

# EDEN CENTRAL SCHOOL DISTRICT



## DISTRICT-WIDE SAFETY PLAN

2020-21

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## **EDEN CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SAFETY PLAN**

### **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. District are at risk of a wide variety of violence, natural disasters and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence (Project SAVE) in Education legislation. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. As required, Eden Central School District has developed this Comprehensive District-Wide 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 School Safety Plan is consistent with the more detailed Building-Level Emergency Response Plan required at each school building level in the district. Both plans will be reviewed by the appropriate school safety teams on an annual basis, and updated as needed.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in July 2016 regarding school safety plans, including drills and training for staff. The School Building Emergency Response Plan and the District-Wide Safety Plan, together, are to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

The Eden Central School District supports the SAVE Legislation and intends to engage in a planning process. The District Superintendent of Schools encourages and advocates ongoing districtwide cooperation and support of Project SAVE.

## SECTION 1: GENERAL CONSIDERATION

### A. Purpose

The Eden Central School District District-Wide Safety Plan (as required by the SAVE Law–Safe Schools Against Violence in Education– Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff. Eden Central School District refuses to tolerate violence or threats of violence on school grounds and by implementation of this District-Wide Safety Plan, it will make every effort to prevent violent incidents from occurring in the district. The appropriate authority and budgetary resources are provided in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against in our schools.

At the direction of the Eden Central School District Board of Education, the Superintendent of Eden Central School District appointed a District-Wide School Safety Team that was subsequently approved by the Board of Education.

### B. Identification of School Teams

The Eden Central School District has appointed a District-Wide School Safety Team that is charged with the development and maintenance of the District-Wide Safety Plan. The Eden Central Schools District-Wide Safety Team consists 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 positions or affiliations are as follows:

Name	Position
Jeffrey Sortisio	Administration (Superintendent)
Laura Feldman	Administration (Director of Finance) / Transportation
Jason Iwankow	Director of Athletics
Chad Bliss	Administration (Operations & Maintenance) Chief Emergency Official (Primary)
Jason Lyons	Principal – High School
Kelly LaRosa	Principal – Elementary School
Loran Carter	Principal – G.L.P. Primary
Lucinda Karstedt/Merrie Maxon	Chief Emergency Official/Alternate
Eden Police Department	Law Enforcement/SRO
Eden Fire Department	Fire Chief

Eden Emergency Squad	Local Emergency Services
Joe Carrus	Safety Risk Coordinator

Membership in the District Safety Planning committee will be reviewed annually to maintain a balanced representation on the District Safety Planning Team.

**C. Responsibilities of the District-Wide Safety Team**

The District-Wide Safety Team recommends actions that they feel are necessary to prevent school violence in the Eden Central School District to the Superintendent and Board. The Team has the responsibility for developing and auditing the Comprehensive District-Wide Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities include recommending training programs for students and staff in violence prevention, dissemination of information regarding early detection of potentially violent behavior, developing District-Wide Response Plans to acts of violence and communicating the Plan to students and staff.

**D. Building-Level School Emergency Response Plan**

Commissioner of Education Regulation 8 NYCRR Section 155.17 (a) and 155.17 (c)(2)(ii) - requires that each school shall have a Building-Level School Safety Team. The team will consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The Building Level School Emergency Response Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident.

**E. Concept of Operations**

The methodology used for development of the district-wide plan began well before the SAVE legislation was passed in New York State. In its early beginnings collaborative meetings were held with district administrators that included the local chief of police, district fire chief, commander of the local police SWAT team and emergency services coordinator for the town. To ensure coordination between the district-wide School Safety Plan and the individual Building-Level Emergency Response Plans, each building administrator on the district-wide committee serves as the building chairperson for his respective building.

The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent's designee, as the district's **Chief Emergency Officer**, who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the District-Level Safety Plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of the Building Level School Emergency Response Plan.

The District-wide School Safety Plan is 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 plans. Copies of Building-level plans will be maintained in the Facilities Office.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee. With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.

Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

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

This plan is reviewed periodically during the year and is maintained by the District- Wide Safety Team. The required annual review is completed on or before September 1 of each year. The District-Wide School Safety Plan is located in the Director of Facilities.

