

District Safety Plan

District Safety Plan

Overview / District Organizational Chart

SECTION I: General Considerations & Planning Guidelines

- A. Purpose
- B. Identification of District Safety Team
- C. Concept of Operations

SECTION II: General Emergency Response Planning

- A. Identification of sites of potential emergency
- B. Plans for emergency response are to be included in Building-level Emergency Response Plans
- C. Plans for specific emergencies are to be included in Building-level Emergency Response Plans
- D. Resources & personnel available for use during emergency situations
- E. Description of procedures to coordinate the use of school district resources and manpower during emergency situations
- F. The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan will be developed by the District School Safety Team annually. It will be done in coordination with local and country emergency responders and preparedness officials.

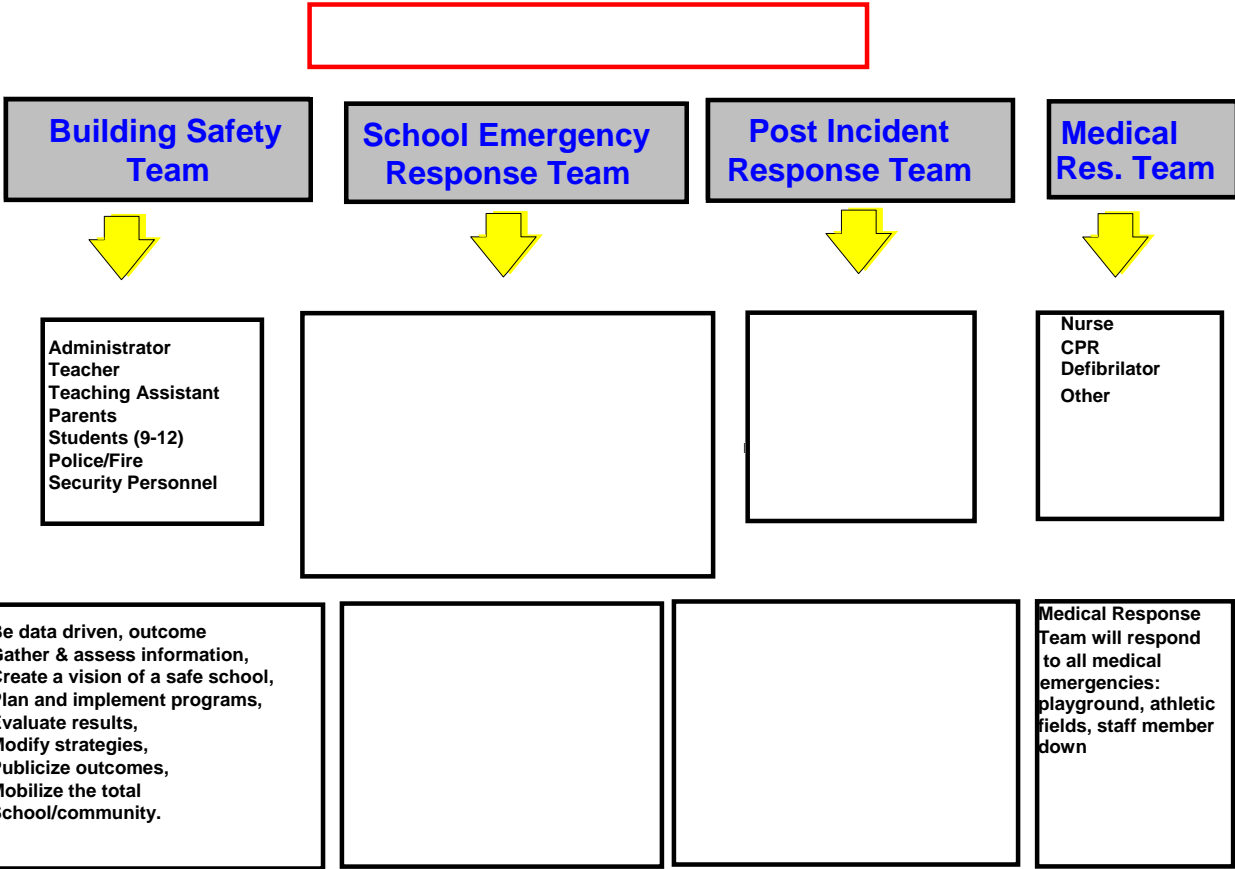
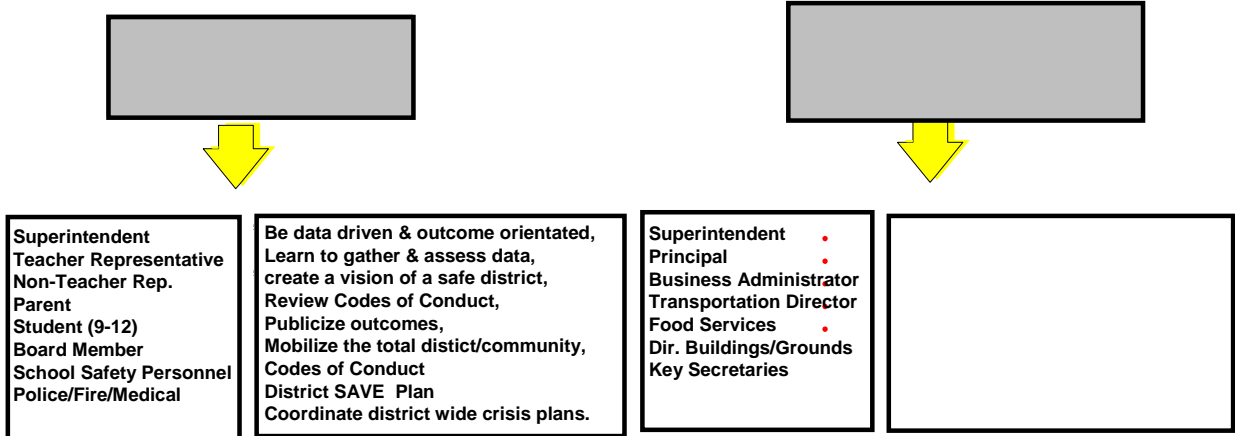
SECTION III: Responses to Threats & Acts of Violence

