

# CHITTENANGO

## CENTRAL SCHOOL DISTRICT



# DISTRICT-WIDE SAFETY PLAN

(Schools Against Violence in Education)

Distribution List:

Superintendent of Schools  
Asst. Superintendent for Business  
Assistant Supt. for Instructional Services  
Director of Special Education & PPS  
Director of Facilities  
Transportation Supervisor  
Food Service Director  
Building Administrators

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**1. BOARD OF EDUCATION POLICY**

Pursuant to Section 207, 215, 305 and 4403 of Education Law and Article 2-B of the Executive Law, a District-Wide Safety Plan (the "Plan") was developed to comply with the mandates of the Safe Schools Against Violence in Education Act ("Project SAVE") and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(c)(1). The Plan shall be updated each year by **October 1st**.

This Plan provides standard procedures to guide students and staff when responding to an emergency. It also sets forth required drills to keep staff and students familiar with the standard response procedures.

The Board of Education recognizes the need to insure the safety and health of children and staff. The District-Wide Safety Plan shall be responsive to any emergencies or disaster which may impact individual school buildings/facilities, impact multiple District buildings/facilities, or require utilization of District buildings, facilities and/or vehicles by appropriate State, County, and City agencies.

**2. DISTRICT EMERGENCY ACTION TEAM**

The Superintendent of Schools shall be the District's Chief Emergency Officer and shall designate the members of the District's Safety Plan.

Emergency Response Teams may consist of but not limited to the following:

District-Level:

Superintendent of Schools  
Assistant Superintendent for Business  
Assistant Superintendent for Instructional Services  
Assistant Superintendent for Special Ed. & Pupil Personnel Services  
Director of Facilities

Building-Level:

Building Principal  
Building or Head Custodian  
School Nurse

**3. BUILDING SAFETY EQUIPMENT/HAZARDS/HIDING PLACES**

The buildings covered in this plan include:

1. Chittenango High School, 150 Genesee Street, Chittenango, NY 13037
2. Chittenango Middle School, 1732 Fyler Road, Chittenango, NY 13037
3. Bolivar Road Elementary School, 6983 Bolivar Road, Chittenango NY 13037
4. Bridgeport Elementary School, 9076 North Road, Bridgeport, NY 13030

We have surveyed sources of safety equipment and potential site hazards within our school buildings, grounds and community locations. Site-maps and floor plans, of our buildings, have been provided to local police and law enforcement and are kept confidential due to security reasons.

Safety equipment may include, but not limited to:

1. Safety Zone/Area of Rescue
2. Evacuation Chair
3. Fire Alarm Equipment (i.e. Annunciator Panel, Control Panel, Pull Stations)
4. Fire Extinguishers
5. Sprinkler Systems
6. Fire Hydrants
7. Fire Hose & Storts (Exterior Fire Hose Connection)
8. Phones

Potential site hazards may include, but not limited to:

1. Boiler Room
2. Utilities (i.e. Gas, Water, Electrical)
3. Mechanical Rooms (i.e. HVAC, Electrical)
4. Chemical Storage (Custodial and Science)
5. Kitchen Gas Appliances
6. Roadway/Railway (within 25 miles of the District Building)

**4. TERMS & DEFINITIONS**

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING SAFETY PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(c)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- H. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, student, teacher, administrator, and parent organizations, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- J. EMERGENCY – A situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- K. EMERGENCY RESPONSE BAG “Gotta-Go Bag” - A conspicuously marked carry bag maintained in the Building Administrator’s office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept in the Business Office, Building & Grounds Facility and with each Building Administrator.
- L. EMERGENCY SERVICES ORGANIZATION – A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- M. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. EVACUATION – Assembly Areas or (Assembly Area) - Moving students for their protection from a school building to a predetermined location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building until further instructions.
- O. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- P. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- Q. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- R. IN-PLACE SHELTERING – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- S. INNER PERIMETER - The immediate area of containment around the incident site.

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- T. LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- U. LOCKDOWN - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- V. LOCKOUT - Allows no unauthorized personnel into the building. All exterior doors are locked and main entrance is monitored by administrators, security or school resource officer. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when incident is occurring outside school building, on or off school property.
- W. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. NATURAL DISASTER - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. OUTER PERIMETER - The peripheral control area surrounding the inner-perimeter providing a location for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.
- AA. POST-INCIDENT RESPONSE TEAM – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.
- BB. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an Emergency.
- CC. REUNIFICATION AREA – A Predetermined location where parents or authorized persons can pick up students during an emergency.
- DD. SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- EE. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.
- FF. SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- GG. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- HH. STUDENT RELEASE AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.
- II. TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- JJ. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. UNIFIED COMMAND – The command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order/instruction during or after the occurrence of a violent incident.

### 3. STANDARD EMERGENCY RESPONSE PROCEDURES

#### A. LOCATION OF THE COMMAND POST

In the event of a full-scale evacuation of a school, the Command Post will be established at the location specified in the Building-Level Safety Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter and its location must be communicated to the Building Administrator through the 911 Emergency Communications Control Center as soon as possible. Whenever possible, the Command Post should have the availability of a landline telephone communications.

#### B. GENERAL EVACUATION

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

Building occupants will be notified to evacuate the building by one or more predetermined emergency communication methods, depending upon the nature of the emergency:

1. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
2. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
3. The normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the predetermined building notification method. The intercom system shall not be used in situations that may endanger students/staff (e.g. barricaded gunman).
4. Elevators may not be used for evacuation purposes unless approved by the emergency personnel.
5. All persons shall proceed to the designated Assembly Area and remain there until further notice.
6. Teachers should take attendance once in the designated Assembly Area, and are to notify the Command Post if a student is not present.
7. Any time teachers have to relocate their class, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students are loaded onto the buses and once again, when the buses are loaded, to ensure that all students are accounted for.

