



CAZENOVIA CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY PLAN

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

Original Plan: August 2002

Date adopted by Board of Education: September 18, 2023

Revised: August 2, 2023

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INTRODUCTION

This District-wide safety plan (the “District 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(e)(1). It provides standard procedures to guide students and staff of the Cazenovia Central School District (the “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 made available for public comment May 29, 2002, adopted by the Board of Education on August 19, 2002 and submitted to the State Education Department on August 20, 2002. In September of 2016 this plan was updated to reflect the amendment of section 155.17 of Commissioner’s Regulations in regard to school safety plans and fire and emergency drills.

A building-level safety plan (the “Building Safety Plan”) has also been developed to comply with Project SAVE to establish specific emergency response plans for each school building. The Building Safety Plans will be in the form that has been approved by the Board of Education (the “Board”). The Building Safety Plans will provide detailed response procedures for each school building in the District. Such plans will comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2). Said plans were adapted in September of 2016 to conform to the template mandated by amendment of section 155.17 noted above. These plans are confidential and not available to the public.

Project SAVE requires that the District Safety Plan include policies and procedures on several prescribed topics. In some instances, a general policy on a prescribed topic is set forth in the District Safety Plan and the specific procedures to implement such a policy are included in the Building Safety Plans or annexed as an appendix to the Building Safety Plans.

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 Safety 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 Safety Plan in a manner that will minimize loss of life, personal injury and property damage.

1. DEFINITIONS

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.

BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.

BUILDING SAFETY PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).

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.

BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, teachers, administrators, representatives of 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.

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.

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.

DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, students, teachers, administrators, and parent organizations, local emergency agency personnel, and other school personnel.

EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.

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.

EMERGENCY RESPONSE BAG - A conspicuously marked bag maintained in the Building Administrator's office containing emergency response information. This bag is to be transported to the Field Command Post and Staging areas during emergency

responses. Duplicate Emergency Response Bags shall also be kept at the district office.

EMERGENCY SERVICES ORGANIZATION – A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.

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

EVACUATION – (“key phrase: Initiate School Evacuation”) Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.

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.

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

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

IN-PLACE SHELTERING – “key phrase: Initiate In-Place Sheltering” The emergency response used in situations where it is necessary to have students/staff temporarily remain in their classrooms or work-areas during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.

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

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.

LOCK-DOWN - “key phrase: Initiate Lock-down” 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.

LOCK-OUT – “key phrase: Initiate Lock-out” This emergency response is to be 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.

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.

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.).

OUTER PERIMETER - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.

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

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.

RELOCATION CENTER - A location established outside the inner perimeter for providing temporary shelter or care for persons displaced by an Emergency.

SAFETY ZONE – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus (“evacuation”), where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.

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.

SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

SHELTERING – “key phase: Initiate Sheltering” The emergency response of keeping students and staff in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building, (a gymnasium, cafeteria) during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.

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

STUDENT RELEASE AREA – A predetermined location where parents, guardians or authorized persons (pre-arranged surrogates) can pick up students during an emergency.

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.

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

UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent of Schools 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) Phone jacks for outside lines
- 3) Chemical Storage areas
- 4) Mechanical Storage areas
- 5) Kitchen area(s)
- 6) Mechanical rooms (HVAC, etc.)

Appendix “B” of the Building Safety Plans include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated, and are provided to appropriate agencies.

B. SURVEY OF VULNERABILITY

The buildings covered in this Plan include:

- 1) Cazenovia Jr./Sr. High School, 31 Emory Avenue, Cazenovia, NY 13035
- 2) Cazenovia Middle School, 31 Emory Avenue, Cazenovia, NY 13035
- 3) Burton Street Elementary School, 37 Burton Street, Cazenovia, NY 13035

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. A survey of vulnerability is included in each building level plan.

3. STANDARD EMERGENCY RESPONSE PROCEDURES

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. Specific protocols for Evacuation for each school are in the confidential Building Level Safety Plans.

- 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) Intercom System
 - c) Verbal or Written Notification
- 2) Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
- 3) The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Safety Plan and included in the Emergency Response 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 emergency 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 in a non-fire situation.
- 9) All persons shall proceed to the designated Safety Zone and remain there until further notice.
- 10) Teachers must take attendance once in the designated Safety Zone, and are to notify the Principal or the designee if a student is not present.
- 11) Any time teachers have to relocate their classes, 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 Safety Zone to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander upon consultation with the Superintendent of Schools. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent/guardian, or an authorized person (pre-arranged surrogate) may sign a Student Release Form and pick up their child at the designated reunification site.
- 13) The School Nurse should 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.

B. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY

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

- 1) An Assisted Evacuation Plan form is provided as Appendix "Q" in this Plan. This form should be completed for every child or staff member who has limited mobility and for any other individual who would require assistance to leave the

building in an Emergency or require any kind of special accommodations during an Evacuation. The plan for each student should be reviewed annually.

- 2) The Assisted Evacuation Plan will designate the person(s) responsible to assist in evacuating the non-ambulatory person as well as alternates for situations in which the person with primary responsibility is not available. The person with primary responsibility should be someone who is likely to be near the person who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic. Person(s) responsible should evacuate non-ambulatory person(s) to the assigned exit point and loading area for transportation. A copy of the Assisted Evacuation Plan should be included in the Emergency Response Bag.
- 3) In case of an Emergency where evacuation or a long-term stay on-site is required, the Director of Special Education and designated staff will respond to the Relocation Center or to the designated Safety Zone to assist special education students and staff who serve them.
- 4) If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Special Education will act to facilitate the use of such groups.
- 5) Designated staff from the office of the Director of Special Education will provide additional assistance where needed.

C. 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 Safety Zone temporarily during an emergency until things can be returned to normal or dismissal can be arranged. Specific protocols for Sheltering response for each school are in the confidential Building Level Safety 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 to shelter.
- 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'

Safety Zone. Faculty are to bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.

- 4) During sheltering for certain types of environmental problems, i.e., air pollution, chemical spills or radiological emergencies, windows should be closed, ventilation systems and outside air intakes should be shut down.
- 5) The Building Administrator will assign appropriate duties to selected staff members including the custodian, which will 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 of Schools 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 (See Appendix "G" of this Plan).
- 8) The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

D. LOCK-DOWN

A lock down procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. Specific protocols for Lock-down for each school are in the confidential Building Level Safety Plans. General procedures are as follows:

- 1) A lock-down procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff. The procedure may involve some or all persons within the building, depending on the nature and location of the emergency.
- 2) The Building Administrator will apprise all building occupants of a stay in place (lock-down) order using the predetermined emergency signal. Students and staff shall remain in their classrooms or work-area until the Building Administrator or law enforcement official gives instructions otherwise.
- 3) The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
- 4) When a Lock-down is announced, building staff should close and lock windows and doors in their area if possible.

