



Emergency Response to Critical Situations

Superintendent
Dr. Kriner Cash

September 1, 2021

The Police Confidential Tip line is (716) 847-2255

Contents

INTRODUCTION	3
HEALTH AND SAFETY	4
EMERGENCY/CRITICAL SITUATIONS – WHO TO CALL	6
EMERGENCY/CRITICAL SITUATIONS – 911 NOTIFICATION FLOW CHART	7
SAFETY PROTOCOLS – QUICK REFERENCE GUIDE	8
EMERGENCY LOCKDOWN PROCEDURES	9
SHELTER IN PLACE	10
LOCKOUT	11
LOCKDOWN	12
EMERGENCY SAFETY DRILLS	13
SAFETY DRILLS – PARENT LETTER PRIOR TO CONDUCTING LOCKDOWN	14
SAFETY DRILLS – SCHOOL MESSENGER PRIOR TO CONDUCTING LOCKDOWN	15
SAFETY DRILLS – PRE-K TO 4 TH GRADE LOCKDOWN DRILL TEACHER SCRIPT	16
SAFETY DRILLS – 5 TH TO 8 TH GRADE LOCKDOWN DRILL TEACHER SCRIPT	19
SAFETY DRILLS – HIGH SCHOOL LOCKDOWN DRILL TEACHER SCRIPT	21
ELOPEMENT	23
EMERGENCY SCHOOL CLOSING	25
EVACUATION TO ALTERNATE SITE	30
BUFFALO BOARD OF EDUCATION	31

INTRODUCTION

The information within this document will assist you in the following situations:

- 1) *Emergency procedures due to imminent harm or threat, including:*
 - a) *Contact information*
 - b) *Emergency Response protocols (Shelter in Place, Lockout, Lockdown)*
 - c) *Parent notification for planned Safety Drills*
 - d) *Teacher/Student scripts related to planned Safety Drills*
- 2) *Elopement Procedures*
- 3) *Building closure due to an emergency or facilities issue*
- 4) *Follow-up Incident Reporting*

Health and Safety

Each building will display and share with parents, age appropriate posters as reminders of proper hand washing, proper donning of face masks, and information on how to stop and protect yourself and others against the spread of COVID-19 (See Appendix G).

NURSES and PERSONAL PROTECTIVE EQUIPMENT

- A school nurse will be in place full time, Monday through Friday.
- The school nurse will receive explicit training in COVID-19 safety and prevention.
- Multiple rooms/areas to accommodate students and/or staff in case of illness and one isolation room for individuals with suspected transmissible infections including COVID-19.
- The facility will be equipped with basic health care supplies including: equipment for measuring vital signs, hand sanitizers, facemasks for patients, tissue paper, communication equipment, health forms, and signage sheets.
- The facility will be equipped with PPE items including: N95 masks, eye protection (face shield or goggles), gloves, gowns, and hand sanitizer.

PROTOCOLS

Protocols implemented are informed by medical personnel (i.e. Site-Based School Nurse and/or District's Medical Director) of an individual with confirmed or suspected COVID-19 (See attached ECDOH Recommended Flow Chart, Appendix M):

- Inform the school nurse and District's Medical Director about the case to initiate protocol, prepare facility, wear full PPE, and contact parents/guardians.
- Use social distancing protocols, escorting the individual(s) to the room or area that is designated by school administration and under the supervision of the staff member designated by the school's principal.
- The school nurse will contact the parent/guardian of the student in the isolation room.
- The school nurse will work in collaboration with school's administration to ensure proper transportation of the individual(s) to the most appropriate location based on disease severity. Those locations may include emergency or outpatient facility, primary care physician's office, or home.
- Student will leave the school with a parent, guardian, or individual approved by parent or guardian to pick-up the student, unless patient is taken emergently to an ER facility and in that case he or she will be accompanied by a school designee.
- BPS guidelines will align with the ECDOH guidelines which require a ten-day time for return to school and/or work, after a positive test result. For a student or staff member who has been exposed to COVID-19, a 14 calendar day quarantine is required. A Doctor's note identifying a negative COVID-19 result may be provided by any of the following methods: hand delivery (by students, parents, staff), faxed, emailed, or U.S. postage mailed to the school's principal. For further details, please see Appendices N and O.

The Police Confidential Tip line is (716) 847-2255

- NYSDOH is writing guidance to clarify that for students or staff to return to school after 10 days of isolation, schools should NOT require a repeat negative test. Due to limited testing availability, forthcoming guidance should direct students to be required to follow “release from isolation guidance” rather than being required to obtain “a negative COVID 19 test” as a requirement to return to school. Erie County Department of Health will give residents under isolation or quarantine a release from isolation/quarantine notice without conducting a repeat test. Therefore, the expectation would be for schools to create guidance that follow this same process.

For additional information regarding our written protocols, flow charts, and operationalization of the following safety measures, please refer to the Buffalo Public Schools 2020-2021 Reopening Plan Following Period of Extended Closure on our website www.Buffaloschools.org/reopen.

