

# **Newfield Central School District-Wide Safety Plan**

*This plan has been developed in compliance with Education Law Section 2801-a  
and Commissioner's Regulation Section 155.17*

## **NEWFIELD CENTRAL SCHOOL DISTRICT SAFETY PLAN**

The purpose of having safety plans is to prevent emergencies or, in the event of an emergency, minimize the impact on students and staff. The District Safety Plan is adopted by the Board of Education after a public hearing in order to give the community an opportunity to provide input.

Each school in the District has its own safety plan which is not subject to disclosure under the Freedom of Information Law or any other law. This summary of the safety plan(s) is provided as required by the New York State Education Department and Commissioner's Regulations.

The District Safety Team and Building Safety Teams meet annually, at a minimum, to review the specifics of each plan. Each plan addresses all of the major safety concerns that could arise or have been experienced by schools, outlining procedures and important contact information. These plans are kept in confidential but readily accessible files for law enforcement and school officials to use in the event of an emergency. A copy is also filed with the Commissioner of Education within thirty (30) days after adoption or amendment.

District and building safety teams may include representatives from a variety of constituents, such as Board Members, administrators, teachers, CSEA members, students, parent organizations, etc. The District Safety plan addresses training, prevention, structural issues, and other logistical/coordination concerns. The Building Safety plans provide more specific information about roles and responsibilities in various types of emergencies.

Additional information may be found in the following documents:

- Homeland Security Presidential Directives - HSP0-5, HSPD-8
- Homeland Security Act of 2002, 6 United States Code (USC) Section 101
- Education Law Section 2801-a
- Public Officers Law Article 6
- NY Code of Rules and Regulations (NYCRR) Section 155.17

## **INTRODUCTION**

For the sake of brevity, the Newfield Central School District and all of its environs may be referred to as "NCS" in this document.

### **SECTION 1:** **GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **Purpose**

The Newfield Central School District supports the SAVE Legislation and has developed this Emergency Response Plan in order to prepare and train for potential crises that may affect the District's staff and students. The Newfield Central School District-wide Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17.

#### **Identification of Teams**

The Newfield Central School District has appointed a District-wide Safety Team consisting of, but not limited to, representatives of the teachers, administrators, parent organizations; school safety personnel; and other school personnel. The members of the team and their positions or affiliations are as follows:

#### **District Team**

Eric Hartz, Superintendent  
Laine Gillette, Elementary Principal  
Patrick Mahunik, Director of Secondary Education  
David Shaw, Business Manager  
Sunshine Miller, Director of Technology/PD  
Ben Mueller, Director of Special Programs  
William Ellers, Facilities/Security Manager  
Robin Wood, Cafeteria Supervisor  
Charles Brockner, Transportation Director  
Christine Laughlin, Elementary Nurse  
Amy Schwoeble, Secondary Nurse  
Brandon Conway, NYS Trooper  
Lori Owens, District Clerk

#### **Elementary Building Team**

Laine Gillette, Elementary Principal  
Hank Neubert, Dean of Students  
Ben Mueller, Director of Special Education Programs  
Christine Laughlin, Elementary Nurse  
Tracy Wall, Teacher  
Jamie McCaffery, Social Worker  
Tony Cirulli, Custodian  
Pam Scott, Admin. Assistant  
Becky Charshy, Guidance Counselor

### **Secondary Building Team**

Patrick Mahunik, Director of Secondary Education

Melissa Addy, Dean of Students/Literacy Coach

Jeff Augustine, AD

Rick Pawlewicz, HS Guidance

Colleen Markle, MS Guidance

Amy Schwoeble, Secondary Nurse

Kyle Malane, Custodian

The District-wide Plan Protocols guide the development and implementation of individual building-level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the superintendent will be notified by the designated Liaison Officer on the building team. Local emergency officials will also be notified by the Liaison Officer when appropriate.

## **PLAN REVIEW AND PUBLIC COMMENT**

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this Plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide Emergency Response Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide Safety Team. The required annual review will be completed 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 district office.

## **SECTION 2:**

### **RISK EDUCATION/PREVENTION AND INTERVENTION**

#### **PREVENTION/INTERVENTION STRATEGIES**

- NCS Administrative staff is expected to maintain collaborative relationships with the New York State Police (272-4671), and the Tompkins County Sheriff's Department (272-2444).
- Police authorities are consulted when the safety of staff, students, or the facilities is in jeopardy.
- Students Against Destructive Decisions (SADD)

- The annual presentation of the Code of Conduct to the student body
- Choices/Citizenship program highlighting conflict resolution strategies for students
- Mediation services provided by the school counselors
- Peer education program
- The home base Advisory program
- Posters--character-related

## **NON-VIOLENT CONFLICT RESOLUTION TRAINING PROGRAMS**

Numerous types of training are available from a variety of sources, the implementation by all departments and programs to minimize the potential for violence. A sampling of the available resources includes:

- Training programs available through the New York State Police;
- Student mediation programs available through the Conflict Dispute Resolution Center
- Programs such as "PBIS," Positive Behavior Intervention, and Support
- Crisis Intervention Training

## **TRAINING, DRILLS, AND EXERCISES**

All administrators and school safety team members must take the online course sponsored by FEMA on the Incident Command System for Schools (<https://emilms.fema.gov/IS100SCA/index.htm>). New team members are required to complete the course prior to serving on the team.