- 5) Non-instructional staff and all non-assigned instructional staff will report to the Building Administrator for specific instructions only if summoned and safe to do so.
- 6) The Building Administrator will assign selected staff members and the custodian(s) to secure the building.
- 7) 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.

E. LOCK-OUT

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

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

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 of Schools. Specific protocols for Early Dismissal for each school are in the confidential Building Level Safety Plans.

- 1) Early dismissal is available as a building evacuation option for emergency situations as decided by the Superintendent of Schools.
- 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 an authorized person (predetermined surrogate) who has been designated by the parents to care for the child in their absence.
- 3) Due to the time it takes to coordinate an early dismissal, this action is normally coordinated at the District level and is typically used in response to inclement weather, or loss of heat or other utilities in the building.
- 4) The Transportation Department will be notified when and where to send buses.
- 5) Emergency contact information will be utilized to facilitate uniting students with their families or with an authorized person (predetermined surrogate) who has been designated by the parents to care for the child.
- 6) Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the emergency dictates, will select alternate dismissal procedures and/or loading areas.

4. PREVENTION AND INTERVENTION STRATEGIES

The District operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence (see also procedures in Section 7: Responding to Implied or Direct Threats of Violence). Districtwide programs are described below:

A. GENERAL INSTRUCTION

- 1) When students express any suicidal or violent intentions, the staff member alerts Building Administrator, mental health services and parents/guardian.
- 2) When there is any suspicion of abuse appropriate agencies are notified and investigations are initiated.

B. SPECIAL EDUCATION PROGRAMS

- 1) The programs serving students with emotional disabilities provide services including individual counseling, group counseling, psychiatric evaluation, home

visits, family counseling and a behavioral management program (including teacher training).

- 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 Building Administrator, mental health services and parents/guardian.
- 4) When there is any suspicion of abuse appropriate agencies are notified and investigations are initiated.

C. ALTERNATIVE EDUCATION PROGRAMS

- 1) The Alternative Education programs deal first with the social issues affecting students' academic achievement and second with academic issues. The programs begin each day with "family groups" and periodic town meetings are held. When necessary, individual counseling is provided.
- 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 Building Administrator, mental health services and parents/guardian.
- 4) When there is any suspicion of abuse appropriate agencies are notified and investigations are initiated.

D. WORKFORCE PREPARATION PROGRAMS

- 1) A student Assistance Counselor is available at the high school to counsel students who have substance abuse, or personal problems.
- 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 Building Administrator, mental health services and parents/guardian.
- 4) When there is any suspicion of abuse appropriate agencies are notified and investigations are initiated.

5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. 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 anti-social 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 anti-social 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 a student is violent. Therefore, everyone concerned must take precautions so that students are not needlessly stigmatized.

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

The 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 district currently has 2 school Psychologists (K-12), 4 Home School Counselors (K-6), 1 A.D.A.P.E.P. Counselors, 4 School Guidance Counselors (7-12), 1 Social worker (9-12) and over 180 staff members (K-12) certified as mediators in conflict mediation. The following is a list of intervention programs and services currently available at Cazenovia Central School District:

A. PROGRAMS IN PLACE FOR GRADES K-6:

- 1) D.A.R.E.
- 2) Banana Splits – program for children of divorce
- 3) Just Say Know Drug Quiz program

- 4) No Put Downs
- 5) Assertive Discipline
- 6) Character Education
- 7) Parents and Grandparents in the classroom
- 8) Elementary Partners in Prevention Programs

B. PROGRAMS IN PLACE FOR GRADES 7-12:

- 1) Conflict Mediation/Peer Mediation
- 2) Mentoring
- 3) Project Adventure and the Full Value Contract
- 4) Extended School Day
- 5) Discipline with Dignity

7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE

The District shall make 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 District authorities 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
 - a) Assume the threat is serious;
 - b) Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and

- c) 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:
 - a) Assume threat is serious;
 - b) Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
 - c) Be available and cooperative in providing a statement of information, with the understanding that the parent/guardian will remain anonymous to the greatest extent possible.
- 3) Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - a) Assume threat is serious;
 - b) Immediately report the threat to a school administrator/designee; and;
 - c) 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:
 - a) Assume threat is serious;
 - b) Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
 - c) Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received; and
 - d) Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received.
 - e) Bomb threats are a crime – notify law enforcement
 - f) Notify the Superintendent of a serious threat.
- 5) Building Crisis Intervention/Response Team shall do the following:
 - a) Assess and document (using Threat Assessment Report Form) all threats of violence. Factors to consider when determining whether a threat is credible are listed in Appendix “P”, which contains a Threat Assessment Report Form for use by administrators.
 - b) Investigate credibility and validity of threats as stated in Appendix “Q”, the Threat Assessment Flow Chart”.
 - c) Interview person(s) reporting/observing threat.
 - d) Summon and interview person(s) making threats. If there is the potential of violent reaction or confrontation consider the following:
 - The nature of the threat
 - Who is sent to summon person(s) making threat
 - The training and ability of the person sent
 - The class schedule of person(s) making threat
 - The time of day

- Proximity of other students and staff
 - The age and history of person(s) making threat
 - The use of on-site security or summoning local law enforcement
- e) Report occurrence, whether involving an actual confrontation or a threat of potential violence, to the potential victim(s) and/or their parents/guardians, to the parents/guardians of the student who made the threat, the school psychologist and/or counselor, and the Director of Special Education, if applicable. Coordinate with local mental health agencies and other outside resources as necessary.
 - f) Keep Superintendent apprised.
 - g) Discipline person(s) making threats according to the District Code of Conduct.
 - h) Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
 - i) If it is agreed that the threat is credible:
 - If not already done, the administrator will immediately consult with appropriate law enforcement.
 - The school administrator shall take appropriate action in accordance with the proper predetermined Code.
 - The administrator will activate student release if necessary.
 - The students' parents or guardians shall be notified in accordance with the appropriate Code provisions.
 - j) If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

8. RESPONDING TO ACTS OF VIOLENCE

A. POST INCIDENT RESPONSE TEAM

- 1) The District has established Post Incident Response Teams composed of appropriate school personnel, medical counselors, mental health counselors, and others who can assist the school community in coping with the aftermath of an emergency or serious violent incident.
- 2) The Post Incident Response Team shall be activated in accordance with the appropriate Building Safety Plan.
- 3) Additional post-incident response assistance is available, if necessary, through the Madison County Department of Emergency Management, (315) 366-2258 and the Madison County Mental Health Department, (315) 366-2327.

