



**TULLY CENTRAL SCHOOL DISTRICT**

**DISTRICT-WIDE SAFETY PLAN**

**2021-2022**

## **INTRODUCTION**

This District-wide safety plan (the “District Safety Plan”) has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). It provides standard procedures to guide students and staff of the Tully Central School District (the “District”) when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures.

A building-level safety plan (the “Building Safety Plan”) has also been developed to comply with Project SAVE to establish specific emergency response plans for each school building. The Building Safety Plans will be in the form that has been approved by the Board of Education (the “Board”). The Building Safety Plans will provide detailed response procedures for each school building in the District. Such plans will comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Project SAVE requires that the District Safety Plan include policies and procedures on several prescribed topics. In some instances, a general policy on a prescribed topic is set forth in the District Safety Plan and the specific procedures to implement such a policy are included in the Building Safety Plans or annexed as an appendix to the Building Safety Plans.

Emergency situations can range from man-made problems such as power outages, fires, and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the District’s priorities are first the protection of life, then preservation of property and restoration to normal activities. This Plan and the Building Safety Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Safety Plan in a manner that will minimize loss of life, personal injury, and property damage.

Tully Central School District  
District-wide SAVE Plan

1. **DEFINITIONS**

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident, or other major occurrence in which the lives, safety, or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING SAFETY PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response, and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, teachers, administrators, representatives of parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property, or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war, or civil disturbance.
- H. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, students, teachers, administrators, and parent organizations, local emergency agency personnel, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.

Tully Central School District  
District-wide SAVE Plan

1. **DEFINITIONS** (cont'd)

- J. **EMERGENCY** – A situation, including but not limited to, or a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- K. **EMERGENCY RESPONSE BAG** (“Gotta Go Bags”) - A conspicuously marked bag maintained in the Building Administrator’s office containing emergency response information. This bag is to be transported to the Field Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept in the District Office.
- L. **EMERGENCY SERVICES ORGANIZATION** – A public or private agency, organization, or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing, or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- M. **EMS COMMANDER** - The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. **EVACUATION** – The emergency response for moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- O. **FIELD COMMAND POST** - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- P. **FIRE COMMANDER** - The fire chief directing fire-fighting operations at the incident.
- Q. **INCIDENT COMMANDER** - The supervisor with decision-making responsibility when responding to a particular emergency.
- R. **IN-PLACE SHELTERING** – The emergency response used in situations where it is necessary to have students/staff temporarily remain in their classrooms or work-areas during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- S. **INNER PERIMETER** - The immediate area of containment around the incident site.
- T. **LANDING ZONE** - A clear level area no less than 100 feet by 100 feet in an area for helicopter landings. The landing zone should be within the outer perimeter when possible and secured by ground personnel during helicopter operations.

Tully Central School District  
District-wide SAVE Plan

1. **DEFINITIONS** (cont'd)

- U. **LOCK-DOWN** - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- V. **LOCK-OUT** - This emergency response is to be used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.
- W. **MEDIA STAGING AREA** - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. **NATURAL DISASTER** - Those incidents in which the forces of nature threaten the lives, safety, and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. **OUTER PERIMETER** - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. **POLICE DETAIL COMMANDER** - The police supervisor commanding police personnel detailed to the incident.
- AA. **POST-INCIDENT RESPONSE TEAM** – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors, and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency.
- BB. **RELOCATION CENTER** - A location established outside the inner perimeter for providing temporary shelter or care for persons displaced by an Emergency.
- CC. **SAFETY ZONE** – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus (“evacuation”), where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. **SCHOOL CANCELLATION** – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

Tully Central School District  
District-wide SAVE Plan

1. **DEFINITIONS** (cont'd)

- EE. **SERIOUS VIOLENT INCIDENT** – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.
- FF. **SHELTERING** – The emergency response of keeping students and staff in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building, (a gymnasium, auditorium, cafeteria) during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged. Sheltering information for each building is located in each building SAVE Plan.
- GG. **STAGING AREA** - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- HH. **STUDENT RELEASE AREA** – A predetermined location where parents, guardians, or authorized persons (pre-arranged surrogates) can pick up students during an emergency.
- II. **TERRORIST ACTION** - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message, and/or demand some action.
- JJ. **TREATMENT AREA** - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. **UNIFIED COMMAND** – The safety plan command system, which ensures that the Incident Commander shall communicate and consult with the Superintendent of Schools prior to giving any order or instruction during or after the occurrence of a violent incident.

