

# LAFAYETTE

## CENTRAL SCHOOL DISTRICT



# DISTRICT-LEVEL

## S.A.V.E. PLAN

Safe Schools Against Violence In Education Act (SAVE)

### Distribution List

School Superintendent  
Director of Instruction and Pupil Services  
Asst. Superintendent for Business  
Principal, LaFayette High School  
Principal, Onondaga Nation School  
Principal, Grimshaw Elementary School  
Principal, Big Picture School  
School Resource Officer  
Supervisor of Transportation and  
Maintenance  
Cafeteria Manager  
Building Nurses

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## INTRODUCTION

This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). The Board of Education appointed a District-wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the LaFayette 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 originally adopted by the Board of Education in 2002 and submitted to the State Education Department on July 1, 2002.

Building-level safety plans have also been developed to comply with Project Save to establish specific emergency response plans for each school building. These building safety plans provide detailed response procedures for each school building within District. In contrast to this Plan, which is accessible to the public, the building-level plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the building-level plans provide a confidential means to outline sensitive emergency procedures not included herein. Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Project SAVE requires that this 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-level Safety Plans or annexed as an appendix to the Building-level 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, District 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.

LaFayette Central School District Chain of Command: The Superintendent of Schools is the “Individual In Charge”. In his/her absence the responsibility will go to the next alternate person as detailed below. When the Individual-In-Charge has been notified that an emergency exists, he/she will serve as “Incident Commander”, activate the appropriate procedures, direct the emergency response actions and serve as part of a unified command system with emergency responders, as applicable. If the Superintendent of Schools is not available, the administrative chain of command (alternate person in charge) is as follows: Assistant Superintendent for Business, Director of Instruction and Pupil Services, most senior Building Principal.

## 1. DEFINITIONS

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING 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).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals that may be called upon to assist response and recovery efforts during a crisis.
- E. 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, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- H. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board to develop the initial plan. The District-wide team shall include, but not be limited to, representatives of the Board of Education, student, teacher, administrator, and parent organizations, local emergency agency personnel, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- J. EMERGENCY – A situation, including but not limited to a disaster which 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.

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- K. EMERGENCY RESPONSE BAG - A conspicuously marked carry bag maintained in the Building Administrator's office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept at the District's Administrative Office and at the office of the Director of Building and Grounds.
- L. 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.
- M. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. 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.
- O. 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.
- P. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- Q. HOLD-IN-PLACE – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- R. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- S. INNER PERIMETER - The immediate area of containment around the incident site.
- T. 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.
- U. 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.
- V. 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.

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- W. 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.
- X. 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.).
- Y. 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.
- Z. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.
- AA. 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.
- BB. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an Emergency.
- CC. SAFETY ZONE – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. 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.
- EE. 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, hostagetaking, 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.
- FF. SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students or held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- GG. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

- HH. STUDENT RELEASE AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.
- II. 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.
- JJ. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. 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 ID**

### **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.)

The Building Safety Plans include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated.

### **B. SURVEY OF VULNERABILITY**

A site map of each school building and the adjoining grounds are also included with each Building Safety Plan.

## **3. STANDARD EMERGENCY RESPONSE PROCEDURES**

### **A. GENERAL**

In the event of an emergency the Principal or designee will be contacted immediately.

Concurrently, the Principal or designee will:

1. Contact the 911 Center and request the assistance of law enforcement, EMS and/or Fire
2. Notify all building occupants to take appropriate action:  
(i.e. Lock-down or Evacuation)
3. Notify the Superintendent of Schools and the School Resource Officer

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

The Superintendent shall cause notification to be made to the Principals of the Jr./Sr. High School, Grimshaw, Onondaga Nation School, Big Picture School, and each Supervisor.

The Principal or designee will contact and direct the Building Level Emergency Response Team.

The Superintendent shall assemble and direct the Crisis Team as needed.

The systems utilized in the communication plan outlined above include:  
Telephone system, School Messenger, digital Two-way Radio, Cell Phone  
School Intercoms, Bus Radio System, Fax, E-Mail

Parental notification if required in the event of a violent incident and/or early dismissal will include using local media and/or using a phone tree and School Messenger with emergency contact numbers provided by students.

**B. EVACUATION**

Evacuations may be necessary in the event of fire, weather, and 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. Protocols for each emergency response procedure are in the Building 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 /Emergency Notification System
  - (c) Verbal or Written Notification

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

**B. EVACUATION - continued**

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.
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 Building Principal if a student is not present.
11. Any time teachers have to relocate their class; attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

**B. EVACUATION – continued**

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. Procedures for evacuation to an off-site location are outlined in part C of this section. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign a Student Release Form and pick up their child at the designated reunification site.
13. The School Nurse should have a medical alert list and have supplies 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.

**C. 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 attached as an appendix to the Building Safety Plans. This form should be completed for every child or staff member who has limited mobility and for any other person 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. Proceed to the assigned exit point and loading area for transportation.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES – *continued***

**C. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY – *continued***

3. A copy of the Assisted Evacuation Plan should be included in the Emergency Response Bag.
4. In case of an Emergency where evacuation or a long-term stay on-site is required, the Director of Instruction and Pupil Services and designated staff will respond to the Relocation Center or to the designated Safety Zone to assist with special education students and staff who serve them.
5. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Instruction and Pupil Services will act to facilitate the use of such groups.
6. Designated staff from the office of the Director of Instruction and Pupil Services will provide additional assistance where needed.

**D. EVACUATION TO AN OFF-SITE LOCATION**

**1. First Step**

The Building Administrator, or designee, will confer with the Superintendent, or Incident Commander, to assess the situation causing the evacuation. Such a decision would be made if the safety of students and staff were threatened if they are to remain outside on school grounds. This procedure could also be used when evacuation occurs during harsh weather conditions. When students from one school need to be moved to another school, the two Building Administrators shall make arrangements for a learning environment to occur while at the temporary location.

If students need to be evacuated to a remote school/location, the Supervisor of Transportation will be notified to send buses to the selected loading area for evacuation purposes. The Building Administrator will notify the School Resource Officer.

When alerted, the classroom teachers shall lead the students out of the building to the appropriate location as directed by the Building Administrator or designee as the emergency dictates.

Special area teachers and non-instructional employees will help whenever needed to chaperon or supervise students as directed.

Teachers shall bring their class roster with them.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

**D. EVACUATION TO AN OFF-SITE LOCATION - *continued***

The Building Administrator will direct the Building Secretary to notify the location sites when the evacuation is underway. The Building Administrator will designate someone to bring the “Emergency Bags” which contain information for all students and staff as well as other emergency items.

The Head Custodian and maintenance department employees will check to ensure that everyone has evacuated and secure the building, to the extent possible.

**2. Second Step**

All Teacher, staff and students will remain at the temporary location(s) until further notice.

Students shall be supervised to ensure calm and quiet.

Teacher shall take attendance and notify the Building Administrator if a student is not present.

If students go to another school, teachers and students shall proceed with as normal a schedule as possible.

**3. Third Step**

The Building Administrator awaits further directions from the Superintendent.

A parent or guardian who arrives at the temporary location may take his/her child by signing the student out at the Main Office or other designated location. The Building Administrator will assign someone to maintain a sign out list.

**4. Bus Loading Plan**

All students will dismiss in a normal fashion. The buses will arrive at the usual bus-loading site, if possible. An alternate site will be chosen if conditions warrant and communicated to the Supervisor of Transportation before buses are dispatched. If buses are not available, staff and students shall walk to the relocation site if within walking distance and directed to do so by the Building Administrator or Incident Commander.

**5. Notification**

Parents will be notified that relocation has occurred and will be given instructions for reunification via the local media.

3. **STANDARD EMERGENCY RESPONSE PROCEDURES** - *continued*

E. **HOLD-IN-PLACE**

A Hold-In-Place procedure is used to limit movement of students and staff in hallways while dealing with short term emergencies.

In the event the Building Administrator, or person-in-charge, is advised or deems it necessary to initiate a Hold-In-Place, the following procedures will commence.

- a. The Building Administrator, or designee, will apprise all staff members over the PA system;
- b. Listen for instructions about the situation and your expected actions;
- c. Students in hallways should return to assigned classroom, if possible;
- d. Classroom teachers, take attendance. If students from other class(es) are present, notify instructor(s) of home classroom;
- e. All other staff assist students, as needed;
- f. Classroom instruction can continue as normal;
- g. **Do not respond to class bells;**
- h. Classroom telephone may be answered;
- i. Respond to fire alarm as normal;
- j. Listen for updates and further instructions.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

**F. 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. Protocols for each emergency response procedure are in the Building 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 9-1-1 Control Center of the determination.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' 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 air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
7. If such procedure necessitates remaining in school after hours, the Superintendent 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 App. B, "*Emergency Telephone Numbers*").
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

**G. LOCK-DOWN**

A lock down procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. Protocols for each emergency response procedure are in the Building 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 Lock-down order using a plain language announcement. Students and staff shall remain in their classrooms or work-area until the Building Administrator or law enforcement official unlocks and opens the door.
3. The Building Administrator will notify local 9-1-1 emergency responders, the Superintendent, and the School Resource Officer.
4. When a Lockdown is called, building staff must close and lock the door to their classroom or work area if possible.
5. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents and the media at the media reception area at a predetermined location.

**H. 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 notify local 9-1-1 emergency responders (if not first apprised by law enforcement), the Superintendent, and the School Resource Officer.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - *continued***

**H. LOCK OUT - continued**

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.

**I. 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. Each Building Safety Plan shall contain provisions on the development of a telephone tree or other communication procedure to notify parents or guardians of early dismissal. That information shall be detailed in each Building Safety Plan.

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 responsible individuals who have 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 responsible individuals who have 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. District-wide programs are described below:

##### **A. 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, and are immediately followed up with the involvement of local law enforcement, social services, mental health services and parents.
3. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization.
4. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated.

##### **B. 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. Steps 2, 3, and 4 in Section A, above are followed in Alternative Education programs.

