

PROJECT SAVE
(Safe Schools Against Violence In Education)
DISTRICT-WIDE SCHOOL SAFETY PLAN
as required by Commissioner’s Regulation 155.17

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, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safe 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 **Stockbridge Valley C. S.** 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.

SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

Purpose

The **Stockbridge Valley C. S.** District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan

A. Identification of School Teams

The District has created a District-wide School Safety Team including the following persons:

Position

Board of Education Representative- <i>Jaime Renner</i>
Administration Representative- Superintendent, Business Admin., <i>Bldg. Principal(s)</i>
Teacher Representative- Elem., Sec., Agr., Science, Nurse, A. D., Union Representatives
Parent Representative- TBD
Student Representative- TBD
School Safety Personnel- BOCES Risk Mngt. Coord., Head Custodian, Head Bus Driver
[Other School Personnel]- CSEA Union, Food Service Mngr., Clerical personnel

B. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual **2018-2019 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 plans.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team.
- 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 involving County and State resources through established protocols.

C. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment on May 16, 2001, 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, **the updated 2018-19 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.
- 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 the plan will be available at the District Business Office at Stockbridge Valley C. S.

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, and the use of a Risk Probability Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include:

- School cancellation (prior to start of day)
- Early dismissal
- Evacuation
- **Shelter-In-Place, Hold-In-Place, Evacuate, Lockout, Lockdown**

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:

Threats of Violence
Hostage/Kidnapping
Natural/Weather Related
Civil Disturbance
School Bus Accident
Gas Leak
Systems Failure
Fire/Explosion

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 Plan as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plan.

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

The District uses the Incident Command System model for emergency actions. For Building/District-wide emergencies, the initial Incident Commander will be the Superintendent of Schools or his/her designee. 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 are identified in the Building Level Emergency Response Plan.

The Incident Command System for the Stockbridge Valley Central School District is better defined in Appendix 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 Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or 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. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Appendix 3.

F. Staff development

- ❑ All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- ❑ Provision for two hours of staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.
- ❑ At least one hour of school violence prevention and intervention training for all staff will be included annually in a superintendent's conference day.

The Superintendent or his/her designee will be responsible for implementing instructional staff development programs.

The Superintendent, Business Administrator or his/her designee will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix 3.

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 in 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 most cases, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate agency. Appendix 11 includes a listing of district buildings and the closest response agencies with contact names and numbers for use in non-emergency situations.

C. Appropriate response 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 Plan details 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 person in parental relation 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 Plan. Sample media releases and parental notification letters are included in Appendix 12.

SECTION IV: COMMUNICATION WITH OTHERS

A. Procedures for 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. District's local emergency management office information:

Emergency Management Office- Ted Halpin, Wampsville, NY 315-366-2789

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

The District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational agencies within the 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. A list of these agencies and the contact information is located in Appendix 1.

D. Maintaining certain information about each educational agency located in the school district

The following information concerning educational agencies located within the district is included with the Building-level Safety Plan:

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

The Superintendent or his/her designee will ensure that this information is current and accurate.

SECTION V: PREVENTION AND INTERVENTION STRAGIES

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

See Appendix 6

B. Policies and procedures for the dissemination of informative materials

The District is committed to the use of the interpersonal violence prevention education package for all students, when available. See Appendix 3

C. 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 officials are adequately trained including being trained to de-escalate potentially violent situations,
- Non-violent conflict resolution training programs,
- Peer mediation programs and youth courts, and,
- Extended day and other school safety programs

D. Strategies for improving communication among students and between students and staff, and for the 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 supports programs in the following areas:

- Youth-promoted programs (Teen Institute),
- Peer mediation,
- Conflict resolution,
- After School Advantage Program (YMCA),
- Creating a team to address Character Education & Bullying in the School Building,
- *Training for "The Dignity For All Students Act," (DASA)*
- School Improvement Teams,
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on identified needs

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

See Appendix 7

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 of building staff.

