

Marathon Central School District Emergency Response Plan  
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**District-Wide**

**Emergency Response Plan**

Marathon Central School District  
2023-2024

Date of Acceptance  
September 2023

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## Table of Contents

Building Level School.....	1
Emergency Response Plan.....	1
The Basic Planning.....	3
1.Introductory Materials .....	3
2.Purpose and Situation Overview .....	8
3.Concept of Operations .....	12
4.Organization and Assignment of Responsibilities.....	13
5.Direction, Control, and Coordination .....	18
6.Information Collection, Analysis, and Dissemination .....	20
7.Training and Exercises .....	21
8.Administration, Finance and Logistics .....	23
9.Authorities and References .....	24
Functional Annexes .....	25
Annex: Shelter-in-Place.....	26
Annex: Hold-in-Place.....	27
Annex: Evacuation .....	28
Annex: Lockout.....	29
Annex: Lockdown .....	30
Annex: Crime Scene Management.....	31
Annex: Communications.....	32
Annex: Medical/Mental Health .....	33
Annex: Accounting for All Persons.....	34
Annex: Reunification .....	35
Annex: Continuity of Operations .....	36
Threat and Hazard Specific Annexes .....	37
Annex: Active Shooter .....	38
Annex: Bomb Threat .....	39
Sites of Potential Emergencies .....	40
Appendices .....	48
Appendix B - Incident Command System (ICS) .....	50
Appendix C - Emergency Response Teams .....	51
Appendix D - Memoranda of Understanding (MOU) .....	53
Appendix E - Master Class Schedule .....	54
Appendix F - Building/Grounds/Local Road Maps .....	55
Appendix G - Student/Staff/Guest with Special Needs.....	56

Marathon Central School District Emergency Response Plan  
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## The Basic Planning

### 1. Introductory Materials

#### **Plan Development and Maintenance**

8 NYCRR Section 155.17 (b) and 155.17 (c)(11) - requires that each school shall have a Building Level School Safety Team that consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The Building Level School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

#### **Building Level Safety Team**

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Contact Information</b>
Tom Goskoski	Business Official	Marathon CSD	849-3224
Andy Buchsbaum	Superintendent	Marathon CSD	849-3117
Jamie Coppola	HS Principal	Marathon CSD	849-3252
Jon Hillis	ES Principal	Marathon CSD	849-3281
Kathleen Hoyt	Director of Instruction	Marathon CSD	849-1228
Chris Leins	Special Ed Director	Marathon CSD	849-3167
Greg Meixner	Director of Facilities	Marathon CSD	849-3213
Crystal Aukema	Teacher	Marathon CSD	849-2113
Donna Forrest	Teacher	Marathon CSD	849-2103
Kim Prestigiacomo	Teacher	Marathon CSD	849-1111
Patti Trabucco	Teacher	Marathon CSD	849-1100
Robin Visco	Teacher	Marathon CSD	849-2210
Charles Forkey	Parent		607-218-8730
Robin Baez	Parent		mrsbaez2004@gmail.com
Danielle Brown	Parent		607-849-3502 est. 116
Mercedes Slade	School Resource Officer	Cortland County Sheriff	849-3257

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<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Contact Information</b>
Mark Starnur	School Resource Officer	Cortland County Sheriff	849-1225

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. If Memorandum of Understandings (MOU) are created, a copy shall be listed in Appendix D. Advanced planning should specify the type of communication and services provided by one agency to another.

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**Distribution of the Plan**

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency **and** with the New York State Police within thirty days of adoption.

**Send Building Level Safety Plans to:**

New York State Police  
Headquarters - Field Command  
Attn: Safe Schools NY  
1220 Washington Avenue, Building 22  
Albany, NY 12226

**Or by email to:**  
**[info@safeschools.ny.gov](mailto:info@safeschools.ny.gov)**

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***School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.***

**Record of Distribution**

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to your School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent and any other persons deemed appropriate by the School Safety Team. Distribution of the ERP shall be recorded in the following table.

Agency	Name of Receiving Party	Date Distributed
Marathon Fire Dept		09/12/2023
Marathon EMT/Ambulance		09/12/2023
New York State Police		09/12/2023
Cortland County Sheriff		09/12/2023

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**Plan Review and Updates**

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP annually and update it by July 1<sup>st</sup> as needed. Each update or change to the plan shall be recorded in the following table.

Revision/Update/Amendment	Name	Date
Review	Armoured One	07/21/2023
Revision/Update	Tom Goskoski	08/24/2023

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## 2. Purpose and Situation Overview

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property. The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students.

