

# CANASTOTA CENTRAL SCHOOL DISTRICT

## **DISTRICT-WIDE SAFETY PLAN**

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# District-wide School Safety Plan

## *Commissioner’s Regulation 155.17*

### **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Canastota Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES**

### **A. Purpose**

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

### **B. Identification of School Teams**

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

#### **Position**

Board of Education Representative	Deb New
Administration Representative	Cara Stevens
Teacher Representative	Erin Tucci, Linda Gleeson
Parent Representative	Devon King
Student Representative	(TBD for 2018-2019)
Other School Personnel	Roseann Gardinier R.N.
Others:	Josh Stagnitti, Jack Angrisano- Madison-Oneida -BOCES
	Canastota Police - Chief Jim Zophy William Street - ESA (NYSIR)

#### **D. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

#### **E. Plan Review and Public Comment**

- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its adoption. The District-wide and building-level plans were adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education on June 11, 2002.
- While linked to the District-wide School Safety Plan, building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments were submitted to the New York State Education Department within 30 days of adoption. Building-level emergency response plans were supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available in the Business Office, 120 Roberts Street, Canastota, NY.

## Section II: Risk Reduction/Prevention and Intervention

### A. Prevention/Intervention Strategies

#### Program Initiatives

The district may establish the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents, such as:

- ◆ Non-violent conflict resolution training programs,
- ◆ Peer mediation programs,
- ◆ Extended day programs,
- ◆ DASA Anti-bullying programs,
- ◆ Student Handbooks with shortened version of Code of Conduct

The district will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

#### Reporting Mechanism

Students will use the building level chain of command to report any incidents. The school nurses, guidance counselors, social worker and psychologists are also available for confidential reporting.

#### Training, Drills, and Exercises

- ◆ The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations that may include those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.
- ◆ When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2018-2019 school year:
  - Drills and exercises will be evaluated by the District staff and/or local response agencies and the school Safety Committee. Evaluations may be written or verbal debriefings. Corrective actions will be implemented as needed.

Date	Description of drill or exercise
Annual/Spring	"Early Go Home" drill- Students & Staff
As required by law	8 Fire Drills and 4 Lockdown Drills-Students & Staff
As needed	Table top exercises - Staff
Annually	Emergency Preparedness, Violence Prevention and Mental Health; Right to Know; Blood Borne Pathogens; First Aid/CPR/ Defibrillator Training-Staff
Annually	Bus Drills – Students and Staff

## Implementation of School Security

- ◆ The district will conduct a security review of the facility with the assistance of local law enforcement and/or the BOCES Safety Office, to determine what security measures should be adopted. Measures to be considered include: hall monitors, visitor badge/sign-in procedures, video surveillance, resource officer, and reporting mechanisms.
- ◆ The following security measures are in place:

Security measure	Purpose
Main Office Staff	Single point of entry-sign in of visitors in the buildings-monitor same-Badge required for visitors
Fingerprinting	All new employees after 7/2001
Security Cameras & Recorders	Jr./Sr. High School, RSES complexes and Bus Garage. Also corridor security cameras for Roberts St. complex. PSES has non-recording cameras at main and side entrances.
Card Access System	Limit and monitor access to all instructional buildings including Bus Garage
Anonymous Tip Line	Anonymous reporting of bullying, threats, substance abuse etc.
School Messenger	Email and text message notification/updates to subscribed parents

### For the safety of students and staff, specifics have not been included.

- ◆ The following measures have been considered, but not implemented at this time:

Security measure	Resolution

## Policies and procedures for the dissemination of informative materials

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. Additionally, the District may disseminate violence prevention information to parents and/or students via newsletters, handbooks, letters/handouts or other appropriate means, as necessary. The District is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff.

### B. Hazard Identification

The District has identified the following sites of potential emergency or potential emergency situations:

Site/situation	Comments
Building	Science Labs/Technology Areas, also Staff training required, CPR training completed for most of non-instructional staff
Athletic fields	New fields & facilities constructed to minimize in this area
Buses	Bus Accident policy developed 2005
Roadways	NYS Thruway, Routes 5 & 13 for transportation of hazardous materials

\* See also Appendix 1 for Risk Probability Checklist.

