

**WHITNEY POINT  
CENTRAL  
SCHOOL DISTRICT**

**DISTRICT-WIDE**

**SCHOOL  
SAFETY PLAN**

Updated 9/13/2018

## **INTRODUCTION**

This District Wide School Safety Plan is designed to provide broad concepts and policies related to preparing for and responding to issues of school safety.

The District Office, Principals' Office, Assistant Principals' Office, Athletic Director's Office, Director of Transportation's Office, the District Emergency Response Team, State Police, Broome County Sheriff's Office and the New York State Education Department shall maintain copies of the plan for immediate use. A copy will also be posted on the District's Website.

# WHITNEY POINT CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

## TABLE OF CONTENTS

	<b>PAGE NUMBER</b>
Table of Contents	3
Definitions	4-5
Foreword	6
Authority	6
Legal Basis for Plan	7
Statement of Purpose	7
Key Components of the Regulation	7-8
Assumptions	9
Sites of Potential Emergencies	9-10
Hazard Mitigation	10
Concept of Operations	10
Organization and Assignment of Responsibilities	10-12
Responding to Threats and Acts of Violence	13
Risk Reduction/Prevention and Intervention	14-15
Chain of Command during Emergency	15
Parent Notification	15
Staff and Faculty Training	15
Plan Modification and Maintenance	15
Direction and Control	16
Warning System	16
Communication System	17-18
School Cancellation	18
Early Dismissal	18-19
Building Evacuation Plan	19
Shelter in Place (Students and Staff)	19-20
Shelter Community	20
Damage Assessment	20
Recovery	20-21
Post Emergency Report and Assessment	22
Training, Drills and Exercises	22
 <b>APPENDICES</b>	
A - Emergency Phone Numbers	24-25
B - Whitney Point Safety Committee Members	26
Whitney Point Emergency Response Team	26
C - Broome County Media Resources	27
D - Section 155.17 School Safety Plans	28-36
E – Emergency Report Form	37
F - Plan Modification Record	38-39

## DEFINITIONS

Building Level Emergency Response Plan – Individual plan for each building which is followed in the event of any Emergency.

School Emergency Response Team – Charged with the responsibility to develop, review, and revise the Building-Level Emergency Response Plan. Responds to emergency incidents and implements the Building Level Emergency Response Plan.

Command Post – Superintendent’s Office

Building Emergency Response Plan – Confidential, not shared with the public.

District-Wide School Safety Committee – Responsible to review the District-Wide School Safety Plan, See Appendix B for team members.

District Emergency Response Team – See Appendix B for team members.

School Incident Commander – All emergencies reported to Superintendent of Schools, if not available, Director of Curriculum and Instruction, if not available Building Principals, in that sequence, if not available Director of Custodial Services.

Plan Modification Record – Updates in the plans that occur during the yearly review, the review of a drill, or the review of an actual emergency. Found in the Appendix C.

Public Information/Relations – Superintendent of Schools, or Designee – Responsible for the release of information to the media through the direction of the Superintendent of Schools.

## **WEATHER RELATED TERMS**

### Watch

Flash flood, flood, winter storm, tornado watches are issued by the National Oceanic and Atmospheric Administration through NOAA weather radio, and in cases of emergency to each county.

A watch indicates that the event is **possible or likely to occur** based on existing weather conditions.

### Warning

A warning is issued when the weather event is **imminent** and it is recommended that persons within the zone take protective action.

### Alert

A term often used interchangeably with **warning**, but sometimes used to indicate a stage preceding a **watch**. Not an official NOAA term.

## HAZARDOUS MATERIAL RESPONSE TERMS

### Response Level 1

#### **Potential Emergency Condition**

An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. No immediate threat to life or property.

### Response Level 2

#### **Limited Emergency Condition**

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

### Response Level 3

#### **Full Emergency Condition**

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and probably will require a large-scale evacuation; or an incident requiring resources of county, state, or federal agencies.

# **WHITNEY POINT CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSE PLAN**

## **FOREWORD**

The District-Wide School Safety Plan has been developed by members of the Whitney Point Central Schools District-Wide School Safety Committee with the guidance from the Employee Relations and Safety Center of SCT BOCES. Building Emergency Response Plans which contain confidential information have been shared with County and State authorities and shall be reviewed as required and/or, at least, annually.

## **AUTHORITY**

The Board of Education of the Whitney Point Central School District recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

## **LEGAL BASIS FOR PLAN**

This plan is developed in accordance with The Regulations of the Commissioner of Education, Section 155.17, a copy of which is attached as an Appendix D, and is in recognition of the legal responsibilities for actions during emergencies set forth in Article 2-B and in chapter 181 of the laws of 2000 and amended August 10, 2011.

### **STATEMENT OF PURPOSE**

This District-Wide School Safety Plan is intended to set forth the information required by Whitney Point Central School District staff involved in a school or regional emergency due to the occurrence of a natural or man-made disaster.

This information includes use of warning and communication systems, operating procedures, individual responsibilities, authority structure, resources available, and specific guidelines for the various actions open to Whitney Point Central School District administrators to protect life and property during and after an emergency.

### **KEY COMPONENTS OF THE REGULATION**

Each building of the Whitney Point Central School District prepared a Building Emergency Response Plan as of October 1, 1990. Said plans have been reviewed and revised as required by Commissioner's regulation 155.17, Chapter 181 of the Laws of 2000 and amended August 10, 2011.