Potential Threats to School
Emergency Early Dismissal
Hostage/Dangerous Person
Fire or Explosion
Natural Phenomena
Toxic Spill, Air Pollution, Radiological Incident, Oil/Gas/Diesel Spill
Civil Disturbance
Epidemic/Food or Water Poisoning
Systems Failure
School Bus Breakdown/Accident
Nuclear Attack
Emergency Remote Instruction

The threat/hazard assessment was completed on 11/14/2022.

Specific Annexes used to address the above listed threats/hazards can be found in the Threat and Hazard Specific Annexes section.

The following table was used to aid in assessing possible threats/hazards to Marathon Central School District:



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**Threat, Hazard Types, and Examples**

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none"><li>- Earthquakes</li><li>- Tornadoes</li><li>- Lightning</li><li>- Severe wind</li><li>- Hurricanes</li><li>- Floods</li><li>- Wildfires</li><li>- Extreme temperatures</li><li>- Landslides or mudslides</li><li>- Winter precipitation</li><li>- Wildlife</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, <i>Staphylococcus aureus</i>, and meningitis</li><li>- Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i></li><li>- Toxic materials present in school laboratories</li></ul>
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"><li>- Fire</li><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><li>- Suicide</li></ul>

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**Planning Assumptions and Limitations**

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The Marathon Central School District ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the Marathon Central School District ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the schools readiness to respond to incidents.

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### **3. Concept of Operations**

The overall strategy of a Marathon Central School District ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

#### **Implementation of the Incident Command System (ICS)**

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. [8 NYCRR Section 155.17 \(e\)\(2\)\(v\)](#) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

#### **Initial Response**

Marathon Central School District personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the Marathon Central School District and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

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#### **4. Organization and Assignment of Responsibilities**

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

##### **Students**

Responsibilities include:

1. Cooperate during emergency drills, exercises and during an incident
2. Follow directions given by facility and staff.
3. Know student emergency actions and assist fellow students in an incident
4. Report situations of concern (e.g. "If you see something, say something.")
5. Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

##### **Other Staff**

Responsibilities include:

1. Execute assignments as directed by the Incident Commander

##### **Parents/Guardians**

Responsibilities include:

1. Encourage and support school safety, violence prevention and incident preparedness programs within the school
2. Participate in volunteer service projects for promoting school incident preparedness
3. Provide the school with requested information concerning the incident, early/late dismissals and other related release information
4. Listen to and follow directions as provided by the School District.

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### **Principal**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

### **Teaching Assistants**

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

### **Teachers / Substitute Teacher / Student Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

1. Supervise students under their charge
2. Take steps to ensure the safety of students, staff, and other individuals.
3. Take attendance when class relocates to an inside or outside designated area or to an evacuation site
4. Report missing students to the appropriate Emergency Response Team Member
5. Execute assignments as directed by the Incident Commander.
6. Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
7. Render first aid or CPR if certified and deemed necessary

### **School Nurse/Health Assistant**

Responsibilities include:

1. Administer first aid or emergency treatment as needed
2. Supervise administration of first aid by those trained to provide it

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3. Organize first aid and medical supplies
4. Execute assignments as directed by the Incident Commander

**Counselors, Social Workers & School Psychologists**

Responsibilities include:

1. Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
2. Provide appropriate direction to students as described in this ERP for the incident type
3. Render first aid or CPR and/or psychological aid if trained to do so
4. Assist in the transfer of students, staff and others when their safety is threatened by an emergency
5. Administer counseling services as deemed necessary during or after an incident
6. Execute assignments as directed by the Incident Commander

**Principal's Secretary/Office Secretaries**

Responsibilities include:

1. Answer phones and assist in receiving and providing consistent information to callers
2. Provide for the safety of essential school records and documents
3. Provide assistance to the Incident Commander/Principal
4. Monitor radio emergency broadcasts
5. Execute assignments as directed by the Incident Commander

**Custodians/Maintenance Staff**

Responsibilities include:

1. Survey and report building damage to the Incident Commander
2. Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
3. Provide damage control as needed
4. Assist in the conservation, use and disbursement of supplies and equipment
5. Control locks and physical security as directed by the Incident Commander
6. Keep Incident Commander informed of the condition of the school
7. Execute assignments as directed by the Incident Commander

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**Bus Drivers**

Responsibilities include:

1. Supervise the care of students if disaster occurs while students are on the bus
2. Transfer students to new location when directed
3. Execute assignments as directed by the Incident Commander

