

EMERGENCY EVACUATION PLAN

School staff assigned to school buses transporting students home during an emergency evacuation of students include but are not limited to the bus driver, the teacher, school aides and monitors. Each duly assigned staff members contributes importantly by ensuring the safe delivery of students to the home or to the parent-designated alternate delivery location or school-provided shelter.

Bus Drivers

Bus drivers are responsible for driving the school bus and for the general supervision of the students and all others who are aboard the school bus. Bus drivers are to direct the safe boarding, departure, safe passage and delivery of students to the appropriate location. Should any incident require a "decision maker" while the bus is en route, the decision is lodged with the school bus driver who is in charge of the school bus. The bus driver is encouraged to confer with the teacher, aide or monitor assigned to the school bus to ensure the best possible communication.

Teacher or School Aide/Monitor

Teachers and school aide/monitors accompany students on each bus during times of emergency to efficiently expedite the delivery process, help guide students and in general to minimize confusion. It is the role of the assigned teacher, school aide/monitor to assist the bus driver to board and disembark student riders ensuring that the students are safely delivered home or to the location requested by parents.

Teachers and school aide/monitors are to be vigilant when the riders are released from the school bus to ensure, using reasonable care, that students are able to enter their residences. As a general rule, it is not the responsibility of the assigned teacher, school aide or monitor to accompany each student to the residence. Where the school bus drops riders off at a corner or the end of a road, the teacher, school aide/monitor will try to ascertain whether the student believes he/she can enter his/her residence or find appropriate shelter and supervision at the alternate site as directed by parents in the Family Emergency Plan provided to the school. In instances where the teacher, aide/monitor believes that the child is being delivered to an inappropriate location or a location without proper supervision, and the student may be without shelter, the student will be directed to remain on the school bus by the bus driver with the assistance of the teacher, aide or monitor and taken to the school-provided shelter awaiting the arrival of parents who will assume the custodial role.

For further clarification, teachers, school aides/monitors are encouraged to contact their Building Principal or the Superintendent of Schools.

EMERGENCY EVACUATION PLAN REGULATION

Occasionally, emergency situations arise during the school day requiring the immediate evacuation of the students. An emergency may be related to rapid changes in the weather, the loss of utilities or for any number of other reasons.

In the event school is closed, radio stations will be notified along with the major industries and businesses in the area. Students will be transported home or to a predetermined, in district, location as requested by parents. The school district will provide a supervised shelter for students who do not have shelter until a parent can pick up the student and assume the custodial role.

The Northeastern Clinton Central School District emergency evacuation plan will be enabled upon approval of the Superintendent of Schools or his/her authorized designee. The evacuation of students will occur according to the following procedure:

The Building Principal will designate when students are to depart the school building. Students will be directed to board the buses. The school will provide a teacher or aide to assist the bus driver with the delivery of the students to their home or to a parent-determined drop-off point or to the school-designated, school-supervised shelter.

It will be the responsibility of parents, on the form provided by the school district, to designate the precise delivery location and related information for each of their children. This information may include the name(s) of duly authorized guardians, emergency phone numbers, addresses and medical information, etc. **IT IS THE PARENTS' ONGOING RESPONSIBILITY TO KEEP THE SCHOOL INFORMED, IN WRITING, OF ANY CHANGES TO THEIR INDIVIDUAL FAMILY EMERGENCY PLAN!**

Parents need to make specific arrangements with their children should the student be unable to enter their residence upon arrival home or at the parent-designated alternate delivery site. (Ex: review where to find a key to get into the home. Discuss alternate shelter, determine who will supervise children until parents or guardians can assume the custodial role.)

Parents need to keep in mind that because of the size of the Northeastern Clinton Central School District, in many instances, school buses do not currently pick up and/or drop off students at individual residences. Often students board or depart a school bus at a street corner, at the end of a road or some distance from home or designated pickup/dropoff point. The Family Emergency Plan, developed by the parent and practiced with each child, in advance, will ensure each child has a warm, supervised, safe shelter until parental supervision can be resumed. [Where reasonable to do so, upon arrival at the child's home or parent-designated alternate delivery site, the bus driver shall wait for verification from the parent or guardian that a duly authorized person is home before releasing the student. The teacher or aide assigned to the bus will assist the driver in this regard.]

Walkers will be released upon direction of the Building Principal and proceed home or to the pre-arranged location designated by the parent to the school on the form provided.

Where school officials cannot verify the child will be properly supervised, the student will be directed to return to the bus and proceed to the school-supervised site. A parent or guardian will be called to come and pick up the student.

Should the school become aware a walker will not have shelter and supervision, that student will be transported to the school-supervised site until parental supervision is resumed.

Parents needing further information about the Emergency Evacuation Procedure are encouraged to contact the school Principal for clarification.

EMERGENCY EVACUATION PLAN EXHIBIT

Dear Parents:

Occasionally emergency situations arise during the school day which require the immediate evacuation of the students. An emergency may be related to rapid changes in the weather, the loss of utilities or for any number of other reasons.

In the event school is closed, radio stations will be notified along with the major industries and businesses in the area. Your child will be transported home or to a predetermined location you have requested.

It is very important the school have accurate, up-to-date information from you regarding the location to which you wish your child transported.

Students will be transported to the address indicated on the form attached which must be completed by the parent at the beginning of each school year. In the event the Principal does not have a completed form indicating where the child is to go, the child will be relocated to a safe, school-supervised site, pending the arrival of the parent.

With the large number of students transported, it is not always feasible to telephone parents in the event of an emergency evacuation. Often, an evacuation must occur immediately! Parents need to have a current Family Emergency Plan in effect. The plan needs to be well understood and routinely practiced with your child to ensure he/she will be able to enter the residence or that of the guardian at the location you have designated when an emergency situation arises. On any occasion where the school bus driver, teacher or aide notices a child is unable to enter a residence, that child will be reboarded on the bus and transported to the school-supervised site pending arrival of parents.

Parents need to keep in mind that because of the size of the district, in many instances, school buses do not currently pick up and/or drop off students at individual residences. Often children board or depart a school bus at a street corner, at the end of a road or some distance from home or designated delivery point. Your individual Family Emergency Plan, worked out and practiced with each child, in advance, will ensure each child has a warm, supervised, safe shelter until parental supervision can be resumed.

If your child walks to and from school, please have in place a written Family Emergency Plan for each child.

PLEASE COMPLETE THE FORM ATTACHED:

NORTHEASTERN CLINTON CENTRAL SCHOOL DISTRICT

School Student Attends _____
Student Name: _____

PLEASE MARK THE APPROPRIATE BOX

MY CHILD IS TO GO DIRECTLY HOME

Home address _____
Home Phone _____ Bus. Phone _____ Bus # _____

MY CHILD IS TO GO TO THE FOLLOWING LOCATION

Bus Number _____ Address _____ Telephone _____
Parent/Guardian Signature _____
Date: _____

Family Emergency Plan _____

SAMPLE: My child knows he/she is to take bus Number _____ and go to his/her grandmother's home. Her name is _____. Her address is _____. Her telephone number is: _____. In the event his/her grandmother is not home, I have arranged for my child to have a key to enter the residence awaiting my supervision or, my child has been directed to go to the home of Mr. and Mrs. _____, address _____ and telephone number _____.

Should you wish to provide other information to the school you believe will be helpful in transporting your child in the event of an emergency evacuation, please feel free to do so here:

The alternate location for school supervision of children at the _____
_____ School is: _____, telephone number _____

Should you wish to have your son or daughter be transported to the school-supervised location awaiting your arrival, please indicate here by signing and dating:

Signature Date