Railroad Emergency Action Plan (EAP)

Appendix ____

A Hazard-Specific Appendix to:

The Monroe #1 BOCES
District Wide School Safety Plan
Final Draft

Prepared by:
Blackhawk Emergency Management Group
Rochester, NY 14624
phone: (585) 738-8940
web: www.blackhawkemg.org

MEMBER
International Association of Emergency Managers
5000 MEMBERS – 58 COUNTRIES – www.iaem.com

Veteran Owned and Operated

April 15, 2014

RAILROAD EMERGENCY CONTACT NUMBERS

BOCES #1 CENTRAL CAMPUS RAILROAD CROSSING MARKERS:

- **Conrail North Crossing**
  - ID: 514 569 P
  - Mile Post: QC 362.25

- **Conrail South Crossing (Nearest Transportation Building)**
  - ID: 521 104 V
  - Mile Post: QW 349.97

CSX EMERGENCY PHONE NUMBERS:

- CSXT Public Safety Coordination Center 1-800-232-0144
- Chemical Safety and response Information (CHEMTREK) 1-800-424-9300
- Operation Respond Emergency Information System
  www.oreis.cog

AMTRAK EMERGENCY PHONE NUMBERS:

- Amtrak Operations Center 1-800-683-4114
- Amtrak Police 1-800-331-0008

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ADMINISTRATIVE HANDLING INSTRUCTIONS

1. The title of this document is the "*Monroe #1 BOCES Railroad Emergency Action Plan*".
2. For additional information regarding the contents of this document please refer to the following points of contact (POCs):

Monroe # BOCES POC:

James P. Colt, Ed.D.
Coordinator, School Safety & Security
Monroe #1 BOCES
41 O'Connor Road
Fairport, NY 14450
585-383-2298 (office)
585-737-7915 (cell)
James_Colt@boces.monroe.edu

PLANNING TEAM MEMBERS

MONROE # 1 BOCES

James P. Colt, Ed.D.
Coordinator, School Safety & Security
Monroe #1 BOCES
41 O'Connor Road
Fairport, NY 14450
585-383-2298 (office)
585-737-7915 (cell)
James_Colt@boces.monroe.edu

Barbara Carlson
Director of Sustainability Operations & Maintenance
Monroe #1 BOCES
41 O'Connor Road, F-1
Fairport, NY 14450
585-387-3840 (office)
585-703-8836 (cell)
barbara_carlson@boces.monroe.edu

Val Nowak
Director of Transportation
Monroe #1 BOCES
79 O'Connor Road
Fairport, NY 14450
585-383-6665 (office)
585-755-8322 (cell)
Val_Nowak@boces.monroe.edu

Jim Hartman
Operations and Maintenance (O&M) Foreman
Monroe #1 BOCES
41 O'Connor Road
Fairport, NY 14450
585-249-7066 (office)
585-967-0203 (cell)
James_Hartman@boces.monroe.edu

BLACKHAWK EMG

Christopher D. Durkin, MPA, CEM®
President/CEO
Blackhawk Emergency Management Group
Rochester, NY 14624
(585) 738-8940 (cell)
cdurkin@blackhawkemg.org

William Timmons
Senior Fire and Fire Marshal Consultant
Blackhawk Emergency Management Group
Rochester, NY 14624
(585) 802-3075 (cell)
wtimmons@blackhawkemg.org

Rob Boutillier
Senior Hazardous Materials and Fire Consultant
Blackhawk Emergency Management Group
Rochester, NY 14624
(585) 872-2814 (cell)
rboutillier@blackhawkemg.org

PROMULGATION STATEMENT

Transmitted herewith is the Railroad Emergency Action Plan for the Monroe #1 BOCES Campus. It is an appendix to the Monroe #1 BOCES District Wide Safety Plan and it provides a comprehensive framework for campus wide emergency management during a railroad emergency or disaster situation.

This emergency plan was prepared in accordance with direction, guidance, standards, and best practices from NYS Executive Law, Article 2-B., "State and Local Natural and Man-Made Disaster Preparedness", the "New York School Safety Guide", Monroe County "Railroad Emergency Plan", Monroe County "Hazardous Materials (Hazmat) Plan", National Response Framework (NRF), National Incident Management System (NIMS), Incident Command System (ICS), the Occupational Safety and Health Administration (OSHA), Department of Homeland Security (DHS), Transportation Security Administration (TSA), Federal Emergency Management Agency (FEMA), Association of American Railroads (AAR), American Public Transportation Association (APTA), and the Transportation Research Board (TRB) and FEMA's Comprehensive Preparedness Guide (CPG)-101.

This plan supersedes any previous Monroe #1 BOCES Railroad Emergency Action Plans. It will be reviewed and re-certified annually. Recipients are requested to advise the Monroe #1 BOCES Coordinator, School Safety & Security of any changes which might result in its improvement or an increase in its effectiveness.

Monroe #1 BOCES Railroad Emergency Action Plan (Current Version 1.0, Dated 04-12-14):
URL*:* http://www.monroe.edu/intranet/documents.cfm?publicOnly=1&v2

FORWARD

Monroe #1 BOCES has prepared this Railroad Emergency Action Plan (EAP) to ensure the safety and security of all personnel within the BOCES campus. This plan was developed to establish policy and guidance for executing emergency action, including evacuation, Shelter-In-Place procedures, or other protective actions.

The plan outlines procedures for alerting, notifying, activating, and deploying personnel and identifying personnel with authority and knowledge of these functions.

This Railroad Emergency Action Plan Appendix focuses upon the mitigation, preparation, response and recovery associated with a rail disaster or emergency. The base document is not designed to address unique conditions that result from a particular hazard; these specific situations and response obligations are covered in appendices to this document. This base document does, however, provide the framework within which emergency action is directed, coordinated, and executed.

The plan consists of the following components:

- The **Base Plan** provides the legal basis, purpose, situation, assumptions, Concept of Operations (ConOps), organization, assignment of responsibilities, administration, logistics, planning, and operational activities that govern Monroe #1 BOCES incident management and emergency response operations. Appendices provide other relevant supporting information, including terms, definitions, and authorities.
- **Incident- and Operational-specific Appendices** are individual supplements that focus on specific and unique missions associated with a railroad emergency scenario, such as communications, Hazmat response, evacuation planning, individuals with access and functional needs, and others. These supplements give guidance and describe specific functional processes and administrative requirements necessary to ensure efficient and effective implementation of emergency management objectives.

Please familiarize yourself with the contents of this document as it is critical to BOCES's ability to ensure a safe environment for all personnel on-site at the Monroe #1 BOCES Fairport location.

Approved: _____ Date: _____

Daniel T. White
District Superintendent
Monroe #1 BOCES

RECORD OF CHANGES

Date	Page(s)	Revision Description(s)

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PURPOSE

The purpose of this Railroad Emergency Action Plan is to define the actions and roles necessary to provide a coordinated emergency response by personnel, agencies, and departments within the Monroe #1 BOCES Central Campus. This plan will help preserve the safety of Central Campus personnel in the event of an emergency.

This plan provides personnel and departments at BOCES with a general concept of potential emergency assignments before, during, and following emergency situations.

Capabilities-based planning was the approach employed during the development of this plan. This approach focuses upon an organization's capacity to take a course of action. Capabilities-based planning addresses the right mix of training, organizations, plans, people, leadership and management, equipment, and facilities to perform a required emergency function.

SCOPE

This plan applies to all personnel and departments of the Monroe #1 BOCES Central Campus. This plan is intended to provide a framework of emergency action and response procedures resulting from threats and hazards associated with a rail event occurring in geographic proximity to the BOCES campus. Actions described in this plan may be executed in the event of any railroad threat or hazard that results in impacts exceeding the response capabilities inherent to routine operations and specific department procedures.

This plan addresses shelter-in-place during a possible Hazmat situation and off-campus evacuation procedures associated with a railroad emergency. This appendix is not intended to replace existing guidelines contained within the Monroe #1 BOCES District Wide Safety Plan. Should the scope of the emergency require an off-campus evacuation, primary and alternate evacuation locations shall be identified prior to a potential emergency event.

While this Railroad Emergency Plan is intended to be comprehensive in nature, the primary focus involves the responsibilities, decisions and critical actions of Monroe #1 BOCES students, faculty, staff and visitors between the onset of the emergency and arrival of first responders.

It is important to note that nothing in this document is intended to be prescriptive toward or limit the authority of local first responders. In the event of conflicts between the plan and first responder procedures, the response agencies will set the precedent for action.

In addition, the procedures and safety actions documented in this plan should not be interpreted in any way that would limit a BOCES employee or visitor from taking actions to protect themselves or others in an emergency event.

BOCES office employees have not been trained to perform emergency rescue functions, including firefighting and emergency medical duties. These specific emergency response actions will be performed by local responders.

SITUATION OVERVIEW

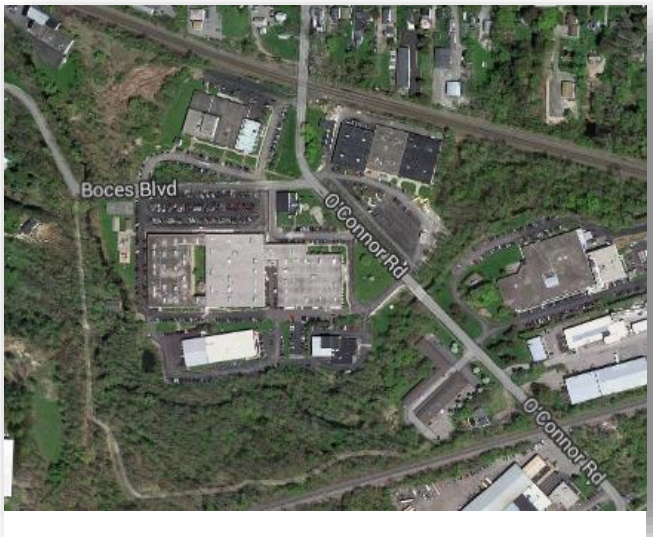

Figure 1 BOCES #1 Central Campus

The BOCES #1 Central Campus is located in the Town of Perinton just North and West of the Village of Fairport.

Two major rail lines run through the campus area. These consist of a double set of tracks to the north running generally northwest/southeast and a single set of tracks running northeast/southwest between the main campus area and the transportation building.

Both tracks have rail/roadway intersections, including track switches and at-grade road crossing, within the Central Campus area.

The primary users of these tracks are CSX and AMTRAK. CSX transports a multitude of commodities including packaged hazardous materials in inter-model containers and bulk hazardous materials in tank cars capable of transporting in excess of 30,000 gallons. AMTRAK transports commuters on the East and West-bound tracks. While there is little to no transportation of hazardous materials on the AMTRAK carrier, the locomotives can contain over 10,000 gallons of diesel fuel per locomotive.

An accident involving a rail carrier may require, but not be limited to, the following:

- Dependencies on other jurisdictions for critical resources
- Four rail carriers utilize 25+ miles of track in the Town of Perinton and Village of Fairport.
- These carriers send approximately 78 daily trains (freight 73, passenger 5) through the Town and Village traveling at speeds between 10 and 70 MPH.
- Freight and passenger trains cross the Town and Village 24-hours a day, seven days a week, serving commerce and personal needs. This presence poses a hazard to the area's suburban and rural areas.
- Rail corridors bisect the County North/South and East/West, necessitating 6+ grade and elevated crossings for highways and waterways in a 10 mile radius of the Campus.
- The local economy relies on the commercial value of rail traffic. The recovery time involved in clearing a rail emergency is critical to the economic well-being of the community.