B. COUNSELING

- 1) Logistics: The following locations shall be identified in each Building Safety Plan:
 - a) Crisis counseling referral center

- b) Group counseling center
 - c) Individual counseling location
 - d) Parents information and support center
 - e) Staff support center (certificated and classified)
 - f) Sign-in for Crisis Team Members
- 2) Each Building Safety Plan shall also inform teachers of the process for referring students for crisis services, including procedures for self-referral. In addition, they shall contain information on:
 - a) Disseminating student referral information and forms to teachers and other staff; and
 - b) Identifying a crisis team member to staff each location
 - 3) Each Building Safety Plan shall also contain specific procedures on how to identify and contact affected students, staff and personnel and follow through on high-risk individuals.
 - 4) Finally, each Building Safety Plan shall contain procedures on how to initiate appropriate interventions, including the following:
 - a) Individual counseling
 - b) Group counseling
 - c) Parent/community meetings
 - d) Staff meetings (all staff)
 - e) Classroom activities/presentations/discussions
 - f) Referrals to community agencies

9. PROTOCOLS FOR RESPONDING TO EMERGENCIES

A. GENERAL PROTOCOLS

The Building Level Safety Plans contain the Emergency Procedures for each Standard Emergency Response Procedure outlined in Section 3 of this Plan. These procedures shall be communicated to each classroom instructor by the Building Administrator.

- 1) A “KEY PHRASE: INITIATE EVACUATION” is an evacuation code and takes place in the event of fire or other emergency, which requires students and staff to leave the building immediately.
- 2) A “KEY PHRASE: INITIATE EVACUATION” is an evacuation code and takes place in the event of a bomb threat or other emergency, which requires students, and staff to leave the building in a timely manner.
- 3) A “KEY PHRASE: INITIATE LOCK-DOWN” is a lock-down code, which may be used in the event of a dangerous intruder, violence, civil disturbance or other Emergency during which movement about the building would endanger the safety of staff and students.

- 4) A “KEY PHRASE: INITIATE SHELTERING” is a stay-in-place or sheltering code which may be used in the event of a emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated Safety Zone or other designated area.) Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.

B. SPECIFIC PROTOCOLS

Confidential procedures for specific emergencies are provided within the Building Level SAVE 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
- 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

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. Unless, and until, that 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 should notify the Building Administrator's Office.
- 2) The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
- 3) The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
 - a) Call 911 (9-911 if dialing "9" is required to obtain an outside line)
 - b) Call the Superintendent of Schools at 655-1317
 - c) PLEASE NOTE – you must talk to a person at the Superintendent's office; do not leave a voicemail message. If you cannot talk directly to someone in the Superintendent's office, call the Assistant Superintendent's office at 655-1340.
- 4) The Reporting Guidelines that are set forth in Section 9 to the Building Safety Plans should be implemented depending on the nature of the emergency.
- 5) School personnel should oversee Safety Zones (if evacuation occurs), and ensure that a Treatment Area is operational (if needed).
- 6) School personnel should cooperate with, and provide assistance, to Police and Emergency Personnel.
- 7) School personnel should provide information to the District Spokesperson in charge of dealing with the media.

11. COORDINATING USE OF DISTRICT RESOURCES IN AN EMERGENCY

A. DISTRICT RESOURCES AVAILABLE

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

<u>RESOURCE</u>	<u>DISTRICT LOCATION</u>
Telephone System	All
Zoned Fire Alarm System	All
Radio Station/Portable Radios	Transportation Center Maintenance Center High School

Public Address System	All except: Maintenance Transportation Center
First Aid Supplies	All
Fire Extinguishers	All
Electrical Generators, Built-in	High School/Middle School
Water Supply – Fire	All
Food Storage	All
Liquid Propane Fuel Storage	
Vehicle Fuel Storage	Transportation Center (Gasoline & Diesel) Maintenance
Flashlights, Batteries	All
Maps (School District Area and Roads)	Transportation Center Maintenance Building
Building Floor Plans	All
Buses	Transportation Center
Pick-up Trucks, Vans, Snowplows	Maintenance Bldg & Transportation Center
Maintenance Tools & Equipment	Maintenance Bldg & Transportation Center
Portable Electrical Generator	
Portable Water/Mud Pump	
Portable Welder	
Portable Lifts	

B. STAGING AREAS

- 1) The Police Staging Area for each school is specified in the school's Building Safety Plan. The 911 Center should direct responding police units to travel to this location, specifying the safest and most practical route of travel.
- 2) The EMS Staging Area will be determined by the destination of the evacuees and will be specified in the Building Safety Plans.
- 3) The Fire Department Staging Area shall be as specified in the Building Safety Plan, unless otherwise directed by the Incident Commander.
- 4) The Landing Zone will be located as close to the EMS Staging Area as possible.
- 5) The Media Assembly Area will be specified in the Building Safety Plans. The District Spokesperson and support personnel necessary to assist the Spokesperson will man this area.
- 6) The Parent Staging Area will be located as specified in the Building Safety Plans. This area shall be located in close proximity to the Student Assembly Area and shall provide for parent parking that would not interfere with emergency operations.

C. TREATMENT AND RELEASE AREAS

The Treatment Area for each school shall be specified in the Building Safety Plans. Those in need of immediate medical attention will be intercepted and treated or transported by EMS personnel from this area.

- 1) The Student Release Area(s) for each school will be specified in the Building Safety Plan. EMS personnel will recheck each evacuee before they are returned to their parents or homes. A faculty member with a current student roster will meet students in this area. Every student passing through this area will be checked off using this roster so that a complete list of evacuated students can be compiled.
- 2) Where individuals require medical attention as a result of accident or injury, qualified persons should provide general first aid until more expert help is secured. Specific procedures to handle medical emergencies are provided in the Building Safety Plans.

D. LOCATION OF THE COMMAND POST

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

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

E. DISTRICT PERSONNEL AT THE COMMAND POST

The following District personnel will report for duty at the Command Post during a declared emergency:

- 1) The Superintendent of Schools, or in his or her absence, a designated District administrator. He or she shall bring the Emergency Response Bag for the affected school.
- 2) The Facilities Director, or in his or her absence, a designated member of the Buildings and Grounds staff. He or she shall bring a radio capable of operating on District radio frequencies.

- 3) The school office designee and building custodian, for the involved building shall bring the school's Emergency Response Bag.
- 4) Other personnel as directed by the Incident Commander.

