

# Tioga Central School District

27 Fifth Avenue – Tioga Center, NY 13845

## Tioga Central School 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. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. 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.

### **SECTION I: DISTRICT LEVEL RESPONSE PLAN**

#### **A. Purpose**

The Tioga Central School District has established the following school safety teams in accordance with Education Law 2801-a and Commissioner’s Regulation 155.17. At the direction of the Tioga District Board of Education, the Superintendent appointed a District-Wide School Safety Team and charged it, with the development and maintenance of the District Wide School Safety Plan.

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

The District has created a District-Wide School Safety Team including the follow persons:

The members of the District Safety Team for the 2020-2021 school year.

<b>Name</b>	<b>Positions</b>
Mrs. Kathleen Keene	Administration/Safety
Mr. Greg Schweiger	Board of Education
Mr. James Houseknecht	Teacher, Tioga Elementary
Mr. David VanDusen II	Parent/Support Staff/EMS and Fire
Mr. David Keene	Manager Buildings and Grounds
Mr. David VanDusen	Manager Transportation
NY State Trooper Hartz	NY State Trooper Liaison for Schools

## **Philosophy**

### **C. Concept of Operations**

It is the goal of the Tioga Central School District to provide a safe and secure learning and teaching environment for all students and staff. The following describes practice, policy and procedures implemented district wide to ensure effective prevention, intervention, and emergency response.

The Tioga Central School District consists of three buildings, the Elementary, Middle, and High School. The three buildings are all connected. The Universal Prekindergarten Building is a separate building located just a few feet SW of the Middle School. It is considered part of the Elementary building for emergency response.

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the Building Level Emergency Response team.

Activation of the Emergency Response Plan-In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the building Principal. The building Principal, or Incident Commander, will determine if there is an emergency and activate the Building Level Response Team if needed. The Principal or designee will also immediately notify the Superintendent and/or the Chief Emergency Officer. Where appropriate local emergency officials will also be notified.

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

Building Level Plans are required to be reviewed annually and updated as necessary. The Board of Education must adopt the Building Level Plans and the District-Wide Safety Plan annually by September 1. The Building Level Plans must remain **confidential**.

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

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

The District has developed the following safety and security procedures to protect students, staff, and visitors from *Implied or Direct Threats*:

#### **1. Reporting of threats of violence to school authorities**

- a.** Any Tioga Central School District employee or staff are required to inform building administrator (i.e. building principal or his/her designee) of any threat director indirect threat of violence to students, themselves, others or property.

- b. Parents, visitors or volunteers made aware of any threat of violence, whether direct or implied, by a student, staff member, or visitor while on school property will immediately report such threat to the building principal or his/her designee.
- c. Students are encouraged inform school staff about any indirect or direct threat of violence to themselves, others or property.

## **2. Investigation of threats of violence**

- a. The building administrator (i.e. the Principal) will conduct a thorough investigation of the threat. Appropriate efforts will be made to de-escalate, if trained, or call upon other staff to help separate or monitor students. The Principal may consult with the school guidance counselor, school psychologist, or other agencies to ensure the student(s) and their families have access to services. The building principal or superintendent may also take any necessary action as described in the Tioga Central School District Code of Conduct.
- b. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements)
- c. Chronic offenders may require a behavior intervention plan, close monitoring, and police intervention.
- d. Threats placing students, staff, and others in immediate danger require an immediate call to police.

*The District has developed the following safety and security procedures to protect students, staff and visitors from Acts of Violence:*

- 1. Reporting acts of violence to school authorities
  - a. Any district employee or student who witnesses or is made aware of any act of violence by a student, teacher, other school personnel, or visitor upon any other person shall immediately notify the building principal.
- 2. Investigating acts of violence
  - a. The building principal may take intervening action to immediately isolate the area, if the situation warrants, and will determine the level of threat in consultation with the superintendent. If necessary, the principal may initiate any one of the Emergency Response procedures including a lockdown.
  - b. The principal will refer to the district code of conduct and take any necessary action as soon as practical. The principal may contact appropriate law enforcement agencies to report acts of violence in accordance with the code of conduct and after consultation with the superintendent.

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

### **1. Bomb Threats:**

In the event of a Bomb threats the main concern shall be for the safety of the pupils and personnel in the district. All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation

### **2. Hostage Taking**

The Emergency Response Plan Procedures will be followed in the event of an intrusion.

