

**proposed
changes

Schedule of Public Hearing and Board Action:

- Monday, May 21, 2001 – Public Hearing – 6:00 p.m. Multimedia Center
- Monday, June 4, 2001 – Board of Education First Reading
- Monday, June 18, 2001 – Board of Education Action
- Tuesday, April 2, 2002 – Updates and Revisions by Committee

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 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 Schuylar-Chemung-Tioga BOCES (currently Greater Southern Tier (GST) ~~BOCES~~), in coordination with the Horseheads Central School District, supports the SAVE legislation, and intends to facilitate the planning process. The 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 Horseheads Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Horseheads Central School District Board of Education, the Superintendent of Horseheads 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.

B. Identification of School Teams

The Horseheads Central School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

Horseheads Christian School, 2293 Grand Central Ave., Hhds.	739-9811
Human Resources, 1 Raider Lane, Horseheads	739-5601 x4211
Montessori School, 23 Winters Rd., Big Flats	562-8754
GST BOCES, 459 Philo Rd., Horseheads	739-3581
St. Mary Our Mother School, 811 Westlake St., Horseheads	739-9157
Student Services, 1 Raider Lane, Horseheads	739-5601 x4301
Superintendent's Office, 1 Raider Lane, Horseheads	739-5601 x 4201
Twin Tiers Baptist High School, 640 Main St., Breesport	739-3619

3. School Fact Sheets

Fact sheets for each of the schools, buildings, and offices within the Horseheads Central School District are provided in Appendix A.

B. Plans for Actions in Response to an Emergency:

1. Emergencies included, but not limited to:

- School Cancellation,
- Emergency Dismissal,
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Sheltering sites (internal and external)

2. Emergencies (Protocols) include, but are not limited to:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Incident/Injury Reporting
- Others as determined by the Building-level School Safety Team
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Biological
- Radiological
- Epidemic
- Homeland Security Related Threat
- Fire

C. Identification of District Resources For Use During An Emergency:

In the event of an emergency in a school building, the Building Safety Team Emergency Response Team will be initiated. Upon the initiation, the District Emergency Management Co-coordinators (see chain of command page 10) will be contacted by an identified member of the Building's Safety Team. In the event of a medical emergency or when deemed necessary, 911 is to be called immediately by the appointed member of the Building Safety Team. Emergency Response Team.

In order to ensure timely response, the Superintendent, the Assistant Superintendent, the Director of Facilities Services, the Director of Human Resources, or a building principal may declare a state of school emergency, immediately implementing the Emergency Management Plan as delineated by the District-wide School Safety Plan. As soon as feasible, the Emergency Command Center (Superintendent's Office, or an alternate site depending upon the location of the emergency) will be placed in service, and the Emergency Management Committee will report there. The Emergency Management's Co-coordinators will remain in

charge of all school activities until the conclusion of the emergency or until civil emergency authorities take command of the situation.

The Emergency Management Co-coordinators are responsible to:

1. Take **full control** upon being notified of the emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate agencies.
5. Be prepared to turn over control to appropriate outside agencies as required by law.
6. Submit post-emergency reports to the Health and Safety Coordinator for distribution as needed.
7. Perform testing of the Emergency Management Plan on an annual basis.
8. Meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the district.
9. Determine when and which educational agencies within the school district shall be notified of an emergency, and the action to be taken.

In the absence of the Superintendent and the Assistant Superintendent, members of the Emergency Management Committee will take responsibility for organizing emergency operations, according to the order listed in Figure 1.