F. DUTIES OF THE SUPERINTENDENT OF SCHOOLS

- 1) The Superintendent of Schools, or in his or her absence, a designated administrator, will represent the District as part of the Unified Command staff at the Command Post.
- 2) The Superintendent of Schools 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 of Schools (or designee) shall also be responsible for:
 - a) Mobilizing District personnel and resources as necessary.
 - b) 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.
 - c) Providing information to the District Spokesperson with the approval of the Incident Commander.
 - d) Performing other duties as assigned by the Incident Commander.
 - e) Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list shall be included in the Emergency Response Bags.
 - f) 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.
 - g) Directing that each Building Administrator review the Building Safety Plan for his or her school to update any personnel changes. A copy of any changes shall be sent to the Superintendent of Schools for inclusion in the District Office Emergency Response Bag, with copies provided to emergency response agencies.
- 4) The Superintendent will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Assistant Superintendents, and the Director of Transportation, the Superintendent of Building Grounds, the Director of Food Service, the District Spokesperson, and the Director of Special Education, where appropriate.

- 5) If an evacuation is ordered, the Superintendent may request District Office personnel to report to the receiving school to help assist with the arrival of students from the building affected by the emergency.

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.

The degree of the Emergency and subsequent actions will be determined from information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and others. One or more of the following responses may be utilized: Evacuation, Early Dismissal, Sheltering, or Lock-down.

- 2) In an Emergency, all District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
- 3) Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
- 4) Special area teachers and non-instructional employees shall report to the designated Safety Zone and help whenever needed to chaperone or supervise students.
- 5) Upon arrival at the designated Safety Zone or Relocation Center, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Safety Zones or Relocation Centers.
- 6) In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

H. DUTIES OF CUSTODIANS

The custodial staff for each building shall assign the following duties among themselves prior to an Emergency:

- 1) Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems under the direction of the Building Administrator.
- 2) Be sure the entire custodial team has assignments spelled out in advance for all Emergencies including bringing Emergency Response Bag to the Command Post.
- 3) Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
- 4) Provide support and be alert to the needs of staff and students.
- 5) Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
- 6) Recommend a plan and process for resuming normal school operations. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible.
- 7) 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 Safety Zone or at a Relocation Center away from the normal supplies at school.
- 2) In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
- 3) Review this Plan and the Building Safety Plan for your school prior to each school year with the Building Administrator.

- 4) Provide collaborative support and assistance for Fire and Rescue Personnel.
- 5) Carry out first aid in the Safety Zone and/or at the Evacuation Site as needed.
- 6) Maintain a list of emergency medical conditions and needs for all students.

J. DUTIES OF THE TRANSPORTATION SUPERVISOR

In the event of an Emergency, the Transportation Supervisor 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 predetermined relocation site(s) for each school. Ensure 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 often 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.
- 7) The Transportation Supervisor and law enforcement may declare at any time during an Emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Director or law enforcement official stops the Code Silence.

K. DUTIES OF THE FACILITIES DIRECTOR

In the event of an Emergency, the Facilities Director 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 Facilities Director will also set up:
 - a) A system for sharing blueprints of District buildings if needed during an Emergency.
 - b) A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties after an Emergency.
 - 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 materials that may be of value to Emergency personnel, i.e. floor plans, utilities shut-off locations.

L. DUTIES OF DIRECTOR OF FOOD SERVICE

In the event of an Emergency, the Director of Food Service 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.

M.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 office designee 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.
- 2) Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
- 3) Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
- 4) Assist the school nurse, teachers, or other colleagues as directed.
- 5) 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 Safety Zone if this area is activated.

N. DUTIES OF THE DISTRICT SPOKESPERSON

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent of Schools 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:
 - a) To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and what the School District is doing in response;
 - b) 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;
 - c) To act as a liaison between the media, the public and School District officials who are involved in decision making and the operational response to the emergency;
 - d) To organize the District's response to parents; and

- e) 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 update the Fact Sheet as needed.
- 2) The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the Incident Commander.
- 3) All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
- 4) The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
 - a) Causes or motives for the incident.
 - b) Extent of casualties or damage.
 - c) Expected duration of the operation.
 - d) Liability or responsibility for the incident.
 - e) Tactical responses, operations or considerations.
- 5) All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
- 6) The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Safety Plan for information about, and reunification with, their children.

12. INTERNAL AND EXTERNAL NOTIFICATIONS

A. EMERGENCY CARDS

“Emergency Card” are sent out to all parents at the beginning of each school year to obtain the following:

- 1) Permission to send a child home early in the event of an emergency.
- 2) Any conflict of scheduling that may arise for working parents.
- 3) The name and telephone number of employers at which to contact parents in the event of early dismissal.
- 4) Alternate plans for the child’s welfare, including designation of authorized person (surrogate) if neither parent can be informed of early dismissal.
- 5) Special students’ needs identified and planned for appropriately.

B. PARENTAL NOTIFICATION

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

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

C. NOTIFICATION – 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 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).

13. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES

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

14. INTER-AGENCY ADVICE AND ASSISTANCE

In the event of an Emergency, the Superintendent of Schools will contact the following agencies as dictated by the situation:

Fire – Cazenovia Fire Department	911 or 315-655-2834 (admin)
Police – Madison County Sheriff's Dept	911
Cazenovia Police Department	911 or 315-655-3276 (admin)
New York State Police	911
Emergency Medical	911 or 315-655-9798 CAVAC
American Red Cross	315-363-2900 or 315-425-1666

15. INTRA-SCHOOL DISTRICT ALERT SYSTEM

A. SUPERINTENDENT'S DUTIES

The Superintendent of Schools 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 of Schools or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the District, and shall address all news media.

16. SCHOOL SAFETY PERSONNEL

A. THE ATTENDANCE ASSISTANTS OR SCHOOL RESOURCE OFFICER

The District's Attendance Assistants are responsible for improving school and class attendance within the District by locating students not in attendance, apprehending and returning truant students to school and traveling into the field to investigate the nature of specific student absenteeism. Work is performed under the general supervision of an administrative superior with some leeway allowed for exercising independent judgment in the investigation and follow-up of truancy cases. Supervision is not exercised by an employee in this class.

- 1) Duties of the Attendance Assistants include:
 - a) Checking a student registration against the school census for eligible students not in attendance.
 - b) Making field visits, which include driving throughout the District to check for students not in attendance at school and surveying stores, area businesses and other locations where students gather.
 - c) Apprehending and returning truant students to school.
 - d) Supervising areas in the immediate vicinity of the school, patrolling hallways and other areas of the school building to maintain interior control and apprehending students out of class.
 - e) Making home visits to investigate the reasons for specific student absenteeism.
 - f) Maintaining a record of daily investigations and case files within the area of attendance.
 - g) Working with principals, administrators and guidance counselors to present problems of truancy and work on solutions.
 - h) Compiling an end of year report showing the number and type of attendance cases worked with during the year.

