners</li> <li>● Students and staff members with functional needs will follow their predetermined evacuation plans. Emergency Response Team members will assist with evacuating visitors, assist with injuries and check safe rooms/areas of refuge and report status to the Incident Commander</li> <li>● Students in specials will leave with their teacher using their designated or alternate route. Specials teachers will report attendance to runners</li> <li>● Students not in classrooms at the time of the alarm will exit the building immediately and safely. Once outside, they will join the nearest class and be put on an attendance sheet</li> <li>● Remain outside the building until the signal to re-enter the building is given</li> <li>● Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>● Listen for instructions about the situation and your actions</li> <li>● All exterior doors &amp; windows are locked. One security officer or staff member will monitor the front door</li> <li>● Anyone who enters the building must show identification</li> <li>● Students must have parent/guardian permission to leave the building during a lockdown</li> <li>● All outdoor activities are terminated</li> <li>● Classes should continue unless instructed otherwise</li> <li>● Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>● Listen for instructions about the situation and your actions</li> <li>● All exterior doors &amp; windows are locked and badge access is disengaged</li> <li>● Gather students from the hallway around your room (including nearby bathrooms)</li> <li>● Lock the door. All staff and students should sit on the floor, away from the line of sight of the door</li> <li>● Leave lights and shades/blinds as they are</li> <li>● Take attendance – include additions and missing students. Keep this record with you at all times. Document and attend to any injuries</li> <li>● Do not allow anyone to enter or leave the secured area (i.e. classroom or office) under any circumstances</li> <li>● Do not answer or communicate through the locked door</li> <li>● Do not respond to the fire alarm unless imminent signs of fire or smoke are observed or you are advised to evacuate by firefighters</li> <li>● Do not talk within your secured area Try not to make calls. If absolutely necessary, send short text messages</li> <li>● Monitor email and text updates from trusted sources. Do not respond to public address updates</li> <li>● Lockdown will end <u>ONLY</u> when you are key released from your room by RCSD staff or emergency responders.</li> </ul>
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# **Building Evacuation and Relocation Procedure**

Evacuation is the removal of all students and personnel from the school campus building. This includes fire evacuation.

When an administrator receives information and instructions to evacuate, that administrator should adhere to the following procedure:

- Notify all staff and students via the alarm system, Public Address, messenger or bullhorn.
- Call 911 and notify SSO staff.
- Direct all staff and students to predetermined EVAC sites (Please note for Fire Evac Drill this is your route posted in the classroom. For EMERGENCY BUILDING EVAC Walking site is Wilson Foundation and Transit site is Franklin Campus)
- Conduct building search for anyone left behind.
- Notify the Chief's office.
- Ensure that 100% of students and personnel are accounted for at this time.
- Determine the building is clear and safe before reentry.

When school personnel are notified of an evacuation, the following procedure will be adhered to:

- Evacuate when notified via the alarm system, Public Address, messenger or bullhorn.
- Bring Roster, Grade Book and Reporting Sheet.
- Close classroom windows, lights and doors.
- Exiting the building in a quick, safe and orderly fashion.
- Assemble in your predetermined EVAC site.
- Take attendance and have runners bring it to SSO or Administrator on site.
- Once given the all clear, report back into the building and return to class in an orderly fashion.



# Fire Evacuation Grid

Room Location	Outdoor Location	Room Number	Administrator		Room Location	Outdoor Location	Room Number	Administrator
EAST	Genesee	001	Lischer/Martzloff		North	Aldine Street	126	Vargas/SSO
EAST	Genesee	002	Lischer/Martzloff		North	Aldine Street	128	Vargas/SSO
EAST	Genesee	003	Lischer/Martzloff		North	Aldine Street	220	Vargas/SSO
EAST	Genesee	004	Lischer/Martzloff		North	Aldine Street	221	Vargas/SSO
EAST	Genesee	020	Lischer/Martzloff		North	Aldine Street	222	Vargas/SSO
EAST	Genesee	021	Lischer/Martzloff		North	Aldine Street	223	Vargas/SSO
EAST	Genesee	024	Lischer/Martzloff		North	Aldine Street	224	Vargas/SSO
EAST	Genesee	100	Lischer/Martzloff		North	Aldine Street	226	Vargas/SSO
EAST	Genesee	101	Lischer/Martzloff		North	Aldine Street	229	Vargas/SSO
EAST	Genesee	102	Lischer/Martzloff		North	Aldine Street	240	Vargas/SSO
EAST	Genesee	120	Lischer/Martzloff		North	Aldine Street	320	Vargas/SSO
EAST	Genesee	121	Lischer/Martzloff		North	Aldine Street	321	Vargas/SSO
EAST	Genesee	122	Lischer/Martzloff		North	Aldine Street	322	Vargas/SSO
EAST	Genesee	123	Lischer/Martzloff		North	Aldine Street	323	Vargas/SSO
EAST	Genesee	124	Lischer/Martzloff		North	Aldine Street	324	Vargas/SSO
EAST	Genesee	20	Lischer/Martzloff		North	Aldine Street	327	Vargas/SSO
EAST	Genesee	201	Lischer/Martzloff		North	Aldine Street	328	Vargas/SSO
EAST	Genesee	202	Lischer/Martzloff		North	Aldine Street	332	Vargas/SSO
EAST	Genesee	203	Lischer/Martzloff					
EAST	Genesee	231B	Lischer/Martzloff					
EAST	Genesee	231A	Lischer/Martzloff					
EAST	Genesee	241	Lischer/Martzloff					
EAST	Genesee	242	Lischer/Martzloff					