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The District-Wide School Safety Plan will be adopted by the School Board after at least one public hearing that provides for the participation of school

personnel, parents, students, and any other interested parties. The plan shall be formally adopted by the Board of Education. The District-Wide School Safety Plan is reviewed and updated annually.

Building-Level Emergency Response Plans are confidential and not submit 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 made available to the public and the New York State Education Department within 30 days of adoption via the District website. The **Building Level Emergency Response Plan** will only be supplied to both local and State Police within 30 days of adoption.

### **G. Prevention And Intervention Strategies**

The Eden Central School District continues to develop and investigate various strategies regarding violence prevention and intervention. These are the programs, strategies and activities that the Eden Central School District is using or may use for violence prevention and intervention and improving communication among students and staff, and for the reporting of potentially violent incidents. Due to the variety and nature of these programs, not all programs, strategies and activities are used in every program. Different ones are used in different programs as appropriate. These strategies may include but are not limited to the following:

- All applicants for a teaching certificate on or after February 2, 2001, are required to complete two hours of coursework or training in school violence prevention and intervention in accordance with section 3004 of Education Law.
- Compliance with District's Code of Conduct
- Crisis Prevention & Intervention (CPI) Training for Staff
- Annual trainings for all staff (review of Emergency Response Protocols).
- Bullying Prevention Programs. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (DASA)
- Drug Abuse Resistance Education
- Alternative Education programs which address the criteria under the section entitled *Early Detection of Potentially Violent Behaviors*
- Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with students who are potentially violent
- Suicide Awareness Training
- Individual counseling for students

Eden Central School District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation. This is communicated to all students at the

beginning of the school year and periodically throughout the school year as appropriate. The district is committed to the Dignity for All Students Act (DASA).

Each school building has cultivated an atmosphere where students feel comfortable in talking with administration and teachers in their buildings regarding the welfare of the student body. This provides building staff with a level of awareness from the student's point of view that is extremely valuable in staying vigilant should a potential problem begin to develop in our schools.

Within the Eden Central Schools District, in order to maintain secure facilities, the following actions have been implemented:

- Video cameras are used on school grounds, in school buildings and buses to monitor activity.
- Faculty, staff, substitutes, volunteers, and interns are issued ID badges that are to be worn at all times.
- Signs directing visitors to the main office or reception desk in all buildings.
- After buses unload in the morning, school buildings are locked and monitored by a staff member. Visitors must use an intercom to state their name and purpose of visit to gain entry.
- All employees, including hall monitors, are authorized to question persons without visitors' badges and send and/or accompany them to the main office.
- The district conducts safety reviews annually to evaluate district and building level safety plans in accordance with New York State Safe School Against Violence in Education (S.A.V.E.) Law.

Due to our commitment to training staff during building meetings, general meetings on staff development days and conference opportunities, staff members have increased situational awareness of potential risks. Should a staff member observe behavior that might put others at risk, a system for reporting such is outlined for timely response by the building and the district.

#### **H. Early Detection of Potentially Violent Behavior**

Through the efforts of the district health office and school psychologists, materials have been made available to staff that illustrate characteristics of students who are potentially at risk. In accordance with the emergency regulatory measures passed by the Board of Regents in July 2016, all staff participated in mental health awareness training. Newly hired staff will receive this training in addition to Bullying Prevention Program training.

As a result of this information a protocol has been developed and disseminated that describes a format to be followed so that a prompt response is made once a student begins to exhibit behavior that would warrant a referral and response at the building level.

The Eden Central School District maintains policies and procedures for the dissemination of information regarding the early detection of potentially violent behaviors. These include, but not limited to the identification of family, community and environmental factors to teachers,



administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

## **I. Hazard Identification**

1. In addition to all instructional buildings in general within the district, other specific potential sites where difficulties could arise:
  - a. District Playgrounds.
  - b. Athletic Fields
  
2. Potential disaster sites within the Town
  - a. Roadway transport accidents
  - b. Municipal services failures (water, sewage, phone, data and electricity)
  - c. Severe weather/earthquake response
  