##### **C. OTHER PROGRAMS**

1. Alcohol-Drug Abuse Prevention Education Program (ADA-PEP).
2. Suicide Prevention, Intervention and Post-intervention Program.
3. D.A.S.A. (Dignity) Coordinator – Each School
4. Positive Behavioral Interventions and Supports (PBIS)
5. Second Step Program
6. Responsive Classroom Program
7. Restorative Justice

## 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. Staff members or students who observe any of these warning signs in a student, and who believe that such student is a threat to himself/herself and/or others, or may display aggressive rage or violent behavior, shall immediately notify the Building Principal. As deemed necessary and/or appropriate, the Building Administrator will contact the following individuals: the potential victim(s) and/or their parents/guardians; the parents/guardians of the student who made the threat; law enforcement officials, the school psychologist and/or counselor; and the Director of Instruction and Pupil Services, if applicable, in order to discuss the student's behavior and implement a plan of appropriate intervention as may be necessary. The Superintendent will be kept informed as to actions taken by the Building Administrator.

The following actions, procedures and policies are in place to provide early detection and intervention of potentially violent behaviors:

- Ongoing training is provided to all staff members regarding early detection of risk factors leading to violent behavior or other at-risk behavior.
- A Code of Conduct distributed to each student and staff member address specific consequences relative to violent or risky behavior.
- A written reporting system allows staff to report and document violent and at risk behavior.
- Students are encouraged to report at risk behavior to a staff member including but not limited to the Building Administrator and the School Resource Officer.
- An anonymous reporting system included with the yearly Student/Parent Handbook enables students or parents to anonymously report potential violent or other at risk behavior.
- School counselors and the school nurse are closely involved with the Crisis Team to bring at risk behavior or potential indicators of violent behavior to the attention of Crisis Team members.
- The CSE (Committee on Special Education) Team monitors students in the Special Education Program.
- The Section 504 Officer is responsible for students with Section 504 plans.
- Student Assistance Program headed by a counselor from Onondaga Mental Health assists students.
- Character Education Team chaired by a counselor from Onondaga Mental Health assists students.
- C.A.R.E. Team assists with the identification of at risk students.
- Pupil Study Team staff by a counselor, an administrative staff member and the school nurse, identifies at risk students.
- Response Intervention Program
- Security Audit by the New York State Police

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS - *continued***

**A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR**

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writings and drawings.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

**B. INTERPRETATION OF WARNING SIGNS**

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. The early warning signs listed above are offered as an aid identifying and referring students who may be potentially violent and are in need of help. It is important to note that these early warning signs are not equally significant and are not presented in any particular order. Furthermore, it is inappropriate, and potentially harmful, to use the following warning signs as a checklist against which to match individual students. School staff should use the early warning signs for identification and referral purposes only; it is the responsibility of trained professionals to make diagnosis in consultation with the student's parents or guardians. Therefore everyone concerned must take precautions 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 School Guidance Counselors (7-12), 1 Social worker (9-12) and 5 staff members (K-12) certified as mediators in conflict mediation. The following is a list of intervention programs and services currently available at LaFayette Central School District:

**A. PROGRAMS UTILIZED THROUGHOUT THE DISTRICT:**

- (1) Positive Behavioral Interventions and Supports (PBIS) Team
- (2) Alcohol-Drug Abuse Prevention Education Program (ADA-PEP)
- (3) Crisis Intervention Team - select and identify team members.
- (4) Mentoring Program
- (5) School Resource Officer
- (6) Code of Conduct - refer to Student/Parent handbook
- (7) Anonymous Reporting System – available on District website.
- (8) Emergency Response Team- need to select and identify team members.
- (9) Teen Institute Program
- (10) Quarterly scheduled meetings with the Onondaga Nation's Council of Chiefs
- (11) C.A.R.E. Team -identification of at risk students.
- (12) Pupil Study Team staff by a counselor, an administrative staff member and the school nurse, identifies at risk students.
- (13) Response Intervention Program
- (14) VERA House

## **7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE**

The District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are by students, staff, or others. Additionally, threats of violence against students, school personnel and/or school property, including bomb threats, will not be tolerated whether or not such threat occur on school grounds or during the school day.

Any acts and/or threats of violence, whether such threats are made orally, in writing, or by e-mail, shall be subject to appropriate disciplinary action in accordance with applicable law, District policies and regulations, the Student Code of Conduct, and collective bargaining agreements, as may be necessary.

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.

The school district has taken a proactive approach in identifying and addressing potential acts of violence before they occur. This policy is applicable during any school-sponsored event, whether the event occurs on school grounds or not. It includes implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.

Any student, school staff member, school administrator or School Resource Officer will assume the threat is serious and is required to report said information to the Principal or designee. A student may report such information to any school staff member.

The principal or designee shall remove the student making the threats from the classroom and segregate him or her into a secured area pending further investigation and interviews.

The Principal or designee shall notify the School Resource Officer and local law enforcement, as warranted, and provide the officer with complete information regarding the information that was received.

The Principal or designee, in conjunction with the School Resource Officer/local law enforcement if warranted, will interview the student making the threat in order to ascertain the veracity of the threat. Other school administrative staff may be included in the interview at the discretion of the Principal.

If it is agreed that the threat is credible:

The law enforcement officer shall follow appropriate law enforcement procedures as the situation dictates.

The Principal shall take administrative action in accordance with School Board Policy, including the notification of the student's parents.

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE - *continued***

**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 faculty member, a school administrator, law enforcement officer or call the Onondaga County District Attorney's office confidential hotline at 1-877-477-2338; and
  - (c) Suicide threats should be reported to a faculty member or the Building Principal.
  - (d) 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 informant 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) If threat is received by telephone, obtain as much information as possible and attempt to complete a Telephone Threat Information Sheet (see Appendix R).

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE - *continued***

**A. PROCEDURES - *continued***

- (d) If receiving report of threat from student, obtain as much information as possible and write it down. Report the incident to the Building Administrator and encourage the student to accompany you.
  - (e) 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. Building Administrator, upon receiving a report of threat of violence, shall:
- (1) Contact the School Resource Officer, evaluate and assess all threats of violence.
  - (2) Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received.
  - (3) If person(s) making threat are observed, or found to be possessing, or are suspected of possessing any dangerous weapon **call 9-1-1** to contact local law enforcement agencies.
  - (4) Bomb threats are a crime - Notify law enforcement
  - (5) Threats of violence or bodily harm:
    - \* Discipline according to District Code of Conduct
    - \* Notify law enforcement - (May be charged as adult for harassment)
  - (6) Notify Superintendent of serious threat
  - (7) Convene Building Crisis Intervention Team
5. Building Crisis Intervention/Response Team shall do the following:
- (1) 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 S" which contains a threat-assessment flow chart for use by administrators.
  - (2) Investigate credibility and validity of threats
  - (3) Interview person(s) reporting/observing threat

7. **RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE** - *continued*

A. PROCEDURES - *continued*

- (4) Summon and interview person(s) making threat. 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 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**, especially if individual is suspected of possessing a weapon.
  - (5) 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 Instruction and Pupil Services, if applicable. Coordinate with local mental health agencies and other outside resources as necessary.
  - (6) Keep Superintendent apprised.
  - (7) Discipline person(s) making threat according to District Code of Conduct.
6. 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.
  7. If it is agreed that the threat is credible:
    - (a) The administrator will immediately consult with appropriate law enforcement.
    - (b) The school administrator shall take appropriate action.
    - (c) The administrator will activate student release if necessary.
    - (d) The students' parents or guardians shall be notified.
  8. 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. GENERAL

The District enforces a zero tolerance policy regarding violent threats or actions and prohibits any student from communicating violent threats or committing violent acts against any student or District employee. Included in this policy is any offense against school property that has the potential to create a substantial risk to the safety and well being of the school population.

It shall be the responsibility of any student, school staff member or school administrator to report any violent behavior or actions to the Principal. In the event said behavior is in progress, the Principal shall immediately notify the School Resource Officer/local law enforcement agencies who shall take appropriate police action.

If the situation warrants, the Principal shall notify the Building Level Emergency Response Team.

If the situation warrants, the Superintendent shall be notified and the Crisis Management Team, under the leadership of the Superintendent, shall be activated.

Procedures regarding specific acts of violence are contained in the "Procedural Guide for School Crises" for the LaFayette School District.

### B. POST INCIDENT RESPONSE TEAM

1. The District has established Post Incident Response Teams comprised 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 Onondaga County Department of Emergency Management, (315) 435-2525 and the Onondaga County Department of Mental Health Student Assistance Program Postvention Services, (315) 435-3355.

### C. 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

**8. RESPONDING TO ACTS OF VIOLENCE - *continued***

C. COUNSELING - *continued*

- (d) Parents information and support center
  - (e) Staff support center (certificated and classified)
  - (f) Sign-in for Crisis Team Members
  - (g) Media room
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) Distribute “*Emergency Memo to Teachers Regarding Tragic Incident*” or similar information to all teachers, and
  - (c) 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

1. Evacuation takes place in the event of fire, bomb threat, or other Emergency that requires students and staff to leave the building immediately. Evacuation to another school or predetermined community site (Evacuation to Another Location) may need to be initiated during inclement weather, during a prolonged emergency or if the safety of the building occupants would be in question while waiting out the emergency at the usual outdoor assembly areas.
2. Hold-in-place or Sheltering 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.
3. Lock-down 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.
8. Lock-out may 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.

### B. SPECIFIC PROTOCOLS

Protocols for various contingencies listed below have been developed as part of the district Emergency Management Plan and Building-level Plans. Consult the Emergency Management Plan or Building-level Plan for specific procedures.

Abduction/Kidnapping

Assaults and Fights

Biological Agent/Poisonous Substance Threat

Bomb Threats

Civil Disturbance

Dangerous and/or Armed Persons

Fire / Explosion

Gun/Weapon Threat

Hazardous Material Spill (in the building and off-site)

Hostage-Taking

Medical Needs and Automated External Defibrillators

Severe Storm

System Failure (power, heat, water, sewer, natural gas, structural)

Threats of Violence

## 1. BOMB THREATS

The school district administrator should familiarize themselves with the Bomb Threat Standards outlined in the Building-Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. A Bomb Threat Questionnaire will be available in each main office.