The Building-Level Emergency Response Plan and District-Wide School Safety Plan plans shall be reviewed and updated annually.

The Whitney Point CSD has submitted a District-Wide School Safety Plan to the State Education Department and all Building-Level Emergency Response plans have been submitted to local law enforcement and state police.

The plans must include (Specific confidential information is only located in Building –Level Plans):

1. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.
2. Identification of sites of potential emergencies.
3. Identification of appropriate responses to emergencies.
4. Description of arrangements for obtaining assistance from emergency services and government agencies (Article 2B, Executive Law).

5. Description of procedures to coordinate use of school district resources and manpower during emergencies.
6. Identification of district resources for use in emergencies.
7. A system of informing all educational agencies including private schools and pre-schools within the school district of an emergency.
8. Description of plans for dealing with school cancellations, early dismissal, evacuation and sheltering.
9. Information on school population, number of staff, transportation needs, and phone numbers of key officials.
10. Policies and procedures relating to school building security, including where appropriate, the use of school safety officers and/or security device or procedures.
11. Policies and procedures for annual multi-hazard school safety training for staff and students.
12. Procedures for annual review and a conduct of drills and other exercises to teach components of the emergency response plan, including the use of table top exercises, in coordination with local and county responders and preparedness officials.

The Superintendent of Schools or his/her designee will act as the chief communication liaison for the Whitney Point CSD.

The Whitney Point CSD shall provide written information to all students and staff about emergency procedures by July 1 of each year, starting in 2001.

Each district must conduct a test of its Emergency Management Plan for sheltering and early dismissal once a year.

## **ASSUMPTIONS**

While it is likely that outside assistance would be available in most serious emergency situations affecting the Whitney Point Central School District, it is necessary for the district to plan for and be able to carry out immediate responses during the first stage of an emergency, and to be prepared to effectively coordinate resources with the larger community in the event of a more widespread emergency.

In keeping with the nationwide and county strategy of developing an integrated management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

## **SITES OF POTENTIAL EMERGENCIES**

### Natural Disaster

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 have also been known to cause significant damage in the area. While there is low historical risk of a tornado, shifts in weather patterns could increase the probability of one occurring in this area. A moderate likelihood exists for damage from earthquake, hurricane path storms, and flooding.

### Manmade Disasters

The Whitney Point Central School District's buildings are housed on two campuses: Keibel Road and NYS Route 11.

The High School (HS) is located at 10 Keibel Road in Whitney Point, Broome County, NY. It houses approximately 460 students in grades 9-12 and 58 staff members.

The Caryl E. Adams (CEA) school is located right next to the High School. It houses approximately 475 students in grade Pre K – 3 and 66 staff members.

The Tioughnioga Riverside Academy (TRA) is located at 2887 NY Route 11. It houses approximately 550 students from grades 3 – 8 and 77 staff members.

Nearly all of the students attending the district ride school buses to and from school. There are some students in each building picked up daily by their parents. Each office has a list of these students.

Located within the Village of Whitney Point are two pre-school facilities: The Whitney Point Pre-School and Day Care and a Headstart. They are located on the same piece of property on West Main Street. There is also a class at the Church located at 2654 Main Street. These facilities service approximately 110 students with 30 staff members. The pre-schools classes are under the auspices of the Whitney Point Central School District.

## Civil Disturbances

Whitney Point Schools have as much likelihood of being attacked by a deranged sniper, or by a hostage taker, or by bomb threats as any other institution which houses students from a variety of backgrounds. One of the greatest risks for a civil disturbance may be posed by the parents of children involved in child custody disputes.

## School Disasters

Fire, explosion, water line breaks, a propane explosion or toxic substance release could occur at the schools, as could a mass illness such as food poisoning. Therefore, these possibilities will be included in the plan.

### **HAZARD MITIGATION**

Regular safety inspections of school buildings and equipment at the schools are conducted to minimize the hazards of equipment failure or toxic substance releases. Regular drills of the plan will be held to prepare staff and students to react quickly and appropriately in an emergency situation.

### **CONCEPT OF OPERATIONS**

This plan is based on the concept that emergency functions for Whitney Point Central School District personnel will generally parallel their normal day-to-day functions. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is necessary to maintain organizational continuity and assign familiar tasks to personnel. However, it may also be necessary to draw on people's special skills and ask them to assist in the areas of greatest need.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

In an emergency, it is vital that a command structure be adhered to. The Superintendent of Schools has been appointed as the School Incident Commander for the Whitney Point Central School District in the event of an emergency. In the Superintendent's absence, the Director of Curriculum and Instruction will have the authority to act on behalf of the Whitney Point Central School District in the event of an emergency.

In order to ensure a quick response to any emergency, the School Incident Commander or his/her designee may declare a state of campus emergency and will immediately implement the Emergency Response Plan.

As soon as feasible, the Incident Command Post located in the District Office Board Room or alternate Command Post will be placed into service and the District-Wide School Emergency Response Team will report to that location. The District-Wide School Emergency Response Team will remain at the Command

Post until the School Incident Commander has determined that the emergency is over, it is unsafe, or it is no longer necessary to remain at the Post.

The School Incident Commander or his/her designee will remain in charge of all campus activities and in consultation with the Emergency Planning Committee, as appropriate until the conclusion of the emergency or until civil emergency authorities take control of the situation.