PLANNING ASSUMPTIONS

These identify what the planning team assumes to be facts for planning purposes in order to make it possible to execute the EAP. During operations, the assumptions indicate areas where adjustments to the plan have to be made as the facts of the incident become known. These also provide the opportunity to communicate the intent of senior officials regarding emergency operations priorities. *Ref: CPG-101*

Monroe County Assumptions

1. A rail emergency or other large scale catastrophe can create a situation that taxes the normal resources of any one municipality.
2. The severity of the disaster may be of such magnitude that additional assistance may be required from State and/or Federal resources.
3. 9-1-1/ECD and/or the railroad dispatcher may be the first to be alerted to an impending or actual emergency through their normal communications network.
4. Depending on the location of the emergency and the materials involved, there may be a need to implement other emergency response plans, ie. Hazardous Materials, MCI.
5. A rail emergency recovery operation may involve multiple agencies over a course of days or weeks.

Town and Village Assumptions

1. There are impediments to emergency response for rail emergencies including inaccessible areas, limited water supply, seasonal impacts, and Right-of-Way tenants (underground utilities).
2. The areas surrounding the railways are vulnerable to emergencies. In no case would any one of the surrounding municipalities have sufficient law enforcement, fire, medical, rescue, or other trained personnel to cope with a major rail emergency.
3. In recognition of this mutual need for support, personnel and material resources are identified for response and assistance.
4. Personnel commitments include response from law enforcement, fire fighters, emergency medical technicians, and support from other public and private sector agencies as needed.

Monroe #1 BOCES Assumptions

1. Should a rail emergency occur upon the Monroe #1 BOCES Central Campus, initial notification of an emergency situation will be made by BOCES personnel to Monroe County 9-1-1.
2. First responders should begin arriving on-scene within 10 minutes of the initial 9-1-1 call for assistance.

3. The Transportation Bus Garage is not affected during a railroad emergency event and that bus drivers will be able to respond to the Transportation Bus Garage to pick-up the buses. *Note:* The railroad emergency could be at the south crossing or the extent of the incident may require off-site evacuation of personnel and vehicles within the Transportation Bus Garage. Contingency plans and MOU/MOAs should be developed to ensure a campus evacuation could be conducted using transportation from other agencies.
4. A number of bus drivers will be located at the Monroe #1 BOCES Transportation Facility during normal school hours (8:00am to 4:00pm) students are on campus should an evacuation become necessary. BOCES bus transportation will not be available after 4:00pm.
5. Suitable shelter-in-place (Hazmat) locations will be available to students and staff within pre-identified buildings on the M1B Campus should a hazmat situation occur resulting from a railroad incident. These will be identified by a "shelter-in-place (Hazmat)" designation.
6. During an off-campus evacuation involving other than a hazmat scenario, students will be transported to the Bird/Morgan School, 120 East Avenue, East Rochester, NY 14445.

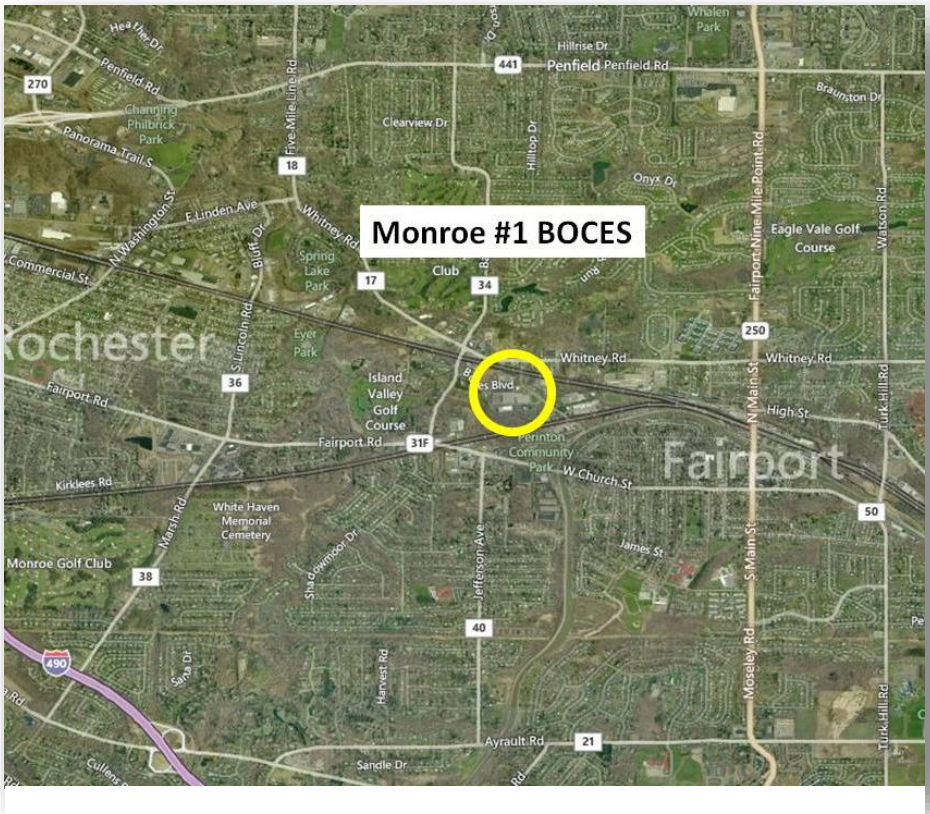

Figure 2 Wide View of Foreman Center Campus

GEOGRAPHIC LOCATIONS

Monroe County, New York

Monroe County is comprised of 19 towns, 10 villages and the City of Rochester, the third largest city in the state, with a combined population of approximately 750,000 residents and a land area of 663.21 square miles. Monroe County is located in upstate New York on the southern shore of Lake Ontario. It is a diverse community with high and low tech employment opportunities and is well known for the home of Eastman Kodak Company.

Residents can travel through the community freely on hundreds of miles of roads and waterways maintained by state, county and local government. Within the county is the New York State Thruway, Interstate Highways (390 and 590), the Greater Rochester International Airport and the Erie Canal. Four rail carriers serve Monroe County using almost 100 miles of track and several rail yards.

The Monroe County Office of Emergency Management (OEM) and the Monroe County Fire Bureau provide services to the residents of Monroe County by assisting in the coordination of emergency services. The Office of Emergency Management executes the County's comprehensive Emergency Management Plan to assist in during all phases of a natural or man-made emergency.

The County Fire Bureau leads the Monroe County Hazardous Materials Response Team which is staffed by fire fighters from area fire departments. Monroe County funds and staffs the Emergency Communications Department (ECD). The ECD answers 9-1-1 emergency calls and dispatches the appropriate agency to the fire, medical or police emergency reported. The County Executive oversees all operations of Monroe County government.

Perinton, New York

The Town of Perinton resides on the eastern edge of Monroe County. The Town of Penfield is immediately north of Perinton, Macedon, Wayne County to the east, Victor, Ontario County to the south and the Town of Pittsford and the Village of East Rochester to the west. The population was 46,462 according to the 2010 census. The town is governed by a Town Supervisor and four council persons.

Access to emergency services is obtained by dialing 9-1-1, which connects to Monroe County Emergency Communications Department (9-1-1 Center). For the Town of Perinton, the Monroe County Sheriff's Department provides primary law enforcement for the town's residents with the exception of the village of Fairport, which has its own police department.

Fire protection services for the town are provided by four fire departments;

- Fairport Fire Department
- Bushnell's Basin Fire Department
- Egypt Fire Department
- East Rochester Fire Department

Each of the fire departments are staffed by volunteers and provide 24x7 fire protection, rescue and non-transport emergency medical services to the town's residents and visitors.

Primary emergency medical response is provided by the Perinton Volunteer Ambulance Corps (PVAC) which provides Basic Life Support (BLS) by trained Emergency Medical Technicians 24x7. Advanced Life Support (ALS) services are provided by the Southeast Quadrant Mobile Critical Care Unit (SEQ MCCU).

Fairport, New York

The Village of Fairport is located within the Town of Perinton. The 1.6 square miles of the Village surrounds the Erie Canal and is also known as the "Crown Jewel of the Erie Canal". Fairport has a population of 5,353 (2010 census). The Village Board is the local legislative body, consisting of the Mayor and four Trustees. Board members are elected in the November general elections and serve a term of four years.

The village is protected by the Fairport Fire Department and the Village of Fairport Police Department. The Perinton Volunteer Ambulance Corps provides basic emergency medical response and Southeast Quadrant Mobile Critical Care provides advanced life support. Access to emergency services is obtained by dialing 9-1-1, which connects to Monroe County Emergency Communications Department (9-1-1 Center).

FACILITY DESCRIPTION AND CHARACTERISTICS

Campus Description

The Monroe BOCES #1 Central Campus in Fairport, New York borders O'Connor Road just south of the main CSX railroad lines. Another CSX line runs south of the Central Campus and north of the BOCES #1 Transportation Bus Garage. The Central Campus has five main buildings. The main portion of the campus is located at 25, 33, 38 and 41 O'Connor Road. The Transportation Bus Garage is located at 79 O'Connor Road and the Harris Building is located at 2596 Baird Road.

Building Description

Building 1,2,3 house various vocational schools, Creekside School, shipping and receiving and BOCES offices all under one roof. The 225,000 square foot building is a single floor on the east end and has two levels on the west end. There are approximately 365 students and 250 staff members in Building 1-3, with the majority of those in building 3. Creekside School located in Building 3 serves students with multiple disabilities from age 5-21. Various vocational offerings are held in Building 1-2 along with offices and public assembly areas including a cafeteria that can hold up to 420 persons and two small gymnasiums. The main gym in Building 2, G-10 (occupant load 180 tables and chairs, 540 without furniture) and a smaller gym in Building 2, H-10 (occupant load 143 table and chairs and 429 without furniture). The Superintendent's conference room in this building has been identified as an alternate location for a command post.

Building 1, 2, 3 have four sided access and ample parking surrounding the building. The northeast corner of the building is approximately 680 feet from the north O'Connor Road CSX Rail Crossing. The northwest corner is approximately 830 feet from the north O'Connor Road CSX rail crossing. The southeast corner of the building is approximately 900 feet from the south O'Connor Road CSX rail crossing.

Building 4, 5, 6 is a one story building located at 38 O'Connor Road. Within this 36,000 square foot building are the automotive repair and skilled tradesman (electrical and carpentry) programs. There are approximately 195 students and 30 staff members in Buildings 4-6. The CSX rail lines run parallel to this building approximately 65 feet to the north. The south CSX crossing is approximately 1,550 feet from Building 4, 5 and 6.

Building 7 is the office for Security and Safety located at 38 O'Connor Road. This one story building is used by staff only. This 1,300 square foot building is located approximately 500 feet from the north O'Connor Road CSX rail crossing. The south CSX crossing is approximately 1,100 feet from Building 7. The fuel pumps are located to the east of Building 7. 10,000 gallons of gasoline is stored in underground tanks. The conference room in this building has been identified as a command post location.

Building 8 at 33 O'Connor Road is a 6,725 square foot one story building. The building contains a pool and changing facilities for students, staff and guests. The building is approximately 420

feet from the north O'Connor Road CSX rail crossing. The south CSX crossing is approximately 1,300 feet from Buildings 8. Building 8 has the potential for high after school hour use.

Buildings 9 and 10 located at 25 O'Connor Road are located on the north end of the campus parallel to the CSX rail tracks. This 57,085 square foot building is home to 100 students and 33 staff for an alternative high school. Most of the building is one story, there are some offices located on a second level. The north CSX rail line runs parallel to this building approximately 140 feet to the north. The south CSX crossing is approximately 1,600 feet from Buildings 9 and 10.

BOCES #1 Transportation Department

The Transportation Bus Garage is located at 79 O'Connor Road. The building is located south of the Central Campus on O'Connor Road. The 12,656 square foot facility houses office space, meeting space and the repair shop for the buses.

The south CSX rail line runs parallel to the transportation building approximately 200 feet to the north. The building is approximately 1,750 feet from the north O'Connor Road CSX rail crossing. Within the building is a training room that holds approximately 45 people with internet, telephones, television and a wall with large maps of the surrounding area. This area could be used as an alternative location for a M1B command post although this location has no back-up power.

The busiest campus periods are 7:30am-9:30am and 1:30pm-3:30pm. M1B employs 62 drivers with most on mid-day shuttles. As a result, during the lunch period, 11:30am-1:15pm, only 30 drivers are normally available. No buses are available after 4:00pm.