**Food Service/Cafeteria Workers**

Responsibilities include:

1. Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
2. Execute assignments as directed by the Incident Commander



## **5. Direction, Control, and Coordination**

To provide for effective direction, control and coordination of an incident, the Marathon Central School District ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Marathon Central School District ICS is organized as follows:

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<b>Incident Commander (IC)</b> Directs Incident Management Activities  Primary: Andy Buchsbaum Alternate: Thomas Goskoski Alternate: Kathleen Hoyt			
<b>Public Information Officer (PIO)</b> Acts as liaison between school and public (including media)  Primary: Andy Buchsbaum Alternate: Thomas Goskoski Alternate: Kathleen Hoyt			
		<b>Safety Officer (SO)</b> Responsible for the overall safety of all persons involved  Primary: Thomas Goskoski Alternate: Andy Buchsbaum Alternate: Kathleen Hoyt	
<b>Liaison Officer</b> Responsible for coordinating with outside/emergency agencies  Primary: Andy Buchsbaum Alternate: Tom Goskoski Alternate: Kathleen Hoyt			
<b>Planning</b>  Responsible for collection, evaluation, dissemination, and use of information	<b>Operations</b>  Carries out response activities, universal procedures, etc.	<b>Logistics</b>  Responsible for organizing resources and personnel	<b>Finance &amp; Administration</b>  Responsible for incident accounting, costs and reimbursement

## **6. Information Collection, Analysis, and Dissemination**

The Marathon Central School District will collect, analyze, and disseminate information during and after an incident.

### **Types of Information**

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander.

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies. The school will also monitor the school district information portal, to determine any information pertinent or critical to the school's recovery effort.

### **Information Documentation**

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

## 7. Training and Exercises

Marathon Central School District understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that Marathon Central School District personnel and community responders are aware of their responsibilities under the Marathon Central School District ERP, the following training and exercise actions should occur.

### Training

All Marathon Central School District staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities - Deliver at start of school year
- Incident Command System (ICS) Training - Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at [www.training.fema.gov](http://www.training.fema.gov). ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at [www.dhSES.ny.gov](http://www.dhSES.ny.gov). Or by contacting your local emergency management agency.
- Annual training
  - Review ERP with staff
  - Conduct full staff briefings on roles to perform during an emergency
  - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
  - Conduct student briefings on roles they perform during an emergency

### Drills & Exercises

At a minimum, Marathon Central School District will conduct the following exercises/drills annually:

- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- [8 NYCRR Section 155.17 \(e\)\(3\)](#) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

The following is recommended:

- 1 - Lockdown drill - Announced (first marking period)
- 3 - Lockdown drills - Unannounced (quarterly - following first announced drill)

Lockdown drills will be conducted internally to ensure that Marathon Central School District staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated "safe areas" within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, Marathon Central School District will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that

Marathon Central School District is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase "this is a drill". This will ensure that all involved recognize that this is a drill and not a real incident (i.e. "may I have your attention, this is a drill - LOCKDOWN - this is a drill"). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service "**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**" This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

Drill and training dates will be documented using the table below:

Drill Type	Drill Date	Agencies Involved
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Evacuation		
Lock down		
Lock down		
Lock down		
Lock down		

## **8. Administration, Finance and Logistics**

### **Agreements and Contracts**

If Marathon Central School District resources prove to be inadequate during an incident, Marathon Central School District will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials. Copies of these agreements are located in Appendix D.

### **Documentation**

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

### **Incident Costs**

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

### **Preservation of Records**

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

## 9. Authorities and References

The following are State and Federal authorizations upon which this Marathon Central School District ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and [8 NYCRR Section 155.17](#) require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS). Refer to [Appendix B](#) for the defined chain of command.
- New York State Executive Order 26.1 (2006), established ICS as the states standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) - 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

## Functional Annexes

The information in this section was developed utilizing the Federal Emergency Management Administrations Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures and are intended to be transferable to schools statewide and modifications are not recommended.