## 2. **POTENTIAL EMERGENCY SITES**

### A. **MAPS AND FLOOR PLANS**

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, Fuel, and Electrical)
2. Phone jacks for outside lines
3. Chemical storage areas
4. Mechanical storage areas
5. Kitchen area(s)
6. Mechanical rooms (HVAC, etc.)
7. High School Bus Garage (bulk fuel storage)

### B. **SURVEY OF VULNERABILITY**

We have surveyed sources of potential emergencies within our school buildings, grounds, and community locations. Site-maps and floor plans of our buildings have been provided to local police and law enforcement. A survey of vulnerability is included in each building level plan.

## 3. **STANDARD EMERGENCY RESPONSE PROCEDURES**

### A. **GENERAL EVACUATION**

Evacuations may be necessary in the event of fire, weather, other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed. Protocols for the response for each school building are in the Building Safety Plans.

1. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
  - (a) Fire Alarm
  - (b) Intercom System
  - (c) Electronic Communication/Notification
  - (d) Verbal or Written Notification
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.

### 3. STANDARD EMERGENCY RESPONSE PROCEDURES (cont'd)

3. The normal evacuation route(s) for students, faculty, and staff for each school shall be specified in the Building Safety Plan and included with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers will be asked to submit or turn in their Attendance Roster to the Building Administrator for use at the emergency command post.
4. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using Navigate Prepared and/or the school's intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
5. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
6. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
7. Elevators may not be used for evacuation purposes. Staff are assigned to the area of refuge to assist students.
8. All persons shall proceed to the designated Safety Zone and remain there until further notice.
9. Teachers must take attendance once in the designated Safety Zone and are to notify the designated person if a student is not present.
10. Any time teachers have to relocate their class, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.
11. Occasionally, there may be a need to relocate students from the Safety Zone to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander upon consultation with the Superintendent of Schools. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign out a child at the designated reunification site.

Tully Central School District  
District-wide SAVE Plan

12. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
13. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Administration will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES (cont'd)**

**B. EVACUATION OF DISABLED STUDENTS, STAFF, AND FACULTY**

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Safety Plan shall have a list of persons in need of assistance and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan form (Appendix F) should be located in the Building Safety Plans. This form should be completed for every child or staff member who has limited mobility and for any other who would require assistance to leave the building in an Emergency or require any kind of special accommodations during an Evacuation. The plan for each student should be reviewed annually.
2. The Assisted Evacuation Plan will designate the person(s) responsible to assist in evacuating the non-ambulatory person as well as alternates for situations in which the person with primary responsibility is not available. The person with primary responsibility should be someone who is likely to be near the person who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic. Person(s) responsible should evacuate non-ambulatory person(s) to the assigned exit point and loading area for transportation. The local fire department will be notified as to the location of this area.
3. A copy of the Assisted Evacuation Plan should be included in the “*Gotta Go Bag*”.
4. In case of an Emergency where evacuation or a long-term stay on-site is required, the C.S.E. Chair (Committee of Special Education) and designated staff will respond to the Relocation Center or to the designated Safety Zone to assist with special education students and staff who serve them.

Tully Central School District  
District-wide SAVE Plan

5. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the C.S.E. Chair (Committee of Special Education) will act to facilitate the use of such groups.
6. Designated staff from the office of the C.S.E. Chair (Committee of Special Education) will provide additional assistance where needed.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES (cont'd)**

C. SHELTERING

Not all Emergencies will require building occupants to get out and go somewhere else. A sheltering procedure is appropriate for situations when it is necessary to hold students in an inside Safety Zone temporarily during an emergency until things can be returned to normal or dismissal can be arranged. Protocols for a response for each school building are in the Building Safety Plans. General procedures are as follows:

1. Upon receiving instruction from local, county, or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent of the determination to shelter.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone. Faculty will bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.
4. During sheltering for certain types of environmental problems, i.e., air pollution, chemical spills, or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodians, which includes securing the building.
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.