Each building runs fire drills, bus drills, lockdown drills, shelter-in-place drills, reunification drills, and evacuation drills as per state guidelines. Faculty meetings and faculty handbooks are used to instruct on the protocol for each drill.

Tabletop drills are conducted with the safety teams (which include local and county emergency responders) each year. Actual drills are conducted for lockdown, shelter-in-place, and evacuation drills that test the plan's components with staff and student participation. A debrief session is held following the drills to discuss any issues or changes that need to be made.

## **IMPLEMENTATION OF SCHOOL SECURITY**

Security cameras are installed throughout the district. All doors are secured during the school day and a video buzzer system is required to gain access to the buildings.

There is a single point of entry in each building and visitors are asked to report to the building's office to sign in for a visitor pass. Teachers and administrators monitor student activity throughout the day.

## **VITAL EDUCATIONAL AGENCY INFORMATION**

Newfield Central School District Office  
247 Main Street, Newfield, NY 14867  
Phone: 607-564-9955  
Fax: 607-564-0055

### **KEY OFFICIALS:**

Eric Hartz, Superintendent 564-9955 x4140  
David Shaw, Business Manager 564-9955 x4121  
Patrick Mahunick, Director of Secondary Education 564-9955 x3130  
Laine Gillette, Elementary Principal 564-9955 x1145  
Sunshine Miller, Director of Technology and PD 564-9955 x5124  
Ben Mueller, Director of Special Programs 564-9955 x1221  
William Ellers, Facilities and Security Director 564-9955 x4129  
Charles Brockner, Director of Transportation 564-9955 x4141

### **AERA SCHOOLS:**

TST-BOCES, Career and Technical Education (CTE)  
555 Warren Rd.  
Ithaca NY, 14850  
Phone: 257-1551

TST-BOCES, Community School  
555 Warren Rd.  
Ithaca NY, 14850  
Phone: 257-1551

TST-BOCES, Smith Building  
555 Warren Rd.  
Ithaca, NY 14850  
Phone: 257-1551

Beverly J. Martin School  
302 W. Buffalo St.  
Ithaca, NY 14850  
Phone: 257-2530

New Roots Charter School  
116 N. Cayuga St.  
Ithaca, NY 14850  
Phone: (607) 882-9220

Dewitt Middle School  
560 Warren Rd  
Ithaca, NY 14850  
Phone: (607) 257-3222

Boynton Middle School  
1601 N. Cayuga St  
Ithaca, NY 14850  
Phone: (607) 274-2241

South Hill School  
520 Hudson St.  
Ithaca, NY 14850  
Phone: (607) 274-2129

Immaculate Conception School  
320 W. Buffalo St.  
Ithaca, NY 14850  
Phone: 273-2707

The Elizabeth Ann Clune Montessori School of Ithaca  
120 E. King Rd.  
Ithaca, NY 14850  
Phone: (607)277-7335

North Spencer Christian Academy  
721 Ithaca Rd.  
Spencer, NY 14883  
Phone: (607) 589-6366

GST BOCES  
459 Philo Rd.  
Elmira, NY 14901  
Phone: (607) 739-3581

William George Agency for Children's Services, Inc.  
380 Freeville Rd,  
Freeville, NY 13068  
Phone: (607) 844-6460

Spencer-Van Etten CSD  
16 Dartts Crossroad  
Spencer, NY 14883  
Phone (607) 589-7100

Odessa-Montour CSD  
300 College Ave.  
Odessa, NY 14869  
Phone: (607) 594-3976

## **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

All faculty and staff monitor student behavior. Each building provides intervention strategies and these are outlined in building safety plans. The following risk factors are provided to staff both verbally and in writing on an annual basis during faculty meetings. The information will also be posted on the district website for parent/guardian, students, and board member information. The identification of family, community, and environmental factors (see below) will occur during grade-level team meetings in the elementary and middle schools and by the Child Study Team at the high school for students considered "at-risk".

### **Risk Factors for Violence/Aggression in Individuals**

- Overexposure to violence in the media
- History of delinquency before the age of 13
- Low family income
- Low non-verbal IQ
- Sibling convicted of a crime
- Consistent poor school performance by the age of 10
- Association with violent peers: gangs
- Lack of physical needs being met
- Early first use of a drug
- Frequent school transitions
- Early history of school discipline problems
- Poor parenting and family chaos
- Low levels of empathy

## **HAZARD IDENTIFICATION**

The following sites of potential emergency must be considered for each facility owned and/or occupied by NCS and its personnel and programs. Each potential site must be considered in the Building Safety Plans:

1. Systems:
  - Electrical Panels/Shut off
  - Gas Lines/Shut Off
  - Gas Appliances
  - Heating System
  - Sewage System
  - Structural Failure
  - Ventilation/ Air



