

# **West Canada Valley District-wide School Safety Plan**

***2019-2020 UPDATE*** (updated 8/12/19)

## **PROJECT SAVE**

(Safe Schools Against Violence in Education) ***Commissioner's Regulation 155.17***

TABLE OF CONTENTS

- SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES ..... 3**
  - A. PURPOSE..... 3
  - B. IDENTIFICATION OF SCHOOL TEAMS ..... 4
  - C. CONCEPT OF OPERATIONS..... 4
  - D. PLAN REVIEW AND PUBLIC COMMENT ..... 4
- SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION ..... 5**
  - A. PREVENTION/INTERVENTION STRATEGIES ..... 5
    - Program Initiatives..... 5
    - Training, Drills, and Exercises ..... 5
    - Implementation of School Security ..... 6
  - B. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS..... 6
  - C. HAZARD IDENTIFICATION..... 6
- SECTION III: RESPONSE ..... 7**
  - A. NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMMUNICATIONS)..... 7
  - B. SITUATIONAL RESPONSES ..... 7
    - Multi-Hazard Response ..... 7
    - Responses to Acts of Violence: Implied or Direct Threats ..... 7
    - Acts of Violence ..... 8
    - Response Protocols ..... 8
    - Arrangements for Obtaining Emergency Assistance from Local Government ..... 9
    - Procedures for Obtaining Advice and Assistance from Local Government Officials ... 9
    - District Resources Available for Use in an Emergency ..... 9
    - Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies..... 9
    - Protective Action Options ..... 9
- SECTION IV: RECOVERY ..... 10**
  - A. DISTRICT SUPPORT FOR BUILDINGS ..... 10
  - B. DISASTER MENTAL HEALTH SERVICES..... 10

## **A. PROJECT SAVE**

(Safe Schools Against Violence in Education)

### **West Canada Valley**

#### **District-wide School Safety Plan**

#### **D. Commissioner's Regulation 155.17**

##### *Introduction*

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts 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. This 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. Describe the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The district may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE.

The West Canada Valley School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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

### **A. Purpose**

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

09/06/19

## B. Identification of School Teams

The District has appointed a District-wide School Safety Team as follows:

<b>Members Name</b>	<b>Title</b>
D.J. Shepardson	Superintendent
Jeremy Kozak	High School Principal
Correne Holmes	Elementary Principal
Deputy Michael Kerr	School Resource Officer
Karen Sheets	District Office Secretary
Joanne VanAernam	Cafeteria Manager
Felix Ray Jr.	Transportation Director
Ed Dougherty	Director of Special Programs/Athletics
Kelley Crossett	Business Manager
Charles Gage	BOE Member
Angela Lyon	Elementary School Nurse
Sara Moran	Jr./Sr. High School Nurse
Todd Hobin	Teacher
Kathy Smith	PTO

## C. Concept of Operations

- The District-wide School Safety Plan is directly linked to our Building-level Emergency Response Plan which contains additional information that is not accessible to the public for security reasons. Although the District is considered a single instructional building, additional plans and/or procedures will be established for the separate elementary and secondary wings as necessary. Elements of the district-wide plan including staff development, drills and exercises, and response actions will be developed as appropriate to the student population in each of these areas. The Building-level Emergency Response Plan is found in Appendix 1.
- The district-wide plan has been developed based on the State Education sample outline in the Project SAVE guidance document and resources provided by the Herkimer-Hamilton-Fulton-Otsego BOCES Safety Office. The members of the District-wide School Safety Team listed above have reviewed and revised this document to meet the needs of the district and have addressed feedback from staff, students, and members of the community in its development.
- In the event of an emergency or violent incident, the initial response to all emergencies will be conducted by the School Emergency Response Team utilizing those members who are appropriate to the location and scope of the emergency. The Superintendent will be notified of all emergencies. He, or his designee, will then notify local emergency officials as needed.

## D. Plan Review and Public Comment

- Full copies of the District-wide School Safety Plan will be submitted to the New York State Education Department via a PDF file to review for compliance with the regulations.
- 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 is available at the Main Office, 5447 State Route 28, Newport, NY.

## **Section II: Risk Reduction/Prevention and Intervention**

### **A. Prevention/Intervention Strategies**

#### ***Program Initiatives***

The district has established the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents:

- ◆ The District has reached agreement for employment of a SRO on a full-time basis through the Sheriff's office for the 2019-2020 school year. The following community policing strategies were used and will be re-implemented upon the start of the 2019-2020 school year:
  - Work with students, parents, and staff to identify and mitigate problems that contribute to bullying and safety concerns.
  - SRO will assist in updating emergency response plans. Response plan will also be reviewed and revised as needed.
  - Provide drug resistance and personal safety instruction to students.
  - Develop relationships with students to provide them with appropriate role models.
  - Meets with school groups to identify factors which lead to at-risk behaviors and participates in plans to correct or mitigate these problems.
  - Serve as a liaison with State Police patrol and provides an on-site police presence to respond immediately to any incidents or criminal acts committed while in school.
  - The Code of Conduct details violent incident reporting. Reports of alleged harassment are referred directly to the Superintendent of Schools for investigation and disposition.
  - High School Students participate in regional Youth Summit in order to improve school climate.
  - Students in grades K-12 participate in anti-bullying assemblies.
  - Dignity for All Students Act Coordinator(s) established and maintained.
  - The district will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

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

Annual multi-hazard school training will be as follows:

- Responder training for members of the Crisis Response Teams will be conducted at the October Superintendent Conference Day, in coordination with the School Resource Officer, and will include table-top exercises.
- The district will coordinate drills with local/county emergency response and preparedness officials. The following drills and exercises will be conducted in the 2019-2020 school year:

<i>Description of drill</i>	<i>date</i>
fire drills	As Required
Evacuation drill	November
lock down drill	As Required
Hold-in-Place drill	As Required

- Evaluations of each drill and exercise will be presented to the District-Wide School Safety Team in a timely manner following each event.