Tully Central School District  
District-wide SAVE Plan

7. If such procedure necessitates remaining in school after hours, the Superintendent of Schools will issue a public notice to this effect through the local news media. Parents will be advised as to appropriate responses including where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of District resources in cooperation with the Incident Commander and request assistance from the County Emergency Management Office, the American Red Cross, and other agencies as appropriate (See the District Emergency Management Plan).
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES (cont'd)**

**D. LOCK-DOWN**

A lock-down procedure is appropriate for situations which mandate that students remain in one location until authorized to move. Protocols for a lockdown response for each school building are in the respective Building Safety Plans. General procedures are as follows:

1. A lock-down procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff. The procedure may involve some or all persons within the building, depending on the nature and location of the emergency.
2. The Building Administrator will notify all building occupants of a lock down order using an emergency signal. Students and staff shall remain in their classrooms or work-area until the Building Administrator or law enforcement official gives instructions otherwise.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
4. If the Emergency dictates, building staff should close and lock windows and doors in their area if possible.
5. Non-instructional staff and all non-assigned instructional staff will report to the Building Administrator for specific instructions only if summoned and safe to do so.
6. The Building Administrator will assign selected staff members and the custodian(s) to secure the building.
7. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Business Administrator, or designee, will provide information and updates to parents and the media at

the media reception area at a predetermined location.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES (cont'd)**

**E. LOCK-OUT**

A lock-out procedure most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

1. The Building Administrator, or person-in-charge, will apprise all building occupants that lock-out procedures are being implemented using a plain language announcement.
2. The Building Administrator will contact local 9-1-1 emergency responders (if not first apprised by law enforcement) and notify the Superintendent.
3. If the emergency dictates, building staff should close and lock windows.
4. Students/staff who are on the school grounds will be immediately summoned to return to the school building
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
7. Modify normal dismissal procedures as appropriate.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES (cont'd)**

**F. EARLY DISMISSAL**

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing, or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent of Schools. Information is in each Building Safety Plan.

1. Early dismissal is available as a building evacuation option for emergency situations as decided by the Superintendent of Schools.
2. Similar to evacuation, early dismissal is merely a procedure for getting students out of the building and united with their families or with an authorized person who has been designated by the parents to care for the child in their absence.
3. Due to the time it takes to coordinate an early dismissal, this action is normally coordinated at the District level and is typically used in response to inclement weather or loss of heat or other utilities in the building.
4. The Head Mechanic will be notified when and where to send buses.
5. Emergency contact information will be utilized to facilitate uniting students with their families or with an authorized person who has been designated by the parents to care for the child.
6. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the emergency dictates, will select alternate dismissal procedures and/or loading areas.

#### 4. **PREVENTION AND INTERVENTION STRATEGIES**

The District operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence. Three such District-wide programs are described below:

##### A. **STUDENT SUPPORT PROGRAMS**

1. The programs serving students with emotional disabilities provide services including individual counseling, group counseling, psychiatric evaluation, home visits, family counseling, and a behavioral management program (including teacher training).
2. The students are closely monitored by trained staff and any indication of violent behavior, (e.g., rumor of weapons,) is immediately followed up with the involvement of local law enforcement, social services, mental health services, and parents.
3. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents.
4. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated.
5. The Alternative Education programs deal first with the social issues affecting students' academic achievement and second with academic issues. The programs begin each day with "family groups" and periodic town meetings are held. When necessary, individual counseling is provided.
6. A Student Assistance Counselor is available at the high school to counsel students who have substance abuse or personal problems.

## 5. **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and/or law enforcement officials.

### A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting anti-social behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or anti-social group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS (cont'd)**

**B. USE SIGNS RESPONSIBLY**

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. Therefore, everyone concerned must take precautions that students are not needlessly stigmatized.