Below is the description of available buses at the Transportation Bus Garage:

Central Campus Bus Availability

Vehicles	Vehicle Type	Seating Capacity	Total Capacity	Notes
7	Van	6	42	
34	Small Bus	20	680	
3	Small Bus	28	84	
3	Regular Bus	66	198	Passenger Bus Capacity **1,004**
23	Wheelchair Van	3 (WC)** 6 (W)*	69 (WC)** 138 (W)*	Handicapped Bus Capacity **207**
*(WC)** wheelchair, (W)* walker*				**Total Capacity 1,211**

Table 1 BOCES #1 Transportation Availability

Central Campus Services and Utilities

- The campus receives electricity via Fairport Electric.
- The campus receives water via the Monroe County Water Authority.

- The campus receives gasoline from various sources. A 10,000 gallon underground fuel tank is located approximately 350 feet southeast of the Safety and Security Building (#7) and adjacent to the gasoline pumps.
- The campus receives natural gas from RG&E.
- The BOCES Central Campus has limited back-up generator capability. The back-up generator located on the Southeast corner of building 1, 2 and 3 provides power to the servers but does not power the lighting, heating, cooking or other building functions.

BOCES #1 Harris Building

The Harris Building is located at 2596 Baird Road just north of Whitney Road. This building is located off the Central Campus to the northwest. The one story 11,255 square foot building is approximately 1,300 feet from the north O'Connor Road CSX rail crossing. The south CSX crossing is approximately 2,900 feet from the Harris Building. This building houses small offices for various staff members. No students are located at this facility.

Bird/Morgan School

The Bird/Morgan Campus serves students pre-K through 8th grade. The campus, located at 120 East Avenue, East Rochester, NY 14445, includes pre-K, elementary and middle schools. Small class size, high staff-student ratios, flexibility, and parent outreach programs help students develop skills in academics, social interaction, communication, and daily living. Students enjoy a range of special subjects which include art, physical education, technology, home and careers, computer lab, Library, and music. Positive Behavior Interventions and Supports (PBIS) is a school-wide system of support that includes proactive strategies for defining, teaching, and recognizing appropriate student behaviors to create positive school environments.

Note: The Bird/Morgan Campus is located approximately 1,300 feet south of the main line railroad tracks in East Rochester. Bird/Morgan is 7,000 feet (1.3 miles) west of the Central Campus. If a railroad hazmat event occurs on the BOCES #1 Central Campus with easterly winds (from the east), the Bird/Morgan Campus may fall within an exclusion zone eliminating its use as a possible BOCES #1 Central Campus evacuation site.

Conversely, if a railroad event involving hazmat occurs in East Rochester, the BOCES #1 Central Campus would be downwind with prevailing westerly winds. This scenario may require a shelter-in-place (Hazmat) or evacuation of the BOCES #1 Central Campus. In both cases, evacuation to Bird/Morgan would not be an option.

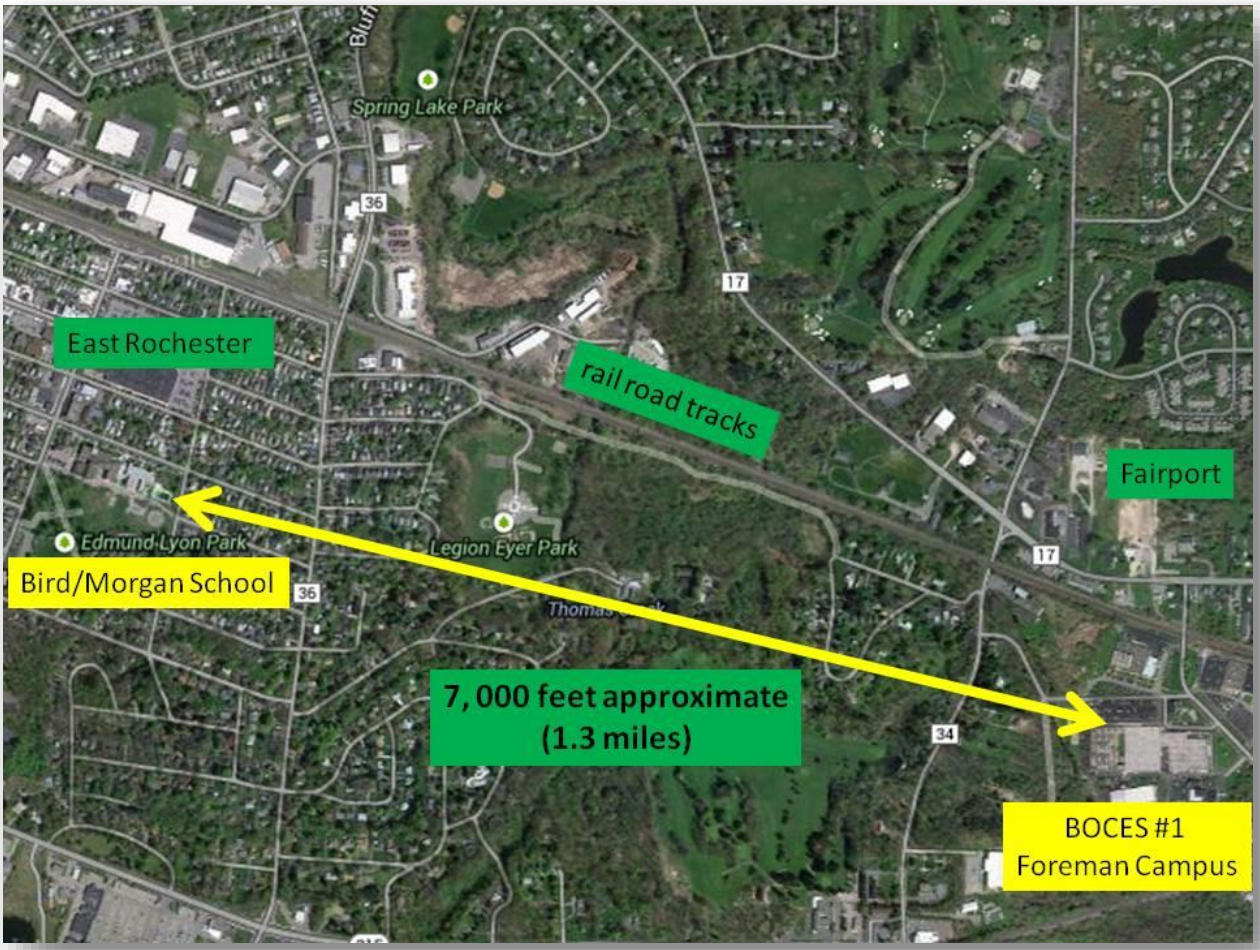

Figure 3 Geographic relationship between BOCES #1 Central Campus and Bird/Morgan School

CONCEPT OF OPERATIONS

The Monroe #1 BOCES Central Campus implements a four-phase, iterative approach to emergency action:

- Preparedness
- Alert/Notification
- Response
- All-clear/Re-entry

Emergency action phases and actions described may occur independently or concurrently with other emergency phases and actions.

The Monroe #1 BOCES Railroad EAP may be activated when deemed appropriate to respond to potential or actual emergency situations affecting any or all buildings located upon the campus to include the Transportation Department.

The chain of command structure during an emergency at the Monroe #1 BOCES Central Campus will occur as indicated in the following figure. During and immediately following a disaster or emergency, the identified key staff will have decision-making responsibilities for the facility (in order).

- **District Superintendent**
  - **Assistant Superintendents**
    - **Coordinator, School Safety & Security**

Individuals in this chain of command act as the on-scene Incident Commander with full authority to act up to and until a first responder arrives. At that time, BOCES management personnel or their designees will assume a support role to the response organization or may participate as a member of the Unified Command.

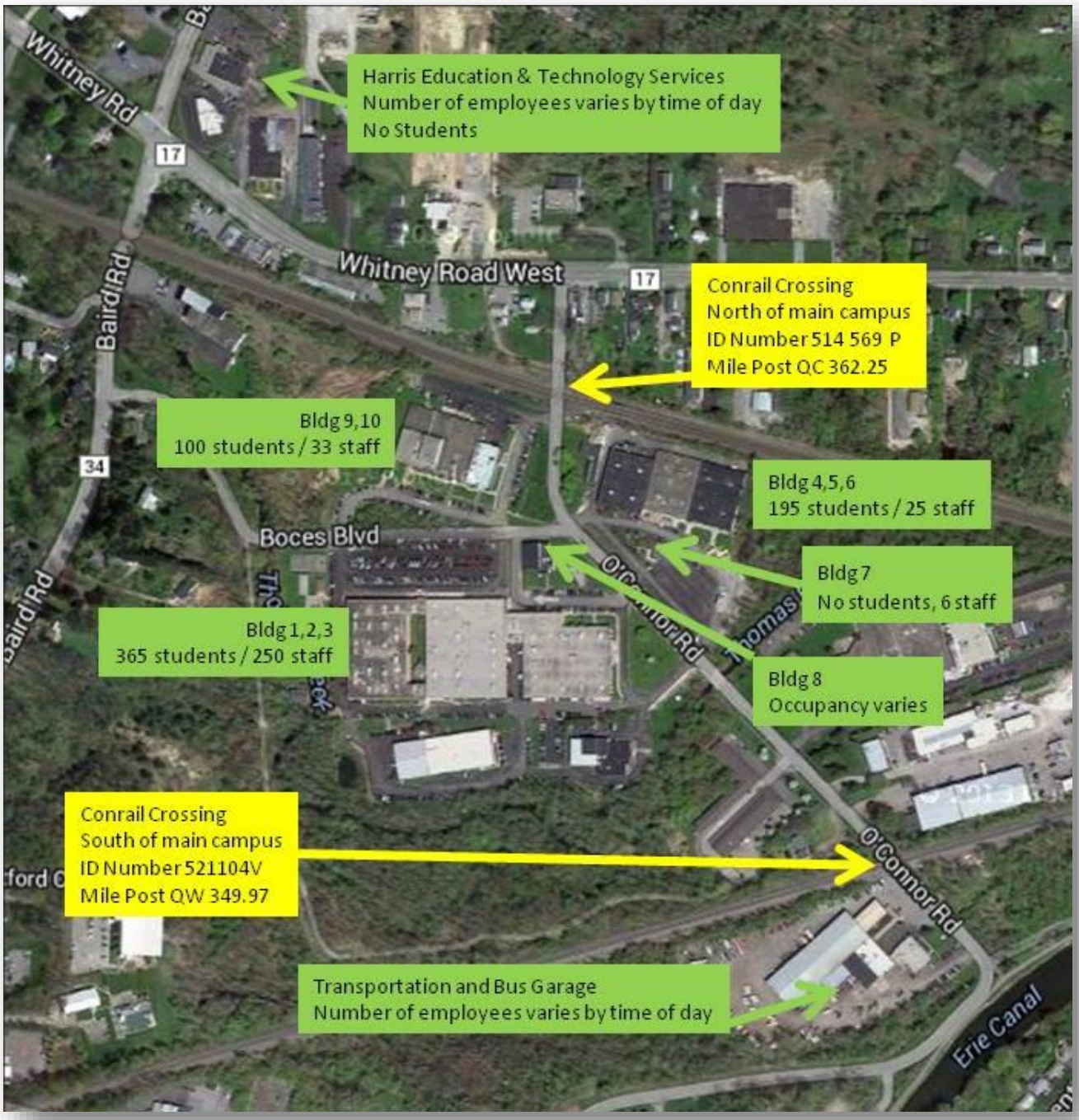

Figure 4 Monroe #1 BOCES Central Campus Map

EMERGENCY ACTION PHASES

Phase 1: Preparedness

Monroe #1 BOCES departments and personnel maintain the ability to respond to any railroad incident under the direction of the Coordinator, School Safety & Security or the Senior Official in charge by:

- Maintaining situational awareness of pertinent threats, hazards, and other potential disruption events.
- Maintaining the preparedness concepts and capabilities described in this plan.
- Coordinating and participating in emergency action training and exercises.

