

# **St. Regis Falls Central School District**

## **DISTRICT-WIDE SCHOOL SAFETY PLAN Commissioner's Regulation 155.17**

**(Updated August 30, 2016)**

### **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The St. Regis Falls Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The District Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

### **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **A. Purpose**

The St. Regis Falls District -wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the District Board of Education, the District 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 following persons:

<b>Position</b>	<b>Name</b>
Superintendent	Alan Tessier
Building Principal	Lorraine Childs
Principal's Secretary	Natasha Shinn
Receptionist / Guidance Secretary	Sarah Goodrow
Transportation	Darrin Jock
Director of Facilities	Robbie Cox
Guidance Counselor	Heather Gonia
Superintendent's Secretary	Marlee Burnett
Custodian	Mike Marlow
SRF Fire Chief	Wilbur Bailey
SRF 1 <sup>st</sup> Assistant	Adam Cox
SRF Fire Commissioner	Ernie Boyce

## C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for the district. Being one structure taken into consideration.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

## D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-wide and Building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plan will be supplied to both local and State Police, local Fire and Rescue, Franklin County Emergency Management and Franklin County Sheriff's Department within 30 days of adoption.

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

### **A. Identification of sites of potential emergency**

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

### **B. Actions in response to an emergency**

The District has identified the following general response actions to emergency situations. These actions include school cancellation, delay of opening (2 hours), early dismissal, Evacuation, Lockdown, Lockout, Hold-in-Place, and Shelter-in-Place. The Building-level Emergency Response Plan includes identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Lock-down, Lock-out	AED
Active Shooter Identification	Sheltering/Evacuation
Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety Team	

### **C. District resources and personnel available for use during an emergency**

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. (See Incident Command System Position and Description chart.)

Specific procedures, policies, persons, phone numbers, and training are located in the Building-level Emergency Response Plan. The Incident Commander will contact 9-1-1 or other applicable agency for advice and assistance when needed.

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

The District uses the Incident Command System model for emergency actions. For District-wide emergencies the Incident Commander will be the District Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate appropriate resources and personnel to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command Staff are identified in the Building-level Emergency Response Plan.

## **E. Annual multi-hazard school training for staff and students**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Health & Safety Office (Jefferson-Lewis BOCES), and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Training procedures and frameworks are included in Appendix 3.

## **F. Staff development**

Each year during the Staff Development Day, training in Violence Prevention and Intervention, Right To Know, DASA, Blood-Borne Pathogens and any health incidence that is on the forefront, will be offered. Refresher training in searching for suspicious packages will be provided as needed.

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

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

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as a range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 4 of this document.

The St. Regis Falls Central School District uses a wide range of methods to ensure that students, staff, and parents are made aware of early detection of violent behaviors. Some specific methods include the use of the student handbook, student calendar, code of conduct, PDP handouts, faculty/staff meetings, and a Health & Safety Committee.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. These may include, but are not limited to; lock-down, search, evacuation, or contacting 9-1-1. Specific steps are outlined in the Building-level Plan. The Incident Commander will monitor the incident, adjust his/her response as appropriate during the incident, and work to protect students and staff.

#### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials will be contacted by the Incident Commander in line with the Building-level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. The Incident Commander will contact the appropriate law enforcement agency by calling 9-1-1. Punishment will be judged on a case-by-case basis, the Code of Conduct, and other district policies.

### **C. Appropriate responses to emergencies**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The district has developed specific procedures for responding to bomb threats, hostage taking, intrusions, and kidnappings.

Lock-downs, lock-outs, evacuations, shelter-in-place, hold-in-place and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building-level Plan.

### **D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The District has plans and procedures to contact parents and guardians through the use of telephones, radio stations, E-mail, television, and written communications. Specific procedures are outlined in the Building-level Plan to handle early dismissals, evacuation, and sheltering. Contact phone numbers are listed in the phone directory found in the Building Specific Plans.

Parent and guardian phone numbers are found in the Main Office

The Incident Commander, based on the situation, will make the determination as to which form of communication will be used: i.e., television, radio, telephone numbers, etc.

## **SECTION IV: COMMUNICATION WITH OTHERS**

### **A. Obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

### **B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

St. Regis Falls Central School District will work with Franklin County and other local officials when an Article 2-B emergency is declared. The Incident Commander, based on the actual Article 2-B situation, will contact the Emergency Management Office for guidance by calling 9-1-1.

**C. A system for informing all educational agencies within a school district of a disaster**

The District will notify any appropriate educational agencies within its boundaries, as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

**D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:**

Each Building-level Emergency Response Plan will include the following information:

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

The Building-level School Safety Teams will insure that this information is current and accurate.

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

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

St. Regis Falls Central School District currently utilizes video security cameras to monitor all doorways, most hallways and many outside areas of the District. The District also has a “buzz in” access entrance and utilizes a one point of entry for visitors and those gaining access during hours of operation in each school building.

