

# Chenango Valley CSD

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## District-Wide Safety Plan 2022-2023



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## 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 2022-2023 are as follows:

David Gill	Superintendent
Michelle Feyerabend	Assistant Superintendent
Judith Mitrowitz	Board of Education Member
Jennifer Ostrander	High School Principal
Eric Attleson	Middle School Principal
Thomas Curry	Elementary Principal, Chenango Bridge
Mary Beth Hammond	Elementary Principal, Port Dickinson
Suzanne Ticknor	Transportation Supervisor
Bobby Scott	Director of Building and Grounds
Brad Tomm	Director of Athletics/Asst. Principal
Joanne Hickey	Director of Pupil Personnel
Tara Whitaker	Director of Special Education
Sarah Latimer	Director of Technology
Andrew Blaine	Director of Curriculum
Thomas Eggleston	School Resource Officer – HS/MS
Patrick Sine	School Resource Office – Port Dickinson
Scott Alston	School Resource Officer – Chenango Bridge
Trent Patterson	High School Security
Kim Riquier	Instructional Leader – Nurses
Judy Hayes	Instructional Leader – School Counselors
Beth Hubenthal	Instructional Leader – School Social Workers
Cindy Gates	Teacher
Billy Berg	Teacher/ Instructional Leader – Physical Education/Health
Charles Frayer	Teacher Assistant / Director of Aquatics
Neil Haight	Fire/Ambulance
Lindsey Holcomb	Parent / Community / Board of Education Member
TBD	Student

### **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.

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 September 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*

Chenango Valley Central School District will conduct annual school safety training by September 15<sup>th</sup>.

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, with goals, objectives, and duties listed in the Appendix below. They have been and will continue to be trained in violence prevention and de-escalation techniques. Elementary SRO hires go through an extensive and consistent hiring and screening process, as with all Chenango Valley employees. This process includes application, background check, fingerprinting, interview, and approval from the Broome County District Attorney's Office. Secondary SROs are provided by the Broome County Sheriff's Department and reviewed with the superintendent. 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. The district also implemented Positivity Project (K-12) across all levels and buildings.

All buildings have an active child study team and/or student support 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. Handheld 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 7/20)

First Designee	Michelle Feyerabend*	Assistant Superintendent
Second Designee	Brad Tomm	Director of Athletics/Asst. Principal
Third Designee	Tara Whittaker	Director of Special Education
Fourth Designee	Sarah Latimer	Director of Technology
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 supersede 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	Brad Tomm	Director of Athletics/Asst. Principal
Third Designee	Tara Whittaker	Director of Special Education
Fourth Designee	Sarah Latimer	Director of Technology

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 to 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		
Dr. David Gill	Superintendent	District
Michelle Feyerabend	Assistant Superintendent	District
Elizabeth Donahue	School Business Executive	District
Brad Tomm	Director of Athletics	District
Johanna Hickey	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: Mary Stetson (607) 762-6970	
Chenango Bridge Elementary 741 River Road Binghamton, NY 13901	Principal: Thomas Curry Secretary: Marisa Higgins (607)762-6950	
Chenango Valley Middle School 221 Chenango Bridge Road Binghamton, NY 13901	Principal: Eric Attleson Secretary: Martha Murphy-Hutchins (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	Transport Supervisor: Sue Ticknor Dir of Facilities: Bobby Scott Secretary: Stephanie Abbott (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 TBD  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. Chenango Bridge, NY 13745	Pete Schiraldi Emergency: (607) 778-1911 Station: (607) 648-5742	200

	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

# **Appendix II:**

## **SRO Duties**

# **SRO**

## **Goals and Objectives:**

- To foster educational programs and activities that will increase student knowledge of and respect for the law and the function of law enforcement agencies.
- To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and serious assaults.
- To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school.
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment.
- Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances, or in such cases that the student's emotional state may present a risk to the administrator.
- Assist school administrators in emergency crisis planning and building security matters.
- Provide a course of training for school personnel in handling crisis situations, which may arise at the school.
- Assist in conflict resolution efforts.
- Work to prevent juvenile delinquency through close contact and positive relationships with students.
- Conduct security inspections as permitted by law to deter criminal or delinquent activities.
- Build working relationships with the school's staff as well as with student and parent groups.
- Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.
- To provide safety, security, and traffic control at schools when deemed necessary for the safety and protection of students and the general public.
- The S.R.O.'s primary duty is to protect the school's safe environment and to maintain an atmosphere where students, teachers and staff feel safe enough to learn.
- The S.R.O. may assist in the investigation of criminal activity occurring on school campuses in conjunction with the school administrators in accordance with New York State Law and school district policy.
- The SRO can present information and answer questions on a variety of topics, including the law, drugs, safety, crime prevention, violence prevention, concepts of safety, traffic laws, general law, and crime prevention techniques. These presentations help increase student awareness and understanding of laws and personal safety.

