

**School ERP - Annually - 2018**

Building Profile - Building

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**County**

ESSEX

**Local Education Agency (LEA)**

WILLSBORO CSD

**Building Name**

WILLSBORO CENTRAL SCHOOL

**Address**

29 SCHOOL LN

WILLSBORO 12996

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Building Profile - Contact Information

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**Building Contact Information**

Office Name	Phone number
Justin Gardner	5189634456

**District Contact Information**

Department/Office Name	Phone number
Justin Gardner	5189634456

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Building Profile - Floor Plans and Area Maps

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**Building Floor Plans and Area Maps**

Upload building floor plans, maps or images of school grounds and local road maps. File names should describe the content of the file, i.e. joneschoolfloorplan.pdf.

Google maps and other available software provide easy tools for satellite images of school grounds and surrounding areas.

Maximum file size is 5 MB, only .pdf files are accepted.

**Building Level Floor Plans**

School Floor Plans.pdf

## School ERP - Annually - 2018

Building Profile - External Building Contact Information

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**In an Emergency Call 9-1-1****Emergency Responder Non-emergency Numbers**

	Phone number
State Police	5189637400
Sheriff's Dept.	5188736970
Local Police	(No Response)
Fire Dept	(No Response)
EMS	(No Response)

**Other Important Contact Numbers****(Utilities, poison control, suicide hotline, additional police or fire etc.)**

Agency/Business Name	Phone number
CVPH Hospital	5185612000
NYSEG	5185669846
Town of Willsboro	5189638668
American Red Cross	5185617280

## School ERP - Annually - 2018

Building Profile - Incident Command System Roles

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**Incident Command System Roles**

Name	ICS Role	Office number	Cell Number
Justin Gardner	Incident Commander	5189634456	5185932411
Justin Gardner	Public Information Officer	5186434456	5185932411
Justin Gardner	Liaison Officer	5189634456	5185932411
Justin Gardner	Safety Officer	5189634456	5185932411
Justin Gardner	Planning Section Chief	5189634456	5185932411
Justin Gardner	Operations Section Chief	5189634456	5185932411
Charmaine Flynn	Logistics Section Chief	5189634456	5189634456
Sheila Vanags	Finance Section Chief	5189634456	51896344456
Charmaine Flynn	Alternate	5189634456	5189634456
Chris Ford	Alternate	5189634456	5189634456

## School ERP - Annually - 2018

Building Profile - Building Level Emergency Response Team

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**Building Level Emergency Response Team**

Name	Title	Office number	Cell Number
Justin Gardner	Superintendent	5189634456	5185932411
Charmaine Flynn	Dean of Students	5189634456	5189634456
Chris Ford	Counselor	5189634456	5188344041
Sheila Vanags	Treasurer	5189634456	5188347041
John Sucharzewski	Building & Grounds and Transportation Supervisor	5189634456	5186451459
Michael Douglas	Teacher	5189634456	5189634456

## School ERP - Annually - 2018

Building Profile - Emergency Response Team

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**Emergency Response Team**

Name	Title	Office number	Cell Number
John Cross	Fire Chief	911	911
Shaun Gilliland	Supervisor	5189638668	(No Response)
Travis Crowningshield	Highway Superintendent	5189634156	(No Response)
Herb Longware	Cable Communication Owner	5189634116	(No Response)
Phyllis Klein	Board President	5185725728	(No Response)
NYS Police	Police	911	(No Response)

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Building Profile - Post Incident Response Team

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**Post Incident Response Team**

Name	Title	Office number	Cell Number
Chris Ford	Counselor	5189634456	NA
Darcey Hurlbert	Counselor	5189634456	NA
Elizabethtown Hospital	Health Care Provider	5188733660	NA
American Red Cross	Red Cross Assistance	5185617280	NA



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Building Profile - Additional Building Personnel

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**Additional Building Personnel**

Name	Title	Office number	Cell Number
(No Response)	(No Response)	(No Response)	(No Response)

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Campus Profile - Campus Profile

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**Campus Profile**

**Number of buildings on campus**

1

**Non-school building description(s)**

Concession Stand  
Storage Barn  
Storage House

**Other Campus Characteristics**

One building campus built in 2001. Fenced in playground adjacent to Farrell Road. Athletic fields in the back of the building.