Building Name	Address	Contact Name	Telephone Number
Stockbridge Valley C.S.	6011 Williams Rd. Munnsville, NY 13409	Cynthia Stocker Superintendent	(315) 495-4400
		Beth S. Lamb Business Admin.	(315) 495-4445
		Julie Suber Elem. Principal	(315) 495-4550
		Jon Kilian- H.S. Principal	(315) 495-4450

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within or adjacent to the District:

Educational Agency	Address	Contact Name	Telephone Number
Madison-Oneida BOCES Pre- School/Pre-K Program	6011 Williams Rd. Munnsville, NY	Patricia Vacca	(315) 361-5545
		Asst. Supt. For Instr. & Colleen Wuest- Director Early Childhood	(315) 361-5902
YMCA- After School Advantage Program	6011 Williams Rd. Munnsville, NY	Valerie Webb Coordinator	(315) 363-7788 ©

In an emergency, the Superintendent or his/her designee will notify these agencies as appropriate:

Madison Oneida BOCES:

Jacklin Starks- District Superintendent 315-361-5510

Scott Budelman- Assistant Superintendent 315-361-5520

Patricia Vacca- Assistant Supt. For Instr. 315-361-5545

Appendix 2:

District-wide Risk Determination

Using the Risk Probability Checklist on p. 13, and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

Winter storms and blizzards
High winds
Severe thunderstorms
Hazardous materials
Transportation accidents

In addition, the District recognizes that the school building has the potential for violent incidents, including:

Hostage Situation
Weapons Incident
Kidnapping
Intruder
Threats of Violence

The District has determined that the building has the potential for additional emergency situations based upon its proximity to external hazards (dams, flood prone areas, industrial sites, etc.) or to internal hazards.

Building Risk Determination

Building	Address	Internal Hazards	External Hazards
Stockbridge Valley C. S.	6011 Williams Rd. Munnsville, NY	Natural Gas Leak	Natural Gas/Propane Leak

RISK PROBABILITY CHECKLIST

	YES	NO	DON'T KNOW
1. Has your region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat	X		
2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake	X		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		X	
4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		X	
5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide		X	
6. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		X	
7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards	X		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		X	
9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms		X	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane	X		
11. Has your state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane	X		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods		X	
13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods	X		
14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado	X		
15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard		X	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials	X		
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident		X	
18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident		X	
19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological Incident		X	
20. Are there any radioactive waste dump sites in your state? Technological Hazard: Radiological Incident			X
21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster		X	

Appendix 3:

- I. Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent's Conference Day plans as follows:

Instructional Staff

School Year	Dates	Topic(s)	Time Allotted
2018-2019	Aug. 2018	New Staff Orientation-Awareness- Emerg. Procedures	½ Hour
	Sept. 4/5, 2018	DASA Training, Hazard Comm., Right To Know, Violence Prev. Update, Child Abuse Reporting, "Concussion Awareness," "Shelter, Hold-In-Place, Evacuate, Lockout, Lock down" Drill Procedures	2 hours
	Fall 2018, June 2019, & as needed	CPR/AED/First Aid, Bloodborne Pathogen Training	2 Hours
	Fall/Spring 2018-19	Emergency Code Lockdown/Early Go Home Drills	1 Hour 4 Emergency Lockdown Drills
	Fall/Spring 2018-19	Fire Drills Fire Prevention	8- Fire Drills

SVCS Support Staff

School Year	Dates	Topic(s)	Time Allotted
2018-2019	Sept. 4/5, 2018	DASA Training, Hazard Comm., Right To Know, Violence Prevention Update, Child Abuse Reporting "Shelter, Hold-In-Place, Evacuate, Lockout, Lock down" Drill Procedures	2 Hours
	Fall 2018 - June 2019, & as needed	CPR/AED/First Aid, Bloodborne Pathogen, Lifting & Ladder Safety, Per. Protect. Equip. Trng., Lockout/Tag-out	2 Hours
	Fall/Spring 2018-19	Emer. Evac. / Code Lockdown Drills, Emerg. Response Team Training, Fire Drills	4 Lockdown Drills 8- Fire Drills

	<i>September 2018 & Jan.-Feb. 2019</i>	<i>2-hour Mandated Bus Driver Refresher</i>	<i>2 hours ea. session</i>
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- II. The annual "Go Home" Drill will be conducted in *April 2019*, unless otherwise determined by the District Superintendent in consultation with the superintendents of schools.
- III. During the *2018-2019* school year, the following drills and exercises will be conducted:

Emergency Evacuation Drill

Emergency Response Drills- *Shelter/Hold-In-Place, Evacuate, Lockout, Lockdown*

Routine Fire Drills

Bus Emergency Evacuation Drills

Appendix 4:

The Stockbridge Valley C. S. District policies related to school violence and emergency planning are included in this appendix.

Policy Numbers- #5010 District-Wide Safety Plans & Building-Level Emergency Response Plans.

(See Code Of Conduct)

Appendix 5:

Insert regulation references here

- 155.17
- Executive Law 2-B
- Other

Appendix 6:

Insert policy (or policy number) regarding building security, school safety officers, and dissemination of informative materials here.

