

## **EMERGENCY PLANS**

### **I. Emergency Plan To Be Developed**

The Berlin Central School District Board of Education is cognizant of the importance of protecting the health and safety of students and staff, as well as of ensuring the security and safety of school property. The Board therefore recognizes that an emergency management plan for the District must be developed and practiced.

Pursuant to this concern by the Board, and in accordance with regulations of the Commissioner of Education, the Superintendent of Schools shall develop an emergency plan for each school and for the school district, and also shall ensure that sufficient training in execution of the plan takes place to make it effective.

### **II. Elements of Emergency Plan**

The District's emergency plan shall provide for sheltering, evacuation, early dismissal. The plan shall further provide for written notification to students and staff of the district's emergency plan, procedure for addressing public information needs and annual drill and coordination with local and county emergency and preparedness administrators. The Superintendent shall establish and Emergency Planning Committee, whose responsibility it shall be to oversee the emergency management plan. The Berlin Central School District's Emergency Coordinator shall be the Superintendent, who shall also chair the Emergency Planning Committee.

### **III. Board Approval of Emergency Plan; Annual Review**

The Superintendent shall present the District's emergency management plan to the Board for approval prior to its implementation. The plan shall be reviewed annually, and shall be modified by the Board, as needed, by no later than October 1 of each year.

### **IV. Information From Other Educational Agencies Required**

The chief executive officer of each educational agency located within the Berlin Central School District Board shall have the responsibility of providing the Superintendent with information about school population, number of staff, transportation needs, and the business and home telephone numbers of the agency's key officials.

V. Public Availability of Plan

The Superintendent shall ensure that copies of the plan are available for public inspection and that there are copies of the plan in appropriate locations throughout the school district.

VI. Notice to District Superintendent of Plan's Activation

The Superintendent shall notify the District (i.e., BOCES) Superintendent of Questar III, the Rensselaer, Columbia, and Greene Board of Cooperative Educational Services and Sole Supervisory District whenever the emergency plan is activated and results in the closing of a school building in the District.

References

Education Law Sec. 3623(2)  
Executive Law, Art. 2B  
8 NYCRR 1553; 155.4; 155.13