### Section III: Response

#### A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan. Additionally, emergency service telephone contacts are listed on appendix 5 in this plan.
- The Superintendent and /or his designee(s) will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication. See appendix 2.
- In the event of a disaster or an act of violence, the BOCES District Superintendent, or his designee, will be notified as appropriate.
- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television - Channel(s) 3 & 5 CNY, Channel 9, Fox 33 – WUTR-WFXV8, News 10 Now and Radio stations - Clear Channel Broadcasting (WOUR, WSKS, WRNY, WUTQ, WRFM,WADR); Big Frog 104; WRFG, WRUN, WIBX, WODZ 96, WKRL/100.9/ WKRH/ 106.5, WTKW/ 99.5 WTKV 105.5/ TK 105 WZUN/ 102.1/ TK99/ Sunny 102. Where practicable, phone trees will be implemented using the information provided on students' emergency contact cards. In the event of certain large-scale emergencies, the NOAA weather radio emergency alert system may be used.
- Where practicable, phone trees will be implemented using the information provided on students' emergency contact cards. In the event of certain large-scale emergencies, the NOAA weather radio emergency alert system may be used.

#### Maintaining certain information about each educational agency located in the school district

The following information concerning educational agencies located within the district is included with the Building-level Safety Plans and is updated by each building:

- Projected School population and number of staff (instructional)

Peterboro Elementary	253 Students incl. Pre-K	35 staff members
South Side Elementary	185 Students	29 staff members
Roberts St. Elementary	331 Students	49 staff members
Jr./Sr. High School	566 Students	68 staff members
Roberts St. Annex	8 Students	2 staff members

- Transportation: See appendix 3
- Business and home telephone numbers of key officials of each such educational agency:  
See appendix 2

The Superintendent or his/her designee will ensure that this information is current and accurate.

## **B. Situational Responses**

### **Emergency Response**

**The District's emergency response plans are outlined in the Building-level Emergency Response Plans for security reasons.**

They include the following types of emergencies such as:

- ◆ Threats of Violence
- ◆ Hostage/Kidnapping
- ◆ Natural/Weather Related
- ◆ Civil Disturbance
- ◆ School Bus Accident
- ◆ Building System Failure
- ◆ Intruder
- ◆ Explosive/Bomb Threat
- ◆ Hazardous Material
- ◆ Biological
- ◆ Medical
- ◆ Shooting Incident (Crime Scene Mgt.)

### **Responses to Acts of Violence: Implied or Direct Threats**

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations which would require these responses.

- ◆ Use of staff trained in de-escalation or other strategies to diffuse the situation.
- ◆ Inform Superintendent of implied or direct threat.
- ◆ Determine level of threat with Superintendent/Designee.
- ◆ Contact appropriate law enforcement agency, if necessary.
- ◆ Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

### **Acts of Violence**

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- ◆ Determine level of threat with Superintendent/Designee.
- ◆ If the situation warrants, isolate the immediate area and evacuate if appropriate.
- ◆ If necessary, initiate lockdown procedure, and contact law enforcement.
- ◆ Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the Building-level Plans. The following protocols are provided as examples:

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

**Arrangements for Obtaining Emergency Assistance from Local Government**

- ◆ In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or her designee.
- ◆ On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance.

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law.

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District’s local emergency management office information:

**Emergency Management Office- Ted Halpin, Wampsville, NY 315-366-2789**

**District Resources Available for Use in an Emergency**

During an emergency, the District has the following resources available:

<b>Equipment</b>	<b>Location</b>
Defibrillator	Instructional buildings and athletics
Generator	High School
Emergency lighting	All buildings
Heavy duty fans	High School
First Aid Supplies	Each building-Nurses Office
Spill Clean up Materials	Each building-Custodial Rooms & Buses

The following persons are available to assist in the event of an emergency:

<b>Title</b>	<b>Role, skill, or assignment</b>
School Nurse	First Aid Supplies
All trained staff	First Responders
Building & Grounds	Head Custodian
Transportation Supervisor	Bus drivers
Guidance Counselors, School Psychologists, Social Worker, Nurses	Crisis Team
Volunteer custodians & staff	Suspicious Object Identification Team

**Procedures to coordinate the use of school resources during emergencies**

The District uses the Incident Command System model for emergency actions. For campus emergencies, the Incident Commander will be the District Superintendent of Schools or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building Level Emergency Response Plans. See appendix 4.