- Shelter-in-Place
- Hold-in-Place
- Evacuation (required per [8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#))
- Lock-out
- Lock-down

These annexes contain elements required by [8 NYCRR Section 155.17](#). Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- Crime Scene Management
- Communications
- Medical Emergency and Mental Health

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- Accounting for All Persons
- Reunification
- Continuity of Operations
- Recovery
- Security



## **Annex: Shelter-in-Place**

A shelter-in-place procedure is appropriate for situations when it is necessary to hold students in an inside Safety Zone temporarily during an emergency until things can be returned to normal or dismissal can be arranged. General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone for a shelter-in-place or remain in the classroom or cafeteria for a hold-in-place. Classroom teachers should take attendance. Faculty should bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources and request assistance from the County Emergency Management Office, the American Red Cross and other agencies as appropriate.
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

## **Annex: Hold-in-Place**

A hold-in-place procedure is appropriate for situations when it is necessary to limit movement of students and staff while dealing with short term emergencies. Protocols for a shelter-in-place response and a hold-in-place response for each school building are in the Building Safety Plans. General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone for a shelter-in-place or remain in the classroom or cafeteria for a hold-in-place. Classroom teachers should take attendance. Faculty should bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources and request assistance from the County Emergency Management Office, the American Red Cross and other agencies as appropriate.
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

## **Annex: Evacuation**

Evacuation may be necessary in the event of fire, weather, and other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:

1. Intercom System
2. Verbal or Written Notification

Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.

3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Safety Plan and included in the Emergency Response Bag "Gotta Go Bag". Normal evacuation routes will also be posted in each room.
4. Teachers are to bring their class roster with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site.
5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school's intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
7. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
8. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.
9. All persons shall proceed to the designated Safety Zone and remain there until further notice.
10. Teachers must take attendance once in the designated Safety Zone, and are to notify the Building Administrator if a student is not present.
11. Any time teachers have to relocate their class, attendance

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should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.

12. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander.
13. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles) unless previously authorized by a parent). A parent or a pre-arranged surrogate may sign an Emergency Sign Out Form and pick up their child at the designated reunification site.
14. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand, the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
15. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

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**Annex: Lockout**

A lock-out procedure is most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

1. The Building Administrator, or person-in-charge, will apprise all building occupants that lock-out procedures are being implemented using a plain language announcement.
2. The Building Administrator will contact local 9-1-1 emergency responders (if not first apprised by law enforcement) and notify the Superintendent.
3. If the emergency dictates, building staff should close and lock windows.
4. Students/staff who are on the school grounds will be immediately summoned to return to the school building.
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
7. Modify normal dismissal procedures as appropriate.

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**Annex: Lockdown**

A lock down procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. Protocols for a Lockdown response for each school building are in the Building Safety Plans. General procedures are as follows:

1. A lock-down procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff, i.e. dangerous intruder.
2. The Building Administrator will apprise all building occupants of a lock-down order using a plain language announcement. Students and staff shall remain in their classrooms or work-area until the Building Administrator and/or law enforcement officials open the door. *Include how the building administrator or other staff members will deliver the plain language announcement, for example, the fire alarm remote microphones.*
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent. Consider an integrated lockdown system.
4. Building staff shall lock their doors and secure students out of the line of sight. Staff should make every effort to clear students from corridors and secure them in rooms as doors will be locked quickly.
5. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents at a predetermined location.

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**Annex: Crime Scene Management**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP.
2. Take steps necessary to ensure the safety of students, staff and others.
3. Determine which emergency protocols to implement as described in the functional annexes of this ER.
4. Coordinate/cooperate with emergency responders.
5. Keep the Superintendent informed of the situation.

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**Annex: Communications**

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall serve as District Spokesperson.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

The overall functions of the Spokesperson will be:

1. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
  - Causes or motives for the incident
  - Extent of casualties or damage.
  - Expected duration of the operation.
  - Liability or responsibility for the incident.
  - Tactical responses, operations or considerations.
2. All information released to the public must be factual or confirmed by the Incident Commander.
3. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
4. The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Safety Plan for information about, and reunification with, their children.



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**Annex: Medical/Mental Health**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

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**Annex: Accounting for All Persons**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

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**Annex: Reunification**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

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**Annex: Continuity of Operations**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

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**Annex: Active Shooter**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

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**Annex: Bomb Threat**

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

1. Provide direction over all incident management actions based on procedures outlined in this ERP
2. Take steps necessary to ensure the safety of students, staff and others
3. Determine which emergency protocols to implement as described in the functional annexes of this ER
4. Coordinate/cooperate with emergency responders
5. Keep the Superintendent informed of the situation

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## **Threat and Hazard Specific Annexes**

The threat and hazard specific annexes provide unique procedures, roles, and responsibilities that apply to a specific hazard. They often include provisions and applications for warning the public and disseminating emergency public information.