Occasionally, there may be a need to relocate students from the Assembly Area to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus to either their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander upon consultation with the Superintendent of Schools. Students will not be allowed to go home on their own. However, they will be permitted to leave the school if accompanied by a parent.

#### C. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Safety Plan shall have a list of special needs students and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan form should include every child or staff member who has limited mobility and for any other person who would require assistance to leave the building in an emergency or require any kind of special accommodation(s) during an evacuation. The Assisted Evacuation Plan should designate the person responsible to assist in evacuating the person as well as alternates for situations in which the person with primary responsibility is not available.
2. In case of an Emergency, where evacuation or a long-term stay on-site is required, the Director of Special Education and designated staff will respond to the Relocation Center or to the designated Assembly area to assist with special education students and staff who serve them.
3. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Special Education and or designated staff will act to facilitate the use of such groups.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES – cont'd**

**D. SHELTERING**

Not all emergencies will require building occupants leave and go somewhere else. A sheltering procedure is appropriate for situations when it is necessary to temporarily hold students in an inside Assembly Area or Safety Zone during an Emergency until things can be returned to normal or dismissal can be arranged. Protocols for a sheltering response for each school building are in the Building Safety Plans. General procedures are as follows:

1. A determination to shelter inside the school building shall be made by the Building Administrator based upon his or her knowledge of the circumstances surrounding the emergency. The Building Administrator shall inform the 911 Control Center and the Superintendent of Schools of the determination, and may consult with the Incident Commander regarding the decision to initiate the Sheltering Plan.

**E. HOLD-IN-PLACE**

A Hold-In-Place procedure is used to limit movement of students and staff in hallways while dealing with short term emergencies.

In the event the Building Administrator, or person-in-charge, is advised or deems it necessary to initiate a Hold-In-Place, the following procedures will commence:

1. The Building Administrator, or designee, will apprise all staff members over the PA system;
2. Listen for instructions about the situation and your expected actions;
3. Students in hallways should return to assigned classroom, if possible;
4. Classroom teachers, take attendance. If students from other class(es) are present, notify instructor(s) of home classroom;
5. All other staff assist students, as needed;
6. Classroom instruction can continue as normal;
7. Do not respond to class bells;
8. Classroom telephone may be answered;
9. Respond to fire alarm as normal;
10. Listen for updates and further instructions.

**F. LOCKDOWN**

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

1. A Stay-In Place (lock-down) procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff, i.e. dangerous intruder.
2. The Building Administrator will apprise all building occupants of a lock-down order using a plain language announcement. Students and staff shall remain in their classrooms or work-area until the Building Administrator and/or law enforcement officials open the door.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
4. Building staff shall lock their doors and secure students out of the line of sight.
5. Parents are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents and the media at the media reception area at a predetermined location.

**G. LOCKOUT**

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

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



**3. STANDARD EMERGENCY RESPONSE PROCEDURES – *cont'd***

**H. EARLY DISMISSAL**

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent. Each Building Safety Plan shall contain specific information on how the school district communicates with parents or guardians regarding the early dismissal. That information is detailed in the Building-level plans.

1. Early dismissal is available as a building evacuation option for Emergency situations as decided by the Superintendent or designee.
2. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
3. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
4. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the Emergency dictates will select alternate dismissal procedures and/or loading areas.

**4. PREVENTION AND INTERVENTION STRATEGIES**

The Chittenango School District operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence. One such District-wide program is described below:

**A. SPECIAL EDUCATION PROGRAMS**

1. The programs serving students with emotional disabilities provide services include individual counseling, referrals for psychiatric evaluation and/or therapy delivered through private clinicians, County Mental Health or local hospital services. Services provided by the district social worker and/or school psychologists meet with students and families and initiate or recommend behavior management programs in concert with outside agencies as appropriate. Special Education staff work with school counselors, administration, faculty and parents in addressing conflict issues and pursuing collaborative responses with students who are at risk for inappropriate or violent behavior.
2. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
3. The students are closely monitored by trained staff and any indication of violent behavior, e.g., rumor of weapons, is immediately followed up with the involvement of local law enforcement, social services, mental health services and parents.
4. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization. Follow-up occurs on the part of the school psychologist with providers of clinical psychological and/or psychiatric care.
5. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated. Mandated reporting expectations are honored, always involving the building administrator in concert with the school social worker, school nurse or school psychologist.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. These concerns are identified and addressed in the Chittenango Central School District Code of Conduct. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and or law enforcement officials.

**A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR**

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS – cont'd**

4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/ guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

**B. INTERPRETATION OF WARNING SIGNS**

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. Therefore everyone concerned must take precautions that students are not needlessly stigmatized.

**6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS**

The Chittenango Central School District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community need. The Chittenango Central School District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise. The following is a list of intervention programs and services currently available at the Chittenango Central School District.

**A. PROGRAMS UTILIZED THROUGHOUT THE CHITTENANGO CENTRAL SCHOOL DISTRICT**

Rachel's Challenge	K-12 Faculty & Various School Coordinator(s)
Conflict Resolution	School Social Worker (Coordinator)
Banana Splits (children of parents who are separated meet and discuss issues)	School Social Worker (Coordinator)
Student Council (K-12)	Student Council Advisor
Bully Prevention (K-6)	Various School Personnel (Coordinator)
Anger Management Groups	School Social Worker and School Psychologist (Coordinator)
Individual counseling (9-12)	School Social Worker and School Psychologist (Coordinator)
Crisis and Response Program	School Social Worker and School Psychologist (Coordinator)

In addition, the Shoulder-to-Shoulder Mentoring Program grew out of the need to help prepare our new teachers by providing support and helping them to have a successful start. Over the next several years the District will be losing many veteran teachers and we will be recruiting many new ones. The program is designed to help these new teachers understand the many facets of our particular district and serve as a treasure trove of resources for them to tap into.