**Buffalo Public Schools’ Covid 19 Opening Plan addendum can be found at this [Link](#)

The Police Confidential Tip line is (716) 847-2255

EMERGENCY/CRITICAL SITUATIONS – WHO TO CALL

In the case of any emergency situation 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, usually the building principal or administrator designee in charge, must call 911. 911 will connect you to POLICE or FIRE. The designated caller **MUST** stay on the line to give details **of** the situation.
2. Call Fred Wagstaff (Elena Cala if Fred Wagstaff is not available). Mr. Wagstaff or Ms. Cala will contact the following individually or as a group through a notification depending on each circumstance:

Fred Wagstaff BPS Security P - 816-3707 C - 818-5995	Nathan Kuzma Chief Operating Officer P - 816-3500	Public Relations P - 816-3715 C - 254-1250	Aaron Young Buffalo Police Chief of Schools C - 361-6711	Executive Director of Plant Services
Chief of School Leadership P - 816-3391 C - 536-0909	Tonja Williams Assoc. Supt. of Student Support Services P - 816-3596 C - 228-8895	David Hills Assoc. Supt. of School Leadership P - 816-3703 C - 445-7116	Tanika Shedrick Assoc. Supt. of School Leadership P - 816-3703 C - 432-9809	
Darlene Jesonowski Assoc. Supt. of School Leadership P - 816-3703 C - 912-9701	Toyia Wilson Assoc. Supt. of School Leadership P - 816-3703 C - 585-943-0522	Casandra Wright Assoc. Supt. of School Leadership P - 816-3703 C - 536-0909	Will Keresztes Chief of Intergovernmental Affairs P - 816-3596 C - 400-2718	

<p>Examples of Violence Issues:</p> <ul style="list-style-type: none"> • Assault with a weapon • Assault • Gang assault • Rape/Sexual Assault • Robbery • Domestic Situation 	<p>Examples of Safety Issues:</p> <ul style="list-style-type: none"> • Terroristic / Bomb Threat • Firearm and/or Ammunition • Social Media Threat • Fire • Medical Emergency • Kidnapping • Elopement 	<p>Examples of Plant Issues:</p> <ul style="list-style-type: none"> • Gas Leak • Chemical • Hazardous Material • Water Main Break • Flooding • Power Outage
---	--	--

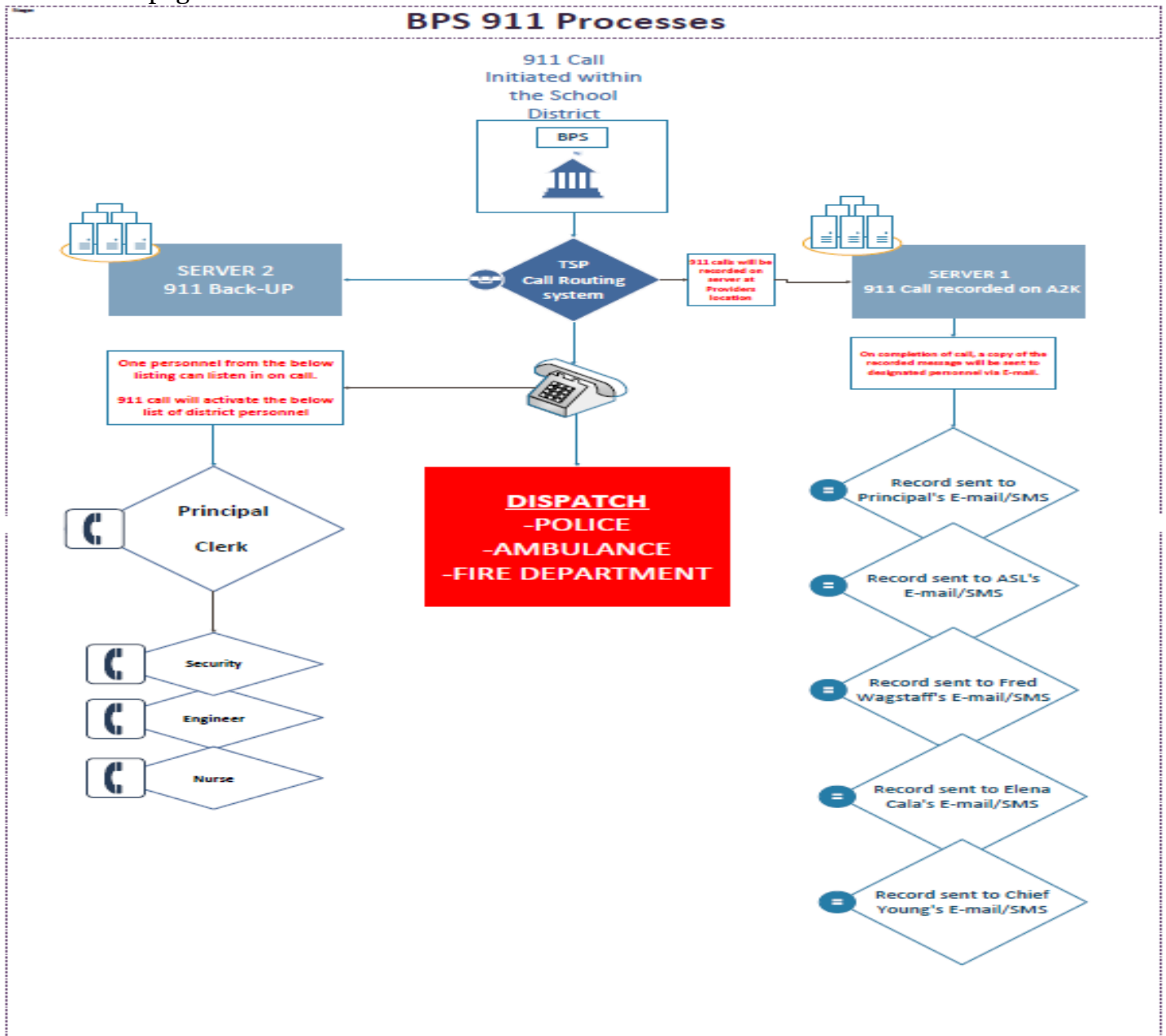
Dr. Cash will be contacted immediately by Mr. Wagstaff or Special Assistant to the Superintendent

The Police Confidential Tip line is (716) 847-2255

EMERGENCY/CRITICAL SITUATIONS – 911 NOTIFICATION FLOW CHART

In the event that 911 is called from a school telephone, the individuals on the left side of the chart below will be notified of the call via school phone display. All listed will have the option to listen to the call in real time but this should be reserved for the school principal or the school clerk. The principal and district designees, right side of chart, will receive notification of the call electronically including a text message and an email with a recording of the 911 call attached.