Conditioning Water  
Supply/Shut Off

2. Environmental Problems

Chemical Storage  
Cleaning Supplies  
Paper Supply/Storage  
Specialized Classrooms/Labs

3. Site Considerations

Isolated areas in proximity to the school  
Nearby streams  
Steep areas close to the school  
Unprotected exterior gas, electric, air conditioning supplies, and/or equipment  
Playground equipment

**SECTION 3:**  
**RESPONSE**

**RESPONSE PROTOCOLS**

The district will use the Incident Command System for Schools. The Incident Commander and Staff have been designated for each building by the building safety teams. Assignment of duties for Central Office is as follows:

*I. Incident Commander:*

This person manages the entire incident and will very often be an emergency responder rather than a school administrator. *Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response and coordinates/manages all ICS functions. Responsible for ensuring safety, providing information services to internal and external stakeholders (such as parents), and establishing and maintaining liaisons with other agencies participating in the incident.*

- Eric Hartz 607-564-9955 x 4140
- Patrick Mahunik (alternate) 607-564-9955 x 3130
- David Shaw (alternate) 607-564-9955 x 4121

A. Safety Officer(s):

This person is responsible for the safety of the scene and the individuals at the scene. His or her role might include determining whether students have been evacuated far enough from the school. Often this role will be filled by an emergency responder. *Monitors safety conditions and develops measures for assuring the safety of all response personnel.*

- William Ellers 607-564-9955 x 4129
- Tony Cirulli (alternate) Radio contact
- Rob Doner (alternate) Radio contact

B. Liaison Officer(s):

This person is responsible for coordinating with all of the agencies that have responded to the crisis. It is critical that this person be a good communicator and able to convey important information both to responders about the situation or the school facility and to school staff about necessary actions. *Serves as primary contact for supporting agencies assisting at an incident.*

- Sunshine Miller, 607-564-9955 x 5124
- Amy Schwoeble (alternate) 607-564-9955 x 3114
- Lori Owens (alternate) 607-564-9955 x 4140

C. Public Information Officer(s): This person is responsible for releasing information to families, community members, and the media during a crisis. The media can be a tremendous help in getting information to families and community members. *Serves as the conduit for information to internal and external stakeholders, including the media or parents.*

- Lori Owens, 607-564-9955 x 4140
- David Shaw, 607-564-9955 x 4121

II. Operations Chief(s):

This person manages student and staff care during a crisis. This includes physical (food and water), medical (CPR and first aid), and mental needs (psychological services), as well as student release. *May check outdoor areas for students and staff, maintain student and staff emergency contacts and medical information/supplies, oversee emergency kits and supplies, keep cellular phones or two-way radios to ensure constant communication, student release/parent reunification, and assist students and staff with special needs.*

- Christine Laughlin, 607-564-9955 x 4032
- Sunny Miller, 607-564-9955 x 5124
- Laine Gillette, 607-564-9955 x 1145
- Patrick Mahunik (alternate) 607-564-9955 x 3130

### III. Planning/Documentation Chief:

This person is responsible for documenting the event, analyzing what has transpired thus far, and planning for possible further action. *Plans and conducts exercises complete after incident debriefings and reports, documents all incidents (both practice and real).*

- Pam Scott, 607-564-9955 x 1145
- Roxanne King, (alternate) 607-564-9955 x 4122
- Lisa Snyder, 607-564-9955 x 4115

### IV. Logistics Chief:

This person manages the supply and staffing needs of the situation. The logistics officer focuses on acquiring the supplies needed to assist the emergency responders. The logistics officer's school staff logistics responsibilities will include long-term needs (beyond the first four hours) for things like food, water, and bathroom facilities, as well as transportation (if students need to be bused off campus). The logistics officer is also responsible for locating and assigning staff to fill various tasks for emergency situations. This could include finding staff to carry messages from the operations officer to those staff members directly managing students. *Secures and coordinates resources needed by students, staff, and first responders during an incident, including food, shelter, buses, generators, and other supplies as needed*

- David Shaw 607-564-9955 x 4121
- William Ellers (alternate) 607-564-9955 x 4129

### Notification and Activation

The primary responsibility for contacting law enforcement regarding threats or acts of violence rests with the administrative staff. Students should contact law enforcement only when it is not possible for an NCS staff member to do so. An NCS staff member should contact law enforcement only when it is not possible or practical for the supervisor to do so. In the event that a student or NCS staff member contacts law enforcement, they should notify their immediate supervisor.

Administrators will be alerted to incidents through flagged emails, the voice mail 911 system, and/or 2-way radio.

Families will be notified of incidents through the emergency notification system, letters home, the district website, and/or the LED sign in front of the school as applicable and practical.

Staff members will be notified through the communication systems set up by individual building plans.

The primary responsibility for obtaining assistance from emergency services and local government agencies during an emergency rests with the administrative staff. A student should speak with a teacher and a staff member should speak with their immediate supervisor about obtaining assistance unless such an emergency is so dire as not to allow the time to do so.

