

**WHITNEY POINT
CENTRAL
SCHOOL DISTRICT**

DISTRICT-WIDE

**SCHOOL
SAFETY PLAN**

Updated 7/1/2020

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

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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, Assistant Superintendent, if not available Business Executive, if not available Building Principals, if not available Maintenance Supervisor, in that sequence.

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 Assistant Superintendent 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 1st 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, Assistant Superintendent, Business Executive, Maintenance Supervisor, 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.

Assistant Superintendent – Plan and schedule annual safety training sessions for staff and students; prepare reports as required.

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

Maintenance Supervisor – 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, Assistant Superintendent, Business Executive and Maintenance Supervisor 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)
Assistant Superintendent
Business Executive
Maintenance Supervisor
Building Principals
Building-Level Emergency Response Teams
School Resource Officer (as a resource at all levels).
Chief Emergency 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 Assistant Superintendent, the Business Executive, Maintenance Supervisor, 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, Assistant Superintendent, Business Executive, Maintenance Supervisor, Chief Emergency 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
Assistant Superintendent

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 Assistant Superintendent.

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, Maintenance Supervisor, 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 Assistant Superintendent 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

Lori Morgan
Tioga County Mental Health Services
1062 State Route 38, PO Box 177
Owego, NY 13827
(607) 689-8139

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.

Pandemic Operations Plan

Whitney Point School District

Update 5/7/2020

INTRODUCTION

Continuity of learning is the continuation of education in the event of a prolonged school closure or student absence. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance for one or more students. However, many considerations play a role in the development of distance learning programs, such as accessibility, type and quality of materials, and the length of time that this type of learning must be maintained.

Districts across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, districts should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to a district's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to a district's continuity of operations is great during a pandemic outbreak; it is important for the Whitney Point School District to have a Pandemic Influenza Continuity of Operations Plan in place to ensure it can carry out its essential functions and services. While districts may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist a district in its efforts to remain operational, as well as strengthen the ability to resume operations.

PURPOSE

This plan provides guidance to the Whitney Point School District and serves as the plan for maintaining essential functions and services during an influenza pandemic.

This guidance stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches. Influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

CONCEPT OF OPERATIONS

The Whitney Point School District will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Influenza Continuity Plan will be implemented as needed to support the continued performance of essential functions.

CONTINUITY PLANNING

All district personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the Superintendent of Schools. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework polices are provided by the Whitney Point School District, to assist in limiting the spread of influenza at the primary worksites.

Within the workplace, social distancing measures could take the form of:

1. Moratoriums on hand shaking
2. Substituting teleconferences for face to face meetings
3. Staggering employee break times
4. Posting infection control guidelines
5. Establishing flexible work hours or worksite
6. Promoting social distancing
7. Requesting sick employees to remain home

Districts are encouraged to communicate with their employees, particularly any who are in harm's way. All messages going out to students, parents and staff will come from the Superintendent.

Frequent contact is important to keep students, parents and staff informed about developments in the district's response, impacts on the student body and workforce, and to reassure students, parents and staff that the district is continuing to function as usual.

Planners and pandemic response teams should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.

Implement a formal worker and workplace protection strategy and schedule for assessing workplace cleanliness.

Track and implement changes in approved or recommended protection measures.

Pre-position material and equipment onsite.

Ensure essential personnel are at the primary worksite.

Reaffirm that essential vendors and suppliers have their material and personnel on-hand and are able to respond and support as planned.

Coordinate with Broome County Health Department and Broome County Emergency Services points of contact to ensure open, adequate communications.

PANDEMIC PLANNING ASSUMPTIONS

- Susceptibility to the pandemic influenza virus will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- The clinical disease attack rate will likely be higher in the overall population during the pandemic. Illness rates could be highest among school-aged children and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
- Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, “snow days”) are likely to increase rates of absenteeism.
- On average, infected persons will transmit infection to approximately two other people.

- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.
- Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.
- Students and Staff presenting symptoms will be restricted to a designated waiting area while they make arrangements to exit district buildings.

DISTRICT ASSUMPTIONS

- The Whitney Point School District will be provided with guidance and/or direction by Federal, State, and local governments regarding current influenza pandemic status in its area.
- The Whitney Point School District will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.
- The Whitney Point School District will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including telework and other virtual office/classroom options.
- The Whitney Point School District - controlled buildings will be accessible, but right of entry may be limited.
- Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.
- Travel restrictions, such as limitations implemented at the Federal, State, tribal, territorial, and local levels may affect the ability of some staff to report to work.
- Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

PANDEMIC COORDINATORS AND PANDEMIC RESPONSE TEAMS:

The Whitney Point School District Pandemic Influenza Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the District and to assist with developing strategies to manage the effects of an

influenza outbreak. The Superintendent of Schools has been designated as the District Pandemic Influenza Coordinator who will work with a team of advisors from the Whitney Point School District. .