- A. Policies & procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to school.
- B. 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. The district has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.
- C. Policies & procedures for contacting law enforcement officials in the event of a violent incident.
- D. Identification of appropriate responses to emergencies, including protocols.
- E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.
- F. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or and early dismissal.

SECTION IV: Communication with Others

- A. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.
- B. Procedures for obtaining advice and assistance from local government officials.
- C. A system for informing all educational agencies within a school district of a disaster.

DISTRICT SAFETY ORGANIZATIONAL CHART



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Section I: General Considerations and Planning Guidelines

A. Purpose

The Roscoe Central School District-wide School Safety Plan has been developed at the direction of the District Board of Education, & the Superintendent of the School of the Roscoe Central School District 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 District Safety Team:

The Roscoe Central School District has created a District-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their affiliations are as follows:

- Superintendent John Evans
- School Administrator Janice Philips
- Teacher Representative Lorraine Clifford, Tyler Emory, Brenda Dahlman
- Business Official Representative
- Support Staff Representative Marlyn Peters, Jackie France
- Medical Representative Patti Casey
- Technology Representative Steve Livsey
- Building and Grounds Representative Tom Lavinski
- Pupil Personnel Representative Kelly Hendrickson, Dawn Dorcas
- Police Representative State Trooper, Joe Decker
- Parent Representative Robin Francisco
- Student (High School)

C. Concepts of Operations

1. The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plan to insure continuity of response throughout the district. The Principal will serve on the district team to further enhance communications between all teams.
2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.
3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communications protocols are established as follows.
 - a. The Building Emergency Response Team is activated to assess the emergency, plan and implement appropriate response strategies.
 - b. The Incident Commander will notify the Superintendent or Principal and apprise them of the situation.

- c. The Superintendent will convene the District Crisis Response team and will notify the members of the District Safety Team and other designated officials as deemed necessary.
- d. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his designee will be notified and, where appropriate, local emergency officials will also be notified.
- e. The Incident Commander may request the assistance of the Superintendent and or Principal and The District Emergency Response Team in notifying and outside agencies for additional assistance.
- f. These agencies include, but are not limited to the local police, County Sheriff's Department, State Police, 911, County Office of Emergency Management, and BOCES Safety Director.
- g. Response efforts may be supplemented by available county and state resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.

D. Plan review and public comment

- 1. 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. A copy of this plan will be available at the District Office and in each school building.
- 2. 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.

Section II: General Emergency Response Planning

A. Identification of sites of potential emergency, including:

- 1. The School Safety Team will identify and locate areas of potential emergencies in and around their building.
- 2. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs.
- 3. These locations are listed in the School Safety Plan and placed on building maps supplied to police, fire, EMS, and district personnel.
- 4. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

System Sites

- | | |
|------------------------------|-----------------------|
| Electrical panels/shut off | Gas lines/shut off |
| Gas appliances | Heating plant |
| Sewage system | Structural failure |
| Ventilation/Air conditioning | Water Supply/shut off |
| Phone lines and panels | Fuel Storage |

Environmental Problem Sites

Chemical storage
Paper supply storage
Science rooms and labs

Cleaning supplies
Industrial arts room

Site Considerations

Nearby streams, ponds etc.
Unprotected gas/electric
Air conditioning equipment

Isolated areas
Steep areas near school
Playground equipment

- 6 The list of sites will be added to or modified based on current conditions.
- 7 Building Emergency Response plans will be modified by Building Emergency Response Team members, based on updated conditions.