At the beginning of every school year, school and district personnel will be required to update both the school and district level designee per the Team Dynamix link located on the Staff Resource page on the district website.



The Police Confidential Tip line is (716) 847-2255

SAFETY PROTOCOLS – QUICK REFERENCE GUIDE

Emergency procedures to employ due to imminent harm or threat

Shelter in Place

- An Announcement will be made that a **Shelter in Place** is in effect due to weather related issue or a non-specific bomb threat
- Students should report/remain in their regularly scheduled class
- Teachers should take attendance and continue with normal classroom routines
- Do not remain in a lavatory, report back to your classroom
- An announcement will be made when the need for a **Shelter in Place** has ceased

Lock Out

- An Announcement will be made that a **Lock Out** is in effect due to an emergency situation taking place in the vicinity of the school
- Exterior doors and windows should be locked
- Outside activities are ended
- Classes will continue as usual
- The Principal will announce an end to the **Lock Out** when he/she receives notification from the Buffalo Police or District Office

Lockdown

- An announcement will be made that a **Lockdown** is in effect due to an intruder or other emergency taking place in the building
- Teachers should direct students to the closest **room** and remain there
- Teachers should take attendance
- Teachers should **lock** doors after making sure all students are inside
- Teachers will take attendance of all students in the classroom
- Teachers should direct students to sit on the floor, away from the door and farthest from the windows
- **Do not talk**
- **Do not** pull window shades down or block view from outside
- **Do not** respond to the intercom
- All doors will be opened by the Principal, Assistant Principal, or a member of the Buffalo Police Department

The Police Confidential Tip line is (716) 847-2255

EMERGENCY LOCKDOWN PROCEDURES

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)

SHELTER IN PLACE

Social Media Threat / Non-Specific Bomb-Threat / Weather Related

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

CALL 911

ACTIVATE BUILDING LEVEL EMERGENCY RESPONSE 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 BUILDING LEVEL EMERGENCY RESPONSE 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.

SHELTER IN PLACE WILL END ONLY WHEN THE PRINCIPAL, ADMINISTRATIVE DESIGNEE, OR FIRST RESPONDER SIGNALS THAT THE THREAT HAS BEEN REMOVED.

LOCKOUT

Threat Outside of the Building in Proximity to the Building

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 that 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.

LOCKOUT WILL END ONLY WHEN THE PRINCIPAL, ADMINISTRATIVE DESIGNEE, OR FIRST RESPONDER SIGNALS THAT THE THREAT HAS BEEN REMOVED

LOCKDOWN

An Imminent Threat Exists Within the Building Social Media Threat / Specific Bomb-Threat / Threat of a Weapon

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 secreted 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.

ALL DOORS WILL BE OPENED BY THE PRINCIPAL, ASSISTANT PRINCIPAL, or a MEMBER OF THE BUFFALO POLICE DEPARTMENT.

The Police Confidential Tip line is (716) 847-2255

EMERGENCY SAFETY DRILLS

During annual emergency drills (lockdown, etc.) conducted with the Buffalo Police Department or when drills are conducted without police supervision, the following materials are to be utilized.

1. Parent Letter
2. School Messenger Call System Message
3. Grade-level scripts for the teacher use

The purpose of the following materials is to adequately prepare students and parents for the seriousness of the drills and to reduce any potential student trauma or fear during the completion of the drill. Materials are available in the OSL Document Library in the section, Safety Drills and are also included below.

SAFETY DRILLS – PARENT LETTER PRIOR TO CONDUCTING LOCKDOWN

(DATE)

Dear Parents:

One of the components of New York State “Project Save” legislation is the requirement to practice Emergency Response Drills (Safety Drills). The Buffalo Police Department partners with our school to assure satisfactory completion of the drills.

In compliance with “Project Save” requirements we will hold our first practice drill on (DAY & DATE). Before this date, teachers will discuss this safety drill in their classrooms with the students. Teachers will share the comparison of fire drills that are held regularly. As we practice “fire drills” to keep us safe outside our school, we will practice “Safety Drills” to keep us safe inside our school.

Our Safety Drill includes the following procedures in each classroom once a building announcement has been made:

- Teacher closes and locks classroom door, lights on and blinds raised.
- Students will move to an area in the classroom away from windows/doors, and be seated on the floor.
- Everyone waits for the official “all clear” from the principal or Police Chief.

We are committed to maximizing the safety of everyone in our school by practicing these drills. We also want every student to be comfortable with our procedures and confident that they are safe in school.

Please do not hesitate to call with any questions you may have.

Sincerely,

(PRINCIPAL)

SAFETY DRILLS – SCHOOL MESSENGER PRIOR TO CONDUCTING LOCKDOWN

Dear Parents:

This is (PRINCIPAL).

One of the components of New York State “Project Save” legislation is the requirement to practice Emergency Response Drills (Safety Drills). The Buffalo Police Department partners with our school to assure satisfactory completion of these drills.

In compliance with “Project Save” requirements, we will hold our first practice drill on (DAY & DATE). Before this date, teachers will discuss this safety drill in their classrooms with the students.

A letter has been sent home with your child with additional details.