### **3. Kidnapping**

In the event of a kidnapping, the Emergency Response Plan response action will be taken.

### **4. Intrusions**

The Emergency Response Plan procedures will be followed in the event of an intrusion.

### **5. In the Event of School Cancellation**

In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) for the purpose of notifying parents and students; and starting the district Mass Notification for the purpose of notifying staff.

### **6. In the Event of an Early Dismissal or Evacuation**

In the event of an early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents.

## **SECTION IV: HAZARD IDENTIFICATION**

**1.**The District-Wide Safety Team must identify potential hazards annually and review the effectiveness of the Building-level plans response to the hazards.

- ✓ Medical Emergencies: allergic reaction, animal bites, bleeding, a blow to the head, broken bones, burns, choking, drowning, school bus accident, and shock are all possible emergencies within the district.
- ✓ Criminal Offences: Active shooter, bomb threat, civil disturbance, fire, and student protest are assessed by each building and prepared for.
- ✓ Natural Disasters: Severe Weather such as winter storms, thunderstorms, high wind, tornado, and flooding are the most possible and probable.
- ✓ Technological: Water or electrical system failure, gas leak, poisonous or noxious fumes, train derailment, truck or vehicle accident resulting in the release of toxic materials.

## **SECTION V: Emergency Response**

The following are the general Emergency Response actions used by the District. The Building Level Emergency Response Plans and the School Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- A. Hold-in-Place – Used to limit the movement of students and staff while dealing with short term emergencies. (medical or a disturbance in a hallway)
- B. Shelter-in-Place – Used to shelter students and staff inside the building. May be used for weather or other emergencies.
- C. Evacuate – All students and staff exit the building using the evacuation maps located in each room. All assemble outside at designated locations.
- D. Lockout – Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.
- E. Lockdown – Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

## **SECTION VI: Notification and Activation of Communication (internal and external)**

### **1. Obtaining assistance during emergencies from emergency service organizations and local government agencies.**

In the event of a violent incident on school property, it is the responsibility of the superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in the administration building and are as follows:

New York State Police - 687-3961

Tioga County Sheriff's Dept. - 687-1010

Tioga County Emergency Services – 687-2023

**All county emergency services are accessed by calling 911.**

### **2. Communication between students, staff and families.**

- a. Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise the media will be notified on line or by telephone if available.
- b. If possible, parents will be notified by SchoolMessenger in the event of an early dismissal or violent incident (if appropriate); however, parents are encouraged to be aware of media announcements and the District Website regarding early dismissal.
- c. Prepared messages will be available to all media, as determined by the Superintendent. Parents or guardians may also be notified of a violent incident at school via letter home from the superintendent, if appropriate.

The SchoolMessenger notification system may be used to advise parents of many emergency situations; including but not limited to: early dismissal, evacuation, and reunification post incident. The District's website may also be used in the same capacity. Specific directions will be provided.

- d. Local education agencies within the district will be notified by telephone and/or fax, if possible. In the event telephone service is out of order, other means of communication, including the use of a messenger, if possible, will be utilized.

*Collaboration with law enforcement, emergence services and local government agencies*

Tioga Central School District maintains working relationships with local, county, and state agencies which could aid in time of emergency, including the Tioga County Emergency Services Office, Tioga County Mental Health Office, Tioga County Sheriff's Department, New York State Police, Tioga Fire Department, Nichols Fire Department, and American Red Cross. Through existing protocols described herein, these agencies and others could supplement the resources available within the district. This maintains the cooperative effort established by Board Policy 7330 where with Board of Education approval the School District may summon and utilize law enforcement officials to investigate alleged criminal conduct on school premises, or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Such measures could include chaperoning of school events, searches of buildings and grounds including the use of trained dogs, or the interviewing of students during an investigation in accordance with Board Policy 7330.m.

### **3. External Communications**

The Information Officer (Superintendent), in conjunction with the Chief Emergency Officer shall issue all public communications, prepare news releases, and brief the media as appropriate. **NO TIOGA CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.**

### **4. Family Notification**

In the event of an injury or death of Tioga Central School District students or staff, family members shall be notified as soon as possible. Responsibility for notification:  
Superintendent  
Chief Emergency Officer

### **5. Media Announcements**

Media will not be given information regarding injuries or deaths until next of kin have been notified and the Superintendent has authorized release of information.

