

LONG LAKE CENTRAL SCHOOL DISTRICT
LONG LAKE, NEW YORK

DISTRICT-WIDE SCHOOL SAFETY PLAN

Adopted by LLCS BOE: August 14, 2014

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INTRODUCTION

The Long Lake Central School District-Wide Safety Plan is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

Long Lake Central School supports the SAVE Legislation and intends to facilitate the planning process. The District Superintendent of Schools and the Board of Education encourage and advocate on-going district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Long Lake Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Long Lake Central School Board of Education, the District Superintendent appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

The District has created a District-Wide School Safety Team including the following persons:

Position	Name
Board of Education Representative	Christine Blumberg
Administration Representative	Mary Jo Dickerson
Teacher Representative	Duane Finch Tisha White
School Safety Personnel	Tony Clark
Other School Personnel	Vickie Snide, Business Manager
	Kristen Lance, Supt. Secretary
	Genevieve Boyd, School Nurse

School building covered by the District-Wide School Safety Plan with address of the building and contact names and telephone numbers for District Wide School Safety Team members:

Building Name	Address	Contact Name	Work Phone Number	Home Phone Number
Long Lake Central School	20 School Lane Long Lake, NY 12847	Christine Blumberg	-----	518-624-6130
		Mary Dickerson	518-624-2221 x 206	518-683-1924
		Tony Clark	518-624-2221 x 110	518-624-5503
		Duane Finch	518-624-2221 x 100	518-582-2249
		Tisha White	518-624-5330 x 308	518-582-3024
		Vickie Snide	518-624-2221 x 207	518-624-3858
		Kristen Lance	518-624-2221 x 214	518-832-0445
		Genevieve Boyd	518-624-2221 x 310	518-624-2206

C. Concept of Operations

1. The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. This District-Wide School Safety Plan will guide the development and implementation of Building Level Safety Plans.

2. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the **School Safety Team**.
3. Upon the activation of the **School Safety Team**, the District Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
4. County and State resources through existing protocols may supplement emergency response actions, including Post Incident Response.

D. Plan Review and Public Comment

1. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment at a school board meeting where the plan is approved and/or reapproved annually and provided for participation of school personnel, parents, students, and any other interested parties.
2. Full copies of the District-Wide School Safety Plan will be submitted to the New York State Education Department and State Police annually following Board of Education approval.
3. This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Office of the District Superintendent.
4. While linked to the District-Wide School Safety Plan, Building-Level Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

Program Initiatives

Long Lake Central School will continue to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include, but are not limited to:

Annual training/updates of staff with fire drill procedures, evacuation procedures, lockdown procedures, Shelter in Place procedures, Right to Know training, Bloodborne Pathogen training and proper procedural responses for conflict resolution and handling of disruptive individuals. CPR and 1st Aid training and recertification will be made available.

Biannual presentation of information to 7-12 students on drug and alcohol abuse, driving under the influence, sexual harassment, bullying and cyber bullying.

Annual prevention education classes for elementary and high school students to include character education, conflict resolution, communication skills, and recognition and control of bullying behaviors.

The Student Code of Conduct will be reviewed annually by faculty, staff and students.

Involvement in the CCSI of Hamilton County (Coordinated Children's Service Initiative) process (comprised of children and family services, school districts, law enforcement and professionals from the community) which will consist of meeting monthly to discuss prevention and intervention issues.

Long Lake Central School encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate. Referral for outside counseling to Hamilton County Community Services will be utilized as appropriate.

Training, Drills, and Exercises

The District will conduct annual training for both staff and students in school safety issues including, but not limited to fire, bus, sheltering and lockdown drills. There will be an annual presentation for faculty and staff on bloodborne pathogens and chemical safety procedures. Training will be coordinated by the Long Lake Central School Administration and the Professional Development Planning Committee and may consist of classroom activities, on line training, general assemblies, tabletop exercises, full-scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises may be coordinated with local, county, and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Screening of potential new employees

Screening will include obtaining a current resume, follow up check on the required three references and fingerprinting. New employees will receive instruction in the employee handbook on required trainings, drills and exercises and will also review those procedures with the district assigned mentor.

