

**SHERBURNE-EARLVILLE CENTRAL SCHOOL DISTRICT**

**DISTRICT-WIDE SCHOOL SAFETY PLAN**

**PROJECT SAVE  
(Safe Schools Against Violence in Education)**

**Commissioner’s Regulation 155.17**

Updated July 18, 2018

**INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Sherburne-Earlville Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

<b>Position</b>	<b>Staff Member</b>
District Safety Coordinator	Jamie Maistros
Administration Representatives	Antoinette Halliday, Jolene Emhof, Nicholas Colosi
Teacher Representatives	Mike Rodriquez, Jeanne Behret, Michelle Parker, Gretchen Jones, Sara Parsons, Erin Young
School Safety Personnel	Kathy Steward, Peg Jessup, John Bluy, Jeff Genter

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

## **A. Purpose**

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

## **B. Identification of School Teams**

## **C. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

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

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level 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. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **SECTION II General Emergency Response Planning**

**A. Identification of sites of potential emergency**

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 2 of this Plan shows the results of this procedure.

**B. Actions in response to an emergency.**

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The building level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- |                          |                            |
|--------------------------|----------------------------|
| Bomb Threat              | Large Scale Chemical Spill |
| Fire                     | Explosion                  |
| Kidnapped Person         | Hostage/Intruder           |
| Medical Emergency        | Loss of Building           |
| Storm Emergency          | Propane Leak               |
| Thunder/Lightening Storm | Structural Failure         |
| Tornado/Severe Weather   |                            |

Others as determined by the Building-level School Safety Team

As an example of our response protocols, Appendix 6 of this Plan shows protocols for Hostage/Kidnapping, Bomb Threats and Intruder events.

**C. District resources and personnel available for use during an emergency.**

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific - resources are identified in Appendix 7 of this Plan.

**D. Procedures to coordinate the use of school district resources during emergencies.**

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be the Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the Building Level Emergency Response Plans. The District Incident Command staff is identified in Appendices 8-10 of this Plan.

## **E. Annual multi-hazard school training for staff and students.**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the District Safety Coordinator, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. At the conclusion of drills or exercises a post-incident critique will be held. Participants in the critique will include all responding agencies as well as staff from the Sherburne-Earlville schools. As a result of the findings of the critique, existing Plans will be revised as appropriate.

## **F. Staff development**

Sherburne-Earlville Central School District has amended its Professional Development Plan to include staff training in violence prevention and intervention during Superintendent's Conference Days.

## **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

### **A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 4 of this document (see also district Code of Conduct.)

### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of A violent incident**

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. In Chenango County, all emergency response agencies including law enforcement, fire, emergency medical and emergency management are contacted via the 911 dispatch center located at the Chenango County Sheriff's Office in Norwich, NY.

### **C. Appropriate responses to emergencies.**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies.

**D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The District will contact appropriate parents, guardians or persons in parental relation to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

## **SECTION IV: COMMUNICATION WITH OTHERS**

### **A. Obtaining assistance during emergencies from emergency services organizations and local government agencies.**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

### **B. 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**

### **C. A system for informing all educational agencies within a school district of a disaster**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

### **D. Maintaining certain information about each educational agency located in the school district, including information on:**

Each Building Level Emergency Response Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

The Building Level School Safety Teams will insure that this information is current and accurate.

## **SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

### **A. Policies and procedures for the dissemination of informative materials.**

The District follows the requirements of the SAVE Legislation and DASA Legislation for grades UPK-12.

### **B. Prevention and intervention strategies.**

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements 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
- Non-violent conflict resolution training programs
- Character education and anti-bullying programs at each building
- Peer mediation programs and youth courts
- Extended day and other school safety programs

**C. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents.**

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District has instituted programs or is exploring programs in the following areas:

- Reporting procedures for bullying
- Identification of DASA Incident Complaint Officers in each building
- Youth-run programs
- Peer mediation
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence
- Others based on district need

## APPENDICES

### Appendix 1

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff.

