

**District Website Posting: 08/05/2022**

**Comment period: 08/05/2022 – 09/06/2022**

# **Canaseraga Central School District**

## **District Safety Plan**

**BOE Approval: 09/08/2022**

## Posting and Comment Period

Public Hearing for DSP:	08/03/2022
Posted to School Website:	08/05/2022
Comment Period Begins:	08/05/2022
Comment Period Ends:	09/06/2022
Canaseraga BOE Approval:	09/08/2022

## Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. New York State school 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 and emergencies.

The district-wide plan is responsive to the needs of the district and is consistent with the more detailed emergency response plans that are required at the school building level. Districts face risks from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, New York State has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery in respect to a variety of emergencies in each school district and its schools. Enacted into law in 2001, Project SAVE (also known as Education Law 2801-a) is fully supported by the Canaseraga Central School District.

## Section I: General Considerations and Planning Guidelines

### A. Purpose

The Canaseraga CSD District-Wide Safety Plan was developed pursuant to Commissioner's Regulation § 155.17, New York State Education Law § 2801-a, and Education Law Section 807. At the direction of the Canaseraga CSD Board of Education, the Superintendent of Schools is tasked with the formation of a District-Wide School Safety Team and one of the charges of the District-Wide Team is the development and maintenance of the District-Wide Safety Plan and the Building-Level Safety Plans.

**As required in New York State Education Law § 2801-a, the Canaseraga CSD designates Superintendent Chad C. Groff as its Chief Emergency Officer.**

### B. Identification of the District Safety Team

The Canaseraga CSD has a District Emergency Response Team comprised of the Superintendent of Schools, Building Principal, Maintenance Director, Transportation Director, School Counselor, and other members of the Building Level Safety Team. The initial response in any building will be by the Building Level Emergency Response Team, which may differ slightly from the Safety Team.

## **C. Concept of Operations**

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plan for the Canaseraga CSD. The protocols listed in the District-Wide School Safety Plan will be used to guide the development and implementation of the individual Building-Level Emergency Response Plans.

The development of the District-Wide School Safety Plan is a collaborative effort which included the Superintendent of Schools, Building Principal, Maintenance Director, Transportation Director, School Counselor, the Building Level Safety Teams, and the local Emergency Services.

The Superintendent of Schools is designated as the Chief Emergency Officer. The Chief Emergency Officer (or designee) is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring the staff's understanding of the district-level safety plan. The Chief Emergency Officer (or designee) shall be responsible for ensuring complete and yearly update of the building-level emergency response plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level Emergency Response Team. The Canaseraga Central School District consists of the following facilities:

- PreK – 12 school building
- Bus storage facility

All staff members in the District will be trained on the Building Level Safety Plans during the first day of work in late August or early September, at the District's first professional development day. If a staff member is hired after that date, they will be trained within 30 days of their hire date.

All information pertaining to an emergency or violent incident will be directed to either the Building Principal/Designee or the District Emergency Response Team. Upon the activation of the Building Level Emergency Response Team, the Superintendent of Schools or his/her designee and District Emergency Response Team will be notified. When appropriate, local emergency officials will be notified by calling 9-1-1. Town/Village, County, and State resources through existing established protocols may supplement the emergency response efforts.

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

This plan shall be reviewed and maintained by the District and Building Level Emergency Response teams on an annual basis. When significant changes are made, pursuant to Commissioner's Regulation 155.17(e)(3), this plan will be made available for thirty (30) days prior to adoption. The district-wide and building-level plans may be adopted by the Board of Education only after at least one public hearing that provides for the participation of school personnel, parents/guardians, students, and any other interested parties. This plan must be formally adopted by the Board of Education.

**While linked to the District-Wide Safety Plan, the Building-Level Safety Plans shall be deemed confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law, Section 2801-a.**

Full copies of the District-Wide Safety Plan and Amendments must be submitted to the New York State Education Department upon adoption by the Board of Education.

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

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

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

The Canaseraga CSD has offered programs and activities for improving communications among students and staff in order to report potentially violent incidents, such as:

- Athletic Programs
- Dignity For All Students (DASA) training
- A School Security Officer (retired state trooper)
- The Student Services Office works with students to support academic success and social/emotional well-being.