B. Plans for the following types of emergency response are to be included in all Building-level Emergency Response Plans where appropriate and include but are not limited to:

1. School cancellation
 - The Superintendent or his designee, and the bus company monitor the local weather forecast.
 - The collaborative decision is made to cancel school.
 - The Superintendent or his designee initiates the school messenger system to employees and parents to cancel school.
 - The Superintendent or his designee contacts the local media to announce the cancellation.
2. Early dismissal
 - The Superintendent or his designee, and the bus company monitor the local weather forecast.
 - The collaborative decision is made dismiss school early and cancel all after school activities.
 - The Superintendent or his designee initiates the school messenger system to parents to dismiss school early and cancel all after school activities.
 - The Superintendent or his designee contacts the local media to announce the dismiss school early and the cancellation of all after school activities.
3. Evacuations

Descriptions are to include evacuations during and after school hours, with and without transportation available, evacuation routes, alternative sites and security measures.)

 - a) Emergencies in the building during and after school hours

Building evacuation procedures will be practiced a minimum of 12 times per school year. (Commonly, these are referred to as "fire drills".)
The school nurse monitors the special needs of Students/Staff

 - The School Nurse monitors all faculty, staff, and students for on-going or short term special needs.
 - Needs are evaluated, evacuation plans are established with each individual, and communicated to appropriate school personnel.
 - Generally, the procedures will employ the use of the building's alarm system.
 - If appropriate the Superintendent or designee will immediately call public safety (911) (police, fire and emergency responders) to give notice that the school has been evacuated.

- Four staff members holding “stop/slow” paddles will stop traffic on Highland Avenue, Orchard Street and Academy Street.
 - Teachers or after school activity supervising adult, before leaving their class rooms / event location, will do a 360 for all students / participants in the class room / event location and take with them the Emergency Response Clip Board.
 - There is one Emergency Response Clip Board near the exit per room in the building.
 - Everyone needs to exit the building from the closest possible exit and walk in a swift, quiet, organized fashion to the staging area.
 - All Employees are assigned an area to report to.
 - All visitors will report to the designated location.
 - Attendance is taken for accountability for all students, staff, and visitors from the building.
 - The Principal or designee will report to the Superintendent or designee that everyone is accounted for and await further instructions.
- b) Without Transportation - Walking to an alternative site for shelter.
- In the event of an emergency that requires an evacuation, when the buses are not immediately available the Superintendent or designee will call for a building evacuation.
 - Once attendance is completed and everyone is accounted for, the Superintendent or designee shall order movement to the alternative location.
 - Everyone needs to walk to the alternate location in a swift, quiet, organized fashion.
 - Staff members will ensure the safe movement of the staff, students and visitors by stopping traffic with “stop/slow” paddles.
 - In the event that a traditional evacuation is not possible, all designated escape windows are clearly labeled in each school room/office.
 - Escape window use is not recommended without the assistance of emergency personnel.
 - The students will be sheltered until transportation can be provided or until parents are able to pick-up students.
 - Pre-planned parent notification and parent reunification procedures will be started.
- c) With Transportation – Busing to an alternative site for shelter.
- The Superintendent or designee shall order the evacuation to an alternative location.
 - The Superintendent or designee will notify the bus company of the need for evacuation.
 - The Superintendent or designee will notify the alternate location(s) so the location(s) can be readied to accept students.
 - Parents will be notified using the reunification procedure.
 - Unassigned staff will report to the sub coordinator for reassignment.
 - The School Nurse will organize and prepare medical supplies and regular medication for those leaving the school.
 - As busses arrive they will be boarded beginning with the youngest students.
 - The Superintendent or designee will designate a supervisor for each site.
 - Attendance will be taken by teachers on bus and upon arrival at site and report to the attendance team.
 - School and personal cell phones will be used.

- The students will be sheltered until it is safe to return to the building, transportation can be provided, or until parents are able to pick-up students.
- The procedures above will be repeated in reverse as students return to school.
- The Incident Commander will make the decision when it is safe to return to the building.
- In the event that emergency response services (Police, Fire, EMS) are called, the Incident Commander may transfer incident command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.
- The procedures above will be repeated in reverse if students return to school.