**Implementation of School Security**

- The district has conducted a security review of the facility with the assistance of Winterstein and Johnson, Safety Consultants, Albany, NY, and has adopted the following security measures: limited access, limited vendor access, communication system; visitor badge/sign-in procedure; security audit; and random search. Additionally, these items were reviewed by members of our safety and will be with our SRO in September. Additionally, single points of entry for each building have been implemented and buzzer systems have been added for each entrance as well as locking steel doors into the main hallway of the elementary and the doors that divide the two buildings.
- The Board of Education has adopted the following policies, which contain security measures within them.
- Section IV:C.5. School Conduct and Discipline
- Section IV:D.1. Student Welfare
- Section VI:A.1. Safety and Security

**Vital Educational Agency Information**

There are no other educational agencies within the school district boundaries.

**B. Early Detection of Potentially Violent Behaviors**

The District recognizes that the most current data cautions against profiling students who have the potential for violence; however, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students beginning at an early age. The School Resource Officer has the responsibility to maintain resources on the early detection of potentially violent behaviors and acts as a technical assistant to the crisis response team which evaluates threats and other potentially violent behaviors.

**C. Hazard Identification**

The District has identified the following sites of potential emergency or potential emergency situations:

<b>Site/situation</b>	<b>Comments</b>
building	intruder, hostage, violence, etc.
W. Canada Creek	accidental drowning
athletic fields	accidents, equipment
buses	accidents, hostage
off-site field trips	accidents, kidnap
playground areas	accident, intruder, animals
roadways	traffic control/warning lights installed
weight room	Accidents
pool	Accidental drowning

## Section III: Response

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

- In the event of a violent incident or hazard, the Superintendent will be immediately notified and will contact appropriate law enforcement officials through the 911 system. The superintendent would contact the BOCES District Superintendent and possibly the State Education Department if the nature of the event warranted such notification. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of the Emergency Response Plan.
- In the event of a disaster or an act of violence, all educational agencies within the school district of will be notified using one or more of the following mechanisms:

Telephone	Intercom
Fax/Email	Local Media
District Radio System	NOAA Weather Radio
	Blackboard
- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media in some instances, or by using Blackboard Connect the emergency calling system utilizing emergency contact information provided by families in the district. The media contact list is as follows:  
Television: WKTV, WUTR, Spectrum

### B. Situational Responses

#### **Emergency Response**

The District's has established procedures to be used in the event of any emergency. The Superintendent or his designee will evaluate the emergency and direct the response based upon information available. The details of the response actions have been included in the building-level plans for security reasons. The building-level plans include protocols for the following situations:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Other
Gas Leak	

#### ***Responses to Acts of Violence: Implied or Direct Threats including threat by a student against themselves, which includes suicide.***

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school: The Building-level plan includes specifics to potential emergency situations which would require these responses.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.

- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.
- The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

### ***Acts of Violence***

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plan. The following types of procedure(s) have been considered. Determine level of threat with Superintendent/Designee.

- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Building Principal/Superintendent.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### ***Prevention/Intervention Strategies***

The district identifies and implements prevention/intervention strategies to limit the potential for emergency situations.

- Conflict Resolution
- Peer Mediation
- Anonymous Reporting System
- Social Interaction groups
- Social Interaction Assembly Programs

### ***Response Protocols***

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

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



**Arrangements for Obtaining Emergency Assistance from Local Government**

- In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response.
- On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance.
- Emergency Responders have been provided with 24 hour/7 days a week access cards to enter the building in all entrance locations.

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law.

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

**A. During an emergency, the District has the following resources available**

<b>Equipment</b>	<b>Location</b>
emergency lighting	Throughout building
emergency phone system	Main offices
buses	Bus garage
trucks for snow removal	Bus garage
two-way radios	Supt. office, all offices, buses, all custodial
generator	Specific areas of building
Blackboard	Superintendent and Business Offices
Emergency Blue Light	Throughout building

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

Appendix 1. Lists persons are available to assist in the event of an emergency:  
See Confidential Building Response Plan

**Protective Action Options**

The following actions will be considered in the event of an emergency as appropriate:

- School cancellation
- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.
- Early dismissal
- Monitor situation
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal

- Set up an information center so that parents may make inquiries as to the situation.
- Retain appropriate district personnel until all students have been returned home.
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to Building Principal.
- Make determination regarding early dismissal.
- If determination was made to dismiss early, contact local media to inform parents of early dismissal.
- 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 district personnel until all students have been returned home.
- Sheltering sites (internal and external)
- Determine the level of threat.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to designee.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

## **Section IV: Recovery**

### **A. District Support for Buildings**

- The District has established Building-level Emergency Response Teams and Crisis Response Teams for both the elementary and secondary programs.

### **B. Disaster Mental Health Services**

- The district office will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Team(s) as outlined in the district Crisis-Response Team.
- During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