**6. COMMUNICATION, EARLY DETECTION, AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS**

The District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community need. The district currently has one School Psychologist (K-12), one A.D.A.P.E.P. Counselor, two School Guidance Counselors (7-12), two Social Worker (K-12) and several staff members (7-12) trained as mediators in conflict mediation. The following is a list of intervention programs and services currently available at Tully Central School District:

**A. PROGRAMS IN PLACE FOR GRADES K-6:**

1. Banana Splits – program for children of divorce
2. Drug Quiz program
3. Character Education
4. Responsive Classroom
5. Student Support Team

**B. PROGRAMS IN PLACE FOR GRADES 7-12:**

1. Conflict Mediation
2. Teen Institute
3. Anti-Bullying Committee
4. Student Support TeamCK

## 7. RESPONDING TO THREATS OF VIOLENCE

The District shall make continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that District authorities can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

### A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (a) Assume the threat is serious;
  - (b) Immediately report the threat to a parent, guardian, school staff, administrator, or law enforcement officer; and
  - (c) Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
  
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (a) Assume the threat is serious;
  - (b) Immediately report the threat to a school staff member, school administrator, or law enforcement officer; and
  - (c) Be available and cooperative in providing a statement of information, with the understanding that the parent/guardian will remain anonymous to the greatest extent possible.
  
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (a) Assume the threat is serious;
  - (b) Immediately report the threat to a school administrator/designee; and
  - (c) Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.

**7. RESPONDING TO THREATS OF VIOLENCE (cont'd)**

4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - (a) Assume the threat is serious;
  - (b) Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
  - (c) Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received; and
  - (d) Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received.
  
5. Building Crisis Intervention/Response Team shall do the following:
  - (a) Assess and document all threats of violence. Factors to consider when determining whether a threat is credible are listed in Appendix "P".
  - (b) Investigate credibility and validity of threats as stated in Appendix "P", the "Threat Assessment Flow Chart".
  - (c) Interview person(s) reporting/observing the threat.
  - (d) Summon and interview person(s) making the threat. If there is the potential of violent reaction or confrontation consider the following:
    - The nature of the threat
    - Who is sent to summon person(s) making threat
    - The training and ability of the person sent
    - The class schedule of person(s) making threat
    - The time of day
    - Proximity of other students and staff
    - The age and history of person(s) making threat
    - The use of on-site security or summoning local law enforcement
  - (e) Report occurrence, whether involving an actual confrontation or a threat of potential violence, to the potential victim(s) and/or their parents/guardians, to the parents/guardians of the student who made the threat, the school psychologist and/or counselor, and the Director of Special Education, if applicable. Coordinate with local mental health agencies and other outside resources as necessary.
  - (f) Keep Superintendent apprised.
  - (g) Discipline person(s) making the threat according to District Code of Conduct.

Tully Central School District  
District-wide SAVE Plan

6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
7. If it is agreed that the threat is credible:
  - (a) If not already done, the administrator will immediately consult with appropriate law enforcement.
  - (b) The school administrator shall take appropriate action in accordance with the proper predetermined Code.
  - (c) The administrator will activate student release if necessary.
  - (d) The students' parents or guardians shall be notified in accordance with the appropriate Code provisions.
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

## **8. RESPONDING TO ACTS OF VIOLENCE**

### **A. POST INCIDENT RESPONSE TEAM**

1. The District has established Post Incident Response Teams comprised of appropriate school personnel, medical counselors, mental health counselors, and others who can assist the school community in coping with the aftermath of an emergency or serious violent incident.
2. The Post Incident Response Team shall be activated in accordance with the appropriate Building Safety Plan.
3. Additional post-incident response assistance is available, if necessary, through the Onondaga County Department of Emergency Management, (315) 435-2525 and the Onondaga County Department of Mental Health Student Assistance Program Postvention Services, (315) 435-3355.

### **B. COUNSELING**

1. Logistics: If needed, locations shall be identified by Building Administration for:
  - (a) Group counseling center
  - (b) Individual counseling location
2. Each Building Crisis Team shall follow its procedures for crisis intervention.

Tully Central School District  
District-wide SAVE Plan

3. Each Building Safety Plan shall also contain specific procedures on how to identify and contact affected students, staff, and personnel and follow through on high-risk individuals.
4. The Following interventions may be used when appropriate.
  - (a) Parent/community meetings.
  - (b) Staff meetings (all staff).
  - (c) Classroom activities/presentations/discussions.
  - (d) Referrals to community agencies.