The Whitney Point School District Pandemic Response Team (PRT) may be comprised of any of the following:

- Superintendent of Schools
- Assistant Superintendent of Schools
- Business Executive
- High School Principal
- High School Assistant Principal
- TRA Principal
- TRA Assistant Principal
- CEA Principal
- Head of Guidance
- School Social Worker
- School Psychologist
- Members of the Board of Education
- Maintenance Supervisor
- Director of Technology Services
- Director of Food Services
- School Resource Officer
- Director of Athletics
- Director of Transportation

CONTINUITY OF LEARNING KEY CONSIDERATIONS

- **Designing for Different Age Groups.** Instructional design, course design and plans for support must be aligned with the skill level of age groups. For example, those serving the elementary and middle school levels might have to consider creating instructional materials for both students and parents, while high school students are likely more capable independent learners.
- **Supporting System Training.** Training is necessary for faculty, staff, students, and parents on the use of continuity of learning systems to ensure true continuity and accessibility.
- **Ensuring Accessibility.** Not all students may have access to the Internet, phone lines, TV or radio at the same time, or at all, during a prolonged school closure or student absence. Therefore, it is important to offer a variety of methods of distance learning. Accessibility guidelines for individuals with disabilities must

also be considered. This means that all materials must be provided in alternative formats, when necessary.

- **Preparing for Short- and Long-Term School Closures.** Tools that might be useful during the short-term might not work for long-term closures. School emergency management and continuity planning teams must assess which tools work best for their schools and/or districts based on the anticipated length of closure, current resources available, student access, and grade level.
- **State Policies on Online Learning.** Many states have established policies regarding online learning. As schools and districts develop continuity of learning and education plans, they should be sure to consult their respective state policies to ensure their plans are aligned.

QUESTIONS TO CONSIDER WHEN PLANNING FOR CONTINUITY LEARNING

- What technologies do we already have available?
- What training materials will we need to create?
- What individuals will be involved in the training and tutoring process on technologies and systems selected?
- What role does cost play in determining short- and long-term solutions?

ESSENTIAL FUNCTIONS

Given the expected duration and potential multiple waves of pandemic outbreaks, districts must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations, which support essential functions. The Whitney Point School District will identify the essential functions and services needed to sustain its mission and operations during a pandemic.

- Consider ways to distribute food to students.
- If there is community spread of influenza, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged/boxed lunches or meal delivery. The logistical plan will be provided by Food Services and Student Transportation departments.

- Possibly use of busses as Mobile Food Trucks. Busses will be disinfected on daily basis.
- Google Classroom or other applications accessible via internet.
- Device deployment for home bound students: Chromebooks or other devices will be issued to students that require a device, determined by District protocol. They will be deployed as needed from the District as necessary.
- Portable hotspots may be used to deploy to students not having internet access at home.

DELEGATIONS OF AUTHORITY

At the height of a pandemic wave, absenteeism may be significant, as such, the Whitney Point School District will establish delegations of authority that are 2-3 deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. The Whitney Point School District Delegations of Authority for the senior leadership and ERG members (as appropriate) are placed here.

District Operations: Superintendent, Dr. Patricia Follette – Assistant Superintendent, Jo-Ann Sexton

Facilities Operations: Zachary Woodard - Maintenance Supervisor- Jeffrey Dunham

Curriculum Operations: Assistant Superintendent, Jo-Ann Sexton – Superintendent, Dr. Patricia Follette

Business Operations: Business Executive, Zachary Woodard - Maintenance Supervisor- Jeffrey Dunham

Technology Operations: Technology Director, Jamie Paine – Anthony Miller, Technician

Communications Operations: Superintendent, Dr. Patricia Follette – Assistant Superintendent, Jo-Ann Sexton

Security Operations: SRO, Steve Noyes - Superintendent, Dr. Patricia Follette

Student Services: Assistant Superintendent, Jo-Ann Sexton - Superintendent, Dr. Patricia Follette

CONTINUITY FACILITIES

The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. The Whitney Point School District has developed preventative practices such as social distancing procedures, hygiene etiquette, and

cancellation of district non-essential activities to reduce the spread of the pandemic

CONTINUITY COMMUNICATIONS

Workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person- to-person contact. The Whitney Point School District has identified communication systems needed to perform essential functions.

The Whitney Point School District when needed, may utilize these solutions to communicate with staff, students and parents.

- School email
- School website: www.wpcsd.org
- School Messenger
- School Facebook page

TEST, TRAINING AND EXERCISES

Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization’s ability to maintain its essential functions and services. The district conducts annual tests, training, and exercises to ensure social distancing techniques, and to assess the impacts of reduced staff on the performance of essential functions. The district conducts continuity exercises to examine the impacts of pandemic influenza on performing essential functions, and to familiarize personnel with their responsibilities. The district will train continuity personnel, needed to perform essential functions.

RECONSTITUTION

Reconstitution is the process whereby a district has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The Whitney Point School District has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The Whitney Point School District reconstitution will adhere to the following guide and recommendations from the CDC. Once buildings are disinfected, staff may return after providing the District with documented “clean bill of health” if required.