- Phase 1 actions and efforts are ongoing during normal operations and outside of emergency situations. These efforts may also continue throughout subsequent emergency action phases.
- Phase 1 actions transition to Phase 2 and Phase 3 actions upon realization of a potential or actual emergency situation impacting the Monroe #1 BOCES Campus.

Phase 2: Alert/Notification

- BOCES personnel who encounter or recognize an immediate danger or emergency situation may initiate emergency action, as indicated in the M1B Emergency Notification Procedures. (Refer to Sections 10 and 12 of the M1B School Safety Plan Quick Reference Manual)

  URL: Section 10, Page ___, Insert Link Here

  URL: Section 12, Page ___, Insert Link Here

  - Dialing 9-1-1 immediately and contacting the Coordinator, School Safety & Security at (585) 383-2298 (office) or (585) 737-7915 (cell).
  - Providing details on the type and scope of the railroad incident.
  - Helping ensure the immediate life safety of those in the impacted area, to the greatest extent possible.
- Upon realization of a potential or actual railroad emergency, BOCES officials assess the nature of the event and its impact on campus personnel. Following this assessment, officials will determine the most appropriate protective action (evacuation or Shelter-In-Place).
- Dissemination of imminent emergency information to BOCES #1 Central Campus personnel is made via the following modalities:
  - E-Mail
  - Phone (Office)
  - Bull Horns
  - Handheld Portable Radios

- Phone (Personal)
- SMS (Text)
- Public Address System
- In Person Communication (Runners)
- Blackboard Connect Mass Notification System (e-mail, personal phone, work phone, text)

▪ Alert and notification of an emergency situation at the BOCES Campus is made to students, faculty and staff by department managers.

Phase 3: Response

Response phase actions may already be in progress or initiate concurrently with Phase 2 efforts. Phase 3 begins once notification of protective actions has been disseminated.

Detailed tasks and actions of necessary emergency actions following emergency events are identified within this plan and are included in supplementary appendices and checklists.

The tasks described in threat/hazard-specific checklists attached to this Railroad Emergency Action Plan should be executed, as necessary.

- Appendix A: Approaching the Scene of the Incident
- Appendix B: Evacuation Checklist
- Appendix C: Shelter-In-Place (Hazmat) Checklist
- Appendix D: Shelter-In-Place (SIP) Locations
- Appendix F: Fire Emergency Checklist
- Appendix G: Chemical Spill/Hazardous Material Release Checklist
- Appendix H: Medical Emergency Checklist
- Appendix I: All-Clear/Re-Entry Checklist
- Appendix K:Quick Reference Manual Inserts

▪ Some emergency situations may not be readily apparent or result in immediate physical impacts to the BOCES Campus and those on the campus grounds. These situations may include isolated medical emergencies, hazmat, or other uncertain security and safety issues.

▪ Response actions for any emergency situation include the following:

  ▪ Implementing measures to maintain and protect the safety of BOCES personnel.

  ▪ Integrating and coordinating response efforts with local response partners.

  ▪ Integrating and coordinating with the Monroe County Office of Emergency Preparedness.

▪ Certain emergency situations may obligate evacuation, Shelter-In-Place (Hazmat) procedures, or, in certain circumstances, both evacuation and Shelter-In-Place (Hazmat) actions.

Approaching the Scene of the Incident-Safety First

WARNING: DO NOT APPROACH THE SCENE OF AN INCIDENT.

There is a significant risk to those first on the scene of any hazardous materials incident. The key is to treat every incidence as "immediately dangerous to life and health (IDLH)." No one should rush into a scene without first surveying the area, getting a list of chemicals involved, and using appropriate advanced technology (e.g., air monitoring equipment, thermal cameras, etc.).

Human senses alone (sight, smell, sound) cannot be trusted to determine if it is safe for response personnel or other non-responders to approach the scene. Not all chemicals have good warning properties (strong odor, or eye, nose, throat irritation) such as ammonia or chlorine. Chemicals such as carbon dioxide, vinyl chloride and compresses natural gas do not have an odor. If a chemical with poor warning properties is involved in an incident, there could be an IDLH situation present and anyone approaching could be putting themselves in danger by approaching the scene.

Campus Evacuation Procedures (Movement to an Off-Campus Facility)

- Evacuation may be either reactive or proactive.
  - A reactive evacuation may follow an incident that threatens the safety of personnel on the BOCES Campus.
  - A proactive evacuation may be ordered in light of information about an imminent threat to the BOCES Campus.
- The District Superintendent or designee shall ensure all faculty and staff are aware of the need to evacuate the campus. For the alert and notification procedure see Phase 2: Alert/Notification (page 26).
- The tops of stairwells within buildings will be utilized as areas of refuge for occupants in the event that evacuation is not safe or possible for a limited number of occupants.
- Personnel and visitors can remain in the area of refuge until response personnel can reach them and help them evacuate. In the event of a chemical incident, bathrooms provide a safer location for refuge.
- Evacuation may be necessary in response to hazards and risks. See Appendices for detailed information on risks and evacuation response.
- The decision to evacuate part or all of the BOCES Campus is authorized by the District Superintendent or the next ranking BOCES Campus official (see Chain of Command, page 24).
- In the event of an evacuation, essential personnel within the BOCES Campus execute pre-scripted actions in order to maintain safe operations during the evacuation (see Appendix B, Evacuation Checklist).

Central Campus Evacuation Assembly Areas

*Monroe #1 BOCES Central Campus **Evacuation Assembly Areas** will be the north and/or east side (flag pole entrance) of building 1,2,3 unless otherwise specified at the time of the emergency.*

- Local police, or fire department officials may provide specific evacuation instructions to prevent movement of evacuees into hazardous areas of the building or building exterior.
- Local police, and local fire, building engineering, operations, and other appropriate departments will take necessary actions to facilitate evacuation, including:
  - Marking of dangerous areas and restricting exit points.
  - Shutting down building utilities that may create hazards.
- All visitors, vendors, and facility personnel must leave the campus immediately if the fire alarm is activated or if directed to do so by facility officials.
- In order to continue essential facility functions, the following BOCES Campus positions are predefined to ensure the safe shutdown of critical equipment before evacuation (see Appendix B, Evacuation Checklist):
- First responders direct and facilitate evacuation of individuals who have access and functional needs or otherwise require special assistance.
- Specific department checklists containing detailed evacuation tasks are included in Appendix B, Evacuation Checklist.
- Appendix B, Evacuation tasks include:
  - Remain calm.
  - Safely stop your work.
  - Close office doors and windows as you leave. Do not lock them.
  - Do not use the elevator.
  - While using stairways, use handrails and stay to the right.
  - Proceed to the nearest designated emergency assembly point and report to your Supervisor.
- Report all injuries requiring treatment beyond first aid and any exposures to blood or body fluids to your Supervisor.
- Time permitting, the District Superintendent, Assistant Superintendents or Coordinator, School Safety & Security will coordinate with emergency responders to determine the safest and most efficient way to execute a campus evacuation.
- Coordination will need to occur between administration staff and buses arriving for evacuation.

- Administration and staff will need to coordinate an orderly dismissal of students and staff to awaiting buses.
- In the event that an "all-clear" statement is delayed, maintain appropriate evacuation safety procedures.

Shelter-In-Place Procedures

- Shelter-in-place (Hazmat) is a protective action where individuals at risk take cover in a determined safe place.
- A Shelter-in-place (Hazmat) order may be either reactive or proactive.
  - A reactive order may follow an incident that affects the safety of staff outside the Monroe #1 BOCES Campus.
  - A proactive order that indicates the safest locations in the building may be made in light of information regarding an imminent railroad associated threat in the area of the BOCES Campus.
- Monroe #1 BOCES Campus officials carry out shelter-in-place (Hazmat) actions when doing so provides enhanced safety for staff or when conditions outside the facility or in the immediate area do not allow evacuation (see Appendix C, Shelter-In-Place (Hazmat) Checklist).
- The decision to shelter-in-place (Hazmat) within the campus or specific buildings is made and disseminated by the District Superintendent or designee.
- When BOCES officials direct all personnel, visitors, and vendors to remain indoors. The following measures may also be taken, if necessary:
  - Close doors and windows.
  - Move to an interior room away from windows.
  - BOCES Operations & Maintenance (O&M) personnel may turn-off the HVAC system or place it into reverse flow to create positive pressure with the campus buildings if electrical power is available.
- The shelter-in-place (Hazmat) order remains in place until the District Superintendent or designee is given an "all-clear" by local police or fire department officials.
- As the situation develops, a local first responder representative may direct students and staff to evacuate from their shelter-in-place (Hazmat) positions. If so, see above section on evacuation procedures and the evacuation checklist in Appendix B, Evacuation Checklist.

Phase 4: All-Clear/Re-Entry

- All-clear and re-entry may be authorized only under the following two conditions:
  - The threat, hazard, or incident has passed.
  - The impacted area is safe to re-enter, per emergency response officials and BOCES officials.

- Prior to rescinding a shelter-in-place (Hazmat) or evacuation order, the entire campus area is assessed to ensure the safety of resuming operations.
- Direct assessments and inspections are performed on impacted and damaged areas by local responders and other appropriate departments.
- All-clear/re-entry is authorized by the response entity in command (e.g., police or fire department).
- Upon receiving an indication of "all-clear:"
  - Shelter-in-place (Hazmat) practices are discontinued, including:
    - Resumption of normal HVAC operations.
    - Opening of any closed or restricted access or egress points.
- An "all-clear" message will be disseminated via emergency alert/notification means or by other traditional communications methods.
- All-clear/re-entry phase operations are prioritized, directed, and coordinated by the authorized facility official in command at the time of the incident. These operations include:
  - Re-entry of personnel to the facility.
  - Accountability of staff.
  - Restoration of the affected area to the pre-event state, to the greatest extent possible.
  - In the event that an "all-clear" statement is delayed, maintain appropriate evacuation safety procedures.
- BOCES employees are expected to exercise individual roles and delegated responsibilities in support of emergency operations. These roles and responsibilities include accounting for other employees. Under OSHA 29 CFR 1910.38, employees assigned these roles must be trained when the plan is developed, when the plan is changed, or when job responsibilities under the plan change. Employees should maintain general awareness of coworkers and BOCES visitors after returning to office areas following an evacuation event, including:
  - Perform a visual survey of your immediate office area. To the best of your knowledge, identify coworkers who have not returned following an evacuation.
  - If identified coworkers or visitors remain absent, this information should be immediately conveyed to your immediate supervisor.
  - Administrators should identify names and information (including last known location) for any unaccounted personnel in their assigned area of responsibility. Administrators should report this information to the District Superintendent, or designee.
- As re-entry is occurring, facility departments and personnel may begin transitioning back to Phase 1 procedures and routine operations.
- After re-entry is complete, BOCES officials will conduct a facilitated debriefing with the Coordinator, Monroe #1 BOCES Safety and Security. A written after-action report (AAR) will be developed and delivered to the BOCES Superintendent.

- Specific re-entry tasks and checklists are detailed within the All-Clear/Re-Entry Checklist, Appendix I.

DIRECTION AND CONTROL

The Incident Commander will control and direct all activities at the scene in accordance with the Incident Command System (ICS).

If a disaster is declared, the Chief Executive will exercise Executive Authority over all disaster operations in the municipality in accordance with mission assignments contained within this plan.

The Incident Command Post (ICP) will be established at or near the scene. This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander, should be limited to primary responders: fire, law enforcement, EMS, Communications, and others who may be appointed by the Incident Commander. BOCES will send a representative from an off-site location to the ICP to function as a liaison for BOCES.

The news media will assemble at the Joint Information Center (JIC) and when the Incident Commander deems the site accessible, be escorted to the scene staging area (designated by the Incident Commander). The EOC Public Information Officer (PIO) will disseminate information in conjunction with the Incident Command PIO staff.

Lines of succession within the command structure will follow standard municipal practice.