## **DISTRICT RESOURCES AVAILABLE FOR USE IN AN EMERGENCY**

During an emergency, the following should be considered/consulted:

1. The District-Wide School Safety Plan (this document);
2. The School Building Safety Plan(s) for affected building(s)

The contact for extreme emergencies is 911. Other numbers for urgent, but not emergency situations are:

- Bangs Ambulance Service 273-1161
- NY State Police 272-4671
- Tompkins County Sheriff's Department 272-2444
- Newfield Substation 564-0778
- NY State Electric and Gas 1-800-572-1111
- Tompkins County Environmental Health Dept. 274-6888
- Tompkins County Highway Department 274-0300
- Town of Newfield Highway Department 564-3616
- Newfield Fire Company 564-7222 (voice mail only)
- NYS Dept. of Transportation (Cortland) 756-7072
- American Red Cross 273-1900
- Poison Control Center 1-800-222-1222  
If the first line is busy 1-315-476-4766
- Cayuga Medical Center (Hospital) 277-1600
- Cayuga Medical Center (Convenient Care) 274-4150
- Tompkins County Fire, Disaster, and EMS Office
- (John L. Miller, NYS Emergency Management Office) 257-3888

Other community agencies that may potentially be of assistance during an emergency include:

- Department of Social Services 274-5252
- Family and Children's Services 273-7494
- Suicide Prevention and Crisis Service 272-1616

## **TECHNOLOGY USE**

1. Public Address System: The PA system can be used for both building-wide and district-wide notification of an emergency.
2. Navigate Prepared (a phone app) is used by staff to notify of an emergency and provide updates throughout an incident.
3. Access Control System: The elementary school has six (6) exterior doors which can be opened by proximity card access. The middle school has two (2) exterior doors and the high school has three (3) exterior doors which can be opened by proximity card access. All doors are locked except the one point of access at each building. Emergency lock-down buttons are located in each main office and the district office. When pressed, these buttons will lock down all doors in all three school buildings. All doors are locked during the school day and at specified times each evening and on weekends and holidays.

4. Intrusion System: Motion detectors are located throughout the district and all exterior doors are monitored when the intrusion system is armed.
5. Video Surveillance System: Cameras are located inside the buildings and at several exterior locations.
6. Emergency Notification System: The District contracts with School Messenger to provide the ability to use email and automatic phone calls to notify families, staff, and the community of any emergency.
7. Emergency announcements will also be posted on the LED sign in front of the school if possible.
8. Remote Access System: All cameras and data are accessible via remote access to authorized personnel.

#### **PARENT NOTIFICATION**

1. In the event of an early dismissal, the Superintendent or designee will notify each school building. It will be the responsibility of each building to notify parents of the early dismissal.
2. In the event of a violent incident, the Superintendent or designee will notify each building. Notification of parents will be at the discretion of the Superintendent/designee and may be accomplished by use of the emergency notification system or by follow-up letter to parents of children affected or potentially affected by the violent incident.

#### **SITUATIONAL RESPONSE: MULTI-HAZARD RESPONSE**

##### **Emergency Closing Procedures:**

Schools occasionally must close down operations because of severe weather or unanticipated emergencies. The decision to cancel NCS classes is made by the District Superintendent or designee. When NCS classes are canceled because of emergency conditions, the following will occur:

- a. The Superintendent of Schools or designee is authorized to make or approve a school closing decision.
- b. The Superintendent or designee will notify as many as possible of the following radio stations and television channels:

WICB-FM 91.7 FM WQNY 103.7 FM  
 WVBR 93.5 FM WAAL 99.1 FM  
 WPCX WINK 106 FM  
 WHCU-AM 870 AM  
 WYXL 97.3 FM  
 WTKO WSKG 1470 AM 89.3 FM

WENY Elmira Channel 9  
 WIXT, Syracuse Channel 3  
 WTVH, Syracuse Channel 5  
 WBNG, Binghamton Channel 12

- c. The Superintendent or designee will initiate notification through the emergency notification systems.

### **Early Dismissal**

In the face of an emergency situation occurring during the school day, the following procedures are to be followed:

1. The Superintendent or designee makes or approves a "go home" decision.
2. Individual building principals should discuss concerns with the Superintendent who will make the ultimate decision.
3. Transportation must be arranged for the return home. This may be done in one or more ways:
  - School District buses
  - Private vehicles
  - Walking
  - Alternate transportation as determined by Superintendent
4. Wherever necessary and advisable, an announcement is made on the radio stations and television channels identified in the section above.
5. The Superintendent or designee will initiate notification through the emergency notification systems.
6. NCS personnel remain and the switchboard should remain open until all students have safely been returned to their homes.
7. Updated information will be posted on the school website whenever possible.

### **Evacuation/Alternate Shelter Plan**

In the case of an incident that necessitates evacuation of all students in a particular building or district-wide, the following plan will be activated. Evacuation sites will be determined based on the type/location of the incidents.