The School Incident Commander is responsible to

1. Take full control upon being notified of an emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate representatives of local, regional and state emergency response agencies and local law enforcement offices.
5. Be prepared to turn over control to appropriate outside agencies as required by law.
6. Submit post-emergency reports to BOCES District Superintendent and New York State Education Department, see appendix E.
7. Perform testing of the Emergency Management Plan on an annual basis.
8. Meet with local government and emergency services official to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the district.
9. Determine when and which educational agencies within the school district shall be notified of an emergency, and the action to be taken.
10. Develop and annually update the District-Wide School Safety Plan. The plan will include procedures to be followed for in-house and outside occurrences. The plan will be reviewed by July 1<sup>st</sup> of each year.
11. Carry out any other activities deemed necessary.

### **School Security Personnel**

The Whitney Point School Security Personnel will consist of the Superintendent of Schools, Director of Curriculum, Business Executive, Director of Buildings & Grounds, School Resource Officer, Safety Committee members and Hall Monitors, as assigned.

**Description of Duties:**

Superintendent of Schools – Oversee District Emergency Response Team; ensure that building level teams are in place and operational at all buildings within the District, develop partnerships with outside agencies such as police, fire, Social Services Department, Red Cross, clergy, and others needed at a time of crisis.

Director of Curriculum – Plan and schedule annual safety training sessions for staff and students; prepare reports as required.

Safety Officer – Assist in the development of effective safety plans for the District; maintain documentation of safety trainings and District Safety Committee meetings.

Director of Buildings and Grounds – Oversee building security in all District owned facilities, externally and internally.

School Resource Officer – Officer hired by the district to provide a presence on campus, to provide security and safety and may provide instruction to students on specific topics. Spends time in each of the District’s buildings and is a familiar approachable face to the students.

Hall Monitors – Teachers and staff perform these duties as assigned by the Building Principal and Building Emergency Response Team.

**Training:** Participation in the yearly district training will be mandatory as planned and scheduled by the District.

**Hiring & Screening:** All personnel will be required to submit a Whitney Point Employment application and participate in a face-to-face interview with a member of the Administrative Team. The successful candidate will participate in a background check, which will consist of a reference check by a member of the administrative team, participation in fingerprinting and clearance by the Office of School Personnel Review and Accountability, OSPRA. Bus Driver hiring’s require all of the same screening, except, they are fingerprinted by an outside source required by the DOT/DMV.

**Implementation of School Security:** The Superintendent of Schools, Director of Curriculum and Instruction, Business Executive and Director of Buildings and Grounds shall be responsible for reviewing the security of each of the District’s buildings on an ongoing basis. Each of the District’s building housing students will have one main entrance for visitors to use. There will be a visitor sign-in/departure sheet that will indicate the person’s name, destination, time of arrival and departure. Each visitor will be supplied with a visitor’s pass. The staff in each building will be trained to approach any visitor without a pass and escort them to the main office in each building to obtain a pass. If a person refuses to obtain a pass, a District Administrator will be summoned.

## **RESPONDING TO THREATS AND ACTS OF VIOLENCE**

The Whitney Point Central Schools District-Wide School Safety Plan follows regulatory requirements by having established policies and procedures for addressing implied or direct threats of violence. See Board of Education District Code of Conduct.

## **RISK REDUCTION/PREVENTION AND INTERVENTION**

The Whitney Point Central School District shall provide appropriate ongoing training programs and/or informative materials for staff and students that address topics related to Dignity for All Students (DASA), bullying, detection, prevention and intervention of potentially violent behavior.

To improve communication among students and between students and staff, to allow the reporting of potentially violent incidents the Whitney Point Central School District has implemented the following initiatives:

**OLWEUS**- Anti-bully awareness program K-12.

**Kelsoe's Choice** – Teaches K–2 students problem solving choices and skills.

**Student Council** – This is a student government organization that is responsible for coordinating activities for the student body.

**Remedial** – Students are provided the opportunity to receive additional help from their classroom teachers at the conclusion of the school day.

**School Resource Officer** – Officer hired by the district to provide a presence on campus, to provide security and safety and may provide instruction to students on specific topics. Spends time in each of the District's buildings and is a familiar approachable face to the students.

**Reporting Mechanisms for School Violence** – All teaching staff are encouraged to be viewed as being approachable by the student body. This is fostered by the teachers supervising in the lunch room and in the hallways during the day, being present in the halls during the change of classes, and serving as club advisors and coaches. If teachers become aware of a potentially violent situation the building principal is notified immediately. As per DASA requirements, a process exists to investigate all allegations of bullying and harassment.

**School Social Workers** – A certified School Social Worker is located in each of the District's buildings. They work with teachers, students, and parents on a variety of issues. They conduct social skills groups and whole class lessons on social skills as needed.

**School Guidance Counselors** – Certified School Guidance Counselors, School Psychologist and/or Social Workers are located in each building. Together with teachers, they monitor the social climate of the building. They conduct social skills groups, provide assessment and counseling or whole class lessons on social skills as needed.

**Early Detection of Potentially Violent Behaviors:** It shall be the responsibility of any Whitney Point Central School District employee upon awareness of a student with potentially violent behavior to notify the Building Administrator or other District Administrator.

**Child Study Team** - Each building's Child Study Team may serve as a vehicle for the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district, and other persons determined as appropriate to receive such information concerning the student.

### **CHAIN OF COMMAND DURING EMERGENCY RESPONSE**

Superintendent of Schools (School Incident Commander)  
Director of Curriculum and Instruction  
Business Executive  
Director of Custodial Services  
Building Principals  
Building-Level Emergency Response Teams  
School Resource Officer (as a resource at all levels).  
Safety Officer

### **PARENTAL NOTIFICATION**

Parents of all students who attend Whitney Point Central School shall be notified annually regarding this plan and any drills which involve early dismissal.