- #0021 "Bullying Policy"
- #0021.1 "Bullying"
- #0030 "Code of Ethics for Board Members & Employees"

- #1012 & 1012.1 "Community Use of School Facilities"
- #1012.2 "Rules, Regulations & Procedures for Use of School Athletic Fields by Community Organizations"
- #1012.3 "Rules & Regulations Governing Use of the Vocational Agricultural & Technology Shop"
- #1012.4 "Adult Recreation Program Use of Facilities"
- #1030 "Public Access to School District Records"
- #1040 "Code of Conduct"

- #5010 "District-wide Safety Plans and Building Level Emergency Response Plans"
- #5011 "School Closings"
- #5012 "Fire Drills"
- #5013 "Inspection of School Premises"
- #5041 "Transportation to and from Child Care Locations/Special Transportation Requests"
- #5052 "Traffic Restrictions"

- #7014 "Student Visitors"
- #7014.1 "Student Visitor Request Form"

Appendix 7:

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

Administration- It is the duty of the Administration to screen and recommend candidates for employment in the Stockbridge Valley Central School by reviewing qualifications, *including required Certifications, Violence Prevention Training, Child Abuse Training, and Fingerprint Clearance,* checking work and related references and conducting interviews to assess fitness for employment.

Records Access Officer- It will be the responsibility of the Records Access Officer to train and maintain training to oversee the Fingerprinting process of all candidates for employment in the Stockbridge Valley Central School.

Appendix 8:

Copies of all building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

New York State Police
Headquarters- Field Command
Attn: Safe Schools NY
1220 Washington Ave., Building 22
Albany, NY 12226

Or

info@safeschools.ny.gov

New York State Police
Troop D
P.O. Box 30
Oneida, NY 13421
(315) 366-6000

Madison County Sheriff
P.O. Box 16
Wampsville, NY 13163
(315) 366-2318

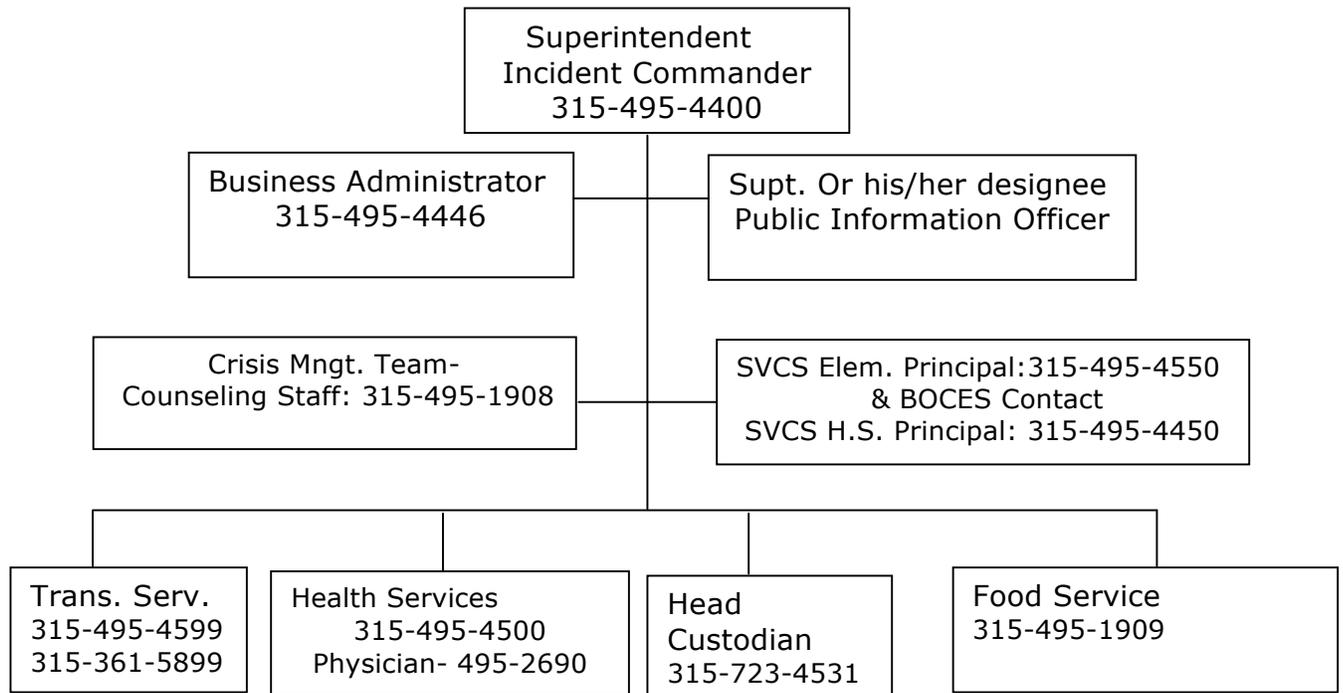
Appendix 9:

Memoranda of Understanding or agreements relevant to implementation of the District-wide plan and, where appropriate, building-level emergency response plans.

