

**Sharon Springs Central School District**  
**DISTRICT – WIDE SCHOOL SAFETY PLAN 2020 - 2021**  
**Project SAVE (Safe Schools Against Violence in Education)**  
**Commissioner’s Regulation 155.17**

**Chief Emergency Officer: Patterson Green, Superintendent**

**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 School Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plan required at the school building level.

Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

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

The Chief Emergency Officer is responsible for coordinating communication between staff and law enforcement and first responders for ensuring staff understanding of the district-level safety plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of the confidential Building-Level Emergency Response Plan.

**Section I: General Considerations and Planning Guidelines**

**A. Purpose**

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

**B. Identification of School Teams**

The district has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

C. Concept of Operations

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plan. Protocols reflected in the District-wide School Safety Plan guides the development and implementation of individual Building-level Emergency Response Plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be initiated by the Building Principal/Designee. The Sharon Springs Central School District consists of the following facilities:

<b>Building</b>	<b>Address</b>
Sharon Springs Central School District	514 State Highway 20, Sharon Springs, NY 13459
Sharon Springs Bus Garage	120 Spartan Way, Sharon Springs, NY 13459

All information pertaining to an emergency or violent incident will be directed to either the Building Principal or Designee. Upon the activation of Building-Level Emergency Response procedures, the Superintendent of Schools or his/her designee is notified and, where appropriate, local emergency officials are also notified. The Building-Level Emergency Response Team are activated to support an appropriate response to an emergency and play a central role in overall planning for responses to emergencies at the building level. Efforts may be supplemented by County and State resources through existing protocols when needed.

D. Plan review and public comment

- This plan is reviewed and maintained by the District-wide Health & Safety Committee and reviewed on an annual basis on or before September 1 of each year.
- Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan was available for public comment 30 days prior to its adoption. The district-wide and building-level plans were originally adopted in 2001-2002, by the School Board after one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education.
- While linked to the District-Wide School Safety Plan, the Building-level Emergency Response Plan is 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. The District-Wide Health & Safety Committee and the Board of Education review the Building-level Emergency Response Plan yearly before September 1 of each year.
- The District-wide School Safety Plan is posted on the district’s website as requested by the New York State Education Department.

NOTE: Building-Level Emergency Response Plan is supplied to both local and State Police within 30 days of adoption.

## **Section II: General Emergency Mitigation, Prevention and Response Planning**

The District emergency preparedness includes mitigation and prevention to decrease the likelihood of an emergency and to reduce losses or damage should one occur. Mitigation involves the identification risks and vulnerabilities, an assessment of resources and facilities, identification of stakeholders including knowledgeable and collaborative emergency responders and mental health resources, and the communication process. Preparedness includes ensuring policies and protocols are in place as well as the readiness and knowledge to respond. This involves clarifying team member roles, having the incident command system (ICS) in place, continuous training on ICS and the plan procedures, and conducting exercises and drills.

Response occurs when the plan is activated and involves the action to contain and resolve a crisis. The ICS plan in place is activated as needed to promote effective decision-making. Consistent communication is maintained with staff, students, family and media, actions are documented and after-action briefings are conducted. Emergency response planning has proceeded with the assistance of the Capital Region BOCES Risk Management Service and coordinated at the District level. Development of the plan has included involvement of the local police, fire and rescue squad personnel. The District emergency response plan and the building plan linked to this plan use the incident command system. Staff have been identified the building level to assume roles in the incident command structure in the event of an emergency. Assignments, roles and procedures are adjusted on the basis of the exercises. The plan is further adjusted annually using exercises to test potential for emergency response. District and building plans include:

### **A. Identification of sites of potential emergency, including:**

- Detailed plans for each school owned building;
- The location of potential command and evacuation sites; primary and secondary for each site;
- The kinds of action to be taken in the event of emergency, and
- The potential internal or external hazards or emergency situations.

### **B. Multi-Hazard Response Guidelines**

**1. Actions** - Included in the building-level safety plan are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). These guidelines include but not limited to:

- Initial actions
- Command post location (primary and secondary)
- Before, during and after school evacuation including evacuation routes and relocations sites (internal and external)
- Shelter in place

- Lockdown/lockout
- Duck and cover
- Emergency school cancellations, closing, early dismissal and delays including after-school, evening activities and weekends.

**2. Emergencies** - These include, but are not limited to the following Multi-hazard Response Guidelines

Air Pollution	Hazardous Materials Incident – Off Site
Anthrax/Biological Threat	Hazardous Materials Incident – On Site
Aviation Crash	Heating System Failure
Bomb/Explosive Threat	Hostage Situation
Building Structural Failure	Intruder
Civil Disturbance	Loss of Building Use
Crimes Against Persons (includes Assault, Abuse, Hostage-Taking, Kidnapping and Robbery)	Loss of Transportation Fleet
Earthquake	Medical Emergencies
Electrical Systems Failure	Multiple Casualty Incident
Energy Supply Loss	Natural Gas or Propane Leak
Epidemic	Radiological Incident
Explosion	Roof Failure or Leak
Fire and Alarm Activation	School Bus Accident
Flooding	Severe Weather Emergency
	Toxic Exposure
	Water Emergency

**3. Resources** - The district has identified various resources that may be available for use during an emergency, including: the identification of personnel via school building teams; use of Incident Command System (ICS); a list of volunteer faculty/staff trained in first aid, CPR and AED use; master list of all vehicles in the Transportation Department; building floor plans/maps with shut-offs. The specific, detailed information is included in the confidential building-level safety plan.