### **STAFF AND FACULTY TRAINING**

In order to implement this plan effectively, all faculty and staff will receive appropriate training in emergency procedures.

### **PLAN MODIFICATION AND MAINTENANCE**

The plan shall be evaluated and updated, if necessary, after each drill and no later than July 1st of each year. All changes other than those in names of personnel and phone numbers shall be listed on the Modifications Sheet, and shall be forwarded to all team members and any other employees who hold copies of the Plan.

## **DIRECTION AND CONTROL**

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, (School Incident Commander), the Director of Curriculum and Instruction, the Director of Custodial Services, or the Principal shall implement the Emergency Plan.

The School Incident Commander shall be responsible for contacting the appropriate community emergency service agencies (See Appendix A) if they have not already been contacted by the person first aware of the emergency.

Members of the Emergency Response Team shall report to the Command Center as appropriate.

The School Incident Commander and other staff shall follow the procedures outlined in their buildings Emergency Response Plan for the specific emergency.

In the case of an emergency which involves the use of fire or police resources, the School Incident Commander shall yield command to the appropriate Emergency Authority and shall work cooperatively with the on-site commander to ensure the optimal response.

Whenever outside emergency services are called to the school, the Superintendent's Office must be notified immediately so that personnel can clear traffic and direct emergency personnel and vehicles to the appropriate area until such time as relieved by civil authorities.

### Evening and Weekend Emergencies

In the case of a weekend emergency when no maintenance, custodial, or supervisory staff is on campus, the instructor or sponsor of any event being held shall act as the "Responsible Person", notify emergency services as needed, and notify the School Incident Commander as soon as possible. Their telephone numbers are included in each of the building's separate Emergency Response Plan booklets.

## **WARNING SYSTEM**

The public address system located in the main office shall be used to alert all building occupants of a pending emergency.

Should there be a power failure; announcements will be made by bullhorn or messenger.

## COMMUNICATION SYSTEM

Messages regarding school early dismissal, sheltering in place or evacuation of a school will be called in to the media.

The District Superintendent will be contacted as soon as feasible regarding any of these actions.

### Other Communications Equipment

1. Cell phones – Superintendent, Director of Curriculum and Instruction, Business Executive, Director of Buildings and Grounds, Safety Officer, School Resource Officer and Building Principals.
2. Walkie Talkies- Located in all offices for communications when appropriate or when cell phones are not useable.
3. UHF radio contact between Director of Transportaion and buses with portable units which could be used to communicate school to school.
4. School Messenger – For text alerts to parents.

### External Communications

The Information Officer (School Superintendent), or his/her designee, shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the information officer will coordinate activities with the county emergency public information officer.

**NO WHITNEY POINT CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO.**

### Internal Communications

Upon being made aware of an emergency situation, the School Superintendent, or his/her designee, will inform all of the Building Principals. The Building Principals will inform their staff if appropriate. Building Emergency Response Teams may be used for this purpose.

### Family Notification

In the event of injury or death of Whitney Point Central School District students or staff, next of kin shall be notified as soon as possible. Responsibility for notification:

School Superintendent  
Director of Curriculum and Instruction

### Media Announcements

Media will not be given information regarding injuries or deaths until families have been notified and release of information has been authorized by the School Superintendent or Director of Curriculum and Instruction.

### Evacuation or Major Disaster Information

The Broome County Red Cross number for disaster welfare inquiries will be utilized for evacuation or major disaster information. This number is 722-1241. The Red Cross will be notified as soon as possible of the status of all students and staff involved in an evacuation or major disaster.

## **SCHOOL CANCELLATION**

In the event that it becomes necessary to cancel school for the Whitney Point Central School system, the decision will be made by the School Superintendent or his/her designee. The Superintendent will send alerts to parents with School Messenger. The Superintendent will notify the District Office staff and local television and radio stations. The District Office staff will notify Building Principals, Director of Transportation, Director of Buildings and Grounds, and the Director of Food Services. These people in turn will then start their phone trees when needed. Notification will also be placed on the District Website unless there is an interruption of electricity preventing this posting.

## **EARLY DISMISSAL**

Should circumstances dictate the early dismissal of Whitney Point students, transportation will be determined by the Superintendent of Schools or in his/her absence, by the Director of Curriculum and Instruction in coordination with the Director of Transportation. In case of either of their absence the Business Executive would make determinations.

Early dismissal may be considered as an option in the following circumstances:

Flood Warning  
Severe Windstorm, Snowstorm, or Tornado Warning  
Fire  
Strategic Alert  
Post Disaster  
Facilities Failure

The Emergency Closing Policy of the district will be adhered to.

Emergency evacuation should be used only if it is likely that all students will reach their homes safely and be reunited with a family member or other

responsible person. If a community wide disaster is impending, it may be preferable to evacuate the students to a safe location where parents can pick them up.

The decision for emergency evacuation shall be announced on the public address system, and any bus loading procedures that must be changed from the normal routine will be announced. Notification will also be sent by the Superintendent on School Messenger and placed on the District Website unless there is an interruption of electricity preventing this posting.

