

# Chenango Valley CSD

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## District-Wide Safety Plan 2018-2019



<b>INTRODUCTION</b> .....	3
<b>SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES</b> .....	4
A. Purpose.....	4
B. Identification of District Teams .....	4
C. Concept of Operations .....	4
D. Plan Review and Public Comment .....	5
<b>SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION</b> .....	6
A. Prevention/Intervention Strategies.....	6
B. Early Detection of Potentially Violent Behaviors.....	8
C. Hazard Identification.....	8
<b>SECTION III: RESPONSE</b> .....	10
<b>SECTION IV: Recovery</b> .....	16
Appendix I.....	17
Appendix II .....	<b>Error! Bookmark not defined.</b>
Appendix II .....	<b>Error! Bookmark not defined.</b>

## **INTRODUCTION**

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

The original adoption by the Board of Education took place on July 18, 2001 and was submitted to the New York State Department of Education. The plan is reviewed annually and amendments are made to be in compliance with updated state and federal regulations. The Chenango Valley School District supports the SAVE legislation and has engaged and will continue to engage in an annual planning process. The superintendent of schools encourages and advocates on-going district-wide cooperation and support of Project SAVE. A district safety team is in place that meets regularly to discuss changes that need to be made to the plan and updates that need to be added.

# SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

## A. Purpose

The Chenango Valley Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. The Chenango Valley Central School District Board of Education appointed a District-wide School Safety Team and charged it with development and maintenance of the District-wide School Safety Plan.

## B. Identification of District Teams

The Chenango Valley School District Board of Education appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the board of education, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. This team developed the District-wide School Safety Plan in a series of meetings held during the spring of 2001 and submitted the completed plan to the Board of Education. Updates to the plan occur yearly. The members of the team and their positions or affiliations for school year 2018-2019 are as follows:

David Gill	Superintendent
Michelle Feyrabend	Assistant Superintendent
Joel Luchun	Board of Education Member
Judith Mitrowitz	Board of Education Member
Jennifer Ostrander	High School Principal
Eric Attleson	Middle School Principal
James Pritchard	Elementary Principal, Chenango Bridge
Mary Beth Hammond	Elementary Principal, Port Dickinson
Suzanne Ticknor	Transportation Supervisor
George Zlock	Director of Building and Grounds
Brad Tomm	Director of Pupil Services
Tara Whitaker	Director of Special Education
Sarah Latimer	Director of Curriculum
Robert Stapleton	School Resource Officer – High School
Trent Patterson	High School Security
Kim Riquier	Instructional Leader – Nurses
Judy Hayes	Instructional Leader – School Counselors
Beth Hubenthal	Instructional Leader – School Social Workers
Patrick Sine	School Resource Office – Port Dickinson
Scott Alston	School Resource Officer – Chenango Bridge
TBD	Student
TBD	Building representation for Chenango Bridge/Port Dickinson

## C. Concept of Operations

The District-wide School Safety Plan has been developed based on the district’s Emergency Management Plan. After the District-wide School Safety Plan was reviewed by the board of education, it was presented to the Building-level School Safety Teams as a basis for developing the Building-level Emergency Response Plans. Protocols reflected in the District-wide School Safety Plan have guided the development and implementation of individual Building-level Emergency Response Plans.

The District-wide School Safety Plan was based on the district's Emergency Management Plan. During development of the Emergency Management Plan, data had been collected regarding key elements of the plan, with input from the BOCES Safety Risk Management team.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the building principal, who will activate the Building-level Emergency Response Team upon determination that an emergency exists. The principal or his or her designee will immediately notify the Superintendent of any emergency or violent incident and activation of the Building-level Emergency Response Team. The superintendent or his designee will activate the command post and take full charge of the incident, activating the District Emergency Management Team, if necessary.

Upon activation of the Building-level Emergency Response Team, the Superintendent, Assistant Superintendent, or their designee will notify local emergency officials when appropriate. In the interest of speed in response to an emergency, the building principal or designee may request fire, ambulance, and/or police assistance while the Superintendent, Assistant Superintendent and Emergency Management Coordinator are en route.

Chenango Valley Central School District has maintained working relationships with local, county and state agencies which can offer assistance in time of emergency, including the Port Dickinson Police, Broome County Sheriff, New York State Police, Hillcrest Fire Company, Chenango Bridge Fire Company, Port Dickinson Fire Company, Port Crane Fire Company, Broome County Mental Health, American Red Cross, and Broome County Office of Emergency Services Through existing protocols described herein, these agencies and others can supplement the resources available within the district.