4. Sheltering Alternatives

- Weather-related sheltering (duck and cover)
 - The Superintendent or designee will:
 - monitor the weather;
 - announce a Duck and Cover in Place on both the public announcement system and on portable radios;
 - check for outside physical education and recess areas to ensure students and personnel immediately return to the protective area;
 - call 911 if appropriate; and
 - give the pre-determined all-clear signal once the situation has been resolved.
 - Teacher or other responsible staff needs to pull down shades, if there is time and direct students to:
 - calmly and quietly get under desks or tables or go to the outside wall of the classroom;
 - look away from the windows;
 - cover their heads with arms or with available clothing or jackets; and
 - remain in that position until all clear or directed to move.
 - Following the all clear immediately assess injuries and wait for assistance from a member of the Emergency Response Team (ERT).
 - The ERT team will follow School Nurse's directions.
 - The areas used for injured will depend on damage to the building.
 - Direct uninjured students to assist those who are injured.
 - Direct uninjured to help with the evacuation of the injured, if necessary.
- Weather-related sheltering (assigned stations)
 - The Superintendent or designee will:
 - monitor the weather;
 - announce a Duck and Cover in Designated Areas both on the public announcement system and on portable radios;
 - check outside physical education and recess areas to ensure students and personnel immediately return to the protective area;
 - call 911 if appropriate; and
 - give the pre-determined all-clear signal once the situation has been resolved.
 - Teacher or other responsible staff needs to pull down shades, if there is time and direct students to:
 - Exit the classroom calmly and quietly and sit in the hallway;
 - sit on the floor with their backs to the wall;
 - look away from the windows;

- be prepared to cover their heads with arms or with available clothing or jackets; and
- remain in that position until all clear or directed to move.
- following the all clear immediately assess injuries and wait for assistance from a member of the Emergency Response Team (ERT) team;
 - The ERT team will be following the School Nurse's directions.
 - The areas used to tend injured will depend on damage to the building.
- Direct uninjured students to assist those who are injured.
- Direct uninjured to help with the evacuation of the injured, if necessary.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe. Faculty and Staff may or may not be initially informed of the threat.

- Bomb Threat sheltering'
 - The Superintendent or designee will:
 - Announce a Hold in Place.
 - When a sanitized location has been identified by Police / Fire Department the Superintendent or his designee announcement the evacuation to the sanitized indoor location identified by the Police / Fire Department
 - Following the notification to evacuate, Teachers and Staff, before leaving their class rooms, will do a 360 for all students in the class room and take with them the Emergency Response Clip Board.
 - no one should touch or handle any suspicious object, bag or container.
 - if there is a suspicious package in the room attach the provided bright yellow square Post-it to your door outside your room;
 - tell students to: prepare to evacuate the class room; take whatever they brought into the class with them when evacuating; do not turn cell phones on or off nor make or accept calls; direct students to walk in a calm, quite orderly fashion to the sanitized indoor area.
 - reassemble at the sanitized indoor area and wait for further instructions;
 - take attendance and report missing students to attendance takers.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe. Faculty and Staff may or may not be initially informed of the threat.

- Radiological/Biological/Chemical/Contaminant sheltering
 - The Superintendent or designee will :
 - Announce a Hold in Place;
 - when a sanitized location has been identified by Police / Fire Department, announce on the public announcement system and on portable radios to evacuate to location identified by Police / Fire Departments;
 - work with Police, Fire Department and Director of Buildings and Grounds to determine the appropriate actions; i.e. shut off ventilation system, seal doors and windows, etc.
 - Teachers and Staff need to do a 360-degree scan of your workspace – check your room and tell students to:
 - no one should touch or handle any suspicious object, bag or container.
 - prepare to evacuate the class room
 - take whatever they brought into the class with them;

- walk in a calm, quite orderly fashion to the gym
 - reassemble at the identified sanitized location and wait for further instructions;
 - take attendance and report missing students to attendance team.
 - Unassigned staff will report to the Sub-Coordinator for reassignment.
 - Director of Buildings and Grounds' responsibilities:
 - Shut down ventilation system
 - Seal doors and windows if appropriate
- Long-Term/Extended Time sheltering
 - Building Access:
 - All Staff have Key Phob Access
 - Staff with a grand master key, see Building-level Emergency Response Plans
 - Staff with an outside door key, see Building-level Emergency Response Plans
 - The Red Cross, if appropriate.
 - Staff designated by the Superintendent or his designee will maintain the school shelter:
 - Staff designated by the Superintendent or his designee will provide emergency transportation and supplies:
 - The shelter will be supervised by the Superintendent or his designee along with the emergency response team who are on premises.
 - Supplies:
 - The school is the emergency Red Cross shelter in local disaster situations. There are supplies, cots, and food that could be used if needed and replace after the emergency were over.
 - The Roscoe Nursing Home will supply blankets, towels, wash cloths, soap, tooth brushes.
 - Cots, blankets, water, heater meals, sweat suits and socks are under the stage in the cafeteria.
 - Medical / first aid services:
 - Medical supplies are in the nurse's office.
 - The school nurse is an RN.
 - There are duplicate set of keys in the safe for the medical supplies.
 - The School Nurse has a list of students who regularly take medication on her desk.
 - Communication capacity – depending on the available service:
 - School phones
 - Home phones
 - Work E-mail addresses
 - Cell phones
 - Portable Radios
 - Web site
 - Food Preparation Services:
 - Cafeteria Manager (if in the building) will organize the food preparation
 - If the Cafeteria Manager is not available, the Superintendent or his designee organize the food preparation.
 - Building maintenance services:
 - The Director of Buildings and Grounds will organize staff to keep the building and persons in the building safe:

- Areas of the building to be maintained for usage: cafeteria, gymnasium, auditorium, rest rooms including the gym locker room showers, the Nurses Office for medical needs, and phones made available as needed.
- Sign-in and Attendance procedures
 - Staff volunteers will be assigned a room to take attendance of students and staff volunteers in the building.
 - Students will be signed out by their parents when they are picked up.
 - Sign out sheets can be obtained from the Gotta Go Bag.
 - The Gotta Go Bag is stored in the Nurse's Office.
 - Staff volunteers will sign in and out when they enter or leave the premises.
 - Sign in/out sheets can be obtained at Patti Lambrigger's desk or the Gotta Go Bag.
- Parent emergency reunification procedures
 - Students will be turned over to their parent(s) / guardian unless there is a custody issue.
 - Custody paperwork is filed in the Guidance Office records.
- Red Cross
 - See Building-level Emergency Response Plans for a copy of the Red Cross Sheltering Agreement.
 - Should Roscoe Central School use Red Cross supplies when the Red Cross has not declared it a disaster, Roscoe Central School will be responsible to replace those supplies.
- Lockdown
 - The Superintendent or designee will:
 - use extreme caution
 - announce a lockdown both on the public announcement system and on channel 1 and 4 of the portable radios.
 - call 911 for assistance if appropriate;
 - wait for law enforcement to release you from your room or secured area.
 - Emergency Response Team Procedures for a Lockdown:
 - wait for law enforcement to release you from your room or secured area; and
 - meet to design procedures for the day.
 - Teachers should:
 - use extreme caution
 - position themselves in a location that gives them an advantage to manage their classroom effectively.
 - Classroom Procedure for a Lockdown:
 - use extreme caution
 - classrooms should look and sound empty
 - Do not allow anyone, under any circumstance, to leave your secured area.
 - Do not answer or communicate through your door or classroom phone.
 - Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
 - Do not respond to fire alarm unless actual signs of fire are observed. Doing so could compromise the safety of those already secured.

- Document and attend to any injuries to the best of your ability.
- Take attendance and include additions and missing students' last known location.
- Do not respond to Public Address (P.A.) system or other announcements.

- If an intruder enters the classroom, use WHATEVER means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical force or possibly deadly force to stop the intruder.
- Potential tactics include:
 - Moving about the room to lessen accuracy.
 - Throwing items (books, computers, phones, etc.) to create confusion.
 - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – FIGHT!
 - Tell students to get out anyway possible – RUN!
- Staff/students participating in any outdoor activity upon the initiation of a lockdown should:
 - use extreme caution
 - *escort students to the designated staging area outside or a secure sight you deem safe and away from the school.*
 - *the Teacher, Teaching Assistant, or Teacher Aide will move the class along in a timely but organized fashion while keeping noise to a minimum.*
 - *Also the teacher will be trying to take a quick count of the class to ensure everyone is accounted for.*
 - Call 911 and report your situation including location and number of students.
 - Remain off campus until law enforcement comes to release you.
- Non-classroom personnel Procedures for a Lockdown:
 - use extreme caution
 - enter the closest room;
 - turn on the lights;
 - leave window shades as they are; and
 - stay in your room and out of sight.
 - if there is a Teacher and students in the room:
 - assist the teacher in keeping the class as quiet as you can.
 - wait for law enforcement;
 - do not respond to hallway noises or go to the phone; and;

NOTE: A lockdown will ONLY end when you are physically released from your room or secured area by law enforcement.

- Lockout
 - The Superintendent or designee will:
 - announce a Lockout both on the public announcement system and on portable radios;
 - if appropriate, call 911 for assistance;
 - give the pre-determined all-clear signal once directed by the police.
 - Emergency Response Team Procedures for a Lockout:

- meet to design procedures for the day:
 - monitored single point of entry;
 - all exterior doors locked and checked regularly;
 - lights need to be turned off or can be on;
 - shades need to be pulled/windows covered or not;
 - no, limited, and controlled visitation and early dismissals;
 - only essential deliveries
 - extra-curricular activity cancelled or curtailed;
 - building security available 24/7;
 - no student egress; and/or
 - police presence at or around school.
- Classroom Procedure for a Lockout:
 - activities in the building continue as normal unless directed otherwise;
 - monitored single point of entry;
 - no outside recess or Physical Education;
 - all exterior doors locked and checked regularly;
 - turn off lights if directed to;
 - shades pulled/windows covered if directed to;
 - extra-curricular activity cancelled or curtailed;
 - no student egress;
 - do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made
 - all staff available for supervision;
 - report any suspicious activity observed either indoors or outdoors to the main office; and
 - listen for the clear signal, instructions and information
- Non-classroom personnel Procedures for a Lockout:
 - activities in the building continue as normal unless directed otherwise;
 - monitored single point of entry;
 - all exterior doors locked and checked regularly;
 - turn off lights if directed to;
 - shades pulled/windows covered if directed to;
 - extra-curricular activity cancelled or curtailed;
 - no student egress;
 - do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made
 - all staff available for supervision;
 - report any suspicious activity observed wither indoors or outdoors to the main office; and
 - listen for the clear signal, instructions and information;

5. Parent Emergency Notification Plan

- The School sends home a letter the first day of school requesting that parents verify the contact information supplied the previous school year for School Messenger.
- The Guidance Secretary maintains current and up to date class lists for all grade levels – Pre-kindergarten through 12th grade including parent contact information.
- The Computer/Technology person enters parent and staff contact information into School Messenger.