- i) Escorting ill students to their homes in situations where the parents cannot be reached.
 - j) Supervising the student body and monitoring their behavior during the school day and at specified student activities.
 - k) Providing a security presence in the high school, and on school grounds.
 - l) Regulating the student parking procedures including issuing parking stickers and patrolling parking areas.
 - m) Serving as the liaison with local, county and state police agencies.
 - n) Investigating infractions of school regulations and local and state laws.
 - o) Providing information and assistance to parents regarding security issues.
 - p) Informing the administration in a timely manner of problems and potential problems.
 - q) Responding to emergencies at other District locations with prior approval from the Managing Principal and/or Superintendent of Schools.
- 2) The job skills required are:
- a) Successful completion of the New York State Basic Security Training course.
 - b) Good knowledge of basic investigative techniques and procedures.
 - c) Good knowledge of District policies and regulations regarding truant students.
 - d) Ability to employ the rules and regulations applying to the District.
 - e) Ability to deal with truant students in stressful situations.
 - f) Ability to develop and maintain cooperative working relations with students, parents, school officials and the general public.
 - g) Physical condition commensurate with the demands of the position.
 - h) The job requires at least one year of work experience, or its equivalent in field investigation, which must have involved face-to face contacts with persons in the field for the purpose of verifying information or authenticating information or complaints and discovering additional sources of information to be investigated. Or, one year of experience with the collection of data and evidence, obtaining statements in court or at a formal hearing.

17. SCHOOL MONITORS, LUNCHROOM MONITORS, PLAYGROUND MONITORS, HALLWAY MONITORS AND SCHOOL BUS MONITORS

Monitors perform a variety of routine tasks related to the control of student behavior on school premises. An employee in this class monitors student behavior in corridors, locker rooms, lounges and assemblies to maintain order. Assignments may be scheduled during regular daytime hours in an elementary or high school or in the evening for night school or special assemblies. Work is performed under the direct supervision of a teacher or school administrator.

The job requires:

- 1) School monitors oversee students on school premises before, during, and after school.
- 2) Help maintain order in corridors, classrooms, and lunchrooms in the school building or on school property. iii. May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended. iv. May have to type and perform other miscellaneous clerical duties as assigned.
- 3) May assist during registration by performing a variety of tasks to assist administration.

The job skills required are:

- 1) The ability to understand and follow oral and written instructions.
- 2) The ability to get along effectively with students.
- 3) Physical condition commensurate with the demands of the position.

18. MULTI-HAZARD SCHOOL SAFETY TRAINING

A. TRAINING OF STAFF

- 1) Specific training shall be provided for school staff that has been assigned specific roles and areas of responsibility in the Building Safety Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
- 2) Training for District staff should be conducted annually to insure school staff and students understand emergency procedures. The training should discuss any changes to this Plan or to the Building Level Plans.
- 3) Other agencies participating in this Plan (e.g., police, fire, EMS) should conduct appropriate training on this Plan.
- 4) Emergency services agencies and the District may cooperatively conduct emergency simulations to test the Building Safety Plan. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.

- 5) Training programs enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.
- 6) 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.

19. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS

A. RESPONSIBILITIES OF THE DISTRICT

- 1) All Building and District administrators and program supervisors will perform the following tasks with respect to training for staff and students.
- 2) Review emergency procedures for their particular building with their staff no later than September 15th of each academic year, or within 30 days of hiring. Any revisions to the Plan will be distributed to the Building Response Team and other plan holders as soon as possible.
- 3) Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
- 4) Prepare an emergency warning system that is in place and functional, for informing the School District population of the actual or impending activation of Emergency Response Procedures by the District.
- 5) Prepare education, training, and drills required of the District population to assure effective operation of the plan.

B. RESPONSIBILITIES WITH RESPECT TO STAFF

The following tasks shall be performed by Building and District authorities 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 so the plan or part of the plan does not become nonfunctional if one person is absent.
- 3) Require emergency preparedness training for all students and staff. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
- 4) Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

20. EMERGENCY DRILLS AND EXERCISES

A. CONDUCT OF DRILLS

- 1) The Superintendent of Schools shall be responsible for determining the nature and frequency of drills to be conducted with respect to this plan. At a minimum, early dismissal drill must be:
 - a) Conducted at least once every school year;
 - b) Inclusive of transportation and communication procedures; and
 - c) Held with at least one week's notice to parents or guardians.
- 2) If requested, the Building Safety Team will assist the District in conducting drills and evaluate the response in order to improve the overall level of Building Safety Plans.
- 3) Each building within the District will hold one annual early dismissal drill as well as routine fire drills

Drills must be conducted in accordance with State Education Department regulations. They shall test Building Safety Plans for early dismissal and evacuation, including sheltering, transportation, and communication issues. Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time. Building Administrators shall give parents or guardians at least one week's notice of early dismissal drills.

B. FIRE DRILLS

A total of 12 fire emergency drills shall be conducted each year, with eight occurring before December 1st. Of these drills, eight shall be fire drills and four shall be emergency drills, per the amendment of section 155.17 in September of 2016. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Fire drills must be taken seriously at all times. From

the time the alarm sounds, until occupants are back in the building, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures.

- 1) See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
- 2) Take a 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 exit. All staff must become familiar with them.
 - b) Be sure students know alternate escape routes from the classroom.
- 6) Fill out the fire drill log.

21. PLAN DISTRIBUTION AND REVIEW

A. COPIES OF THE PLAN

A copy of this Plan shall be kept in the office of the Superintendent of Schools, Assistant Superintendent, Facilities Director, Building Administrators, Building Nurses, Transportation Director, Athletic Director and Special Education Director.

B. ANNUAL REVIEW

An annual review is to be completed by July 1st of each year.

22. SCHOOL BUILDING SECURITY

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

A. BASIC PROCEDURES

- 1) Badges for volunteer staff.
- 2) When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear photo identification badges.
- 3) At such time as it becomes necessary 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.
- 4) Closed Circuit TV, Security Systems, Lighting, and Administrative Procedures

B. VISITOR PROCEDURES

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

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

- 1) Signs shall clearly designate public entrances and sign-in procedures.
 - a) Signage on all entrances clearly designate public entrances and sign-in procedures.
- 2) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- 3) All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years.
 - a) All visitors, including vendors, will be issued a visitor identification badge and are required to wear the badge at all times while in the school or on school grounds.