3. Types of disasters or threats
  - a. Fire, Chemical, and/or Hazard materials are of concern in local businesses
  - b. A terrorist attempt/attack
  - c. Suspicious parcels and letters, including possible anthrax emergency
  - d. A criminal event, armed gunman or demonstration/protest off school grounds in the district
  - e. Aircraft crash into a building

## **SECTION 2: GENERAL EMERGENCY RESPONSE PLANNING**

### **A. Training, Drills, and Exercises**

The District has worked to develop plans for taking actions in response to an emergency. It is Eden Central Schools policy to fully comply with all applicable safety standards and laws and specially to be in compliance with the Commissioner of Education Regulation 155.17. Each facility has complete evacuation plans. These plans are confidential and are found in detail in the building level emergency response plan.

Opportunities for initial training for staff have included instruction programs presented jointly by both the New York State and Eden Police Department. Building safety committees have applied this background to both building and program needs unique to each age level of both students and building configurations. Building staff meetings have helped to bring the total staff together to

discuss building decisions. Each building conducts safety training throughout the year with faculty and staff. Each building will be required to keep a log of training offered and drills conducted.

In terms of drills, each building is required to conduct separate drills and exercises each year with the students and staff, with the cooperation and participation of the Eden Police and Fire officials when debriefing is part of the process. (Shelter in place, lockdown, evacuation, relocation, district-wide early dismissal).

Hall monitors and various aides are trained through building staff meetings, conferences, staff workshops and opportunities on Superintendent's Conference days. Secondary monitors have hallway, exit and parking lot responsibilities. The hiring process requires fingerprinting and reference checks.

The district may utilize the following procedures to respond to an emergency:

### **1. Emergency Closing/School Cancellation**

- a. The Superintendent or his/her designee has the authority to close school. An internal coordinated communication plan has been established to notify local media stations designated by the Board of Education.
- b. When school is closed, all related activities, including athletic events and student activities will be suspended for that day and evening.
- c. The following media stations will be notified:
  - i. WBEN/WDOE/WKSE/WTSS - Radio
  - ii. WGRZ – TV (Ch. 2)
  - iii. WIVB – TV (Ch. 4)
  - iv. WKBW – TV (Ch. 7)
- d. Note: The District has specific detailed plans, which will not be publically shared in this document.

### **2. Early Dismissal**

- a. Typically this will only be used when announced ahead of time so parents can plan for early arrival of children. An early exit at the high school may only be done to allow more driving time for buses and to purposely allow middle and elementary runs to remain as close to schedule as possible. Unscheduled early dismissals will be conducted by evacuating to another district building with public notification by email, website, and media outlets.

- b. Note: the District has specific detailed plans, which will not be publically shared in this document.

### **3. Evacuation**

- a. In the event of an imminent emergency that requires evacuation of the building, the building principal or his/her designee may activate these procedures. In the event of an imminent emergency, standard fire evacuation procedures will be used.
- b. As time permits, students will prepare for an evacuation, including retrieving coats, lunches, books, etc.
- c. The building principal or designee will coordinate with district office and transportation.
- d. Note: the District has specific detailed plans, which will not be publically shared in this document.

### **4. Shelter in Place**

- a. Shelter in Place is utilized when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building/room than outside.
- b. Should weather threaten transportation, use of media will be used to alert parents to the delay of district transportation. Individual district staff will provide care to include food and water while retaining staff to handle the supervision of students held in the building until transportation home is possible.
- c. Note: the District has specific detailed plans, which will not be publically shared in this document.

### **5. Hold in Place**

- a. An internal incident or administrative matter, such as students fighting in a hallway, maintenance issue or medical emergency that requires staff and students movement be limited, a Hold in Place may be initiated.
- b. Note: the District has specific detailed plans, which will not be publically shared in this document.

### **6. Lockdown**

- a. While the principal or his/her designee generally initiates the aforementioned procedures, anyone can initiate a lockdown. In the event of imminent emergency that requires specific lockdown procedures, a lockdown can be initiated by anyone in the building at any time. An individual yells, "Lock Down, Lock Down, Lock Down" and anyone able to do so will call the main office so an announcement can be made.
- b. Note: the District has specific detailed plans, which will not be publically shared in this document.