Upon receipt of a bomb threat, buildings will now lock down (Please see Appendix I for Bomb Threat Procedures).

## 2. HOSTAGE TAKING

The Building-Level Emergency Response Plan for Missing/Abducted/Kidnapped Student procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

## 3. INTRUSIONS

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.

- If the situation escalates, plain language will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

#### 4. KIDNAPPING:

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system. Parent/guardian will be notified. If student is not found, police will be notified.

- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

## 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. The District administration is currently working with the office of the Onondaga County District Attorneys to develop a mutually satisfactory protocol for such reporting. 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 9-1-1**
  - (b) Call the Superintendent of Schools at 315-677-9728  
PLEASE NOTE – you must talk to a person at the Superintendent's office or the Business Office at 315-677-5504
  - (c) Call the School Resource Officer (*private number withheld*)
4. The Reporting Guidelines that are set forth in 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 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 (Superintendent) in charge of dealing with the media.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**

**A. DISTRICT RESOURCES AVAILABLE**

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

<u><b>RESOURCE</b></u>	<u><b>DISTRICT LOCATION</b></u>
Telephone System	All
Cell Phones	All Administrators
Zoned Fire Alarm System	All
Radio Station/Two-way Radios	Transportation Center  High School and Elementary School
Emergency Generator	Jr./Sr. High School, Grimshaw Elem. & District Offices Powers fire alarm panel, well pumps, phone systems, and basic lighting in all areas of the buildings
Public Address System	All
First Aid Supplies	All
Fire Extinguishers	All
Water Supply – Fire	Hydrant at Nation School only (municipal water not available at other sites)
Food Storage	High School, Grimshaw, Nation School
Maintenance Vehicle Fuel Storage	Transportation Center (Diesel)
Flashlights, Batteries	All
Maps (School District Area and Roads)	Transportation Center, Maint. Center
Building Floor Plans	All
Buses	Transportation Center
Pick-up Trucks, Vans	Maintenance Center/Transportation
Maintenance Tools & Equipment:	Maintenance Center
	Portable Electrical Generator, Portable Water/Mud Pump
	Portable Welder, Portable Lifts

11. **COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY -  
*continued***

B. STAGING AREAS

1. The Police Staging Area for each school is specified in the school's Building Safety Plan. The 9-1-1 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 (Superintendent) 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

1. 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.
2. 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.

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.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

**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 Building Administrator, or in his or her absence, a designated District administrator shall bring the Emergency Response Bag for the affected school.
2. The Director of Facilities, or in his or her absence, a designated member of the Buildings and Grounds staff. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school secretary for the involved building shall bring the school's Emergency Response Bag.
4. The School Safety Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

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 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 (Superintendent) 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.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

F. DUTIES OF THE SUPERINTENDENT OF SCHOOLS - continued

4. The Superintendent will maintain contact with the buildings affected by the Emergency and will act as District Spokesperson. 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 most senior Administrator, and the Supervisor of Transportation, the Superintendent of Building Grounds, the Cafeteria Manager, and others as appropriate.
5. If an evacuation is ordered, the Superintendent may request Administrative 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 THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this Plan and the Building Safety Plan for your school prior to each school year with the Building Administrator.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Work with the Building Administrator or site supervisor will make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining pick-up of students and handicapped passengers at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

**H. DUTIES OF FACULTY AND STAFF**

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
2. 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, Hold-In-Place, Sheltering, or Lock-down.
3. 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.
4. 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.
5. Each classroom teacher should have a Classroom Emergency Bag. This bag will go out with them for all evacuations (inside, outside and off site). It should be within close reach of the teacher at all times, and should be checked and updated regularly. This bag should minimally contain:
  - (a) Updated class rosters for each class using the room.
  - (b) Emergency evacuation (including assisted evacuation) plans.
  - (c) Latex gloves.
  - (d) Pen and paper.
  - (e) Names and telephone numbers of crisis team members.
  - (f) List of assigned roles for school personnel and division personnel.
  - (g) Laminated 8 ½” X 11” inch signs saying “HELP” and “OK” for use in an emergency.
6. Special area teachers and non-instructional employees shall report to the designated Safety Zone and help whenever needed to chaperone or supervise students.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

H. DUTIES OF FACULTY AND STAFF - continued

7. 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.
8. 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.
9. Whenever possible, if students are protected in place in a room with an exterior window, a signal to emergency personnel may be displayed in the window using 8 ½ x 11 inch paper as follows:
  - (a) The letters “OK” written in large letters on the paper indicates that students are present in the room and are not facing imminent danger or needing immediate assistance.
  - (b) The word “HELP” written in large letters on the paper indicates that students are present in the room and are facing imminent danger or need immediate assistance.
  - (c) If circumstances within the room change, the signal in the window should also be changed. If the room is evacuated the signal should be removed.

I. DUTIES OF CUSTODIANS

The custodial staff for each building shall be assigned the following duties 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. Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
4. Provide support and be alert to needs of staff and students.
6. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
7. 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 is possible.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –  
*continued***

**I. DUTIES OF CUSTODIANS**

8. Secure the building and check to ensure that everyone is evacuated.
9. Be sure the entire custodial team has assignments spelled out in advance for all Emergencies.

**J. 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. Maintain adequate supplies for emergencies. Part of this need will include creating “Disaster First Aid Packs”, “Emergency Cards”, and/or on-line resources that can be taken to the far corners of the building should the need arise.
3. 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.
4. Review this Plan and the Building Safety Plan for your school prior to each school year with the Building Administrator.
5. Provide collaborative support and assistance for Fire and Rescue Personnel.
6. Carry out first aid in the Safety Zone and/or at the Evacuation Site as needed.
7. Maintain a list of emergency medical conditions and needs for all students.

**K. DUTIES OF THE SUPERVISOR OF TRANSPORTATION**

In the event of an Emergency, the Supervisor of Transportation will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

**K. DUTIES OF THE SUPERVISOR OF TRANSPORTATION - continued**

2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the pre-determined re-location site(s) for each school. Insure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Work with the Building Administrator of each building to make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining pick-up of students and handicapped passengers at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
7. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center will function often serve as hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.
8. The Supervisor of Transportation 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 Transportation Supervisor or law enforcement official stops the Code Silence.

**L. DUTIES OF THE MAINTENANCE SUPERVISOR**

In the event of an Emergency, the Maintenance Supervisor 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.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –  
*continued***

**L. DUTIES OF THE MAINTENANCE SUPERVISOR - *continued***

3. The Maintenance Supervisor will also set up:
  - (a) A system for sharing blueprints of our 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 building plans, system operating instructions or other materials that may be of value to Emergency personnel.

**M. DUTIES OF THE CAFETERIA MANAGER**

In the event of an Emergency, the Cafeteria Manager 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.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

**N. DUTIES OF SECRETARIAL AND SUPPORT STAFF**

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. The building secretary will have primary responsibility for retrieving the Emergency Response Bag from the school office at the onset of the Emergency/Evacuation and for bringing it to the Command Post. At the Command Post the building secretary will be responsible for assisting the Incident Commander and acting as a representative of the school. The building secretary shall be responsible for providing information regarding faculty, students, attendance and visitors in the building.
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.

**O. 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 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;

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –**  
*continued*

O. DUTIES OF THE DISTRICT SPOKESPERSON - *continued*

- (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.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY –  
*continued***

**P. DUTIES OF THE DISTRICT SECURITY STAFF (GUARD)**

The Guard is responsible for the protection of public buildings or grounds or property from harm, theft, vandalism, illegal entry, or other unlawful activity or equipment failure. The guard performs routine security duties to deter, observe, detect and/or report incidents in order to prevent unlawful or unauthorized activity or to protect public property, buildings, equipment, etc. This work typically includes patrolling public buildings and grounds at night when the facilities are closed for business, unoccupied or closed to the public.

1. Hall Monitor - Walks through public buildings or grounds on a regular or scheduled basis to detect fire, theft, vandalism, illegal entry, equipment failures or any suspicious findings to protect the property from threat, harm or theft.
2. Reports any and all suspicious activity or illegal activity on an immediate basis as required in an emergency.
3. Closes or locks doors, windows or fire doors according to prescribed routines, to deter criminal activity or accidental loss.
4. Examines doors, windows, gates and locks to determine their security.
5. Watches for and reports irregularities to designated personnel.
6. Gives directions or answers questions for visitors to assist them in locating their destination or informing them of pertinent information.
7. Questions people who appear to be loitering to determine their reasons for their presence; may order those without legitimate purpose to leave the premises.

**12. CONTACTING PARENTS IN AN EMERGENCY**

**A. EMERGENCY CARDS AND STUDENT RELEASE FORMS**

“Emergency Cards” and “Student Release Forms” are specified in the Building Safety Plans. These will be sent out to all parents at the beginning of each school year to obtain the following:

1. Permission to send child home early in the event of 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;

## **12. CONTACTING PARENTS IN AN EMERGENCY**

### **A. EMERGENCY CARDS AND STUDENT RELEASE FORMS *continued***

4. Alternate plans for the child's welfare if neither parent can be informed of early dismissal; and
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.

## **13. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES**

In an Emergency, the Superintendent of Schools will contact the 9-1-1 call center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact the Onondaga County Emergency Management Center for assistance. Appendix B contains the names and the phone numbers of other agencies that may be contacted as appropriate.

## **14. INTER-AGENCY ADVICE AND ASSISTANCE**

The Superintendent or his designee in the advent of an emergency may contact the Emergency Management Coordinator of Onondaga County for assistance and/or advice. Assistance can also be obtained from the American Red Cross, LaFayette Fire Department, New York State Police, Onondaga County Sheriffs Department, Town of LaFayette Highway Department and other agencies. See Appendix B for phone list of local emergency responders, county and state agencies.