The District does have procedures for lock-down, fire, lock –out, evacuation, hold-in-place, and shelter-in-place. The specific procedures are found in the Building-level Plan.

**B. Policies and procedures for the dissemination of informative materials**

The District is committed to the use of age-appropriate interpersonal violence prevention education for the St. Regis Falls Central School District student body.

**C. Prevention and intervention strategies**

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that staff are adequately trained including being trained to de-escalate potentially violent situations,
- Non-violent conflict resolution training programs,
- Responsive Classroom (PK-5)
- Sources of Strength (MS/HS)
- Peer mediation programs

**D. Active Shooter/Intruder Training and Awareness:**

Focuses on the profile of an active shooter/intruder, evacuation, lock down, hide-out, response upon arrival of law enforcement, recognizing potential workplace violence

## **Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents**

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District is exploring programs in the following areas:

- Peer mediation,
- Conflict resolution,
- Responsive Classroom
- Dignity for All Training and District Coordinators
- SADD
- Other student-based organizations

# APPENDICES



## Appendix 1

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Phone Number</b>
Main Building	92 North Main St. St. Regis Falls, NY 12980	Lorraine Childs Principal	518-856-9421



## **Appendix 2**

### **Building Risk Determination**

## Appendix 2

### Building Risk Determination

<b>Building</b>	<b>Address</b>
St. Regis Falls Main Complex	92 North Main St. St. Regis Falls, NY 12980

#### Internal Hazards

##### Civil Disturbance

- Bomb Threat
- Active Shooter
- Hostage
- Intruder
- Kidnapped person
- Civil unrest
- Anthrax (bio-terrorism)
- Lock-down
- Evacuation
- Sheltering

##### Fire and Explosion

- Explosion
- Fire

##### Systems Failure

- Electrical system failure
- Fuel shortage
- Gas leak
- Heating system failure (loss of heat)
- Roofing failure (leak)
- Sewage system failure
- Structural failure
- Water system failure

##### Medical Emergency

- Allergic reaction/Bleeding/Blow to the head
- Broken bones/Burns/Choking/Diabetic shock
- Epileptic convulsions/shock
- Bites
- Blood/body fluid exposure (infection control)
- Electric shock

##### Medical Emergency cont.

- Epidemic
- Food poisoning
- Heart attack
- Toxic exposure

##### Death/Suicide

#### External Hazards

##### Weather Related

- Flood/mudslide
- Storm/snow/ice/wind/hurricane
- Thunderstorm
- Tornado

##### Environmental Problems

- Air pollution
- Flood/mudslide
- Hazardous material spills/releases
- Radiological incident
- Storm/snow/ice/wind/hurricane
- Extreme cold/heat
- Thunderstorm/lightning storm
- Tornado
- Toxic material spill/releases
- Water contamination

##### Other External Hazards

- Airplane crash
- School bus accident
- Earthquake
- Railroad crossings
- Highways
- Factories

## **Appendix 3**

### **Training**

## **Appendix 3**

Training will be provided by the Jefferson-Lewis BOCES Health & Safety Office as required.

Topics that will be offered include:

- Two-hour Violence Prevention and Intervention
- Incident Command System
- Red Cross Shelter Management
- Searching for Suspicious Packages
- Bullying- Dignity For All Students Act Legislation
- Sexual Harassment
- Right to Know
- Active Shooter Training
- CPR/AED
- DASA
- Non Violent Crisis Intervention

## **Appendix 4**

### **Policies Dealing with Violence on School Property**

## **Appendix 4**

Employee Rights:	6151	Drug-Free Workplace
	6121	Prohibition of Sexual Harassment
	6550	Family and Medical Leave
	3170	Prohibition of Sex Discrimination
	3410	Dangerous Weapons in School
	5770	Policy on Drug and Alcohol Testing

Student Rights:	7531	Prohibition of Sexual Harassment
	6150	Drug-Free Environment
	7160	Student Records
	3410	Code of Conduct

Student Safety:	7530	Mandated Reporter
	6150	Drug/Alcohol/Tobacco Use
	7310	Dangerous Weapons

Student Responsibilities:	7310	Care of School Property by Students
---------------------------	------	-------------------------------------

### **Code of Conduct**

The Code of Conduct has been developed and adopted by the Board of Education of the St. Regis Falls Central School District as required by Project SAVE and 100.2(1) of the Regulations of the Commissioner of Education.

Code of Conduct is available on the District's website at [stregisfallscsd.org](http://stregisfallscsd.org)



## **Appendix 5**

## **Regulations**

## **Appendix 5**

The St. Regis Falls Central School District will comply with Article 155.17 and Executive Law 2-B. Copies of the regulations are available in the District Office.