We are committed to maximizing the safety of everyone in our school by practicing these drills. We also want every student to be comfortable with our procedures and confident that they are safe in school.

Please do not hesitate to call me with any questions you may have.

Thank you.

SAFETY DRILLS – PRE-K TO 4TH GRADE LOCKDOWN DRILL

TEACHER TRANSCRIPT

DIRECTIONS: Below is a script to assist you in teaching your students about Lockdown concepts and drills. Carry out this lesson in the age appropriate manner in which you conduct all instruction for your students. You are the teacher for your students, however, if you need guidance or support in doing this, please feel free to contact your building administration or Student Support Team.

Remember that Lockdown Drills can be particularly problematic for students who have experienced trauma or are prone to anxiety. Our goal as a district is to manage Lockdown Drills in a way that minimizes student distress by having the drills become as automatic and routine as fire drills.

SCRIPT:

(Be prepared, scripts and discussions may vary by classroom depending on age level and student population).

Teacher:

"How many of you can remember a time when you ran ahead of a grown-up to the street corner and they'd be slower to get there, so when you got there without them they'd shout 'Stop!' or 'Freeze!' and you'd have to wait for them, there at the corner, before going into the street?" (show of hands) "Can you tell me why they wanted you to stop?"

Steer student responses toward:

"There were cars that you might not see, drivers who might not see you, parents wanted to keep you safe, etc."

Teacher:

"Well, sometimes there still might be dangers that you can't see that the grown-ups know about and so they tell you to 'stop!' and even hide, sometimes, and wait for them to say 'All Clear, you can come out now.' And it's good to practice that."

"Just as we sometimes practice fire drills so that we'll know what to do in case there is a fire, we are now going to practice being safe when there's trouble around. The bad thing may never happen, but when we're practiced in protecting ourselves, then we don't have to worry that we won't know what to do. Even the toughest grown-ups in the police and army practice what they're going to do in a difficult situation."

"Can anyone tell me other things we do to be safe and prepared just in case something bad happens?"

Steer student responses toward:

The Police Confidential Tip line is (716) 847-2255

Locking doors, bringing an umbrella when rain is expected, wearing bicycle helmets, etc.

Teacher:

Focus on bicycle helmets.

“Can anyone tell me why we wear helmets when we ride our bikes?”

Steer student responses toward:

“We don't expect to fall, but if we do, we'll be protected. Then we don't have to worry. We can just ride our bikes and not even think about falling, because we have the situation covered. Being prepared is a ‘just in case’ measure that helps you to feel safe. Having a plan like this and practicing what to do in a lockdown drill means that we don't have to worry about these things and we can focus on having fun and learning at school.”

Teacher:

Here are the steps of what we do during a lockdown drill:

The acronym is PAL.

P is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

A is for ADULT: Wherever you are on campus, find a trusted adult. If you are in the classroom, stay there and find your teacher or other adult in the room. If you are outside, look for the teacher or other adult closest to you to tell you what to do and where to go.

L is for LISTEN: Listen to the adult's instructions. The adult will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time. You will know what to do if you listen. Also during this time, the teachers will lock the doors to their classrooms. When everything is safe, the adult will tell you that everything is all clear and we can go back to our regular school day.

We are all here to keep you safe. Practice means we are prepared and can feel confident

DEBRIEF

It is also critical to debrief with younger students after all lockdown drills to provide further support. These discussions should be open-ended and encourage expression. Remember that as adults we need to validate all feelings and provide reassurance wherever possible.

The Police Confidential Tip line is (716) 847-2255

Teacher:

“What was it like to do this lockdown drill?”

“What kinds of thoughts came to your mind during/after the drill?”

“What helped you know that you were safe?”

“What might help you feel safer next time?”

“What can people do to calm ourselves down if we do start to feel scared?”

Self-Calming Techniques:

Teach students how to calm themselves by focusing on their breathing [breathe in through nose, out through mouth].

Teach self-affirmation statements like “the door is locked and I’ll be safe” or “my teacher is here to protect me” and have students silently repeat these statements.

Teach distraction techniques like counting or looking around the room at reassuring objects.

The Police Confidential Tip line is (716) 847-2255

SAFETY DRILLS – 5TH TO 8TH GRADE LOCKDOWN DRILL TEACHER SCRIPT

DIRECTIONS: Below is a script to assist you in teaching your students about Lockdown concepts and drills. Carry out this lesson in the age appropriate manner in which you conduct all instruction for your students. You are the teacher for your students, however, if you need guidance or support in doing this, please feel free to contact your building administration or Student Support Team.

Remember that Lockdown Drills can be particularly problematic for students who have experienced trauma or are prone to anxiety. Our goal as a district is to manage Lockdown Drills in a way that minimizes student distress by having the drills become as automatic and routine as fire drills.

SCRIPT:

(Be prepared, scripts and discussions may vary by classroom depending on age level and student population).

Teacher:

“Today we are going to talk about safety. What are some of the things we do to keep you safe at school?”

Steer Student Responses Toward:

“Staff IDs, visitor sign-in and passes, fire drills, outside doors locked, etc.”

Teacher:

“Very good. So, let’s talk about how students should never open a door at school to let someone into the building. This is a hard one, because we are taught to be courteous and help others, but in school, all people who come to the building should go through the main office and check in. The rule is always ‘Safety First’ and today we are going to practice another way to keep you safe. We are going to talk about a Lockdown Drill.

Does anyone know what we need to do during a lockdown drill?”

Steer Student Responses Toward

“Listen to adult, follow directions, voices off, pay attention”

Teacher:

Here are the steps of what we do during a lockdown drill: The acronym is PAL.