## **15. INTRA-SCHOOL DISTRICT ALERT SYSTEM**

In the event of an emergency the Principal or designee will be contacted immediately.

Concurrently, the Principal or designee will:

Contact the 9-1-1 Center and request the assistance of law enforcement, EMS  
and/or Fire

Notify all building occupants to take appropriate action:

(i.e. Lock-down or Evacuation)  
Notify the Superintendent of Schools and the School Resource Officer

The Superintendent shall cause notification to be made to the Principals and the Transportation Supervisor.

The Principal or designee will contact and direct the Building Level Emergency Response Team, as appropriate.

The Superintendent shall assemble and direct the Crisis Team, as needed.

The systems utilized in the communication plan outlined above include:

Telephone system	cell phones
School Intercoms	Bus Radio System
Fax	E-Mail

Parental notification if required in the event of a violent incident and/or early dismissal will include the use of School Messenger, local media and/or using a phone tree with emergency contact numbers provided for students.

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.

B. NOTIFICATION

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 315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

**16. SCHOOL SAFETY PERSONNEL**

A. ALL STAFF

At the present time LaFayette Central Schools does not have any specific personnel designated for building safety/security. However, in the process of training all instructional, clerical, custodial and other support staff, we review safety procedures for violence prevention and intervention strategies. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor their behavior during the school day
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Working with Building Administrators and guidance counselors to present problems of truancy and work on solutions
- May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended

## **17. MULTI-HAZARD SCHOOL SAFETY TRAINING**

### **A. TRAINING OF STAFF**

1. Specific training shall be provided for school staff that have 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 Safety 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.

## **18. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS**

### **A. RESPONSIBILITIES OF THE DISTRICT**

All Building and District administrators and program supervisors will perform the following tasks with respect to training for staff and students.

1. Review District Safety Plan, and the Building Safety Plan for their particular building with their staff no later than October 1<sup>st</sup> of each academic year. Any revisions to the Plan will be distributed to staff at the beginning of each school year. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
2. 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.
3. Prepare education, training, and drills required of the District population to assure effective operation of the plan.
4. Integrate emergency preparedness material into the curriculum.

18. **SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS** - *continued*

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 and volunteers so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

## 19. 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. Training programs can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. All individuals including staff and students will be provided with appropriate training. At a minimum, early dismissal and sheltering drills 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. Exercises: Crisis Team & Emergency Response Team to meet regularly to review and update Crisis Plans with the use of tabletop crisis scenarios. Exercises will include representatives of Emergency Medical Services, Fire Departments, and Law Enforcement. Exercises, drills and training will be documented.

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.

Training: All staff members will be trained in their respective responsibilities in the event of a school crisis. Each staff member will be provided with a flow chart that describes his or her actions for specific school emergencies.

3. Each building within the District will hold one annual early dismissal drill as well as routine fire drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.
4. Exercise and 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.

**19. EMERGENCY DRILLS AND EXERCISES - *continued***

**B. DRILLS**

A total of twelve (12) drills shall be conducted each year, with eight (8) occurring before December 31<sup>st</sup>. Education Law specifies that 8 fire drills and 4 lockdown drills shall be conducted annually within each school building. At least one (1) of the twelve (12) drills shall be held during one of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a students lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school. The Building Administrator, or designee, shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. 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.

Fire 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 class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
  - (a) Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
  - (b) Be sure students know alternate escape routes from the classroom.
6. Building Administrator, or designee, fill out fire drill log in each building

**19. EMERGENCY DRILLS AND EXERCISES - *continued***

**B. DRILLS - *continued***

Lockdown Drills – Lockdown drills will be conducted internally to ensure that school staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in predesignated “safe areas” within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the school is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”).

Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service “ **SAFETY DRILL IN PROGRESS PLEASE WAIT .**” This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

The required number of fire and lockdown drills will be documented by the Building Administrator detailing the type of drill, date/time of drill, evacuation time (as applicable) and the agencies involved (as applicable).

**19. EMERGENCY DRILLS AND EXERCISES - *continued***

**C. BUS EMERGENCY DRILLS**

1. A minimum of three (3) emergency drills are to be held on each school bus during the school year. The first drill is to be conducted during the first week of the fall term, the second between November 1<sup>st</sup> and December 31<sup>st</sup>, and the third between March 1<sup>st</sup> and April 30<sup>th</sup>. Students who ordinarily walk to school shall also be included in the drills.
2. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following:
  3. Safe boarding and exiting procedures
  4. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
  5. Orderly conduct as bus passengers.

**20. 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, Asst. Superintendent for Business, Director of Instruction and Pupil Services, each Building Administrator, School Resource Officer, Supervisor of Transportation, Director of Facilities, Cafeteria Manager, and each School Nurse

**B. ANNUAL REVIEW**

This Plan shall be reviewed annually.

**21. 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. General access to buildings is limited to a clearly identified central access. All entrances are locked and secured while classes are in session.

**21. SCHOOL BUILDING SECURITY - *continued***

**A. BASIC PROCEDURES - *continued***

2. When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear photo identification badges.

**B. VISITOR PROCEDURES**

The community should feel welcomed in our schools, 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 Main 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.

**21. SCHOOL BUILDING SECURITY - *continued***

**B. VISITOR PROCEDURES - *continued***

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 Board Policy and 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 Administrative Regulations and 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.

**D. KEYS AND LOCKS**

Procedures for administering and maintaining keys and locks shall be according to district procedure.

**E. SURVEILLANCE, BUILDING SECURITY AND SECURITY SYSTEMS**

1. Assigned staff, monitor hallways at the beginning and conclusion of the school day.
2. School Resource Officer is assigned to the High School
3. Administrative Staff, Maintenance Staff, and Transportation Staff are equipped with cell phones.
4. District employs a "no re-entry" policy during after school functions
5. All outside sheds are closed and locked when not in use.
6. Each building is equipped with surveillance cameras at main entry points or station greeters at the main entry.
7. Receiving bay (High School) is equipped and secured with a metal gate.

## **22. INDIVIDUAL BUILDING INFORMATION**

Building Safety Plans contain maps and floor plans of the buildings, and information on the number of staff and students in that school. See also Appendix D, “*District Profile*” and Appendix E, “*Non-Public Schools and Day Care Centers*” of this plan.

Emergency procedures for various hazards are outlined within the Building-Level Plans.

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**APPENDIX A**

**ADMINISTRATORS' TELEPHONE NUMBERS**

<b><u>Name/Department</u></b>	<b><u>School Phone</u></b>
Jeremy Belfield, Superintendent	315-677-9728
Laurie Holtsbery, School Business Manager	315-677-5504
*Principal, Grimshaw Elem.           315-677-3152	
*Jason P. Ryan, Principal, Jr./Sr. High School	315-677-3131
*Simone Gonyea Principal Onondaga Nation School	315-469-6991
*Ronald Cooper, Supv. of Transportation/Maintenance	315-677-9700
*Robert Kennedy, Cafeteria Manager	315-677-9761
* Susan Osborn, Principal, Big Picture School	315-504-1000
New York State Police	9-1-1
Fire Chief, Fire Department	9-1-1

\*For emergencies involving their buildings or departments

**APPENDIX B**

**EMERGENCY/AGENCY TELEPHONE NUMBERS**

<b><u>Agency</u></b>	<b><u>Telephone Number</u></b>
Onondaga County 911 Center	9-1-1
Fire Department	9-1-1
Ambulance	9-1-1
Local Police	9-1-1
State Police	9-1-1
County Office of Emergency Management	315-435-2525
Department of Environmental Conservation	315-426-7519 or (800) 457-7362
District Physician, Dr. Dignant Nanavati	315-218-7020
Poison Control Center	315-476-4766 or 1-800-222-1222
County Health Department	315-435-3236
Highway Department	Town 315-677-9535; County 315-469-5073
National Grid (formerly Niagara Mohawk)	800-642-4272
Natural Gas Emergency:	800-892-2345
Red Cross	315-425-1666

**APPENDIX C**

**EMERGENCY RESPONSE TEAM**

<b><u>Name/Department</u></b>	<b><u>School Phone</u></b>
Jeremy Belfield, Superintendent	315-677-9728
Laurie Holtsbery, School Business Manager	315-677-5504
* Principal, Grimshaw Elem.	315-677-3152
*Jason P. Ryan, Principal, Jr./Sr. High School	315-677-3131
*Simone Gonyea Principal Onondaga Nation School	315-469-6991
*Ronald Cooper, Supv. of Transportation/Maintenance	315-677-9700
*Robert Kennedy, Cafeteria Manager	315-677-9761
*Susan Osborn, Principal, Big Picture School	315-504-1000

**School Resource Officers:**

Brand, Whitney A.

BUSH, MARTIN L

ECKER, ANDREW B

GILES, LINDSEY M

GROME, LINDSAY M

HILL, JOSHUA W

KERN, MICHAEL J

Lorenzini, Daniel D

O'HARA, CHRISTOPHER D

PODEJKO, DANIELLE L

RENAUD, ROBERT A

\*SHENANDOAH, PERCY N – Onondaga Nation School

Police 9-1-1

Fire Department 9-1-1

\*For emergencies involving their buildings or departments

**APPENDIX D**  
**DISTRICT MAPS**

*Maps located in confidential Building-Level Emergency Response Plans*

**APPENDIX E**

**DISTRICT/BUILDING PROFILE**

**SCHOOL NAME: Grimshaw Elementary School**

Grades: Pre-K - 6  
Number of Staff: 54  
Number of Students: 354

Principal:

Phone: 315-677-3152

Nurse: Ashley Brown

Phone: 315-677-5501

Class Time: 7:45 a.m. - 2:30 p.m.

Transportation Needs: 10 (buses)

**SPECIAL TRANSPORTATION NEEDS:**

Non-Ambulatory/Wheelchair Students: 0

Non-Ambulatory/Wheelchair Staff: 0

**SCHOOL NAME: Onondaga Nation School**

Grades: PreK - 8  
Number of Staff: 51  
Number of Students: 126

Principal: Simone Gonyea Principal

Phone: 315-469-6991

Nurse: Mackenzie Cook

Phone: 315-469-0091

Class Time: 7:45 a.m. - 3:00 p.m.