Included in Building-Level Emergency Response Plan

Appendix 10

Stockbridge Valley Central School District Incident Command



- ❑ **Incident Commander** – Responsible for the direction of the District response in a District-wide emergency (Superintendent/Business Administrator) or the building response in a building-level emergency (Building Principal).
- ❑ **Public Information Officer** – Complies and releases information to the news media.
- ❑ **Emergency Response Team** – Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- ❑ **SVCS Principal(s)** – Represents the District by serving as the BOCES program contact and other school districts that may be involved in the incident, as well as providing direction for the Crisis Management Team.
- ❑ **Business Administrator/Head Custodian** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- ❑ **Transportation Services** – Responsible for directing the implementation of Transportation plans and strategies for incident resolution regarding transportation.
- ❑ **Health Service** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident Health resolution.
- ❑ **Buildings & Grounds** – Responsible for collecting, evaluating and disseminating the information needed to support Emergency Agencies in responding to an incident.
- ❑ **Food Service/Support Operations** – Responsible for all food needs and matters related to providing support needs to carry out emergency response plans.

Appendix 11:

Stockbridge Valley Central School District

Closest Response Agencies

In an emergency, dial 9-911. They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

Building	Law Enforcement	Fire
Stockbridge Valley C. S.	Contact: N. Y. State Police	Contact: Munnsville Fire Dept.
	Phone #: (315) 366-6000	Phone #: (315) 495-2888
	Contact: Madison Co. Sheriff	Contact:
	Phone #: (315) 366-2318	Phone #:
	Contact:	Contact:
	Phone #:	Phone #:
	Contact:	Contact:
	Phone #:	Phone #:
	Contact:	Contact:
	Phone #:	Phone #:
	Contact:	Contact:
	Phone #:	Phone #:
	Contact:	Contact:
	Phone #:	Phone #:
	Contact:	Contact:
	Phone #:	Phone #:

Appendix 12:

Sample media releases

Sample parent notification letters

APPENDIX 13

STOCKBRIDGE VALLEY CSD

EMPLOYEE WORKPLACE VIOLENCE PREVENTION

Purpose: To identify safety/security measures and procedures implemented by the school district and school buildings to minimize the potential for employee assaults and homicides in the workplace.

G. Risk Determination

The District and each building will determine those factors or situations that might place employees at risk of occupational assaults or homicides, including but not limited to:

- working in public settings
- working late night or early morning hours
- exchanging money with the public
- working alone or in small numbers
- uncontrolled access to the workplace
- areas of previous security problems

The following is a listing of identified concerns and safety/security measures by location:

EXAMPLES

Location/Building	Safety/Security Concern	Safety/Security Measure
Educational Buildings	Unauthorized Access	Single Point of Entry and/or Access Control Systems
Educational Buildings	Unauthorized Access	Visitor Identification
Educational Buildings	Intruder/Hostage	Building Response Plans
Educational Buildings	Threats or Acts of Violence	Building Response Plans
Educational Buildings	Aggressive Behavior	Student Referral System
HS and/or MS	Aggressive Behavior	Isolate/Referral to Admin./Call to 911
All Buildings	Pre-Employment Screening	Fingerprinting/ Background Checks (all new employees)
All Buildings	Bomb Threat	Response Plans
All Buildings	Handling Money	High Visibility/ School Safe/Frequent (daily) cash deposits
All Buildings	Working Alone (early morning/late night)	Building Entrances Secured – Two employees scheduled, if possible.
Areas of previous security problems		

H. Actions in response to an emergency

The District has identified the following general response actions to emergency situations that apply to staff and students. These actions include:

- School cancelation (prior to start of day)
- Early dismissal
- Evacuation
- Sheltering
- Lockdown

Additionally, the confidential Building-level Emergency Response Plans include specific procedures for each action depending upon the emergency. Emergencies include, but are not limited to:

- Evacuation
- Lockdown
- Shelter-In-Place
- Hold-In-Place
- Lockout
- Threats or Acts of Violence
- Hostage/Kidnapping
- Bomb Threat
- Medical Emergency

I. Training: Staff will be instructed annually on the location, content and availability of the plan including district/building emergency procedures and security measures.

D. Plan Review: The Employee Workplace Violence Plan will be reviewed annually in conjunction with the district-wide emergency response plan (SAVE) review.