## **SECTION VI: Prevention and Intervention Strategies**

### **1. Program Initiatives**

- A. Tioga Central School district recognizes the importance of open communication channels among students and between students and staff. The district also recognizes the importance of all students and staff having a reporting mechanism for potentially violent incidents. The district has a well-established community atmosphere that fosters this type of communication.
- B. To continue to improve communications between staff and students, all are encouraged to continue to form relationships of trust and mutual respect. Students who are concerned about violence or bullying may speak to any staff member about their concerns, and are encouraged to speak with the guidance counselor, school psychologist, or building principal regarding their concerns. At the discretion of the guidance counselor, school psychologist, or principal, a student forum to discuss violence and/or bullying may be initiated at any time.
- C. Any student or staff member with a concern about a potentially violent incident must report the concern or suspicion to the superintendent, principal, guidance counselor, or school psychologist. Such reports will be kept confidential. Buildings will make appropriate arrangements for anonymous reporting of potential violence. Forms to report incidents of harassment or bullying are available in each school's main office, Guidance Office, and on the district's website. When deemed necessary by the superintendent, the Crisis Response Team may be asked to assess the potential for a crisis in relation to any such report.

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

1. Tioga Central School District will provide continued training in the OLWEUS Bullying Prevention Program. Training may be provided by district personnel, BOCES personnel, community organizations, local, county or state emergency management or law enforcement agencies, or by any other means deemed appropriate by the superintendent and professional development personnel. All three buildings work collaboratively with staff, counselors, parents, and the building principal to address student concerns. Referrals may be made to the School Psychologist or outside agencies as needed.
2. At the Tioga Elementary School, the staff and students have been trained in PBIS (Positive Behavior Intervention System). This system teaches and reinforces the desired behaviors while trying to correct the unwanted behaviors. Our School Psychologist is available for emergency situations.

3. At the Middle School the guidance counselor and school psychologist support students academically, socially, and emotionally. The counselor and psychologist are available for individual sessions as well as in emergency or crisis situations. Classroom lessons for academics, behavior and social emotional support can be provided for classroom teachers.
4. High School Guidance Program – The High School Guidance Counselor is a point of contact for students on an academic level and on a social/emotional level. The Building Principal, Teachers and Guidance Counselor work together to identify Students of Concern. (SOC) These students may need social/emotional help as well as additional academic help.

### **SECTION VIII: Procedures during Emergencies**

1. Access to buildings  
The District used NYSED Smart School Bond Act Grant to install cameras that cover the entrances, hallways, and outside areas. All employees use a badge to enter the buildings at designated entries. The District has issued badges to the law enforcement officers assigned to our district so that they can enter the buildings during emergencies.
2. Arrangements for Obtaining Emergency Assistance from Local Government  
In the event outside assistance is needed from local government emergency agencies, the superintendent, Chief Emergency Officer, or designee will call 911 for fire or EMS response.

### **District Resources**

3. The District has identified resources available for an emergency from the American Red Cross, Tioga Center Fire Dept., Nichols Fire Dept., Tioga County Sheriff's Dept., and the New York State Police. An agreement with the American Red Cross and Tioga Central Schools is updated annually. Red Cross services may be obtained by contacting the office at 687-1413.

Vital information regarding school population, number of staff, transportation needs, and telephone numbers of key personnel located within Tioga Central School District is maintained in the administration office.



**Manpower during Emergencies**

When the Red Cross or Tioga County requests use of Tioga School buildings for a shelter during an emergency, or when students from another school are evacuated to a school, the superintendent or designee will approve such use. The Chief Emergency Officer and as many members of the Crisis Management Team as needed will staff the Command Post to coordinate activities and assist in communications.

There is currently one volunteer Emergency Medical Technician on staff who may be called upon to assist in the event of a medical emergency. In addition, all school nurses and coaches are required to maintain basic first aid and CPR certifications and may be called upon in case of an emergency.

**APPENDICES**  
**Appendix 1:**

**I Training**

A. Violence Prevention

1. The Tioga Central School District Staff will receive training on the first Superintendent's Conference day in the new school year, time will be set aside for whole staff training.
  - a. Training topics will be decided upon by the District Safety Team.
  - b. New employees will receive the training within 30 days beginning at their start date.
  - c. Training will be provided by any of the following: GST BOCES, State Police and completed on line by all employees before the end of October.
2. Emergency Drills: The Tioga Central School Staff will receive training in emergency drills annually.