ROLES AND RESPONSIBILITIES

Specific responsibilities for personnel involved in the response to a railroad emergency involving the Monroe #1 BOCES Campus are identified below. All agencies and organizations are responsible for determining their respective roles and responsibilities in accordance with their own plans, policies and procedures.

This document is not intended to be prescriptive toward or limit the authority of local first responders. In the event of conflicts between the plan and first responder procedures, the response agencies will set the precedent for action.

During a railroad incident involving the Monroe #1 BOCES Campus area, general responder and organizational responsibilities include:

9-1-1 Center

- Receives and dispatches resources as required and requested by the Incident Commander
- Serves as a liaison with local emergency response entities.
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Maintain a master copy of the EAP.

Monroe County Sheriff's Office

- Maintain perimeter control and assist with traffic control in the vicinity of the off-campus evacuation site.
- Serve as a liaison with local emergency response entities.
- Provides a liaison to the Incident Command Post (ICP).
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Maintain a master copy of the EAP.

Fairport Fire Department

- Responsible for the protection of life and property within the district.
- Serve as the lead agency at the incident until the hazard has been mitigated and the scene turned over to law enforcement or responsible party.
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Maintain a master copy of the EAP.

Emergency Medical Services (EMS)

- Provides Basic and Advanced Life Support, and transports victims to local medical facilities.
- Serve as a liaison with local emergency response entities.
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Maintain a master copy of the EAP.

Monroe County HAZMAT

- Provides a liaison to the Incident Command Post.
- Advises the incident commander with regards to any leaks or spills related to the incident.
- Serve as a liaison with local emergency response entities.
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Maintain a master copy of the EAP.

CSX/AMTRAK

- Provides a liaison to the Incident Command Post.
- Serve as a liaison with local emergency response entities.
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Maintain a master copy of the EAP.

District-Wide Health and Safety Team

- Provides a liaison to the Incident Command Post.
- Maintain situational awareness of emergency situations.
- Facilitate requests for additional resources or support.
- Provides transportation services for students and staff.
- Provides a Public Information Officer (PIO) to the Joint Media Center
- Maintain a master copy of the EAP.

The Monroe #1 BOCES District Health and Safety Team is supervised by the Superintendent and is chaired by the Coordinator of School Safety and Security. Members include all members of the District-Wide Health and Safety Team (DWHST), Incident Commanders of the Building-

Level School Safety Teams (BLSST), program administrators, union representatives, and a BOCES Board member. The Committee meets quarterly throughout the year.

The District-Wide and Building Safety Teams are comprised of staff members who utilize the Incident Command System to perform the following roles: Incident Commander, Logistics, Team Leader, Operations/Maintenance, Safety/Security, Communications, Medical, Parent Liaison, Mental Health, Student/Staff Liaison.

The roles and responsibilities that each Health and Safety Team member may assume in the event of a crisis situation are identified below. Some personnel may assume more than one role and perform several tasks. Required tasks may depend on the type of crisis situation a school is experiencing. All staff members below must be trained and prepared to assume their respective roles should an emergency occur.

District-Wide Health and Safety Team			
Name	**Position**	**Work Phone**	**Cell Phone**
Incident Commander	Dan White	585-383-2237	
Back up	Lisa Ryan	585-383-2220	
Logistics	Christine Jost	585-383-6679	
Back up	Diana White	585-383-2231	
Team Leader	John Lisak	585-387-3814	
Back up	Mike Ehret	585-387-3813	
Operations/Maintenance	Jim Hartman	585-249-7066	
Back up	Scot Henrichs	585-383-6456	
Safety/Security	Jim Colt	585-383-2298	
Back up	Sue Starr	585-383-2298	
Communications	John Walker	585-383-2262	
Back up	Vacant		
Medical	Kathy Mackay	585-383-6616	
Back up	Lynn Ekstrom	585-383-6416	
Parent Liason	Cheri Bikowski	585-383-2234	
Back up	Dennis Glaser	585-383-2232	
Mental Health	Bill Hurley	585-383-2261	

District-Wide Health and Safety Team			
Back up	Michael Gardella	585-249-7209	
Student/Staff Liaison	Shannon Duserick	585-383-2216	
Back up	Vacant		
Transportation Liaison	Val Nowak	585-383-6665	
Back up	Kristine Dziendziel	585-383-2225	
Food Services Liaison	Karen Clark	585-387-3830	
Back up	Pat Ladd	585-249-7230	

Table 2 BOCES #1 Health and Safety Team

PLAN DEVELOPMENT AND MAINTENANCE

Under the direction of the Monroe #1 BOCES Superintendent, the BOCES Safety and Security Coordinator will, in conjunction with Monroe #1 BOCES Central Campus Administrators, maintain responsibility for regular evaluations and updates to this plan.

- All BOCES personnel may recommend changes to the actions described within this plan and provide updated information as to changes in personnel and available resources.
- Training on the Railroad EAP will be conducted on a regular basis as part of drills and exercises.

- The departments identified in this plan will be trained on their roles and responsibilities during an evacuation or shelter-in-place (Hazmat) event. Exercise events should integrate identified response agencies. AARs will be developed following planning exercises in order to identify areas of improvement.

- Before implementing the Railroad EAP, BOCES shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of employees. The employer shall review the plan with each employee covered by the plan when the plan is developed, whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan is changed

- The BOCES Superintendent will conduct an annual review of the content of this plan and update accordingly in cooperation with the Safety and Security Coordinator.

- This Railroad EAP must be reviewed and evaluated annually, at a minimum.

- This Railroad EAP must be updated as appropriate:
  - Following an emergency action-oriented exercise.
  - Following plan activation.
  - Following any protective action in response to a pending or realized emergency situation.
  - Following policy or guidance change from BOCES Safety and Security Coordinator.

APPENDIX A: APPROACHING THE SCENE OF THE INCIDENT

WARNING: DO NOT APPROACH THE SCENE OF AN INCIDENT

There is a **significant risk** to those first on the scene of any hazardous materials incident. The key is to treat every incidence as "**immediately dangerous to life and health (IDLH)**." No one should rush into a scene without first surveying the area, getting a list of chemicals involved, and using appropriate advanced technology (e.g., air monitoring equipment, thermal cameras, etc.).

Human senses alone (sight, smell, sound) cannot be trusted to determine if it is safe for response personnel or other non-responders to approach the scene. Not all chemicals have good warning properties (strong odor, or eye, nose, throat irritation) such as ammonia or chlorine. Chemicals such as carbon dioxide, vinyl chloride and compressed natural gas do not have an odor. If a chemical with poor warning properties is involved in an incident, there could be an IDLH situation present and anyone approaching could be putting themselves in danger by approaching the scene.

Reference: CSX Emergency Planning Guide
URL:

WARNING: DO NOT APPROACH THE SCENE OF AN INCIDENT

APPENDIX B: EVACUATION CHECKLIST

Evacuate the Campus or designated buildings as required based upon direction of the BOCES Chain-of-Command (page 24), public safety officials, procedures, or fire alarms. Be aware that an evacuation can occur without a fire alarm. You may be directed to evacuate by administrators or first responders.

Guests or visitors to the facility will require escort to assembly areas by a BOCES employee. Any employee or visitor who requires accommodation will be assigned two or more assistants for aid and help during the evacuation.

Building Evacuation Protocol

- Remain calm.
- Safely stop your work.
- Close office and classroom doors and windows as you leave. Do not lock them.
- Do not use elevators.
- While using stairways, use handrails and stay to the right.
- Proceed to the nearest designated emergency assembly point and report to the area Supervisor.
- Stay in the designated assembly area until instructed otherwise.
- Do not re-enter the facility until instructed to do so by facility officials or the designee in command.
- In the event that an "all-clear" statement is delayed, maintain appropriate evacuation safety procedures.

Evacuation to an Off-Campus Location

- ### Off-Campus Evacuation Assembly Area(s)

  An off-campus evacuation is the removal of all students, faculty and staff from district facilities following confirmation of a threat. This determination should be made after consulting with first responders to ensure relocated persons will be safe during this process.

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  *Monroe #1 BOCES Central Campus **Evacuation Assembly Areas** will be the north and/or east side (flag pole entrance) of building 1,2,3 unless otherwise specified at the time of the emergency.*

  - Designated off-campus evacuation sites for Monroe #1 BOCES should be pre-established with evacuation site agreements in place. This will greatly enhance the smooth transition from the Central Campus to an off-campus location. First responders can request an evacuation location through Monroe County resources

and the American Red Cross. Transportation routes (primary and secondary) to the facility should be included in the plan. Security and safety at the relocation site should be considered at all times.

- For a railroad emergency that may threaten the students, staff and faculty of Building 4,5,6 or Building 9,10 those persons should evacuate from the building and relocate and shelter-in-place (Hazmat) in Building 1,2,3.

Evacuation Procedures

- Confirm the threat and determine if conditions warrant or allow a safe off-campus evacuation to another facility. This determination should be completed by the BOCES #1 Superintendent (or designee) after consulting with Building Principals, Coordinator, Safety and Security and first responders.

- Confirm that an evacuation site has been chosen and is ready to receive BOCES #1 students and staff. Closely coordinate with first responders and solicit their assistance where necessary.

- If the decision is made to evacuate, a representative from the Superintendent's Office will contact the Transportation Supervisor or designee to arrange for transportation. Buses shall be staged at an off-campus location and called into the scene as needed.

- A representative from the Superintendent's Office, with first responders and BOCES Safety and Security personnel, will verify the most suitable evacuation assembly areas and also ensure evacuation routes from the building are clear.

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*Monroe #1 BOCES Central Campus **Evacuation Assembly Areas** will be the north and/or east side (flag pole entrance) of building 1,2,3 unless otherwise specified at the time of the emergency.*

- The Transportation Supervisor or designee shall communicate with bus drivers via radio to ensure all drivers are aware of the safest and most expeditious route to the evacuation assembly area (student and staff pick-up point). Drivers will also be directed to the safest route of travel to the off-campus evacuation location.

- A representative from the Superintendent's Office will begin evacuation of students, faculty and staff. The personnel pick-up point is dependent upon a number of factors and must be verified before use.

- Upon arrival at the evacuation site ensure attendance and accountability is conducted using the procedure referenced in the School Safety Plan Quick Reference Manual, Section I, Evacuation, page 8.

URL: Add Red Book Link

- A representative from the Superintendent's Office should make an estimation on the length of stay with site hosts and make provisions for food, medicine and personal hygiene.

- A representative from the Superintendent's Office should determine if early dismissal from relocated site is possible.

- Set-up a BOCES #1 information site for parent inquires. Contact local media to inform parents of evacuation and/or early dismissal.

- All BOCES employees shall provide proper adult supervision, security and safety at the evacuation site.

- Retain all district personnel at the evacuation site until duration of event is determined and sufficient personnel are on duty to maintain safety and security of student, faculty and staff.

Transportation Procedures

- The Director of Transportation shall coordinate the necessary transportation using BOCES #1 resources and, if necessary, those of neighboring agencies if MOU/MOAs have been pre-coordinated. Additional assistance can be requested from the Monroe County Office of Emergency Management through the Incident Commander.

- Student, staff and faculty pick-up will be coordinated through the on-campus BOCES Administrators stationed in Building 1,2,3.

- Buses can be grouped together as like resources (strike teams) to assist in the movement of students, staff and faculty.

- Administrators will ensure all drivers know the primary and secondary routes to the off-campus evacuation center.

- Administrators will ensure safe loading, unloading and transportation of all students, staff and faculty.

- Administrators will ensure all buses have adequate adult supervision.

Primary Off-Campus Evacuation Site

- Upon arrival and as soon as practical, all personal will check-in with the designated Administrator at the Primary Evacuation Site to ensure accurate and timely accountability.

- Administrators should quickly but calmly account for all the personnel in their work group and report accountability status to the District Superintendent or designee who will then immediately convey the accountability status to the Incident Commander. This process must be timely to ensure missing persons are identified as quickly as possible.