P is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

A is for ADULT: Wherever you are on campus, find a trusted adult. If you are in the classroom, stay there and find your teacher or other adult in the room. If you

are outside, look for the teacher or other adult closest to you to tell you what to do and where to go.

L is for LISTEN: Listen to the adult's instructions. The adult will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time. You will know what to do if you listen. Also during this time, the teachers will lock the doors to their classrooms. When everything is safe, the adult will tell you that everything is all clear and we can go back to our regular school day. Remember, we are all here to keep you safe. Practice means we are prepared and can feel confident that we all know what to do just in case.

DEBRIEF

It is also critical to debrief with students after all lockdown drills to provide further support. These discussions should be open-ended and encourage expression. Remember that as adults we need to validate all feelings and provide reassurance wherever possible.

Teacher:

“What was it like to do this lockdown drill?”

“What kinds of thoughts came to your mind during/after the drill?”

“What helped you know that you were safe?”

“What might help you feel safer next time?”

“What can people do to calm ourselves down if we do start to feel scared?”

Self-Calming Techniques:

Teach students how to calm themselves by focusing on their breathing [breathe in through nose, out through mouth].

Teach self-affirmation statements like “the door is locked and I’ll be safe” or “my teacher is here to protect me” and have students silently repeat these statements.

Teach distraction techniques like counting or looking around the room at reassuring objects.

The Police Confidential Tip line is (716) 847-2255

SAFETY DRILLS – HIGH SCHOOL LOCKDOWN DRILL TEACHER SCRIPT

DIRECTIONS: Below is a script to assist you in teaching your students about Lockdown concepts and drills. Carry out this lesson in the age appropriate manner in which you conduct all instruction for your students. You are the teacher for your students, however, if you need guidance or support in doing this, please feel free to contact your building administration or Student Support Team.

Remember that Lockdown Drills can be particularly problematic for students who have experienced trauma or are prone to anxiety. Our goal as a district is to manage Lockdown Drills in a way that minimizes student distress by having the drills become as automatic and routine as fire drills.

SCRIPT:

(Be prepared, scripts and discussions may vary by classroom depending on age level and student population).

Teacher:

“Today we are going to talk about safety. What are some of the things we do to keep you safe at school?”

Steer Student Responses Toward:

“Staff IDs, visitor sign-in and passes, fire drills, outside doors locked, etc.”

Teacher:

“Very good. So, let’s talk about how students should never open a door at school to let someone into the building. This is a hard one, because we are taught to be courteous and help others, but in school, all people who come to the building should go through the main office and check in. The rule is always ‘Safety First’ and today we are going to practice another way to keep you safe. We are going to talk about a Lockdown Drill.

Does anyone know what we need to do during a lockdown drill?”

Steer Student Responses Toward

“Listen to adult, follow directions, voices off, pay attention”

Teacher:

Here are the steps of what we do during a lockdown drill: The acronym is PAL.

P is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

A is for ADULT: Wherever you are on campus, find a trusted adult. If you are in the classroom, stay there and find your teacher or other adult in the room. If you

The Police Confidential Tip line is (716) 847-2255

are outside, look for the teacher or other adult closest to you to tell you what to do and where to go.

L is for LISTEN: Listen to the adult's instructions.

The adult will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time. You will know what to do if you listen. Also during this time, the teachers will lock the doors to their classrooms. When everything is safe, the adult will tell you that everything is all clear and we can go back to our regular school day. Remember, we are all here to keep you safe. Practice means we are prepared and can feel confident that we all know what to do just in case.

DEBRIEF

It is also critical to debrief with students after all lockdown drills to provide further support. These discussions should be open-ended and encourage expression. Remember that as adults we need to validate all feelings and provide reassurance wherever possible.

Teacher:

“What was it like to do this lockdown drill?”

“What kinds of thoughts came to your mind during/after the drill?”

“What helped you know that you were safe?”

“What might help you feel safer next time?”

“What can people do to calm ourselves down if we do start to feel scared?”

Self-Calming Techniques:

Teach students how to calm themselves by focusing on their breathing [breathe in through nose, out through mouth].

Teach self-affirmation statements like “the door is locked and I’ll be safe” or “my teacher is here to protect me” and have students silently repeat these statements.

Teach distraction techniques like counting or looking around the room at reassuring objects

The Police Confidential Tip line is (716) 847-2255

ELOPEMENT

Precautions for Wanderers:

1. Known wanderers (students who elope) must be formally recognized by conducting a Functional Behavioral Assessment (FBA) and completing a Behavior Intervention Plan (BIP) with parental consent. This may pertain to a student with a disability or a general education student.
2. Identification tags should be safely worn by established wanderers and noted on the BIP. Such tags should be standardized in appearance but distinct from ordinary name tags used by teachers, include minimal identification such as initials or ID number, and room number. First or full names should not be placed on the tag in the event the student wanders from the building and is approached by a stranger.
3. Certified building staff must be made aware of known wanderers by providing a roster that includes a photograph, full name, grade, and homeroom. Principals may use their discretion to determine if appropriate non-certified staff should be provided with the roster (cafeteria manager, engineer, etc.). The roster should not be posted publicly.
4. In such classes where wanderers are in attendance, doors should be kept closed to the extent appropriate or possible.
5. Classrooms that include known wanderers must establish an alert system on the classroom door such as a bell or chimes. The purpose of this sound alert is to assist teachers in being aware of a wanderer's movement should teachers be engaged with others.