## 7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE

The District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the District administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

### A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious;
  - Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school administrator/designee; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
  - Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
  - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received
5. Factors to consider when determining whether a threat is credible are listed in Appendix "G," which contains a threat-assessment flow chart for use by administrators.
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
7. If it is agreed that the threat is credible:
  - The administrator will immediately consult with appropriate law enforcement
  - The school administrator shall take appropriate action in accordance with the given instructions
  - The administrator will activate student release if necessary
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

## 8. RESPONDING TO ACTS OF VIOLENCE

### A. RESPONDING TO ACTS OF VIOLENCE

When an "act of violence" (as defined herein) occurs, the incident command system otherwise known as the building response team will follow the protocols established in the Building Level Plan. These include: determining the level of the threat; monitoring the situation; initiate emergency responses as appropriate; contact law enforcement.

**8. RESPONDING TO ACTS OF VIOLENCE – cont'd**

**B. POST INCIDENT RESPONSE TEAM**

1. The District has established **Post Incident Response Team** comprised of an Administrative Team Leader, School Nurse, School Social Worker, and others who will assist the school community in coping with the aftermath of an Emergency or Serious Violent Incident.
2. The Post Incident Response Team will be activated whenever an incident occurs.

**C. COUNSELING**

Additional post-incident response assistance is available, if necessary, through the Madison County Department of Emergency Management, (315) 366-2258 and the Madison County Mental Health Department, (315) 366-2327.

An alternate, if necessary, through Onondaga County Department of Mental Health Student Assistance Program 'Post (Adult) Intervention' Services, 315-435-3355 and Contact Community Services, 315-251-1400.

**9. EMERGENCY RESPONSE PROTOCOLS and SITUATIONAL / MULTI- HAZARD RESPONSES**

**A. GENERAL PROTOCOLS**

The Building Safety Plans contains specific procedures for each Standard Emergency Responses outlined in Section 3 of this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate one or more of the following responses will be carried out:

1. **SHELTERING** - May be used in the event of an Emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated Assembly area or other designated area. Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
2. **HOLD-IN-PLACE** – May be used to limit movement of students and staff in hallways while dealing with short term emergencies.
3. **EVACUATION** - Takes place in the event of fire, bomb threat, or other emergency which requires students and staff to leave the building immediately.
4. **LOCKDOWN**– May be used in the event of a dangerous intruder, violence, civil disturbance or other Emergency during which movement about the building would endanger the safety of staff and students.
5. **LOCKOUT**- May be used in the event of notification that a dangerous person or condition may be a credible threat to the security of the building. All exterior doors are locked and monitored by administrators or other assigned staff.

**B. HAZARD SPECIFIC RESPONSES**

Confidential procedures for specific emergencies are provided within the Building-level Plans for various contingencies including:

1. Assaults and Fights
2. Biological Agent or Poisonous Substance Threat
3. Bomb Threats
4. Dangerous and/or Armed Persons
5. Fire Alarms
6. Hazardous Material Spill In The Building
7. Hazardous Material Spill Off-Site
8. Medical Needs and Automated External Defibrillators
9. Nuclear Emergency
10. Severe Storm
11. System Failure (loss of power, heat, water, sewer, gas leak, structural)
12. Threats of Violence – Implied or Direct

**10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY**

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The District continually works with law enforcement to develop a mutually satisfactory protocol for such reporting. Generally, the following procedures shall be followed by District personnel:

**A. SEQUENCE OF ACTIONS**

1. The first person who becomes aware of an emergency should notify the Building Administrator's Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
  - Call 9-1-1
  - Call the District Superintendent, or designee at (315) 687-2850
4. The Reporting Guidelines that are set forth in the Building Safety Plans should be implemented depending on the nature of the Emergency.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**

**A. RESOURCES AVAILABLE**

The following resources are available in the event of an emergency:

<u>RESOURCE</u>	<u>LOCATION</u>
Telephone System .....	All
Zoned Fire Alarm System .....	All
Radio Station/Portable Radios .....	Transportation Center has three base stations. Each school bus is radio-equipped. Most school district vehicles have two-way radios. The Maint. Dept. and B&G Staff have portable radios.
Public Address System .....	All except: Transportation & Maintenance
First Aid Supplies .....	All
Fire Extinguishers.....	All
Electrical Generators, Built-in .....	High School & Middle School
Water Supply – Fire .....	All
Food Storage .....	All
Vehicle Fuel Storage .....	Transportation Center (Gasoline & Diesel)
Heating Fuel Storage (#2 heating oil)	
Flashlights, Batteries .....	All
Maps (School District Area and Roads) .....	Transportation & Maintenance
Building Floor Plans .....	All
Buses .....	Transportation Center
Pick-up Trucks, Vans, Snowplows.....	Transportation & Maintenance
Maintenance Tools & Equipment:.....	Transportation & Maintenance
Portable Electrical Generator	
Portable Water/Mud Pump	
Portable Welder	
Portable Lifts	

**B. STAGING AND TREATMENT AREAS**

Staging and treatment areas will vary depending on the location of the emergency. Administrators, Supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY – cont'd**

**C. LOCATION OF THE INCIDENT COMMAND POST**

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Safety Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter. Whenever possible, the Command Post should have the availability of land-line telephone communications.