## **Protective Action Options**

The following actions will be considered in the event of an emergency as appropriate:

- ◆ School cancellation prior to opening
- ◆ Early dismissal
- ◆ Evacuation
- ◆ Sheltering (Lockdown, Lockout, Shelter-in-Place, Hold-in-Place)

### **◆ School cancellation**

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.

### **◆ Early dismissal**

- Monitor situation
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **◆ Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to Superintendent.
- Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- Ensure adult supervision or continued school supervision/security.
- Set up an information center where parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **◆ Sheltering (internal and external)**

- Determine the level of threat.
- Determine location of sheltering depending on nature of incident if threat not imminent.
- Initiate building Lockdown, Lockout, Shelter-in-Place or Hold-in-Place procedures e.g. lock/close doors etc. if threat imminent.
- Account for all students and staff. Report any missing staff or students to Superintendent.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

## **Section IV: Recovery**

### **A. Post-Incident Response**

- The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-level Plan.

### **B. Disaster Mental Health Services**

- The Superintendent, or his/her designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan.
- During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

## APPENDIX 1

### RISK PROBABILITY CHECKLIST

	YES	NO	DON'T KNOW
1. Has you region ever been short of water due to <b>drought</b> conditions? Natural Hazard: Drought and Extreme Heat	<b>X</b>		
2. Have you ever felt an <b>earthquake</b> tremor while in your community? Natural Hazard: Earthquake	<b>X</b>		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		<b>X</b>	
4. Have <b>forest fires</b> ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		<b>X</b>	
5. Do you live in a state having great or moderate risk from <b>landslides</b> occurring? Natural Hazard: Landslide		<b>X</b>	
6. Is you district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		<b>X</b>	
7. Has your community ever experienced a <b>winter storm</b> ? Natural Hazard: Winter Storms and Blizzards	<b>X</b>		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		<b>X</b>	
9. Is your community in an area visited by thirty or more <b>thunderstorms</b> per year? Natural Hazard: Severe Thunderstorms		<b>X</b>	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		<b>X</b>	
11. Has your state ever been crossed by the path of a <b>hurricane</b> ? Natural Hazard: Hurricane	<b>X</b>		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods		<b>X</b>	
13. Have <b>floods</b> or <b>flash floods</b> ever affected your home or community? Natural Hazard: Floods and Flash Floods	<b>X</b>		
14. Do <b>tornadoes</b> present a major or moderate risk to your region? Natural Hazard: Tornado		<b>X</b>	
15. Do you live in a western state that has been or might be affected by ashfall from a <b>volcanic eruption</b> ? Natural Hazard: Volcanic Hazard		<b>X</b>	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other <b>hazardous materials</b> ? Technological Hazard: Hazardous Materials		<b>X</b>	
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	<b>X</b>		
18. Have major <b>transportation accidents</b> ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident	<b>X</b>		
19. Is your district within a fifty-mile radius of a <b>nuclear power facility</b> ? Technological Hazard: Radiological Incident		<b>X</b>	
20. Are there any <b>radioactive waste</b> dump sites in your state? Technological Hazard: Radiological Incident		<b>X</b>	
21. Are there any man-made <b>dams</b> built along the river nearest your district? Technological Hazard: Dam Disaster		<b>X</b>	

## APPENDIX 2

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephones numbers of building staff.