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

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan was made available for public comment at least 30 days prior to its adoption. The public comment session began at the public hearing held and continued until formal adoption of the plan by the Board of Education. This public hearing provided for the participation of school personnel, parents, students, and any other interested parties.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the central administration building, in each school main office as well as on the district website.

## SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

### A. Prevention/Intervention Strategies

Chenango Valley Central School district recognizes the importance of open communication channels among students and between students and staff. The district also recognizes the importance of all students and staff having a reporting mechanism for potentially violent incidents. The district has a well-established community atmosphere that fosters this type of communication.

To continue to improve communications between staff and students, all are encouraged to continue to form relationships of trust and mutual respect. Students who are concerned about violence or bullying may speak to any staff member about their concerns, and are encouraged to speak with the guidance counselor, social workers or building principal regarding their concerns. At the discretion of the guidance counselor, school psychologist, or principal, a student forum to discuss violence and/or bullying may be initiated at any time. Procedures for handling concerns that are brought to the staff are reviewed every year on opening day.

Any student or staff member with a concern about a potentially violent incident must report the concern or suspicion to the superintendent, principal, guidance counselor, teacher or social workers. Such reports will be kept confidential. When deemed necessary by the superintendent, the Crisis Response Team or School Resource Officer may be asked to assess the potential for a crisis in relation to any such report.

The Chenango Valley district has established a crisis intervention program. This program has included Crisis Response Team training for district and building team members. Team members also attend the New York State Education Department yearly update and attend school safety seminars hosted annually by Utica National Insurance Company.

The District will continue to use the communication and violence prevention segments of the Child Assault Prevention, Character Education, Olweus Bullying Prevention Program and other curriculum-related programs to improve and increase communication and violence awareness among students and between students and staff.

#### *Training, Drills, and Exercises*

At least once every school year, Chenango Valley Central School District will conduct a test of the emergency plans for sheltering and early dismissal, including transportation and communication procedures *for all students and staff*. Parents/guardians will be notified in writing at least one week prior to early dismissal drills.

Upon notification of a sheltering drill, building principals shall direct pupils and staff to the designated assembly areas or to remain in classrooms as outlined in the Building-level Emergency Response Plans.

During an early dismissal or emergency evacuation drill, pupils will be released to their assigned buses when the buses are announced as available.

At least annually, the Crisis Response Team will conduct a tabletop exercise, which will be coordinated with local and county emergency response and preparedness officials. In the event of an actual emergency during the year, the team may choose to forego the tabletop exercise. Copies of Crisis Response Team drills are available through the administration office.

Each school building in the district has one full-time school resource officer. They have been and will continue to be trained in violence prevention and de-escalation techniques. Chenango Bridge Elementary school has a mentor program that connects intermediate students with high school students. Port Dickinson primary school staff has all received training in KELSO, a conflict resolution program that teaches students Pre-K to 2<sup>nd</sup> grade how to resolve conflict peacefully and interact appropriately with peers.

All buildings have an active child study team or pupil personnel team.. Each team's primary purpose is to serve as a resource for school staff that has concerns about an individual student's social, emotional, and academic status. The teams explore potential resources/alternatives and recommend specific interventions to be made on the student or teacher's behalf.

The District will continue to provide training in violence recognition, de-escalation, crisis intervention, potential mental health warning signs and first aid, and school safety procedures to all staff members during regular superintendent's conference days, new employee orientation, and other opportunities during the school year where professional development is offered. The District will continue working with the school resource officers assigned by the Broome County Sheriff's Department and Broome County District Attorney's Office. The also has school counselors and social workers to assist students with difficulties.

Teachers will continue to perform hall-monitoring duties during class change times at the secondary level. The building principals and teachers monitor the arrival and departure of all students at bus times. Building principals also regularly monitor the lunchroom with assigned staff members. At the elementary level, the classroom teacher escorts all students as a group to special classes, lunch, recess, etc. Aides will continue to monitor recess activities at the elementary level. The homeroom teacher will inform students of emergency procedures at the beginning of each school year. Information regarding the district emergency management plan is available through the District Office and website.

#### *Implementation of School Security*

Visitors to school buildings within the district are required to sign in at the security office and show photo identification before proceeding to another office, classroom, or other area. Visitors will be issued a pass identifying them as visitors. All staff members are expected to enforce this system and to refer any visitor without a pass to the security office immediately. Visitors in violation of the procedure shall be asked to leave, with police notification by the building principal or designee if necessary.