**D. PERSONNEL AT THE INCIDENT COMMAND POST**

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Building Administrator or Site Supervisor, or in his or her absence, a designated staff person. He or she shall be designated the Incident Commander until law enforcement or emergency services personnel arrive. He or she shall bring the Emergency Response Bag for the affected school.
2. The Director of Facilities, or in his or her absence, a designated member of the Maintenance and Operations staff. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school secretary for the involved building shall bring the school's Emergency Response Bag.
4. The School Safety Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

**E. DUTIES OF THE SUPERINTENDENT**

1. The Superintendent, or a designated administrator, will represent the District as part of the staff at the Command Post.
2. The Superintendent or designee will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He or she will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students
3. The Superintendent or designee shall also be responsible for:
  - Mobilizing District personnel and resources as necessary
  - Designating a staff member to organize the District's response as parents or guardians inquire either via telephone or in person as to the health and safety of their children
  - Providing information to District Spokesperson with the approval of the Incident Commander
  - Performing other duties as assigned by the Incident Commander
  - Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list has been provided to selected administrators
  - Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies
  - Directing that each Building Administrator review the Building Safety Plan for his or her school to update any personnel changes.
  - A copy of any changes shall be sent to the Superintendent for inclusion in the Emergency Response Bag/"Gotta-Go Bag" at each site, with copies provided to emergency response agencies.
4. The Superintendent, or designee will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Assistant Superintendent for Business, the Assistant Superintendent for Instructional Services, the Director of Facilities, the Transportation Supervisor, and the District Spokesperson, where appropriate.
5. If an evacuation is ordered and off-site location sheltering is initiated, the Superintendent or designee may request District Office personnel to report to the relocation site to help assist with the arrival of students from the building affected by the emergency.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY – cont'd**

**F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR**

1. Review this Plan and the Building Safety Plan for your school prior to each school year with the Building Administrator and appropriate personnel.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Work with the Building Administrator or site supervisor and appropriate personnel who will make arrangements for creating maps or folders which will show the Assembly area for each school and for determining pick-up of students and handicapped passengers at each school's Assembly area and delivery of students at each school's designated Relocation Center.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

**G. DUTIES OF FACULTY AND STAFF**

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
2. All District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
3. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Assembly area, avoiding any hazard zones.
4. Building Administrators will designate staff to bring the Emergency Response/"Gotta-Go Bag" for all emergencies. This bag will go with each Building Administrator for all evacuations (inside, outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. This bag should minimally contain:
  - A flashlight and spare batteries
  - Updated class rosters for each class using the room
  - Emergency evacuation (including assisted evacuation) plans
  - Latex gloves
  - Pen and paper
  - Names and telephone numbers of crisis team members
  - Other items as deemed necessary
5. Special area teachers and non-instructional employees shall report to the designated Assembly area and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Assembly area or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Assembly areas or relocation site.
7. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

**H. DUTIES OF CUSTODIANS**

The custodial staff shall follow the direction of the Director of Facilities, the Building Administrator or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio communication is "open" throughout the Emergency situation.
3. Provide support and be alert to needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY – cont'd**

**I. DUTIES OF THE SCHOOL NURSE**

The school nurse for each building shall have the following duties in the event of an Emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated Assembly area or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the Assembly area and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

**J. DUTIES OF THE FACILITIES DIRECTOR**

In the event of an Emergency, the Director of Facilities will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Mobilize maintenance staff. Be prepared to share blueprints for any and all school buildings to police or Emergency officials whenever needed.
3. The Director of Facilities will also set up:
  - A system for sharing blueprints of our buildings if needed during an Emergency
  - A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties after an Emergency
  - A procedure for the assignment and use of, powered equipment, maintenance vehicles, and other equipment within the District to assist as part of any Emergency.
4. Radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted. Report to the Command Post, bringing any building plans, system operating instructions, or other materials that may be of value to Emergency personnel.
5. Recommend a plan and process for resuming normal school operations. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible.

**K. DUTIES OF THE SECRETARIAL AND SUPPORT STAFF**

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an "office" in the Assembly area if this area is activated.

**L. DUTIES OF THE SPOKESPERSON**

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

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

1. The overall functions of the Spokesperson will be:
  - Fact Sheet as needed.
  - To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and District response;
  - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;



**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY – *cont'd***

**L. DUTIES OF THE SPOKESPERSON – *CONT'D***

- To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
  - To organize the District response to parents; and
  - To provide for rumor control by keeping a TV set or radio tuned to a news station in Command Center only (not in classrooms and/or public places). The Spokesperson shall verify ALL facts heard and provide updates as appropriate.
2. The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the Incident Commander.
  3. All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
  4. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
    - Causes or motives for the incident
    - Extent of casualties or damage
    - Expected duration of the operation
    - Liability or responsibility for the incident
    - Tactical responses, operations, or considerations
  5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
  6. The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Safety Plan for information about, and reunification with, their children.

**M. DUTIES OF THE SUPERVISOR OF TRANSPORTATION:**

In the event of an Emergency, the Supervisor of Transportation will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home, cell, and alternate employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.
2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the pre-determined re-location site(s) for each school. Insure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center will function and often serve as hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.
7. The Supervisor of Transportation and law enforcement may declare at any time during an Emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Transportation Supervisor or law enforcement official stops the Code Silence.

**N. DUTIES OF THE FOOD SERVICE DIRECTOR**

In the event of an Emergency, the Food Service Director shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their building to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurse, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.
6. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

**12. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES**

In an Emergency, an appropriate responsible staff member will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact local governmental agencies such as the Highway Department or the Madison County Emergency Management Office for assistance as dictated by the situation, see Appendix C, "Emergency/Agency Telephone Numbers" for a listing.

**13. INTER-AGENCY ADVICE AND ASSISTANCE**

In an Emergency, the Superintendent of Schools will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact the Madison County Emergency Management Center for assistance. Appendix B contains the names and the phone numbers of other agencies, which may be contacted as appropriate.

**14. INTERNAL AND EXTERNAL NOTIFICATIONS**

**A. DISTRICT SITES**

Upon notification or declaration of an emergency, the Superintendent, or designee, will contact all District sites/schools to communicate emergency information and instructions.

**B. PARENTS, GUARDIANS, AND COMMUNITY**

**1. Parental Notification**

At the start of the school year or when students enroll the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans for the child's welfare if neither parent can be informed of early dismissal; and
- Special students' needs: medical and other.