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>
Peterboro Street Elementary	220 Peterboro Street Canastota, NY	Jennifer Carnahan	315-697-2027 (Work)
South Side Elementary	200 High Street Canastota, NY	Jennifer Carnahan	315-697-6372 (Work)
Roberts Street Elementary	120 Roberts Street Canastota, NY	Melissa Stanek	315-697-2029 (Work)
Canastota Junior – Senior High School	101 Roberts Street Canastota, NY	Jay Altobello	315-697-2003 (Work)

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within or adjacent to the District:

<b>Educational Agency</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>
Celebration Children’s Center of Canastota	206 Wilson Ave. Canastota, NY	Jessica Cornue	315-697-8680
Madison County Head Start Program	110 N Main Street Canastota, NY	Valerie Schorer Mandy Courtwright	315-624-9930 X 2631 or x2651 Utica Office

In an emergency, the Canastota Central Schools Business Office will notify these agencies as appropriate.

### EDUCATIONAL AGENCIES

<b>Ms. Jackie Starks</b>	<b>(BOCES)</b>	<b>315-361-5510</b>
<b>Dr. Ravo Root</b>	<b>(Camden)</b>	<b>315-245-4075</b>
<b>TBD</b>	<b>(Hamilton)</b>	<b>315-824-6300</b>
<b>Mr. Michael Davis</b>	<b>(Madison)</b>	<b>315-893-1878/1879</b>
<b>Mr. Gregory Molloy</b>	<b>(Morrisville-Eaton)</b>	<b>315-684-9300</b>
<b>Ms. Mary-Margaret Zehr</b>	<b>(Oneida)</b>	<b>315-363-2550</b>
<b>Mr. Peter Blake</b>	<b>(Rome)</b>	<b>315-334-7434</b>
<b>Ms. Cynthia Stocker</b>	<b>(Stockbridge)</b>	<b>315-495-4400</b>
<b>Ms. Martha Group</b>	<b>(VVS)</b>	<b>315-829-2520</b>

Home telephone numbers are maintained in the district office.

## **APPENDIX 3**

### **School Transportation Resources**

**22** – 65 Passenger Bus

**3** – 59 Passenger Bus with Wheel Chair

**2** – 7 Passenger Extended SUV (DOT Approved)

**2** – 6 Passenger Mini-Van

19 – Drivers (Permanent)

8 – Substitute Drivers

7 – Bus Aides (Permanent)

6 – Substitute Bus Aides

## **Appendix 4**

### **Incident Command**

- ❑ **Incident Commander – District Superintendent or Designee -** Responsible for the direction of the District response in a campus-wide emergency (District Superintendent) or the building response in a building-level emergency (Building Administrator).
- ❑ **Emergency Coordinator and Logistics – District Superintendent or Designee -** Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution and carrying out decisions of the Incident Commander.
- ❑ **Public Information Officer – District Superintendent or Designee -** Compiles and releases information to the news media.
- ❑ **Safety Officer – BOCES Risk Management -** Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- ❑ **Liaison – Maintenance Mechanic -** Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
- ❑ **Incident Log – Dir. Pupil/Personnel Services -** Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- ❑ **Operations – Building Principals -** Responsible for directing the implementation of action plans and strategies for incident resolution.
- ❑ **Planning/Intelligence – Emergency Management Team -** Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- ❑ **Administration/Finance – District Business Leader -** Responsible for all cost and financial matters related to the incident.

## **Appendix 5**

### **EMERGENCY TELEPHONE NUMBERS**

<b>Agency</b>	<b>Telephone Numbers</b>
New York State Police	911 or 315-366-6000 (Oneida)
Madison County Sheriff	911 or 315-366-2318
Canastota Police	911 or 315-697-2240
Madison County Emergency Response Fire and Ambulance	911 or 315-363-2090
Madison County Fire Coordinator	315-366-2789
Madison County Health Dept.- Public Health Nurse	315-366-2361
Oneida Healthcare Center	315-363-6000
NYS Thruway Authority	1-800-462-2556
Canastota Fire Department	911 or 315-697-3341
St. Elizabeth Hospital (Utica)	315-801-8100
Red Cross	315-363-2900 (Oneida Chapter)
Poison Control	1-800-222-1222
Verizon Telephone Company	1-800-837-4966
National Grid	1-800-642-4272
Canastota Dept. of Public Works	315-697-7042 (Cell) 315-575-1826 or 315-575-6142
Madison County Highway Department	315-366-2221
National Weather Service	607-729-1597
F.B.I.	315-732-2157
Madison Co. Mental Health	315-366-2327