If the building principal has reason to believe any visitor to the campus is in violation of the code of conduct, the principal may take action as described in the code of conduct.

Building principals will decide when and which doors are unlocked in each building and will designate one entrance as the entrance to be used by visitors. Security cameras will be located outside each school building.

The Children's Home of the Wyoming Conference (located in Chenango Valley District) was contacted to see if they needed any assistance from Chenango Valley Central School District in the event of a crisis situation at Chenango Valley Schools. The Children's Home of the Wyoming Conference has their own school safety plan and requires nothing more from our school district other than informing them of a crisis situation in Chenango Valley Central School District that would somehow affect the Conference Home.

#### *Vital Educational Agency Information*

Information regarding school population, number of staff, transportation needs, and telephone numbers of key officials of each educational agency located within Chenango Valley School District is maintained in the administration building. There are no other outside educational agencies located within the district.

## **B. Early Detection of Potentially Violent Behaviors and Mental Health Warning Signs**

Chenango Valley Central School District continues to provide staff training in identifying early warnings signs of violence in students, early intervention strategies, and violence prevention during superintendent's conference days. Training is also provided on de-escalation of crisis situations, mental health warning signs, and mental health first aid. Training may be provided by district personnel, BOCES personnel, community organizations, local, county or state emergency management or law enforcement agencies, or by any other means deemed appropriate by the superintendent and professional development personnel. The training may include dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

## **C. Hazard Identification**

Potential sites of emergency included herein have been identified using the previous district Emergency Management Plan. Other potential sites of emergency may be identified in cooperation with local emergency management agencies and/or BOCES and approved by the District-wide-School Safety Team. When other potential sites of emergency are identified, the plan will be amended as the Board deems necessary.

### ***Natural Disasters***

*Severe Weather:* Analysis of weather patterns and previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds also have been known to cause significant damage in the area. A tornado touched down in Broome County in 2002. The schools could be impacted by these disasters in cutting transportation routes, loss of power and /or landline telephone communications, or damage to the buildings themselves.

*Flooding:* The Chenango River runs East and West between the Chenango Valley High School/Middle School Campus on 221 Chenango Bridge Road and the Chenango Bridge Elementary School on 741 River Road. The river then turns south and it is about ¼ of a mile from the Port Dickinson Building on 770 Chenango Street. There has been no history of major flooding.

*Earthquake:* There is a moderate risk of damage from an earthquake, which could include damage to the buildings themselves, interference with normal transportation routes, or loss of power and/or landline communications.

## ***Manmade Disasters***

*Highways:* The Chenango Valley High School/Middle School is located between the Interstate I-88 and the DHSW Railroad. The Chenango Bridge Elementary School is located ¼ mile North of Route I-81. The Port Dickinson Elementary is located ½ mile of Route 88 with the campus in site from the highway with a river between. Chemicals are sometimes transported on I-88 in front of the main campus about 1/10 of a mile. An accident involving a truck carrying toxic materials on one of these highways poses some risk associated with toxic fumes or other leakage.

*Railways:* The main campus (High School/Middle School) is located about 1/8 of a mile north of the tracks. There is some risk associated with toxic fumes or other leakage due to an accident involving a train carrying toxic materials.

### ***Civil Disturbances***

Chenango Valley Central School Buildings have as much likelihood of being attacked by a sniper, hostage taker, or bomb threat as any other institution which houses students from a variety of backgrounds.

### ***Other Disasters***

Fire, explosion, equipment failure, water line breaks, toxic substance release, or mass illness such as food poisoning could occur in any building. Therefore, these types of disasters are covered in the Building-level Safety Plans. General plans for some of these disasters are included herein as they relate to a district-wide emergency.

### ***Field Trips***

Should an emergency be encountered during a field trip, the bus driver will immediately contact the transportation office to report the incident. If contact cannot be made with the transportation office, the teacher, coach, or other person in charge will contact the Principal, or Superintendent. If the incident involves injury or death, it is the responsibility of the Superintendent or Assistant Superintendent to notify family members as soon as possible and to make any communications with the media.

### ***Business Travel***

Should an emergency be encountered while an employee is on business travel, the staff member will immediately contact the transportation office and the staff member will also immediately contact his/her supervisor. If the incident involves injury or death, it is the responsibility of the Superintendent or Assistant Superintendent to notify family members as soon as possible and to make any communications with the media.