1. District Resources

- a. On a daily basis, there are 98 86 bus drivers and 77 buses to transport students. *
- b. Additional resources are available from the following neighboring school districts:
 - Elmira Heights Central School District
 - Elmira City School District
 - Corning-Painted Post Area School District
- c. Additional resources will be available through the following local agencies:
 - ~~Schuyler-Chemung-Tioga GST~~ BOCES – Philo Rd., Elmira, NY *
 - Town and Country Volunteer Fire Department, Horseheads
 - Horseheads Volunteer Fire Department, Horseheads
 - Elmira City Fire Department, Elmira
 - Chemung County Transit Company, Elmira
 - Horseheads Village Police
 - Chemung County Sheriff's Department
 - New York State Police Barracks, Horseheads

2. District Resources – Emergency Staff

- a. District Incident Response Team

Members: One (1) School Resource Officer(s) in the high school and one (1) at the middle/intermediate complex *

Tom Pollard

Richard Grafius

Greg Nordin
 Alan Brown
 Joseph Caputo
 Wayne Tyson
 John House
 Robert Merrow

Individuals in the district who are trained in CPR/First Aid/AEDs:

School Nurses/LPNs Marcia Bennitt, Carol Callahan, Annette Cobb, Kathy Crimmins, Jan Dugliss, Margo Jensen, Ann Gee, Barbara Hinman, Colleen Ignaszewski, Sue Morris, Mary Owen, Carol Trojanwoski, Ande Tubbs, Jennifer Salisbury, Lorraine Smith, Carolyn Davies *

Big Flats Erin Hillson, Jean Sheahan

Center Street Jennifer Guzlak, Jean Sheahan

Gardner Road Steve Monks, Jennifer Guzlak, Katherine Anderson

Ridge Road Mark Romanski

Intermediate School Chris Honness, Randy Hollar, Pete Warren *

Middle School Andy Scott, Ann Gee, Dan Palmer, Jerry Laney, Kevin O'Brian, Melinda Bennett, Patricia Perone, Steve Micknich, Brian Steele

High School Mary Frances Baker, Ed Browning, Warren Conklin, Jack Daly, Kelli Fesetch, Curt Grottenthaler, Rick Gryska, Shane Lese, Katie Lowe, Kevin Hillman, Doug Jacobs, Jeff Limoncelli, Greg Stevens, Jared Zembek *

Note: Additional staff members will be trained as needed.

3. District Resources - Rolling Stock (district owned vehicles)

The district possesses the following vehicles (rolling stock). ***Please see Appendix I for a complete list and description of each of these vehicles:***

78	Buses	9	"Pick-up" trucks
12	Large Cargo / Utility trucks	12	cars (station wagons)
3	Vans	3	Sport Utility vehicles
6	Tractors / mowers	1	"Tow truck" (wrecker) *
5	"Pull behind" trailers	2	<u>Aerial Lifts (interior)</u> *
1	Fork Lift	1	Front Loader

4. District Resources - Other Equipment

- * Generator – High School South ~~Boiler Room~~
- * Generator – High School North ~~Electric Room adjacent the boiler room~~
- Generator - Middle School Boiler Room
- * ~~Generator – Ridge Road School~~
- * ~~Generator – Big Flats School~~
- * ~~Generator – Center Street School~~
- * ~~Generator – Transportation~~
- Portable Generator, tow behind, stored in Maintenance area
- * ~~Portable Generator, Transportation~~
- Portable Generator, Honda, 5000 watts, stored in Maintenance area
- One Pancake style portable compressor
- Eleven (11) dedicated (built in) air compressors
- Each boiler room of each school building (9) contains a dedicated air compressor
- * ~~The maintenance shop storage area contains one (1) a dedicated air compressor~~
- * ~~One portable air compressor – MS Storage area~~
- The bus garage contains one (1) dedicated air compressor
- * ~~Fueling Station - Transportation~~

5. District Resources - Miscellaneous

- The maintenance shop and district technology classrooms possess an array of shop tools (saws, drill presses, lathes, planers, hand/power tools, etc.) to fabricate support items required in an emergency.
- The maintenance shop and each school building possesses an assortment of ladders (various sizes) to allow for access to areas above ceilings, the roof and other elevated locations
- The district possesses hand held film and electronic cameras, video cameras and associated AV equipment to record emergency incidents, as well as, the response to emergencies.
- Each district building is connected to the local EMS via alarm systems (fire, break-in and other emergencies).
- * ~~- Video monitoring in all schools~~

Cafeteria:

- Kitchen Storage currently stocked with an assortment of staple food products. Each school building is capable of feeding the student body and staff of the school. BOCES Food Service Management is located "on site" and has the ability to procure additional food if needed.
- Each district building is supplied via the local municipal water supply. Any disruption of this service will initiate Chemung County Emergency Services and/or Department of Health emergency water supply provisions
- There is an assortment of tables, chairs and associated items available for seating large masses of individuals

5. Communications

- Intercom in each classroom in the district

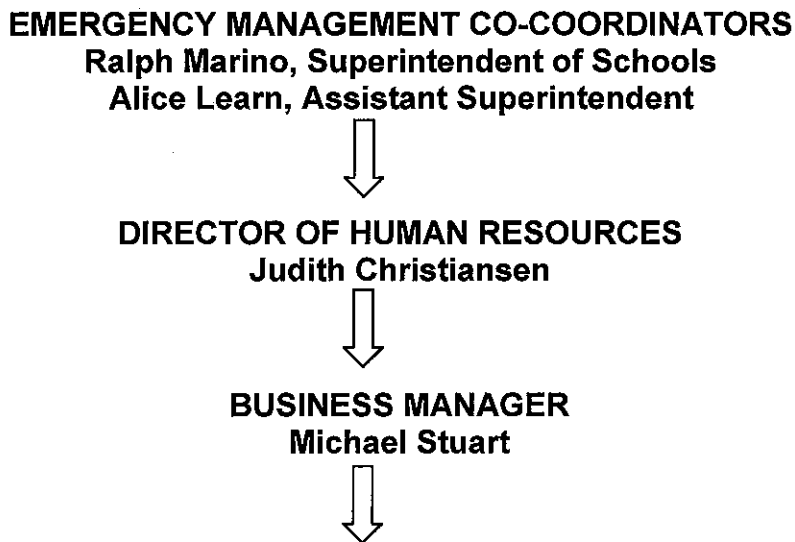
- Telephone with outside line in each classroom in the district (911)
- Main office in each District school building has a dedicated outside line
- Each school building possesses personal loudspeakers ("bull horn") for communication when telephone is non-operational
- * - Each school building possesses two way radios or cell phones for building safety ~~team~~ emergency response team responding staff for communication during an emergency
- Each school building main office possesses a fax machine
- Each classroom in the district possesses a television (with one closed circuit channel)
- Multiple computers in each school building in the district

7. Medical Supplies

- Each building in the district possesses at least one Automated External Defibrillator (AED)
- There are six additional AEDs for "portable use"
- Each District school building possesses an in-house health office
- Each District school building health office possesses emergency first aid supplies and bodily fluid clean up kit (at the minimum a first aid "jump bag")
- Each maintenance department vehicle possesses an emergency first aid kit
- Each bus in the transportation department possesses an emergency first aid kit and a bodily fluid clean up kit.
- Special education classrooms possess emergency first aid kits (these classrooms are located in each District school building).
- Each district school building, transportation department and maintenance department possess a hazardous material clean-up kit.

Figure 1: CHAIN OF COMMAND DURING EMERGENCY REPONSE:

This chain of command is activated when notified by the contact person of each building's Safety Team or if information becomes available to the Superintendent of Schools first.



ON-SITE PRINCIPAL

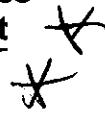


ON-SITE COORDINATOR

Thomas Pollard, Director of Facilities Services

Antony Stager, Health and Safety Hygienist

Alan Brown, Head Cleaner



D. Procedures to Coordinate the School Resources and Manpower During Emergencies.

1. Direction and Control:

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, Assistant Superintendent, Director of Human Resources, Director of Facilities Services, the Principal, or a designated member of the Emergency Management Committee shall implement the Emergency Plan.

The Emergency Management Co-coordinators shall be responsible for contacting the appropriate community emergency service agencies if the responsible person at the immediate emergency site has not already contacted them.

Members of the Emergency Management Committee shall report to the Command Center as appropriate. The Command Center is located at the Superintendent's Office.

The Emergency Management Co-coordinators shall follow the procedures outlined in the appendix for the specific emergency.