**Surrounding Area**

Located on Farrell Road. Surrounded by farm land owned by Cornell University as well as one local land owner.

**Access Routes**

Route 22

Vehicular access to main campus off from Farrell Road also an access road to the back of the building.

**School ERP - Annually - 2018**Functional Annexes - Introduction

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**Introduction**

Functional annexes focus on critical operational functions and the courses of action developed to carry them out. As the building level emergency response team assesses the school's needs, it may need to prepare additional or different annexes. Included with each annex are issues the planning team should consider as it develops procedures for these functions. While these are some of the most important issues, they are not meant to constitute an exhaustive list. Not all of the annexes are required, if your team decides one of the provided annexes does not fit their school's need simply leave that annex blank.

While these functions should be described separately, it is important to remember that many functions will occur consecutively. For example, a shelter-in-place during an emergency may be implemented but, if the building is damaged, the school may then initiate an evacuation.

Often, multiple functions will also be performed concurrently. For example, during an evacuation, once students are safely out of the building, the accounting for students, staff, and guests function will begin. The evacuation function, however, will still be in effect as staff or first responders work to locate and evacuate any persons not accounted for.

While functions build upon one another and overlap, it is not necessary to repeat a course of action in one functional annex if it appears in a second functional annex. For example, though an evacuation may lead to reunification, it is not necessary to list a course of action for reunification within the Evacuation Annex.

**School ERP - Annually - 2018**Functional Annexes - Shelter In Place

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**Shelter In Place****Purpose**

This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

**Shelter in Place Annex**

1. Upon being warned of impending danger, the Chief Emergency Officer (CEO) will immediately verify the report with Essex County Emergency Services and will consult with them regarding further actions to be taken.
2. The CEO will direct the Supervisor of Buildings and Grounds to turn off all air handling equipment (heating, ventilation, and/or air conditioning.)
3. The CEO will notify all students and employees over the PA if dangerous materials are nearby and will direct everyone to go immediately to their assigned areas as follows: *"May I have your attention please. This is \_\_\_\_\_(Insert your name)\_\_\_\_\_. We are in a Code Yellow Emergency Sheltering Response. All students and employees who are outside the building should return to your classrooms or assigned areas immediately."*  
(Repeat three times)
4. Teachers and students will remain in their rooms, and classroom activities should be continued until further instructions are received from the. All other employees should go to their assigned rooms. All windows should be shut and locked.
5. The CEO will notify the students and employees of any further decisions as the situation demands.

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Functional Annexes - Hold in Place

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School ERP - Annually - 2018

Functional Annexes - Evacuation

**Evacuation**

Purpose

This annex focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

**Evacuation Annex**

- 1.If a person identifies a situation that requires evacuation, that person should then contact the Chief Emergency Officer ( CEO ) and notify them of the specific information that may cause an evacuation to be necessary.
2. The CEO will initiate an evacuation announcement.
- 3.Immediately upon hearing the evacuation announcement, all persons in the building shall evacuate the building to the designated assembly point via the evacuation route posted in each room. If that route is blocked, the alternate route posted in the room shall be used. The classroom attendance register shall accompany every teacher. No one will take personal belongings – except those already on their person – out of the building.
- 4.Employees in rooms adjacent to those not under the supervision of a teacher at the time will ensure that everyone in these rooms receives the warning and goes immediately to the designated assembly point via the evacuation route posted in each room. If that route is blocked, the alternate route posted in the room shall be used
- 5.During evacuation of the building, there shall be no talking. Everyone shall move quietly, in single file, and quickly to their designated assembly point, and shall remain there unless directed otherwise by the CEO.
- 6.The Classroom Attendance Register shall accompany every teacher. Upon arrival at the designated assembly point, every teacher shall take attendance and report the results to the CEO. Persons missing and persons present who should be at a different assembly point shall be noted.
- 7.If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished.
- 8.If the evacuation was caused by a fire, and after consulting with the Willsboro Fire Chief, the CEO will consider implementing the Emergency Closing/Early Dismissal Plan and/or the Emergency Sheltering Plan.
- 9.Depending upon the situation, the CEO may direct employees to contact parents, guardians, and persons in parental relationship through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Also, the CEO may personally contact local radio and television stations in a further attempt to notify parents, guardians, and persons in parental relationship.
- 10.If the situation allows, the CEO may designate an area for parents, guardians, and persons in parental relationship to convene when they are looking for information or desiring to pick up their children.