## **Appendix 6**

### **Building Security**

## **Appendix 6**

**Superintendent:**

Alan Tessier

**Safety Officer:**

Robbie Cox – Director of Facilities

**Building Principal:**

Lorraine Childs –

**Community Relations:**

SRF Fire Department – Wilbur Bailey

Franklin County Office of Emergency Services – Ricky Provost

NYS Police

Franklin County Sherriff Department

## **Appendix 7**

### **Safety Personnel**

## **Appendix 7**

The St. Regis Falls CSD does not employ personnel in these categories. If this changes the district will make appropriate accommodations regarding information.

Local police, Franklin County Sheriff Deputies and NYS Troopers are called via the 9-1-1 alert system.

## **Appendix 8**

### **Building-level Emergency Response Plans**

## **Appendix 8**

Copies of the Building-level Emergency Response Plans will be filed with the following agencies:

New York State Police  
Franklin County Sheriff's Department  
Franklin County Office of Emergency Services  
SRF Fire Service



# Appendix 9

## MEMORANDUM OF AGREEMENT

This sets forth agreement made on 2/10/15, 2015, between the St. Regis Falls Fire and SRF Ambulance, Inc., and the St. Regis Falls Central School District.

The intent of this agreement is to provide both parties listed above with their roles and responsibilities identified in advance of a response to either a catastrophic emergency at the St. Regis Falls Central School or a bus accident.

### **The St. Regis Falls Central School District shall:**

1. Send the school nurse and/or a school administrator to all incidents.
2. Make every effort to identify all school personnel and students involved in the incident.
3. Be responsible for any parental intervention during each incident to avoid any patient being removed from a scene by a parent without first being properly assessed by Emergency Medical Service personnel.
4. Recognize the authority of the St. Regis Falls Fire and SRF Ambulance, Inc. as being in charge of pre-hospital care of all patients involved in each incident upon arrival of Emergency Medical Service personnel.
5. Provide a designated person to assist in a unified command post with the St. Regis Falls Fire and SRF Ambulance, Inc. at each incident.
6. Handle news media – make appropriate news releases.

### **The St. Regis Falls Fire and SRF Ambulance, Inc. shall:**

1. Provide appropriate pre-hospital assessment and care for all patients involved in each incident.
2. Be responsible for responding to all other Emergency Medical Service agencies to assist in patient care and/or transportation of patients to an appropriate medical facility.

3. Be responsible for proper triage and prioritizing of all patients involved with input provided by school personnel regarding any patient with special behavioral and/or medical disorders.
4. Release, after proper assessment by Emergency Medical Service personnel, any school personnel or student without complaint or injury to an appropriate school personnel.
5. Be responsible for recording on triage tags or Pre-Hospital Care Reports all assessments, treatments and patient dispositions for each individual patient and also shall provide a copy to the St. Regis Falls Central School District.

**SUMMATION**

The intent of this agreement is to provide guidance and direction for the parties listed above in the event of a school catastrophe or bus accident. Through the cooperative effort of these parties, the best possible care can be provided for all patients in the most orderly manner possible.

The foregoing is established by the following signatures:

**ST. REGIS FALLS FIRE & SRF AMBULANCE, INC.**

By  \_\_\_\_\_  
Fire Chief

Date 2/10/15

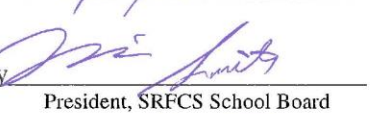
By  \_\_\_\_\_  
Ambulance Chief

Date 2-11-15

**ST. REGIS FALLS CENTRAL SCHOOL**

By  \_\_\_\_\_  
SRFCS Superintendent of Schools

Date 2/10/15

By  \_\_\_\_\_  
President, SRFCS School Board

Date 2-10-15



## **Appendix 10**

### **Local Educational Agencies**

## **Appendix 10**

### Local Educational Agencies

<b>DISTRICT NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>
Brushton-Moira Central School	758 County Route 7 Brushton, NY	(518) 529-7342
Chateaugay Central School	42 River St. Chateaugay, NY	(518) 497-6611
FEH BOCES	23 Huskie Ln. Malone, NY	(518) 483-6420
Lake Placid Central School	50 Cummings Rd. Lake Placid, NY	(518) 523-2475
Long Lake Central School	20 School St. Long Lake, NY	(518) 624-2221
Malone Central School	42 Huskie Ln. Malone, NY	(518) 483-7800
Raquette Lake Central School	115 US Route 28, Raquette Lake, NY	(518) 548-7555
Salmon River Central School	637 County Route 1, Fort Covington, NY	(518) 358-6608
Saranac Lake Central School	79 Carnaras Ave. Saranac Lake, NY	(518) 897-5140
Tupper Lake Central School	294 Hosley Ave. Tupper Lake, NY	(518) 359-3371