## Fire Evacuation Grid

Room Location	Outdoor Location	Room Number	Administrator		Room Location	Outdoor Location	Room Number	Administrator
South	Aberdeen	006	Brown/SSO		West	Montgomery	GYM	O'Toole/SSO
South	Aberdeen	104	Brown/SSO		West	Montgomery	POOL	O'Toole/SSO
South	Aberdeen	106	Brown/SSO		West	Montgomery	081	O'Toole/SSO
South	Aberdeen	107	Brown/SSO		West	Montgomery	082	O'Toole/SSO
South	Aberdeen	108	Brown/SSO		West	Montgomery	085	O'Toole /SSO
South	Aberdeen	109	Brown/SSO		West	Montgomery	111	O'Toole /SSO
South	Aberdeen	204	Brown/SSO		West	Montgomery	113	O'Toole /SSO
South	Aberdeen	206	Brown/SSO		West	Montgomery	212	O'Toole /SSO
South	Aberdeen	208	Brown/SSO		West	Montgomery	213	O'Toole /SSO
South	Aberdeen	209	Brown/SSO		West	Montgomery	214	O'Toole /SSO
South	Aberdeen	211	Brown/SSO		West	Montgomery	218	O'Toole /SSO
South	Aberdeen	300	Brown/SSO		West	Montgomery	219	O'Toole /SSO
South	Aberdeen	301	Brown/SSO		West	Montgomery	261	O'Toole /SSO
South	Aberdeen	302	Brown/SSO		West	Montgomery	310	O'Toole /SSO
South	Aberdeen	303	Brown/SSO		West	Montgomery	312	O'Toole /SSO
South	Aberdeen	304	Brown/SSO		West	Montgomery	319	O'Toole /SSO
South	Aberdeen	307	Brown/SSO		West	Montgomery	326	O'Toole /SSO
South	Aberdeen	308	Brown/SSO		West	Montgomery	330	O'Toole /SSO
South	Aberdeen	309	Brown/SSO					
South	Aberdeen	333	Brown/SSO					

# **Staff and Students Requiring Assistance Schedules**

Safe Room Locations

Basement 020

1<sup>st</sup> Floor 120

2<sup>nd</sup> Floor 220

3<sup>rd</sup> Floor 320

# Student Fight

When an Administrator is notified or witnesses a fight, that administrator should adhere to the following procedure:

- Assess the situation and intervene if possible
- Notify SSO
- Make a verbal command in a calm manner
- Try and guide individuals to isolated areas
- Follow the RCSD Code of Conduct when the event is over
- If need be utilize RPD if necessary

When school personnel is notified or witnesses a fight, they should adhere to the following procedure:

- Assess the situation and intervene *if necessary*
- Call for SSO and or Administrator
- Make verbal commands in calm manner
- Assist in the guidance of students into isolated areas *if necessary*
- **NEVER GRAB OR TOUCH A VIOLENT STUDENT UNLESS THAT STUDENT IS CAUSING HARM TO THEMSELVES OR OTHERS**
- **BE AWARE OF YOUR SURROUNDINGS**
- Assist with information following the incident

# Armed Student

When an administrator is notified or witnesses an armed student, that administrator should adhere to the following procedure:

- Call SSO/RPD (Rochester Police Department) immediately
- Isolate the student if possible
- Ensure that 2 adults are present when with the student