- To prevent first responders from having to look for persons not accounted for at the primary off-site evacuation location, it is imperative that all individuals who were located at the BOCES #1 Central Campus when the evacuation began check-in for accountability purposes at the primary evacuation site.

- If the Primary Evacuation Site is not safe, or if ordered to do so, check-in at the Secondary Evacuation Site.

APPENDIX C: SHELTER-IN-PLACE (HAZMAT) CHECKLIST

Shelter-In-Place (Hazmat) Description

Devastating events such as railroad car derailments can release dangerous chemicals into the air so quickly that insufficient time for evacuation exists. In some cases an evacuation would actually place more people in danger. During such events, it is necessary to understand how to "shelter-in-place (Hazmat)".

Shelter-in-place (Hazmat) means going to a small, interior room, with no or few windows/vents and taking refuge. Sheltering-in-place is to keep the contaminants out of your workplace to keep BOCES students and staff safe. The idea is to create a box within a box. Shelter-in-place (Hazmat) procedures are a precaution aimed to keep personnel safe while remaining indoors.

- Shelter-in-place (Hazmat) actions are not the same as going to a shelter due to severe weather.
- Shelter-in-place (Hazmat) involves taking refuge in an interior area with no or few windows.
- It does not mean sealing off the entire building. Interior restrooms without windows may provide a suitable shelter-in-place (Hazmat) location.

Shelter-in-place (Hazmat) actions are carried out when doing so provides enhanced safety for staff and students or when conditions outside the facility or in the immediate area do not allow evacuation due to a chemical spill due to a rail accident evacuation. Shelter-in-place (Hazmat) procedures should only be used when an evacuation is not safe and when directed by the authorized official in command. In certain emergency situations, BOCES personnel may be instructed to shelter-in-place by local law enforcement or fire officials. Any employee or visitor who requires accommodation will be assigned two or more assistants to help during the shelter-in-place (Hazmat) event.

Shelter-In-Place (Hazmat) Protocol

- Proceed to an interior area away from exterior windows or doors—ideally the center of an office or classroom or an interior center hallway.
- Stay calm, do not rush, do not panic and wait for assistance.
- Remain in the office area with fewest doors and windows unless directed otherwise.
- Close all exterior doors and windows.
- If the emergency is airborne (e.g., chemical release), attempt to block cracks around doors and vents into the room when possible. Ensure all fans, heating, and air-conditioning systems are turned off
- Keep at least one phone line open for emergency calls and wait for instructions.
- Document all personnel in the room and report out to local public safety and facility officials.

APPENDIX D: SHELTER-IN-PLACE (SIP) LOCATIONS

Emergency equipment and materials will be prominently available throughout the facility. This includes emergency exit signs and diagrams of exit routes. Work areas will be surveyed by office personnel at periodic intervals to verify all applicable material, equipment, and information is readily available and functional.

The Monroe #1 BOCES organization has established an inventory to include the number and location of the following safety items:

Central Campus Shelter-In-Place Locations

M1B Shelter-In-Place (SIP) Locations (Building 1,2,3 Foreman Center, Fairport, NY)	
Building	**Details**
Building #:	1,2,3
Approximate age of building:	1965 (Bldg 1), 1967 (Bldg 2) and 1970 (Bldg 3)
SIP Room #1: **G-10 Main Gym**	180 max occupancy with tables & chairs, 540 standing
SIP Room #2: **H-10 Gym**	143 max occupancy with tables & chairs, 429 standing
SIP Room #3: **H-9 Cafeteria**	420 max occupancy with tables & chairs
Windows?	No windows but cafeteria style skylights
Can windows be opened?	NA
Windows Air Tight?	NA
Suitable AIP Rooms?	Yes, for short term SIP
Telephones in SIP rooms?	Cafeteria-Yes, Gyms-No
More than 1 HVAC vent in SIP rooms?	Yes
Utilities	Details
Utility locations and shut-off procedures?	**Electric:** Fairport Municipal Electric can operate locked exterior disconnect by meter, outside of H-13 of Bldg 3, Inside of H-13 there are 3 interior disconnects. **Electric Shut-Off Procedures:** The 3 interior main disconnects and any electrical panel main breaker located throughout the building may be closed by mechanics. **Natural Gas:** RGE can operate locked exterior valves by meter, SE corner of Bldg 1, interior valve in B-15. **Natural Gas Shut-Off Procedures** **The interior valves may be shut off by mechanics.**

M1B Shelter-In-Place (SIP) Locations (Building 1,2,3 Foreman Center, Fairport, NY)	
	Water: There may be exterior valves in the street, interior valves are in D-3 and operate Bldg 1 & 2, on the corner of E&D halls and Bldg 3 area valve is located on the ground level, in Q-2, behind the elevator, next to the stairs to the red awning. **Water Shut-Off Procedures** **The interior valves may be shut off by mechanics.**
Do attic and exhaust fans exist?	No attic fans exist but there are exhaust fans for toilet rooms, kitchen hoods, boiler make up air and science labs.
Do furnaces exist in the building? If yes, power source?	Roof top units provide heat
HVAC	Details
Type of building heat? Power source?	Air to air heat exchangers (rooftop). Power source is natural gas; electric for distribution.
Air conditioning? Power source?	Yes. Power source is electric.
Air exchanges per hour (AEPH)?	Variable by control setting for outside damper.
Can the building re-circulate air internally?	Yes
Can the building be pressurized (positive pressure)?	Yes
Emergency Lighting	Details
Automatic emergency lighting system?	Yes, battery powered (2 hour duration)
Office Fire Equipment	Details
Audible fire alarm?	Yes
Portable fire extinguishers?	Yes
Fire alarm pull stations?	Yes
Smoke detectors?	Smoke & Heat Detectors
Fire suppression sprinklers?	No
Alert, Notification and Communication	Details
How do occupants know to SIP?	Emergency announcements to SIP are made via the PA system, radios, in person or via mass notification system.
Elevator call box?	Yes (1 elevator)
Handheld BOCES radios?	Yes
Number of handheld radios?	Greater than 50
Who monitors the handheld radio transmissions?	Administration, security and designated staff
Hand crank emergency radios to monitor news and weather during power outages?	?

M1B Shelter-In-Place (SIP) Locations (Building 1,2,3 Foreman Center, Fairport, NY)	
Emergency Evacuation Equipment and Supplies	Details
Storage location for SIP supplies and equipment?	O&M and Security Staff
Flashlights/Batteries/Chem Lites	O&M and Security Staff
Plastic/Duct Tape	O&M Staff
Food/Water	Kitchen contains about a weeks' worth of food for 300 persons, some bottled water for vending but no stock
First Aid Kit	Nurse Station, O&M and Security

Table 3 Shelter-In-Place Central Campus Building 1,2,3

Note: Shelter-in-place locations within other Central Campus buildings should be identified with associated tables completed and added to appropriate documents.

☐Insert Building Floor Plans To Identify Specific SIP Locations Within Buildings

Bird/Morgan Campus SIP Locations

M1B Shelter-In-Place (SIP) Locations (Bird/Morgan Campus, East Rochester, NY)	
Building	**Details**
Building #:	Bird/Morgan School
Approximate age of building:	1999 connection between Bird & Morgan, Lois E. Bird School original building was constructed in 1924, T.L. R. Morgan School original building built in 1936.
SIP Room #1: Morgan Gym, 5920 square feet	395 max occupancy with tables & chairs, 1184 standing
SIP Room #2: Bird Gym, 2880 square feet	192 max occupancy with tables & chairs, 576 standing
SIP Room #3: Morgan-Bird Cafeteria A001, 3744 square feet	212 max occupancy with tables & chairs
SIP Room #4: Morgan Auditorium & Stage 6376 square feet	675 max occupancy
Are there windows in the SIP rooms?	Yes
Can windows be opened?	No
Are there areas where windows are sealed?	Not known
Air tight?	Yes
Weatherized?	Yes, caulked
Suitable SIP Rooms? (Hazmat):	Yes, for short term SIP
Are there telephones in the SIP Rooms?	Cafeteria-Yes, Gyms and Auditorium-No
Is there one of more HVAC vents within the SIP room?	Yes
Utilities	Details
Utility locations and shut-off procedures?	**Electric:** RGE Electric, two entrances with shut offs are in NW corner of Bird, Mech 002; S Center of Morgan, Boiler Room 001. **Electric Shut-Off Procedures:** RGE can operate locked exterior disconnect by meter, interior disconnects in each boiler room can be shut off by mechanics. **Natural Gas:** RGE Gas, two entrances with shut offs are in NW corner of Bird, Mech 002; S Center of Morgan, Boiler Room 001. **Natural Gas Shut-Off Procedures** RGE can operate locked exterior valve by meter, interior valves in each boiler room can be shut off by mechanics.

M1B Shelter-In-Place (SIP) Locations (Bird/Morgan Campus, East Rochester, NY)	
	Water: MCWA, two entrances with shut offs are in NW corner of Bird, Mech 002; S center of Morgan, Boiler Rm 001 **Water Shut-Off Procedures** There may be exterior valves in the street, interior valves in each boiler room can be shut by mechanics
Do attic and exhaust fans exist?	No attic fans but there are exhaust fans for toilet rooms, kitchen hoods, boiler make up air and science labs.
Do furnaces exist in the building? If yes, power source?	Yes, the boiler plant is in Morgan, south face center, below grade 001
HVAC	Details
Building type of heat?	Natural gas fired hot water boiler plant is in Morgan, south face center, below grade 001
Heating power source?	Natural gas, electric pump and fan distribution
Air conditioning?	Yes
Air conditioning power source?	Electric, chilled water system
Air exchanges per hour?	Variable by control setting for outside damper
Can the air be recirculated internally?	Yes
Can the building be positive pressured?	Yes
Emergency Lighting	Details
Automatic emergency lighting system?	Yes
Power source?	Battery powered (2 hour duration)
Office Fire Equipment/	Details
Audible fire alarm?	Yes
Portable fire extinguishers?	Yes
Fire alarm pull stations?	Yes
Smoke detectors?	Smoke & Heat Detectors
Fire suppression sprinklers?	Yes
Alert, Notification and Communication	Details
How do occupants know to SIP?	Emergency announcements to SIP are made via the PA system, radios, in person or via mass notification system.
Elevator call box?	Yes (1 elevator)
Handheld BOCES radios?	Yes
Number of handheld radios?	?
Who monitors the handheld radio transmissions?	Administration, security and designated staff
Hand crank emergency radios to monitor news and weather during power outages?	?

M1B Shelter-In-Place (SIP) Locations (Bird/Morgan Campus, East Rochester, NY)	
Emergency Evacuation Equipment and Supplies	Details
Storage location for SIP supplies and equipment?	?
Flashlights/Batteries/Chem Lites	O&M and Security Staff
Plastic/Duct Tape	O&M Staff
Food/Water	Kitchen contains about a weeks' worth of food for 200 persons, some bottled water for vending but no stock
First Aid Kit	Nurse station, O&M and Security

Table 4 Shelter-In-Place Bird/Morgan Campus

☐Insert Building Floor Plans To Identify Specific SIP Locations Within Buildings

APPENDIX E: INDIVIDUALS WITH DISABILITIES CHECKLIST

Employees with disabilities and others with access and functional needs are entitled to the same level of safety as all other employees. The "reasonable accommodation" as mandated in the Americans with Disabilities Act is intended only to provide the same level of safety and utility as is provided to all employees.

Accommodation for Individuals with Disabilities

The following buddy system procedures should be initiated by employees who consider themselves in need of additional assistance during an emergency:

- Select a minimum of two "buddies" who are work associates. Buddies are considered those personnel you pre-select and who volunteer to assist you during an emergency.
- Inform your buddies about what need or disability you have and how he or she can best help you.
- Identify yourself to your direct supervisor and provide your specific office location, normal office hours, and names and contact information of your selected buddies.
- Notify your direct supervisor and/or the security guard when you are projected to be in the facility during non-duty hours.

Shift Administrators should maintain knowledge of employees with access and functional needs, their office location, office hours, and assigned buddies of employees with disabilities.