**On-site evacuation assembly areas**

Evacuating from	Evacuating to
Main Building	Rear Soccer Fields

**Off-site evacuation locations**

Location Name	Address	Contact Name	Contact Number
Willsboro Fire Station	1 Point Road, Willsboro, NY 12996	John Cross	(519) 963-8316

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Functional Annexes - Lockout

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**Lockout**

Purpose

This annex focuses on the courses of action schools will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

**Lockout Annex**

Announcement will be made via the PA system.

All outside doors will be locked and no one will be allowed access to the building.

Any suspicious activity will be reported to the office.

School ERP - Annually - 2018

Functional Annexes - Lockdown

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**Lockdown**

Purpose

This annex focuses on the courses of action schools will execute to secure school buildings during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

**Lockdown Annex**

Lockdown will occur via the PA system via the words "Lockdown-Lockdown-Lockdown"  
All outside doors will be locked.  
All classroom doors will be locked.  
Students will be away from sight and silent in the classroom. Lights will be turned off.  
Panic doors will be locked in the hallways.  
No one will move from this position until either an all-clear announcement or via law enforcement.

**Lockdown rally points**

Lockdown rally point description
Outside Barn



**School ERP - Annually - 2018**

Functional Annexes - Crime Scene Management

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**Crime Scene Management**

**Purpose**

This annex outlines procedures for securing and restricting access to crime scenes in order to preserve evidence in cases of violent crimes on school property.

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

**Crime Scene Annex**

The district will follow the RESPOND procedures in the event of a crime scene management issue.

School ERP - Annually - 2018

Functional Annexes - Communications

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**Communications**

Purpose

The Communications and Warning annex includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders), as well as the communication of emergency protocols before an emergency and communication after an emergency.

**Communications Annex**

The district will use the following communication methods in the event of an emergency:

District email system

Facebook

Mass Communication Phone Link (One Call Now)

Direct phone calls to parents (if needed)

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Functional Annexes - Public Health, Medical, and Mental Health

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**Public Health, Medical, and Mental Health Annex**

**Purpose**

This annex describes the courses of action that the school will implement to address emergency medical (e.g., first aid), public health, and mental health counseling issues. Schools should coordinate these efforts with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

**Public Health, Medical, and Mental Health Annex**

The district employs one full time nurse and several coaches that are trained in first aid/cpr. We also have several junior firefighters that have received training in emergency situations. Local school districts are always available for additional assistance as well as the local health agencies. We serve as an emergency shelter (with a generator) for our local senior housing facility and have emergency first aid supplies on hand as well.

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Functional Annexes - Accounting for All Persons

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**Accounting for All Persons**

Purpose

This annex focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

**Accounting for All Persons Annex**

Teachers assume responsibility for their individual students. Any student that is unaccounted for will be forwarded to the office. Our students have practiced seeking immediate shelter in the closest room in the event of an emergency.

After the emergency has concluded, all students will be accounted for by their teachers.

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Functional Annexes - Family Reunification

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**Reunification**

Purpose

The Family Reunification annex details how students will be reunited with their families or guardians.