Threat and hazard specific annexes do not repeat content but build on information in the functional annexes and basic plan. Repeating information is not advisable for the following reasons:

School staff and students should learn and exercise simple procedures that apply to all hazards.

The hazard specific annexes should present only hazard-unique information.

Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.

The plan becomes larger and more difficult for users to comprehend.

The school should customize threat and hazard specific protocols to fit their unique circumstances. Planning, training, drills and table-top exercises conducted with local emergency and safety officials will assist in the development of effective procedures and protocols. These activities will also help a school evaluate the appropriateness of the procedures in the plan. They assist with modifications or updating as necessary to ensure that the procedures are sufficient to provide a safe environment for students, staff and visitors.

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## **Sites of Potential Emergencies**

### **Emergency Remote Instruction**

#### **Appleby Elementary School:**

- Devices will be sent home with all students prior to closure if known in advance.
- Emergency closure packets will be utilized for an immediate emergency closure.
- For long term closures devices and internet hotspots would be delivered or times for pick up would be established by the district and communicated with each family.
- Once the district has exhausted all of our emergency closing days, students will be sent home with technology resources every day, UPK-6.

#### **Marathon Junior-Senior High School:**

- Remote Instruction: Students will follow their daily bell schedule from 8:00 am - 3:00pm.
- Students will be expected to log on at 7:55am.
- Attendance will be taken every period to ensure students are participating in virtual learning.
- Grading will follow established practices that include a combination of participation and skill level.
- The district will provide internet access to students and teachers who do not currently have sufficient access to the extent practicable.

### **Nuclear Attack**

The original Emergency Management Plan contained a protocol for dealing with nuclear attack, which is reproduced in its essentials here for the purpose of maintaining completeness in the catalog of possible hazardous events treated in this Safety Plan.

1. Many people feel that nuclear attacks are not survivable. However, the Federal Emergency Management Agency (FEMA) claims that many lives can be saved if the public knows what actions to take and when to take them. These actions do depend on the existence of advance warnings.
2. With the assumption that nuclear attack would follow a period of mounting world tension, all persons should be familiar with the state and county emergency preparedness directives. Prior to an actual attack, the Emergency Broadcast System would notify the public through local radio and television emergency bulletins.



Marathon Central School District Emergency Response Plan  
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3. In general, persons would report to emergency shelters or, as a last resort, basements of buildings. If no basement is immediately available, go to the innermost area of the building, farthest from all exposed exterior walls. If in a public shelter, obey the rules set forth by the appointed shelter personnel. Be aware that you may need to be in the shelter up to 30 days.
4. For the benefit of everyone, it is essential to remain calm. If in a basement:
  - close all windows and drapes;
  - fill buckets, bottles, and all available containers with water;
  - turn off gas, electric, HVAC utilities, and water.
  - After the attack, the primary hazard is residual radiation, otherwise known as fallout. Though you cannot see, smell, taste, or touch it, fallout is deadly. The most dangerous type of radiation is gamma, which is similar to high doses of X-rays. Time, distance, and shielding are the best defenses. Health problems result from inhaling or ingesting radioactive material.
  - Inhaling radioactive fallout should be avoided by keeping dust particles to a minimum and wearing a face covering. Ingesting radiation should be avoided by eating canned foods, dried or canned milk, and uncontaminated water.
  - Municipal drinking water for the Village of Marathon comes from a covered well and would be the safest for consumption. Water from a pond, lake, stream, roof or reservoir will contain some contamination.

### **Emergency Early Dismissal**

An early dismissal is announced in the event of:

1. A system failure such as heating/plumbing/electrical failure that renders the building unsuitable for instructional purposes;
2. A weather-related condition;
3. Any other safety issue as determined by the Superintendent.
4. The actual dismissal will follow normal procedures for dismissal unless the situation warrants otherwise.

### **Fire or Explosion**

1. First person on the scene should pull a fire alarm, and notify building administrator of the cause or source, if known
2. Fire extinguishers and fire alarms are placed in strategic locations throughout the buildings and clearly designated. All teachers and staff will become familiar with these locations. Do not put yourself or your students in harm's way.
3. Immediately upon hearing the fire alarm, faculty and others in the building will evacuate the building via their prearranged evacuation route posted in each room.

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4. Upon reaching the assembly area, students will await further instructions.
5. During inclement weather, the building administrator will contact the Transportation Supervisor to obtain buses for students to implement off-site sheltering plan. Teachers will take attendance and use accountability check sheets before students begin loading the buses to assure that all students are accounted for.

