Rome City School District

PROJECT SAVE
(Safe Schools Against Violence In Education)
DISTRICT-WIDE SCHOOL SAFETY PLAN
as required by Commissioner's Regulation 155.17

INTRODUCTION

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

The Rome City School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

Purpose

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

A. Concept of Operations

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level emergency response plans. Copies of Building-level plans will be maintained in the District Central Office.

This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

B. Plan Review and Public Comment

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment prior to its adoption. The District-wide and Building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education in 2002.

While linked to the District-wide School Safety Plan, Building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level emergency response plans will be supplied to both local and State Police within 30 days of adoption.

This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1st of each year. A copy of the plan will be available at the District Central Office.

C. Identification of School Teams

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

Position

Board of Education Representative: Paul Fitzpatrick
Administration Representative: Peter C. Blake, Geoffrey Morton, Robert Mezza
Teacher Representative: Robert Wood
Parent Representative: Confidential
Student Representative: Confidential
School Safety Personnel: Paul Yanik, Jack Angrisano – Madison-Oneida BOCES
[Other Personnel]: Alex Rodriguez, Andy Thompson, Christopher Brewer

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include: See Appendix 8 for general details.
    School cancellation (prior to start of day)
    Early dismissal
    Shelter-in-place
    Hold-in-Place
    Evacuate
    Lockout
    Lockdown
The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency. See Appendix 7 for general response protocols.

Emergencies include, but are not limited to:

Threats of Violence
Hostage/Kidnapping
Natural/Weather Related
Civil Disturbance
School Bus Accident
Gas Leak
Systems Failure
Fire/Explosion
Bomb Threat
Medical Emergency

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building level Emergency Response Plans as deemed appropriate by the Incident Command Team. See Appendix 5.

Specific personnel and resources are identified in the confidential Building-level Emergency Response Plans. External resources are identified in Appendix 6.

Equipment	Location
Defibrillator	Instructional Buildings/Athletics
Smoke Detectors	Fire Department – via 911
Emergency Lighting	Each building
Portable Fire Extinguishers	Each building and each bus
Spill Cleanup / Absorbent Materials	Science Labs/Custodial Dept.
First Aid Supplies	Each Building - Nurses Office

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

Name	Role, skill, or assignment
School Nurse	Medical/ First Aid
First Responders	First Aid
Head Custodian	Facilities
Bus Drivers	Transportation
Crisis Team	Post-Incident Response
Suspicious Object Identification Team	Volunteer Staff

D. Procedures to coordinate the use of school resources during emergencies

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

The Incident Command System for the District, and for individual buildings, is better defined in Appendix 5 of this plan.

E. Annual multi-hazard school training for staff and students.

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Appendix 3.

F. Staff development

☐ All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

☐ Staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.

☐ School violence prevention and intervention training for all staff will be included annually in a superintendent's conference day or other appropriate time.

School Administration will be responsible for implementing instructional staff development programs.

School Administration will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix 3.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence – See Appendix 7 (see also District Code of Conduct).

B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander in line with the Building-level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system that will dispatch the appropriate agency. Appendix 6 includes a table listing the closest response agencies with contact names and numbers for use in non-emergency situations.

C. Appropriate response to emergencies

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building-level Emergency Response Plans detail the appropriate response to such emergencies.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The District will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident, prior to school opening or early dismissal. See appendix 9.
Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

SECTION IV: COMMUNICATION WITH OTHERS

A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. See Appendix 5 for the Rome City School District Incident Command System.

District's local emergency management office information:

Emergency Management Office		
Kevin Revere	Oneida County Emergency Preparedness	315-765-2526

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system.

A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each confidential Building-level Emergency Response Plan. Appendix 5 identifies the District Incident Command System.

The District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational agencies within the District of a disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix 1.

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

The following information concerning educational agencies located within the district is included with the Building-level Safety Plans: See Appendix 1.

School population (approximate)
Number of staff (approximate)
Transportation needs,
Contact information of key
officials

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

SECTION V: PREVENTION AND INTERVENTION STRAGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures

The Rome City School District utilizes identification badges, sign-in procedures, single point of building access, security cameras, school safety officers, reference checks and fingerprinting according to SAVE requirements for all staff. See appendix 4.

Each instructional building will maintain their respective security policies and procedures, as appropriate; consistent with the confidential Building-level Plan.

B. Early Detection of Potentially Violent Behaviors

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. The district may disseminate violence prevention information to parents, students and staff via newsletter, mailings, handouts or meetings as appropriate.