In the case of an emergency encompassing a wider area than just one school location, the Emergency Management Co-coordinators shall establish contact with the BOCES Superintendent, as a communication link with the County Emergency Management Office, and shall work in cooperation with the County Emergency Management Office.

In the case of an emergency, which involves the use of fire or police resources, the Emergency Management Co-coordinators shall yield command to the appropriate Emergency Authority, and shall work cooperatively with the on-site commander to ensure optimal response.

Evening and Weekend Emergencies

In the case of an emergency when an event is being held at one of the District's buildings, the responsible staff person shall immediately notify the custodian on site who will initiate the Emergency Response process. 911 shall be called immediately. As soon as feasible, the Emergency Management Co-coordinators must be notified.

E. Annual Multi-Hazard School Training for Staff and Students.

1. In order to implement this plan effectively, all faculty and staff will receive appropriate training in emergency procedures. Special emphasis will be placed on training for the school secretary, custodial/maintenance staff, school nurse, and backup personnel.

2. At least once every school year, Horseheads Central School District will coordinate and conduct a test of the Emergency Management for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Parents and guardians shall be notified in writing at least one week prior to such drills.
3. Emergency Evacuation Drill -At least once every other school year, a designated school will practice an emergency evacuation drill. Buses will be practicing emergency responses to the designated building to establish the response time for assembling buses to transport students and staff to a sheltering site.
4. Sheltering Drill – Upon notification of a drill, building principals shall direct students and staff to designated areas or remain in classrooms as appropriate. Designated assembly areas must be located on building maps available in the Building-level Safety Plan.
5. Early Dismissal – Students will be released to their assigned buses when such buses are announced as available. **Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal drill.**
6. Transportation Department – In the event of the need for an emergency evacuation of a school, the Supervisor of Transportation or designee, will notify all licensed bus drivers available at the Transportation site, plus all available licensed bus drivers in the maintenance department.
 - a. An emergency call chain will be established by the Transportation Department of off-duty bus drivers. This call chain will be activated in the event of an emergency evacuation of a school site.
7. The school district will work in cooperation with the GST BOCES and the County Emergency Management Office to provide training for staff and faculty.
8. The district Staff Development Program will present training for special emergency situations. These trainings can be offered as classroom trainings or through the use of on-line trainings. The district will charge the District Safety Team (working with the Health and Safety Officer) with the responsibility to identify the needed training.

F. Review and Conduct of Drill and Other Exercises to Test Components of the Emergency Response Plan.

1. At least bi-annually, each school within the District shall conduct a full evacuation of all staff and students.
2. Other drill timelines will be established at the time by each Building Safety Team and the Transportation Department: Sheltering and Early Dismissal.
3. The District will work with Local Law Enforcement Official to utilize available tabletop exercises. Building-level Safety Teams will coordinate these exercises at their designated buildings.
4. The Superintendent and the members of the Emergency Management Team will conduct timed responses of staged emergency situations to determine strengths and weaknesses of the existing procedures.
5. An emergency call chain will be established by the Superintendent to notify all district components to communicate information and/or warnings in the event of an emergency. See Figure 2.
6. The District will establish an internal warning code to be used in all district buildings
Each building shall use clear, incident specific language to alert all building occupants

of a pending emergency. The normal pre-announcement tone or the siren tone will precede the verbal alert information, which will begin with the words “**alert, alert.**” All teachers and staff will cease normal operations and follow instructions as established in the Building-level Safety Plan.

7. There may be times when it is necessary to LOCKDOWN a building. A lockdown is the most serious level of emergency. A building administrator may initiate a lockdown based upon an actual or imminent threat or violent act. In a lockdown situation, all students are maintained in classrooms. Classroom doors are locked, students are instructed to remain out of view of doors and windows and teaching is suspended until the lockdown has ended. All outside activities are terminated.
8. A LOCKOUT is a response to an actual or potential threat from outside the school building. During a lockout, doors and windows are locked, instruction is continued as usual, and no one is allowed into the building. All outside activities are terminated.