**Family Reunification**

Students will be reunited with parents via a face to face exchange from staff member to parent and in certain instances the parent may be required to sign the student "off campus" verifying the exchange of responsibility.

In most instances, this exchange would be under the direction of law enforcement personnel and would occur in our gymnasium or auditorium where the large group of students would be congregated.

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Functional Annexes - Security

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**Security Annex**

**Purpose**

**This annex focuses on the courses of action that schools will implement on a routine, ongoing basis to secure the school from criminal threats originating from both inside and outside the school. This includes efforts done in conjunction with law enforcement personnel.**

We work with law enforcement personnel each month. NYS Troopers are continually visiting and touring our campus as well as conducting bus follows. They will be conducting trainings during the year for our students including such topics as bicycle safety, internet safety, etc. We always have open lines of communication with our regional law enforcement personnel.

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Threat/Hazard Specific Annexes - Introduction

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**Introduction**

**Threat- and Hazard-Specific Annexes**

The Threat- and Hazard-specific annexes describe the courses of action unique to particular threats and hazards. Courses of action already outlined in a Functional annex need not be repeated in a Hazard-Specific annex. Schools will develop these based on the prioritized list of hazards determined in the assessment process. As planning teams develop courses of action for threats and hazards, they should consider the federal, state, and local regulations or mandates that often apply to specific hazards.

If there is a Functional annex that applies to one of the threat or hazard annexes, the latter will include it by reference. For example, if a course of action for an active shooter involves lockdown, and there is a lockdown annex, reference the lockdown annex in your courses of action, but do not repeat all of the information.

In addition to the list of threats and hazards two example annexes have been included to demonstrate how annexes should be organized. This is not a required format, if your Building Level Emergency Response Team has already developed procedures for specific threats and hazards you can copy and paste those into the table provided in the section titled "Insert Threat/Hazard Annexes".

**Threat and Hazard Types and Examples**

Threat and Hazard Type	Examples
Natural Hazards	<ul style="list-style-type: none"> <li>• Severe wind</li> <li>• Extreme temperatures</li> <li>• Landslides or mudslides</li> <li>• Winter precipitation</li> </ul>
Technological Hazards	<ul style="list-style-type: none"> <li>• Explosions or accidental release of toxins from industrial plants</li> <li>• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills</li> <li>• Hazardous materials releases from major highways or railroads</li> <li>• Radiological releases from nuclear power stations</li> <li>• Dam failure</li> <li>• Power failure</li> <li>• Water failure</li> </ul>
Biological Hazards	<ul style="list-style-type: none"> <li>• Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, Staphylococcus aureus, and meningitis</li> <li>• Contaminated food outbreaks, including Salmonella, botulism, and E. coli</li> <li>• Toxic materials present in school laboratories</li> </ul>
Adversarial, Incidental, and Human-caused Threats	<ul style="list-style-type: none"> <li>• Active shooters</li> <li>• Criminal threats or actions</li> <li>• Gang violence</li> <li>• Bomb threats</li> <li>• Domestic violence and abuse</li> <li>• Cyber attacks</li> </ul>





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Threat/Hazard Specific Annexes - Example Bomb Threat Annex

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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**Threat and Hazard Specific Annexes**

**Group 1**

**Name of Threat or Hazard Annex**

Severe Weather

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## Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