1. Evacuation of an area within the building to another area within the building or outside of the building.
  - a. The Administrator will provide instructions to direct students/staff from the affected area to a safe area within the building or outside of the building. The fire alarm may be used to signal the need for an evacuation.
  - b. The students and staff will be escorted by the teachers involved quickly and quietly to the safe area. A teacher or staff member will follow the group to ensure everyone leaves the area.
  - c. No stops by students are allowed. All books, etc. are to be left in the room.
  - d. Once in the safe site, attendance will be taken and students/staff will remain to await further instructions from the Administrator.
  - e. Parents will be notified via the emergency notification systems and/or the district website.
2. Evacuation of the entire building to another safe building on campus.

- a. The Administrator will provide instructions to direct students/staff from the building to the safest/quickest exit of the building.
  - b. The student will be escorted out of the building and taken to a safe site. A teacher and/or staff member will follow the group to ensure that everyone has been evacuated.
  - c. The students/staff will be directed on the safest travel route to the other building and this route should be strictly adhered to.
  - d. No stops by students are allowed. All books, etc. are to be left in the room
  - e. Once in the safe site, each teacher will take attendance. Students and staff will remain to await further instructions from the Administrator.
  - f. Parents will be kept up to date via the emergency alert systems and/or via the district website.
3. Evacuation of a building/campus to an off-campus site.
- a. The administrator will communicate with the Transportation Supervisor regarding the immediate bus needs, including how many buses, location for loading off-campus site locations
  - b. The Transportation Supervisor will immediately call in all "on campus" drivers; and if needed, those drivers at home who are closest.
  - c. The administrator will provide instructions to direct students/staff from the building to the safest and quickest exit of the building.
  - d. No stops by students are allowed. All belongings are to be left in the room(s).
  - e. The student and staff will be escorted by the teacher(s) quickly and quietly to the safest exit out of the building. A teacher/staff member will follow the group to ensure everyone leaves the building.
  - f. Once out of the building, students, teachers, and staff will be directed onto the buses. Teachers and staff members will ride the buses with the students. Teachers will direct students to remain quiet.
  - g. Upon arrival at the off-campus site, a listing of all students, teachers, and staff members will be compiled.
  - h. Bus drivers will remain at the off-campus site until given further direction by the incident commander.
  - i. Parents will be notified of the reunification site via the emergency notification systems and/or the district website.

**Bus Drivers On-Site:**

Anne Marshall  
Chuck Brockner  
Tony Ebel  
Dan Emery

**IMPLIED/DIRECT THREATS**

Any threat to the safety and wellbeing of students and/or staff will be treated seriously. Threats involving bodily injury will be considered in the context of the *Code of Conduct* adopted and approved for use by the staff of the NCS.

### **BOMB THREATS** necessitate the following actions:

1. Notify the local police agency of the threat or presence of a device.
2. If the threat is considered to be "real", students and staff will be evacuated.
3. The Incident Commander/Safety Officer will allow the building to be re-occupied by staff and students after it has been cleared by appropriate agencies and the ICS Safety Officer.
4. Parents will be notified in one or more of the following ways: letter home, emergency notification system, or district website.

### **ACTS OF VIOLENCE**

Any act of violence is to be considered in the context of the *Code of Conduct*. Please refer to the *Code of Conduct* for additional information about the consequences of violent behavior. If the act of violence is so egregious as to require action(s) beyond that/those found in the *Code of Conduct*, then the following responses should occur:

1. A staff member should report the incident to their immediate supervisor.
2. An Administrator should report the threat to the District Superintendent or their designee, who will decide whether or not to involve the local authorities and/or emergency personnel. Possible contacts include but are not limited to the following:
  - 9-1-1 911
  - New York State Police 272-4671
  - Tompkins County Sheriff 272-2444
  - Bangs Ambulance 273-1161
  - Newfield Fire Company 564-7222 (voice mail only)
  - Tompkins County Fire, Disaster and EMS Office 257-3888
3. Other actions may be taken at the direction of the Incident Commander.

### **HOSTAGE-TAKING**

#### *· Identification of decision-makers*

The Incident Command System (ICS) will be used to identify decision-makers. School personnel will remain in command until law enforcement arrives at the scene.

#### *· Plans to safeguard students and staff*

Each building has a specific procedure to follow, which will remain confidential. It may be necessary to lock down the building or evacuate the building, depending on the location of the threat. A reunification site away from the school will be set up to return students to their parents/guardians.

#### *· Procedure to provide transportation*

The Operations Chief will contact the transportation supervisor as directed by the Incident Commander in order to evacuate and/or shelter students and staff during the emergency.



- *Procedures to notify parents*

Parents will be notified via the district website and/or the emergency notification systems. The superintendent will send a letter home following any major emergency situation to further inform the parents/guardians of the situation, response, and follow-up as appropriate.

- *Procedures to notify media*

The superintendent or designee will also arrange any press conference and compose any press releases.

