ONONDAGA CENTRAL SCHOOL DISTRICT

DISTRICT WIDE SAFETY PLAN

(Project S.A.V.E. - Schools Against Violence in Education)

Distribution:

Superintendent
School Business Administrator
Director of Facilities
Building Administrators

Revised: July 2022

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INTRODUCTION

District wide Safety Plan: This District wide safety plan has been 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). This plan shall be reviewed on an annual basis on or before September 1st of each year.

Board of Education Approval: The Board of Education appointed a District wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the Onondaga Central School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. This plan was adopted by the Board of Education on { *date* }.

Scope of Plan: Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the District's priorities are first the protection of life, then preservation of property, and restoration to normal activities. This Plan and the Building Level Emergency Response Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Level Emergency Response Plan in a manner that will minimize loss of life, personal injury and property damage.

Project SAVE requires that this Plan include policies and procedures on several prescribed topics. In some instances, only a general policy on a prescribed topic is described for the District as a whole. Specific emergency responses to various contingencies (i.e. bomb threats and dangerous persons), and the confidential procedures to implement such responses, are included within the Building Level Emergency Response Plans specific to each school.

Building Level Plans: Building Level Emergency Response Plans have been developed to comply with Project SAVE and updated NY Safe School initiatives to establish specific emergency response plans for each school building. These Building Level Emergency Response Plans provide detailed response procedures for each school building in the District. In contrast to this Plan, which is accessible to the public, the Building Level Plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building Level plans provide a confidential means to outline sensitive emergency procedures not included herein.

INTRODUCTION - continued

Building Level Plans: - continued

Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(c)(2) and have been established for each instructional facility as follows.

1. Onondaga Jr/Sr High School
2. Wheeler Elementary School
3. Rockwell Elementary School

District Chain of Command: The Superintendent is the Chief Emergency Officer also referred to as the "Individual-In-Charge". In his/her absence the responsibility will go to the next alternate person in charge as detailed below. When the Individual-In-Charge has been notified that an emergency exists, he/she will serve as "Incident Commander", activating the appropriate procedures, directing the emergency response actions and serving as part of a unified command system with emergency responders. Administrative chain of command (person in charge) if the Superintendent is not available:

School Business Administrator
Onondaga Jr./Sr. High School Principal
Wheeler Elementary School Principal
Director of Facilities

Command Post: If the crisis demands the necessity to establish a "Command Post", the District Office will be used for this purpose.

Incident Command Structure:

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 LEVEL EMERGENCY RESPONSE 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/RESPONSE 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 school safety 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 BAGS "Gotta Go Bags" - A conspicuously marked carry bag maintained in the Building Administrator's office and the Nurse's Office containing emergency response supplies and information. The bag is to be transported to the Command Post and/or the Staging area during emergency responses.

DEFINITIONS - *continued*

L. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.

M. EVACUATION to Assembly Areas or (Assembly Area) - Moving students for their protection inside 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.

N. 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.

O. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.

P. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.

Q. HOLD-IN-PLACE – 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.

R. INNER PERIMETER - The immediate area of containment around the incident site.

S. 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.

T. 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.

U. 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.

V. 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.

W. 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.).

X. 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.

Y. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.

DEFINITIONS - *continued*

Z. 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.

AA. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an emergency.

BB. REUNIFICATION AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.

CC. 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.

DD. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or "Lockdown" 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.

EE. 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 or 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.

FF. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

GG. 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.

HH. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.

II. UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order or instruction during or after the occurrence of a violent incident.

2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION

A. MAPS AND FLOOR PLANS

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Chemical Storage areas
3. Mechanical Storage areas
4. Kitchen area(s)
5. Mechanical rooms (HVAC, etc.)
6. Fuel Storage tanks

The Building Level Emergency Response Plans will include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated, and are placed with appropriate agencies.

B. SURVEY OF VULNERABILITY

The buildings covered in this plan include:

1. Onondaga Jr/Sr High School
2. Wheeler Elementary School
3. Rockwell Elementary School

We have surveyed sources of potential emergencies 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 but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways or industries. A survey of vulnerability is included in each building level plan.