### **Hostage/Dangerous Person**

If a student, staff member, or outsider is armed, has assaulted or threatens another person, or is behaving irrationally, any person on the scene should act in the interests of the safety of students and staff. In addition to notifying an administrator as soon as possible, a person on the scene should:

1. Remain calm, reassure others, and try to prevent panic.
2. As quickly as possible, move away from the scene anyone not directly involved with the incident.
3. Notify administrator who will then notify the Superintendent. If after regular school hours where there is no administrator in the building, call 911.
4. If communicating with the person:
  5. - speak calmly and reasonably.
  6. - encourage the person not to act hastily.
  7. - be non-threatening.
  8. - elicit as much information as possible.
  9. - allow the person to leave the building if he/she attempts to do so.
10. Take note of dangerous person's/victims description, voice car or any other information that may be useful to the authorities if person flees the scene.
11. Have someone write notes of any communication between involved persons.
12. Observe details of any vehicle used.
13. Maximize safety of all involved parties.

### **Toxic Spill, Air Pollution, Radiological Incident, Oil/Gas/Diesel Spill**

1. Cancel all outdoor activities and summon all persons into the building.
2. Direct building staff to close all doors and windows, and turn off any exterior ventilating systems.
3. Notify Superintendent and Director of Facilities.

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**Natural Phenomena**

(Includes snow/ice storms, thunder/lightning, tornado, severe high winds, earthquake, flood)

1. Curtail or cease all outdoor and/or extracurricular activities as appropriate. Summon all persons into the building with help of staff and public address system/walkie talkies.
2. Students should be sheltered in classrooms, away from windows, glass, and other hazards.
3. Depending upon the severity of the condition, students may be directed to sit in the hallway.
4. The Superintendent will make the determination dismiss early or shelter on site.

**Epidemic/Food or Water Poisoning**

1. The school nurse(s) will identify the existence of a problem and notify building administrators and the Superintendent.
2. The Superintendent will contact with the assistance of the County Health Department (753-5036) as necessary, to identify the problem source and potential solution(s).
3. Potable water is mandated for building occupancy. If water is not suitable for drinking, operation of the building will cease unless equivalent provisions are made, such as bottled water and single service disposable cups.
4. Public health officials have the highest authority in these situations. Building operation will be curtailed or ceased as appropriate.

**Civil Disturbance**

Building administrators and Superintendent will attempt to gather as much information as possible and place district in lockout if needed.

**School Bus Breakdown/Accident**

If you are involved in an accident on the school bus the following is a suggested procedure to follow that will meet the requirements of state law.

1. Bring the bus safely to a stop.
2. REMAIN CALM.
3. Activate 4 -way flashers.
4. Determine if there are any injuries if they are serious enough contact 911 directly, if not contact base, cell phone is preferable. Emergency contact phone numbers are in your bus.
5. Identify yourself.

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6. Give your location.
7. Notify how many passengers aboard and if there are any injuries.
8. Briefly describe the incident and extent of damage.
9. Follow instructions from base.
10. Do not leave the scene of any incident involving personal injury or property damage until told to do so by administration or authorities.
11. Base will notify authorities.
12. Make sure that passengers are safe and as comfortable as possible.
13. Make a list of all of the passengers on the bus at the time of the accident and where they were seated.
14. Passengers should not be moved from the bus unless it would be more dangerous to stay on i.e.: fire, drowning, or further collision.
15. Secure the scene from further accidents or injuries: Move the bus to a safe location if it is danger of causing further damage.

Place triangles as soon as possible. A diagram of where to place triangles is inside the cover of the triangle box.

1. Do not allow anyone other than emergency responders or school personnel on the bus
2. Do not release students until told to do so by administration. Make a list of who has been released and to whom they have been released. If they are transported from the scene by emergency responders note where they are being transported to
3. Cooperate fully with emergency personnel and police. You will be asked to provide your license along with the registration and insurance card that will be clearly displayed on the bus, or in the glove box of a van/car.
4. Be careful not to destroy evidence, and if possible take pictures
5. Do not discuss the accident with anyone other than police, insurance representatives or school administrators. Refer media personnel to the District Superintendent.
6. Driver will be drug tested under the following circumstances:

If the accident involved the loss of human life;

If you receive a citation for a moving violation and anyone injured received treatment away from the scene or any vehicle involved had to be towed from the scene.