## SECTION III: RESPONSE

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

In the event of a violent incident on school property, it is the responsibility of the Superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in all buildings and are included in Special Emergency Procedures Section (Appendix 1). Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise the media will be notified by telephone and education alert system if available. If possible, parents will be notified by telephone or education alert system in the event of an early dismissal or violent incident (if appropriate); however, parents are encouraged to be aware of media announcements regarding early dismissal. Prepared messages will be available to all media, as determined by the Superintendent. Parents or guardians may be notified of a violent incident at school via letter home from the Superintendent, if appropriate. In the event telephone service is out of order, other means of communication, including the use of a messenger, if possible, will be utilized. Other communications Methods:

1. National Weather Service radios with tone-activated receiver will be monitored during working hours by employees in the transportation office.
2. Manually tuned, battery powered AM-FM commercial radio receiver at the command post, will be used to monitor emergency broadcast system announcements.
3. Radio receiver/transmitter capable of being set on school bus frequencies.
4. Scanner to monitor local emergency channels.
5. Hand held radios will be purchased for use in different buildings and departments.
6. District cell phones.
7. District Website
8. District Marquees

#### *External Communications*

The Information Officer (Superintendent), in conjunction with the Emergency Management Coordinator shall issue all public communications, prepare news releases, and brief the media as appropriate. **NO CHENANGO VALLEY SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.**

#### *Family Notification*

In the event of an injury or death of Chenango Valley Central School District students or staff, family members shall be notified as soon as possible. Responsibility for notification:

Superintendent  
Assistant Superintendent  
Director(s)  
Building Principal(s)

#### *Media Announcements*

Media will not be given information regarding injuries or deaths until next of kin have been notified and the Superintendent has authorized release of information.

### B. Situational Responses

*Chain of Command*

The Superintendent has designated the following individuals to act in his absence in case of emergency:  
(updated 7/17)

First Designee	Michelle Feyerabend*	Assistant Superintendent
Second Designee	Sarah Latimer	Director of Technology & Curriculum
Third Designee	Brad Tomm	Director of Pupil Services
Fourth Designee	Tara Whittaker	Director of Special Education
Emergency Management Coordinator	Eric Attleson*	Middle School Principal

\*Mrs. Feyerabend and Mr. Attleson are certified CERT responders.

*Multi-Hazard Response*

Following are the district's multi-hazard response plans for taking actions in an emergency. These plans are for emergencies that affect the district as a whole and supplement but do not supercede any Building-level Emergency Response Plans.

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

Any Chenango Valley School District employee or volunteer made aware of any threat of violence, whether direct or implied, by a student, staff member, or visitor while on school property will immediately report such threat to the building principal or his/her designee. The building principal or designee may use de-escalation techniques, if trained, or call upon other trained staff to use de-escalation techniques. The building principal or superintendent may also take any necessary action as described in the Chenango Valley Central School District Code of Conduct.

Any student who is aware of any threat of violence, whether direct or implied, toward a student, staff member, visitor, or other person or persons, or of a student indicating signs of self-harm, will immediately report such threat to the Chenango Valley Central School District staff member. The staff member will then immediately report such threat to the building principal as described above. If desired, the student may make such report anonymously.

*Acts of Violence*

Any district employee or student who witnesses or is made aware of any act of violence by a student, teacher, other school personnel, or visitor upon any other person shall immediately notify the building principal.

The District-wide School Safety team found a zero tolerance policy for school violence not to be in the best interest of the district based upon the advice of the school attorneys.

The building principal may take intervening action to immediately isolate the area, if the situation warrants, and will determine the level of threat in consultation with the superintendent. If necessary, the principal may initiate a lockdown procedure.

The principal will refer to the district code of conduct and take any necessary action as soon as practicable. The principal may contact appropriate law enforcement agencies to report acts of violence in accordance with the code of conduct and after consultation with the superintendent.

*Response Protocols*

In the event of an emergency that may endanger the health and welfare of students and staff, the superintendent has final discretion regarding appropriate responses. Such emergencies include, but are not limited to, bomb threats, hostage takings, intrusions, and kidnappings. The superintendent may consult with the building principal, Emergency Management Coordinators, Assistant Superintendent, or other appropriate personnel in making the determination of how to respond. The superintendent may also consult with law enforcement or emergency response personnel. In the absence of the superintendent, the chain of command for emergencies will be followed.