Implementation of School Security

Since September 11, 2001, we remain a nation at risk to terrorist attacks for the foreseeable future. In accordance with this increased risk, the United States Department of Homeland Security has developed the '**Citizen Guidance on the Homeland Security Advisory System**' consisting of five levels of possible threat to our country (see appendix 6). At all threat conditions we must remain vigilant and prepared.

Therefore, the District will consider and implement, where prudent, the recommended school actions for the current threat level as declared by the Department of Homeland Security. Building-specific plans will include more detailed actions.

In addition to the above, regardless of the threat level, the following security measures are in place at all times.

1. All outside doors will remain locked during the day.
2. Outside doors will be locked upon arrival of the last bus each morning.
3. Every door will be accessible as an exit.
4. Classroom doors, inside and outside, will be closed when unattended.
5. A sign at the main entrance will direct all visitors to “report to the office”.
6. All visitors will be required to sign in, and if they will need access to other areas of the building, they will either be escorted by an employee of the school or issued a “Visitor” ID tag.
7. Shrubs, trees, or other large vegetation will be trimmed/maintained around the building, so as not to be thick enough to afford security or hiding places for potential troublemakers.

Vital Educational Agency Information

The Building-Level Safety Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each educational agency

The Building-Level School Safety Team will insure that this information is updated routinely and is accurate.

B. Early Detection of Potentially Violent Behaviors

1. There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled individual. The more signs an individual exhibits, the more likely he/she may need intervention. The early warning signs include:
 - Social withdrawal
 - Excessive feelings of isolation
 - Excessive feelings of rejection
 - Being a victim of violence
 - Feelings of being picked on
 - Low school interest and poor academic performance
 - Expression of violence in writings and drawings
 - Uncontrolled anger
 - Patterns of impulsive, chronic hitting and bullying
 - History of discipline problems
 - History of violent and aggressive behavior
 - Intolerance for differences and prejudicial attitudes
 - Alcohol and drug use
 - Affiliation with gangs
 - Inappropriate access/use of firearms
 - Serious threats of violence

The above comes from the United States Department of Education’s “Early Warning, Timely Response” document. This information will be available for all faculty and staff in the Employee Handbook.

2. Information will be made available to parents/guardians on how to identify potentially violent behaviors through the school newsletter and website.
3. If a teacher, administrator or staff member feels help for an individual is warranted, it will be discussed with appropriate school personnel to determine the next step. Appropriate personnel may include counselor, psychologist, class advisor, mentor, coach, or administrator.
4. The Student Services Referral Process can be utilized to address behavior concerns of a student. This includes completion of a 'Child Study Team Referral' form by a teacher or administrator submitted to the Director of Special Services.
5. The District Superintendent with the assistance of faculty and staff will approve and organize activities of particular concern.

C. Hazard Identification

The District has established procedures in the Building-Level Safety Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies.

SECTION III: RESPONSE

A. Notification and Activation (Internal and External Communications)

1. Law enforcement officials will be contacted by the District Superintendent in line with the Building-Level Safety Plans, and will be requested based upon the "*closest response agency*" concept to ensure that the response to the incident is as rapid as possible.
2. The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The District Superintendent will determine the extent of notification and delegate its delivery. The following forms of communication may be utilized:

Telephone	Intercom
Fax/Email	Local Media
Emergency Alert System (EAS)	Others As Appropriate
3. The District will contact appropriate parents, guardians, or persons in parental relation to the students/staff via media release, telephone contact, or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-Level Safety Plans.

B. Situational Responses

Multi-Hazard Response

The District has identified in the Building-Level Safety Plans the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
(Others as Determined by the Building-Level School Safety Team)	

Responses to Acts of Violence: Implied or Direct Threats

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of discipline of those making the threat or committing the act of violence and are listed herein as Appendix 5 of this document. (*see also district Code of Conduct*). The normal procedures to respond to implied or direct threats of violence will be:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform District Superintendent of implied or direct threat.
- Determine appropriate action to respond to level of threat with District Superintendent.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the School Safety Team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate
- If necessary, initiate lockdown procedure, early dismissal, or sheltering.