**2. Parental and Community Notification**

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

- The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize the District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

**C. STATE EDUCATION DEPARTMENT**

The Superintendent will be responsible for notifying The New York State Education Department, and the OCM BOCES District Superintendent, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

**15. SCHOOL SAFETY PERSONNEL**

**A. ALL STAFF**

In addition to the assigned Safety/Security Personnel, District training has been provided to instructional, clerical, custodial and other support staff, where we review safety procedures for violence prevention and intervention strategies. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents, and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property.

**15. SCHOOL SAFETY PERSONNEL – cont'd**

- Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest.
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Working with Building Administrators and guidance counselors to present problems of truancy and work on solutions
- May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.

**16. MULTI-HAZARD SCHOOL SAFETY TRAINING**

**A. TRAINING OF STAFF**

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Safety Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
2. Training for District staff is conducted throughout the school year. This training includes, but is not limited to Right-To-Know, Hazard Communication, Blood-borne Pathogens, CPR and AED training, and overview of the District SAVE Plan and Code of Conduct. This training is conducted annually to insure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Safety Plans. The District coordinates with local police, the Madison County Sheriff's Office, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, CPR and First Aid courses, as well as additional incident specific programs.
3. Other agencies participating in this Plan (e.g., police, fire, EMS) conduct appropriate training as required.
4. Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

**17. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS**

**A. RESPONSIBILITIES OF THE DISTRICT**

All Building Administrators and Program Supervisors will perform the following tasks with respect to training for staff and students.

1. Review the Building Safety Plan for their particular building with their staff no later than October 1<sup>st</sup> of each academic year. Any revisions to the Plan will be disseminated to staff at the beginning of each school year.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by the District.
4. Prepare education, training, and drills required to assure effective operation of the plan.

**B. RESPONSIBILITIES WITH RESPECT TO STAFF**

The following tasks shall be performed by the Building Administrators with respect to staff training.

Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff and volunteers so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

## 18. EMERGENCY DRILLS AND EXERCISES

### A. CONDUCT OF DRILLS

Instructional sites within the District will hold one annual early dismissal and sheltering drill as well as routine fire drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

1. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:
  - Conducted at least once every school year;
  - Inclusive of transportation and communication procedures; and;
  - Held with at least one week's notice to parents or guardians
  - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time.
2. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
3. Emergency services agencies and the District will cooperatively conduct meetings to discuss the Building Safety Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.

### B. FIRE DRILLS

A total of twelve (12) fire drills shall be conducted each year, with eight (8) occurring before December 1<sup>st</sup> (remaining four can be done in the spring semester). At least one (1) of the twelve (12) drills shall be held during one of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school. The Building Administrator, or designee, shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Fire drills must be taken seriously at all times. From the time the alarm sounds, until occupants are back in the building, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures.

1. See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
2. Take class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
  - Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
  - Be sure that staff and students know alternate escape routes from the classroom.

### C. BUS EMERGENCY DRILLS (see also Administrative Regulations 8212R.2)

1. A minimum of three (3) emergency drills are to be held on each school bus during the school year. The first drill is to be conducted during the first week of the fall term, the second between November 1<sup>st</sup> and December 31<sup>st</sup>, and the third between March 1<sup>st</sup> and April 30<sup>th</sup>. Students who ordinarily walk to school shall also be included in the drills.
2. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioners' Regulations and shall include, but will not be limited to, the following:
3. Safe boarding and exiting procedures
4. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
5. Orderly conduct as bus passengers.

### D. OTHER DRILLS

Additional drills, including lockdown drills and evacuation to another school or community site, should also be regularly scheduled.

**19. PLAN DISTRIBUTION AND REVIEW**

**A. COPIES OF THE PLAN**

A copy of this Plan shall be kept in the office of the Superintendent, Assistant Superintendent for Business Instructional Services, Assistant Superintendent for Instructional Services, Assistant Director of Special Education & Pupil Personnel Services, Director of Facilities, Transportation Supervisor, Building Administrators, Food Service Director, Building Nurses, and Building Head Custodians.

**20. IMPLEMENTATION OF SCHOOL SECURITY**

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

**A. BASIC PROCEDURES**

1. All District employees are required to wear an **employee badge** whenever they in any District facility, except as exempted for specific safety reasons. This includes all shifts and all levels of employment.
2. When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear identification badges.
3. General access to buildings shall be limited to a clearly identified central access. All entrances, except for the main access, shall be locked and secured while classes are in session.

**B. VISITOR PROCEDURES**

The Superintendent encourages parents/guardians and other citizens to visit District schools and classrooms. The community should feel welcomed in our schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Administrator, or designee, is responsible for all persons in the building and on school grounds. In light of today's security concerns building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years. If a staff member observes a visitor, including a vendor, who is not known to them, the staff member shall request that person to identify themselves. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building or immediately call law enforcement based upon a threat assessment.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.
5. All visitors are expected to abide by the rules for public conduct while on school property as outlined in the District Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
6. The Building Administrator is responsible to enforce the District Code of Conduct as applied to visitors.

**C. STAFF RESPONSIBILITIES**

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately call law enforcement and report their presence to the Building Administrator immediately. The Building Safety Plans contain detailed procedures for dealing with armed or dangerous persons.

**21. INDIVIDUAL BUILDING INFORMATION**

Each Building Safety Plan contains maps and floor plans of the buildings, and information on the number of staff and students in that school.