**9. PROTOCOLS FOR RESPONDING TO EMERGENCIES**

**A. GENERAL PROTOCOLS**

The Building Safety Plans and Emergency Response Summary Chart contains the Emergency Plain Language codes for each Standard Emergency Response Procedure outlined in Section 3 of this Plan. This chart is in every classroom in the District.

**B. SPECIFIC PROTOCOLS**

The following chart lists a number of possible emergencies, which are in each Building Response Plan or “Emergency Response Summary Chart”:

Stay in Place	Lock Down	Lock Out
Fire/Explosion	Bomb Threat	Natural Disaster
Evacuation	Medical Emergency	Crisis Procedure

## 10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The District administration in conjunction with the School Resource Officer has worked to develop a mutually satisfactory protocol for such reporting. Unless, and until, that protocol is developed, the following procedures shall be followed by District personnel:

### A. SEQUENCE OF ACTIONS.

1. The first person who becomes aware of an emergency should notify the Building Administrator's Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how, and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
  - (a) Call 911 (9-911 if dialing "9" is required to obtain an outside line)
  - (b) Call the Superintendent of Schools at 696-6204
  - (c) PLEASE NOTE – you must talk to a person at the Superintendent's office; do not leave a voicemail message. If you cannot talk directly to someone in the Superintendent's office, call the Business Administrators office at 696-6206
4. The Reporting Guidelines that are set forth in Appendix "L-P" to the District Safety Plans should be implemented depending on the nature of the emergency.
5. School personnel should oversee Safety Zones (if evacuation occurs) and insure that a Treatment Area is operational (if needed).
6. School personnel should cooperate with, and provide assistance, to Police and Emergency Personnel.
7. School personnel should provide information to the District Spokesperson in charge of dealing with the media.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**

**A. DISTRICT RESOURCES AVAILABLE**

The following resources are available in the event of an emergency:

<b><u>RESOURCE</u></b>	<b><u>DISTRICT LOCATION</u></b>
Telephone System	All
Zoned Fire Alarm System	All
Radio Station/Portable Radios	All
Public Address System	All schools
First Aid Supplies	All
Fire Extinguishers	All
Electrical Generators, Built-in	High School
Water Supply – Fire	All
Food Storage	All
Vehicle Fuel Storage	Transportation Center
Heating Fuel Storage (#2 heating oil)	High School Maintenance
Flashlights, Batteries	All
Maps (School District Area and Roads)	Transportation Center Maintenance
Building Floor Plans	All
Buses	High School & Elementary Bus Garage
Pick-up Trucks, Vans, Snowplows	Maintenance
Maintenance Tools & Equipment:	Maintenance Portable Electrical Generator Portable Water/Mud Pump Portable Welder Portable Lifts

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY  
(cont'd)**

**B. STAGING AREAS**

1. All Command and Related Areas (e.g. EMS, Fire, Police, Landing, Media, Parents, Treatment, Student release as needed) will be determined by Incident command at the time of the incident. The 911 Center should direct responding units to travel to this location, specifying the safest and most practical route of travel.
2. Where individuals require medical attention as a result of accident or injury, qualified persons should provide general first aid until more expert help is secured. Specific procedures to handle medical emergencies are provided in the Building Safety Plans.

**C. LOCATION OF THE COMMAND POST**

In the event of a full-scale evacuation of a school, the Command Post will be established at the location specified in the Building Safety Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter and its location must be communicated to the Building Administrator through the 911 Emergency Communications Control Center as soon as possible. Whenever possible, the Command Post should have the availability of landline telephone communications.

**D. DISTRICT PERSONNEL AT THE COMMAND POST**

The following District personnel will report for duty at the Command Post during a declared emergency: The Superintendent of Schools, or designee.