G. Drills – Training, Drills and Exercises

The Horseheads Central School District will participate in the following annually:

1. All school personnel will receive a copy of the District-Wide Safety Plan with updates.
2. All building personnel will receive the building safety plan and training on the use of the plan and the role of each person in an emergency situation. The booklet of protocols will be reviewed.
3. Building Emergency Response Teams will practice at least one drill and do annual review of responses.
4. ~~The District Trained Safety Team will conduct at least one building search and clearance drill. The District Response Team will annually conduct one building search and one clearance drill. Training will be provided as needed by appropriate law enforcement agencies.~~
5. ~~The District Trained Safety Team will have updated training by the Health and Safety Manager and the local F.B.I. agent.~~
6. The Health and Safety Manager Hygienist will meet on a quarterly basis with the Director of Human Resources to maintain lines of communication of safety needs.
7. Following all annual drills, there will be debriefing session with involved staff, local law enforcement agents, local emergency response agents to improve response measures and communication.

Figure #2: Central Office Emergency Call Procedure

1. Notification given to the Superintendent’s Office.
2. Superintendent’s Administrative Assistant will call Central Office and the Community Information Specialist. They will report to the Command Center (Superintendent’s Office) for further instructions and to activate the call procedure.
3. Calls are made to the following by the appropriate persons:
 - a. Superintendent’s Administrative Assistant:

Board of Education Members. Please note: the Administrative Assistant needs to have the phone free as much as possible to field incoming calls.

- b. Assistant Superintendent:
District Schools, neighboring districts (if necessary according to emergency)
- c. School Business Official:
Transportation (who will then activate emergency procedures and call chain to bus drivers, if necessary), Facilities, Food Service
- d. Director of Human Resources:
Student Services, Educational Support, Athletic Office, BOCES
- e. Community Information Specialist:
Media (TV, newspaper, radio stations as appropriate), private schools (St. Mary Our Mother, Montessori, Twin Tiers Christian Academy, Horseheads Christian Academy), pre-kindergarten locations (YMCA/ Ungvasky's Daycare) after-school programs (YMCA/YWCA)

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures to responding to implied and direct threats of violence by students, teachers, other school personnel and visitors to the school.

Policies for dealing with these violent acts whether implied or direct are governed by the **School Student Code of Conduct**. In short, school policies and responses will be activated with law enforcement agencies involvement where necessary. Additional services of counseling and follow up actions may be available for the offending student and victims of the violence.

B. Zero Tolerance

Zero Tolerance policies will be used when dealing with acts of violence. As outlined in the **School Student Code of Conduct**.

Students – Students could face suspension, Superintendent's Hearing, and/or criminal charges being placed.

Teachers – Disciplinary actions will be in accordance with the articles of the Horseheads Teachers' Association Contract agreement. Criminal charges will be made when necessary, in which case, the legal actions may override the contract provisions. All stipulations of the SAVE regulations will be followed when dealing with teacher discipline.

Staff – Disciplinary actions will be in accordance with the articles of the appropriate unit's contract agreement. Criminal charges will be made when necessary, in which case, the legal actions may override the contract provisions. All stipulations of the SAVE regulations will be followed when dealing with staff discipline.

5. Community Notification of Emergencies:

- a. Messages regarding school early dismissal, sheltering in place or evacuation of a school will be sent to the broadcast media through the district's Community Information Specialist to the County Emergency Management System (737-2096). Additionally, the media will be notified by telephone if available. Prepared messages will be available to all media and the Superintendent will cause them to be modified as needed.
- b. The BOCES Superintendent will be contacted as soon as feasible regarding any of these actions. If the problem encompasses more than the Horseheads Central School District, communications to the emergency management office and to the media will be issued through the BOCES Superintendent.
- c. Other Communication Equipment:
 - National Weather Bureau (N.W.B.) radio with tone activated receiver. The Superintendent's secretary, the Transportation Department, and the Facilities Office will monitor this for alert tones during working hours.
 - Manually tuned, battery powered AM-FM commercial radio receiver at the command post to be used to monitor emergency broadcast system announcements.
 - Maintenance garage UHF system with base. ~~in maintenance shop and 6 mobile and 6 portable units.~~
 - District radio link with BOCES.