**II Emergency Drills**

- A. The district will run multiple drills throughout the year. All drills will be coordinated/organized by The Chief Emergency Officer. Drills to be held:
1. Fire Drills:
    - a. A minimum of 8 drills per school year will be held.
    - b. Students will be instructed as to safety awareness and proper behaviors for drills.
  2. Emergency Evacuation Drills:
    - a. A minimum of 1 emergency evacuation drill will be held annually
    - b. A full evacuation involving use of shelters inside or outside the building and transportation home for all students will occur.
  3. Emergency Lockdown/Lockout Drills
    - a. A minimum of 4 Emergency Lockdown drills will occur annually.
- B. The School Safety/Crisis Team will meet annually to review the procedures for all the drills. The team will meet to review individual situations as necessary.

### III Security

- A. All of the entry doors are locked and certain ones are outfitted with a badge entry system. Each building has a designated entrance for visitors with cameras, microphones, and a secure vestibule. There are a multitude of cameras at entrances, hallways, and outdoor areas. The New York State Troopers assigned to the District have been issued badges for our doors. Classroom doors can all be locked on the inside.
- B. The Chief Emergency Officer is the only designated school safety staff member. The District does not currently contract with any private agency for security purposes. The Chief Emergency Officer will be trained in violence prevention and de-escalation techniques and will assure the training of other key personnel in violence prevention and de-escalation techniques. The Chief Emergency Officer will continue to provide training in violence recognition, de-escalation, crisis intervention, and school safety procedures to all staff members during regular superintendent's conference days and during new employee orientation.
- C. Information regarding emergency procedures is also distributed at the beginning of each school year to parents and other district residents in the Parent Handbook. The Parent Handbook is distributed to each household visited by the district census takers, and is distributed to each parent at the beginning of the school year. The Parent Handbook contains the District's Code of Conduct, information on reporting procedures, the Dignity for All Act, and the DASA Coordinator.

### IV Visitors

- A. Visitors to school buildings within the district are required to sign in at the main office and obtain a Visitor's Pass before proceeding to any other office, classroom, or other area.** Visitors will be issued a pass identifying them as visitors. All staff members are expected to enforce this system and to refer any visitor without a pass to the main office. Visitors in violation of the procedure shall be asked to leave, with police notification by the building principal or designee if necessary.
- B.** If the building principal has reason to believe any visitor to the campus is in violation of the code of conduct, the principal may take action as described in the code of conduct.

## Roles and Responsibilities of the Chief Emergency Officer

- Convene the District Safety Team to review and update the District Safety Plan and Building level plans.
- Coordinate with members of the District and Building safety teams, law enforcement, county emergency management, local fire and EMS personnel.
- Establish the drill schedule and requirements including evacuation and lockdown drills in compliance with Education Law section 807.1.
- Through Superintendent Conference days and in-service programs present the Safety Plan and required trainings on DASA, Emergency Response, Right to Know, and Mental Health response to all staff members.
- Review the implementation of technology as it relates to security.
- Make all submissions to NY State Education Department concerning all Safety Plans.

## Timeline for Review and Updates

**By May 1<sup>st</sup> Annually** - Building-level Safety Teams will review and update their Building-level Plans and submit them to the District-Wide Safety Team.

**By June 1<sup>st</sup> Annually** - The District-Wide Team will then review the building-level plans and review and update the District-wide plan.

**A designated June Board of Education Meeting** – The Chief Emergency Officer will present the District-Wide Safety Plan for review during open session.

**Comment Period** – The District-Wide Safety Plan will be posted on the website and a 30-day comment period will begin immediately following the BOE meeting date. The Plan will also be available in the Administration Office for review.

**No later than August Board of Education Meeting** - At the conclusion of the 30-day comment period the District-Wide Safety Plan will be presented to the Board of Education for adoption.

District-Wide School Safety Team appointed by the Board of Education on \_\_\_\_\_.

District-Wide School Safety Team annual review of the District Safety Plan \_\_\_\_\_.

Public comment period for the District-Wide Safety Plan \_\_\_\_\_.

Date of the Public Hearing for the District-Wide Safety Plan \_\_\_\_\_.

Posting of the District-Wide Safety Plan \_\_\_\_\_.

URL for the District-Wide Safety Plan \_\_\_\_\_.

Review and update of the Building-level Plans. \_\_\_\_\_.

Date of required training on the Building-level Emergency Response Plan including violence prevention and mental health.  
\_\_\_\_\_.

Name of Chief Emergency Officer: Kathleen Keene Date appointed \_\_\_\_\_.