1. The Superintendent of Buildings and Grounds, or designee, shall bring a two-way radio capable of operating on District radio frequencies.
2. The school office designee and building custodian, for the involved building, shall bring the school's Emergency Response Bag.
3. Other personnel as directed by the Incident Commander.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

E. DUTIES OF THE SUPERINTENDENT OF SCHOOLS

1. The Superintendent of Schools, or designee, will represent the District as part of the Unified Command staff at the Command Post.
2. The Superintendent of Schools will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff, or students.
3. The Superintendent of Schools shall also be responsible for:
  - (a) Mobilizing District personnel and resources as necessary.
  - (b) Designating a staff member to organize the District's response as parents or guardians inquire either via telephone or in person as to the health and safety of their children.
  - (c) Providing information to the District Spokesperson with the approval of the Incident Commander.
  - (d) Performing other duties as assigned by the Incident Commander.
  - (e) Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list shall be included in the Emergency Response Bags.
  - (f) Directing the review and revision of this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies.
  - (g) Directing that each Building Administrator review the Building Safety Plan for his or her school to update any personnel changes. A copy of any changes shall be sent to the Superintendent of Schools for inclusion in the District Office Emergency Response Bag, with copies provided to emergency response agencies.
4. The Superintendent will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Business Administrator, Building Administrator(s), and the Head Mechanic, The Superintendent of Building Grounds, the Cafeteria Manager, the District Spokesperson, and the Director of Special Education where appropriate.
5. If an evacuation is ordered, the Superintendent may request District Office personnel to report to the receiving school to help assist with the arrival of students from the building affected by the emergency.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

F. DUTIES OF FACULTY AND STAFF

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time should a staff person place themselves at risk and attempt to deal with an Emergency, such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
2. The degree of the Emergency and subsequent actions will be determined from information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials, and others. One or more of the following responses may be utilized: Evacuation, Early Dismissal, Sheltering, or Lock-down.
3. In an Emergency, all District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions, and other contractual provisions are subject to State, County, or District directives.
4. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
5. Any unassigned employees shall report to the designated Safety Zone and help whenever needed to chaperone or supervise students.
6. Upon arrival at the designated Safety Zone or Relocation Center, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Safety Zones or Relocation Centers.
7. In the event that faculty, staff, or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

G. DUTIES OF CUSTODIANS

The custodial staff for each building shall assign the following duties among themselves prior to an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems under the direction of the Building Administrator.
2. Be sure the entire custodial team has assignments for all Emergencies.
3. Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
4. Provide support and be alert to needs of staff and students.
5. Cooperate with police, fire, and EMS personnel and provide requested information, advice, assistance, and active support.
6. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible..
7. If the situation warrants, secure the building and check to ensure that everyone is evacuated.

H. DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.

Tully Central School District  
District-wide SAVE Plan

3. Review this Plan and the Building Safety Plan for your school prior to each school year with the Building Administrator.
4. Provide collaborative support and assistance for Fire and Rescue Personnel.
5. Carry out first aid in the Safety Zone and/or at the Evacuation Site as needed.
6. Maintain a list of emergency medical conditions and needs for all students.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

**I. DUTIES OF THE HEAD MECHANIC**

In the event of an Emergency, the Head Mechanic will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.
2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the predetermined relocation site(s) for each school. Ensure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. Transportation personnel along with administrative staff will assist in every way possible during all Emergencies.
7. Incident Command may declare at any time during an Emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Incident Command stops the Code Silence.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

J. DUTIES OF THE SUPERINTENDENT OF BUILDINGS AND GROUNDS

In the event of an Emergency, the Superintendent of Buildings and Grounds will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Be prepared to share blueprints for any and all school buildings to police or Emergency officials whenever needed.
3. The Superintendent of Buildings and Grounds will also set up:
  - (a) A system for sharing blueprints of District buildings if needed during an Emergency.
  - (b) A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties after an Emergency.
  - (c) A procedure for the assignment and use of, powered equipment, trucks, and other heavy equipment from the District to assist as part of any Emergency.
  - (d) Radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted.
4. Report to the Command Post, bringing any materials that may be of value to Emergency personnel.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY  
(cont'd)**

**K. DUTIES OF CAFETERIA MANAGER**

In the event of an Emergency, the Cafeteria Manager shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their buildings to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurse, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.