After School Program: 3:00 – 4:15 p.m.

Transportation Needs: 3 (buses)

**SPECIAL TRANSPORTATION NEEDS:**

Non-Ambulatory/Wheelchair Students: 0

Non-Ambulatory/Wheelchair Staff: 0

**APPENDIX E**

**DISTRICT/BUILDING PROFILE**

**SCHOOL NAME:** LaFayette Jr./Sr. High School

Grades: 7 - 12

Number of Staff: 68

Number of Students: 375

Principal: Jason Ryan

Phone: 315-677-3131

Asst. Principal James McKenna

Phone: 315-677-3131

Nurse: Jennifer Gates

Phone: 315-677-5507

Class Time: 7:55 a.m. - 2:30 p.m.

Transportation Needs: 6 - 7 (buses - minimum)

**SPECIAL TRANSPORTATION NEEDS:**

Non-Ambulatory/Wheelchair Students: 0

Non-Ambulatory/Wheelchair Staff: 0

**SCHOOL NAME:** Big Picture School

Grades: 9 - 12

Number of Staff: 13

Number of Students: included in HS above

Principal: Susan Osborn

Phone: 315-504-1000

Class Time: 8:00 a.m. - 2:20 p.m.

Transportation Needs: 1 - 2 (buses)

**SPECIAL TRANSPORTATION NEEDS:**

Non-Ambulatory/Wheelchair Students: 0

Non-Ambulatory/Wheelchair Staff: 0

## **APPENDIX F**

### **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 F - continued**

**ASSISTED EVACUATION PLAN FOR STUDENTS WITH SPECIAL NEEDS FORM**

Name of Child \_\_\_\_\_ Building: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher (Home Room Teacher) \_\_\_\_\_ Room: \_\_\_\_\_

Reason child needs assistance: \_\_\_\_\_  
\_\_\_\_\_

The student uses (*check applicable*): Wheelchair \_\_\_\_ Crutches \_\_\_\_ Student is ambulatory \_\_\_\_

Assistance to be given: \_\_\_\_\_

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

If Yes, how? \_\_\_\_\_

If Stair Chair or other device is to be used?

Where is it located? \_\_\_\_\_

Are staff responsible trained and familiar with location & use of device? 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 copy of student's class schedule and out-of-classroom services.**

\_\_\_\_\_  
Signature of person who prepared plan

\_\_\_\_\_  
Date

File copies with: Principal/Program Supervisor, District Office, Building-level Response Plan  
Substitute information folder  
Building Nurse  
Classroom/Homeroom Teacher

Circulate information to all special area or class teachers.

Copy of plan should be kept with class attendance roster.

**APPENDIX G**

**NON-PUBLIC SCHOOLS AND DAY CARE CENTERS**

<b><u>School/Center Name</u></b>	<b><u>Phone Number</u></b>	<b><u>Contact Person</u></b>
LaFayette Headstart	315-677-7814	
After School Program	315-677-9481	Beverly Oliver

**APPENDIX H**

**INCIDENT REPORT FORM** (recommended)

Type of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Person Reporting Incident: \_\_\_\_\_

Command Post Manned By: \_\_\_\_\_

Type Of Response:	Hold In Place	<b>YES</b>	<b>NO</b>
	Early Dismissal	<b>YES</b>	<b>NO</b>
	Evacuation	<b>YES</b>	<b>NO</b>
	Shelter In Building	<b>YES</b>	<b>NO</b>
	School Cancellation	<b>YES</b>	<b>NO</b>
	Lock-Out/Secure Building	<b>YES</b>	<b>NO</b>
	Lockdown	<b>YES</b>	<b>NO</b>

<b>NOTIFICATIONS:</b>	<b>TELEPHONE</b>			
	<b>NUMBER</b>	<b>YES</b>	<b>NO</b>	<b>TIME</b>
Superintendent	315-677-9728			
Asst. Superintendent for Business	315-677-5504			
Supervisor of Transportation	315-677-9700			
Director of Facilities	315-677-7725			
Cafeteria Manager	315-677-9761			
Principal(s), (at each location)	Grimshaw	315-677-3152		
	Big Picture	315-504-1000		
	High School	315-677-3131		
	Nation School	315-469-6991		
Fire Department	911			
Police (Local)	911			
Police (State)	911			
County Emergency Management	315-435-2525			
County Health Department	315-435-3236			
American Red Cross	315-425-1666			
Hospitals:				
University Hospital	315-464-5540			
Crouse-Irving Memorial	315-470-7111			
Community General	315-492-5011			
St. Joseph's	315-448-5111			
Radio Stations	Per Superintendent's Listing			

SUPERINTENDENT \_\_\_\_\_  
 Signature

**APPENDIX I**

**BOMB THREAT FORM**



**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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

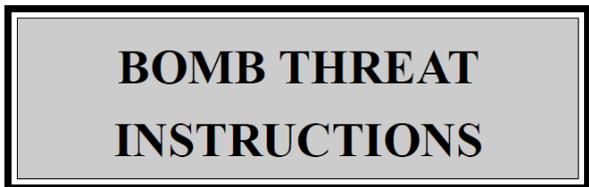
\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

**Additional Information on Reverse**



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:

Phone Number: \_\_\_\_\_

-----

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number \_\_\_\_\_

**APPENDIX J**

**TELEPHONE THREAT INFORMATION SHEET**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Location of Recipient: \_\_\_\_\_

Telephone Number of Recipient: \_\_\_\_\_

**Exact Words of Person Placing Call:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF SUBJECT'S VOICE:**

Male \_\_\_\_\_ Female \_\_\_\_\_

Young \_\_\_\_\_ Middle-Aged \_\_\_\_\_ Old \_\_\_\_\_

Tone of Voice: \_\_\_\_\_

Accent: \_\_\_\_\_

Background Noise: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_

If so, who did it sound like? \_\_\_\_\_

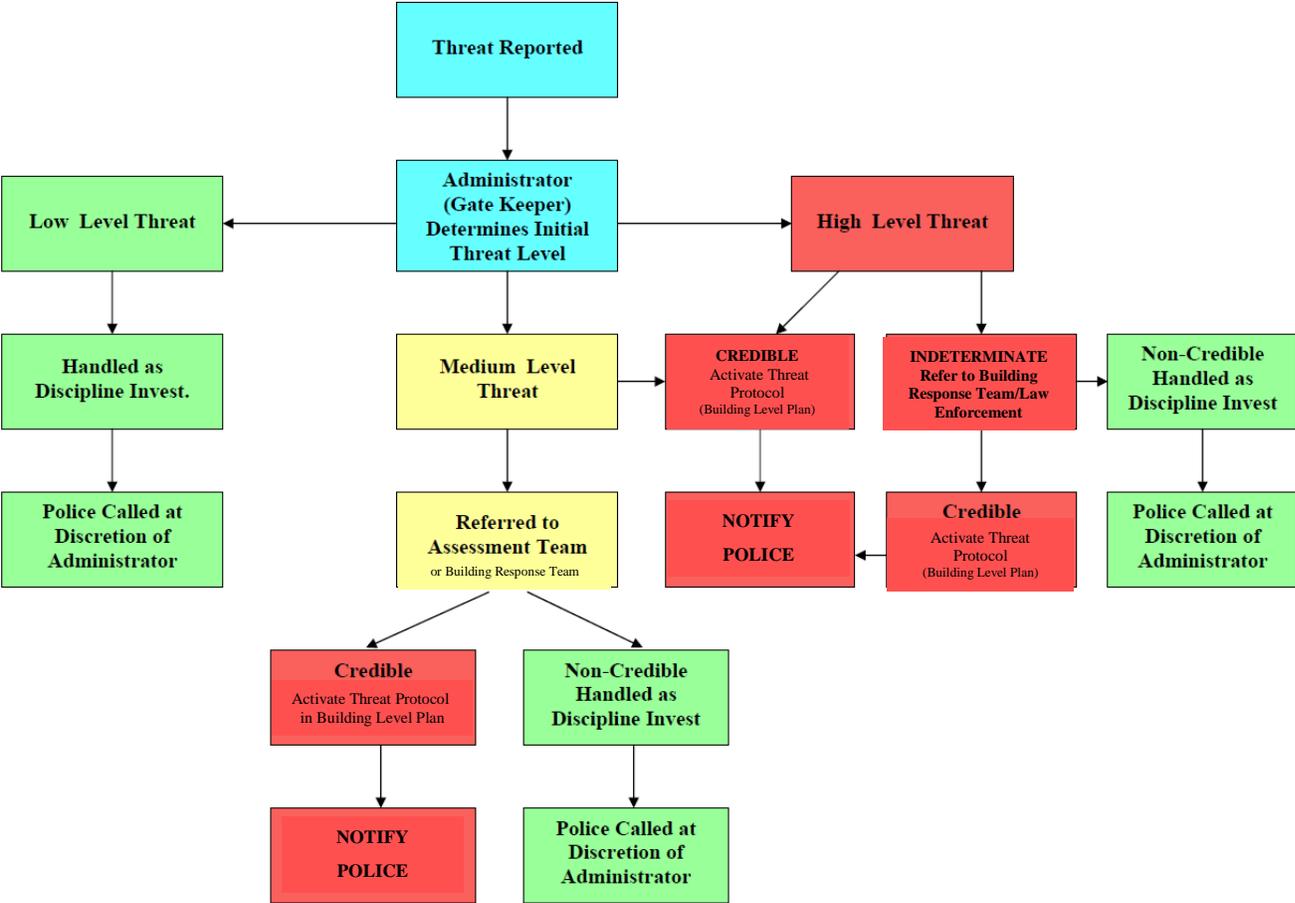
Time suspect hung up: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

**REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX K**

**THREAT ASSESSMENT SHEET AND FLOW CHART**



## APPENDIX L

### DOCUMENTATION OF SUICIDE RISK ASSESSMENT AND SAFETY PLANNING

LaFayette Central School District  
Documentation of Suicide Risk Assessment and Safety Planning