3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv)

A. GENERAL EVACUATION

Evacuations may be necessary in the event of fire, weather, other emergency, or 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.

1. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
   (a) Fire Alarm
   (b) Carbon monoxide (CO) Alarm
   (c) Intercom System
   (d) Verbal or Written Notification

2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards in order to ensure a safe and expeditious evacuation.

3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Level Emergency Response Plan and included in the Emergency Response Bag "Gotta Go Bag". Normal evacuation routes will also be posted in each room.

4. Teachers are to bring their Daily Attendance Records with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers may be asked to turn in their Attendance Roster to the Building Administrator for use at the Command Post.

5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school's intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.

6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.

7. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.

8. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.

9. All persons shall proceed to the designated Assembly Area and remain there until further notice.

10. Teachers must take attendance once in the designated Assembly area, and are to notify the Building Administrator if a student is not present.

3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) - continued

A. GENERAL EVACUATION - continued

11. 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 begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.

12. Occasionally, there may be a need to relocate students from the Assembly area to a predetermined Relocation Center. If evacuation is ordered beyond the Assembly area, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Assembly Area will be made by the Incident Commander upon consultation with the Superintendent.

    Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign a Student Release Form and pick up their child at the designated reunification site.

13. The School Nurse will have a medical alert list and supplies readily available at all times. For supplies not on hand, the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.

14. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

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

    - An Assisted Evacuation Plan is in the Building Level Emergency Response Plan. This plan should include every child or staff member who has limited mobility and will be reviewed as necessary (i.e.) when students and personnel change.

    - In case of an Emergency where evacuation or a long-term stay on-site is required, the Building Administrators, Special Education Staff and other designated staff will respond to a Relocation Center or designated assembly area to assist students with special needs and staff who serve them.

    - If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Supervisors of Special Education and or designated staff will act to facilitate the use of such groups.

3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) - continued

B. SHELTERING

Not all Emergencies will require building occupants to get out and go somewhere else. A **sheltering procedure** is appropriate for situations when it is necessary to hold students in an inside designated area temporarily 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 Level Emergency Response Plans. General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.

2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.

3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' assembly area. Faculty are to bring their class roster with them and maintain charge of their class in the designated location unless otherwise directed.

4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.

5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building

6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or Emergency Management Authorities to take further action.

7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect through the local news media. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources in cooperation with the Incident Commander and request assistance from County Emergency Management Office, the American Red Cross and other agencies as appropriate

8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) - continued

C. LOCKDOWN

A lockdown procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. The Lockdown procedure is also detailed in the Building Emergency Response Plan. General procedures are as follows:

1. A Lockdown 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. In events where an immediate threat to life safety is recognized, any faculty or staff shall raise the alarm and initiate a lockdown.

2. The Building Administrator or designee will apprise all building occupants of a Lockdown order using a plain language announcement. Students and staff shall remain in their classrooms or work area until the Law enforcement officials and/or Building Administrator 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 from the hallway.

5. Parents will be advised as to preferred responses, and 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.

D. LOCKOUT

A Lockout 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 Lockout 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. Classroom instruction can continue.

4. Students/staff who are on the school grounds are to return to the school building

5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.

3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) - continued

D. LOCKOUT - *continued*

6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building

7. Modify normal dismissal procedures as appropriate.

E. HOLD-IN-PLACE

A Hold-In-Place procedure is most commonly used to clear hallways of students and staff in the event that emergency services or other situations require a quick response through the school. Teaching can still be conducted during this action. Staff and students will be informed Hold-In-Place via the PA announcement. The following procedures will be followed:

1. Once notified of a Hold-In-Place, staff will quickly scan the hallways for their students and bring them into the classrooms.

2. Students will quickly move to their classrooms and stay in place until further notice.

3. Staff will be notified via the PA to release students.

F. 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 Level Emergency Response Plan shall contain provisions on the development of a telephone tree or similar notification for communications 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 - 155.17 (c)(1)(iii)

The Onondaga Central School District operates a number of programs, some at the District and building level, which deal with school safety officers and other security personnel, nonviolent conflict resolution training, peer mediation, and other school safety programs. These programs have specialized components to reduce and eliminate the possibility of student violence. See Section 6 for a list of intervention programs and services currently available at the Onondaga Central School District:

A. STUDENT INTERVENTION PROGRAMS

1. 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.