## **Duties:**

- Report to the Office secretary for lanyard with key, proxy card, ID, radio.
- Patrol the halls, including bus entrances, main entrance, cafeterias, during student arrival
- Conduct an exterior swipe of the building
- Visit offices throughout your shift.
- Visit large areas within the building –gyms, cafeterias, auditorium, and library.
- Monitor cameras using assigned iPad and/or monitor system in the security vestibule.
- Conduct regular interior hallway sweeps.
- Verify interior doors, especially non-classroom or office doors are closed and locked.
- Report any opened classroom doors with student occupancy to the appropriate principal.
- Be visible at all school events during your shift.
- Return badge, key, complete time-sheet at end of shift

# **Appendix III:**

Continuation of Operations Plan - Communicable Disease

# 1. Continuation of Operations Plan - Communicable Disease

## Purpose

A Continuation of Operation Plan describes courses of action when the governor declares a public health emergency involving a communicable disease.

## Actions

A. Below is 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.

### Essential Workers

Title	Purpose
Superintendent	In charge of all district operations and key communicator with school community
Assistant Superintendent	Liaison with public health agencies and data coordinator for required reporting
School Business Executive	Manager of finances and authorizer of funds
Director of Instructional Technology	Facilitator of district-level communications and manager of remote learning for students and staff
Director of Athletics and Health	Overseer of all safety practices including PPE, health-related operations (quarantine procedures) and safety protocols and practices
Director of Special Education	Supervisor of all special education programming and services - coordinates in-person and remote services for students with IEPs and related services
Food Service Manager	Coordinator of food services for all students of the district; facilitates food preparation and distribution to families
Food Service Workers	Prepare and distribute meals for students
Director of Facilities and Operations	Oversee custodial staff and operations staff to ensure facilities and grounds are cleaned and maintained properly and meeting state and federal regulations
Custodial Staff and Operations Staff	Clean facilities and maintain according to federal and state guidelines and specifications
Transportation Supervisor	Coordinates transportation of students and materials/meals to families in the school community
Building Principals	Coordinate distribution of learning materials and communicate with families regarding remote learning and school-specific information

B. 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.

Requests for any equipment or software can be made through the Service Now IT support system. Any requests requiring special approval are routed to the Director of Technology or designee. Requests can be made by:

- Calling the BOCES help desk number (published on the district website and provided to employees)
- Entering a ticket in the system directly (published to district devices and on the district website)

All instructional staff (teachers, administrators, teaching assistants, and teacher aides) and students (K-12) have been provided with a device (iPad, Chromebook, or laptop) to use. Other clerical and support staff (maintenance, transportation, food services) are provided with devices upon request in the event that they need to telecommute.

Software access is provided through distributed devices. Most major programs are web-based and can be accessed on or off the network. Major productivity systems include but are not limited to:

- SchoolTool Student Management System
- ClearTrack IEP software
- Google Suite (Docs, Sheets, Drive, etc)
- Zoom Video conferencing
- NVision (financial/HR software)
- Schoology (Learning Management System)
- SeeSaw (Learning Management System)
- Heating/Cooling Systems (ICS)

The district has hotspots available to help meet connectivity needs for students and employees. The district maintains stock in regularly utilized devices and licenses for software. If specialized equipment or software is needed, every effort will be made to procure it in a timely manner.

The district phone system is a Voice Over IP (VOIP) System. Phones can be forwarded to different offices, offsite or cell phones either from the phone itself or through a request through the ServiceNow IT request system.

The district utilizes a variety of communication tools to communicate in emergency systems. These systems include:

- Emergency Communication through EdAlert system (text messages, email, and voice calls) [families, employees, community]
- Chenango Valley website [families, employees, community]
- Social Media Platforms (Twitter and Facebook) [families, employees, community]
- Emails through SchoolTool Student Management System [families]
- Internal email system [employees, Board of Education]
- TapApp [employees]
- District and building letters [families and employees]
- Family ID program [families]
- Zoom Meetings and public webinars [families, employees, community]
- District and building level signage
- YouTube Videos

C. 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. The



district, under the direction of the Superintendent, will identify and assign a staff member(s) to review and oversee essential staff schedules, within their specialized areas.

Depending on the nature of the situation and the job responsibilities, work shifts will be staggered as necessary. The shifts will be responsive to the duties that need to be performed. Work shifts will be responsive to the following needs:

- Cleaning schedules - maximize cleaning capacity by staggering schedules and increasing hours as necessary
- Administrative schedules - stagger work hours or assign "on-call" staff to address developing situations
- Support Staff schedules - stagger work hours to facilitate entrance and exit procedures, distribution of education-related items to students and other school-related items
- Food Service schedules - stagger schedules and increase hours to meet the needs of the community related to meals. Time will be flexed for meal preparation and meal distribution
- Pupil Services schedules - stagger work hours and increase work hours to meet the mental health needs and service needs of students and staff
- Transportation schedules - stagger schedules or assign "on-call" staff to address developing situations (distribution of food, devices, etc.)