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_

*For each step, please check all that apply. Attach all relevant documentation (completed C-SSRS, Parent Notification Form, Safety Plan.)*

#### Assess Student's Suicide Risk

- Interview student
- Complete Columbia Suicide Severity Rating Scale Screener

#### Supervise Student

- Supervise student until released

#### Notify the Student's Parent(s) or Guardian(s)

- Provide your name and position in school
- Assure parent/guardian that the student is currently safe
- Explain why a suicide risk assessment was conducted and review the results
- Depending on the results of the screening
  - Ask parent/guardian to come to school and discuss their child's needs
  - Inform parent/guardian that the child must be picked up by an adult or transported by emergency personnel (if high risk)
  - Provide referrals (LaFayette Community Resource Information Sheet)
  - Discuss current concerns
  - Discuss home safety and supervision with parents
  - If applicable, notify outside therapist or doctor (with signed release from parent)
  - Schedule a follow up meeting/phone call
- Emergency Notice Form is explained to parent (and signed by parent when possible)

#### Develop Safety Plan with Student

- Identify Warning Signs
- Develop safety plan with student

#### Follow up

- Principal is notified. Teachers and staff are notified on a need-to-know basis only.
- Complete follow-up in one week or more as specified in safety plan (DATE: \_\_\_\_\_)
- Complete follow-up in one month (DATE: \_\_\_\_\_)

**APPENDIX L - continued**

**Suicide Risk Assessment**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

1. Complete Columbia-Suicide Severity Rating Scale (C-SSRS) on the reverse side of this form. Use the exact language the form specifies.

2. Ask the following questions:

A. Do you take medication? Have you taken your medication today?

B. Have you been using alcohol or other drugs?

Based on results of the C-SSRS Screener, respond as follows:

Level of Risk	Response
Low (Yellow)	Parent notification; develop safety plan; recommended consultation/counseling with licensed or certified MH Professional for ideation.
Medium (Orange)	Parent notification, consult with colleagues, develop safety plan, refer parent/child to community mental health provider.
High (Red)	Parent notification, consult with colleagues, refer parent/child to community mental health provider, transition to emergency department care (parent or emergency personnel)

Referring Person: \_\_\_\_\_ Date \_\_\_\_\_

Assessment Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX L APPENDIX L - continued**

**Parental Notification of Concerns about Suicide Risk**

*To be filled out even if contact with parent/guardian is by phone, only*

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent(s)/Guardian(s) \_\_\_\_\_

Was the Parent/Guardian: Notified by phone \_\_\_\_\_ Consulted in Person \_\_\_\_\_

School representative(s) present \_\_\_\_\_

I have been contacted today to discuss concerns that have arisen at school that may indicate that my child has an acute mental health concern or risk for suicide or self-harm. A preliminary screening was done at school and results have been shared with me.

**Based on the concerns raised, the following actions have been taken:**

- A safety plan was developed, which includes coping strategies and supports my child can access to assist with staying safe while at school.
- Supportive crisis intervention
- Crisis Intervention and Suicide Prevention Hotline numbers were provided to my child (and/or me)
- Information about community mental health services were provided to me
- Other:

**Based on the concerns raised, the following recommendations have been made:**

- An emergency psychiatric evaluation by mobile crisis or emergency department
- Secure all medications, weapons or other objects that might be used to inflict self harm
- Increase supervision of my child and my child's social media usage
- Secure appointment with my child's primary care provider
- Contact my child's mental health provider and request a same-day appointment
- Other:

**Signature/acknowledgement:**

**Parent/Guardian:** \_\_\_\_\_

**School Mental Health Professional:** \_\_\_\_\_

**APPENDIX L APPENDIX L – continued**

**STUDENT SAFETY PLAN**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Warning Signs</b> ( <i>What thoughts, moods, situations, and behaviors indicate that a crisis may be developing?</i> )		
<b>Internal Coping Strategies</b> ( <i>What can you do, on your own, to help yourself not act on suicidal thoughts? Think about how likely you would be to use these strategies and what might stand in your way of doing these things?</i> )		
<b>Social Coping Strategies</b> ( <i>Safe people and places. Who or what social situations might help to make you feel better, or take your mind off your problems.</i> )		
<b>Family or friends to contact for help</b> ( <i>Who can you talk to when you are feeling depressed, stressed, or having suicidal thoughts? Think about people at school, home, and other places.</i> )		
<b>At School:</b>	<b>At Home:</b>	<b>Other:</b>
<b>Other numbers I can call</b> ( <i>agencies, crisis hotlines, etc.</i> )		
<b>Ways that supportive people can help me stay safe:</b>		

Student \_\_\_\_\_

School MH Professional \_\_\_\_\_

Parent (if possible) \_\_\_\_\_

**APPENDIX M**

# Threat Assessment Triage and Assessment Form

\* Required

1. Date Reported \*

---

2. Day of the Week \*

*Mark only one oval.*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

3. Time of Day: \*

---

4. Report Taken by (Name and Title): \*

---

**APPENDIX M** – continued

5. School Student Attends: \*

*Mark only one oval.*

- Grimshaw
- Jr.Sr. High School
- ONS
- Big Picture

6. Description of the Threat: \*

---

---

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7. Key Witnesses: \*

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---

---

8. Potential Targets: \*

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**APPENDIX M** - continued

3/18/2020

Threat Assessment Triage and Assessment Form

Key Questions for Threat

9. What are the subjects's motives, grievances, goals and intent in their behavior? \*

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10. Have there been any communications suggesting ideas, intent, planning or preparation for violence? \*

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11. Is the subject experiencing or expressing hopelessness, desperation, and / or despair? \*

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**APPENDIX M** - continued

12. Does the subject have a positive, trusting, sustained relationship with at least one responsible person? \*

---

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---

13. Does the subject see violence as an acceptable, desirable - or the only - way to solve a problem? \*

---

---

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---

14. Are the subject's conversation and "story" consistent with his or her actions? \*

---

---

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---

---

15. Are other people concerned about the subject's potential for violence? \*

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**APPENDIX M** - continued

16. What circumstances might affect the likelihood of escalation to violence? \*

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---

17. Any other relevant information? \*

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Has the subject shown inappropriate interest  
in/identification with:

If yes to any question, please  
describe:

18. Incidents or perpetrators of targeted/mass violence \*

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**APPENDIX M - continued**

19. Grievances of perpetrators \*

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20. Weapons/tactics of perpetrators \*

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21. Notoriety or fame of perpetrators \*

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Does the subject (or are they developing) the capacity and will to carry out an act of targeted violence?

If yes to any,  
please describe

**APPENDIX M** - continued

22. Expressed ideas to engage in violence \*

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23. Made plans for violence \*

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24. Preparing for violence (means, method, opportunity, access) \*

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25. Surveillance, stalking or rehearsal \*

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**APPENDIX M** - continued

26. Preliminary Determination of Threat Level \*

*Check all that apply.*

- Imminent Threat
- High Risk Threat
- Moderate Risk Threat
- Low Risk Threat

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**APPENDIX N**

**RESOURCES AVAILABLE WITHIN DISTRICT**

<b><u>Resources</u></b>	<b><u>District Office</u></b>	<b><u>Jr./Sr. High School</u></b>	<b><u>Grimshaw Elementary School</u></b>	<b><u>Onondaga Nation School</u></b>	<b><u>Bus Garage</u></b>
Telephone System	X	X	X	X	X
Cell Phones	X	X	X	X	X
Zoned Fire Alarm System	X	X	X	X	X
Emergency Generator		X	X		
Battery Backup System (Emergency Lighting Only)	X			X	X
Public Address System	X	X	X	X	X
Nurses' Office/ and First Aid Supplies	X	X	X	X	
Potable Water	X	X	X	X	X
Municipal Water (hydrants)				X	
Fire Extinguisher	X	X	X	X	X
Food Storage (See APPENDIX E)		X	X	X	
Eye Wash Device		X	X	X	X
Blankets, Cots	X	X	X	X	
Gasoline Fuel Storage					X
Emergency Two Way Radio	X	X	X	X	X
Candles, Flashlights, Batteries	X	X	X	X	X
Maps--School Dist./Area	X	X	X	X	X
Bull Horns					X
Building Floor Plans	X	X	X	X	
Kitchen, Cooking and Eating Utensils		X	X	X	
School Messenger	X	X	X	X	X

**APPENDIX O**

**SCHOOL BUS FLEET INVENTORY**

<u>Bus Number</u>	<u>Year</u>	<u>Make</u>	<u>Capacity</u>	<u>Gas/Diesel</u>	<u>Vin #</u>
142	2009	Dodge, Caravan	7	Gas	2D8HN44E19R638294
144	2010	International	48	Diesel	4DRBUAAL2AB204506
145	2010	International	66	Diesel	4DRBUAAN2AB204507
146	2010	Dodge, Caravan	7	Gas	2A4M4DE9AR104403
148	2011	International	66	Diesel	4DRBUAAN7BB322621
149	2011	International	66	Diesel	4DRBUAAN9BB322622
150	2012	International	66	Diesel	4DRBUAAN1CB397928
151	2012	International	66	Diesel	4DRBUAAN1CB397929
152	2013	Chevy	22	Diesel	1GB3G2BL7D1120395
154	2014	International	66	Diesel	4DRBUSKNXEB793459
155	2014	International	24/3WC	Diesel	4DRBUSKLBXEB793458
156	2014	Dodge	7	Gas	2C4RDGBG4ER380049
157	2015	Ford	20	Gas	1FDDW7PM6FKA20781
158	2015	International	66	Diesel	4DRBUAAN3FB669949
159	2015	International	66	Diesel	4DRBUC8N5GB230559
160	2015	International	66	Diesel	4DRBUC8N1GB230560
161	2016	Caravan	7	Gas	2C4RDGBG5GR108337
162	2016	Suburban	9	Gas	1GNSKKEC5GR251692
163	2017	International	66	Diesel	4DRBUC8N9HB500698
164	2017	International	66	Diesel	4DRBUC8N0HB500699
165	2018	International	24 W/C	Diesel	4DRBUC8L9KB096419
166	2019	International	66	Diesel	4DRBUC8N7JB096418
167	2019	International	66	Diesel	4DRBUC8N1KB353462
168	2019	International	30	Diesel	4DRBUC8L4KB353082
169	2019	Chevy /Girardian	24	Diesel	1GB3GRBG3K1209290
170	2019	Chevy /Girardian	24	Diesel	1GB3GRBG5K1209050
171	2020	International	48	Diesel	4DRBUC8N7LB126634
172	2021	International	66	Diesel	4DRBUC8NXMB078676
173	2021	International	66	Diesel	4DRBUC8NXMB078676
174	2021	Chevy Suburban	8	Gas	1GNSKAED3MR335153
175	2021	Chevy Suburban	8	Gas	1GNSKAED3MR338735