District-Wide Safety Plan  
Chitttenango Central School District  
2020-2021

**APPENDIX A – ADMINISTRATIVE STAFF LISTING AND TELEPHONE NUMBERS**

<b>Name</b>	<b>Title</b>	<b>Building</b>	<b>Office Phone Cell Phone</b>
Michael Eiffe	Superintendent of School	District Office – Middle School	315-687-2850 Cell 315-751-3019
Scott Mahardy	Assistant Superintendent for Business	District Office – Middle School	315-687-2850 Cell 315-219-3833
Jason Clark	Assistant Superintendent for Instructional Services	District Office – Middle School	315-687-2854 Cell 315-480-2300
Mary Farber	Director of Special Education and Pupil Personnel Services	District Office – Middle School	315-687-2844 Cell 315-243-2841
Jeff Martin	Director of Facilities	Maintenance Building	315-687-2860 Cell 315-447-5886
Nicholas Fersch	Chitttenango High School Principal	Chitttenango High School	315-687-2900 Cell 607-821-8821
Matt Morkel	CHS Assistant Principal	Chitttenango High School	315-687-2900 Cell 404-277-5498
Arnold Merola Meghan Samsel	Chitttenango Middle School - Principal Grades 5-8 Chitttenango Middle School - Assistant Principal Grades 5-8	Chitttenango Middle School	315-687-2800 Cell 315-391-6163 315-687-2800 Cell 315-420-1063
Lee Carulli	Bolivar Road Elementary School - Principal	Bolivar Road Elementary School	315-687-2880 Cell 315-857-4071
Melissa Stanek	Bridgeport Elementary School – Principal	Bridgeport Elementary School	315-687-2280 Cell 315-729-8675
David Gryczka	Athletic Director	Chitttenango High School	315-687-2905 Cell 315-383-2110
Wendy Swift	School Food Service Director	Food Service / Maintenance Building	315-687-2866 Cell 315-790-2444
Connie Thorp	Transportation Supervisor	Transportation Department Center	315-687-2870 Cell 315-378-8608

**APPENDIX B - EMERGENCY RESPONSE TEAM**

<b>Name</b>	<b>Title</b>	<b>Building</b>	<b>Office Phone Cell Phone</b>
Michael Eiffe	Superintendent	District Office - Middle School	315- 687-2850 Cell 315-751-3019
Scott Mahardy	Assistant Superintendent for Business	District Office - Middle School	315- 687-2850 Cell 315-219-3833
Jason Clark	Assistant Superintendent for Instructional Services	District Office – Middle School	315-687-2854 Cell 315-480-2300
Mary Farber	Director of Special Education & Pupil Personnel Services	District Office – Middle School	315-687-2844 Cell 315-243-2841
Jeff Martin	Director of Facilities	Maintenance Building	315-687-2862 Cell 315-447-5886

**APPENDIX C - EMERGENCY/AGENCY TELEPHONE NUMBERS**

<u>AGENCY</u>	<u>PHONE NUMBER</u>
<u>Madison County Emergency Management Office</u>	
To report a fire / emergency medical services	911 or 315-363-2090
<u>Fire Department</u>	911
Bridgeport Fire Department	911 or 315 633-9048
Chittenango Fire Department (Village)	911 or 315-687-6424
Chittenango (North) Fire Department	911 or 315-687-6529
<u>Ambulance</u>	911
<u>Police</u> NYS Police/ Madison County Sheriff / Chittenango	911
Madison County Sheriff's Dept.	911 or 315-366-2318
Chittenango Police Dept.	911 or 315-687-3939
<u>Health Department</u>	
Madison County Public Health Department	315-366-2526
<u>Highway Department</u>	
NYS Department of Transportation (DOT)	315-428-4351
Madison County Highway Department	315-366-2221
<u>OCM BOCES</u>	
Superintendent of Schools	315-433-2602
<u>OTHER AGENCIES/UTILITY PROVIDERS</u>	<u>PHONE NUMBERS</u>
Poison Control Center	1-800-252-5655
National Grid	1-800-642-4242
Gas emergency	1-800-892-2345
American Red Cross of Madison County	315-363-2900
NYS DEC 24 Hour Spill Hotline	1-800-457-7362
School Physician – (Tri-Valley Medical Group)	315-829-2220
<u>Hospitals</u>	
Oneida:	
Oneida Healthcare Center	315-363-6000
Syracuse Area Hospitals:	
University Hospital	315-464-5540
Crouse Irving Memorial	315-470-7111
Community General	315-492-5011
St. Joseph's Hospital	315-448-5111

## APPENDIX D - Violent and Disruptive Incident Reporting (VADIR) OVERVIEW


The New York State Education Department's (SED's) Uniform violent and Disruptive Incident Reporting System (known as VADIR) gathers data on violent and disruptive incidents in schools and uses the information to comply with State and Federal reporting requirements and to identify schools as persistently dangerous, as required by the *No Child Left Behind* Act (NCLB) of 2001. Beginning in 2006, in addition to the list of persistently dangerous schools, the department has issued a watch list of schools whose number and types of violent incidents warrant concern and increased monitoring, but are not sufficient to identify them as persistently dangerous.






All public schools, boards of cooperative educational services, charter schools, and county vocational education, and extension boards are required to maintain individual incident reports on violent and disruptive incidents occurring on school property, which includes incidents occurring in or on a school bus as defined in Vehicle and Traffic Law § 142 and at school functions. These individual incident reports are not submitted to SED, but should be retained by the school for six years and be made available for review upon request by SED.

Each year, school superintendents and chief school officers of charter schools are required to submit to SED, a Summary of *Violent and Disruptive Incidents report (VADIR Summary Form)*

For each school in the district or each charter school for the prior school year (July 1<sup>st</sup> through June 30<sup>th</sup>). The *VADIR Summary Form* includes information derived from the individual incident forms, such as tallies of incidents, offenders, and victims by type of incident, as well as other information relating to school safety. School superintendents and chief school officers of Charter schools complete the *VADIR Summary* form online using the web-based Basic Education Data System (BEDS), but SED also makes available a paper version of the form to facilitate recordkeeping and data entry. In many cases, school personnel complete the paper form and then forward it to the superintendent for review, certification, and entry of the data into the online BEDS system's *VADIR Summary Form*.