**4. Incident Command System (ICS)** - The district has identified school personnel authorized to make decisions during an emergency. Through ICS the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS identifies the staff members and their backups assigned to provide assistance during emergencies. The team is documented in detail. This document is given only to the building-level emergency response teams, district administration, the New York State Police and the Sharon Springs Fire Department. The safety team details are located in the confidential building-level safety plan.

**5. Policies and Procedures for Training** - The district has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All drills required by the NYS Department of Education are satisfied annually. The district has established the following procedure(s) for annual multi-hazard school safety training for staff and students:

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.
- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation with 4 Building Lockdown/Security Drills annually.
- The District conducts 8 Fire Alarm Activation and Evacuation Drills annually.
- The District conducts 4 School Bus Safety and Evacuation Drills annually.
- The District-wide School Safety Team participate in simulated tabletop exercises.
- The District has conducted drills (lockdowns, active shooters) and other training exercises to test components of the emergency response in coordination with the New York State Police. Some of these drills utilize the police dogs in order to perform searches.

**6. Implementation of School Security** - The district has developed policies and procedures related to school building security, including the following:

- All visitors entering the school are directed to the sign-in desk to provide identification, sign-in, and receive a visitor badge. Anyone who is found in the building without identification is directed back to the Main Office to sign in.
- The main school building has a secured front entrance with video monitor and remote access hardware.
- Video surveillance systems are installed in district facilities. Video surveillance capabilities will be reviewed and expanded as needed.

Note: Policies and procedures are continually being evaluated and shaped by real life experiences, such as bomb threats, forced entry into the school building with vandalism and outbursts of potentially violent behavior by students.

**Section III: Responding to Threats and Acts of Violence**

Both building and District emergency response plans use the incident command system to identify and respond to anticipated or unanticipated threats or acts of violence. Plan appendices include the following:

- A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.
- B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence.

- C. Policies and procedures for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
- D. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. The appropriate procedure will always use the 911 emergency call system.
- E. Identification of appropriate responses to emergencies, including protocols for responding to:
  - Bomb threats
  - Hostage takings
  - Intrusions
  - Kidnappings
- F. 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.

#### **Section IV: Communication with Others**

Community based emergency response services (police, fire and rescue squad) participate in the Development and review of the building plan and the district plan. Copies of each written plan are made available to emergency service agencies and New York State Police.

- A. A 911 protocol is used in every instance to request emergency assistance.
- B. Written copies of the plans will be forwarded to county and town officials explaining the role that emergency response agencies have played in the development of the plan and seeking advice, suggestions or other feedback. This includes the discussion about the county officials responsible for implementation of Article 2-B of the Executive Law.
- C. If a disaster occurs that impacts the district, all internal communications will run through the district office whose staff will activate building and district level emergency response teams as necessary. The district office will inform all educational agencies\* within the school district of such a disaster.
- D. Maintenance of relevant information included in the confidential Building-level Emergency Response Plan and for each educational agency\* located in the school district, include information on:
  - School population
  - Number of staff
  - Transportation needs
  - Business and home telephone numbers of key officials of each such educational agency

**\*Educational agencies means** public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of students with disabilities as defined in section 200.1(d) of this Title, and public and private schools for the education of preschool children with disabilities.

## **Section V: Prevention and Intervention Strategies**

The District strives to provide and enhance emergency and violence prevention and intervention strategies. Such strategies include improving communications among students and between students and staff, reporting of potentially violent incidents and establishing reporting mechanisms for school violence.

- A. The school climate is viewed as an important part of school safety. The Dignity for All Students Act supports an environment free of harassment and discrimination. The District provides training around bullying prevention through curriculum integration, which is overseen by the District's Dignity Act Coordinator. If appropriate, disciplinary action will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.
- B. Policies and procedures related to school building security, including, where appropriate, the use of security devices or procedures.
  - All entrances are secured daily at 8:05 AM. The District utilizes an electronic buzzer system at only one entrance to the school building wherein persons must be identified and cleared prior to allowing them access to the building.
  - Security cameras have been installed in strategic areas throughout the district.
  - Staff has been issued swipe cards in order to access the main school building.
- C. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to:
  - The identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.
  - All faculty and staff will receive Mental Health Awareness and Violence Prevention Training and the District's Code of Conduct is available on the school website.
  - The Superintendent of Schools will determine if additional persons should be given such information based on facts or circumstances arising.
- D. Appropriate prevention and intervention strategies and strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:
  - Anti-Bullying Programs
  - Youth-run programs
  - Conflict resolution
  - Others based on district need
- E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel are maintained in the District Office.
  - The Sharon Springs Central School District does not employ hall monitors. When and if the district hires hall monitors or other school safety personnel, they will go through the

normal district hiring practices including, but not limited to, interviews, reference checks, meeting job posted requirements and fingerprinting if not on file.

- F. The district has the Code of Conduct and many Board of Education (BOE) policies that support school safety, including but not limited to:
- 6.4 Sexual Harassment of District Personnel
  - 6.5 Alcohol, Drugs & Other Substances (School Related Staff & Students)
  - 7.3 Health and Safety
  - 7.4 Student Discipline
  - 7.19.1 Children’s Internet Protection Act: Internet Content Filtering/Safety Policy
  - 7.22 Bullying
  - 10.4 Safety
  - 10.5 Security/Safety

### **Section VI: Recovery**

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The District will deploy resources that support the Emergency Response Team and the Post-Incident Response Team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency. The District has social worker and counselor resources and support systems. The District has the ability to coordinate with school, local, County and State disaster mental health services. The District’s role with mental health services includes looking at the school culture and climate, providing student access to services and following threat assessment procedures.

The district supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.