Updated: 8-2021

**APPENDIX P**

**MAINTENANCE VEHICLES INVENTORY**

<b><u>Vehicle Make/Number</u></b>	<b><u>Year</u></b>	<b><u>Capacity</u></b>	<b><u>Gas/Diesel</u></b>	<b><u>Radio</u></b>	
Dodge 5500 Truck	2021	1 ton	Gas	N	4WD
Dodge 3500 Truck	2019		Gas	N	4WD
Ford F - 250	2016	¾ Ton	Gas	N	4WD
Ford F- 350 Pickup	2012	1 Ton	Gas	N	4WD
Ford F-350 Dump Truck	2012	1 Ton	Gas	Y	4WD
Ford F 350 Pickup	2008	1 Ton	Gas	N	4WD
Ford Mail/Food Van	2021	1 Ton	Gas	N	

Updated: 8/2021

**APPENDIX Q**

**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. **The School Nurse is the first responder in an emergency.**

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

<b><u>Building Name</u></b>	<b><u>Phone #</u></b>	<b><u>Person</u></b>	<b><u>Certification</u></b>	<b><u>Expiration</u></b>
High School	315-677-3131	Jennifer Gates	Registered Nurse	
Grimshaw School	315-677-3152	Ashley Brown	Registered Nurse	
Onondaga Nation	315-469-6991	Cynthia Dumond	Registered Nurse	

## **APPENDIX R**

### **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 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 dumpster located outside 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 S**

**SURVEY OF VULNERABILITY**

**Site of Vulnerability within District Limits**

**Potential Hazard**

Gas Stations

Underground Storage Tanks

LaFayette C.S.D. Bus Garage

Underground Storage Tank (gas & diesel)

Grimshaw School

Interstate 81 – West Side of building

Grimshaw School

Intersection of Route 11 and Route 20

APPENDIX T



Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

**Owner:**

Full Name of Owner	LaFayette Central School District
Address	5955 Route 20 LaFayette NY, 13084
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Jeremy Belfield Superintendent Schools 35.677.9728 35.329.9550 - cell
Address for Official Notices (only if different from above address)	

**Red Cross:**

Chapter Name	
Chapter Address	
24-Hour Point of Contact Name and Title Work Phone Cell Phone	
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

**Facility:**

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

See Attached Facility List

APPENDIX T - continued



Facility Use Agreement

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)	J.B.	SP
Storage of supplies	J.B.	SP
Parking of vehicles	J.B.	SP
Disaster Shelter	J.B.	SP

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's *Facility/Shelter Opening/Closing Form* to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

APPENDIX T – continued



Facility Use Agreement

8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.
9. **Fee** (This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.  
Owner initials: J.B. Red Cross initials: SKP
- b. The Red Cross will pay \$\_\_\_\_\_ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: \_\_\_\_\_ Red Cross initials: \_\_\_\_\_

10. **Reimbursement:** Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *Reasonable costs associated with custodial and food service personnel and supplies which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.*
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):*

	Owner Initials	Red Cross Initials
Water	J.B.	SKP
Gas	J.B.	SKP
Electricity	J.B.	SKP
Waste Disposal	J.B.	SKP

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. **Insurance:** The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

APPENDIX T - continued



Facility Use Agreement

12. **Indemnification:** The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

LaFayette Central School District  
Owner (Legal Name)  
Jeremy Belfield  
By (Signature)  
Jeremy Belfield  
Name (Printed)  
Superintendent Schools  
Title  
2/14/19  
Date

The American National Red Cross  
(Legal Name)  
Susan Pope  
By (Signature)  
Susan Pope  
Name (Printed)  
Disaster Program Manager  
Title  
3/19/19.  
Date



**LaFayette Central School District  
Public Health Emergency Communicable Disease Protocols**

**LaFayette Central School District  
Public Health Emergency Communicable Disease Protocols**

**Introduction**

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, the LaFayette Central School District (the “District”) drafts the instant Public Health Emergency Communicable Disease Protocols (the “Protocols”) to guide District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease (a “Disease”).

These Protocols will be presented to all certified representatives of the District’s employees, who will be provided an opportunity to review the plan and make recommendations in accordance with the law. The District will consider and respond to recommendations in writing within a reasonable timeframe. The District will not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of these Protocols. A copy of the final version of these Protocols must be published in a clear and conspicuous location, and in a location accessible on either the District’s website or on the Internet accessible by employees.

The District publishes these Protocols based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the Protocols may be updated over time. The District will comply with all applicable local, State, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

Nothing in these Protocols or their implementation shall be deemed to impede, infringe, diminish or impair the rights of a District employee or the District under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

For purposes of these Protocols, the District will use the following definitions:

1. “CDC” shall refer to the Centers for Disease Control and Prevention.
2. “Communicable disease” means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
3. “Essential” means a designation made that a public employee or contractor is required to be physically present at a worksite to perform their job.
4. “Non-essential” means a designation made that a public employee or contractor is not required to be physically present at a worksite to perform their job.

LaFayette Central School District  
District Level SAVE Plan

5. “OSHA” shall refer to the U.S. Department of Labor Occupational Safety and Health Administration.

The Superintendent of Schools is responsible for the oversight of the implementation of these Protocols and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

These Protocols contain the following sections:

- Section A: Essential Employees**
- Section B: Telecommuting Protocols**
- Section C: Work Schedules/Locations**
- Section D: Documenting Hours and Work Locations**
- Section E: Personal Protective Equipment**
- Section F: Exposure to Employee or Contractor**
- Section G: Emergency Housing**
- Addendum A: Log of Inspection of PPE Materials**
- Addendum B: Legal Requirements**

**Section A: Essential Employees**

The following employees are considered “essential” in the event of a State-ordered reduction of in-person workforce. The justification for their categorization as such is included below.

<b>Title/Position of Essential Employee</b>	<b>Description of position/title</b>	<b>Justification of consideration for position/title being essential</b>
Information Technology-Network Administrator, Technology Coordinator, Local Area Network Technician	Provides all hardware and software for the district. Maintains the district’s network and communication systems.	Allows for continuity of instructional program during remote learning and continuity of support functions.
Teachers Teaching Assistants Counselors Psychologists Social Workers Nurse	Provide educational opportunities and services for all LaFayette CSD students, consistent with State and Federal Laws and/or regulations.	Provides vital educational services guaranteed by the state constitution and federal law.
Food Service	Provide meals for students consistent with State and Federal Laws and/or regulations	Provides access to school meals for students. Proper nutrition assists students with engagement with learning

LaFayette Central School District  
District Level SAVE Plan

		activities by meeting a basic need.
Transportation	Provide delivery of meals and instructional materials consistent with State and Federal Laws and/or Regulations.	We have many families in our school community who do not have access to a reliable vehicle to pick up meals or learning materials. Transportation employees play a vital role in our rural community for making sure that all of our students have access to learning materials and school meals.
Maintenance and Custodial	Properly maintain the building and grounds consistent with State and Federal Laws and/or Regulations.	Maintaining clean, safe schools that are ready for the return of students is paramount. For school employees who have to access a school facility during a pandemic, maintenance and custodial staff make sure that work spaces are clean and sanitized to prevent the spread of disease in our facilities.
Administration & Clerical Operations	Coordination and support for Information Technology, Transportation and maintenance & Custodial Operations, consistent with State and Federal Laws and/or Regulations.	Provides logistical support and coordination between departments/schools and families/students.

### **Section B: Telecommuting Protocols**

The following is intended to be a specific description of protocols the District will follow to enable all non-essential employees and contractors to telecommute to the extent possible including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

#### *Procurement*

The District will abide by all State requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.

#### *Distribution and Installation of Devices or Technology (including downloading and installation of any software, data, office laptops or cell phones)*

The School Principals and School Clerical Staff in conjunction with the Technology Team (Technology Coordinator, Network Administrator, LAN Tech), Teachers, and Teaching Assistants will be responsible for organizing the distribution of school owned electronic learning devices to students. Each electronic learning device should be assigned to specific students and logged in the inventory control system. The district has purchased or solicited donations for mobile hotspots

Teachers, counselors, and school psychologists will be issued a school owned device for the purposes of continuing teaching and supporting remotely. The district purchases laptops for teachers, counselors, psychologists and has a supply of Chromebooks available for school staff to use. The district uses cloud based/web-based learning platforms (Google Classroom/See Saw/Google Drive) so that learning activities can be maintained so long as the staff member and students have access to the Internet. Learning activities can be posted so that students can work offline when they do not have access to the internet.

The School Business Official will work with the Technology Team to make sure that business office staff have access to a laptop, along with a virtual private network connection to office

desktop computers. This secure connection will allow for continuity of operations with business office functions (purchasing, payroll processing, etc).

The Superintendent will work with the Non-Instructional Supervisors (Food Service, Transportation, Technology, Business Manager) to make sure that there are sufficient resources (laptops, hotspots, at home printers, etc.) in place to meet the remote learning/working needs of students and staff, to the extent it is possible for them to perform their job duties remotely.

Staff members are not allowed to install or download new software. All new software must be installed on site by the technology department.