**Response Procedures**

## SEVERE WEATHER/TORNADO EMERGENCY RESPONSE

1. During periods of tornado watches the Chief Emergency Officer (CEO) will monitor the weather and be in contact with Essex County Emergency Services
2. If a threat of a tornado exists the CEO will curtail all outdoor activities.
3. The CEO will notify all students and employees over the PA if a tornado has been sighted and will direct everyone to go immediately to their assigned areas as follows:  
*"May I have your attention please? This is \_\_\_(Insert your name)\_\_\_ . I am alerting you that the National Weather Service has issued a Severe Weather Warning for our location. All students and employees outside the building should re-enter the building immediately." All students and employees are directed to move into the hallway and sit with your backs against the wall. Classroom windows should be closed, and classroom doors should be closed and locked after everyone has exited. (Repeat three times)*
4. Employees in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall ensure that everyone in these rooms receives the warning and goes immediately into the hallway.
5. Employees shall ensure that windows in their room are closed, and the blinds lowered to limit destruction, before leaving the room. The last person to leave the room shall ensure that the door is closed and locked (if time permits).
6. When arriving in the hallway, everyone shall sit next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head
7. The Classroom Attendance Register shall accompany every teacher. Upon arrival in the hallway, every teacher shall take attendance and report the results to the CEO. Persons missing and persons present who should be at a different location shall be noted.
8. While proceeding to the hallway and while in the hallway, emphasize silence so further instructions may be heard.
9. If time allows, the CEO will ensure that all students and employees are safely located at least 25 feet from exterior doors and windows.
10. No student will be allowed to return to their classroom until authorized to do so.
11. If time does not allow for safe evacuation of the room, everyone shall get into the "safest" area of the room. This will normally be the inside wall of the room furthest away from any openings, windows or doors. Upon reaching the safest point of the room, everyone shall sit next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head.
12. After tornado or storm:
  - a) The CEO, the school nurse and other able-bodied employees will check for injuries and provide emergency first aid.
  - b) The CEO will contact Essex County Emergency Services.
  - c) The CEO will account for all students and employees.
  - d) The Supervisor of Buildings and Grounds and the able-bodied maintenance/custodial employees will check for fires and fire hazards, will shut off valves on damaged water and gas mains, and will identify dangerous electrical situations.
  - e) If the building has sustained damage, the CEO will consider implementing the Emergency Evacuation Plan and/or the Emergency Closing/Early Dismissal Plan and Emergency Sheltering Plan.
  - f) Depending upon the situation, the CEO may direct employees to contact parents, guardians, and persons in parental relationship through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Also, the CEO may personally contact local radio

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

and television stations in a further attempt to notify parents, guardians, and persons in parental relationship.

g)If the situation allows, the CEO may designate an area for parents, guardians, and persons in parental relationship to convene when they are looking for information or desiring to pick up their children.

Group 2

Name of Threat or Hazard Annex

Infectious Disease Hazard

Response Procedures

INFECTIOUS DISEASE RESPONSE

- 1.At the beginning of an Infectious Disease outbreak, the Chief Emergency Officer (CEO) will coordinate efforts regarding Infectious Disease Response with local Emergency Services offices, Department(s) of Health, the State Education Department and appropriate state and federal government agencies, including closing and use of all school facilities to support infectious disease control.
- 2.The CEO will notify the staff and students if the Emergency Closing/Early Dismissal Plan is instituted.
- 3.Depending upon the situation, the CEO may direct employees to contact parents, guardians, and persons in parental relationship through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Also, the CEO may personally contact local radio and television stations in a further attempt to notify parents, guardians, and persons in parental relationship.
- 4.If the situation allows, the CEO may designate an area for parents, guardians, and persons in parental relationship to convene when they are looking for information or desiring to pick up their children.
- 5.Depending upon the projected duration of closure, current pharmaceutical release procedures will be used regarding the return of student medication.
- 6.The CEO will ensure that all students and employees receive infection control information approved by the New York State Department of Health.
- 7.Willsboro Central School will comply with New York State Department of Health “Social Distancing” recommendations whenever possible as an additional precaution for the protection of students and employees.
- 8.The CEO shall determine the re-opening of school services based upon recommendations and direction from local Departments of Health, local Emergency Services Offices, and the State Education Department.
- 9.Neither employees nor students will be permitted in Willsboro Central School facilities until directed by CEO and after appropriate cleaning of facilities.