Common traffic areas and identified locations will have clear and concise directions posted outlining safety procedures and protocols, with visual displays to reinforce the communication, and include any other pertinent information related to the plan of action.

Personnel will be present to monitor capacity in all school-related locations. Proactive measures to monitor capacity will be taken and records will be maintained for all identified procedures and practices. Areas that will have specific procedures include (but are not limited to):

- Entranceways and Exits
- Hallways
- Bathrooms
- Cafeterias, auditoriums, gymnasiums
- Classrooms
- Buses
- Any other school-associated space

D. 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.

The district and Director of Facilities will work with local vendors, county and state officials, and medical partners to procure PPE for essential workers. PPE will be specific to the communicable disease outlined by the governor and/or government officials. (list below subject to change)

Below is a list of appropriate PPE items that will be needed for essential workers. In general, each essential worker will be provided with 2 pieces per shift/per person for a period of 6 months. Item that will be included are as follows:

- Nitrile Gloves
- Face Shields
- Face Glasses
- Cloth Masks
- N95 Masks
- Gowns

- Shoe covers
- Biohazard bags / materials
- Hand Sanitizer / Hygiene Supplies
- Protective Barrier / Markings
- Disinfectant Cleaner/Wipes
- Air Purification / Cleaner / UV Lights
- Medical Tape

The Director of Facilities will identify and locate proper storage of all personal protective equipment. Storage locations must be dry, at a consistent temperature following directions on packaging, and secured. Our district has multiple locations to store PPE. Storage areas include:

- Operations Storage Area
- District Office
- School Main Office
- School Health Office
- School Custodial Office

All requests for personal protective equipment will go through the assigned administrators and supervisors. These assigned personnel will also be in charge of inventory, ordering items for local, county and state resources.

E. Protocols in the event that 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:

In the event that an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease, the district will take immediate steps to prevent the spread of the disease or further contraction in the workplace. All actions taken will be in compliance with federal, state, and local law, complying with rules and regulations related to sick leave and health information privacy. Protocols include the following:

- Detailed steps will be taken to immediately and thoroughly disinfect the work area, vehicle, common surface areas and shared equipment
- The Director of Facilities and building custodial staff will be notified immediately of areas of potential exposure/contamination and will schedule immediate cleaning. This includes all district facilities (i.e. district offices and transportation departments)
- Areas will be closed off that were used by the individual and these areas will not be used until cleaning and disinfection have occurred
- All areas used by the individual will be cleaned and disinfected following guidelines provided by the Department of Health, Centers for Disease Control and Prevention (CDC) as well as other acting agencies of authority. Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- An adequate stock of cleaning and disinfecting supplies will be maintained by the facilities department and overseen by the Director of Facilities. A list of suppliers/vendors and contact information will be maintained and readily accessible. Custodial supervisors will coordinate ordering of supplies with the Director of Facilities.
- If transportation has been involved in an exposure, bus drivers and monitors will be notified. Proper cleaning and disinfection will take place immediately and the bus will not be utilized until proper cleaning and disinfection has been completed.

The district will follow the contractual leave procedures identified in each bargaining unit contract. In the event that the federal, state, or local government provide additional opportunities to provide employees with time to receive testing, treatment, isolation, or quarantine, the district will be in complete compliance with the identified procedures.

If an employee requires testing, treatment, isolation or quarantine, the district will assist with following current guidance from DOH, local or federal government to seek testing or treatment. Directions and information will be provided to employees informing them of their options.

All employees will be required to follow isolation and quarantine guidelines established by the federal, state, and local governments to maintain the health and safety of the community. The district will keep detailed records of all employees who are in isolation and quarantine and the assistant superintendent will oversee all periods of isolation and quarantine, and work in conjunction with the Department of Health to release the individual back to work.

F. 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.

The district will maintain detailed records of employee hours and work locations. Each supervisor will maintain schedules of all employees. Each building-based employee will use their badge to enter the building. In the event that an employee may not be able to recall the time they exited, security cameras will be able to aid in finding precise times. Any contractors or vendors will be required to sign-in and sign-out, following proper procedures, and will be assessed by the security entrance employee. Identification will be checked, and any other protocols that are necessary will be taken (i.e. temperature taken, health screening questions reviewed)

G. 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.

In the event emergency housing is needed for essential workers, the district will:

- Identify local housing options, such as hotels, motels, shelters, etc.
- Identify a school building that can transition into a temporary shelter and has the ability to do/provide the following:
  - Meal preparation
  - Bathroom/Shower facilities
  - Basic medical/health needs
  - Laundry facilities
  - Technology

In the event that emergency housing is needed, resources for essential workers will be provided. The following resources may be provided:

- Food
- Technology options
- Supplies
- Access to community resources, such as the American Red Cross, YMCA, etc.