Employees will be trained annually on the district's emergency response plan in accordance with state law. This pandemic plan will be included as an addendum to the emergency response plan and shared with school district employees upon hire and posted on the district website.

#### *Office phone lines*

As practicable, the District shall transfer office phone lines to non-essential employees' cell phones. To the extent any employee has an administrative support to answer phone lines, this will be maintained through the use of transferring lines as well. Phone lines with voice mail enabled can be programmed to forward voice messages to a staff member's district email account.

Should any non-essential employee lack a cell phone, the District will relay phone messages through district email.

#### **Section C: Work Schedules/Locations**

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

Upon designation of a Disease under these Protocols, within two (2) business days, the immediate supervisor of each essential employee and contractor shall determine the hours during which each essential employee and contractor must be present at the worksite and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within these hours and locations. Following this identification for all employees and contractors, the supervisor must submit the list of hours and locations required to the Superintendent of Schools (or their identified designee) for their review.

Upon receipt of the list of hours and locations for each employee and contractor, the Superintendent or their designee will, in turn, review the list and promulgate precise hours for each employee and contractor, adjusting hours as possible to reduce an influx of employees and contractors arriving at similar times to similar locations. The goal of the Superintendent or their designee's oversight is to stagger work shifts and locations to reduce overcrowding on public

transportation systems and at worksites. The Superintendent or their designee must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent/their designee, the Superintendent or their designee will provide a list of approved information to the immediate supervisor of each essential worker or contractor, and will keep such list at District Office with the Personnel Assistant for purposes of implementation of the remainder of these Protocols, including disinfection and contact tracing.

**Section D: Documenting Hours and Work Locations**

Below is a protocol to document precise hours and work locations, including off-site visits, for essential employees and contractors.

In accordance with Section C, above, the list of the precise hours and locations of each employee and contractor will be finalized by the Superintendent or their designee and stored with the Personnel Assistant. The list will be used as the basis (1) to perform contact tracing for exposed employees and contractors, (2) to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

When an employee or contractor performs tasks off-site, the employee or contractor must report such activity to their immediate supervisor. The immediate supervisor shall, in turn, communicate the off-site activity to the Superintendent of Schools for recording pursuant to this section. If the Superintendent of Schools has designated another individual to document hours and work locations, they will thereafter forward the information to such designee.

**Section E: Personal Protective Equipment**

What follows is a description of the protocol the District will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees and contractors. In addition, the plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration follows.

*Identification of PPE Required*

The identification of PPE shall be determined based on the nature of the Disease and may include disposable gloves, face masks (i.e., disposable surgical masks), respirator masks (N-95) that are fit tested, face shields, eye protection such as goggles and protective gowns or scrubs. The District will heed guidance from the CDC and OSHA regarding PPE.

The immediate supervisor of each essential employee and contractor shall determine, within one (1) business day of the announcement of a Disease covered by these Protocols, the required PPE per essential employee and contractor based on the various tasks and needs of the employees and contractors. Upon determination of the required PPE, the supervisor shall communicate the requirements to the Superintendent of Schools and School Business Official who shall work with administration to identify existing supplies of the required PPE or procure additional supplies, as necessary. Required PPE shall be obtained in a quantity sufficient to provide at least two (2) pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six (6) months.

*Procurement of PPE*

The District will abide by all applicable State requirements for competitive bidding for the procurement of any PPE supplies. In addition, the District will balance the need to obtain PPE in a timely fashion with responsible financial action. The District may consult its BOCES for assistance with procurement.

During the COVID-19 pandemic, the District obtained PPE from the following suppliers, which it may use as a starting point from which to obtain additional PPE during a Disease. No past procurement binds the District from pursuing alternatives during any subsequent Disease or continuation of the COVID-19 pandemic response. Here is a list of suppliers previously used for purchasing PPE:

Nickerson Corp  
S&H Uniform  
BSN Sports  
Hill & Markes  
A-Verdi  
Wilcox Paper  
Grainger  
WB Mason Co  
Peregrine Marketing  
Pizzazz Specialties  
613Med Solutions  
Staples  
ARNPRIOR Rapid Mfg Solutions  
School Nurse Supply  
Amazon  
Healthy School Supply  
Winzer Corp

*Storage and Monitoring of PPE*

The District will store the necessary PPE in the school health offices, maintenance storage area, transportation office, and district office and examine it regularly but no less often than quarterly to monitor potential degradation. The PPE supply will be climate controlled.

The school nurses and Transportation Supervisor/Maintenance Crew Leader will monitor the PPE supply and log each check in a log to be stored in the District Office and forwarded to the Superintendent of Schools upon each check. A copy of the form of the log is at the end of this plan at Addendum "A".

PPE Monitoring logs will be returned to the Transportation Office Quarterly (Jan 1<sup>st</sup>, March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>). To ensure the supply is monitored as required, the school nurse shall send a copy of the log to the Transportation Supervisor/Maintenance Crew Leader who will review the logs and correspond with the School Business Manager regarding the condition of current PPE supplies and the need to purchase any additional PPE. Should the Transportation Supervisor/Maintenance Crew Leader not receive a copy of the log in the time required, they

shall correspond with the Superintendent of Schools and School Business Manager to determine if they should perform the check.

*Access of PPE*

In the event the Superintendent of Schools or Board of Education deems it necessary to permit immediate access to the PPE supply, they will direct the Transportation Supervisor/Maintenance Crew Leader and School Nurses to permit such access. The Transportation Supervisor/Maintenance Crew Leader will keep a record of the distribution of PPE materials.

**Section F: Exposure to Employee or Contractor**

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease. These protocols are aimed to prevent the spread or contraction of the Disease in the workplace. They specifically detail the actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the Disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

*Protocols*

If an employee or contractor is identified by the health department as a close contact as the result of an exposure to a known case of the Disease or tests positive for the Disease, they shall, as soon as practicable, notify their immediate supervisor regarding such exposure. They shall not be present at the worksite after their notification of exposure or receipt of positive test results until cleared by a medical professional in accordance with any CDC or State Department of Health guidelines. To the extent they can continue to effectively work remotely in the interim, they should.

If an employee or contractor exhibits symptoms of the Disease, they shall not be present at the worksite. If the onset of symptoms occurs while the employee or contractor is at the worksite, they must disclose they are experiencing one (1) or more symptoms immediately to their supervisor, remove themselves (or be removed with assistance from medical personnel, if necessary) from any area in which they may encounter another individual, and return to their home or to the office of a medical provider.

The District will work with the local and State Health Department, as applicable, and their school physician to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.

*Disinfection*

The Superintendent of Schools shall assemble a disinfection team to be charged with directing the disinfection of worksites and common areas during the time covered under these Protocols. The disinfection team will be comprised of the following individuals: Building Head Custodian, Custodial Workers, Maintenance staff. In the event members of the disinfection team are the individuals for whom disinfection of workspaces is necessary, the Superintendent of Schools shall designate the Transportation Supervisor/Maintenance Crew Leader or the Clerk of the Works as charged with disinfecting pursuant to these Protocols. Members of the disinfection team shall wear PPE to protect themselves during disinfection, as determined by the Superintendent of Schools. Should a member of the disinfection team request additional protective material, the Superintendent of Schools should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, the disinfection shall, at a minimum, involve: initial disinfection using cleaning agents approved by the CDC and/or State Department of Health to kill the disease which are suitable for the surface(s) in question, and preventing access to these areas until such disinfection has occurred.

During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into these Protocols unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase air circulation in the area.
3. Waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas.
5. Individuals without close or proximate contact with the person suspected or confirmed to have the Disease can return to the area and resume school activities immediately after cleaning and disinfection.

*Leave Policy*

With respect to leave from District employment, The District will comply with federal, State, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements.

Because contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

**Section G: Emergency Housing**

It is not anticipated the District will need emergency housing for any essential employees or contractors. However, in the event such housing is required to the extent applicable to the needs of the workplace, the District will work with its locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency.

In the event of a need for emergency housing, the District preliminarily identifies hotel and motel rooms as options. The District will identify specific entities based on location, price, and availability. The School Business Manager shall be charged with coordinating such housing. To assist in such coordination, the District preliminarily identifies the following area accommodations as entities with which the District may explore for the provision of housing:

Quality Inn – 5799 NY-80, Tully, NY 13159 – 315-696-6061

Embassy Suites – 6646 Old Collamer Rd S, East Syracuse, NY 13057 – 315-446-3200

Aloft Syracuse Inner Harbor- 310 W Kirkpatrick St, Syracuse, NY 13204 – 315-422-1700

Collegian Hotel & Suites – 1060 E Genesee St, Syracuse, NY 13210 – 315-476-4212

Marriot Syracuse Downtown – 100 E Onondaga St, Syracuse, NY 13202 – 315-474-2424



**Addendum “B”: References**

Below is a comparison of New York Labor Law section 27 to the December 3 State Education Department (SED) Memorandum. Portions of requirements in the Labor Law but not SED guidance are identified below in **bold**. Portions of requirements in the SED guidance but not the Labor Law are identified below in *italics*.

The locations of the requirements within the Protocols are identified in the third column.

<b>Labor Law requirements</b>	<b>SED explanations</b>	<b>Reference in plan</b>
<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.</p>	<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. <i>Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.</i></p>	<p>Section A</p>
<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as</p>	<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.</p>	<p>Section B</p>

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<p>practicable or applicable to the workplace.</p>		
<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.</p>	<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.</p>	<p>Section C</p>
<p>A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment <b>to prevent degradation and permit immediate access in the event of an emergency declaration.</b></p>	<p>Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.</p>	<p>Section E</p>
<p>A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive</p>	<p>Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:</p> <ul style="list-style-type: none"> <li>-Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and</li> <li>-The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.</li> </ul>	<p>Section F</p>

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<p>testing, treatment, isolation, or quarantine. <b>Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.</b></p>		
<p>A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available <b>to certain employees and contractors on that basis.</b></p>	<p>Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.</p>	<p>Section D</p>
<p>A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.</p>	<p>Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.</p>	<p>Section G</p>