APPENDIX F: FIRE EMERGENCY CHECKLIST

During a railroad emergency, fires may be present requiring building evacuation when a fire alarm sounds.

Fire Emergency Protocol

- Remove anyone from immediate danger.
- Activate the building fire alarm by using a fire alarm pull station.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- As you exit, warn others to evacuate.
- Use stairs only; do not use elevators.
- Evacuate the facility by moving away from the facility and proceed to your designated emergency assembly point.
- From a safe location, dial 9-1-1 to report the fire.
- Do not re-enter the facility or work area until you have been instructed to do so.

If all exit routes are blocked by smoke:

- Stay calm and crawl low beneath the smoke. The air is easier to breathe near the floor.
- If trapped in a room, close all doors between you and the smoke. Seal the crack around the doors and vents.
- Signal at a window to rescuers.
- If there is a phone in the room, call 9-1-1, give them your exact location, even if first responders are on scene.

APPENDIX G: CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE CHECKLIST

Hazardous material spills may be caused by railroad accidents and occur on or adjacent to the BOCES Campus. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.

Anyone who believes a chemical or hazardous release has occurred should take the following actions:

- Immediately vacate the immediate area.
- Call 9-1-1
- Do not attempt to "rescue" apparent victims. You may be overcome yourself.
- Notify others of the potential hazard and urge them to evacuate.
- Notify your administrator of your suspicion.
- Have all fans and air circulation devices turned off by BOCES O&M.

This appendix was developed based on existing plans, procedures and best practices.
URL: http://emergency.rit.edu/pdfs/hazardous_spill.pdf

APPENDIX H: MEDICAL EMERGENCY CHECKLIST

Medical emergencies may strike at any time. They may range from a simple bruise to more serious medical events such as broken bones, heart attacks, and strokes.

Many BOCES personnel are trained and certified in both CPR and general first aid. In case of medical emergency, they are available to assist until the outside emergency responders arrive on the scene.

Emergency training is recommended for occupants of the facility, including cardiopulmonary resuscitation (CPR), first aid, fire extinguisher training, and security awareness. Employees should report all exposures to blood and body fluids to your administrator. First aid equipment is distributed throughout the facility offices.

AED locations can be found on the cover of the District Telephone Directory or through the following link: http://www.monroe.edu/files/filesystem/aed%20locations.pdf

In the event that an employee or visitor experiences a medical emergency, all employees are empowered to:

- Call for help.
- Begin, if qualified, appropriate medical first aid actions, including:
  - CPR
  - Use of defibrillator
  - Other basic first aid interventions
- Order someone to dial 9-1-1
- Notify your administrator.
- Notify the BOCES Safety and Security Coordinator.
- Identify someone to escort first responders to the victim.

APPENDIX I: ALL-CLEAR/RE-ENTRY CHECKLIST

Following an evacuation event, BOCES personnel and facility visitors require clear direction to re-enter the facility. See the evacuation checklist in Appendix B for greater detail on evacuation events.

Non-Employee Accountability

Upon arriving at the designated assembly area you must:

- If not with a Staff member announce your presence to the assembly area supervisor upon entry.
- Do not leave the area for any reason until an "all-clear" signal has been given.
- In the event that an "all-clear" statement is delayed, maintain appropriate evacuation safety procedures.

Employee and Student Accountability

Each department is responsible for taking a "roll call" at the designated meeting spot when an evacuation occurs. A person or persons should be assigned to this task. It is important that these individuals understand their responsibilities.

Staff in individual classrooms is responsible for taking attendance of their class and reporting any discrepancies to the building principal. Names of the missing shall be made available to the Safety and Security Coordinator.

The Safety and Security Coordinator or designee is responsible for ensuring that employees comply with this requirement, conduct the roll call, and report to Safety & Security personnel the last known location of any missing employees.

Facility Management

- The Incident Commander with the authority to do so is the only person authorized to make a decision for an "all-clear" signal and re-entry to the facility.
- Only after the Incident Commander or designee, have performed all necessary facility assessments and are satisfied that the campus and/or building(s) are safe to re-enter will the signal be given. At that time the Incident Commander will contact the Safety and Security Coordinator via the BOCES liaison within the Incident Command Post (ICP) to give the all-clear signal.
- The Safety and Security Coordinator will relay to the Supervisor in the assembly area that it is now safe to re-enter the building.
- Evacuees will enter the building in an orderly fashion and begin the process of restoring the facility to its pre-incident operative condition.

- The Safety and Security Coordinator will contact the BOCES facility representative in the Incident Command Post and advise him/her that the re-entry has begun.
- Once the evacuees have returned to their workplaces, department Administrators will make a final accountability check and present the roster to the Safety and Security Coordinator or designee.
- The Safety and Security Coordinator will report the status of personnel to the BOCES Superintendent.

APPENDIX J: RAILROAD INFORMATION

CSX Density Study Results

Monroe County and the City of Rochester			
Commodity	**Hazard Class**	**Carloads (2009)**	**Carloads (2012)**
Alcohols,N.O.S	3	38,857	37,808
Petroleum Crude Oil	3	NR	7,773
Liquefied Petroleum Gases	2.1	6,428	6,502
Elevated Temperature Liquid, N.O.S.	9	4,029	6,007
Polychlorinated Biphenyls	9	797	5,897
Sulfuric Acid	8	1,122	2,604
Sodium Hydroxide Solution	8	1,983	2,576
Propane	2.1	502	1,974
Vinyl Chloride, Stabilized	2.1	1,327	1,453
Styrene Monomer, Stabilized	3	1,503	1,433
Ethanol	3	451	1,292
Chlorine	2.3	853	965
FAK (*Freight All Kinds*) - Hazmat			867
Hazardous Waste, Solid, N.O.S.	9	763	862
Environmentally Hazardous Substances, Liquid, N.O.S.	9	971	809
Carbon Dioxide, Refrigerated Liquid	2.2	1,350	691
Polychlorinated Biphenyls, Solid	9	797	650
Environmentally Hazardous Substances, Solid, N.O.S.	9	437	646
Phosphoric Acid, Liquid	8	408	608
Diesel Fuel	CI	NR	544
Petroleum Distillates, N.O.S.	3	444	451
Phenol, Molten	6.1	402	369
Other Regulated Substances, Liquid, N.O.S.	9	324	363
Hydrochloric Acid	8	164	261
Vinyl Acetate, Stabilized	3	NR	220
	Totals:	63,912	83,625

Table 5 Local CSX Density Study

2012 Emergency Response Guidebook

http://www.state.nj.us/health/ems/documents/2012_emergency_response_guide.pdf

Federal DOT Hazard Classes		
Division	**Definition**	**Class**
1	**EXPLOSIVES**	
1.1		Substances and articles which have a mass explosion, hazard
1.2		Substances and articles which have a projection hazard but not a mass explosion hazard
1.3		Substances and articles that have a fire hazard and either minor blast hazard or both, but not a mass explosion hazard
1.4-1.6		Other materials with explosive potential
2	**COMPRESSED GASES**	
2.1	Flammable Gas	Flammable gases which ignite and burn easily
2.2	Non-Flammable Gas	Non-flammable gases which may asphyxiate or cause frostbite
2.3	Poison (Toxic) Gas	Gases which are poisonous by inhalation (PIH, TIH)
3	**FLAMMABLE AND COMBUSTIBLE LIQUIDS**	
4	**FLAMMABLE & SPONTANEOUSLY COMBUSTIBLE SOLIDS**	
4.1	Flammable Solids	Substances which are easily ignitable or burn easily
4.2	Spontaneously Combustible	Substances that can self-ignite on exposure to air
4.3	Dangerous When Wet	Substances that upon contact with water can either become spontaneously combustible or give off flammable or toxic gas
5	**OXIDIZERS AND ORGANIC PEROXIDES**	
5.1	Oxidizer	Substances that will react to support combustion even in the absence of air.
5.2	Organic Peroxide	Substances sensitive to heat, shock and friction or may decompose and self-ignite
6	**POISON (TOXIC)**	
6.1	Poison (Liquid or Solid)	Materials toxic enough to create a health hazard
6.1	Poison (Inhalation Hazard)	Poison liquids or solids, PIH/TIH
6.1	Keep Away From Foodstuffs	Materials that give off dangerous or irritating fumes
6.2	Infectious Substances	Infectious substances and regulated medical waste
7	**RADIOACTIVE MATERIALS (EMIT IONIZING RADIATION)**	
8	**CORROSIVE (CORRODE AND DAMAGE TISSUE)**	
9	**MISCELLANEOUS (DO NOT FALL INTO ANY OTHER CLASS)**	
ACRONYM	**DEFINITIONS**	
Hazmat	Hazardous Materials	
N.O.S	Not Otherwise Specified	
NR	No Report	
PIH/TIH	Poison or Toxic Inhalation Hazard	

Table 6 Hazardous Materials Legend

Forms

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Appendix E

REQUEST FOR HAZARDOUS MATERIALS DENSITY STUDY

(To Request a List of Hazardous Materials Transported Through a Community)

Organization Requesting Density Study: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

CSX How tomorrow moves

Mailing Address: _____
(Street Address)

_____
(City, State, Zip)

Geographical Description of Area for study: _____

_____

Preferred method to receive report: ☐ Email ☐ U.S. Mail (Mark One)

By signing below I acknowledge and agree to the terms set forth by CSX Transportation, Inc. for use and dissemination of the information contained within the CSXT Hazardous Materials Density Study. I affirm that the information provided by CSXT in this report will be used solely for and by bonafide emergency planning and response organizations for the expressed purpose of emergency and contingency planning. This information will not be distributed publicly in whole or in part without the expressed written permission of CSX Transportation, Inc.

_____
(Signature of person requesting density study)

Return Completed Form to: CSXT, Director-Hazardous Materials Systems
500 Water Street
J-275
Jacksonville, FL 32202 or **Fax 904-245-2867**

For CSXT Use Only

Director, Hazardous Material Systems: ___ Yes ___ NO Date: _____

Hazardous Materials Service Support:

Date Request Received: _____

Date Report Generated: _____

Limits of Report: _____

Date Report Sent: _____

Report sent via: ☐ Email ☐ U.S. Mail

APPENDIX K: QUICK REFERENCE MANUAL (RED BOOK) INSERTS

Central Campus Railroad Emergency Shelter-In-Place (HAZMAT) Procedure

When a railroad derailment occurs within the Central Campus the following should occur immediately:

1. Call 911 to report the emergency. If possible provide 911 with railroad car container shapes, hazardous material signs, smoke color and any indications of fumes present.

   DO NOT APPROACH THE ACCIDENT SITE!

2. The Conrail track identification numbers are:
   - Main Campus Crossing ID Number 521 104 V, Milepost QW 349.97
   - Transportation Bus Garage Crossing ID Number 514 569 P, and Milepost QC 362.25

3. Follow additional BOCES notifications from the School Safety Plan Quick Reference Manual Emergency Notification Procedure (page 6).

4. Evacuate Building 4,5,6 and Building 8,9,10 to Building 1,2,3.

5. Students in Building 1,2,3 should begin to shelter-in-place (Hazmat) following the guidelines within the School Safety Plan Quick Reference Manual, (page 7). The relocated students will shelter-in-place (Hazmat) in the cafeteria and gymnasium following the RELOCATION PLAN FOR SEVERE WEATHER CONDITIONS
6. Ensure all outside activities are terminated and personnel shelter-in-place (Hazmat) within Building 1,2,3.

7. Take attendance following the guidelines within the School Safety Plan Quick Reference Manual, (page 20).

8. A BOCES representative should be ready to meet the fire department upon arrival. Inform the fire department of the shelter-in-place (Hazmat) situation and let the First Responders know how many students and staff are inside the building. Ask where the Incident Command Post (ICP) is located and the ICP phone number. Coordinate to have an off-campus BOCES representative transition to the ICP to perform liaison duties.

9. Stop all inbound school bus traffic to the campus via a radio transmission from the bus garage or via bus driver cell phones if possible.