## **BUILDING EVACUATION PLAN**

### Evacuation of a single building or buildings

It may be appropriate to evacuate a building or the campus in the event of fire, explosion, certain toxic chemical releases, bomb threat, and after earthquakes. The decision to evacuate any Whitney Point buildings will be made by the Superintendent (see "Early Dismissal" on pages 18-19). Once the decision by administration has been made to evacuate, the students and staff will be notified by sounding the fire alarm or verbally via the P.A. system.

### Evacuation of the Whitney Point Campus

If the situation calls for the buildings to remain empty, the students and staff will be transported to another building. The buildings shall be evacuated in a rapid and orderly fashion. The bus garage shall be notified to provide buses. All available Whitney Point vehicles and any school buses on campus at the time of the incident shall be used to transport students to safety. Administrators and guidance counselors will accompany those groups not accompanied by teachers. Other Whitney Point staff will be requested to assist in the process as needed. **No students will be allowed to drive their private vehicles unless approved by a Whitney Point Administrator.**

## **SHELTER IN PLACE Students and Staff**

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day or when one particular building is not habitable. Students will normally remain in their classrooms, but groups may be taken to other designated areas.

The Whitney Point School District Incident Commander will then assume coordinative responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

## **SHELTER Community**

When the Red Cross requests use of Whitney Point School buildings for a shelter during an emergency, or when students from another school are evacuated to a school, the School Incident Commander and as many members of the Emergency Response Team as needed, will staff the Command Post to coordinate activities and assist in communications.

The School Incident Commander or his designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory any equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

## **DAMAGE ASSESSMENT**

As soon as the immediate crisis is over, it shall be the responsibility of the School Incident Commander to begin damage assessment, working with architects and engineers as necessary. If the building may have been structurally damaged it shall not be reentered by students or other staff until clearance has been given by the School Incident Commander.

## **RECOVERY**

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all Whitney Point Central School District counselors, as well as counselors from neighboring schools, who have appropriate training in post trauma debriefing and any community volunteers with appropriate credentials and training will be assigned to debrief all staff members and students who have been directly involved with or impacted by the emergency.

The setting up of the debriefing sessions shall be the responsibility of the School Incident Commander.

For critical situations that require the utilization of community mental health resources, the School Incident Commander will be responsible for contacting the appropriate county mental health agency.

## **COUNTY MENTAL HEALTH DIRECTORS**

**BROOME**

Nancy Williams-Frank  
1 Hawley Street  
Binghamton, NY 13901  
Adult Unit: 778-1152  
Child Unit: 778-1992

**CHENANGO**

Ruth Roberts  
County Office Building  
Suite 42  
Norwich, NY 13815  
(607) 337-1600

**TIOGA**

Paul Leblanc  
Tioga County Mental Health Services  
1062 State Route 38, PO Box 177  
Owego, NY 13827  
(607) 687-4000

For the Whitney Point School District, the scheduling of the debriefing sessions shall be the responsibility of the School Incident Commander or his/her designee.

## POST EMERGENCY REPORT AND ASSESSMENT

The Building Principal shall assemble the Building-Level Emergency Response Team as soon as feasible after an emergency to assess the response and the effectiveness of the plan.

Updates to the plan will be distributed to book holders as soon as possible following an incident in which plan modifications are made.

## TRAINING, DRILLS AND EXERCISES

At least once every school year, Whitney Point Central School District will coordinate and conduct a test of the Whitney Point Central Schools District Emergency Response Plan for sheltering and early dismissal. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drills.

Table Top Drills: Semi-annually or when determined as needed, the District Emergency Response Team in cooperation with New York State Police, or other training agency, will participate in a Table Top Drill to determine the effectiveness of the Whitney Point School Safety Plan. The District Emergency Response Team will then assess the response and effectiveness of the plan. The plan tested shall be modified as necessary. The Security Officer shall be responsible for scheduling and maintaining records of these drills.

### SHELTERING DRILL

Upon notification of a drill, building principals shall direct pupils and staff to designated assembly areas or remain in classrooms as appropriate. Designated assembly areas are indicated on the maps.

### EARLY DISMISSAL DRILL

Pupils will be released to their assigned buses when such buses are announced as available. **Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal plan drill.**

Building Level Emergency Response Plans address all specific emergency situations.

# **APPENDICES**

## APPENDIX A

### EMERGENCY TELEPHONE NUMBERS

Whitney Point Fire Dept.	Non-emergency calls	778-1911
Broome County Sheriff's Dept. Sheriff, David Harder	Non-emergency calls	778-2492
NYS Police, Kirkwood Barracks	775-1241	
American Red Cross	772-1241	
Poison Control	800-252-5655	
Broome County Emergency Management Michael Ponticiello	778-2184 778-2170	
Broome County Executive, Jason Garnar	778-2109	
Broome County Health Department	778-2802	
Broome County Highway Dept./Public Works Town of Triangle Highway Dept., Dan David, Supervisor	778-2228 692-3270 692-4720 (Home)	
Town of Chenango Highway Supervisor	648-4809 / 648-3295	
Broome County Environmental Health Service	778-2887	
NYS Electric & Gas Emergencies	724-4331 (gas problem) 729-2574 (electric problem)	

### **HOSPITALS**

Binghamton General (Emergency Services)	762-2231
Lourdes Hospital (Emergency Services)	798-5231
United Health Services	763-6611

(Emergency Services)

Chenango Memorial 335-4111

Cortland Memorial 756-7525

Tompkins County/Ithaca 272-7480

**TOWING SERVICE**

Ron's Body and Paint 849-6898

**FIRE AND AMBULANCE**

Dial 9-911

NYS Police, Whitney Point 692-4545

NYS Police, Kirkwood 775-1241

Broome County Sheriff 778-1911

**NEWSPAPER**

Press & Sun-Bulletin 798-1100

**CLERGY**

Baptist 692-4964  
692-7387

Methodist 692-3058

Catholic 692-3911

## APPENDIX B

### DISTRICT SAFETY COMMITTEE

Emergency Planning Committee shall consist of a representative from each of the areas listed below. Their duties will be to continuously review and develop the District-Wide School Safety Plan.