- Upon being notified by the Superintendent, or his designee that information needs to be shared with parents, the Superintendent's designee will initiate School Messenger:
 - School Messenger can be accessed remotely.
- The Superintendent or designee notifies the television and radio stations regarding delayed school openings / closings.
 - Students and parents can listen for announcements on the following television/ radio stations: Channel 12 television in Binghamton and radios stations: WDLA, WVOS, WSUL, WJFF, WZAD, and WPDS and Thunder 102.1
- The website is maintained by the Technology person
 - The website has a link to the student handbook which outlines the Parent Communication/Reunification Procedures
- When changes to the school schedule are known in advance the Superintendent or his designee:
 - writes a letter to parents that is dispersed to the individual classroom or homeroom teachers to be sent home with the students;
 - writes an announcement that is posted in the monthly Roscoe Central School Newsletter
 - The newsletter is available on the school website

6. Parent Reunification Plans

- The Superintendent or designee coordinates with the bus garage to transport the students home;
- the buses arrive at the school; and
- the school is dismissed in an organized fashion.
 - Elementary students are dismissed and loaded on the buses first.
 - Secondary students are dismissed and loaded on the buses second.
 - A final announcement and hallway check is made to assure that all students riding on a bus have left the building
- The superintendent or designee instructs the bus to leave.
- Assigned staff will report to the Elementary Library to supervise employees' children, and / or any child waiting for parental pick-up.
 - If additional space is needed the Art Room will be opened and the Art Teacher will assist with the supervision.
- All staff are required to stay.
- The Superintendent or his designee will make an announcement giving permission for Staff to leave.

C. Plans for the following specific emergencies are to be included in Building level Emergency Response plans – Annexes 4, 8 and 10.

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

Others as determined by the Building-level School Safety team

D. The following resources and personnel may be available for use during emergency situation.

1. List district personnel available in emergency situations (building, phones etc.)

Medical	NAME	PHONE

See Building-level Emergency Response Plan

a. Security

1. School Resource Officers
2. Security Personnel
3. Monitors

b. Emergency Response

1. Fire Responders
2. EMT Responders

c. Post-critical Incident Response Personnel

1. Psychologists
2. Guidance personnel
3. Social workers
4. Student Assistance counselors

2. Locate and list emergency equipment available in each school

a. Medical Supplies – Go Bags, First Aid Kits, etc.

- In the Nurse’s Office

b. Medical Equipment –

- Wheel Chairs, Nurse’s Office
- Stretchers, Nurse’s Office
- Deliberator, outside the Auditorium in the first floor main hallway.

c. Communication Devices available in each building.

- See Building-level Emergency Response Plan for detailed information of the following items: Weather scanners, Walkie-talkies, Cellular phones, Faxes, Networked computers, and Dedicated phone lines

E. Description of procedures to coordinate the use of school districts resources and manpower during emergencies, including:

1. Superintendent
2. Principal

Identification of the officials authorized to make decisions (Chain of Command)

Name	Position	Home/Cell
	Superintendent	
	Asst. Superintendent	
	Business Administrator	
	H.S. Principal	
	Elementary Principal	

See Building-level Emergency Response Plan

3. The following staff members are assigned and authorized to provide assistance during emergencies.

a. Elementary Emergency Response Team

Members Team Role Home/Cell

See Building-level Emergency Response Plan

b. High School Emergency Response Members

Members Team Role Home/Cell

See Building-level Emergency Response Plan

c. Post-Incident Response Team (Mental Health Professionals)

Members Team Role Home/Cell

See Building-level Emergency Response Plan

- b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
 - d. Students, staff parents and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigating threats of violence
- a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consist and the Code of Conduct.
 - b. Serious acts will require in the involvement of police personnel. (violent offenses in accordance with SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.
3. Proactive Security Measures
- a. Roscoe Central School uses a single point of entry system.
 - b. All doors are locked except main entrance.
 - c. Entrance monitored and visitors must sign in and out.
 - d. Visitors are required to wear identification.
 - e. Visitor access is limited to specific location.
 - f. Escorting visitors is encouraged.
 - g. Staff members wear visible identification badges.
 - h. Roscoe Central School will educate students, staff and parents about
 - i. importance of school safety. Appropriate training will be available.
 - j. Roscoe Central School will hold drills that help promote school safety.
 - k. Roscoe Central School will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - l. The district will continue to investigate security devices and strategies to make schools as safe as possible.
 - m. Roscoe Central School has developed procedures for anonymous reporting of threats of violence.
4. Reporting Incidents
- a. School administrators must keep record of serious threats and acts of violence and report them annually to the state.
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of the police.
 - c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