10. Determine how many BOCES buses and other mutual aid buses are available for student evacuation if needed. DO NOT BEGIN BUS EVACUATION UNLESS DIRECTED BY THE FIRE DEPARTMENT INCIDENT COMMANDER.

11. Monitor news channels (TV and radio) and social media for further instructions. Ensure information is credible before any action is taken.

12. Voice any concerns through the BOCES liaison located at the ICP. Any immediate emergency needs should conveyed by 9-1-1.

Central Off-Campus Evacuation

Off-campus evacuation is the removal of all students, faculty and staff from district facilities.

OFF CAMPUS EVACUATION SHOULD NOT BEGIN UNTIL DIRECTED BY THE FIRE DEPARTMENT INCIDENT COMMANDER.

Administrator(s):

When an administrator receives information and instructions (or makes determination) to evacuate, the administrator should adhere to the following:

1. Ensure evacuation routes from the building are clear.
2. Call 9-1-1 if an emergency and they have not been notified. Notify BOCES Security.
3. Notify Superintendent's Office.
4. Make the decision to remain in the building or move outside to await arriving buses.
5. Notify all staff, faculty and students via the PA system, messenger, portable radio, phone or bullhorn. Fire alarm would only be used as last resort.
6. Organize a system for orderly and expeditious dismissal away from the building if desired.
7. Provide instruction to staff, faculty and students on the assembly points to be used.
8. Accountability should be taken prior to moving from classrooms.
9. Assemble additional staff personnel to assist with evacuation.
10. Instruct pre-appointed staff members to search all areas of the building for stragglers.
11. Ensure staff is sent to evacuation site to check for safety concerns and ready the site.
12. Ensure accountability is taken when enroute to the evacuation site and on arrival.

Faculty:

When a faculty member is notified of an evacuation, the faculty member should adhere to the following procedure:

1. Inform students of the need to evacuate. Dress for the weather if possible.

2. Take attendance.

3. Following directions from administration on moving to an assembly point or remaining in place until further advised.

4. When leaving close classroom door and leave the door unlocked.

5. Leave the building in an orderly manner.

6. Follow direction of administration or other designated personnel.

7. Take attendance and supervise students until the emergency is over.

Staff:

When a staff member is notified of an evacuation, the staff member should adhere to the following procedure:

1. Proceed to the pre-determined assembly area or shelter-in-place (Hazmat) as directed.

2. Administrators will ensure accountability of employees.

3. Administrators and staff will await further instruction from administration.

APPENDIX L: ACRONYMS

AAR	After Action Report
AAR	Association of American Railroads
AED	Automated External Defibrillators
ALS	Advanced Life Support
AMTRAK	National Railroad Passenger Corporation (from "American Track")
APTA	American Public Transportation Association
BLS	Basic Life Support
BOCES	Boards of Cooperative Educational Services
CFR	Code of Federal Regulations
CSX	CSX Transportation (CSX initials have no meaning)
CONOPS	Concept of Operations
CPG	Comprehensive Planning Guide
CPR	Cardiopulmonary Resuscitation
DHS	Department of Homeland Security
DWHST	District Wide Health and Safety Team
EAP	Emergency Action Plan
ECD	Emergency Communications Department
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HVAC	Heating, Ventilation and Air Conditioning
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
JIC	Joint Information Center
MCI	Mass Casualty Incident
MOU/MOA	Memorandum of Understanding/Agreement

M1B	Monroe #1 BOCES
MPH	Miles Per Hour
N.O.S.	Not Otherwise Specified
NIMS	National Incident Management System
NRF	National Response Framework
NR	No Record
OSHA	Occupational Safety and Health Administration
O&M	Operations & Maintenance
PIH/TIH	Poison Inhalation Hazard/Toxic Inhalation Hazard
PIO	Public Information Officer
POC	Point of Contact
RGE	Rochester Gas and Electric
SEQ MCCU	Southeast Quadrant Mobile Critical Care Unit
SIP	Shelter-in-Place
TRB	Transportation Research Board
TSA	Transportation Security Administration
URL	Uniform Resource Locator (Internet Link)

APPENDIX M: GLOSSARY OF TERMS

Access and Functional Needs: Individuals and groups who may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

Activation: The implementation of EAP capabilities, procedures, activities, and plans in response to disruption event.

Active Shooter: An individual actively engaged in killing or attempting to kill people in a populated or confined area.

After-action Report: A document that analyzes the effectiveness of preparedness and response following an incident, event, or exercise. The document may include lessons learned and recommendations to improve procedures or planning.

Related terms: *Exercise, Incident*

All Clear: An indication or signal that a hazard or threat has passed.

Related terms: *Emergency Action Phases*

All Hazards: A grouping or classification encompassing all conditions—environmental or manmade—that have the potential to cause injury, illness, or death, or damage to or loss of equipment, infrastructure, services, or property.

Alert/Notification: The dissemination of emergency information to personnel, individuals, or the general public in order to notify, protect, or guide protective actions.

Related terms: *Emergency Action Phases*

Area of Refuge: A location in a building designed to hold occupants during a fire or other emergency when evacuation may not be safe or possible.

Backup Generator: An independent source of power, usually fueled by diesel or natural gas.

Call Tree: A document that graphically depicts the calling responsibilities and the calling order used to contact management, employees, customers, vendors, and other key contacts in the event of an emergency, disaster, or severe outage situation.

Chain of Command: The order in which authority and power in an organization is used and assigned from top management down within an organization.

Concept of Operations: A planning section that clearly and concisely states a proposed system, including what the plan will accomplish and how it will be done using available resources.

Continuity of Operations (COOP) Plan: A COOP plan provides guidance on the system restoration for emergencies, disasters, mobilization, and for maintaining a state of readiness to provide the necessary level of information processing support commensurate with the mission requirements/priorities identified by the respective functional proponent. The Federal government and its supporting agencies traditionally use this term to describe activities otherwise known as Disaster Recovery, Business Continuity, Business Resumption, or Contingency Planning.

Crisis: A critical event that, if not handled in an appropriate manner, may dramatically impact a department's profitability, reputation, or ability to operate; or, an occurrence and/or perception that threatens the operations, staff, shareholder value, stakeholders, brand, reputation, trust, and/or strategic/business goals of a department.

Critical Functions: Business activities or information that could not be interrupted or unavailable for several business days without significantly jeopardizing the operation of the organization.

Critical Infrastructure: Systems whose incapacity or destruction would have a debilitating impact on the economic security of an organization, community, nation, etc.

Damage Assessment: The process of assessing damage to computer hardware, vital records, office facilities, etc. following a disaster and determining what can be salvaged or restored and what must be replaced.

Data Backups: The backup of system, application, program, and/or production files to media that can be stored both on and/or offsite. Data backups can be used to restore corrupted or lost data or to recover entire systems and databases in the event of a disaster. Data backups should be considered confidential and should be kept secure from physical damage and theft.

Declaration: A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred and that triggers pre-arranged mitigating actions (e.g., a move to an alternate site).

Dependency: The reliance, directly or indirectly, of one activity or process upon another.

Disaster: A sudden, unplanned, calamitous event causing great damage or loss as defined or determined by a risk assessment and Business Impact Analysis. 1) Any event that creates an inability on a department's part to provide critical business functions for some predetermined period of time. 2) In the business environment, any event that creates an inability on a department's part to provide the critical business functions for some predetermined period of time. 3) The period when company management decides to divert from normal production responses and exercises to its disaster recovery plan; typically signifies the beginning of a move from a primary to an alternate location.

Related terms: *Business Interruption, Outage, Catastrophe*

Disaster Recovery Plan: The management-approved document that defines the resources, actions, tasks, and data required to manage the recovery effort. Usually refers to the technology recovery effort. This is a component of the Business Continuity Management Program.

Disaster Recovery Planning: The technological aspect of business continuity planning. The advance planning and preparation that is necessary to minimize loss and ensure continuity of the critical business functions of a department in the event of disaster.

Related terms: *Contingency Planning, Business Resumption Planning, Corporate Contingency Planning, Business Interruption Planning, Disaster Preparedness*

Emergency: An unexpected or impending situation that may cause injury, loss of life, destruction of property, or that may cause the interference, loss, or disruption of a department's normal business operations to such an extent that it poses a threat.

Emergency Action Phase: Phases that generally occur prior to, during, and after an emergency event, including Phase 1: Preparedness, Phase 2: Alert/Notification, Phase 3: Response, and Phase 4: All-clear/Re-entry.

Related terms: *Preparedness, Alert/Notification, Response, All-clear, Re-entry*

Emergency Action Plan: A plan detailing step-by-step procedures to follow in emergencies such as fire, chemical spill, or a major accident. Also includes information on notification, roles and responsibilities, and any information or checklists to support emergency actions.

Essential Functions: Internal agency functions necessary to continue rail operations and support services.

Event: Any occurrence that may lead to a business continuity incident.

Evacuation: A protective action that allows for immediate and rapid movement away from the threat or actual occurrence of a hazard. Evacuations can be either planned or spontaneous based on the nature of the threat.

Evacuation Assembly Points: Pre-determined areas or mustering points for employees, support personnel, riders, or visitors to assemble following an evacuation from a specific location.

Exercise: A people-focused activity designed to execute business continuity plans and evaluate the individual and/or department performance against approved standards or objectives. Exercises can be announced or unannounced and are performed for the purpose of training and conditioning team members and validating the business continuity plan. Exercise results identify plan gaps and limitations and are used to improve and revise the business continuity plans. Types of exercises include: Tabletop Exercise, Simulation Exercise, Functional Exercise, Operational Exercise, Mock Disaster, Desktop Exercise, and Full Scale Exercise.

First Responder: A representative from a response agency who is responsible for the protection of life, property, and the environment during an initial response to an event.

Hazardous Materials (HAZMAT): Solids, liquids, or gases that can harm people and other living organisms, property, or the environment if they are released.

Incident: An event that is not part of a standard operating business, may impact or interrupt services, and in some cases, may lead to disaster.

Related terms: *Crisis, Event*

Incident Command System (ICS): A systemized, organized tool used for the command, control, and coordination of emergency response.

Related terms: *Incident Commander*

Incident Commander: The individual responsible for all aspects of an emergency response under the Incident Command System, including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

Related terms: *Incident Command System*

National Incident Management System (NIMS): A set of concepts and principles developed by FEMA and supported by the National Preparedness Goal on how to manage disasters and emergencies regardless of their size, location, or complexity.

Plan Maintenance: The management process of keeping a department's business continuity management plans current and effective. Maintenance procedures are a part of the process of reviewing and updating the business continuity plans on a defined schedule.

Protective Action: Any action which is performed to protect the health and safety of individuals.

Related terms: *Evacuation, Shelter-In-Place*

Recovery: Implementing the prioritized actions required to return the processes and support functions to operational stability following an interruption or disaster.

Re-entry: A condition which indicates that a safe return to an area affected by an emergency is possible.

Related terms: *Emergency Action Phases*

Resilience: The ability of a department to absorb the impact of a business interruption while continuing to provide a minimum acceptable level of service.

Response: The reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety and evacuation, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.

Related terms: *Emergency Action Phases*

Risk: Potential for exposure to loss. Risks, either man-made or natural, are constant. The potential is usually measured by its probability in years.

Shelter-In-Place: A protective action where individuals at risk take cover in a determined safe place. All doors and windows should be shut. Specific protective action procedures may depend on the nature of the event.

Stakeholder: An external entity or representative from an external agency that has shared interest with BOCES.

Supervisor: An employee charged with the responsibility of ensuring the safety of others during and after an evacuation.

Support Agencies: Internal and external agencies that support BOCES Operations during an incident or during daily operations.

Tabletop Exercise: One method of exercising teams in which participants review and discuss the actions they would take per their plans, but in which they do not perform any of these actions. The exercise can be conducted with a single team or multiple teams, typically under the guidance of exercise facilitators.

Threat: A combination of the risk, the consequence of that risk, and the likelihood that the negative event will take place. (Example threats: natural, man-made, technological, and political disasters.)

Related term: *Risk*

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