The Rome City School District is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff. See Appendix 3

C. Prevention and intervention strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

Character Education	Safe Schools
Conflict Resolution/Anger Management	Counseling
Peer Mediation	Student Government

D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. The district referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the district Code of Conduct. Additionally, student counselors are available each day for students to share information where the source can remain confidential. To that end, the District will continue to explore programs based on the District's needs.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school personnel

See Appendix 4.

SECTION VI: RECOVERY

A. Post-Incident Response

The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the confidential Building-level Plans. District resources will be made available as needed depending upon the nature and magnitude of the event.

B. Disaster Mental Health Services

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

APPENDICES

<u>Appendix 1:</u>

Listing of all school buildings covered by the District-wide School Safety Plan with addresses of buildings, and contact names and telephones numbers of building staff. Home telephone numbers will be maintained in the building and district offices.

Building Name	Address	Contact Name	Telephone Number
Rome Free Academy 1,502 students and 214 staff – 25 buses and 5 Spec. Needs	95 Dart Circle	Brian LeBaron	315-334-7200
Staley Upper Elementary 665 students and 136 staff – 10 buses and 5 Spec. Needs	620 East Bloomfield Street	Julie Gorman	315-338-5300
Strough M.S. 802 students and 132 staff – 19 buses and 3 Spec. Needs	801 Laurel Street	Tracy O'Rourke	315-338-5202
Bellamy Elementary 473 students and 100 staff – 7 buses and 4 Spec. Needs	7118 Brennan Avenue	Molly Mytych	315-338-5260
Clough Early Childhood 332 students and 54 staff – 13 buses	409 Bell Road	Dana Benzo	315-334-1240
Denti Elementary 536 students and 99 staff – 10 buses and 2 Spec. Needs	1001 Ruby Street	Sherry Lubey	315-338-5360
Gansevoort Elementary 314 students and 68 staff – 1 bus and 3 Spec. Needs	758 West Liberty Street	Wendy Waters	315-334-5180
John Joy Elementary 359 students and 67staff – 6 buses and 3 Spec. Needs	8194 Bielby Road	Andria Lacey	315-334-1260
Ridge Mill Elementary 367 students and 61 staff – 7 buses and 1 Spec. Needs	7841 Ridge Mills Road	Mike Flagg	315-334-1280
Stokes Elementary 337 students and 53 staff – 8 buses	9095 Turin Road	Karen Miller	315-334-1220

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

Educational Agency	Contact Name	Telephone Number
Rome Catholic High	Mrs. Wilson	315-336-6190
New York State School for the Deaf	David Hubman	315-337-8400
Rome Family YMCA	Nicolina Calendra	315-336-3500
Upstate Cerebral Palsy-New Discoveries Learning Center and Tradewinds Ed. Center	Nancy Seller	315-533-1150
First Presbyterian Nursery School	Mary Lou Alguire	315-339-7529
Griffiss Child Development	Christa Makuch	315-624-9930 x2523
CNY Developmental Service Office (DSO)	John Gleason Randy Wilcox	315-336-2300
St. John's Lutheran Christian Pre-School	Cheryl Roth	315-336-8090
Mohawk Valley Community College – Rome Campus	Mary Vescio	315-334-7700

Appendix 2:

District-wide Risk Determination

Using the Risk Probability Checklist on p. 11 and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all District buildings:

High winds/winter storms and blizzards
Severe thunderstorms
Hazardous materials
Transportation accidents
Gas leak
Fire/Emergency Evacuation
Medical emergency
Earthquake

In addition, the District recognizes that every school building has the potential for violent incidents, including:

Hostage Situation
Kidnapping
Intruder
Threats of Violence
Bomb Threat
Civil Disturbance

Site/situation	Comments
High School and Middle School buildings	Science Labs
Roadways all sites	Route 365, Route 49 and Route 69 potential transportation accidents
All School Buildings	Boiler Rooms Food Preparation (Kitchens)