2. 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.

3. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization. Follow-up occurs as appropriate on the part of the school staff with providers of clinical psychological and/or psychiatric care.

4. 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. The programs serving students that provide services include individual counseling, referrals for psychiatric evaluation and/or therapy delivered through private clinicians or the local hospital(s). Services provided by the district include social workers and/or school psychologists meeting with students and families as appropriate.

5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS – 155.17 (c)(1)(xii)

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. 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.
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 - 155.17 (c)(1)(xvi)

The Onondaga 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 Onondaga Central School District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise. These programs and strategies have specialized components to reduce and eliminate the possibility of student violence. The following is a list of intervention programs and services currently available at Onondaga Central School District.

A. PROGRAMS UTILIZED THROUGHOUT ONONDAGA CENTRAL SCHOOL DISTRICT.

1. Positivity Project
2. Character Education
3. Changing Families (Banana Splits)
4. Conflict Mediation

7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (c)(1)(i & ii)

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 an adult such as 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.

7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (c)(1)(i & ii) – continued

A. PROCEDURES – continued

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;
   - Ensure 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. 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

6. If it is agreed that the threat is <u>not</u> credible, the school administrator shall institute any further action deemed necessary.

8. RESPONDING TO ACTS OF VIOLENCE - 155.17 (c)(1)(ii)

A. RESPONDING TO ACTS OF VIOLENCE

When an "act of violence" (as defined herein) occurs by students, teachers, other school personnel and visitors to the school, 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; and/or contact law enforcement.

B. POST INCIDENT RESPONSE TEAM

1. The Onondaga Central School District has established a Post-Incident Response Team (formally the Crisis 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 is identified within the Building Level Emergency Response Plans and will be activated whenever an incident occurs.

C. COUNSELING

The following contacts are available to assist Onondaga Central School District Students and Staff:

Arise, Child & Family Counseling Service:	315-472-3171
Onondaga County Mental Health Center:	315-435-3355
Catholic Charities:	315-424-1840
Contact Community Services – Student Assistance Program:	315-251-1400
Suicide Hotline ("CONTACT": Telephone Counseling):	315-251-0600
National Suicide Prevention Lifeline:	1-800-273-8255

9. SITUATIONAL / MULTI- HAZARD RESPONSES - 155.17 (c)(1)(xv)

A. GENERAL PROTOCOLS

The Building Level Emergency Response 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 in the "S.H.E.L.L." acronym. See Pages 7 - 11 for procedure descriptions.

B. HAZARD SPECIFIC RESPONSES

Confidential procedures for specific emergencies are provided within the Building Level Emergency Response 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. Severe Storm/Flood
10. System Failure (loss of power, heat, water, sewer, gas leak, structural)
11. Threats of Violence – Implied or Direct

10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (c)(1)(iv)

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities in the event of a violent incident. The Onondaga Central District continually works with law enforcement to develop a mutually satisfactory protocol for such reporting. Until a formal protocol is developed, the following procedures shall be followed by District personnel:

A. SEQUENCE OF ACTIONS.

1. The first person who becomes aware of an emergency will call 911 if necessary, and 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 911
   - Call the Superintendent, or designee at 315-552-5000
4. The Reporting Guidelines that are set forth in the Building Level Emergency Response Plans should be implemented depending on the nature of the Emergency.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii)

A. RESOURCES AVAILABLE IN THE EVENT OF AN EMERGENCY: See Appendix E.

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.