**TRANSPORTATION OFFICE RESPONSIBILITIES IN RESPONDING TO A SCHOOL BUS ACCIDENT**

1. Gather the following information from bus driver:
2. Location
3. How many passengers on bus?
4. How many and type of injuries
5. Brief description of accident including damage
6. Remind driver to:
7. stay calm
8. give first aid to injured
9. secure the scene
10. fill out the seating chart

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11. Notify appropriate authorities and Superintendent
12. Determine who and what vehicles should proceed to scene
13. Obtain a list of students who were removed from the scene, including by whom, and, if it is by emergency responders, to where they have been transported
14. Do not discuss incident with anyone except authorities, administration and insurance representatives
15. Obtain necessary information from police to fill out MV104f
16. Determine what if any disciplinary action and or retraining will be necessary for driver

#### REPORTING ACCIDENT

Department of Transportation Part 722 (Reports of Accident):

1. "Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), will be immediately reported to the department by telephone or telegraph."
2. "No work will be performed on and no passenger will be transported in the vehicle until it is released by D.O.T."

Department of Motor Vehicles: Article 22 - Accidents and Accident Reports - Section 600 -

Leaving scene of an incident without reporting:

1. Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, will, before leaving the place where the damage occurred, stop, and exhibit his license and insurance identification card for such vehicle...then he will report the same as soon as physically able to the nearest police station, or judicial officer."
2. Section 601 - Leaving scene of injury to certain animals without reporting: "Any person operating a motor vehicle which will strike and injure any horse, dog, or animal classified as cattle will stop and endeavor to locate the owner or custodian of such animal or a police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and will also promptly report the matter to such owner, custodian or officer (or if no one of such has been located, then to a police officer of some other nearby community)."

#### MECHANICAL BREAKDOWN

1. Bring bus safely to a stop.
2. Activate 4-way hazard lights; and if situation appears to be extremely dangerous, put on any lights that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio - give as much information as possible.
5. Location
6. Symptoms of problems
7. Assistance needed
8. Number of students on bus
9. Display properly the reflectors found in your bus.

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10. Make necessary repairs if possible.
11. Make students as safe and comfortable as possible.
12. Move students to a safe location away from the bus if necessary.
13. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

**PROCEDURES FOR VEHICLE DEFECTS**

1. If any defect is found in the vehicle, it must be reported on the Bus Driver's Daily Report
2. If a vehicle cannot be used, the office will assign the driver another vehicle. A pre-check must be performed on this vehicle by the driver before a run can be made. The driver is required to fuel and clean this vehicle at the end of the run. All gas or diesel must be recorded on the Daily Report Sheet.

**Systems Failure**

(Loss of power, heat, water or sewage systems, gas leak or structural damage)

1. The Director of Facilities will evaluate the problem as far as possible and notify administration.
2. Evacuation of the building will be done if deemed necessary.
3. Building operation will be curtailed or ceased as appropriate. If formal emergency resolution is needed, the Office of Educational Management Services at SED should be notified.

Marathon Central School District Emergency Response Plan  
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## Appendices

The appendices are included for the purpose of documenting vital information necessary for emergency response. These tables should be completed with the requested information or a suitable replacement inserted in their place. This information should be continually updated to avoid confusion and delay during emergency response.

### Building - Administrative Staff

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
Thomas Goskoski	Business Official	607-849-3224		Yes	No
Jonathan Hillis	Elementary Principal	607-849-3282		Yes	No
Kathleen Hoyt	Director of Instruction	607-849-1228		Yes	No
Christopher Leins	CSE Chair	607-849-3169		Yes	No
Jamie Coppola	High School Principal	607-849-3252		Yes	Yes
Andy Buchsbaum	Superintendent	607-849-3117		Yes	No
Patti Trabucco	Administrative Intern	607-849-1100		Yes	Yes

### Building - Faculty

Room	Name	Grade	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
ES	Patty Kendall	Counseling	607-849-3208		No	No
HS201	BethAnn Duncan	Health	607-849-2208		Yes	Yes

### Building - Support Staff

Room	Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
District Office	Heather Euson	Secretary/District Clerk	607-849-3117		No	No
Guidance	Tina Gallagher	Secretary	607-849-3229		Yes	No
CSE107	Veronica Hall	Secretary	607-849-3169		No	No

Marathon Central School District Emergency Response Plan  
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Room	Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member	CPR & AED Certified
ES Office	Susan Light	Secretary	607-849-3282		No	No
HS Office	Kacie Penrose	Secretary	607-849-3252		No	No
Business Office	Sue Mauser	Payroll Clerk	607-849-3230		No	No

**District Contact Information**

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Andy Buchsbaum	Superintendent	607-849-3117		Yes
Heather Euson	District Clerk	607-849-3117		No

