

# **WHITESVILLE CENTRAL SCHOOL DISTRICT**

## **SAFETY PLAN**

**WHITESVILLE CENTRAL SCHOOL DISTRICT**

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# INTRODUCTION

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk for acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The **Whitesville Central School District** supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

In addition, emergency/crisis management is a continuous process in which all phases of this plan are being reviewed and revised. Good plans are never finished. They can always be updated based on experience, research, and changing vulnerabilities. With that in mind, the **Whitesville Central School District** also utilizes the methodology set forth by the United States Department of Education crisis planning model. This model consists of four steps that form a perpetual cycle. These steps are as follows:

**Mitigation/Prevention** addresses what schools and districts can do to reduce or eliminate risk to life and property.

**Preparedness** focuses on the process of planning for the worst-case scenario.

**Response** is devoted to the steps to take during a crisis.

**Recovery** deals with how to restore the learning and teaching environment after a crisis.

## GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### PURPOSE

The **Whitesville Central School's Building-Level Emergency Management Operations Plan** was developed pursuant to Commissioner's Regulation 155.17. At the direction of the **Whitesville Central School District Board of Education, the Superintendent and Principal of the Whitesville Central School District** appointed a **Building-Level School Safety Team** and charged it with the development and maintenance of the **Building-Level Emergency Management Operations Plan**. The **Whitesville Central School Building-Level Emergency Management Operations Plan** incorporates all occupants (staff / students) of the **Whitesville Central School Buildings**.

## DESIGNATION OF SCHOOL TEAMS

- Building-Level School Safety, Emergency Response, and Post Incident Response Teams include but are not limited to the following members required by regulation:
  - School safety personnel
  - Appropriate school personnel
  - Local law enforcement officials
  - Representatives of teacher, administrator, and parent organizations
  - Representatives from local, regional, and / or state
  - Emergency response agencies
  - Representatives the Board of Education
  - Medical personnel
  - Medical health counselors
  - Community members

## IDENTIFICATION OF SCHOOL TEAM

The **Whitesville Central School District** has developed a Building-Level School Safety Team consisting of:

<u>NAME</u>	<u>TITLE</u>
Tammy Emery	Superintendent
Jeff Erdmann	Board Member
Renee McNeely	Building Principal
Joseph Chapman	Head Bus Mechanic
Jacob Grisewood	Teacher
John Campanella	School and Community Outreach/State Police
Michael Yehl	Sgt/State Police - Amity
PJ Sherman	Local Police
Steve Jackson (Matt Lee –Rep)	Fire Chief
Joan Cobb	School Nurse
Mike McIntyre	Maintenance Supervisor
Holly Baker	Senior Safety Technician CABOCES
Elizabeth Potter	School Counselor
Carin Schultz	Parent
Doug Moot	Business Official
Jennifer Schultze	Student and Family Support Specialist

## CONCEPT OF OPERATIONS

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee.
- With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.
- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

## PLAN REVIEW AND PUBLIC COMMENT

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), a summary of this plan was made available for public comment 30 days prior to its adoption. The Building-Level Plan was adopted by the School Board after one public hearing that provides for the participation of school personnel, parent/guardian, students and any other interested parties.
- Building-Level Emergency Management Operations Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Educational Law Section 2801-a.
- Copies of the Building-Level Emergency Management Operations Plan were supplied to both local and State Police through the NYSED Business Portal.
- This plan is reviewed periodically during the year and is maintained by the Building-Level School Safety Team. The required annual review will be completed on or before December 1 of each year.

## RISK REDUCTION / PREVENTION AND INTERVENTION

### PREVENTION/INTERVENTION STRATEGIES

- Building Personnel Training

Training for emergency teams and safety officers, including de-escalation training, should be conducted as determined in the District-Wide Safety Plan.

- Coordination with Emergency Officials

The **Whitesville Central School District** conducts annual drills and exercises to test the components of this plan which may include the use of tabletop exercises in coordination with local and county emergency responders and preparedness officials.

- Annual Multi-hazard Training for Staff and Students

The school district organizes annual school safety awareness programs and events that provide multi-hazard training for students and staff. Emergency drills, seminars and forums may be utilized to accomplish the school district's objectives.