Building Name	Address	Contact Name	Telephone Number
Elementary Building	15 School St., Sherburne	Antoinette Halliday	674-7336
MS Building	13 School St., Sherburne	Jolene Emhof	674-7350
HS Building	13 School St., Sherburne	Nicholas Colosi	674-7380
Bus Garage	Champ Drive, Sherburne	Matthew Thompson	674-7303

### Appendix 2

#### Building Risk Determination

Building	Address	Internal Hazards	External Hazards
MS/HS	13 School St., Sherburne	Boiler Room Pool Filter Room Chemistry Lab	Above ground fuel tank NYS Route 12, School Street, wooded area around campus, residences around campus
Elementary	15 School St., Sherburne	Boiler Room	Above ground fuel tank NYS Route 12, School Street, wooded area around campus, residences around campus
Bus Garage	Champ Drive, Sherburne	Maintenance Bays	Above ground fuel tank NYS Route 12, School Street, wooded area around campus, residences around campus

### Appendix 3

#### Training Framework

<b>Timeframe</b>	<b>Action</b>	<b>Personnel Responsible</b>
<b>August</b>	Review Emergency Management Plan with new staff	District Safety Coordinator
<b>September</b>	Review Emergency Management Plan with substitute staff	Building Principal
<b>September</b>	Review Emergency Management Plan updates with entire staff	Building Principal
<b>September – October</b>	Evacuation drill	Building Principals and District Safety Coordinator
<b>September – December</b>	Six fire alarm drills with at least two drills having blocked exits and two Lockdown drills	Building Principals and District Safety Coordinator
	One Sheltering Drill	Building Principals and District Safety Coordinator
<b>January – June</b>	Two fire alarm drills with one drill having a blocked exit and two Lockdown Drills	Building Principals and District Safety Coordinator

### Appendix 4

#### The Procedure for Dealing with Student Threats

Should any student threaten or strike a teacher or staff member, this procedure will be enforced. (The term THREATEN shall be defined to include verbal or physical intimidation, physical abuse, or threats of death or harm.)

1. The student will be removed immediately from class and placed with an administrator and the staff member will be notified. If the student cannot be immediately located, the administrator will bring the staff member to the his/her office until the student is properly detained.
2. The school psychologist or school counselor will assess the threat and report back to the administrator. The staff member will also be interviewed (by either the psychologist, counselor, and/or administrator) to ensure that all relevant information is gathered.
3. The student will be detained until the situation is fully assessed and consensus (psychologist, administrator(s), and counselor) is reached regarding next steps. Consequences may or may not include suspension, police involvement, and/or a Superintendent's Hearing. If additional assessment to determine the student's fitness to return to classes is deemed necessary by the psychologist and/or administrator, this will occur before the student is allowed to return.
4. The staff member who was threatened will be kept apprised of the situation, including being informed before student is released to parents, police, or given other consequences.

5. Support for the staff member will be available if requested or necessary.
6. If the student is considered to present a credible danger to a staff member(s), the entire S-E staff will be informed of the incident via school e-mail program by the end of the day.

### **Minimum Penalties for Students**

#### A. Students who bring a weapon to school

The minimum period of suspension from school for any student, other than a student with a disability, found guilty of bringing a gun or an incendiary device onto district property will be at least one calendar year. A student found guilty of bringing other defined weapons (found in the District Code of Conduct) will be suspended for 5 days and brought to a Superintendent's Hearing.

#### B. Students Who Commit Other Violent Acts

The minimum period of suspension from school for any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto district property, shall be five (5) days.

#### C. Students Who Are Repeatedly Disruptive

The minimum period of suspension from school for any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester shall be five (5) days.

#### D. Reports By Teachers and Staff

All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

#### E. Review By Superintendent

The superintendent may reduce the minimum penalties established above on a case-by-case basis. In deciding whether to modify the penalty, the superintendent will determine if a lesser suspension period or some other form of discipline may be more effective considering the following:

1. The student's age
2. The student's grade in school
3. The student's prior disciplinary record
4. Input from parents, teachers and/or others
5. Other extenuating circumstances

### **Appendix 5**

## **Code of Conduct**

The Sherburne-Earlville Central School district Board of Education is committed to providing a safe and orderly learning environment where students may receive and Sherburne-Earlville Central School District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other Sherburne-Earlville Central School District personnel, parents, and other visitors is essential to achieving this goal.