Response Protocols

The District recognizes that appropriate response to emergencies, such as bomb threats, intrusions, hostage takings and kidnappings, varies greatly depending on the situation. The Building-Level Safety Plans detail the appropriate response to such emergencies utilizing the following protocols:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Procedures for Obtaining Emergency Assistance from Local Government

During emergencies, local government agencies, including emergency services, can be obtained by contact with the County Directors of Emergency Management. The District Superintendent will authorize the request for assistance from these agencies.

Franklin County:	(518) 483-2580
Essex County:	(518) 873-3662
Hamilton County:	(518) 548-6651

Additional Assistance can be obtained from local schools

Newcomb Central School:	(518) 582-3341
Indian Lake Central School:	(518) 648-5024
Minerva Central School:	(518) 251-2000
Johnsburg Central School:	(518) 251-2814

The district resources, which may be available during an emergency, include the following:

- Fire/Rescue 911
- NYS Police
(518) 897-2000
- Hamilton County Sheriff's Office
(518) 548-3113
- Poison Control
(518) 382-4039 or 1-800-336-6997
- NYS Dept of Health
(518)-891-1800
- Long Lake Town Official
(518) 624-3001
- Medical Center
(518) 624-2301
- Long Lake Town Highway
(518) 624-6933
- Hamilton County Highway
(518) 624-2186
- Public Health Indian Lake
(518) 648-6497
- Power Company NYSEG
1-800-572-1111
- Telephone Company Frontier
1-800-662-1220
- Social Services Indian Lake
(518) 648-6131
- State Emergency Management
Office (SEMO)
(518)-457-2200
- Department of Homeland Security
202-282-8000
- CHEMTREC
800-424-9300
- Hazardous Materials
1-800-457-7362
- Mental Health Indian Lake
(518) 648-5355
- NYS Dept of Environmental
Conservation Regional Office
(518)-863-4545
- Environmental Conservation
Officers Indian Lake/Blue
Mtn./Eagle Bay/Inlet
(518)-648-5129
- Emergency Search and Rescue
(518)-891-0235
- NYS Dept of Transportation
(518)-648-5551
- Others

District Resources Available for Use in an Emergency

The District has committed the full inventory of its resources to be available for use during an emergency. The School Safety Team will utilize these resources in line with the Building-Level Safety Plans as deemed appropriate. Specific personnel and resources are identified in the Building-Level Safety Plans.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The District uses the Incident Command system model for emergency actions. For district-wide/building-level emergencies the Incident Commander will be the District Superintendent, or his/her designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-Level Safety Plans. Building-Level Incident Command staff is identified in the Building-Level Safety Plans.

Protective Action Options

Depending on the emergency, response actions may include: school cancellation, early dismissal, evacuation and sheltering. Elements to be considered for these actions include:

- School Cancellation
 - Monitor any situation that may warrant a school cancellation – District Superintendent or Designee.
 - Make determination – District Superintendent or Designee.
 - Contact local media as deemed appropriate and follow district procedures for parent contact. (i.e. Utilization of the One Call phone notification system, the School Closing Network, WSLP, WLPW, NCPR, WPTZ)
- Early Dismissal
 - Monitor situation – District Superintendent or Designee.
 - If conditions warrant, close school – District Superintendent or Designee.
 - Contact local media as deemed appropriate and follow district procedures to inform parents of early dismissal (i.e. Utilization of the One Call phone notification system, the School Closing Network, WSLP, WLPW, NCPR, WPTZ)
 - Set up an information center so that parents may make inquiries as to the situation as deemed appropriate.
 - Retain appropriate district personnel until all students have been returned home.
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
 - Determine the level of threat – District Superintendent or Designee.
 - Clear all evacuation routes and sites prior to evacuation.
 - Evacuate all staff and students to pre-arranged evacuation sites.
 - Account for all student and staff population. Report any missing staff or students to the District Superintendent or Designee.
 - Make determination regarding early dismissal – District Superintendent or Designee.
 - If determination was made to dismiss early, Contact local media as deemed appropriate and follow district procedures to inform parents of evacuation and early dismissal. (i.e. Utilization of the One Call phone notification system, the School Closing Network, WSLP, WLPW, NCPR, WPTZ)
 - Ensure adult supervision or continued school supervision/security.