Superintendent	Patricia Follette
Athletic Director	Murphee Hayes
Director of Custodial Services	Terry Dean
HS Assistant Principal	Jeffrey Isaacs
Security Officer/Video Surveillance	Bill Dean
Supervisor of Transportation	Robert Wolf
Teacher	Brian Hull
Teacher	Joel Ferrara
School Nurse/Teacher	Mary Beth Purce
Parent	Nina Perry
School Resource Officer	Steve Noyes

### DISTRICT EMERGENCY RESPONSE TEAM

Superintendent of Schools	Patricia A. Follette
Director of Curriculum and Instruction	Jo-Ann Sexton
Director of Custodial Services	Terry Dean
Director of Athletics	Murphee Hayes
School Resource Officer	Steve Noyes
Building Administrators and Building Crisis Response Team Members as appropriate	

## APPENDIX C

### BROOME COUNTY MEDIA RESOURCES

#### TELEVISION STATION

#### PHONE

WBNG

729-8812

WIVT (Chan. 34)

771-3434 or 729-8405

WICZ (Chan. 40)

797-1176

#### RADIO

107.5)

105.7)

103.3)

WENE)

584-5800 Key #7

WKGB)

WBNG)

WINR)

WNBF)

WHWK)

772-9340

WAAL)

WYOS)

WSKG

729-0100 #324

#### NEWSPAPER

The Press & Sun-Bulletin  
4421 Vestal Parkway East  
Vestal, NY 13850

797-4019

## Appendix D

### Section 155.17 School safety plans

(a) Development of school safety plans.

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter, a comprehensive district-wide school safety plan and building-level emergency response plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a district-wide school safety team and a building-level emergency response team, as such terms are defined in subdivision (b) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

(b) Definitions.

As used in this section:

(1) *Educational agencies* means public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of students with disabilities as defined in section 200.1(d) of this Title, and public and private schools for the education of preschool children with disabilities.

(2) *Superintendent* means a superintendent of schools or a district superintendent of schools, as appropriate.

(3) *Disaster* means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.

(4) *Emergency* means a situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

(5) *Emergency services organization* means a public or private agency, organization or group other than a governmental agency, which provides police,

fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.

(6) *School cancellation* means a determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

(7) *Early dismissal* means returning students to their homes or other appropriate locations before the end of the school day.

(8) *Evacuation* means moving students for their protection from a school building to a predetermined location in response to an emergency.

(9) *Sheltering* means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

(10) *Lock-down* means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lock-down will only end upon physical release from the room or secured area by law enforcement.

(11) *Building-level emergency response plan* means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents prescribed in paragraph (c)(2) of this section.

(12) *Building-level emergency response team* means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education, the chancellor in the case of New York City, or other governing body. The building-level emergency response team is responsible for the designation of the emergency response team and the development of the building-level emergency response plan and its required components. The building-level emergency response team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

(13) *District-wide school safety plan* means a comprehensive, multi-hazard school safety plan that covers all school buildings of the school district, BOCES or county vocational education and extension board, that addresses crisis intervention, emergency response and management at the district level and has the contents prescribed in paragraph (c)(1) of this section.

(14) *District-wide school safety team* means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to,

representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

(15) *Emergency response team* means a building-specific team designated by the building-level emergency response team that is comprised of school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or State emergency response agencies and assists the school community in responding to a violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such emergency response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(16) *Post-incident response team* means a building-specific team designated by the building-level emergency response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such post-incident response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(17) *School safety plan* means a district-wide school safety plan or a building-level school safety plan.

(18) *Serious violent incident* means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

(c) District-wide school safety plans and building-level emergency response plans.

District-wide school safety plans and building-level emergency response plans shall be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

(1) District-wide school safety plans. A district-wide school safety plan shall be developed by the district-wide school safety team and shall include, but not be limited to:

(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;

(iii) appropriate prevention and intervention strategies, such as:

(a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

(b) nonviolent conflict resolution training programs;

(c) peer mediation programs and youth courts; and

(d) extended day and other school safety programs;

(iv) policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;

(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

(vi) except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;

(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

(xii) policies and procedures for the 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;

(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

(xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

(xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

(xviii) in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster; and

(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

(a) coordination of the communication between school staff, law enforcement, and other first responders;

(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;

(c) ensure staff understanding of the district-wide school safety plan;

(d) ensure the completion and yearly update of building-level emergency response plans for each school building;

(e) assist in the selection of security related technology and development of procedures for the use of such technology;

(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;

(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and

(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

(2) Building-level emergency response plan. A building-level emergency response plan shall be developed by the building-level emergency response team, shall be kept confidential, including but not limited to the floor plans, blueprints, schematics or other maps of the immediate surrounding area, and shall not be disclosed except to authorized department or school staff, and law enforcement officers, and shall include the following elements:

(i) policies and procedures for the response to emergency situations, such as those requiring evacuation, sheltering, and lock-down, which shall include, at a minimum, the description of plans of action for evacuation, sheltering, lock-down, evacuation routes and shelter sites, and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student;

(ii) designation of an emergency response team, other appropriate incident response teams, and a post-incident response team;

(iii) floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;

(iv) establishment of internal and external communication systems in emergencies;

(v) definition of the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS);

(vi) coordination of the building-level emergency response plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident;

(vii) procedures for an annual review of the building-level emergency response plan and the conduct of drills and other exercises to test components of the building-level emergency response plan, including the use of tabletop exercises, in coordination with local, county, and State emergency responders and preparedness officials;

(viii) policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property;

(ix) in the case of a school district, except in a school district in a city having more than one million inhabitants, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption. Each board of education, chancellor or other governing body or officer shall ensure that a copy of each building-level emergency response plan and any amendments thereto, is filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption, but no later than October 15, 2016 and each subsequent October 15th thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

(d) Use of school property.

Each board of education and board of cooperative educational services shall cooperate with appropriate State, county and city agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. School districts and boards of cooperative educational services are required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives.

(e) Communication liaisons.

(1) Except in a school district in a city having a population of more than one million inhabitants, each district superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.

(2) The superintendent of schools in the Cities of Buffalo, Rochester, Syracuse and Yonkers, during a local or State emergency, shall act as the chief communication liaison for all educational agencies located within the city district.

(f) Reporting.

Each superintendent shall notify the commissioner as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. School districts within a supervisory district shall provide such notification through the district superintendent, who shall be responsible for notifying the commissioner. Such information need not be provided for routine snow emergency days.

(g) Instruction.

Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action to provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

(h) Fire and emergency drills.

Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

(1) Parents or persons in parental relation shall be notified at least one week prior to the drill.

(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

(3) The provisions of section 175.5(a) of this Title regarding the length of school day for State aid purposes shall not apply to school days in which less than the minimum number of hours is conducted because of an early dismissal pursuant to this subdivision.

(i) Reports by educational agencies.

Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information

about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

(j) Nothing contained in subdivision (a) or (c) of this section shall prevent an educational agency from using, in part or in total, an emergency management plan previously developed in cooperation with a county or other municipality as the emergency management plan required in this section until the adoption of school safety plans as required by subdivision (b) of this section; provided, however, that all applicable requirements of this section shall be met.

(k) Commissioner of Education.

The Commissioner of Education or his or her designee may order emergency response actions by individual school districts in the event that the local officials are unable or unwilling to take action deemed to be appropriate by State and/or county emergency personnel in accordance with county or State emergency preparedness plans or directives.

8 CRR-NY 155.17

Current through June 15, 2018

## APPENDIX E EMERGENCY REPORT FORM

To be completed whenever community services are called to the school except for false alarms and drills and whenever there is an incident or disaster as identified in the Emergency Management Plan.

FORM COMPLETED BY:	SIGNATURE:						
DATE OF EMERGENCY:	TIME EMERGENCY NOTIFICATION RECEIVED:						
TYPE OF EMERGENCY:	NUMBER OF STUDENTS: INJURED: _____ DEAD: _____ NUMBER OF STAFF: INJURED: _____ DEAD: _____						
<u>NOTIFICATIONS/REQUESTS FOR ASSISTANCE:</u>  POLICE FIRE DEPARTMENT AMBULANCE COUNTY EMERGENCY MANAGEMENT OFFICE OTHER	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">AGENCY CONTACTED</th> <th style="text-align: left; border-bottom: 1px solid black;">TIME OF CONTACT</th> <th style="text-align: left; border-bottom: 1px solid black;">TIME</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	AGENCY CONTACTED	TIME OF CONTACT	TIME			
AGENCY CONTACTED	TIME OF CONTACT	TIME					
DURATION OF EMERGENCY:	COMMAND POST OPENED: YES ____ NO: ____						
OVERTIME WORKED: YES ____ NO ____ (If yes, attach supporting documentation)	FOOD SERVED: YES ____ NO ____ (If yes, attach supporting documentation of resources used)						
OTHER COSTS INCURRED: YES: ____ NO: ____ (if yes, attach supporting documentation)	DAMAGE TO STRUCTURES: YES: ____ NO: ____ ESTIMATED AMOUNT: _____						
RESPONSE ACTIONS TAKEN: (brief narrative description)							
DATE FOR COMMITTEE REVIEW OF INCIDENT:							

## APPENDIX F

# PLAN MODIFICATION RECORD

Date of change: October, 2012

Section(s) in which changes were made:

Revision #7: June 2001 (Total revision to plan in conformance with 155.17.)

Index  
Analysis of Hazards  
Using the Plan  
Warning System  
Emergency Evacuation  
Drills  
Bomb Threats  
Flood  
Tornado  
Utility Failure  
Winter Storm  
Fire Drill Evacuation  
Emergency Drill  
Emergency Evacuation  
SOP for Protective Sheltering  
Shelter In-Place  
District-Wide School Emergency Response Team  
Crisis Management Team

Revision #8: June 2002 (Minor revisions to address areas of concerns as indicated on the New York State Education Department Regulatory Compliance Review Checklist)

Revision #9: April 2003 (Added Hazard Specific protocols for Biological and Chemical Terrorism, tabbed section for District Resource, and School Cancellation procedures)

Revision #10: April 2006 (Edited the Bus Accident and Bomb Threat protocols, removed duplicate Evacuation section on pages 26 and 27).