- Crisis Prevention & Intervention (CPI) training for key staff and bus drivers.
- Compliance with our district's Code of Conduct
- Character Education programs and special events

- Social skills groups and counseling for students – School Psychologist, Guidance Counselor and Student and Family Support Specialist.
- Conflict resolution
- Students Against Destructive Decisions (SADD)-annual conference with 10<sup>th</sup> grade students.
- ACASA – Drug and Alcohol Abuse Prevention Program
- Individual counseling with students
- Student and Family Support Specialist – providing assistance to families needing outside counseling and other social services.
- PrepareU Mental Health Curriculum with grade 8 and 10 – 2018, 2019. Grade 8 from 2010 and on.
- All guests must sign in the main office and wear a temporary identification badge while in the building
- The Threat Assessment Team will meet regularly to identify and discuss school issues

Whitesville Central School has cultivated an atmosphere where students feel comfortable talking with administration and teachers regarding the welfare of the student body. This provides building staff with a level of awareness from the students' point of view that is extremely valuable in staying vigilant should a potential problem begin to develop.

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

The **Whitesville Central School District** has established procedures in the **Building-Level Emergency Management Operations Plan** for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

### **Areas of Potential Emergencies – On Site:**

**School Building  
Playground  
Bus Garage  
Athletic Fields**

**Chemistry Lab  
Shop**

**Athletic Field Concession Stand**

**Areas of Potential Emergencies – Off Site: Whitesville Wood Products- due to fire hazard**

# **RESPONSE**

## **ASSIGNMENT OF RESPONSIBILITIES**

- A Chain of Command consistent with the National Incident Management System (NIMS) / Incident Command System (ICS) will be used in response to all emergencies and training exercises.

## **CONTINUITY OF OPERATIONS**

- In the event of an emergency, the Superintendent of Schools, Building Principal or Designee will serve as Incident Commander. Upon arrival of law enforcement and/or emergency response personnel, the Building Incident Commander will relinquish command to the emergency response personnel.
- After relinquishing command, the Building Principal or Designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

## **CHAIN OF COMMAND**

The Superintendent of the **Whitesville Central School District** will be responsible for designation of response actions necessary to cope with an emergency.

Superintendent of Schools – **Tammy Emery**  
(Emergency Coordinator Officer)

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

Principal – **Renee McNeely**

Coordinator of Pupil Personnel – **Elizabeth Potter**

## **EMERGENCY RESPONSE ACTIONS**

Law enforcement officials and/or emergency response personnel (via 911) will be contacted by the Incident Commander, Building Principal or Designee in line with the Building-Level Emergency Management Operations Plan and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies.



# **WHITESVILLE CENTRAL SCHOOL DISTRICT**

## **BOARD OF EDUCATION 2019-2020**

President: Jeffrey Erdmann

Vice President: Jane Hall

Monica Acomb

Charles Cutler, Jr.

Scott Garis

### **COMMUNICATION NOTIFICATION AND ACTIVATION**

- The following systems can be included as forms of communications

Telephone

Intercom

Fax / E-mail

Local Media

District Radio Systems

Emergency Alert System

NOAA Weather Radio

Radio and TV Broadcasts

- Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol.
- In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate response action.

# EMERGENCY RESPONSES

The following procedures have been developed for the safety of students, staff and visitors to the school in the event of an emergency.

## 1. LOCKDOWN

There may be times when it is necessary to **LOCKDOWN** a building in the event of a event within a building. The Building Principal or Designee is the person who usually initiates a **LOCKDOWN** though anyone in the building may do so. All district staff members shall be trained in the procedures specific to their job duties. (The district has specific detailed plans that will not be shared in this document).

## 2. LOCKOUT

A **LOCKOUT** is a response to an actual or potential threat from outside the school building. . (The district has specific detailed plans that will not be shared in this document).

## 3. SHELTER IN PLACE

There may be times when it is necessary to move some or all of the school population to a single or multiple locations within a school building. In most cases, a **SHELTER IN PLACE** is done when there is a threat of or actual weather related incident. (The district has specific detailed plans that will not be shared in this document).

## 4. EARLY DISMISSAL

An **EARLY DISMISSAL** is just that. An **EARLY DISMISSAL** can be weather related, building equipment failure, or energy supply failure. An **EARLY DISMISSAL** does not justify the urgency of an evacuation.

## 5. EVACUATION

In the event that a building or buildings need to be evacuated, the Building Principal(s) or Designee(s) will issue that directive via the public address system. **EVACUATION** of the building(s) will be accomplished by using the emergency fire evacuation routes. . (The district has specific detailed plans that will not be shared in this document).