## **7. Lockout**

- a. A lockout is the response to an actual or perceived threat from outside the school building.
- b. Note: the District has specific detailed plans, which will not be publically shared in this document.

Emergency notification of persons in parental relation to the students will be made using local media, social media, school website. If the emergency involves only a few students, the school will notify parents individually, (i.e. school bus accident, medical emergency).

The District has many protocols for emergencies. These protocols are kept confidential to protect the safety of out students and staff. The details of each protocol are found in the Building Level Emergency Response Plans. The protocols include, but are not limited to:

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

In the event of an emergency, the District Emergency Response team will utilize the nationally recognized incident command system. The Incident Command structure for each school in the district can be found in the ICS portion of their Building-Level Emergency Response Plan. The Eden Central School District has many resources that can be used during an emergency. Each Building has a complete list of resources listed in their Building-Level Emergency Response Plan. Some of the resources available in the district include:

- Fire Extinguishers
- Alarm Systems/ Smoke Detectors
- Local Media and Emergency Alert
- Cell Phones
- Fax Lines
- First Aid Kits
- AED's
- Nurses
- Others as Deemed Necessary

## **B. Implementing School Security**

Building administrators have the authority to determine the following:

- Entrance and hall monitoring practices based upon building configurations, locked doors and age level of students
- Visitor, substitute – sign in and identification badge use
- Planning and timing of secondary school drug searches using police dogs
- Recommendations to the district-wide safety committee, the administrative cabinet and superintendent of schools
- The timing of custodial building checks during the weekend as well as during the week

Each building has prepared building schedules, class lists by periods, staff rosters, and their daily school day locations, parent home and work phone numbers, plus lists of telephone numbers of district and building officials needed to implement the safety plan.

### **SECTION 3: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

The Eden Central School District will investigate all reported threats and acts of violence by students, teachers, other school personnel as well as visitors to the school and threats by students to themselves, including suicide.

Whether it is a direct threat, or an implied threat. Upon hearing information about a violent event, the person hearing the threat, or to whom the threat was reported, must report to the building administrator immediately. The building administrator will gather the necessary information to determine if a threat exists. If the threat is in fact real, the Superintendent of Schools must be notified, and disciplinary procedures will be carried out as outlined in the Eden Central School District's Code of Conduct.

In the event of a violent incident, potential incident, or intruder on school grounds (direct or implied threats), the building office staff or administrator will contact the Eden Police at 911 or 992-9211. The superintendent's office will immediately be notified if another level of help is needed or if the seriousness of the situation (scope or intensity) would warrant it.

#### **A. Communication**

The district makes use of the following methods of communication for all school facilities within the district:

- Regular telephone system/cell phone system with numbers as follows:

Person	Position	School Phone	Cell Phone*
Jeffrey Sortisio	Superintendent	992-3629	confidential
Laura Feldman	Finance Official	992-3613	confidential
Kelly LaRosa	Principal	992-3610	confidential
Jason Iwankow	Director of Athletics/P.E.	992-3634	confidential
Chad Bliss	Director of Facilities	992-3602	confidential
Mary Banko	Transportation Supv.	992-3633	confidential

*\*Note: cell phone numbers are published on internal documents, not for District Safety Plan posted on website.*

- District-wide radio system
- Email
- Building intercom/PA System
- Building internal radio system – multi channel (non FCC registered)
- Local media

In the event that specific parents need to be called, phone numbers of all students and parents are kept both at the building and district level offices.

In the event of a general notification, use of both radio and TV broadcasts will be employed upon order of the superintendent (through his immediate office or the assistants' offices or office of school information).

## **B. Situational Response**

Plans have been developed through district committees that deal with the following situations:

- Intruder, violence, hostage
- Biological, hazardous material
- School bus accident
- Bomb threat
- Natural weather related – early dismissal, school cancellation
- Fire
- Suspicious mail (arriving at central office sorting station) Part of Building Plan

The district staff, including teachers, school-related personnel and school administrators, have been trained in de-escalation techniques by the New York State and Eden Police at past seminars held on superintendent's conference days. Follow up sessions will be held at both the district and building

level when staff and presenters are mutually available. An outline of early warning signs has been given to staff along with an appropriate response protocol.