RISK PROBABILITY CHECKLIST

	YES	NO	COMMENT
1. Has you region ever been short of water due to **drought** conditions? Natural Hazard: Drought and Extreme Heat		X	
2. Have you ever felt an **earthquake** tremor while in your community? Natural Hazard: Earthquake	X		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		X	
4. Have **forest fires** ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		X	
5. Do you live in a state having great or moderate risk from **landslides** occurring? Natural Hazard: Landslide		X	
6. Is you district located in a valley downstream from a man - made dam? Natural Hazard: Mudflow	X		
7. Has your community ever experienced a **winter storm?** Natural Hazard: Winter Storms and Blizzards	X		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		X	
9. Is your community in an area visited by thirty or more **thunderstorms** per year? Natural Hazard: Severe Thunderstorms		X	
10.Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		X	
11.Has you state ever been crossed by the path of a **hurricane?** Natural Hazard: Hurricane		X	
12.Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods	X		
13.Have **floods** or **flash floods** ever affected your home or community? Natural Hazard: Floods and Flash Floods		X	
14.Do **tornadoes** present a major or moderate risk to your region? Natural Hazard: Tornado		X	
15.Do you live in a western state that has been or might be affected by ashfall from a **volcanic eruption?** Natural Hazard: Volcanic Hazard		X	
16.Are there any factories, warehouses, or disposal areas near your community, which produce or use toxic chemicals or other **hazardous materials?** Technological Hazard: Hazardous Materials		X	
17.Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	X		
18.Have major **transportation accidents** ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident		X	
19.Is your district within a fifty-mile radius of a **nuclear power facility?** Technological Hazard: Radiological Incident	X		
20.Are there any **radioactive waste** dumpsites in your state? Technological Hazard: Radiological Incident		X	
21.Are there any man-made **dams** built along the river nearest your district? Technological Hazard: Dam Disaster	X		

Appendix 3:

Training, Drills, and Exercises

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.

When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. Drills will be evaluated by post-drill debriefing or written evaluation. Plans will be modified as a result of these evaluations. The following training, drills and/or exercis es will be conducted in the 2016-2017 school year:

Date	Description of drill or exercise
Spring	"Go Home" drill – Students and Staff
As required by law	Fire & Lockdown Drills - Students and Staff
Annual	Right-to-Know - Staff
Annual	Violence Prevention - Staff
Annual	Blood-borne Pathogens - Staff

I.   Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent's Conference Day or as otherwise scheduled.

II.   The annual "Go Home" Drill will be conducted as determined by the District Superintendent in consultation with the superintendents of schools.

Appendix 4:

Description of duties, hiring and screening process, and required training of school safety personnel.

1. Civil Service exams given for security officer and security aide positions.

2. Select from successful candidates according to Civil Service rules.
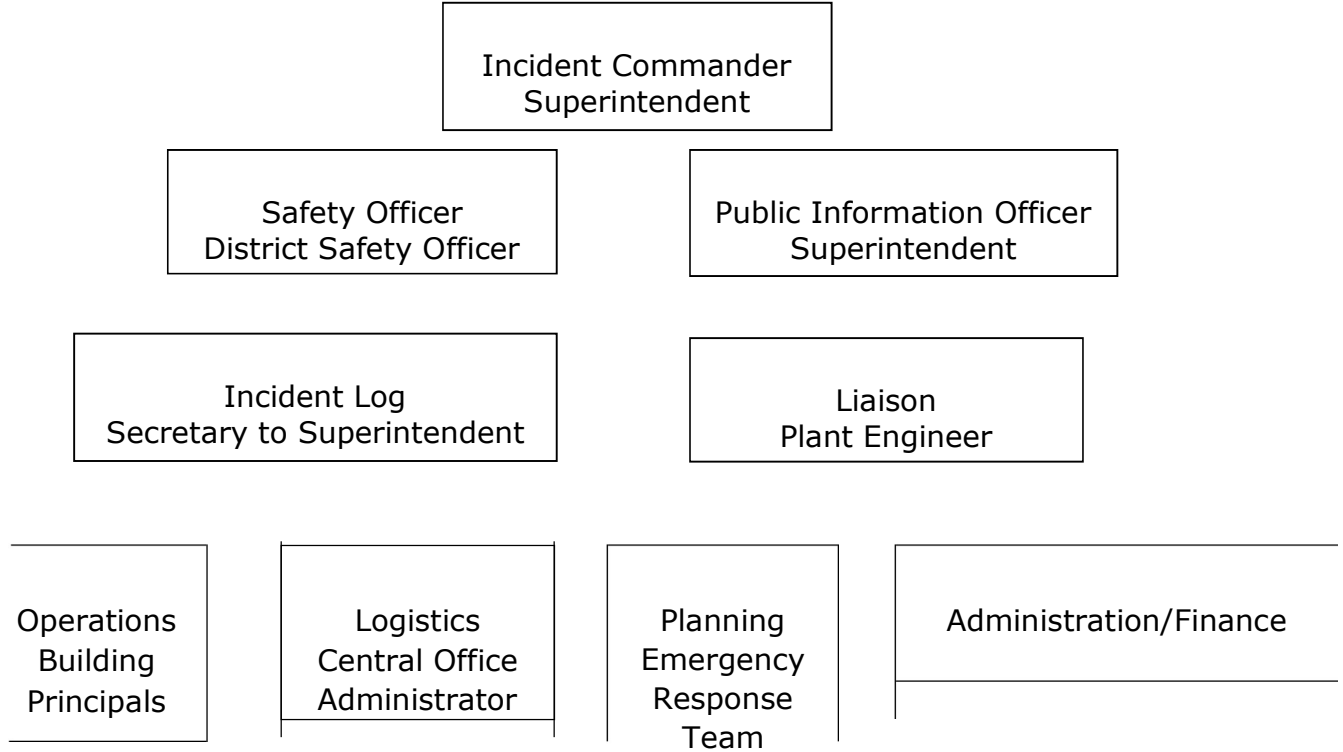
   Set up interviews with security director, principal, personnel.