A "violent or disruptive incident" in a school setting is defined under section 100.2 of the NYS Education law and relates specifically to such activities that occur on the property of the school district, board of cooperative educational services or county vocational education and extension boards. Specific reporting requirements are linked to any and all "violent" incidents that occur on "School Property" which means "in or within any building, structure, athletic field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus ..."

[EARLY Summary of Violent and Disruptive Incidents Form](#)  (61KB)

- [Summary of Violent and Disruptive Incidents Form](#)  (52KB)
- [Directions for Completing the Summary of Violent and Disruptive Incidents Form](#)  (36KB)
- [Glossary of Terms Used in Reporting Violent and Disruptive Incidents](#)  (28KB)
- [Frequently Asked Questions and Answers](#)  (posted 6/16/2011)
- [Individual Violent and Disruptive Incident Report Form for recording individual incidents](#)  (78KB)
- [BEDS LogIn Directions](#)

### APPENDIX D-1 Synopsis of Child Abuse Reporting in an Educational Setting Sect, 1128 Article 23B of Ed Law

#### DEFINITIONS

- (1) Child Abuse refers to any of the following acts committed in an educational setting:
  - Intentionally or recklessly inflicting physical injury, serious physical injury or death
  - Intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death
  - Any child sexual abuse
  - The commission or attempted commission against a child of the crime of disseminating indecent materials
- (2) A child is a student under the age of 21 who is enrolled in a school district within this state, other than a school district within a city having a population of over one million or more.
- (3) Employee and volunteer refer to individuals who provide service to a school or school district with or without compensation.
- (4) Educational setting refers to the property of the school district, board of cooperative educational services or county vocational education, extension boards, vehicles provided by the district for student transportation purposes, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.



**DUTIES: Direct Care Staff**

Immediately, in any case where an oral or written allegation of child abuse in an educational setting is made to a teacher, school nurse, school guidance counselor, school psychologist, school social worker, school administrator, school board member or other school personnel required to hold a teaching or administrative license or certificate:

- (a) Promptly complete the attached "Child Abuse In An Educational Setting Confidential Report of Allegation" reporting form filling in all required fields.
- (b) Promptly "personally deliver" a copy of this report to the school administrator of the school in which the child abuse allegedly occurred.
- (c) In any case where it is alleged that a child was abused in a school or school district, other than the one he or she attends, the report of such allegations should be promptly forwarded to the superintendents of the school where the student attends as well as the school district where the abuse allegedly occurred.
- (d) Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in Article 23-B "Child Abuse in an Educational Setting" shall have immunity from civil liability which might otherwise result by reason of such actions.

**CONFIDENTIALITY**

Records, reports, other written materials, and photographs taken concerning a reported allegation of child abuse in an educational setting shall be confidential and shall not be disclosed except to law enforcement authorities involved in an investigation or pursuant to a court ordered subpoena.

**DUTIES: School Administrators/Superintendents**

Immediately, upon receipt written report alleging child abuse in an educational setting where there is a reasonable suspicion to believe that an act of child abuse has occurred:

- (1) Where the subject child has made the allegations:
  - (a) promptly notify the parent of such child that an allegation of child abuse in an educational setting has been made and provide them with a written statement of parental rights and responsibilities
  - (b) where a school administrator receives a written report promptly provide a copy of the report to the superintendent
  - (c) Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
- (2) Where the parent of the child has made the allegation:
  - (a) promptly provide the parent with a written statement of parental rights and responsibilities
  - (b) where a school administrator receives a written report promptly provide a copy of the report to the superintendent
  - (c) Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
- (3) Where a person other than the subject child or the parent of a subject child has made the allegation:
  - (a) promptly notify the parent of such child that an allegation of child abuse in an educational setting has been made and provide them with a written statement of parental rights and responsibilities
  - (b) ascertain from the person making such a report the source and basis for such allegations
  - (c) where a school administrator receives a written report promptly provide a copy of the report to the superintendent
  - (d) Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
- (4) Any school administrator or superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in Article 23-B "Child Abuse in an Educational Setting" shall have immunity from civil liability which might otherwise result by reason of such actions.

**ADDITIONAL DUTIES: School Superintendents**

- (1) Where the superintendent has forwarded a Child Abuse in an Educational Setting report to law enforcement, he or she shall refer such report to the commissioner where the employee or volunteer alleged to have committed the act of child abuse in an educational setting holds certification or license.
- (2) A report which is made and does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as such school, or school district, as the case may be, determines

APPENDIX D-1 - NOTIFYING PARENTS

\_\_\_\_\_  
(Today's Date)

Dear \_\_\_\_\_,

When it has been determined that reasonable suspicion exists concerning a reported allegation of child abuse in an educational setting, the building administrator must promptly notify the parents and forward a copy of the report to the superintendent and to appropriate law enforcement authorities. I am writing to inform you that such an allegation has been made concerning \_\_\_\_\_ and that \_\_\_\_\_ School District is following all regulations in compliance with New York State law.

Because a reasonable suspicion does exist action has been taken to ensure the safety of your child as well as the other students and we will keep you informed of the status of this investigation.

Please call me with any questions or concerns that you have.

Respectfully,

\_\_\_\_\_  
Administrator

**APPENDIX E - BOMB THREAT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Location of Recipient: \_\_\_\_\_

Telephone Number of Recipient: \_\_\_\_\_

**Exact Words of Person Placing Call:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK (for use with bomb threat only):**

1. When is bomb going to explode? \_\_\_\_\_
2. Where is bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_

**APPENDIX F - TELEPHONE THREAT INFORMATION SHEET**

**DESCRIPTION OF SUBJECT'S VOICE:**

Male \_\_\_\_\_ Female \_\_\_\_\_

Young \_\_\_\_\_ Middle-Aged \_\_\_\_\_ Old \_\_\_\_\_

Tone of Voice: \_\_\_\_\_

Accent: \_\_\_\_\_

Background Noise: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_

If so, who did it sound like? \_\_\_\_\_

Time suspect hung up: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX G - THREAT ASSESSMENT REPORT FORM**

Date: \_\_\_\_\_

Time: \_\_\_\_\_  a.m.  p.m.