- Set up an information center so that parents may make inquiries as to the situation as deemed appropriate.
- Retain appropriate district personnel until all students have been returned home.
- Sheltering Sites (internal and external)
 - Determine the level of threat – District Superintendent or Designee.
 - Determine location of sheltering depending on nature of incident.
 - Account for all students and staff, report any missing staff or students to District Superintendent or Designee.
 - Determine other occupants in the building.
 - Make appropriate arrangements for human needs.
 - Take appropriate safety precautions.
 - Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
 - Retain appropriate district personnel until all students have been returned home.

SECTION IV: RECOVERY

A. District Support for Buildings

After a critical incident has occurred, Long Lake Central School is committed to a thorough and comprehensive recovery for students, staff, and families. To achieve this goal, the School Safety Team should consider the following steps:

- Step 1: Consult with administrators and others to:
- Determine advisability of team involvement
 - Determine nature of team involvement
 - If team is needed, acquire release from currently assigned responsibility
 - Inform District Superintendent of nature of the incident
- Step 2: Acquire facts and circumstances as to the nature of the trauma/loss
- Step 3: Determine those groups and/or individuals most affected by the trauma (target population).
- Step 4: Assist building administrator in the following areas:
- Arrange staff meeting
 - Formulate staff meeting agenda
 - Dissemination of information to staff, parents, students, media, etc. (e.g., letters, etc.)
 - Determine logistical needs (e.g., work space, crisis center, counseling rooms, class schedules, etc.)
- Step 5: Assignment of team members and other staff to individual tasks.
- Step 6: Provide Crisis Team Services
- Conduct faculty meeting with all building staff
 - Provide educational information to teachers to be used in class
 - Conduct classroom meetings with team member and teacher in seriously affected classes

- Assess needs and arrange for follow-up meetings with individuals and small groups
- End of day staff meeting to update staff and administrators and plan for next day
- Crisis Team “debriefing” at the end of day
- Provide substitutes and aides as back-up staff for teachers
- Offer a separate room for parent contact, if necessary
- Crisis workers in offices to aid office staff to deal with parents’ telephone calls and questions

Remind staff about “Teachable Moments”

- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., should be composed of staff, students, and parents.

Step 8: Follow-up plans for ending School Safety Team involvement

- Staff meeting
- Alert staff to important aspects of responses to grief and loss
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs
- Referral of literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with School Safety Team to determine effectiveness of the Crisis Response Plan in addressing the needs in this particular incident.

B. Disaster Mental Health Services

Long Lake Central School will work closely with local mental health services to:

- Provide services to children and families that are appropriate for the type of emergency/disaster.
- Assess condition and immediate needs of children and family including food, shelter, clothing and medical treatment.
- Refer children and other family members to agencies and organizations that provide needed services.
- Follow-up on referrals.
- Make every attempt to decrease the internal and external stressors which affect the children and family.
- Provide opportunities for children and families to verbalize their feelings and provide emotional support to aid recovery.
- Guide the family through the emergency/disaster and provide tools and techniques for the family to help themselves to recover.

APPENDICES

APPENDIX 1:

Building Risk Determination

Building	Address	Internal Hazard	External Hazard
Long Lake Central School	20 School Lane, Long Lake, NY	See Below	See Below

Internal Hazards

Civil Disturbance

- Bomb Threat
- Hostage
- Intruder
- Kidnapped Person
- Civil Unrest
- Anthrax (bio-terrorism)

Fire and Explosion

- Explosion
- Fire

Systems Failure

- Electrical System Failure
- Fuel Shortage
- Gas Leak
- Heating System Failure (loss of heat)
- Roofing Failure (leak)
- Sewage System Failure
- Structural Failure
- Water System Failure

Medical Emergency

- Allergic Reaction/Bleeding/Blow to the Head
- Broken Bones/Burns/Choking/Diabetic Shock
- Epileptic Convulsions/Shock
- Bites
- Blood/Body Fluid Exposure (infection control)
- Electric Shock
- Epidemic
- Food Poisoning
- Heart Attack
- Toxic Exposure