Alert Procedure:

1. When a staff member becomes aware that a known wanderer is missing, they must immediately contact an administrator. This is also applicable to a student who may be initiating their first disappearance due to cognitive impairment or another, as yet, unrecognized condition consistent with the accompanying Policy and Regulation.
2. The school administrator must immediately issue an all-call building alert that, at a minimum, includes an announcement that
 - a. (Fully Named) Student is unaccounted for and missing; and/or describes the child's appearance (i.e., wearing a green shirt and brown pants);
 - b. Names the classroom of origin;
 - c. Directs all staff that are currently not supervising students to immediately search the building near their area.

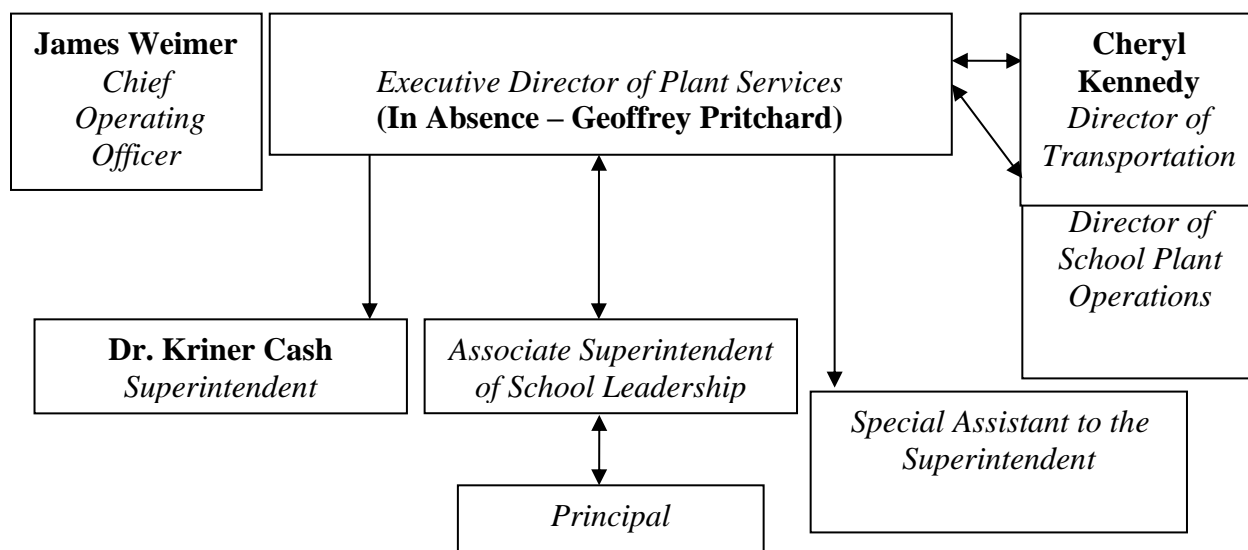
The Police Confidential Tip line is (716) 847-2255

3. The school administrator will assign a staff member to begin a review of security camera video footage.
4. Without delay and upon belief that the student has vacated the school building, the school administrator will call 911 and provide full descriptive details of the student and the disappearance. No more than approximately 5 minutes from the time of the initial report should elapse before this call is made.
5. Without delay and upon belief that the student cannot be located, even though there is no confirmation that the child has left the building, the school administrator will call 911 and provide full descriptive details of the student and the disappearance. No more than approximately 5 minutes from the time of the initial report should elapse before this call is made.
6. A school administrator or appropriate designee will actively search the external school property and neighborhood while a school administrator or appropriate designee manages the internal building search.
7. The school administrator will contact district staff pursuant to emergency contact protocol established by the Office of School Leadership.
8. The school administrator will contact the parent and inform them that their child left their class location and has possibly left the school building. The parent will be informed that the police have been called and District procedures are being followed to search for the child. The school administrator will ask the parent to assist in any way possible (such as searching likely locations to which the student may have traveled).
9. Upon conclusion of the event, the school administrator will complete an incident summary (*Incident Reporting Form*, available in the OSL Document Library, section, Forms) and provide it to their immediate supervisor.

The Police Confidential Tip line is (716) 847-2255

EMERGENCY SCHOOL CLOSING

In the event that a school is closed due to an isolated emergency (power outage, water main break, gas leak, no heat, etc.), the Executive Director of Plant Services will notify the Associate Superintendent of School Leadership, who will notify the principal and work out the details for relocation to the alternate location (see *Relocation Chart* below). The Associate Superintendent of School Leadership will also notify the Superintendent, and the Special Assistant to the Superintendent.



The entire faculty (administrators and teachers) and staff (teacher aides, teacher assistants, and clerical staff) must report to the assigned alternate location. While the media may state, “All staff report,” or “All faculty report,” or “All faculty and staff report,” principals must make it clear that administrators, teachers, teacher aides, teacher assistants, and clerical staff must report to the alternate location, regardless of what is reported in the media. The principal is not responsible for the engineering staff or cafeteria staff in the event of the faculty and staff being relocated to an alternate site. **Principals are required to have an emergency professional development plan ready to be used in the alternate location with all faculty and staff.**

The Police Confidential Tip line is (716) 847-2255

**Isolated Emergency School Closings
Relocation Chart – Staff Only**

If these schools are closed, report to West Hertel #94:	If these schools are closed, report to Waterfront #95:	If these schools are closed, report to Southside #93:
17	3	6
45	18	27
48	19	31
53	30	32
59	37	33
59a	48	43
64	42	67
65	54	69
50	61	72
79	74	90
80	76	92
81	84	97
82	93	131 Academy @ 4
89	94	198 I-Prep
95	192 BAVPA	206 South Park
99	195 City Honors	309 East Community
156 Olmsted	196 MST 6-8	357 Pathways @ 307
197 MST	212 DaVinci	
207 Lafayette	301 Burgard	
208 Riverside	302 Emerson	
273 WNYDTC	304 Hutch Tech	
305 McKinley	355 BSCAH	
335 Middle College @ 200		
363 Bennett		
366 Research Lab		

The Police Confidential Tip line is (716) 847-2255

EVACUATION TO ALTERNATE SITE

In the event that a school must close due to an isolated emergency (power outage, water main break, gas leak, no heat, etc.), the Executive Director of Plant Services will notify the Associate Superintendent of School Leadership, who will notify the principal and work out the details for relocation to the alternate location (see *Evacuation Chart* below). The Associate Superintendent of School Leadership will also notify the Superintendent, and the Special Assistant to the Superintendent.