B. 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. The district has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities

- a. Students are required to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigating acts of violence
- a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students & staff in imminent danger require an immediate call to the police.
3. Proactive Security Measures
- a. Roscoe Central School uses a single point of entry system.
 - 1. *All doors locked except main entrance.
 - 2. *Entrance monitored and visitors must sign in and out.
 - 3. *Visitors are required to wear identification.
 - 4. *Visitor access is limited to specific location;
 - 5. *Staff will wear visible identification badges.
 - b. Roscoe Central School will educate students, staff and parents about importance of school safety. Appropriate training will be available.
 - c. Roscoe Central School will hold drills to help promote school safety.
 - d. Roscoe Central School will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - e. The district will continue to investigate security devices and strategies to make schools as safe as possible.
 - f. Roscoe Central School has developed procedures for anonymous reports of acts of violence.
 - g. The district will continue to investigate security devices and strategies to make schools safe as possible.
 - h. Roscoe Central School has developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should be restrained by only by qualified staff (Handel with Care certified). Police should be called to remove the student.
 - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
 - c. Students and staff should be in lockdown mode when violent people are in the school.
5. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.

- b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
- c. District and building administrators are authorized to call police to respond to the threat or act of violence.

C. Policies and procedures for contacting law enforcement officials in the event of a violent incident.

- 1. Our policy is to analyze each incident individually. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.
- 2. Our procedure for reporting violent incidents to the police is for the building principal or their designee to evaluate each incident, consult with the superintendent, then report the incident to the state police or local police.
- 3. The police agencies serving our area are as follows.

<u>Agency</u>	<u>Contact</u>	<u>Phone Number</u>
State Police	Trooper Joe Decker	845-798-8210
Sheriff	Officer Cheryl Crumley	845-798-1889
Local State Police Barracks		607-498-5297
Liberty State Police Barracks		845-292-5823

D. Identification of appropriate responses to emergencies, including protocols for responding to:

- 1. Our plans include appropriate responses specific to the emergencies listed below

Anthrax	Floods
Intrusions	Bomb Threats
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds/Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Package

- 2. When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies governmental groups, law enforcement, emergency management, and local media.
- 3. We have internal communications capability via e-mail, intercom, and walkie-talkie devices for staff. We have cell phones available for administrative personnel and athletic coaches.
- 4. The Emergency Alert System is monitored in the Central Office. Building administrators will contact immediately in the event of a weather-related emergencies.

E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.

1. The district procedure for early dismissal and parent notification is as follows:
 - a. Superintendent or his designee decides on an early dismissal.
 - b. Transportation Director is notified to supply busses.
 - c. Central and building administrators are informed.
 - d. Staff and students are informed of closing.
 - e. Parents are notified of early dismissal through our School Messenger System and local media.
 - f. If parents of elementary students will do not receive the notification and there is not a person at home to receive the student off the bus or to pick them up from school, the elementary student will return to or remain at the school under the supervision of school personnel until parents are notified and pick up the student or the regular end of the school day, which ever comes first.
 - g. Parents of secondary students will be called and have emergency numbers called in the event of an early dismissal.
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

F. 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.

1. Emergency dismissals are broadcast via our School Messenger System and local media. Students will be taken home or to secondary drop-off site. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents are available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites.

Section IV: Communication with Others

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

A. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.

1. We have contacted the local emergency services agencies for support and assistance, have include their representatives on our safety planning teams, provided them with pertinent information (ex. Building maps), and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the Roscoe Central School to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from county and regional mental health agencies.
2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the state police immediately. The primary responsibility for these

2. The list of educational institutions located within the district, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is, the superintendent will contact Sullivan BOCES and authorize Sullivan BOCES to contact each educational agency.

THE LIST OF THESE SCHOOLS ARE LOCATED IN ANNEX 9

SECTION V: Prevention and Intervention Strategies

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.

1. The Roscoe Central School District has periodic State Police presence in our schools. Each school shall maintain a single of point of entry system, require visitor and vendor sign-in, and maintain appropriate security and surveillance devices.
2. The Roscoe Central School District has building monitors. In the secondary and elementary wings of the building teachers, aids and assistants monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, and check restrooms. The monitors are under the supervision of the building principals.

B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the following.

1. It is the districts responsibility to provide information about student and school safety to all students, staff, parents and community members.
2. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and community through a variety of methods. These may include student curricula and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars, a staff and parent school safety handbook, on-line safety guide and other media.