Revision #11: October 2012 (Updated name change for Intermediate/Middle school to Tioughnioga Riverside Academy [TRA], Made staff name/phone number changes to the following: Chain of Command, Emergency Contact Call List, Appendices A, B, C and I.) Added Dignity for All Students (DASA) and OLWEUS to risk reduction/prevention and intervention

Revision #12: January 2012 (Major Revision: Deleted information pertaining to specific procedures and individual's personal contact information per July 11, 2011 Amendment to Section 155.17 of the Regulations of the Commissioner of Education Relating to School Safety Plans).

Revision #13: # 1 – January 9, 2014 this is a complete revision of the 2010 District-Wide School Safety Plan to be in compliance with the New York State School Safety Guidelines. # 2 - Updated name change and title on District Safety Committee listing. Ben Wilcox, Head Bus Driver was changed to Robert Wolf, Supervisor of Transportation. Added section 155.17 of the school safety plan, Appendix D. Added Emergency Report form, Appendix E. Removed November 21, 1989 adopted policy. No longer a policy, page 6. Page 12, added Safety Officer in place of Director of Curriculum in "Description of Duties". Page 12 added fingerprinting requirements for bus drivers. Page 15, added Safety Officer to "Chain of Command". Page 22 added Safety Office in place of Director of Curriculum under "Training, Drills and Exercises".

Revision #14 – August 14, 2014 Page 24, removed Maddens Repair from the Towing Service list as they are not in business any longer.

Revision #15 – October 28, 2015 Pages 4, 10, 11, 15, 16, 20 and 21 changed the title, "Emergency Response Coordinator" to "School Incident Commander" per the New York State Guide to School Emergency Response Planning.

Revision #16 – July 26, 2016 Page 28, (b) changed "shall update by July 1<sup>st</sup> to September 1<sup>st</sup>". Page 29, (10) added Lock-down description paragraph. Page 32, (iv) added, "including threats by students against themselves, which for the purposes of this subdivision shall include suicide." Page 33, (xi) added "Or in an event of an implied or direct threat of violence by a student against themselves, which shall include suicide". All of these changes are per the July 6, 2016 NYS Administrative Procedure Act. Amendment of section 155.17 of Title 8 NYCRR. These are effective July 1, 2016.

Revision #17 – October 5, 2016 All language saying "District-Wide Emergency Response Plan" has been changed to say "District Wide School Safety Plan" to reflect the same language used in the NYS Education Law. Page 15 added Business Official to the list of "Chain of Command During Emergency Response".

Revision #18 – July 6, 2017 Appendix B, Page 26, In the District Safety Committee member listing remove Carolyn Pagano and add Brian Hull.

Revision #19 – July 23, 2018 Appendix B, Page 26, In the District Safety Committee listing, removed Teacher-Steve Beukema and added School Resource Officer, Steve Noyes. Appendix B, Page 26, In the District Emergency Response Team, added School Resource Officer, Steve Noyes. Page 21 – County Mental Health Directors, changed Chenango County Health Director from Mary Ann Sprynn to Ruth Roberts.

Revision #20 – September 13, 2018 Page 2 Introduction, added New York State Education Department.

Page 9 under Sites of Potential Emergencies the paragraph was changed to read: There is also a class at the Church located at 2654 Main Street. These facilities service approximately 110 students with 30 staff members. The pre-schools classes are under the auspices of the Whitney Point Central School District.

Page 11 under School Security Personnel: changed Director of Custodial Services to Director of Buildings and Grounds, added Business Executive, School Resource Officer and Safety Committee Members.

Page 12 added Director of Curriculum – plan and schedule annual safety training sessions for staff and students; prepare reports as required.

Changed Director of Custodial Services to Director of Buildings and Grounds. Changed School Resource Officer description to: Officer hired by the district to provide a presence on campus, to provide security and safety and may provide instruction to students on specific topics. Spends time in each of the District's buildings and is a familiar approachable face to the students

Changed Hall Monitors to read; Teachers and staff instead of just teachers.

In the Implementation of School Security, added Business Executive and changed Director of Custodial Services to Director of Buildings and Grounds.

Page 14 Changed School Resource Officer description to: Officer hired by the district to provide a presence on campus, to provide security and safety and may provide instruction to students on specific topics. Spends time in each of the District's buildings and is a familiar approachable face to the students

Under School Guidance Counselors, added School Psychologist and added, "provide assessment and counseling".

Page 15 Under Chain of Command added School Resource Officer (as a resource at all levels).

Page 17 under Other Communications Equipment, removed #1 N.W.B (National Weather Bureau) radio and #2 manually tuned, battery powered AM-FM radio and added School Messenger for parent contact.

Page 18, added The Superintendent will send alerts to parents with School Messenger.

Under Early Dismissal added Business Executive.

Page 19 in paragraph two, added School Messenger.

Under Evacuation of the Whitney Point Campus changed: line to read No students will be allowed to drive their private vehicles unless approved by a Whitney Point Administrator instead of accompanied by a Whitney Point staff member.

Page 21 Changed Broome County Health Director from Art Johnson to Nancy Williams-Frank

Page 23 Under Broome County Executive, changed Debbie Preston to Jason Garnar.

Under Broome County Emergency Management, added Director Michael Ponticiello as a contact person with phone number.

Appendix D – Pages 28-36, Replaced the NYS Regulation: Section 155.17 School Safety Plans with the latest revision.