- *Debriefing procedures*

The superintendent or designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

## **INTRUSIONS**

- *Identification of decision-makers*

The Incident Command System (ICS) will be used to identify decision-makers. School personnel will remain in command until law enforcement arrives at the scene.

- *Plans to safeguard students and staff*

Each building has a specific procedure to follow, which will remain confidential. It may be necessary to lock down the building or evacuate the building, depending on the location of the threat. Students will be evacuated if the incident commander and safety officer deem it necessary and safe.

- *Procedure to provide transportation*

The Operations Chief will contact the transportation supervisor as directed by the Incident Commander in order to evacuate and/or shelter students and staff during the emergency.

- *Procedures to notify parents*

Parents will be notified via the district website and/or the emergency alert systems. The superintendent will send a letter home following any major emergency situation to further inform the parents/guardians of the situation, response, and follow-up as appropriate.

- *Procedures to notify media*

The superintendent or designee will also arrange any press conference and compose any press releases.

- *Debriefing procedures*

The superintendent or designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

## **KIDNAPPINGS**

- *Identification of decision-makers*

The Incident Command System (ICS) will be used to identify decision-makers (see page 8). School personnel will remain in command until law enforcement arrives at the scene.

- *Plans to safeguard students and staff*

Each building has a specific procedure to follow, which will remain confidential. It may be necessary to lock down the building while a search is underway.

- *Procedure to provide transportation*

The Operations Chief will contact the transportation supervisor to provide any information available so bus drivers can be on the lookout for the vehicle/persons involved.

- *Procedures to notify parents*

Parents will be notified via the district website and/or the emergency notification systems. The superintendent will send a letter home following any major emergency situation to further inform the parents/guardians of the situation, response, and follow-up as appropriate

- *Procedures to notify media*

The superintendent or his/her designee will also arrange any press conference and compose any press releases.

- *Debriefing procedures*

The superintendent or designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

## **ARRANGEMENTS FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT**

Central Office maintains ongoing communication with the Tompkins County Health Department and the Red Cross, as well as local and state politicians. These include:

- Tompkins County Health Department 274-6600 or 1-800-875-6686
- Tompkins County Red Cross Executive Director 273-1900 x 10
- Health & Safety Director 273-1900 x 16
- Senator Tom O'Mara 732-2765
- Assemblywoman Barbara Lifton 277-8030

## **DISTRICT RESOURCES AVAILABLE FOR USE IN AN EMERGENCY**

The district has buses available for emergency transport if necessary. School buildings may be used as shelter sites or reunification centers.

### **COORDINATING THE USE OF SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES**

In the event of an emergency or disaster, the Superintendent or designee should immediately notify the following: · Call 911 to activate the emergency law enforcement, fire, and medical response systems · Call the Superintendent (Incident Commander).

- The Incident Commander will notify members of the Administrative Team and applicable emergency services of the situation.
- The Incident Commander will establish a Command Post.
- The Facilities and Security Manager (or Maintenance Worker, if the Manager is not available) will contact all Maintenance Staff via radio, to report to an assigned location, and/or to remain on standby.

### **SECTION 4: RECOVERY**

#### **REUNIFICATION**

A plan for reunifying parents/guardians with students is practiced each year. The reunification site will be communicated to parents/guardians using the School Messenger system after students have been safely transported to this location. Parents will be asked to sign in and show a photo ID. They will be taken to a room where they will be reunited with their child/ren and asked to exit. The students will be kept in a separate, secure location away from the arriving parents until their parent is identified and walked to meet them by school personnel.

#### **DISTRICT SUPPORT FOR BUILDINGS**

Mental health workers (guidance counselors, social workers, and school psychologists) will work in the building affected in order to provide support to faculty, staff, and students as necessary.

Principal(s) are expected to consult with the Superintendent in composing letters to parents following an emergency. The District Liaison Officer will communicate with outside agencies, such as the Tompkins County Health Department, in order to provide necessary services following an emergency.

The District Liaison Officer will communicate with outside agencies, such as the Tompkins County Health Department, in order to provide necessary mental health services following an emergency

## **SECTION 5:** **SUMMARY OF BUILDING PLANS**

### **PLANNING AND PURPOSE**

Each School Building Principal, under the direction of the Board of Education and Superintendent of Schools, has appointed a Building-Level School Safety Team charged with the development, implementation, and maintenance of the Building-Level Emergency Response Plan. This Emergency Response Plan has been developed due to the realization of the need and importance of an effective response to emergency situations and to comply with the Commissioner of Education Regulation 155.17.

The Building Crisis Plans are one component of the District-Wide Comprehensive School Safety Plan. The Building-Level Safety Team will work closely with the District-Wide Safety Team to ensure that all practices and procedures remain current and effective. The Building Crisis Plan seeks to respond to the types of natural or technological hazards that may occur through the maximum utilization of the school district's personnel and resources.