Group 3

Name of Threat or Hazard Annex

Chemical Spill

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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**Response Procedures**

CHEMICAL SPILL RESPONSE

1. If a chemical spill is found in or around a school building, immediately notify the Chief Emergency Officer (CEO).
1. The CEO and the Supervisor of Buildings and Grounds will attempt to determine the nature of the spill and the potential hazard involved through consultation with Essex County Emergency Services.
1. If the spill is of a non-hazardous nature and is caused by employees, students, parents or visitors, the CEO and the Supervisor of Buildings and Grounds will work with Essex County Emergency Services to clean up the spill.
1. If the spill is deemed to be of a hazardous nature and poses a physical and/or health hazard to the building occupants, the CEO and the Supervisor of Buildings and Grounds will call and work closely with Essex County Emergency Services and the DEC to implement the appropriate emergency response.
5. In the event of a release of toxic materials in the vicinity of the school, the CEO will be in contact with Essex County Emergency Services and will implement the appropriate emergency response with its guidance.
6. Depending upon the situation, the CEO may direct employees to contact parents, guardians, and persons in parental relationship through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Also, the CEO may personally contact local radio and television stations in a further attempt to notify parents, guardians, and persons in parental relationship.
7. If the situation allows, the CEO may designate an area for parents, guardians, and persons in parental relationship to convene when they are looking for information or desiring to pick up their children.

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**Group 4**

**Name of Threat or Hazard Annex**

Vehicle Breakdown Repsonse

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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**Response Procedures****VEHICLE MECHANICAL BREAKDOWN RESPONSE**

The instructions which follow are procedures to be followed by Willsboro Central School employees transporting students in a school vehicle in the event of vehicle breakdown, and for use during the periodic school bus emergency evacuation drills.

**RESPONSE BY DRIVER**

1. Bring vehicle safely to a stop, preferably well off of the road, and properly secure it.
  2. Activate 4-way hazard lights, and if situation appears to be extremely dangerous, put on daylights.
  3. Move students to a safe location away from vehicle if necessary; take attendance; make students as safe and comfortable as possible.
  4. Display properly the reflectors located in the vehicle.
  5. Determine the nature and extent of breakdown.
  6. Contact Transportation Supervisor via the vehicle radio. Give the following information:
    - Location
    - Symptoms of problem
    - Assistance needed
    - Number of students on bus
- If the Transportation Supervisor cannot be contacted, call Essex County Emergency Services via the vehicle radio. Give the above information and also request that it be relayed to the Willsboro Central School Chief Emergency Officer (CEO).
7. Send another motorist, or another adult riding on the vehicle, for help if radio is unusable. Do not send a student unless there is no other alternative.
  8. Under no conditions should students be allowed to proceed either to their home or to the school by either walking long distances unsupervised or by riding with strangers.
  9. Make necessary repairs if safely possible.

**RESPONSE BY OTHER EMPLOYEES**

1. The Transportation Supervisor will notify the Chief Emergency Officer (CEO) of the breakdown.
2. The Transportation Supervisor will request the appropriate organization to send a truck to tow the vehicle to a designated repair facility. The tow truck may not connect to or move the vehicle until all passengers and the driver are in a safe location, preferably in the replacement vehicle.
3. The Transportation Supervisor will direct a properly qualified driver to get a replacement vehicle from the bus garage, take it to the location of the breakdown, pick up the stranded students and take them to their designated destinations.
4. If appropriate, the Transportation Supervisor may direct the driver of a vehicle already on or returning from another route to divert to the location of the breakdown, pick up the stranded students and take them to their designated destinations.
5. The Transportation Supervisor will tell the CEO the estimated time that a replacement vehicle will be at the site of the breakdown.
6. Depending upon the situation, the CEO may direct employees to contact parents, guardians, and persons in parental relationship through the use of the Emergency Contact List and provide them with any information that may be deemed necessary. Also, the CEO may personally contact local radio and television stations in a further attempt to notify parents, guardians, and persons in parental relationship.

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

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7.If the situation allows, the CEO may designate an area for parents, guardians, and persons in parental relationship to convene when they are looking for information or desiring to pick up their children.