- b) Visitors must return the identification badge to the main office and sign-out before leaving the building.
 - c) If a staff member observes a visitor, including a vendor, without a badge then the staff member shall request that person to report to the main office. The staff member shall inform the Main Office that they directed an individual to sign-in. A description of the person shall also be given. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building.
- 4) Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.
 - 5) All visitors are expected to abide by the rules for public conduct while on school property as outlined in the District's Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
 - 6) The Building Administrator is responsible to enforce the District Code of Conduct as applied to visitors.

C. STAFF RESPONSIBILITIES

- 1) All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor.
- 2) Upon observing a dangerous or armed person, school staff are not to engage that person but report their presence to the Building Administrator immediately. Guidelines for Specific Emergency Situations, Page 16 of the District Emergency Management Plan contains the procedures for dealing with armed or dangerous persons.

D. KEYS AND LOCKS

Procedures for administering and maintaining keys and locks shall be according to Board Policy.

E. SECURITY SYSTEMS AND SURVEILLANCE

Closed Circuit TV, Security Systems, Lighting, Administrative Procedures, Motion Detectors and Alarm.

23. INDIVIDUAL BUILDING INFORMATION

Floor plans and site maps for each school are included in the confidential Building Level Safety Plan in addition to information on the number of staff and students in that school. Basic information is provided in this Plan as Appendix E, "District Profile" and Appendix P, "Non-Public Schools and Day Care Centers".

24. LIST OF DISTRICT LEVEL SAFETY TEAM

The District Level Safety Team is listed in Appendix B of this Plan and also serves as the primary emergency response team.

District Level Chain of Command is located in Appendix C of this Plan.

Building Level Safety Teams are designated in the confidential Building Level Safety Plans and also serve as the Building Response Team.

Building Level Chain of Command is listed within the confidential Building Level Safety Plans for each school.

APPENDIX A

ADMINISTRATORS' TELEPHONE NUMBERS

<u>NAME / TITLE</u>	<u>SCHOOL PHONE</u>
Christopher Difulvio, Superintendent	315-655-1317
Tom Finnerty, Asst. Superintendent (Business)	315-655-1340
Kevin Linck, Asst. Super (Instruction, Equity & Personnel)	315-655-5379
Molly Hagan, HS Principal	315-655-1314
Christopher Bubble, HS Asst. Principal	315-655-5330
Amy Getman-Herringshaw, MS Principal	315-655-1324
Cristina Knapp, ES Principal	315-655-1325
Micael Speirs, Director of Special Education	315-655-1361
Jennifer Raux, Director of Instructional Technology	315-655-5980
Eric Benedict, Facilities Director	315-655-5354
Karen Brouillette, Transportation Supervisor	315-655-7001
Mike Byrnes, Athletics Coordinator	315-655-1358

APPENDIX B

EMERGENCY RESPONSE TEAM

<u>NAME</u>	<u>TITLE</u>	<u>EXT</u>	<u>OUTSIDE LINE</u>
* Difulvio, Christopher	Superintendent of Schools	1317	315-655-1317
Finnerty, Tom	Asst. Superintendent (Business)	5351	315-655-1340
Linck, Kevin	Asst. Superintendent (Instruction)	5379	315-655-1317
Hagan, Molly	Principal, High School	5321	315-655-1314
Speirs, Micael	Director of Special Education	1631	315-655-1316
Knapp, Cristina	Principal, Burton Street	1352	315-655-1325
Getman-Herringshaw, Amy	Principal, Middle School	3320	315-655-1324
Raux, Jennifer	Director of Instructional Technology	5380	315-655-5380
** Benedict, Eric	Director of Facilities	5354	315-655-5354
Brouillette, Karen	Transportation Supervisor	7001	315-655-1326
Pushlar, Katie	Head Nurse	1332	315-655-1332
Grimes, Char	School Lunch Manager	5346	315-655-5346

* District Emergency Coordinator

** District Safety Officer

APPENDIX C

CHAIN OF COMMAND

<u>NAME</u>	<u>SCHOOL PHONE</u>
Christopher Difulvio	315-655-1317
Tom Finnerty	315-655-1340
Kevin Linck	315-655-1317
Molly Hagan	315-655-1314
Amy Getman-Herringshaw	315-655-1324
Cristina Knapp	315-655-1325
Eric Benedict	315-655-5354

APPENDIX D

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by September 15th of each school year to students and staff by any of the following methods:

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

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

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

APPENDIX E

SCHOOL NAME: Burton Street Elementary | Grades: K-4

Number of Staff: 73
Number of Students: 456

Principal: Cristina Knapp 315-655-1352
Nurse: Renee Fuller 315-655-1355

Class Time: 7:40 am - 2:10 pm

Transportation Needs: 10 buses
Special Transportation Needs: Handicapped Buses __, Wheelchair Buses __

SCHOOL NAME: Middle School | Grades: 5-7

Number of Staff: 54
Number of Students: 319

Principal: Amy Getman-Herringshaw 315-655-1324
Nurse: Katie Pushlar 315-655-1332

Class Time: 8:05 am - 2:49 pm

Transportation Needs: 7 buses
Special Transportation Needs: Handicapped Buses __, Wheelchair Buses 1

SCHOOL NAME: High School | Grades: 8-12

Number of Staff: 74
Number of Students: 675

Principal: Molly Hagan 315-655-53214
Asst. Principal: Chris Bubble 315-655-5330
Nurse: Kathy Hudson 315-655-5337

Class Time: 8:05 am- 2:46 pm

Transportation Needs: 10 buses
Special Transportation Needs: Handicapped Buses __, Wheelchair Buses 1

APPENDIX F

DRILL NOTIFICATION

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

TO: Parent or Guardian of _____

ADDRESS: _____

SUBJECT: Early Dismissal

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

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

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

Principal

APPENDIX G

EMERGENCY TELEPHONE NUMBERS

<u>AGENCY</u>	<u>PHONE NUMBER</u>
County Fire Control	911
Fire Department	911 or 315-655-2834 (administrative number)
Ambulance	911 or 315-655-9798 (administrative number)
Local Police	911 or 315-655-3276 (administrative number)
State Police	911
County Office of Emergency Management	315-366-2258
Department of Environmental Conservation	800-457-7362
School Physician	St. Joseph's Family Physicians 315-655-8171
Poison Control Center	800-222-1222
County Health Department	315-366-2361
Highway Department	Cazenovia 315-655-3641; County 315-366-2221
National Grid	315-655-8686
Red Cross	315-425-1666