The intent of the Building Crisis Plan is to develop consistent responses to emergency situations experienced by the school district and to integrate the district's emergency response with other emergency responses. The school building's planning process is critical to workable emergency response and has been developed to include the following:

- Building Level School Safety Team
- Emergency Response Team
- Post-Incident Response Team
- Volunteer Search Team
- Incident Command System
- Early Dismissal, Evacuation, and Sheltering Plans including Annual Building Test of Emergency Response Procedures
- Emergency Notification to Parents
- Emergency Telephone #'s (internal and external)
- School Building Information Report, Floor Plans & Resources
- School Building Command Post(s)
- Emergency Procedures Notice and Training for Students and Staff
- Annual Emergency Response Plan Review
- Needs of Handicapped Students and Staff
- Coordination with Local and County Emergency Response Agencies
- Pre-Emergency Planning and Sequential Emergency Response
- Hazard Analysis
- Communication Systems
- Public Information Officer and Alternate
- Transportation
- Emergency Response Kit

## EMERGENCY PLANNING RATIONALE

The New York State Education Department Commissioner of Education Regulation Section 155.17 requires that each Building Level School Safety Team develop an Emergency Response Plan and update it by July 1 of each school year so it can be incorporated into the District-Wide Comprehensive Safety Plan. This will ensure the safety and health of students and staff and also ensure integration and coordination with similar emergency planning at the Municipal, County, and State levels. Each School Principal will designate a Building Level School Safety Team to oversee the development, implementation, updating, and testing of the Emergency Plan. The School Principal will coordinate with both internal staff and representatives from external agencies to meet the required elements of the law. The initial response to all emergencies at the School Building-Level will be by the School Emergency Response Team. Once the School Principal activates the School Emergency Response Team the Superintendent of Schools will be notified and, if necessary, local emergency officials will also be notified. Protocols will be established to obtain assistance from County and State agencies if necessary.

## PLAN REVIEW AND PUBLIC COMMENT

- The Building Crisis Plans will be reviewed periodically throughout the school year and maintained by the Building-Level School Safety Teams.
- A summary of the Building Crisis Plans will be made available for public comment at least 30 days prior to its adoption as required by the Commissioner's Regulation 155.17(e)(3). The Building Crisis Plans will become part of the District-Wide Comprehensive Safety Plan which will be formally adopted by the Board of Education.
- The Building Crisis Plans shall be confidential and not subject to disclosure to the general public. Full copies of the Building Crisis Plans will be supplied to both Local and State Police within 30 days of adoption.

## PLAN OF ACTION

In an emergency, time is a critical factor in the decision-making process. Decision-makers need to know if the Plans have current and accurate information (names, phone numbers, student information, building resources, etc.). Basic components include:

- Integration of police, fire, emergency medical services, hospitals, gas and electric utilities, and transportation
- Delineation of the roles and responsibilities of personnel at the emergency sites (Chain-of-Command)
- Notification of who should be contacted in an emergency and in what order.

To account for the variable character of disaster emergencies and the extent of advance warning, there are three different plans of action to protect the health and safety of students and staff. The three plans are as follows:

### **Go-Home Plan (Early Dismissal)**

The *Go-Home Plan* meets the need to return students to their homes and family as rapidly as possible. Typically, this type of response is used when snow arrives after students are in school. Each school maintains current student records which include

names and telephone numbers of family and designated surrogates for the purpose of notifying families when this type of situation occurs. Students with special needs have been identified and planned for appropriately. The emergency notification system will be activated in order to notify parents that students will be dismissed early.

### **Shelter Plan**

Shelter-In-Place is a decision made when the situation is safer inside than outside. For example, during conditions when the roads are closed for outside travel, or when they are extremely hazardous, sheltering is called for. Generally, sheltering is for a short time - but conditions could warrant extended sheltering. Sheltering Plans include provisions for at least 24 hours. Schools have identified the safest area(s) for occupants in their Building Crisis Plans. These areas are reviewed during the school district's Annual Visual Inspection required under the New York State RESCUE regulations.

### **Stay in Place**

The stay in place is used when there is a situation in the building that requires no action on the part of students or teachers. For example, a student has vomited in the hallway and it needs to be cleaned up before students can pass to their next class. Or, a teacher has fainted and the halls need to be clear for emergency personnel to access, treat, and transport.

**Lockdown** is a special kind of sheltering plan that requires individuals to remain within the safety of their immediate area to protect them from imminent danger. An intruder may be one reason to invoke this type of response.

**Lockout** usually means the threat is exterior to the building. All exterior doors are secured and no one may enter or leave the building. A posting is placed at the front entrance of the building indicating a lockout is occurring and giving direction on where arriving individuals should go. Usually, normal activities can continue in the building.

### **Evacuation**

*Evacuation* to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building, and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students are transported and housed temporarily in some other building. Building Crisis Plans include provisions for transportation and the use of alternate sites.

## **IDENTIFICATION OF SCHOOL TEAMS:**

### **1. Building-Level School Safety Team**

The Building-Level School Safety Team is selected by the Principal and includes teachers, administrators, parent organizations, safety, and other school personnel, community members, local law enforcement officials, local ambulance and other

emergency response agencies, and any other representatives deemed appropriate. Some major functions of the team include:

- Develop and update the Building-Level Safety Plan to reflect practices consistent with the District-Wide Safety Plan and Code of Conduct.
- Develop, implement and evaluate Building-Level exercises and drills.
- Conduct periodic safety audits and climate surveys.
- Review VADIR data.
- Recommend appropriate training for all building occupants.