CODE	NAME	PRIMARY EMERGENCY EVACUATION SITE	ADDRESS	PHONE	ALTERNATE EMERGENCY EVACUATION SITE	ADDRESS	PHONE
0030	D'Youville Porter	School 18	750 West Ave	816-3160	Connecticut St. Armory	184 Connecticut St	887-2101
0060	B.E.S.T.	School 32	342 Clinton St.	816-4603	School 31	212 Stanton St	816-3780
0170	ECC	Kessler Athletic Center	2001 Main St	888-2950	School 192	450 Masten Ave.	816-4220
0180	Dr. Antonia Pantoja	School 45	141 Hoyt St.	816-3300	School 19	97 W. Delavan Ave.	816-3180
0190	Nat. Amer. Magnet	School 45	141 Hoyt St.	816-3300	Lafayette HS	370 Lafayette Ave.	816-4340
0270	Hillery Park	Southside	430 Southside Parkway	816-4818	# 72	71 Lorraine Ave	816-4809
0300	Frank A. Sedita Elementary	School 18	750 West Ave.	816-3160	School 3	255 Porter Avenue	816-3120
0310	Harriot Ross Tubman	School 32	342 Clinton St.	816-4603	William St YMCA	585 William St	845-5440
0320	Bennett Park Montessori	School 6	414 S. Division.	816-7180	School 31	212 Stanton St	816-3780
0330	Bilingual Center	School 4	425 South Park Ave.	816-3330	Valley Community Assoc.	93 Leddy St.	823-4707
0370	Futures Academy	City Honors	186 E. North St..	816-3800	School 39	487 High St.	816-3240
0420	OTC	Hutch Tech 304	256 S. Elmwood	816-3888	School 76	315 Carolina St	816-3848
0430	School 43 Academy	School 69	1725 Clinton	816-4809	Hennepin Comm Center	24 Ludington Ave	896-2083
0450	International School	Lafayette HS	370 Lafayette	816-4340	School 19	97 W. Delavan Ave.	816-3180
0480	48@39	Makowski	1095 Jefferson Ave	816-4180	City Honors	186 E North St	816-4230
0500	North Park Community 50 @ 66	School 81	140 Tacoma	816-4060	Bennett	2885 Main St	816-4250
0530	Community School	School 6	414 S. Division	816-3767	School 33	157 Elk St	816-4783
0540	Dr. George Blackman	Aloma Johnson Charter	15 Jewitt Pkwy	856-4390	School 17	1045 W. Delavan Ave.	816-3150
0590	Drew Science Magnet - MUSEUM site	Buffalo Museum of Science	1000 Humboldt Pkwy	896-5200	School 99	1095 Jefferson	816-4180
0610	Arthur O. Eve ECC	Burgard 301	400 Kensington Ave	816-4450	MST 197	646 E. Delevan	816-4500
0640	Olmsted	McKinley 305	1500 Elmwood Ave	816-4480	School 94	489 Hertel Ave	816-4150
0650	Roosevelt ECC	Riverside 208	51 Ontario St	876-4360	Grabiarz 79	225 Lawn Ave.	816-4040
0670	Discovery School	#72	71 Lorraine Ave.	816-4809	South Park HS	150 Southside Parkway	816-4828