APPENDIX H

INCIDENT REPORT FORM

Type of Incident: _____
Location: _____
Date: _____ Time: _____ am _____ pm _____
Person Reporting Incident: _____
Command Post Manned By: _____

Type Of Response:

Sheltering	YES	NO
Early Dismissal	YES	NO
Evacuation	YES	NO
School Cancellation	YES	NO

<u>NOTIFICATIONS</u>	<u>NUMBER</u>	<u>YES or NO</u>	<u>TIME</u>
Superintendent	315-655-1317		
Asst. Superintendent for Business	315-655-1340		
Asst. Superintendent for Instruction	315-655-5379		
Transportation Supervisor	315-655-1326		
Facilities Director	315-655-5354		
Supervisor of Food Service	315-655-5346		
Principals at each location:			
Burton Street	315-655-1352		
Middle School	315-655-1324		
High School	315-655-1317		
Fire Department	315-655-2834		
Police - Local	315-655-3276		
Police - State	911		
County Disaster Preparedness Director	315-366-2258		
County Health Department	315-366-2361		
American Red Cross	315-363-2900		
Hospitals:			
Hamilton Hospital	315-824-1100		
Crouse-Irving Memorial	315-470-7111		
St. Joseph's	315-448-5111		

SUPERINTENDENT: _____
(signature)

APPENDIX I



PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

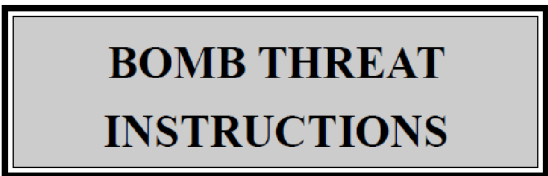
1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Additional Information on Reverse



BOMB THREAT FORM

Number at which call was received: _____

Time: _____ Date: _____

CALLER'S VOICE:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft |
| <input type="checkbox"/> High | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Accent (type) _____ | |
| <input type="checkbox"/> Other Characteristics: _____ | |

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

- | | |
|---|--|
| <input type="checkbox"/> Voices | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Music |
| <input type="checkbox"/> Street Traffic | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Office Machinery | |
| <input type="checkbox"/> Other _____ | |

THREAT LANGUAGE:

- | | |
|---|---|
| <input type="checkbox"/> Well spoken/educated | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

REMARKS:

Report call immediately to:

Building Administrator _____

Phone Number: _____

Date: _____

Name: _____

Position: _____

Phone Number _____

APPENDIX J

TELEPHONE THREAT INFORMATION SHEET

DESCRIPTION OF SUBJECT'S VOICE

Male

Female

Young

Middle-Aged

Old

Tone of Voice

Accent

Background Noise

Is the voice familiar?

If so, who did it sound like?

Time suspect hung up: _____ am / pm

REMARKS:

APPENDIX K

RESOURCES AVAILABLE WITHIN DISTRICT

Mark the location of the following resources with an X:

Resources	Central Office	Jr/Sr. High	Green Street	Burton Street	Bus Garage
Telephone System	X	X	X	X	X
Zoned Fire Alarm System	X	X	X	X	
Public Address System	X	X	X	X	
Nurses' Office/ and First Aid Supplies	X	X	X	X	
Public Bus Route					
Potable Water	X	X	X	X	X
Fire Extinguisher	X	X	X	X	X
Electric Generator	X	X	X		
Battery Backup System	X	X	X	X	
Water Supply--Fire Hydrants	X	X	X	X	
Food Storage: # of days/ # of staff+students (See APPENDIX E)		1	1	1	0
Eye Wash Device		X	X	X	X
Blankets, Cots		X	X	X	
Gasoline Fuel Storage					X
Emergency Two Way Radio	X	X	X	X	X
Candles, Flashlights,		X	X	X	X
Batteries		X	X	X	X
Maps--School Dist. Area	X				X
Bull Horns			X		X
Building Floor Plans	X	X	X	X	
Kitchen, Cooking and Eating Utensils		X	X	X	

APPENDIX L

SCHOOL BUS FLEET INVENTORY

Bus #	Year	Capacity Adults/Student	Gas/Diesel	Radio
222	2015	43/65	Diesel	Yes
223	2015	44/65	Diesel	Yes
225	2016	44/65	Diesel	Yes
228	2017	44/66	Diesel	Yes
229	2017	44/65	Diesel	Yes
230	2017	44/66	Diesel	Yes
231	2017	44/66	Diesel	Yes
232	2018	44/65	Diesel	Yes
233	2018	44/65	Diesel	Yes
234	2018	44/65	Diesel	Yes
235	2018	44/65	Diesel	Yes
236	2018	44/66	Gas	Yes
237	2018	44/65	Gas	Yes
238	2020	44/66	Diesel	Yes
239	2020	44/65	Diesel	Yes
240	2020	37/56	Diesel	Yes
241	2020	44/66	Gas	Yes
242	2020	44/65	Gas	Yes
243	2020	44/65	Gas	Yes
244	2021	44/65	Gas	Yes
245	2021	44/65	Gas	Yes
246	2021	44/65	Gas	Yes
247	2022	44/65	Gas	Yes
248	2022	44/65	Gas	Yes
249	2020	24C/0WC	Gas	Yes
250	2024	54C/1WC	Gas	Yes
251	2023	44/65	Gas	Yes
252	2023	44/65	Gas	Yes
Unit 4-Dodge	2016	6	Gas	Yes
Unit 5-Caravan	2018	6	Gas	Yes

APPENDIX M

MAINTENANCE VEHICLES INVENTORY

Vehicle Make/Model	Year	Capacity	Gas/Diesel	Radio
Ford Explorer	2014	7	Gas	Yes
Ford F350	2014	3	Diesel	No
Dodge Caravan	2016	7	Gas	Yes
Hudson Trailer	1995	0		No
Dodge Caravan	2018	7	Gas	Yes
Dodge Ram 3500 Stk	2018	3	Gas	Yes
Ford F350SD	2007	3	Diesel	Yes
Ford	2008	3	Diesel	Yes
Ford	2009	3	Diesel	Yes
Dodge Ram 3500 Dump	2018	3	Gas	No
Ford F350	2023	3	Gas	No
Chevy 2500	2024	6	Gas	No

APPENDIX N

STAFF QUALIFIED TO ADMINISTER FIRST AID

In case of injury during any emergency, the Building Administrator and/or Non-Instructional Supervisor shall have made available to all faculty members and Non-Instructional staff the names of persons who are currently trained and certified in the provision of first aid and/or CPR.

