

# District-Wide Safety Plan

## *Wellsville Central School District*

### 2020-2021 School Year

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. New York State School 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 Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools. The Wellsville Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Wellsville Central School encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **I. General Considerations and Planning Guidelines**

### **A. School Safety Team**

The Wellsville Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Wellsville Central School District Board of Education, the Superintendent of the Wellsville Central School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan. This membership was subsequently approved by the Board of Education.

The Wellsville Central School District Safety Team will include, but is not limited to, representatives of the school board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The Wellsville Central School District has a District Emergency Response Team and Building Emergency Response Teams for each building. The initial response to all emergencies at an individual school will be by the Building Emergency Response Team. The District team is responsible for emergencies at the Secondary and Elementary School, and supports all building teams in the event of an actual emergency.

### **B. Plan Review & Public Comment**

The Wellsville Central School District Safety Team will conduct an annual review and update the District-Wide Safety Plan. The review will be conducted in May, presented to the Board of Education in June, opened for public comment in June, for 30 days, and adoption of the District-Wide Safety Plan in August. One public hearing will be held in June.

While linked to the District-Wide School Safety Plan, the Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

The Wellsville Central School District will post the District-Wide School Safety Plan to the school's website within 30 days from adoption. The URL will be submitted to the Education Department.

## **II. Risk Reduction/Prevention and Intervention Components**

### **A. Program Initiatives**

The Wellsville Central School District has offered programs and activities for improving communications among students and staff in order to report potentially violent incidents, such as:

- Athletic programs
- Program concerned with bullying and violence prevention, including annual assemblies.
- Afterschool programs at the elementary and middle school levels, in partnership with the Wellsville YMCA
- Partnership with Clarity Wellness
- Partnership with Allegany County Community Services
- District Counselors consult on peer mediation and conflict resolution

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

Opportunities for initial training for staff have included instruction programs presented by Wellsville Police Department for the secondary and elementary staff members. Building safety committees have applied this background to both building and program needs unique to each age level of both students and building configurations. Building staff meetings have helped to bring the total staff together to discuss building decisions. Each building conducts safety training and review per year with faculty and staff. Each building will be required to keep a log of trainings offered and drills conducted.

In terms of drills, each building is required to conduct separate drills and exercises each year with the students and staff, with the cooperation and participation of the Wellsville Police Department and Wellsville Fire Department when debriefing is part of the process.

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

### **C. Implementation of School Security**

The Wellsville Central School District has developed policies and procedures related to school building security, including the following:

- All visitors entering school buildings are directed to the Main Office to provide identification, sign-in using a visitor management system, and receive identification (printed lapel sticker). Anyone who is found in the building without identification is directed back to the Main Office to sign in.
- Each School has a secured front entrance with video monitor and remote access hardware.
- Planning and timing of secondary school drug searches using police dogs.
- Digital video surveillance systems are installed in district facilities. Video surveillance capabilities will be reviewed and expanded as needed.
- School Resource Officer is on contract from the Wellsville Police Department

Wellsville Central School Administrative Staff and Office Staff have access, including virtually, to class lists by period, staff rosters, and their daily school day locations, parent home and work phone numbers, plus lists of telephone numbers of district and building officials.

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

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

### **E. Hazard Identification**

The identification of sites of potential emergencies are located in the Maps & Diagrams section of each Building-level Emergency Response Plan. The location of potential hazards, such as: chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented on a building and facility diagram.

## **III. Response**

### **A. Notification and Activation of Internal and External Communications**

The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in each Building-level Emergency Response Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the Incident Command Center. Emergency services will be requested through the 911 system.

In the event of an emergency; staff, students and visitors will be contacted in one or more of the following manners:

- Telephone (call and/or text)
- Intercom
- Runner with verbal message
- Automated Notification System
- District Radio System
- Regional Repeater Base Station
- Email
- Radio

The district has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Principal cannot be reached the District Emergency Response Team will be contacted.

Procedures for School Cancellation/Early Dismissal and Community Notification protocol for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal are outlined in each Building-Level Emergency Response Plan. This includes using local media in some instances, as well as an Automated Notification System. Buildings may also use a phone tree with emergency contact information provided by student’s parents/legal guardians.