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

The Canaseraga CSD has developed policies and procedures for annual school safety training for staff and students, including the strategies for implementing training related to incidents. All drills required by the New York State Education Department are satisfied annually. The district has established the following procedures for annual school safety training for staff and students:

- The District will submit certification to the New York State Education Department that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within thirty (30) days of hire. The district will certify that all school staff receives this training by September 15th of each year, or within thirty (30) days of hire, whichever is sooner.
- Annual Early Dismissal – Go Home Evacuation Drill
- Eight (8) Fire Drills annually
- Four (4) Lockdown Drills annually
- Shelter-In-Place and Lockout Drills will be addressed as time permits
- Evacuation / Accountability Drills will be considered
- The Transportation Department conducts three (3) bus drills annually
- The District-Wide Safety Committee will review the district plan yearly
- Building-Level Safety Teams meet to discuss school safety and school climate when necessary

*Note: Following each lockdown drill, there will be a debriefing to discuss the exercises and determine if changes need to be made to the emergency response plan. Notes will be taken to assist with the evaluation process.*

### ***Implementation of School Security***

The Canaseraga CSD has developed policies and procedures related to school building security, including the following:

- The school has a locked single point of entry for all visitors to enter the building
- All other entry doors are locked and staff have ID badge access into designated doors
- All staff are asked to wear photo ID badges while in school buildings
- All visitors must sign-in and put on a visitor badge before entering school
- Security cameras monitor school entrances and surrounding areas
- A retired NYS trooper serves as the School Security Officer
- All employees must be fingerprinted and pass a thorough background check before starting work in the District
- Students must adhere to the District's Code of Conduct, which contains information on the range of consequences that may be imposed if students misbehave. This information is reviewed with students each year during the opening weeks of school
- Safety training is provided annually during Superintendent's Conference Days
- An annual safety audit will be conducted with the School Security Officer and District and School Administration

## **Section III: Response**

### **A. Notification and Activation of Internal and External Communications**

The district policies and procedures for contacting local law enforcement in the event of an emergency or violent incident are located in each Building-Level Emergency Response Plan. Communications during an incident at a school building will flow through the Incident Command Center. Emergency services will be requested via 9-1-1.

In the event of an emergency, staff, students and visitors will be notified in one or more of the following manners:

- Telephone (landline and cellular) - School Portable Radios
- Bus Radios - Intercom
- Automated Notification Message - Social Media

The district has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Building Principal (or his/her designee) and provide them with information regarding the situation. Procedures for notifying parents/guardians is outlined in the Building-Level Emergency Response Plan. This includes the use of an Automated Notification Message, and/or E-mail.

### **B. Situational Responses**

The District has developed multi-hazard emergency response plans. These guidelines are present in the Threat and Hazard Specific Annexes in the Building-Level Emergency Response Plan. The emergencies addressed in these plans include, but are not limited to:

Active Shooters  
Mass Illness  
Structural Compromise / Collapse  
Bomb Threat  
Biological Hazards  
Water Problems

Hazardous Materials Release  
Natural Gas Leaks  
Fire / Smoke  
Natural Hazards / Severe Weather  
Power Failure / Power Outage

In addition to having plans to address specific hazards, our plans also include procedures that would be used during an emergency. These procedures include, but are not limited to:

- Shelter-In-Place
- Evacuate
- Lockout
- Lockdown
- Fire Alarm Procedures

These guidelines provide basic instructions for responding to any given incident, such as

- Contacting emergency response agencies
- Moving occupants from an area of danger to an area of safety
- Assembling the emergency response team and implementing the incident command system
- Notifying school administrators and the District Emergency Response Team of an incident
- Community / parent notification
- Sheltering and student release procedures
- Aftermath and recovery

### ***Responding to Acts of Violence: Implied or Direct Threats***

The Crisis Response Plan and the Multi-Hazard Emergency Response Plans in each Building-Level Emergency Response Plan provides guidance on the district's procedures for responding to implied or direct threats of violence by students (including to themselves), teachers, other school personnel, or visitors to the school.

The following procedures are addressed in the plan, and may be used by district:

- Contacting parents/guardians in the event of a direct or implied threat of violence by a student against themselves, including the threat of suicide.
- The use of staff trained in de-escalation or other methods to diffuse a situation.
- The filing of a DASA (Dignity for All Students Act) form in the event of a bullying incident.
- Informing the Building Principal of a threat of violence (direct or implied).
- Determining the threat level with the District Emergency Response Team.
- Contacting local law enforcement if needed.
- Monitoring the situation until the situation is resolved.

### ***Response Procedures***

The Incident Command System, as well as the Multi-Hazard Emergency Response Plans in each Building-Level Emergency Response Plan provides guidance on how to respond to various emergencies.

