

## EMERGENCY PLANS

The Board of Education recognizes the necessity of preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to ensure the development of such plans for each school and for the district as a whole.

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

It is the responsibility of the chief executive officer of each educational agency located within the district to provide the Superintendent with information about school population, number of staff, transportation needs and the business and home telephone numbers of their key officials.

The Superintendent is to provide such plan to the Board for approval in time to ensure that it will be in place, reviewed, and, if appropriate, modified each year by October 1.

The Superintendent is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the district.

The Superintendent is to notify the District (BOCES) Superintendent whenever the Plan is activated and results in the closing of a school building in the district.

Ref: Education Law §3623(2)  
Executive Law Article 2B  
EPA: Chemicals in Your Community, A Guide to the Emergency Planning and Community Right-To-Know Act, (Sept. 1988).  
8 NYCRR §§155.3; 155.4; 155.13

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