IF THE WEAPON IS DISPLAYED:

- Call 911
- Notify Principal and alert CLRT
- Maintain calm
- Media to Central Office

When school personnel is notified or witnesses an armed student, personnel should adhere to the following procedure:

- Notify Administrator and SSO ASAP
- Maintain calm for self and students
- DO NOT TRY AND CONFISCATE

IF THE WEAPON IS DISPLAYED:

- CALL 911
- TRY AND EVAC CLASS
- ONCE RPD ARRIVE FOLLOW ALL DIRECTIVES

# Bomb Threat

When a staff member receives a bomb threat via telephone, the phone call recipient should adhere to the following procedure:

- Do not hang up the telephone to call 911.
- Keep the caller on the phone as long as possible.
- Signal to another person to alert an administrator.
- Write down everything that the caller says on the RCSD Bomb Threat Instructions.
- Ask the caller all of the questions on the RCSD Bomb Threat Instructions
- While listening to the caller, try to guess the caller's age, sex, race and be sure to note any background noises.
- Write down anything that you feel is important to the investigation.

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

# Bomb Threat

Exact wording of the threat: \_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_

Time: \_\_\_\_\_ date: \_\_\_\_\_

Caller's voice:

\_\_\_ Loud      \_\_\_ Soft      \_\_\_ High      \_\_\_ Deep

\_\_\_ Intoxicated    \_\_\_ Disguised    \_\_\_ Calm      \_\_\_ Angry

\_\_\_ Fast      \_\_\_ Slow      \_\_\_ Stutter    \_\_\_ Nasal

\_\_\_ Distinct      \_\_\_ Slurred      \_\_\_ Accent (type)    \_\_\_ Other

If voice is familiar, whom did it sound like? \_\_\_\_\_

Background sounds:

\_\_\_ voices    \_\_\_ airplanes    \_\_\_ quiet    \_\_\_ trains    \_\_\_ animals    \_\_\_ music    \_\_\_ street traffic \_\_\_ office machinery

\_\_\_ factory machinery

Threat Language:

\_\_\_ well spoken    \_\_\_ incoherent    \_\_\_ foul    \_\_\_ taped    \_\_\_ irrational    \_\_\_ message read by threat maker

Report phone call immediately to:

Date: \_\_\_\_\_ name: \_\_\_\_\_ Position: \_\_\_\_\_ phone number: \_\_\_\_\_

## **Civil Disturbance**

When an administrator witnesses or is notified of a civil disturbance (riot, sit-in, verbal conflict), that administrator should adhere to the following procedure:

- Notify SSO
- Notify Building Principal
- CLRT to place building in Hold In Place until the situation is resolved and the area is safe

When School Personnel witnesses or is notified of a civil disturbance (riot, sit-in, verbal conflict), school personnel should adhere to the following procedure:

- Notify SSO and Administrator
- Provide any information
- Move students to a safe location
- Await further instructions if needed



# Trespassers

When an administrator is notified or observes a trespasser, that administrator should adhere to the following procedure:

All visitors shall display proper RCSD Credentials or a Visitors Pass.

If the person in question refuses to provide credentials or ID

- Notify SSO
- Escort the person in question to the security office
- If needed notify RPD
- Lockdown or Hold in Place may be initiated by CLRT

When school personnel is notified or observes a trespasser, school personnel should adhere to the following procedure:

All visitors shall display proper RCSD Credentials or a Visitors Pass.

If the person in question refuses to provide credentials or ID

- Notify SSO and Administrator
- Do not engage the person in question
- Direct SSO or Administrator to the location of the individual and give other pertinent information
- Await further instruction

# Fire and Explosion

When an administrator is notified of smoke or fire, that administrator should adhere to the following procedure;

- Assess the situation
- Notify the Building Principal
- Notify 911
- Engage the fire alarm and fire evacuation plan as stated forth earlier in this guide

When school personnel observes smoke or a fire, school personnel should adhere to the following procedure:

- Notify SSO and Administrator
- If immediate danger exists, engage alarm so that the fire evacuation plan is put in place

## **Biological Threat**

When a biological threat (example: anthrax) exists:

- Notify 911 IMMEDIATELY
- If the threat is over the phone follow bomb threat protocol.
- Activate CLRT until relieved by EMS, County, State or Federal Officials

If the threat is visible:

- Do not handle
- Cover with a box or envelope
- Avoid any contact with others until you are cleared by EMS
- Activate Campus Level response team until relieved by EMS, County, State or Federal Officials

## **Radiological Threat**

When a radiological threat is exists:

Notify SRO and 911 IMMEDIATELY

Activate CLRT until relieved by EMS, County, State or Federal Officials

# Natural Disasters

## EARTHQUAKES

If indoors, stay there.