**L. DUTIES OF SECRETARIAL AND SUPPORT STAFF**

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. The office designee will have primary responsibility for retrieving the "Gotta Go Bag" from the school office at the onset of the Emergency/Evacuation and for bringing it to the Command Post. At the Command Post the building secretary will be responsible for assisting the Incident Commander and acting as a representative of the school. The building secretary shall be responsible for providing information regarding faculty, students, attendance, and visitors in the building.
2. Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
3. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel as directed by an administrator.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an

“office” in the Safety Zone if this area is activated.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

**M. DUTIES OF THE DISTRICT SPOKESPERSON**

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent of Schools/or designee shall assign a person to serve as District Spokesperson. The District Spokesperson will work with the spokesperson for the incident commander. The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson will be:
  - (a) To provide correct information to the public, by telephone, media, or letter as appropriate, as to what is occurring and what the School District is doing in response;
  - (b) To act as a liaison between the media, the public, and School District officials who are involved in decision making and the operational response to the emergency;
  - (c) To organize the District's response to parents; and
  - (d) To provide for rumor control by keeping a TV set or radio tuned to a news station in Command Center only (not in classrooms and/or public places). The Spokesperson shall verify ALL facts heard and update the Fact Sheet as needed.
2. The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the Incident Commander.
3. All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
4. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
  - (a) Causes or motives for the incident.
  - (b) Extent of casualties or damage.
  - (c) Expected duration of the operation.
  - (d) Liability or responsibility for the incident.
  - (e) Tactical responses, operations or considerations.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
(cont'd)

5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
6. The Spokesperson should request that the media direct all parents to the person(s) specified at the time of the incident for information about, and reunification with, their children.

**12. CONTACTING PARENTS IN AN EMERGENCY**

A. EMERGENCY CARDS AND STUDENT RELEASE FORMS

These will be sent out to all parents at the beginning of each school year to obtain the following:

1. Permission to send child home early in the event of emergency;
2. Any conflict of scheduling that may arise for working parents;
3. The name and telephone number of employers at which to contact parents in the event of early dismissal;
4. Alternate plans for the child's welfare if neither parent can be informed of early dismissal; and
5. Special students' needs identified and planned for appropriately.

B. PARENTAL NOTIFICATION

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

1. The Superintendent of Schools shall designate an individual to organize the District's response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
2. The names of any students released shall be communicated to the Command Post.

**13. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES**

In an Emergency, the Superintendent of Schools will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact the Onondaga County Emergency Management Center for assistance.

**14. INTER-AGENCY ADVICE AND ASSISTANCE**

In the event of an Emergency, the Superintendent of Schools will contact the following agencies as dictated by the situation:

- Fire –Tully Fire Department 911
- Onondaga County Sheriff 911
- New York State Police 911
- Emergency Medical 911

**15. INTRA-SCHOOL DISTRICT ALERT SYSTEM**

A. SUPERINTENDENT’S DUTIES

The Superintendent of Schools shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent of Schools or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the District, and shall address all news media.

B. NOTIFICATION

The Superintendent of Schools will be responsible for notifying the Office of the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services, at 315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

**16. MULTI-HAZARD SCHOOL SAFETY TRAINING**

A. TRAINING OF STAFF

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Safety Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.

**16. MULTI-HAZARD SCHOOL SAFETY TRAINING (cont'd)**

2. Training for District staff should be conducted annually to insure school staff and students understand emergency procedures. The training should discuss any changes to this Plan or to the Building Level Plans.
3. Other agencies participating in this Plan (e.g., police, fire, EMS) should conduct appropriate training on this Plan.
4. Emergency services agencies and the District may cooperatively conduct emergency simulations to test the Building Safety Plan. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include “tabletop exercises” where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.
5. Training programs enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.
6. Training can entail short briefings or presentations related to any aspect of preparedness. The training should convey the importance of everyone’s role in implementing an effective school emergency response.

**17. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS**

**A. RESPONSIBILITIES OF THE DISTRICT**

All Building and District administrators and program supervisors will perform the following tasks with respect to training for staff and students.