Faculty and Staff Certified in First Aid and/or CPR (by building)

<u>Building Name</u>	<u>Person</u>	<u>Certification</u>	<u>Expiration</u>
High School	Caitlin Byrne	CPR/1 st Aid	
High School	Alison Cooke	CPR/1st Aid	
High School	Chris Bubble	CPR/1st Aid	
High School	Tom Curtis	CPR/1st Aid	
High School	Brian Ellithorpe	CPR/1 st Aid	
High School	Molly Hagan	CPR/1st Aid	
High School	Paul Harney	CPR/1 st Aid	
High School	Jason Hyatt	CPR/1 st Aid	
High School	Kathy Hudson	CPR/1 st Aid	
High School	Christy Falso	CPR/1st Aid	
High School	Christi Gesner	CPR/1st Aid	
High School	Melissa Linck	CPR/1st Aid	
High School	Todd Macintosh	CPR/1st Aid	
High School	Kyle Martin	CPR/1 st Aid	
High School	Tim Mascari	CPR/1st Aid	
High School	Kalin Merkley	CPR/1 st Aid	
High School	Kara Milana	CPR/1 st Aid	
High School	Mandi Millen	CPR/1 st Aid	
High School	Trisha Moesch	CPR/1 st Aid	
High School	Tom Murlin	CPR/1 st Aid	
High School	Bob Oldfield	CPR/1st Aid	
High School	Adam Reynolds	CPR/1 st Aid	
High School	Thatcher Schug	CPR/1 st Aid	
High School	Kaleen Sessler	CPR/1st Aid	
High School	Jenny Smith	CPR/1st Aid	
High School	Dorrie Swart	CPR/1st Aid	
High School	Ken Hammond	CPR/1st Aid	
High School	Pat Kelleher	CPR/1st Aid	
High School	Kurt Wheeler	CPR/1 st Aid	
Middle School	Jack Malmsheimer	CPR/1 st Aid	
Middle School	Julia Bliss	CPR/1st Aid	
Middle School	Victoria Gilliland	CPR/1st Aid	
Middle School	Connor Carroll	CPR/1st Aid	
Middle School	Mark Tugaw	CPR/1st Aid	

<u>Building Name</u>	<u>Person</u>	<u>Certification</u>	<u>Expiration</u>
Middle School	Kyle Prenoveau	CPR/1st Aid	
Middle School	Amy Getman-Herringshaw	CPR/1st Aid	
Middle School	Katy Pushlar	CPR/1 st Aid	
Burton Street Elem.	Sean Condon	CPR/1 st Aid	
Burton Street Elem.	Erich Nieman	CPR/1 st Aid	
Burton Street Elem	Jenn Raux	CPR/1st Aid	
Burton Street Elem	Josh Smith	CPR/1st Aid	
District	Chris DiFulvio	CPR/1st Aid	
District	Tom Finnerty	CPR/1st Aid	
District	Kevin Linck	CPR/1st Aid	
District	Emily Ayres	CPR/1st Aid	
District	Eric Benedict	CPR/1st Aid	
District	Victoria Galek	CPR/1st Aid	
District	Julie Mattina	CPR/1st Aid	

APPENDIX O

PROCEDURES FOR CLEANING UP BODY FLUID SPILLS

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

1) PUT ON PROTECTIVE GLOVES

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

2) CLEAN UP

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

3) DISINFECT AREA

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

4) BAG DIRTY MATERIALS

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

5) DISPOSE OF DIRTY MATERIALS

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

6) CLEAN EQUIPMENT

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

7) WASH HANDS

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

APPROVED DISINFECTANTS

The disinfectant must be able to kill bacteria, fungi, viruses and tuberculosis causing organisms. The following disinfectants are registered by the United States Environmental Protection Agency (EPA) for use in schools; 3M #10 Quaternary Disinfectant, Quest, DMQ Disinfectant and Neutralizer and Household Bleach (1 part bleach to 10 parts water). Do not use aerosol sprays.

APPENDIX P

NON-PUBLIC SCHOOLS AND DAY CARE CENTERS

<u>School / Center Name</u>	<u>Phone Number</u>
Cazenovia Children's House	315-655-5437 or 315-655-3825
Cazenovia Community Preschool	315-815-4320
St. James Catholic Church	315-655-3441 or 315-655-9195
Rippleton Center	315-256-8151

APPENDIX Q

ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

APPENDIX Q – cont'd

ASSISTED EVACUATION PLAN FOR STUDENTS WITH SPECIAL NEEDS

Name of Child: _____
Building: _____
Grade: _____
Home Room Teacher: _____
Room: _____

Reason child needs assistance:

Student uses (check applicable): Wheelchair ___ Crutches ___ Student is ambulatory ___

Assistance to be given: _____

Is a student to be assisted to, and supervised at, an Area of Refuge? Yes ___ No ___

If Yes, list specific location: _____

Is the Area of Refuge equipped with a call button? Yes ___ No ___

The call button is connected to the _____ and is staffed by _____

Has this been communicated to the local Fire Department in advance: Yes ___ No ___

Is the student to be assisted directly to the exterior of the building? Yes ___ No ___

If Yes, how? _____

If a Stair Chair or other device is to be used? ___ Where is it located? _____

Are staff responsible, trained and familiar with location & use of devices? Yes ___ No ___

List specific exterior assembly point: _____

Special arrangements needed at assembly point: _____

The staff person responsible is to inform _____ upon safe arrival.

Primary person(s) responsible: _____

Alternate person responsible: _____

Alternate person responsible: _____

Other pertinent information: _____

Attach a copy of the student's class schedule and out-of-classroom services.

Signature of person who prepared plan

Date

A. File copies with:

- 1) Principal/Program Supervisor
- 2) District Office
- 3) Substitute Teacher Information Folder
- 4) Building Nurse
- 5) Classroom or Homeroom Teacher
- 6) Building-Level Response Plan

B. Circulate information to all special area or class teachers.

C. Copy of the plan should be kept with the class attendance roster.

APPENDIX R

SURVEY OF VULNERABILITY

To be a part of confidential building level plans for the following locations:

Cazenovia High School	31 Emory Ave, Cazenovia, NY 13035
Middle School	31 Emory Ave , Cazenovia, NY 13035
Burton Street Elementary	37 Burton Street, Cazenovia, NY 13035
Bus Garage	2760 Route 20 East, Cazenovia, NY 13035
Grounds Barn	31 Emory Ave , Cazenovia, NY 13035
Fenner Road Sports Complex	Fenner Road, Cazenovia, NY 13035