## **2. Building-Level School Emergency Response Team**

The Building-Level School Emergency Response Team is selected by the Principal and Building-Level School Safety Team and may be comprised of members of the Building-Level School Safety Team. At a minimum, the Team will include the Building Principal, Assistant Principal (if any), School Nurse, Head Custodian, and others as necessary. This team will take charge in a Building-Level emergency and work under the direction of the Building's Incident Commander.

## **3. Building-Level Post-Incident Response Team**

The Building-Level Post-Incident Response Team provides post-incident psychological and medical aftercare if necessary. A district-wide Post-Incident Response Team that includes members of the Tompkins County Department of Mental Health is also available to assist in the post-incident response.

## **4. Building-Level Volunteer Search Team**

Although not specifically required by the SAVE legislation, each school building may establish a Volunteer Search Team. This Team will assist local emergency responders in searching a building. The involvement of building personnel is important since they are more familiar with the building and more likely to spot something unusual or out of place. Volunteers receive training prior to conducting a building search and are never asked to touch or handle questionable items.

## **BUILDING SAFETY TRAINING**

Training for Building Emergency Response Teams may include, but is not limited to the following:

- De-escalation techniques
- Tabletop exercises
- Multi-hazard training/drills
- Basic concepts of the Incident Command System (ICS) for schools.

The Building-Level School Safety Team includes members of local emergency response services who will be instrumental in assisting the Team in the annual review of the Plan and conducting drills and exercises to test the Plan. These tests may include tabletop exercises which will be coordinated with Local and County emergency responders and preparedness officials. The School Building Emergency Response Team will be critical in the coordination of these exercises.

The District-Wide Comprehensive School Safety Plan requires annual multi-hazard training for students and staff. The intent of this training is to make building residents aware of the specific response procedures in their buildings.

All school building staff will be familiarized with the basic concepts of the Incident Management System (Incident Command). This type of training can be most successfully accomplished by members of the Building-Level School Safety Team who would be most familiar with the procedures they have established. The Team will utilize a train-the-trainer approach to train individual classroom teachers to relate this information to their classes. Staff training will be incorporated into regular staff meetings.

## **IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES**

Each Building-Level School Safety Team has identified sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population.

## **INCIDENT COMMAND SYSTEM**

The school district has adopted an Incident Command System (ICS) which consists of procedures for controlling personnel, facilities, equipment, and communication during an emergency. The ICS will be implemented at the beginning of an incident and will end when management and operations are no longer required. This system is structured to expand with the needs of an escalating incident and fulfill the command and control requirements of each incident. ICS is designed to enable personnel to respond to any type of incident and improve student and staff safety by providing better accountability of personnel and use of available resources.

It is the responsibility of the Incident Commander (IC) to implement the necessary functions within this system based on the demands of the incident. The IC is not always the building principal and may be dependent on the type of incident. As the need for the incident increase, the IC will further expand the system as necessary. The IC will be responsible for the following:

- Assessing the situation and available resources
- Determining an appropriate action plan
- Monitoring the plan's effectiveness
- Continually modifying the plan to meet the needs of the situation



The five main functions of the school district ICS are Command, Operations, Planning, Logistics, and Finance. The command structure is as follows:

#### **INCIDENT COMMAND**

- Command Staff
- Operations Coordinator
- Staging Officer Planning Coordinator
- Safety Officer
- Public Information Officer Liaison Officer
- Logistics Coordinator
- Finance Coordinator
- Branch Director
- Sector Supervision
- Group Supervision
- Communications
- Resources
- Situation Documentation Technical Specialist
- Service Director
- Medical
- Food
- Support Director
- Supplies
- Facilities
- Ground Support
- Time/Staffing Procurement Claims/Costs

#### **TRAINING FOR INCIDENT COMMAND SYSTEM**

Members of the School Safety Teams are required to complete the Introduction to the Incident Command System for Schools which can be accessed online: (<https://emilms.fema.gov/IS100SCA/index.htm>)

#### **ASSIGNMENT OF RESPONSIBILITIES**

The school building will utilize the Incident Management System (Incident Command) as described above as its routine means of response to emergency situations. In most instances, the command will be transferred to emergency response personnel upon their arrival. The School District Incident Commander transferring command to emergency response personnel will readily assume a subordinate role in support of the new IC and as dictated by emergency response personnel. Each building has established a chain of command.

## **SECURITY OF CRIME SCENE**

Securing and restricting the crime scene is of prime importance in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on school property. As such, the following procedures will be practiced:

- The IC will be responsible for crime scene security until relieved by law enforcement officials.
- No items will be moved, cleaned, or altered without prior approval from appropriate law enforcement officials.
- While the security of the crime scene is important, it will in no way interfere with the rescue and aid of injured persons.