1. Review District Safety Plans and the Building Safety Plan for their particular building with their staff no later than October 1<sup>st</sup> of each academic year. Any revisions to the Plan will be distributed to staff at the beginning of each school year.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing the School District population of the actual or impending activation of Emergency Response Procedures by the District.

4. Prepare education, training, and drills required of the District population to assure effective operation of the plan.

## **17. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS (cont'd)**

### **B. STAFF TRAINING**

The following tasks shall be performed by Building and District authorities with respect to staff training; Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

## **18. EMERGENCY DRILLS AND EXERCISES**

### **A. CONDUCT OF DRILLS**

1. The Superintendent of Schools shall be responsible for determining the nature and frequency of drills to be conducted with respect to this plan. At a minimum:
  - (a) Early dismissal and sheltering drills must be conducted at least once every school year;
  - (b) Lockdown drills must be conducted at least four times every school year;
  - (c) Inclusive of transportation and communication procedures; and
  - (d) Early dismissal drills must have at least one week's notice to parents or guardians.
2. If requested, the Building Safety Team will assist the District in conducting drills and evaluate the response in order to improve the overall level of Building Safety Plans.
3. Each building within the District will hold one annual early dismissal drill as well as routine fire drills
4. Drills must be conducted in accordance with State Education Department regulations. They shall test Building Safety Plans for early dismissal and evacuation, including sheltering, transportation, and communication

issues. Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time. Building Administrators shall give parents or guardians at least one week's notice of early dismissal drills.

## **18. EMERGENCY DRILLS AND EXERCISES (cont'd)**

### **B. FIRE DRILLS**

The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Fire drills must be taken seriously at all times. From the time the alarm sounds, until occupants are back in the building, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures.

1. See that doors and windows are closed, doors unlocked and closed, and lights are left as is before leaving their classroom (if safe to do so).
2. Take a class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
  - (a) Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
  - (b) Be sure students know alternate escape routes from the classroom.
6. Fill out the fire drill log.

## **19. PLAN DISTRIBUTION AND REVIEW**

### **A. COPIES OF THE PLAN**

A copy of this Plan shall be kept in the office of the Superintendent of Schools, Business Administrator, Superintendent of Buildings and Grounds, Building Administrators, building Nurses, building Head Custodians, School Resource Officer, Local State Police, Sheriff's Department, New York State Police Troop D – Emergency Coordinator.

## 20. SCHOOL BUILDING SECURITY

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

### A. BASIC PROCEDURES

1. Badges.
2. General access to buildings shall be limited to a clearly identified central access. All entrances shall be locked and secured while classes are in session.

### B. VISITOR PROCEDURES

The Superintendent of Schools encourages parents/guardians and other district citizens to visit the District's schools. The community should feel welcomed in our schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Administrator, or designee, is responsible for all persons in the building and on school grounds. In light of today's security concerns, building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
  - (a) Signage on all entrances clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years.
  - (a) All visitors, including vendors, will be issued a visitor identification badge and are required to wear the badge at all times while in the school or on school grounds.
  - (b) Visitors must return the identification badge to the main office and sign-out before leaving the building.
  - (c) If a staff member observes a visitor, including a vendor, without a badge then the staff member shall request that person to report to the main office. The staff member shall inform the Main Office that they directed an individual to sign-in. A description of the person shall also be given. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building.

Tully Central School District  
District-wide SAVE Plan

4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.
5. All visitors are expected to abide by the rules for public conduct while on school property as outlined in the District's Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
6. The Building Administrator is responsible to enforce the District Code of Conduct as applied to visitors.

**20. SCHOOL BUILDING SECURITY (cont'd)**

C. STAFF RESPONSIBILITIES

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but report their presence to the Building Administrator immediately. The "Emergency Response Summary Chart" referred to in the Building Safety Plans contains the procedures for dealing with armed or dangerous persons.

D. KEYS AND LOCKS

Procedures for administering and maintaining keys and locks shall be according to Board Policy.

E. SECURITY SYSTEMS AND SURVEILLANCE

Lighting and administrative procedures are in place for all school buildings.

**21. INDIVIDUAL BUILDING INFORMATION**

Each Building Safety Plan contains maps and floor plans of the buildings and information on the number of staff and students in that school.