First Designee	Michelle Feyerabend	Assistant Superintendent
Second Designee	Sarah Latimer	Director of Technology & Curriculum
Third Designee	Brad Tomm	Director of Pupil Services
Fourth Designee	Tara Whittaker	Director of Special Education

In order to safeguard students, staff, and visitors, the superintendent or designee may decide that one or all of the following are appropriate responses based upon their assessment of the situation:

1. No action (if no credible threat exists).
2. Lockdown- all students and staff remain in their rooms with doors locked and awaits further instructions as outlined in Building-level Emergency Response Plan.
3. Emergency evacuation—as outlined in the Building-Level Emergency Response Plan.
4. Shelter in place—as outlined in the Building-Level Emergency Response Plan.

*Response Protocols for Situational*

Instructional and non-instructional staffs have been informed of procedures to follow regarding emergency incidents. Building Administrator or supervisor is to be notified of the incident. Assessment of the incident is to be determined and proper action taken according to the building level safety plan. Depending on the type of emergency that is occurring staff is instructed to activate a 911 or 9-911 (based on phone system) call for assistance. Coded internal announcements are in place to provide information to all staff so they can heighten security and safety in their area of responsibility. Consideration to implement a lockdown or a lockout procedure will be evaluated and determined. Evacuation and alternative evacuation routes are planned out if needed. A system of providing information to media and contacting parents/guardians is in place. Accessing transportation is coordinated with the collaborative efforts of the local school districts that send students to the BOCES. A chain of command is listed in each building level plan for the decisions and actions to be taken. A post incident meeting will convene to discuss and review the actions and decisions made in handling the emergency. Adjustments in plans could be made to improve the response.

*Arrangements for Obtaining Emergency Assistance*

The chain of command listed in this plan is responsible for contacting emergency assistance. The Assistant Superintendent or designee is the lead individual for making these decisions. Agreements and protocols with local agencies have been established to provide assistance if needed.

*Procedures for Obtaining Advice and Assistance*

Included in the District Wide Safety plan (DWS) Plan is a listing of special services available as a resource in case of an emergency, they include but not limited to the Red Cross, County Emergency Management Office and County Health department. The Assistance Superintendent or designee will contact emergency assistance if necessary.

Plans exist for the safe and orderly dismissal of students in the event of an emergency. Detailed procedures are included in the individual Building Safety Plans. Chenango Valley Central School has developed two plans that are described below:

Plan A – Evacuation necessary but time is not critical:

1. Emergency Management Team is notified.
2. Transportation Department notifies regular bus drivers to report.
3. If appropriate, notify parents, guardians, emergency contacts and media.
4. Departure will be the same as regular afternoon procedure.
5. Transportation Supervisor will re-route buses as necessary.

Plan B – Emergency – evacuation is to be executed immediately

1. Superintendent notifies Emergency Management Team and establishes a Command Post.
2. Transportation Supervisor will notify Superintendent of driver availability status – The Transportation Department will call in all drivers who are off duty and reassign all drivers and mechanic's presently on duty. All available drivers will begin evacuation as soon as possible. Buses will be called by number as they arrive. The Transportation Supervisor will adjust routing wherever necessary due to the Emergency. If ever necessary, the Neighboring District's Transportation in Broome County will assist with additional bus drivers.
3. Superintendent's secretary will notify BOCES and The Wyoming Conference Home.
4. Nurses and Crisis Team Members will take emergency student information and proceed to the Command Post to contact parents and inform them of the evacuation.
5. Transportation Supervisor will coordinate bus line-up
6. Children will be loaded in an orderly fashion. Two teachers will be on each bus.
7. High School Principal shall provide release information for student drivers.

Specific procedures for bomb threats, hostage taking, intrusions and kidnappings are included in building-specific safety plans.

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

District Resources available during an emergency, which could include but are not limited to:

- Transportation Department – Staff and Equipment
- Maintenance Department – Staff and Equipment
- District Clerical - Staff

#### *Procedures to Coordinate the Use of District Resources and Manpower during Emergencies*

During an emergency, the Superintendent or his Designee will coordinate the use of district resources and manpower during emergencies from the established command post. Personnel will be contacted for support according the building level or department's (Transportation, Maintenance, and Food Service) chain of command.

#### *Protective Action Options*

Following are the District's plans for responses to emergency for school cancellation, early dismissal, evacuation, and sheltering. Detailed plans exist at the building level and are outlined in the Building Level Safety Plans.

##### School Cancellation:

- Monitor any situation that may warrant a school cancellation: Superintendent or Designee, Maintenance, Transportation, Building Level Officials
- Superintendent or Designee will make the cancellation determination
- Local Media Contact: Secretary to the Superintendent
- Alerting System Notification: Technology department designee

##### Early dismissal:

- Monitor any situation that may warrant early dismissal: Superintendent or Designee, Maintenance, Transportation, Building Level Officials
- Superintendent or Designee will make the cancellation determination and contact transportation supervisor to arrange transportation
- Local Media Contact: Secretary to the Superintendent
- Alerting System Notification: Technology department designee
- Retain appropriate personnel until all students have been returned home.