- Take cover under heavy furniture (desks, tables, and hold onto the legs of the furniture) or in the interior of the doorways or narrow halls.
- Cover your eyes by leaning your face against your arms.
- Stay away from windows

If outdoors, move away from the building, if possible.

- Avoid utility poles and overhead wires.
- If in a bus: Driver should stop as quickly as possible in open areas away from overpasses, road cuts, etc. Stay on the bus.

After the quake:

- Evacuate and move to open areas away from buildings.
- Do not re-enter buildings until authorities have checked for possible structural damage, leaking gas lines, and other utility disruptions.
- Take attendance to account for all students. Report to the building administrator.
- Do not use any open flames (matches, candles, etc.) while in the buildings.
- Listen to a radio, if available, for the latest bulletins.
- Use discretion in implementing early or late dismissal policy depending on communications from the Superintendent, availability of transportation, damage to school buildings, residential areas, and transportation routes.

# Natural Disasters

## FLOODS

When weather conditions indicate an area may be affected, local radio or television broadcasts should be monitored. Prepare to:

- Implement school cancellation or late opening policy as per Superintendent instructions.
- Notify the Superintendent of the situation.
- Evacuate students to home or other evacuation areas in accordance with established school policy and Superintendent communication.
- Notify parents via radio, television, telephone, and the local cable channel.
- Check all supplies and provisions prior to emergency operations if the school is designated as an emergency shelter. This will be coordinated through the District Safety and Security Officer- Mr. Jim Shepperd

## HURRICANES

Emergency procedures or school cancellations will be coordinated through the Superintendent.

## THUNDERSTORMS

If outside, and lightning or thunder is seen or heard, move inside at once.

# Natural Disasters

## TORNADOES

Turn to the local radio station for updated weather information.

Time to take shelter:

- Evacuate room quickly, quietly, and orderly to first floor interior hallways, restrooms, or other enclosed small areas away from large glass windows/doors or open rooms.
- Check restrooms and nearby vacant rooms for students, staff, or visitors.
- Take belongings only if they are at desks and will provide extra protection (large books, notebooks, or coats may be held over head or shoulders).
- Take a roll book and check attendance once in a shelter area and report any missing students.
- Take position by crouching on knees, head down, with hands locked at the back of the neck.

NOT time to take shelter:

- Go to the inside wall of the room away from the windows.
- Squat on the floor next to the wall or get under desks/furniture by squatting or lying prone on the floor face down.
- If a book can be picked up easily, hold it over your head.

## WINTER STORMS

Listen to local radio stations for cancellation and early dismissal notices relative to snow and/or ice.

**RCSD uses WHAM 1180 and Channel 13 for notifications.**

# Facilities Disasters

## ELECTRICAL POWER FAILURE

- Check that all students are calm and safe.
- Designate personnel to notify Maintenance and Operations.
- Evacuate the building by fire drill procedures, if there is any threat to safety of students or staff.
- Keep refrigerated food storage units closed.
- If food preparation was in progress and utilities remain out for a period of time, verify safety of food by calling Food Service Supervisor.

## WATER MAIN BREAK

- Designate the Head Custodian to shut off the valve at the primary control point and notify the Building Administrator.
- The Head Custodian will call Maintenance and Operations.
- The Building Administrator will call the Supervisor.

## BOILER

- The Head Custodian will secure the main cutoff, then secure fuel supply, and notify the Building Administrator.
- The Head Custodian will call Maintenance and Operations.
- The Building Administrator will call the Supervisor.
- Never attempt to feed water to the boiler; shutdown and leave the area.

## GAS LEAK

- Do not use the fire alarm
- Instructions will come from the CLRT until relieved by EMS Personnel.

## Lockout Coverage Chart

Personnel (Backup)	Location
Johnson, R	1
Wright	6
Ramos	10
Hannah	9
Reeder	LIB
Cox	FLOAT(Gym BU)
Lischer	FLOAT
Vargas	2
Reynolds	Float
O'Toole	GYM
Martzloff	4
Griffin	7
Brown	3

## Safe Room Locations

**1<sup>st</sup> Floor    120**

**2<sup>nd</sup> Floor    220**

**3<sup>rd</sup> Floor    320**



