

## Emergency Response/ Critical Situation

In case of all emergency situations where there is a presumed or imminent danger to any person(s) in a school building, the following procedures **MUST** be abided by for the safety and well-being of all person(s).

### CALL 911

1. A dedicated person should be assigned to call emergency services dispatch. 911 will connect you to POLICE or FIRE. The designated caller **MUST** stay on the line to give details of the situation.
2. Call Jim Kane (or Elena Cala if Jim Kane is not available). He/She will contact the following individuals:

James Kane  
Operations  
816-3598  
818-2732

Elena Cala  
Public Relations  
816-3598  
818-2732

#### Examples of Violence Issues:

- Assault
- Assault with a weapon
- Gang assault
- Robbery
- Rape/Sexual Assault
- Domestic Situation

#### Examples of Safety Issues:

- Bomb Threat
- Medical Emergency
- Fire

#### Examples of Plant Issues:

- Water Main Break
- Gas Leak

Kevin  
Brinkworth  
Buffalo Police  
Chief of Schools  
341-4792

Chiefs of School  
Leadership  
816-3635  
816-3703

Barbara Smith  
CFO  
816-3676  
432-3404

Lori Conroy  
BPS Security  
816-3707  
818-6217

Joseph Giusiana  
Plant Division  
816-3652  
864-2618

Al DiAmico  
Transportation  
816-4866  
818-6163

The Superintendent and Deputy Superintendent will be contacted immediately by Mr. Kane or Ms. Cala.

## **Lockdown**

### **Internal Threat**

**ANNOUNCE “LOCKDOWN”.** **DO NOT USE CODES.** Call 911 and give as many details as possible, including description of person (s) and location, if weapons are being used and if injuries have occurred.

**IMMEDIATELY** remove students from hallways and areas near you into your room, office or room with a lockable door. This includes common areas and restrooms adjacent to classrooms.

**LOCK** classroom doors and have students sit on the floor by the wall outside of view from the door window. Remain out of sight and keep students quiet.

**DO NOT** cover windows.

**LEAVE** lights on and blinds raised.

**TAKE ATTENDANCE** documenting all students within the room or area. Also document last known locations of students assigned to respective classroom or area.

**ATTEND** to injured. Document all injuries.

**REMAIN** sequestered in room at all times. **NO ONE** is to leave for any reason.

**DO NOT** allow anyone to enter the room or areas in which you are located.

**MAINTAIN SILENCE.** **DO NOT** respond or communicate to anyone outside room unless you can verify the person is a first responder.

**KEEP DOORS LOCKED** at all times allowing no one into your room or area.

**DO NOT** answer classroom telephones.

**DO NOT** respond to a fire alarm unless it can be determined a fire is raging.

**DO NOT** respond to any announcements or other school-wide communications.

**LOCKDOWN WILL END ONLY WHEN A FIRST RESPONDER OR OTHER DESIGNATED PERSON SIGNALS THAT THE THREAT HAS BEEN REMOVED.**

## **Emergency Lockdown Procedures**

In light of the tragic events that occurred in Newtown, Connecticut, a renewed awareness of emergency procedures and protocols has emerged. It is incumbent upon all personnel working within the Buffalo Public School District to become well-versed in the safety measures outlined in the safety plans created and sanctioned by the District. These plans are in place to serve as a guide should an incident happen within a school and should be followed as closely as practicable under the circumstances.

In an emergency situation an order to **shelter**; remain in the building or upon premises, or **evacuate**; leave the building or premises, will be given. Said order may be initiated by the building administrator, or designee, or a first responder, usually a member of the fire or police department. Upon a predetermined signal or consent from a person authorized to do so the order will be rescinded.

If a **SHELTER** order is necessary it will fall within one of following three areas:

**Lockdown** (an imminent threat exists within the building)

**Lockout** (a threat exists outside the building in proximity to the building)

**Shelter-in-Place** (threat requires moving school population to a single or multiple locations within the school)

If an **EVACUATE** order is necessary it will fall within one of the following areas:

**On-Site Evacuation** (an exterior location on school grounds)

**Off-Site Evacuation** (relocation to a pre-determined off site location)

**Early Dismissal** (students released from school prior to completion of school day)

## **LOCKOUT**

**ANNOUNCE “LOCKOUT”. DO NOT USE CODES.**

If the school was notified by first responders of an incident occurring outside the school it is not necessary to notify them the school is in lockout. Generally, a police officer will respond to the school to assist during the lockout and keep administrators apprised of the situation.

If the school is initiating the lockout due to an incident occurring outside the school the police should be notified immediately. Provide as many details as possible regarding the event.

**RETURN** all students who may be outside into the building.

**LOCK ALL EXTERIOR DOORS AND WINDOWS.**

**LIMIT ENTRY** to building once lockout is initiated. Any entry into building during lockout is on a one-on-one basis and only through a designated door which is monitored.

**CLASSES** should continue as scheduled.

Notification of the cessation of lockout will be given when the threat is removed. It can be given in a manner appropriate to the respective buildings.

If a police officer does not respond to the lockout, the police should be notified that the lockout has been lifted.

## **SHELTER-IN-PLACE**

### **Weather-Related or Non-Specific Bomb-Threat**

**ANNOUNCE “SHELTER-IN-PLACE”. DO NOT USE CODES.**

**CALL 911**

**ACTIVATE BUILDING LEVEL SAFETY TEAM.** Instruct them to scan common areas for anything that looks unfamiliar.

**CONSULT** with police officers regarding findings.

If there does not appear to be an explosive device, building administrators shall make the decision to evacuate or resume school day.

**IF A DEVICE IS FOUND:**

**IMMEDIATELY CALL 911**

**ACTIVATE SCHOOL LEVEL SAFETY TEAM.** Instruct them to find an internal location to move students to as far away from device as possible. Make certain that path to designated area is cleared.

**PROVIDE** as much detail as possible to first responders regarding location and makeup of the device.

**EVACUATE** when given directive by first responder and only when it can be done safely.

**Isolated Emergency School Closings  
2013 - 2014**

<b>Isolated Emergency School Closings Relocation Chart</b>		
<b>If these schools are closed, report to West Hertel #94:</b>	<b>If these schools are closed, report to Waterfront #95:</b>	<b>If these schools are closed, report to Southside #93:</b>
17	3	6
45	18	27
53	19	31
59@11	30	32
64	37	33
65	39	43
66	42	67
79	54	69
80	61	72
81	74	90
82	76	91
89	84	97
95	93	131@40 Academy
99	94	131@44 Academy
156 Olmsted	115 Pinnacle	198@ 202 I-Prep
197 MST	192 BAVPA	STAR@202
200 Bennett	195 City Honors	206 South Park
204 Lafayette	212 DaVinci	307 East
205 Riverside	301 Burgard	
273 WNYDTC	302 Emerson	
305 McKinley	304 Hutch Tech	
	335 Middle College	