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

- Determine Level of Threat: Superintendent or Designee
- Contact Transportation Supervisor to arrange transportation: Superintendent or Designee
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Account for all student and staff population. Report any missing staff or students to building principal
- Make determination regarding early dismissal: Superintendent or Designee
- If determination was made to dismiss early: contact the Local Media (Secretary to the Superintendent) and activate alerting system notification (technology department designee)
- Ensure adult supervision or continued school supervision/security.
- Set up an information center so that parents may make inquiries as to the situation.
- Retain appropriate personnel until all students have been returned home.

Sheltering Sites (internal and external)

- Determine Level of Threat: Superintendent or Designee
- Determine the location of sheltering depending on nature of incident
- Account for all students and staff. Report any missing staff or students to site designee.
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Superintendent or Designee will make release information and current status of the situation to parents and other inquiring parties.
- Retain appropriate personnel until all students have been returned home.

**SECTION IV: Recovery**

During the incident recovery phase, the Superintendent/Designee will coordinate with representatives from the building level post incident response teams to ensure that key personnel from guidance (social workers, counselors, and psychologists), medical, maintenance, and building staff are available to respond and assist.

District Post-Incident Team		
David Gill	Superintendent	District
Michelle Feyerabend	Assistant Superintendent	District
Elizabeth Donahue	School Business Executive	District
Brad Tomm	Director of Pupil Services	District
Judy Hayes	Guidance	Instructional Leader
Beth Hubenthal	Social Worker	Instructional Leader
Kim Riquier	Health Services	Instructional Leader

# **Appendix I:**

## **Buildings Covered by District-Wide School Safety Plan**

<b>District Properties</b>		
Port Dickinson Elementary 770 Chenango Street Binghamton, NY 13901	Principal: Mary Beth Hammond Secretary: Lori Hurley (607) 762-6970	
Chenango Bridge Elementary 741 River Road Binghamton, NY 13901	Principal: James Pritchard Secretary: Kristine McKinney (607)762-6950	
Chenango Valley Middle School 221 Chenango Bridge Road Binghamton, NY 13901	Principal: Eric Attleson Secretary: Cindy Moody (607) 762-6902	
Chenango Valley High School 221 Chenango Bridge Road Binghamton, NY 13901	Principal: Jennifer Ostrander Secretary: Elaine Card (607) 762-6900	
Transportation/Maintenance	Transportation Supervisor: Sue Ticknor Director of Facilities: George Zlock Secretary: Pat Croffutt (607) 762-6850	
<b>Non-District Properties: Emergency Shelters</b>		
Community Baptist Church 743 Chenango Street Binghamton, NY 13901	PDE Principal (Key) (607)779-4772 or (607) 779-4736  Church Contacts: Rev Leon Hebrink Church #: (607) 723-13332	300 person capacity
Port Dickinson Fire Station 786 Chenango St. Binghamton, NY 13901	PDE Principal (Key) (607)779-4772 or (607) 779-4736  Station Contact: Mike Scott Cell : (607) 343-3497 (call first) Station: (607) 722-1256 Home: (607) 648-3309	300 double doors unlocked Proceed upstairs (code#415)
Hillcrest Fire Co. 1115 Avenue B. Binghamton, NY 13901	Chief Rick Larson  Emergency. : (607) 778-1911 Station: (607) 723-8801 Home: (607) 724-4231 Cell: (607) 761-4928	200
Chenango Bridge United Methodist Church 740 River Road Binghamton, NY 13903	CBE Principal (Key)  Church: (607) 648-9135  Pastor Daniel Ling: (607) 648-4339	550
Chenango Bridge Fire Co. 13 Kattelville Rd.	Pete Schiraldi Emergency: (607) 778-1911	200

Chenango Bridge, NY 13745	Station: (607) 648-5742 Home: (607) 2033	
Church of the Nazarene 1282 Chenango Street Binghamton, NY 13901	Pastor Robert St. Clair (607) 724-0842	Gym: 500 Sanctuary: 300 Basement: 400
Ogden-Hillcrest United Methodist Church 1069 Chenango Street Binghamton, NY 13901	Rev. Horace Brown King (607) 723-2637	Upstairs: 175 Downstairs: 200