C. LOCATIONS 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 Level Emergency Response Plans, 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 according to the school's BLERP. 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 Administrator or designee for the involved building shall bring the school's "Gotta Go Bag" See Appendix F.
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.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – continued

E. DUTIES OF THE SUPERINTENDENT: 155.17(C)(1)(XIX)

1. The Superintendent is designated the **Chief Emergency Officer**. The Chief Emergency Officer or a designated administrator, will represent the Onondaga Central School District as part of the staff at the designated 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 the Spokesperson (or Public information Officer (PIO)) for the District. See section 11.L for more information. In addition the Superintendent will 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 Level Emergency Response Plan for his or her school to update any personnel changes.
   - A copy of any personnel changes shall be sent to the Superintendent and included in the Office Emergency Response Bag/"Gotta Go Bag" at each site.
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 Director of Business Services, the Director of Facilities, 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 Education Center 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 - 155.17 (c)(1)(vii & viii) – continued

F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this Plan and the Building Level Emergency Response Plan for your school prior to each school year with the Building Administrator.
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. Building Administrator or site supervisor's will make arrangements for creating maps or folders which will show the assembly area(s) for each school and for determining pick- up of students at each school's designated Relocation Center and/or delivery of students at each school's designated Reunification area.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.

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 the 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. The contents of this bag are addressed in Appendix E but should minimally contain:
   - **Updated class rosters for each class using the room**
   - **Emergency evacuation (including assisted evacuation) plans**
   - **Names and telephone numbers of crisis team members**

   Optional Items:
   - A flashlight and spare batteries
   - Latex gloves
   - Pen and paper
   - Sign with the classroom teacher's name in bold letters
   - Spare batteries for two-way radios
5. Special area teachers and non-instructional employees shall report to the designated Assembly area and help where needed to chaperone or supervise students.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – continued

G. DUTIES OF FACULTY AND STAFF - continued

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.
7. In the event that faculty, staff or students cannot be evacuated from an area immediately, the faculty and staff shall take measures to protect the students in-place until a rescue or assistance can be accomplished.

H. DUTIES OF THE 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 or similar 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. In the event of a building evacuation, secure the building and check to ensure that everyone is evacuated.

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. Utilize available School Medical Emergency Response Team members in accordance with school's BLERP.
3. 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.
4. In the event of an evacuation, the School Nurse shall be responsible for bringing medical information of students and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
5. Provide collaborative support and assistance for Fire and Rescue Personnel.
6. Maintain a list of emergency medical conditions and needs for all students.
7. Carry out first aid in the Assembly area, designated area, and/or at the Relocation Center as needed.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – continued

J. DUTIES OF THE DIRECTOR OF FACILITIES OR DESIGNEE

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. 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) A system for retrieving blueprints of our buildings during an Emergency.
   (b) A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties.
   (c) A procedure for the assignment and use of, powered equipment, trucks, and other heavy equipment from the District to assist as part of any Emergency.
   (d) Radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted.
4. Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency personnel.

K. DUTIES OF 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. The building secretary will have primary responsibility for retrieving the Emergency Response Bag from the school office at the onset of the Emergency/Evacuation and for bringing it to the Command Post. At the Command Post the building secretary will be responsible for assisting the Incident Commander and acting as a representative of the school. The building secretary shall be responsible for providing information regarding faculty, students, attendance and visitors in the building. 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 Reunification area or designated assembly areas if this area is activated.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – continued

L. DUTIES OF THE DISTRICT SPOKESPERSON OR PUBLIC INFORMATION OFFICER (PIO)

In addition to the Superintendent's duties in letter E of this section, the Superintendent will be designated as the Spokesperson or Public Information Officer (PIO) for the district. 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 Onondaga Central School District is responding to it. The School 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;
   - 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 Onondaga Central School 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 Onondaga Central School 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 Level Emergency Response Plan for information about, and reunification with their children.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – continued

M. DUTIES OF THE DIRECTOR OF FACILITIES/TRANSPORTATION OR DESIGNEE:

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 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 serve as a hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.

N. DUTIES OF SCHOOL FOOD SERVICE OR DESIGNEE:

In the event of an Emergency, the School Lunch 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 – 155.17(c)(1)(v)

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 Onondaga County Emergency Management Office for assistance as dictated by the situation, see Appendix B, "Emergency/Agency Telephone Numbers" for a listing.

13. INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(c)(1)(vi)

In the event of an Emergency, the Superintendent of Schools will contact specific agencies as dictated by the situation. See Appendix E of this plan.

14. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (c)(1)(ix & x)

A. DUTIES OF THE SUPERINTENDENT

Upon notification or declaration of a local or state emergency the Superintendent, or designee, will contact all the Onondaga Central School District locations to communicate emergency information and instructions and shall act as the Public Information Officer for all emergency response agencies within the District, and shall address all news media. See Appendix C for more information.

1. STATE EDUCATION DEPARTMENT

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

2. NOTIFICATION OF OCM BOCES DISTRICT SUPERINTENDENT

The Superintendent of Schools will be responsible for notifying the Office of the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services, at 1-315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

B. PARENTS & GUARDIANS 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 or alternate contact information at which to contact parents in the event of early dismissal;
- Alternate plans and/or contacts for the child's welfare if neither parent can be informed of early dismissal or emergency dismissal; and
- Special students' needs: medical and other.

14. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (c)(1)(ix & x) continued

C. 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 Onondaga Central School 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 Onondaga Central School 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.

15. SCHOOL SAFETY PERSONNEL – 155.17(c)(1)(xvii)

A. ALL STAFF

In addition to the assigned Safety/Security Personnel the Onondaga Central School 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. 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

Staff 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 – 155.17(c)(1)(xiii)

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 Level Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training by September 15, 2016 and each subsequent September 15 there after on the building-level emergency response plan which must include components on violence prevention and mental health, provide further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner. .

2. This training includes, but is not limited to Right-To-Know, Hazard Communication, Bloodborne Pathogens, CPR and AED training, overview of the Onondaga Central School District Building level Emergency Response 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 Level Emergency Response Plans. The Onondaga Central School District coordinates with the Onondaga County Sheriff's Department, New York State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, as well as 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 Supervisors will perform the following tasks with respect to training for staff and students.

1. Review District Safety Plan and the Building Level Emergency Response Plan for their particular building with their staff no later than September 15 of each academic year. Any revisions to the Plan will be distributed 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 Onondaga Central School 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 members/volunteers as alternates 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 – 155.17(c)(1)(xiv)

A. CONDUCT OF DRILLS

The Onondaga Central School District program sites will hold one annual early dismissal and sheltering drill as well as routine fire and lockdown 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:
   - At least once every school year conduct early dismissal and sheltering drills;
   - Inclusive of transportation and communication procedures; and;
   - Held with at least a one week 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 Level School 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 Onondaga Central School District will cooperatively conduct meetings to discuss the Building Level Emergency Response 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 Building Level School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and update any shortcomings within the plan.

B. FIRE DRILLS

A total of twelve drills consisting of eight (8) fire drills and four (4) lock down drills, shall be conducted each year, with eight (8) of any combination occurring before December 31st. At least one (1) of the eight (8) fire 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. All drills must be taken seriously at all times. From the time the alarm sounds or the announcement until occupants are back in the building or released, there should be no talking during these drills.

18. EMERGENCY DRILLS AND EXERCISES – 155.17(c)(1)(xiv) continued

B. FIRE DRILLS CONTINUED

In buildings where students are housed, teachers shall implement the following procedures during fire drills:

1. See that the windows are closed and the doors are 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.
   (a) 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.
   (b) Be sure students know alternate escape routes from the classroom.

19. PLAN DISTRIBUTION AND REVIEW

A. COPIES OF THE DISTRICT SAFETY PLAN

A copy of this Plan shall be available in the offices of the Superintendent, School Business Administrator, Director of Facilities, and Building Administrators.

20. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi)

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures are implemented to improve security in the buildings will include electronic security systems such as security cameras which have been upgraded to enhance school security around the exterior as well as the interior of the buildings.

A. BASIC PROCEDURES

1. All School District employees are required to wear an **employee badge** whenever they are in any the Onondaga Central School District facilities, 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

New York State law makes it a misdemeanor for anyone except parent/guardians of children in school to be on school grounds or in school buildings unless on official business.
Parent/guardians are always welcome to visit, but must report to the office to obtain permission. All others may visit the school after securing permission. There is a sign for visitors to report to the main office at the front entrance of each building.

20. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi) – continued

B. VISITOR PROCEDURES - continued

Visitors should adhere to the following procedures:

1. All visitors to the school are required to report to the main office immediately upon entrance.
2. Visitors are to sign in and show proper ID (driver's license) to receive a visitor's pass, which must be worn while in the building. If the visitor is unknown to office personnel or an administrator, identification showing proof of name will be required and scanned through the Raptor System prior to allowing the person to remain in the building. ***Visitors without proper ID will be asked to leave the building.***
3. Visitors are to sign out and return the pass to the office before leaving the building.
4. When parents arrive to pick up a child, they are to report to the attendance office to sign out the student. Students are to be picked up by parents in the main office. Parents are not to go to the classroom to pick up a child.
5. Visitations to classrooms for any purpose require permission from a principal in advance in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.
6. All school-building personnel have the responsibility and authority to question visitors regarding their reasons for being in the building. They may ask the visitor to report to the office if they determine the reason is not legitimate.

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 place the building on lockdown and call law enforcement and report their presence to the Building Administrator immediately, if possible. The Building Level Emergency Response Plans contain detailed procedures for dealing with armed or dangerous persons.

21. INDIVIDUAL BUILDING INFORMATION

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

Onondaga Jr/Sr High School – Grades 7 - 12	School Telephone 315-552-5020
Rockwell Elementary School – Grades PK - 2	School Telephone 315-552-5070
Wheeler Elementary School – Grades 3 - 6	School Telephone 315-552-5050

APPENDIX A

Chain of Command

and

District-wide School Safety Team

Main Contact Number: 315-552-5000

Name	Position	Phone
Rob Price	Superintendent/Chief Emergency Coordinator and Public Information Officer	315-552-5000
Jason Cirulli	School Business Admin/Trans./Food Service	315-552-5001
Eric Benedict	Director of Facilities	315-552-5090
Timothy Mumford	High School Principal	315-552-5020
Erik Swanson	High School Vice Principal	315-552-5020
Warren Smith	Principal – Wheeler Elementary School	315-552-5050
Katelyn Kilmore	Principal – Rockwell Elementary School	315-552-5070
Steve Smolen	School Resource Officer	315-552-5020
Darren McLaughlin	School Resource Officer	315-552-5020

APPENDIX B

EMERGENCY/AGENCY TELEPHONE NUMBERS

Agency	Phone
Onondaga Central School District Emergency and Service Agency Contacts:	
State Police	911
Onondaga County Sheriff	911
Onondaga County Fire Control	911
AMR Ambulance	911
Dr. Andrew Merritt	315-673-9926
Poison Control Center	1-800-222-1222
Utica National Insurance	1-800-598-8422
Onondaga County Highway Department	315-469-1664
Town of Onondaga Highway Garage	315-469-1664
Onondaga County Emergency Management Office	315-435-2525
Poison Control Center of CNY:	1-800-222-1222
Youth Emergency Services: (Access)	315-463-1100
NYS DEC Hotline:	1-800-457-7362
Red Cross	315-234-2200
Contact Community **Services** Help Line:	1-844-245-1922 (National number)
Contact Hot Line (24-hour Counseling)	315-251-0600
Utilities:	
Electric (National Grid)	315-474-9159 (office)
	1-800-867-5222
Gas (New York State Electric and Gas (NYSEG))	1-800-572-1121
Telephone (**Verizon**)	1-800-837-4766 (repair) - (Identify as emergency)
Regulatory Agencies:	
Department of Environmental Conservation (Region 7 Syracuse Office)	315-426-7519
Onondaga County Health Department	315-435-3233
Environmental Protection Agency	1-877-251-4575
EPA Hot Line for Spills and Releases	1-800-424-8802
State Education Department	
SED Facilities Planning	1-518-474-3906

APPENDIX C

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF
(Emergency Closing Procedures)

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 or electronically delivered to all district residents.