**Transportation Contact Information**

Name	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Karl Morsey	Transportation Supervisor	607-849-3325		Yes

**External Contact Numbers (Non-Emergency)**

Agency	Title	Primary Contact #	Alternate Contact #	Safety Team Member
Tom Boice	Marathon Christian Academy	607-849-3824		No



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## Appendix B - Incident Command System (ICS)

### COMMAND STAFF

#### Incident Commander

	Name	Title	Phone number
Primary	Andy Buchsbaum	Superintendent	607-849-3117
Alternate	Thomas Goskoski	Business Official	849-3224
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

#### Safety Officer

	Name	Title	Phone number
Primary	Thomas Goskoski	Business Official	849-3224
Alternate	Andy Buchsbaum	Superintendent	849-3117
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

#### Liaison Officer

	Name	Title	Phone number
Primary	Andy Buchsbaum	Superintendent	849-3117
Alternate	Tom Goskoski	Business Official	849-3224
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

#### Public Information Officer

	Name	Title	Phone number
Primary	Andy Buchsbaum	Superintendent	849-3117
Alternate	Thomas Goskoski	Business Official	849-3224
Alternate	Kathleen Hoyt	Director of Instruction	849-1228

### COMMAND POSTS

	Primary	Alternate	Alternate
Interior	Superintendent's Office	Appleby Elementary School Office	Bus Garage
Exterior	Civic Center	Bus Garage	Whitney Point CSD or Cortland CSD

Marathon Central School District Emergency Response Plan  
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## Appendix C - Emergency Response Teams

8 NYCRR Section 155.17 (e)(2)(ii) - requires the designation of an emergency response team, other appropriate response teams, and a post-incident response team. The following tables are provided for the documentation of those teams your schools ERT and PRT, please add additional tables if other response teams are utilized.

### Emergency Response Team

Name	Title	Primary Contact #	Alternate Contact #
Andy Buchsbaum	Superintendent/Chief Emergency Officer/Public Information Officer	607-849-3117	
Tom Goskoski	Business Official/Safety Officer	607-849-3224	
Jamie Coppola	Jr/Sr High School Principal/Operations	607-849-3252	
Jon Hillis	Elementary School Principal/Operations	607-849-3282	
Kathleen Hoyt	Director of Instruction	607-849-1228	
Chris Leins	Director of Special Education	607-849-3169	
Karl Morsey	Transportation Supervisor/Logistics	607-849-3295	
Greg Meixner	Director of Facilities/Logistics	607-849-3213	
Francis Zaryski	Cafeteria Manager/Logistics	607-849-3149	
Shawn Palmer	Elementary Custodian	607-849-3281	
Patti Trabucco	Administrative Intern	607-849-1100	

### Post Incident Response Team

Name	Title	Primary Contact #	Alternate Contact #
Andy Buchsbaum	Superintendent	607-849-3117	
Thomas Goskoski	Business Official	607-849-3224	
Kathleen Hoyt	Director of Instruction	607-849-1228	
Christopher Leins	CSE Chair	607-849-3169	
Jamie Coppola	High School Principal	607-849-3252	
Jonathan Hillis	Elementary Principal	607-849-3282	
Patti Trabucco	Administrative Intern	607-849-1100	

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**Appendix D - Memoranda of Understanding (MOU)**

<b>Business/Agency</b>	<b>Service Provided</b>	<b>Expiration Date of Agreement</b>
N/A		

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**Appendix E - Master Class Schedule**

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## **Appendix F - Building/Grounds/Local Road Maps**

8 NYCRR 155.17 (e)(2)(iii) Procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.

Floor plans should include the following recommendations:

- All labels typed
- Include school name and address
- Include a key to define any symbols used
- Include a compass indicating North
- Each floor should be a separate page
- Building entrances labeled (including service entrances)
- Windows and interior doors graphically shown
- Rooms labeled with room number
- Common areas and administrative offices labeled by use
- Location of water, gas and electrical shutoffs clearly noted

Map/Image of grounds should include the following recommendations:

- All labels typed
- An overview of campus with all buildings labeled
- Include a key to define any symbols used
- Include a compass indicating North

Map/Image of surrounding areas should include the following recommendations:

- Labeled streets
- Labeled buildings
- Include key to define any symbols used

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**Appendix G - Student/Staff/Guest with Special Needs**

**Student/Staff/Guest**

Room #	# with Special Needs	Description of needs
N/A		