In all cases the building principal or designee is immediately informed of the situation via staff members who may notify the superintendent of implied or direct threats. This may also involve immediate contact of Eden Police or the monitoring of the situation before police are initially called.

### **C. Response Protocols**

In cases of intruders (hostages), biological hazard, or bomb threats, a specific response protocol is outlined for the building level, which integrates a district response team involvement.

Depending upon the nature of the situation, the following people (agencies) are in charge as follows:

- Intruder, violence or hostage threat: highest ranking responding Eden Police Officer.
- Biological, hazardous material or radiological threat: highest ranking fire official – Eden Fire District.
- Bomb threat: Building principal or ranking district office administrator.

Procedures to safeguard staff include shut downs, lock downs (secondary), level I and level II (elementary) actions at the building level, building evacuation, or site evacuation by district transportation.

Crime scene management, as outlined on the attachment, will be utilized to protect the potential crime scene by preserving evidence.

Procedures to inform parents include use of the local radio and television media as well as direct telephone calls to parents where only building personnel or response team member involves a few people.

Use of the East Eden Fire Station and Eden Fire Hall and the district office will allow parents to convene at a local site within the district for timely information updates.

Responses to arriving parents will be based on the best information made available approximately every half hour. Most information will come from local command posts set up by the appropriate agencies in charge at the site of the occurrence.

As a result of multiple meetings with local police, disaster and fire officials, group plans have been made in advance for appropriate responses of those agencies. Debriefings occur with police and EMS personnel after drills. Calls for assistance would be coordinated through the Eden Chief of Police and/or mayor's office if requested by the Superintendent or one of his assistants.

### **D. Resource Coordination**

1. Vehicles & Transportation

Use of the district's bus fleet and drivers, maintenance staff and trucks, as well as large group facilities at the schools in the district will provide opportunities for transportation, evacuation procedures and evacuation sites, as well as control of traffic around district facilities affected by the problem.

2. Coordinating District Resources and Manpower:

Through the district-level Response Team, offices of the Superintendent, Director of Health, Physical Education & Athletics, and Supervisor of Buildings & Grounds, appropriate decisions are made to supplement procedures established with local police, fire officials and emergency response agencies.



#### **SECTION 4: POST-INCIDENT COORDINATION & COMMUNICATION**

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, staff, teachers and school officials will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing this effort is the starting point for the recovery process. Collecting and disseminating information will also facilitate the recovery process.

The Eden Central School District has outline actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Eden Central School District relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recovery following an incident.

- District Support for Buildings: Through the efforts of the Superintendent, a post crisis team plan has been developed to supplement the building level post incident efforts.
- All the district's manpower and resources will be available if it should endure an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a district goal.
- Disaster Mental Health Services: The district wide post incident team may consist of additional counselors from other district schools, along with psychologists and social workers from our district's department of pupil services. Referrals for both individual and small group counseling beyond the school efforts will be made to the appropriate community agencies when additional or long term recovering is needed.

#### **SECTION 5: BUILDINGS COVERED BY THE DISTRICT SAFETY PLAN**

<b>BUILDING</b>	<b>ADDRESS</b>	<b>ADMINISTRATOR/PRINCIPAL</b>	<b>TELEPHONE</b>
Middle/High School	3150 Schoolview Road, Eden, NY	Jeff Cervoni /Jason Lyons	992-3641
Eden Elementary	8289 South Main Street, Eden, NY	Kelly LaRosa	992-3610
Grover L. Priess School	3000 Schoolview Road, Eden, NY	Loran Carter	992-3638
Transportation Building	2902 Schoolview Road, Eden, NY	Laura Feldman	992-3633

Although separate, the school facilities are located on a tract of land along Schoolview Rd, extending from Main Street to Jennings Road. Each “school” or building emergency response plan addresses the specific situations and conditions found in the respective facilities. The District-wide School Safety Plan links the Building Emergency Response Plans for each building through an Incident Command System consisting of a District Incident Management Team and a Building Incident Management Team (IMT). Protocols reflected in the District-wide School Safety Plan guide the implementation of the Building Emergency Response Plans.