6. External Communications:

The Community Information Specialist or Superintendent shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the Information Specialist will coordinate activities with the county emergency public information officer. **No Horseheads Central School District employee will provide information to the media during or after an emergency unless specifically authorized to do so.**

7. Media Announcements:

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

In the event of serious injury or death of Horseheads Central School District students or staff, next of kin shall be notified as soon as possible. Responsibility for notification: Superintendent.

8. Recovery:

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all Horseheads Central School District counselors who have appropriate credentials in post trauma debriefing and any community volunteers with appropriate credentials will be assigned to debrief all staff members and students who have been directly involved with or impacted by the emergency. Establishing the

- b. Schools in the district will be urged to present programs in peer mediation and conflict resolution to the student population.
- c. Using agencies such as the Youth Bureau, will urged to promote conflict resolution and peer mediation programs.
- d. All schools will include a program of Character Education as part of the school's curriculum.

D. Strategies for Improving Communication Among Students and Between Students and Staff – Reporting of Potentially Violent Incidents.

- Staff Development programs will be instituted to help staff members open communication with students
- Work collaboratively with student organizations to establish a student hotlines
- Providing School Resource Officer(s) in the ~~High School and Middle/Intermediate School~~ complex to monitor student activities and serve as a contact person for students
- Anonymous reporting mechanisms have been instituted to report concerns about for school violence or safety

E. Description of Duties, Hiring and Screening Process, and Required Training of Hall Monitors and other safety personnel.

All new employees must meet with the Director of Human Resources for an orientation.

All certified staff must attend Violence Prevention Training. In addition, all certified and non-certified staff must attend safety training as designated annually by the District.

All District employees, including per diem substitutes, shall undergo fingerprint screening.

All staff members and visitors must have visible identification badges.

Staff Development programs will be investigated to be offered to all support personnel in detecting and/or deterring violent behaviors.

Screening procedures as outlined by the SAVE regulations will be followed for all regular and/or substitute personnel.

Emergency phone numbers

DIAL 911 TO REPORT AN EMERGENCY or 9-911 based on location from where call is made

A. FIRE DEPARTMENTS

BIG FLATS	(ALARM)	739-8444
Chief Heeman Fowler		562-3063
HORSEHEADS	(ALARM)	739-3813
Chief Arthur Sullivan		739-5045
TOWN & COUNTRY	(ALARM)	739-3813
Chief Ben Colwell		739-7134

B. POLICE AGENCIES

HORSEHEADS VILLAGE POLICE	739-5668
Chief Michael Barton	
CHEMUNG COUNTY SHERIFF'S DEPT.	737-2987
Sheriff Christopher Moss	
NYS POLICE/HORSEHEADS BARRACKS	739-8796
BIG FLATS CONSTABLE	562-8796

C. VILLAGE & TOWN GOVERNMENT

HORSEHEADS VILLAGE MANAGER	739-5666
TOWN OF HORSEHEADS CLERK'S OFFICE	739-8783

D. AMERICAN RED CROSS

Emergency Coordinator Brian McConnell	734-3317
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E. CHEM-TREC - EMERGENCY

Chemical Information (call only in emergency)	800-424-9300
	800-262-8200

F. CHEMUNG COUNTY EMERGENCY MANAGEMENT

Emergency Management Office, Mike Smith	737-2096
	732-4225

G. CHEMUNG COUNTY EXECUTIVE

County Executive - Thomas Santulli	737-2912
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H. CHEMUNG COUNTY HEALTH DEPARTMENT

737-2028

I. CHEMUNG CO. HIGHWAY/DEPT. OF PUBLIC WORKS

Garage & Night Number	739-3898
Office	739-3896

J. CHEMUNG COUNTY TRANSIT SYSTEM

734-5211

H. CHEMUNG COUNTY ENVIRONMENTAL HEALTH

737-2019

For Nuclear & Hazardous Materials Accidents