Sherburne-Earlville Central School district has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, tolerance, honesty, integrity, and the belief in the educational goals of the organization.

Accordingly, in collaboration with students, parents, teachers, and administrator, the Board of Education has established a Code of Conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on Sherburne-Earlville Central School District property of attending a Sherburne-Earlville Central School District function.

**Appendix 6**  
**Hazard Specific Procedures**  
**(see Building-Specific Plans for Detailed Protocols)**

**BOMB THREAT**

Response Action:

1. Upon receipt of a bomb threat by telephone:
  - a. Ask the following questions (refer to **Bomb Threat Information Sheet**):
    - \* Where, specifically, is bomb located?
    - \* When, exactly, is bomb set to go off?
    - \* What materials are in the bomb?
    - \* What does the bomb look like?
    - \* Why is caller doing this?
    - \* Who is caller?
  - b. Write down answers to the above.
  - c. Describe the caller's voice:
    - \* Was it male or female?
    - \* Was it young or old?
    - \* Was the voice disguised or have an accent?
    - \* Describe any background noises.
2. Notify building administrator.
3. Building administrator will notify police and superintendent.
4. Building administrator will notify staff and students to evacuate the building. **DO NOT MENTION "BOMB SCARE!"**
  - a. Use public address system, **NOT** the fire alarm.
  - b. Set a guard at each entrance of the building to prevent people from reentering the building.
5. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Building administrator turns control of building over to police or fire department.
  - a. Arrange with Chenango County Emergency Control Center to have medical assistance stand by in the event that a device is found.

Recovery Action:

1. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

## HOSTAGE

### Response Action:

1. Identify hostage situation first person on the scene.
2. Notify the building administrator.
3. Building administrator immediately initiates lockdown procedures and notifies police of the situation and follows their instructions.
4. Building administrator informs superintendent of situation and actions taken.
5. Upon arrival of police officials, implement the following response actions as necessary:
  - \* isolate area of building involved
  - \* notify parents or spouse
  - \* public information statements
6. The police will determine the termination of the emergency.

## **INTRUDER**

### **Response Action:**

1. Identify the intruder first person on the scene.
2. Notify the building administrator.
3. Building administrator advises police of situation and follows their instruction for handling intruder(s) and ensuring safety of students and staff .
4. Based on advice of police, building administrator confronts the intruder.
5. Building administrator escorts intruder out of the building.
6. If intruder refuses to leave, building administrator maintains surveillance and summons police.
7. Police or building administrator to determine the termination of the contingency.

## **KIDNAPPED PERSON**

### **Response Action:**

1. Identify kidnapping incident first person on the scene.
2. Notify building administrator.
3. Building administrator immediately notifies the police. Advise them of the situation and follow their instructions.
4. Building administrator notify the superintendent.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquires.
6. Police to determine the termination of emergency.

### **Pre Plan Action:**

Develop attendance procedures to account for pupils and for unscheduled releases during school.

## Appendix 7

### District Resources and Personnel

#### **BUILDING NEED REPORT – ELEMENTARY SCHOOL Building**

School Population: 664  
Number of Staff: 140  
Transportation Needs:           Number of buses: 11 Capacity of buses: 66 Student Passengers  
  Number of buses: 3 Capacity of buses: 44 Adult Passengers  
Special Transportation Needs:           0 Students need wheelchair lifts

#### **BUILDING NEED REPORT – MIDDLE /HIGH SCHOOL Building**

School Population: 664  
Number of Staff: 177  
Transportation Needs:           Number of buses: 16 Capacity of buses: 44 Student Passengers  
  Number of buses: 4 Capacity of buses: 44 Adult Passengers  
Special Transportation Needs:           3 Students needs wheelchair lift

#### **TRANSPORTATION INVENTORY**

26 - 66 passenger school buses  
5 - wheelchair lift equipped 48 passengers  
5 - Chevrolet Tahoes  
2 -Suburbans