- Identification of decision-makers (Incident Command Team)

- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents/guardians
- Procedures to notify the media
- Debriefing procedures

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

A section on Emergency Communications in each Building-Level Emergency Response Plan provides guidance for obtaining assistance during emergencies. During an emergency, the following may occur:

- The Superintendent of Schools (or designee) will contact the local law enforcement
- The Superintendent of Schools (or designee) will contact the village, town, or county official (as needed) to provide notification or request assistance
- The Superintendent of Schools (or designee) will contact the GST BOCES District Superintendent as needed

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

Each Building-Level Emergency Response Plan includes a checklist which identifies the district resources available in the event of an emergency. Such items may include, but are not limited to, available facilities, blankets, cots, food supplies, communications equipment, fire extinguishers, first aid supplies, flashlights, district vehicles, and buses.

### ***Procedures to Coordinate the Use of District Resources and Personnel During Emergencies***

Each Building-Level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and personnel during emergencies. These sections include the identification of school officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

### ***Protective Action Options***

Each Building-Level Emergency Response Plan, as well as policies and procedures set forth by the Superintendent of Schools, describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during, and after school hours, and sheltering procedures.

## **Section IV: Recovery**

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

The District's Incident Command System identifies those available to make decisions, and those available to relieve team members, and interfaces with the District's Crisis Response Plan to provide team members the opportunity to debrief, distress, and rehab in a controlled environment.

## B. Disaster Mental Health Services

The Administrators involved in the Post-Incident Response Team (Crisis Management Team) will work with the School Psychologist, Guidance Counselors, the Health Office, and the School Security Officer to coordinate and implement disaster mental health services for those affected by a disaster, crisis, and/or an act of violence. The Canaseraga CSD will also utilize the mental health services of the GST BOCES crisis response team.

## Required Amendments to the District Safety Plan per NYS Chapter 168

### A. Designation of Essential or Non-Essential for District Positions

The district is required to designate each position's status as essential or non-essential. These designations may be changed at any time in the sole discretion of the district. Essential shall refer to a position that is required to be physically present at the worksite to perform his/her job. Non-Essential shall refer to a position that is not required to be physically present at the worksite to perform his/her job. The list below indicates the general designations for positions and any applicable conditions that may cause a position to change.

Position	General Designation	Special Conditions (if applicable)
Superintendent	Essential	N/A
Building Principal	Essential	N/A
Maint Supervisor	Essential	N/A
Head Bus Driver	Essential	N/A
Secretary to Superintendent	Essential	<i>A modified schedule may be created to provide some work off site.</i>
Accounts Pay / Payroll	Essential	<i>A modified schedule may be created to provide some work off site.</i>
Secretaries	Essential	<i>A modified schedule may be created to provide some work off site. This may vary by particular job duties.</i>
Maintenance	Essential	<i>Modified schedules may be created based upon work available.</i>
School Nurse	Non-Essential	N/A
School Counselor	Non-Essential	<i>School counselor may have particular times that necessitate work being done on campus.</i>
School Psychologist	Non-Essential	<i>School psychologist may have particular times that necessitate work being done on campus.</i>
Teacher	Non-Essential	<i>There may be times when teachers will need to report to school to produce / provide hard copy materials for student distribution.</i>
Teacher Assistants	Non-Essential	<i>There may be times when teacher assistants will need to report to school to produce / provide hard copy materials for student distribution.</i>



<b>Position</b>	<b>General Designation</b>	<b>Special Conditions (if applicable)</b>
Teacher Aide	Non-Essential	<i>If the district is delivering meals and/or instructional materials to students, teacher aides will be assigned to assist with the production and/or the delivery of meals and/or instructional materials.</i>
Bus Drivers	Non-Essential	<i>If the district is delivering meals and/or instructional materials to students, it is likely bus drivers will utilized for the deliveries.</i>
Cafeteria Workers	Non-Essential	<i>If the district is delivering meals to students, cafeteria workers will be the lead staff members for the production of the meals. It is likely the normal work schedule will be adjusted.</i>
School Security Officer	Non-Essential	N/A

### **B. Work Off Campus**

For the positions that lend themselves to the opportunity to work off campus, the district will provide as many resources to those staff as possible. The district also realizes there may be some positions and some conditions that will not allow for remote work. These determinations will be made based upon the circumstances of the immediate need.

### **C. Staggered Work Shifts**

Due to our small staff size, the district does not foresee the need to stagger most shifts for essential employees to prevent overcrowding. The district will seek to address the issue as needed.

### **D. Personal Protective Equipment (PPE)**

The district current has a supply of PPE and it is stored in locations that prevent degradation. In the event additional PPE is needed we will work with vendors to purchase needed resources.

### **E. Infection Mitigation**

If a staff member becomes sick during the academic day, they are asked to contact the school nurse for evaluation in our sick room. The nurse will make a determination regarding what should happen with a symptomatic staff member. Cleaning of instructional spaces and any other areas will take place when necessary.

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