   3. Training required prior to hire.

      New York State certification for security guards
      Child abuse training

Appendix 5
Rome City School District Incident Command

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                    │   Incident Commander    │
                    │     Superintendent      │
                    └─────────────────────────┘

  ┌─────────────────────────┐     ┌──────────────────────────────┐
  │     Safety Officer      │     │  Public Information Officer   │
  │  District Safety Officer │     │       Superintendent         │
  └─────────────────────────┘     └──────────────────────────────┘

    ┌─────────────────────────┐       ┌─────────────────────────┐
    │      Incident Log       │       │        Liaison          │
    │ Secretary to Superintendent │   │     Plant Engineer      │
    └─────────────────────────┘       └─────────────────────────┘

 ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌────────────────────────┐
 │Operations│  │ Logistics│  │ Planning │  │ Administration/Finance │
 │ Building │  │ Central  │  │Emergency │  │                        │
 │Principals│  │  Office  │  │Response  │  └────────────────────────┘
 │          │  │Administrator│ │  Team   │
 └──────────┘  └──────────┘  └──────────┘
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U **Incident Commander –** Responsible for the direction of the District response in a District-wide emergency (Superintendent) or the building response in a building-level emergency (Building Administrator).

U **Public Information Officer –** Complies and releases information to the news media.

U **Safety Officer –** Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.

U **Liaison –** Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.

U **Incident Log –** Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.

U **Operations –** Responsible for directing the implementation of action plans and strategies for incident resolution.

U **Logistics –** Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.

U **Planning/Intelligence –** Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.

U **Administration/Finance –** Responsible for all cost and financial matters related to the incident.

Appendix 6:

Rome City School District

Closest Response Agencies

In an emergency, dial 911. They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

Agency	Telephone Nos.	Contact Person
ALL EMERGENCIES	**911**	
Rome Police	911 or 315-337-3311	Chief Kevin Beach
New York State Police	911 or 315-366-6000	Dispatcher
Rome Fire Department	911 or 315-339-7784	Chief Ronald Brement
Oneida County Sheriff	911 or 315-337-3710	Dispatcher
Ambulance – AMCARE	315-339-5600	Dispatcher
Rome Memorial Hospital	315-338-7000	
Lee Center Fire Dept.	911	
Rome Pediatric and Adolescent Assoc.	315-339-0401	Dr. Glantz - School Physician
Northland Communications	315-624-2000	
National Grid (electric and gas)	800-642-4272 Power Outage 800-867-5222 Gas Emergency 800 - 892-2345	
Rome Highway Department	315-339-7778	Ernest Conover (Streets and Water)
City of Rome Water & Sewer Dept.	315-339-7773 After hours: 315-339-7777	Tony Nash (Water Department)
Child Abuse and Maltreatment	800-342-3720	
Poison Control Center	800-222-1222	
Crisis Services	315-732-6228	

APPENDIX 7:

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

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

Responses to Acts of Violence: Implied or Direct Threats
The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level Plan includes specifics to potential emergency situations that would require these responses.

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

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

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

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

APPENDIX 8:

Protective Action Options
The following actions will be considered in the event of an emergency as appropriate:
School cancellation prior to opening
Early dismissal
Shelter-in-place
Hold-in-place
Evacuate
Lockout
Lockdown

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

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

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

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

APPENDIX 9:

Notification and Activation (Internal and External Communications)

In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the confidential Building-level Emergency Response Plan.

The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, website or other appropriate communication. See appendix 1.

In the event of a disaster or an act of violence, the BOCES District Superintendent of Schools, or their designee, will be notified as appropriate.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s).
Where practicable, phone trees will be implemented using the information provided on students' emergency contact cards. In the event of certain large-scale emergencies, the NOAA weather radio emergency alert system may used.

MEDIA INFORMATION

TV

Channel 2
Channel 3
Channel 9
Channel 10
Channel 11

FM Radio

WLZW Ð 98.7
WFRG Ð 104.3
WKRL Ð 100.0
WOUR Ð 96.9
WSKS Ð 97.9
WTKW Ð 99.5
WBGK Ð 99.7
WODZ Ð 96.1
WZUN Ð 102.1
WBUG Ð 101.1
WUMX Ð 102.5

AM Radio
WIBX Ð 950
WKAL 1450

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