**B. Situational Responses**

The district has developed multi-hazard response plans. These guidelines are present in the Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan. The emergencies addressed in the plan include (but are not limited to):

Active Shooter Threat	Gas Leak	Reservoir/Dam Failure
Bomb Threat	Hazardous Material Incident Off-Site	School Shooting
Civil Disturbance	Hazardous Material Incident On-Site	Severe Thunderstorm / Tornado
Earthquake	Heating System Failure	Sewage System Failure
Electrical System Failure	Hostage Taking / Kidnapping	Suicide Threat
Epidemic / Human Disease	Hurricane / Tropical Storm	Suspected Student With A Weapon On Campus
Explosion / Fire Emergency	Intrusion	Water Emergency
Flood	Natural Hazards	Winter Storm / Ice Storm

Others as determined by the Building Emergency Response Teams.

In addition to having plans to address the emergencies, our plans also include procedures that would be used during an emergency. These procedures include, but are not limited to:

- Hold in Place
- Lockdown
- Lockout
- Shelter In Place
- Fire Drills
- Evacuation/Relocation
- Communications
- Reunification

The guidelines provide basic instructions for responding to any given incidents, such as:

- Contacting emergency response agencies
- Moving occupants from an area of danger to an area of safety
- Assembling the emergency response team and implementing the incident command system
- Notifying school administrators and the District Emergency Response Team of the incident
- Community/parent notification
- Sheltering or student release procedures
- Aftermath and recovery

### **C. Responding to Acts of Violence: Implied or Direct Threats**

The Crisis Response Plan and Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to implied or direct threats of violence by students (including to themselves), teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
- The use of staff trained in de-escalation or other strategies to diffuse the situation.
- Informing the Building Principal of implied or direct threat.
- Determining the level of threat with the District Emergency Response Team.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's response as appropriate, and include possible implementation of District Emergency Response Team.

### **D. Acts of Violence**

Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Determine the level of threat with the District Emergency Response Team.
- If the situation warrants, isolate the immediate area and evacuate, if appropriate.

- Inform the Building Principal and District Emergency Response Team.
- If necessary, initiate lockdown or lockout procedures and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures.

## **E. Response Protocols**

The Incident Command System, Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the district's policies and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers (incident command team).
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

## **F. Arrangements for Obtaining Emergency Assistance from Local Government**

A section on Emergency Communications in each Building-Level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the district:

- The Superintendent or his or her designee in an emergency will contact the Regional Emergency Dispatch Center by calling 911. The dispatcher will determine the appropriate services needed by the school.
- School Resource Officer, contracted with the Wellsville Police Department, is contacted by a member of the Response Team.
- The Superintendent or his or her designee contacts highest-ranking City and or Town officials to provide notification and/or request assistance.

## **G. Procedures for Obtaining Advice and Assistance from Local Government Officials**

The district will utilize procedures outlined in Emergency Communications and the Incident Command System sections in the Building-Level Emergency Response Plans for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. The types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies:
  - Wellsville Police Department
  - Allegany County Sheriff's Department
  - New York State Police

- Wellsville Ambulance Corp.
- Wellsville Fire Department
- Allegany County Department of Health

## **H. District Resources Available for Use in an Emergency**

The Wellsville Central School District has identified the district resources, which may be available during an emergency, in the Building Level Emergency Plans, such as available facilities, transportation, communications equipment, fire extinguishers and first aid supplies.

## **I. Procedures to Coordinate the Use of School District Resources and Personnel during Emergencies**

Each Building-Level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and personnel during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

## **J. Protective Action Options**

Each Building-Level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

# **IV. Recovery**

## **A. District Support for Buildings**

Each Building-Level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at the Wellsville Central School District. The District's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment. Additionally, members of the Post-Incident Response Team will be provided with sufficient manpower to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.

## **B. Disaster Mental Health Services**

The Administrative branch of the Post-Incident Response Team (Crisis Response Team) will work through the School Psychologist, Guidance Director, and School Nurse to coordinate disaster mental health resources through the County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.

A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used, in part, to evaluate the district's plan for possible revisions.

References: While linked to the District-Wide School Safety Plan, References 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.

**Reference 1:** The listing of all school buildings covered by the District-Wide School Safety Plan with addresses of building, and contact names and telephone numbers for building staff is located in each Building-Level Emergency Response Plan.

**Reference 2:** Included in each Building-Level Response Plan is a table identifying the local and state law enforcement organizations that have received copies of the Building- Level Response Plans.

**Reference 3:** Administrative Regulation 483.2: School Safety and Security

**Reference 4:** Administrative Regulation 473.2: Bus Accident Regulation

Revised: October 30, 2020