C. Appropriate Prevention and Intervention Strategies

1. Collaborative agreements with state and local law enforcement officials have been and are designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations.
2. Mediation services are available.
3. Social workers are employed to assist at-risk students and do home visits.
4. Non-violent conflict resolution training programs are available.
5. There is a student hotline and anonymous reporting system.
6. Monthly staff meetings are held to update safety policy and procedures.
7. Procedures relating to building security including utilization of staff and security equipment include the following.
 - a. All staff have picture ID with swipe entry
 - b. The district has the following security equipment in place.
 - *Surveillance cameras

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, include the following.

1. Youth-run programs,
2. Peer mediation,
3. Conflict resolution,
4. Creating a forum or designating a mentor for students who are at-risk,
5. Establishing anonymous reporting mechanisms for school threats and violence.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

1. All school employees are subject to fingerprinting and security screening by state law.
2. There is a “book of rules” at the single point of entry desk for all door monitors to reference if needed.
3. Safety staff, assistants and monitors are trained in accordance with this plan as directed by the building principal.”

a. School Monitor

- **DISTINGUISHING FEATURES OF THE CLASS:** This position involves helping school teachers and administrators in routine non-teaching duties including directing pupils and visitors in and around school buildings and facilities. The class of School Monitor differs from that of Teacher Aide in that the latter generally assists teachers in a classroom setting while the School Monitor generally functions outside the classroom maintaining order. Does related work as required.
- **TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*
- Provides oversight and/or personal assistance to students in the hallways, bathrooms, locker rooms and other areas in the school buildings and on school grounds as required and monitors student movement for evidence of unusual or disruptive behavior;
- Assists teacher in supervising recreation, lunch periods, and study halls;
- Reports all instances of intervention and observation of unusual activity to Building Principal;
- Escorts students from one location to another, may also include streets and intersections, including before and after school;
- Directs visitors to various offices within the school;
- Maintains order in gymnasiums, locker rooms, and swimming pools;
- May issue athletic supplies and equipment;
- May help children in lower grades with wearing apparel;
- May patrol parking lots, being alert for unauthorized individuals and vehicles;
- May perform simple clerical duties under close supervision;
- May render elementary first aid treatment;
- Secures custodial assistance when necessary;
- May be required to assist in the cleanliness of tables and floor in cafeteria/dining room and may perform other basic housekeeping tasks;
- Attends and participates in meetings of the school monitors.
- **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good general intelligence; ability to get along well with school aged population and the general public; some knowledge of first aid methods; maturity; neat personal appearance; familiarity with classroom routine; clerical aptitude; good powers of observation; tact; courtesy; good judgment; good physical condition.
- **MINIMUM QUALIFICATIONS:** None required.
- **ADDITIONAL WORK ACTIVITIES FOR RCS SCHOOL MONITOR**
Work hours are flexible to accommodate the activities in the RCS school building;
Work day typically begins at 3:30 pm; Daily schedule will be coordinated with the school calendar of evening events; Work schedule will be approved by the Business Manager on a weekly basis; Total hours for work week will NOT exceed 25 hours; Work week will typically be Monday – Friday with some weekend assignments;

Daily duties to include: Grant access to the building at the gymnasium entrance to visitors; Have visitors “sign in”; Monitor security camera system using the reception area computer; Direct visitors to various locations within the building; Monitor parking lot to ensure visitors are parked in proper parking spaces; Last half hour of the work day, the school monitor will walk the building ensuring that all exterior doors are properly locked and secured. School Monitor will be trained in First aid and AED provided by RCS; A list of approved substitutes will be provided to the School Monitor who will coordinate coverage in their absence, if unable to obtain coverage the School Monitor will contact the Business Manager.

Annexes for District SAVE Plan

Annex 1 – Listing of School Buildings, Contacts & Contact #
See Annex 5 of the Building SAVE Plan

Annex 2 – List of Key Personnel, Chain of Command
See Annex 5 of the Building SAVE Plan

Annex 3 – List of District Safety Team
See Annex 2.2 of the Building SAVE Plan

Annex 4 – List of Building Emergency Response Teams
See Annex 2.2 of the Building SAVE Plan

Annex 5 – List of Post Critical Incident Response Team
See Annex 2.4 of the Building SAVE Plan

Annex 6 – List of Medical Response Team
See Annex 2.5 of the Building SAVE Plan

Annex 7 – List of Hazardous Sites
See Annexes 3.5 and 3.5 of the Building SAVE Plan

Annex 8 – List of Emergency Supplies, Equipment, and Materials
See Annexes 5 and 6 of the Building SAVE Plan

Annex 9 – List of Other Schools in the District

Annex 10 – List of Community Emergency Providers and Governmental Officials
See page 20 and 22

Annex 11 – School Cancellation, Dismissal, and Recovery Procedure
See pages 6 -14

Annex 12 – School Maps and Site Maps
See Annex 3 of the Building SAVE Plan