## 6. EVACUATION OF PERSONS WITH SPECIAL NEEDS

It is the responsibility of the Superintendent of Schools, School Administrators, Building Principals, and the School Nurse to develop and implement an emergency evacuation plan for persons with disabilities.

The plan shall include:

- a) pre-plan for use of ramps
- b) designation of staging area where persons with disabilities are to be taken promptly for safe exit
- c) training of staff in the following activities:

- lifting and carrying wheelchair students and staff when fire or other rescue personnel are not readily available
- planning for the notification of deaf students
- checking lavatories and special education areas
- inclusion of persons with disabilities in all emergency drills
- medical needs requiring specific procedures

## **Implementing School Security**

Building administrators have the authority to determine the following:

- Entrance and hall monitoring practices based upon building configurations and age level of students
- Visitor, substitutes – sign in and identification badge use
- Planning and timing of secondary school drug searches using police dogs
- Recommendations to the district-wide safety committee
- The timing of custodial checks to the building on weekends and weekdays

**Other Response Actions –** (The district has specific detailed plans that will not be shared in this document).

### **7. IMPLIED OR DIRECT THREATS OF VIOLENCE**

The school district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

### **8. ACTS OF VIOLENCE**

The district recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

### **9. MEDIA NOTIFICATION PLAN**

The media plan addresses who is designated to meet/talk with the media. All district/media communication during an emergency must flow through the designated individual to prevent miscommunication or inaccurate information from being released.

### **10. PARENT/GUARDIAN NOTIFICATION PLAN**

Addresses the need for a separate plan to notify parent/guardian in the event of an emergency. The plan provides the necessary guidance for district representatives to effectively inform, contact and release students to parent/guardian during an emergency.

### **11. POST INCIDENT RESPONSE / RECOVERY**

Provides guidance to district representatives for initiating a post incident response to an emergency or tragic event. Specific guidance is given to establishing crisis intervention teams and Critical Incident Stress De-briefing teams and how to utilize them.

# **RESPONDING TO THREATS AND ACTS OF VIOLENCE**

In the event of a violent incident, potential incident, or intruder on school grounds (direct or implied threats), the building office staff or administrator will contact 911.

## **Situational Response**

Plans have been developed through the district committees that deal with the following situations:

1. Intruder, violence, hostage
2. Biological, hazardous material
3. Suicide threat
4. Bomb threat
5. School bus accident
6. Natural weather related – early dismissal, school cancellation
7. Fire
8. Suspicious mail
9. Systems Failures

Procedures to safeguard students and staff include shelter in place, shut downs, lock downs and evacuations, all of which are practiced.

## **Resource Coordination**

1. Vehicles & Transportation

Use of the district's bus fleet and drivers, other staff and vehicles and large group facilities in proximity to the school are used in evacuation procedures.

2. Coordinating District Resources and Manpower

Through the district level response team, superintendent, other administration, head custodian and head of transportation, appropriate decisions are made to supplement procedures established by local police, fire officials, and emergency response agencies.

## **Post- Incident Coordination and Communication**

1. A post-incident plan has been established for communicating with families and reuniting students with families. (That plan is not shared in this document)
2. Mental Health Services – The post-incident team may consist of additional counselors from other school districts along with the Counselor, Psychologist and Student and Family Support Specialist from our own district. Referrals for both individual and small group counseling beyond the school will be made to the appropriate community agencies when additional or long term recovery is needed.

## **Emergency Response Team Roles — "The E-R-T"**

As directed by the Site Administrator/Principal (Site Incident Commander), the School Emergency Response-Team will respond to any emergency that affects the school building, students, staff, and/or visitors. The School E-R-T will consist of:

*Site Incident Commander (Site Administrator) *First Aid Coordinator (School Nurse) *Student Supervision Coordinator	*Facility and Materials Coordinator *Student and Parent Reunion Coordinator *School Crisis Recovery Team Coordinator
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The Site Administrator will designate staff members to fill essential roles:

- \* Identify a designee to act as the Site Incident Commander in your absence
- \* Identify and assign staff that will act as skilled Coordinators in the designated areas
- \* Inform staff they will need to report to the main office when called for (e.g., by intercom)
- \* Inform staff that they will need to perform the functions of this role in an emergency