## Appendix 8

### Incident Command Staff

#### Elementary Building Incident Command Positions & Descriptions

<b>Incident Commander (IC)</b> Elementary School Principal Antoinette Halliday	Responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations.
<b>Deputy Incident Commander</b> Asst. Principal Jeff Morris	Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.
<b>Operations</b> Jeff Morris (Ginger Rinaldo)	Manages/directs the response to the incident.
<b>Logistics</b> Maintenance Jeff Genter	Provides facilities, services, personnel, equipment and materials to support the incident.
<b>Planning &amp; Intel.</b> Asst. Superintendent for Business Todd Griffin	Collects, evaluates and documents information about the development of the incident.
<b>Admin./Finance</b> Asst. Superintendent for Business Todd Griffin	Provides financial tracking, procurement, and cost analysis related to the incident.
<b>Public Information Officer (PIO)</b> Superintendent Eric Schnabl (Todd Griffin)	Acts as the official spokesperson for the district.
<b>Safety Officer</b> District Safety Coordinator Jamie Maistros	Ensures that all activities are conducted in as safe manner as possible under the circumstances that exist.
<b>Agency Liaison</b> Attendance Officer John Bluy	Contact person for responding agencies.
<b>Log/Scribe</b> Elementary School Office Typist TBD	Documents all activities of the Command Post. Maintains all information/documents of the ICT.

## Appendix 9

### Incident Command Staff

#### Middle / High School Building Incident Command Positions & Descriptions

<b>Incident Commander (IC)</b> High School Principal Nicholas Colosi	Responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations.
<b>Deputy Incident Commander</b> Middle School Principal Jolene Emhof	Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.
<b>Operations</b> Assistant High School Principal Jamie Maistros  Assistant Middle School Principal / AD Brad Perry	Manages/directs the response to the incident.
<b>Logistics</b> Head Custodian Jeff Genter	Provides facilities, services, personnel, equipment and materials to support the incident.
<b>Planning &amp; Intel.</b> Asst. Superintendent for Business Todd Griffin	Collects, evaluates and documents information about the development of the incident.
<b>Admin./Finance</b> Asst. Superintendent for Business Todd Griffin	Provides financial tracking, procurement, and cost analysis related to the incident.
<b>Public Information Officer (PIO)</b> Superintendent Eric Schnabl (Todd Griffin)	Acts as the official spokesperson for the district.
<b>Safety Officer</b> District Safety Coordinator Jamie Maistros	Ensures that all activities are conducted in as safe manner as possible under the circumstances that exist.
<b>Agency Liaison</b> John Bluy	Contact person for responding agencies.
<b>Log/Scribe</b> Middle School Office Secretary Penny Gager  High School Office Secretary Becky Tredway	Documents all activities of the Command Post. Maintains all information/documents of the ICT.

## Appendix 10

### District Incident Command Staff

#### District Incident Command Positions & Descriptions

<b>Incident Commander (IC)</b> Superintendent Eric Schnabl	Responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations.
<b>Deputy Incident Commander</b> Assistant Superintendent for Business Todd Griffin	Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.
<b>Operations</b> Assistant Superintendent for Business Todd Griffin	Manages/directs the response to the incident.
<b>Logistics</b> Head Custodian Jeff Genter	Provides facilities, services, personnel, equipment and materials to support the incident.
<b>Planning &amp; Intel.</b> Director of Special Education Ginger Rinaldo	Collects, evaluates, and documents information about the development of the incident.
<b>Admin./Finance</b> Asst. Superintendent for Business Todd Griffin	Provides financial tracking, procurement, and cost analysis related to the incident.
<b>Public Information Officer (PIO)</b> Superintendent Eric Schnabl (Todd Griffin)	Acts as the official spokesperson for the district.
<b>Safety Officer</b> District Safety Coordinator Jamie Maistros	Ensures that all activities are conducted in as safe manner as possible under the circumstances that exist.
<b>Agency Liaison</b> John Bluy	Contact person for responding agencies.
<b>Log/Scribe</b> District Clerk Michele Villante	Documents all activities of the Command Post. Maintains all information/documents of the ICT.