Location/Building: \_\_\_\_\_

Name of Threat-maker: \_\_\_\_\_  Male  Female

Relationship to school/recipient: \_\_\_\_\_

Exact Words of threat: \_\_\_\_\_

How the threat-maker appeared (physically and emotionally): \_\_\_\_\_

Names/Actions of others directly involved: \_\_\_\_\_

When incident occurred: \_\_\_\_\_

Where incident occurred: \_\_\_\_\_

Name(s) of potential victims: \_\_\_\_\_

Physical conduct that would substantiate intent to follow through on the threat (tone of voice, actions):

Events prior to incident: \_\_\_\_\_

Any history leading up to the incident: \_\_\_\_\_

What event(s) triggered the incident: \_\_\_\_\_

Names/Positions of responding staff: \_\_\_\_\_

Consequences or impact of incident: \_\_\_\_\_

Conclusion of incident: \_\_\_\_\_

Status of threat-maker: \_\_\_\_\_

Steps taken to ensure the threat will not be carried out: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

**Forward Completed Form to Building Administrator Immediately**

## **APPENDIX H - PROCEDURES FOR CLEANING UP BODY FLUID SPILLS**

These procedures must be used to clean up all spills involving: vomitus, blood, feces, urine, semen or vaginal secretions.

### **1. PUT ON PROTECTIVE GLOVES**

Wear disposable gloves. If unanticipated contact occurs immediately wash affected areas with soap and water.

### **2. CLEAN UP**

For small spills, use paper towels to wipe up then use clean paper towels with soap and water. For larger spills, apply an absorbent material (i.e., Discard, Quaff) until absorbed then vacuum or sweep up all material. Place all waste in a plastic bag and seal.

### **3. DISINFECT AREA**

For hard surfaces such as floors use a clean mop and disinfectant. Shampoo carpets, rugs and cloth furniture with disinfectant.

### **4. BAG DIRTY MATERIALS**

Place all disposable items in plastic bag, remove gloves and seal. Note: Clothing and other non-disposable items should be rinsed in a disinfectant solution and placed in a plastic bag to be sent home.

### **5. DISPOSE OF DIRTY MATERIALS**

Place all bags of disposable waste into another plastic bag (double bag), secure and dispose of immediately in dumpster located outside building. Dispose of dirty water down the drain.

### **6. CLEAN EQUIPMENT**

Rinse broom, dustpan, mop bucket or other equipment in disinfectant solution then rinse thoroughly with hot water. Soak used mops in fresh disinfectant solution then rinse thoroughly. Disinfectant solution should be promptly disposed of down the drain.

### **7. WASH HANDS**

Wash hands with soap and water. Bar soap is acceptable.

### **APPROVED DISINFECTANTS**

The disinfectant must be able to kill bacteria, fungi, viruses and tuberculosis causing organisms. The following disinfectants are registered by the United States Environmental Protection Agency (EPA) for use in schools; 3M #10 Quaternary Disinfectant, Quest, DMQ Disinfectant and Neutralizer

**APPENDIX I - PROCEDURES IF STUDENTS ARE MISSING DURING OUT-OF-SCHOOL ACTIVITIES**

Students on field trips must always be in the sight of staff and under their supervision. Student emergency information forms should be taken on all fieldtrips in the event phone numbers and other pertinent information are needed.

1. In the event a student runs away or is missing, staff will look for them and continue to do so until they are found or, it becomes unsafe for the staff to continue to search.
2. In the event a student is missing and appears to be in any danger, police, parents and administration will be notified immediately.
3. In the event a student is missing due to running away or being lost in a reasonably safe area (museum, park) for more than ½ hour, program administration and police must be called, and parents notified. The superintendent and assistant superintendent should be notified as soon as possible.
4. In the event a student is missing due to running away or being lost, a responsible adult must stay in the area until the matter is resolved. Missing students must never be left at any location even if assumed safe.
5. Immediately following an event where a student or students were missing due to running away or being lost, a complete report of the incident will be prepared for the superintendent and assistant superintendent. A staff meeting will be held in the affected program for the purpose of preventing future incidents by review of procedures.

**APPENDIX J - ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF**

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by any of the following methods:

1. School district newsletter mailed to all district residents.
2. Special mailing to students' homes.
3. Handout for students to carry home.

At a minimum, written instructions shall include the following information:

1. Identify alarm warning system.
2. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
3. Name of District Emergency Coordinator, and the names and roles of the members of the Emergency Response Team.
4. Methods for disseminating information during an emergency.
5. A source for additional information.

**APPENDIX K - DRILL NOTIFICATION**

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the student's last address of record. Where possible, enrolled siblings will be included on one notice.

**TO:** Parent or Guardian of: \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**SUBJECT:** Early Dismissal

The Chittenango School District has scheduled its annual test of the Early Dismissal Plan for (date).

Students will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

\_\_\_\_\_  
Principal (signature)

**APPENDIX L - SCHOOL BUS FLEET**

Detailed Information Withheld

**APPENDIX M - MAINTENANCE VEHICLE FLEET**

Detailed Information Withheld

**APPENDIX N - NON-PUBLIC SCHOOLS AND DAY CARE CENTERS**

Detailed Information Withheld

**APPENDIX O - ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS**

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency. These forms can be obtained from the Education Center.

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the Building Administrator not be designated as the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stairwell out of the flow of traffic (Remember that the stairwells are designed to retard the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.