Death/Suicide

External Hazards

Weather Related

- Flood/Mudslide
- Storm/Snow/Ice/Wind/Hurricane
- Thunderstorm
- Tornado

Environmental Problems

- Air Pollution
- Flood/Mudslide
- Hazardous Material Spills/Releases
- Radiological Incident
- Storm/Snow/Ice/Wind/Hurricane
- Extreme Cold/Heat
- Thunderstorm/Lightning Storm
- Tornado
- Toxic Material Spill/Releases
- Water Contamination

Other External Hazards

- Airplane Crash
- School Bus Accident
- Earthquake
- Bridge failures

APPENDIX 2:

Regulation references

- 155.17 Education Law – School Safety Plans
- Executive Law 2B

APPENDIX 3:

Understandings or agreements relevant to implementation of the District-Wide Safety Plan and, where appropriate, Building-Level Emergency Response Plans.

- St. Henry's Church
- Long Lake Town Hall

APPENDIX 4:

Building-Level Emergency Response Plans are filed with state law enforcement agencies. Identification of local and state law enforcement agencies where building-level plans are filed.

- Long Lake Central School – NYS Police

APPENDIX 5:

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel, and visitors to the school:

- Corporal Punishment Policy #7350
- Policy Concerning Alcohol and Other Substances #6150 & #7320
- Child Abuse and Maltreatment Policy #7530
- Drug-Free Workplace Policy #6151
- Firearms in Schools Policy #3411 & #7360
- Policy for Maintenance of Public Order on School Property #3410
- Code of Conduct #3410
- Policy Statement on Sexual Harassment in the Workplace #6121 & #7551
- Title IX/504/Civil Rights/Age Discrimination #6122, #7550, #7551, #8220, & #7420

APPENDIX 6:



Citizen Guidance on the Homeland Security Advisory System

Risk of Attack	Recommended Actions for Citizens
 <p>GREEN Low Risk</p>	<ul style="list-style-type: none"> ➔ Develop a family emergency plan. Share it with family and friends, and practice the plan. Visit www.Ready.gov for help creating a plan. ➔ Create an "Emergency Supply Kit" for your household. ➔ Be informed. Visit www.Ready.gov or obtain a copy of "Preparing Makes Sense, Get Ready Now" by calling 1-800-BE-READY. ➔ Know how to shelter-in-place and how to turn off utilities (power, gas, and water) to your home. ➔ Examine volunteer opportunities in your community, such as Citizen Corps, Volunteers in Police Service, Neighborhood Watch or others, and donate your time. ➔ Consider completing an American Red Cross first aid or CPR course, or Community Emergency Response Team (CERT) course.
 <p>BLUE Guarded Risk</p>	<ul style="list-style-type: none"> ➔ Complete recommended steps at level green. ➔ Review stored disaster supplies and replace items that are outdated. ➔ Be alert to suspicious activity and report it to proper authorities.
 <p>YELLOW Elevated Risk</p>	<ul style="list-style-type: none"> ➔ Complete recommended steps at levels green and blue. ➔ Ensure disaster supply kit is stocked and ready. ➔ Check telephone numbers in family emergency plan and update as necessary. ➔ Develop alternate routes to/from work or school and practice them. ➔ Continue to be alert for suspicious activity and report it to authorities.
 <p>ORANGE High Risk</p>	<ul style="list-style-type: none"> ➔ Complete recommended steps at lower levels. ➔ Exercise caution when traveling, pay attention to travel advisories. ➔ Review your family emergency plan and make sure all family members know what to do. ➔ Be Patient. Expect some delays, baggage searches and restrictions at public buildings. ➔ Check on neighbors or others that might need assistance in an emergency.
 <p>RED Severe Risk</p>	<ul style="list-style-type: none"> ➔ Complete all recommended actions at lower levels. ➔ Listen to local emergency management officials. ➔ Stay tuned to TV or radio for current information/instructions. ➔ Be prepared to shelter-in-place or evacuate, as instructed. ➔ Expect traffic delays and restrictions. ➔ Provide volunteer services only as requested. ➔ Contact your school/business to determine the status of the work day.

**Developed with input from the American Red Cross.*