The Police Confidential Tip line is (716) 847-2255

0690	#069 HOUGHTON ACAD.	Machnica Center	1799 Clinton St	824-5397	South Park HS	150 Southside Parkway	816-4828
0720	Lorraine Elementary	Trocaire College	110 Red Jacket Pkwy	826-1200	Mt. Mercy Academy	88 Red Jacket Pkwy	825-8796
0740	Hamlin Park School	School 17	1045 W. Delavan Ave.	816-3150	Agape AME Church	224 Northland Ave	884-3617
0760	Herman Badillo Bilingual @ #77	Hutch Tech	256 S. Elmwood	816-3888	School 95	95 Fourth St.	816-3900
0790	Pfc. Wm. Grabiarz	Riverside HS	51 Ontario St.	816-4360	North Buffalo Community Center	155 Lawn Ave.	875-2904
0800	Highgate Heights Elementary	School 68	24 Westminster	816-3450	Bennett 363	2885 Main St	816-4250
0810	School 81	School 50 @ 66	780 Parkside Ave.	816-3440	Lafayette Ice Skating Rink	Tacoma Ave adj to #81	873-8481
0820	E.C.C.	Olmsted 156	319 Suffolk Ave	816-4330	School 68	24 Westminster	816-3450
0840	Erie County Health Center	Erie County Medical Center	462 Grider St	898-3136	Burgard Vocational HS	400 Kensington Ave.	816-4450
0890	Dr. Lydia T. Wright	School 74	126 Donaldson	816-3490	Burgard Vocational HS	400 Kensington Ave.	816-4450
0900	#090 Drew Science Magnet (PK-1)	School 59	1 MLK Park	816-3370	School 97	1405 Sycamore St	816-4460
0920	BUILD Academy	East Community 309	820 Northampton St	816-3997	School 97	1405 Sycamore	816-4460
0930	Southside Elementary	South Park HS	150 Southside Parkway	816-4828	School 28	1515 South Park Ave.	816-4777
0940	West Hertel Academy	School 79	225 Lawn	816-4040	McKinley HS	1500 Elmwood	816-4480
0950	Waterfront Elementary	School 6	414 S. Division	816-3767	School 3	255 Porter	816-3120
0970	Harvey Austin School	School 92	340 Fougeron	816-4140	East 309	820 Northampton St	816-3997
0990	Stanley Makowski	School 39	487 High St	816-3240	City Honors	186 E. North St.	816-4230
1310	Academy	School 54	2358 Main St.	816-3340	Bennett HS	2885 Main St.	816-4250
1560	Olmsted	School 82	230 Easton Ave	816-4070	Bennett 363	2885 Main St	816-4250
1870	B.A.V.P.A. #192	School 17	1045 West Delevan Ave	816-3150	City Honors 195	186 E. North St	816-4230
1950	City Honors	School 99	1095 Jefferson	816-4180	School 39	487 High St.	816-3240
1960	MST @ 39	Makowski	1095 Jefferson Ave	816-4180	City Honors	186 E North St	816-4230
1970	Math, Science & Tech. Prep. @ #51	Riverside HS	51 Ontario	816-4360	School 94	489 Hertel Ave.	816-4150
1980	International Prep.	Kleinhans Music Hall	Symphony Circle	883-3560	Connecticut St. Armory	Connecticut & Niagara	883-0288
2060	South Park HS	School 93	430 Southside Parkway	816-4818	School 72	71 Lorraine Ave	816-4809
2070	Lafayette International	School 45	141 Hoyt St.	816-3300	IPrep 198	110 14 th St	816-4300
2080	Riverside Community	Grabiarz 79	225 Lawn Ave.	816-4040	School 65	249 Skillen St.	816-3430
2120	Leonardo DaVinci HS	School 3	255 Porter Ave	816-3120	School 76	315 Carolina	816-3848
3010	Burgard Vocational HS	School 61	453 Leroy Ave.	816-3400	School 89	106 Appenheimer	816-4110
3021	Emerson School of Hospitality	Hutch Tech 304	256 S. Elmwood	816-3888	School 76	315 Carolina St	816-3848
3040	Hutchinson Central Technical HS	School 95	95 Fourth St.	816-3900	School 76	315 Carolina	816-3848

The Police Confidential Tip line is (716) 847-2255

3050	McKinley High School	School 94	489 Hertel	816-4150	Buffalo State College	1300 Elmwood Ave	878-6332
3090	East High School	School 92	340 Fougeron St	816-4140	Harvey Austin 97	1405 Sycamore St.	816-4460
3350	Middle Early College	Burgard 301	400 Kensington	816-4450	School 89	106 Appenheimer	816-4110
3550	BSAHM	Hutch Tech 304	256 S. Elmwood	816-3888	School 76	315 Carolina St	816-3848
3570	Pathways @ East	Harvey Austin 97	1405 Sycamore St.	816-4460	School 197	646 East Delavan Ave.	816-4500
3630	LJBSIT	Burgard 301	400 Kensington	816-4450	School 89	106 Appenheimer	816-4110
3660	Research Lab	Burgard 301	400 Kensington	816-4450	School 89	106 Appenheimer	816-4110

The Police Confidential Tip line is (716) 847-2255

INCIDENT REPORTING

The following protocol is in place and must be followed in all cases of serious incident. This includes, but is not limited to, missing children, serious injuries to students or staff, bomb threats, social media threats to do harm, presence of firearms, water main breaks, gas leaks, power failures, fires or anything that warrants a “911” call or call for police assistance.

In the situation where a serious incident should occur, take whatever measures are necessary to provide immediate resolution to all safety and security concerns.

School Administrators must contact Fred Wagstaff (716) 818-5995 (Elena Cala (716) 254-1250 if Fred Wagstaff is not available) to alert Central Office regarding the emergency/critical situation/incident (see page 3 for contact information). Mr. Wagstaff or Ms. Cala will contact the appropriate individuals.

Ms. Cala and the appropriate ASL will work with the principal and/or assistant principal to discuss and plan the communication response with parents and the school community. Be sure to report the details of your investigation as it progresses to your ASL.

Following resolution of the incident, a written summary of the incident (**[Incident Reporting Form, available in the OSL Document Library, section, Forms](#)**) must be submitted to the appropriate ASL. We must be transparent when dealing with all serious school incidents.

** NYDOH Covid 19 Tool Kit PK-12 can be found at this [Link](#)

The Police Confidential Tip line is (716) 847-2255

BUFFALO BOARD OF EDUCATION

- **Louis Petrucci**
Park District Representative & President
- **Sharon M. Belton-Cottman**
Ferry District Representative
- **Jennifer L. Mecozzi**
West District Representative
- **Dr. Ann Rivera**
Member-at-Large & Vice President Student Achievement
- **Dr. Kathy Evans-Brown**
East District Representative and Vice President Student Achievement
- **Terrance Heard**
Board Member-at-Large and Chairman of Educational Support
- **Hope R. Jay**
North District Representative
- **Lawrence Scott**
Member-at-Large
- **Paulette Woods**
Central District Board Member and Finance and Operation Chairperson
- **Tameisha Walker**
Student Board Member- Burgard High School

The Police Confidential Tip line is (716) 847-2255