<https://www.cdc.gov/flu/school/cleaning.htm>

CONCLUSION

Maintaining Whitney Point School District essential functions and services in the event of pandemic influenza requires additional considerations beyond traditional continuity planning. An influenza pandemic may not directly affect the physical infrastructure of the district. As such, a traditional “continuity activation” may not be required during a pandemic influenza outbreak. However, a pandemic outbreak threatens a district’s human resources by removing essential personnel from the workplace for extended periods. Accordingly, the Whitney Point School District continuity plan addresses the threat of a pandemic influenza outbreak.

CDC GUIDANCE FOR ADMINISTRATORS OF K-12 SCHOOLS:

Plan, Prepare and Respond to Coronavirus Disease 2019

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/index.htm>

Health officials are currently taking steps to prevent the introduction and spread of influenza/COVID-19 into US communities. Schools can play an important role in this effort. Through collaboration and coordination with local health departments, schools can take steps to disseminate information about the disease and its potential transmission within their school community. Schools can prepare to take steps to prevent the spread of influenza/COVID-19 among their students and staff should local health officials identify such a need.

Schools should continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. School plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination. Plans can build on everyday practices (e.g., encouraging hand hygiene, monitoring absenteeism, communicating routinely) that include strategies for *before*, *during*, and *after* a possible outbreak.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private childcare programs and K-12 schools prevent the spread of influenza/COVID-19 among students and staff. Administrators are individuals who oversee the daily operations of childcare programs and K-12 schools, and may include positions like childcare program directors, school district superintendents, principals, and assistant principals. This guidance is intended for administrators at both the school/facility and district level.

What is the role of schools in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy.

Schools, working together with local health departments, have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments. Schools serve students, staff, and visitors from throughout the community. All of these people may have close contact in the school setting, often sharing spaces, equipment, and supplies.



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		1-800-448-3543
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
Maintenance Supervisor	Jeffrey Dunham
HS Assistant Principal	Jeffrey Isaacs
Chief Emergency Officer	Zachary Woodard
Supervisor of Transportation	Robert Wolf
Teacher	Danielle Montesano
Teacher	Joel Ferrara
School Nurse	Alyssa Januszka
Parent	Nina Perry
School Resource Officer	Steve Noyes

DISTRICT EMERGENCY RESPONSE TEAM

Superintendent of Schools	Patricia A. Follette
Assistant Superintendent	Jo-Ann Sexton
Business Executive (Chief Emergency Officer)	Zachary Woodard
Maintenance Supervisor	Jeffrey Dunham
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>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border-bottom: 1px solid black; width: 50%; text-align: left;">AGENCY CONTACTED</th> <th style="border-bottom: 1px solid black; width: 25%; text-align: left;">TIME OF CONTACT</th> <th style="border-bottom: 1px solid black; width: 25%; text-align: left;">TIME</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">POLICE</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">FIRE DEPARTMENT</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">AMBULANCE</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">COUNTY EMERGENCY MANAGEMENT OFFICE</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">OTHER</td> <td></td> <td></td> </tr> </tbody> </table>	AGENCY CONTACTED	TIME OF CONTACT	TIME	POLICE			FIRE DEPARTMENT			AMBULANCE			COUNTY EMERGENCY MANAGEMENT OFFICE			OTHER		
AGENCY CONTACTED	TIME OF CONTACT	TIME																	
POLICE																			
FIRE DEPARTMENT																			
AMBULANCE																			
COUNTY EMERGENCY MANAGEMENT OFFICE																			
OTHER																			
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 1st to September 1st". 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.

Revision #21 – August 23, 2019 - Page 21, Removed Paul Leblanc and added Lori Morgan as the new Tioga County Mental Health Director and changed phone number.

Page 24, Changed American Red Cross phone number to correct one.

Page 26, On District Safety Committee list deleted Brian Hull and added Danielle Montesano as teacher. Also deleted Mary Beth Purce and added Alyssa Januszka as School Nurse.

Pages 4,10,11,12,15,16,17,18 & 26 changed “Director of Curriculum and Instruction” to “Assistant Superintendent”.

Revision #22 – May 20, 2020

Pages 21-31 - added the new Pandemic Operations Plan for the Whitney Point School District

Pages 4, 11, 12, 15, 17 & 18 Changed Director of Buildings and Grounds to Maintenance Supervisor.

Page 37 – removed Bill Dean and Terry Dean from the District Safety Committee and the District Emergency Response Team lists.

Revision #23- July1, 2020

Page 4, Business Executive added to the School Incident Commander list.

Page 12, Title of Director of Curriculum changed to Assistant Superintendent.

Page 16, Business Executive added to Direction and Control list, Director of Custodial Services title changed to Maintenance Supervisor.

Page 30, Jeffrey Dunham replaced TBD for Maintenance Supervisor.

Page 37, For District Safety Committee: Jeffrey Dunham replaced TBD for Maintenance Supervisor, Title of Security Officer changed to Chief Emergency Officer and Zachary Woodard named in the position. For District Emergency Response Team: Business Executive (Chief Emergency Officer) Zachary Woodard was added and Jeffrey Dunham replaced TBD for Maintenance Supervisor.