2. Special mailing to students' homes.

3. Handout for students to carry home.

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

1. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
2. Methods for disseminating information during an emergency (Radio/TV stations, etc.)
3. A source for additional information.

A decision to close the school for any reason originates with the superintendent, who notifies the administrators about 5:30 a.m. If there is doubt in your mind as to whether or not school will be in session, listen to the radio/TV stations listed below beginning at 6:00 a.m. Don't call; they will not give you the information over the phone; but listen to their news bulletins that always include emergency school closings. The District Office always makes the contact with the radio stations. In addition, messages are sent out via automated system to receivers, if signed up.

Items relative to closing school:

1. It should be understood that when school is cancelled due to inclement weather this automatically cancels all activities scheduled for our students on that day.
2. During snow days, all main doors are locked. If you desire access to the building, telephone ahead of time to make arrangements.
3. **EVENING SNOW CONDITIONS**: In the event of storm conditions during the early evening, the decision to close schools the following day will be made as early as possible.

The following is a list of Radio & TV stations that will be contacted in the event of schools closings:

Radio	Television
WHEN 620 AM/107.9 FM - Syracuse	WSYR Channel 9 – ABC - Syracuse
WSYR 570 AM - Syracuse	WTVH Channel 5 – CBS - Syracuse
WAQX 95X/FM 93Q - Syracuse	WSTM Channel 3 – NBC - Syracuse
	NEWS 10 Now Channel 10 – Syracuse

APPENDIX D

RESOURCES AVAILABLE WITHIN DISTRICT

155.17(c)(1)(vii)

The following district resources are available in case of an emergency:

Resources	Jr/Sr HS	Rockwell	Wheeler
Telephone System	X	X	X
Zoned Fire Alarm System	X	X	X
Public Address System	X	X	X
Nurses' Office/ and First Aid Supplies	X	X	X
Gotta Go Bags	X	X	X
Potable Water	X	X	X
Fire Extinguishers	X	X	X
Electric Generator			
Battery Backup System	X	X	X
Water Supply--Fire Hydrants	X	X	X
Food Available:	X	X	X
Communication System (Radios)	X	X	X
Flashlights	X	X	X
Batteries	X	X	X
Maps—School Dist. Area	X	X	X
Building Floor Plans	X	X	X

Note:

APPENDIX E

GOTTA GO BAGS

"Gotta Go Bags" are optional school emergency bags that are filled with supplies that may be needed in the event of an emergency. Emergencies may involve classrooms or a whole school depending on the type and extent of the emergency. The emergency may be just an evacuation of the building to setting up operations for a longer duration (days to weeks). A minimum of two bags are in each school building; An Office or Administration bag is the school level gotta go bag and an gotta go bag for the School Nurse. Classroom Teachers may have a specific gotta go bag or Emergency folder as well.

1. **Office/Administration Emergency Response Gotta go Bag:**

- Updated class rosters for each classroom
- Emergency Phone Numbers (District as well as outside Resources)
- Pen and paper
- Parent Reunification forms or equivalent
- Emergency evacuation (including assisted evacuation) plans with room numbers on it (multiple (10) copies for responders)
- Names and telephone numbers of the Building Level School Safety Team Members and Post Incident Response Team members
- The Building Level Emergency Response plan or excerpts from it.
- Other forms or documents the school/district may require

  Gotta go bags can also contain optional items such as:
  - A flashlight and spare batteries
  - Cell phone charging cords/adaptors
  - Latex gloves
  - Sign (or materials for making a sign) with the classroom teacher's name in bold letters
  - Two-way radios and Spare batteries

2. **School Nurse Gotta Go Bag:**

- Updated student attendance list
- Medical Team Phone numbers
- Medical information cards on each students (or students with medical needs)
- Daily medications to include Epi-Pens
- AED
- First Aid Kit/supplies
- Latex gloves

3. **Optional Classroom "gotta go bags" or emergency folders for teachers:**

- Updated class rosters/attendance lists for each classroom
- Books or coloring paper

APPENDIX F

155.17(c)(1)(xviii)

NON-PUBLIC SCHOOLS AND DAY CARE CENTERS