

NEW HARTFORD CENTRAL SCHOOL

PROJECT SAVE
(Safe Schools Against Violence in Education)
DISTRICT-WIDE SCHOOL SAFETY PLAN
As required by Commissioner’s Regulation 155.17

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, as well as from 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 New Hartford 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 New Hartford Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools 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:

Members Name	Title
Administration Representative	John Banek and Building Principals
Parent Representative	Jordan Spinella, Ed Schmidt, Cal Tallman
School Safety Personnel	Bob Philo

Other School Personnel	Peter Gagliano, Andy Morgan, CJ Amarosa, Tom Hulser, Melissa Curtis, Cheryl Martin, Katie Cooke, Tom Krol, Jill Nelson
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C. Concept of Operations

- The New Hartford Central School District-Wide School Safety Plan is directly linked to each Building-Level Emergency Response Plan, which contains additional information that is not accessible to the public for security reasons.
- The District-Wide plan has been developed based on the State Education sample outline in the Project SAVE guidance document and resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. The members of the Safety Committee listed above have reviewed and revised this document to meet the needs of the District and have addressed feedback from staff, students and members of the community in its development.
- In the event of an emergency or violent incident, the School Emergency Response Team will conduct the initial response to all emergencies. The Superintendent will be notified of all emergencies. He, or his designee, will then notify local emergency officials as needed.

D. Plan Review and Public Comment

- Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), the District-Level portion of this plan was made available for public comment at least 30 days prior to its adoption. The District-Level Plan was adopted by the School Board after a public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The Plan was formally adopted by the Board of Education on _____, 2018.
- Full copies of the District-Wide School Safety Plan and any amendments were submitted to the New York State Education Department within 30 days of adoption.
- This Plan shall be reviewed and maintained by the District-Wide School Safety Team. A copy of the plan will be available at the New Hartford District Office.

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 includes the Risk Probability Checklist.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation,

lockdown, lockout, shelter in place and hold in place. The Building-Level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Anthrax
- Armed Student or Intruder
- Explosion
- Fire
- Hazardous Material
- Natural/Weather Related
- Hostage/Kidnapping
- School Bus Accident/Serious Injuries
- Suicide/Self Destructive Behavior
- Suspicious Package/Bombs

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 line with the Building-Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building-Level Emergency Response Plans.

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

The District uses the Incident Command System model for emergency actions. For District-Wide emergencies, the Incident Commander will be the Superintendent of Schools or his/her designee. 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 such resources and personnel as are appropriate 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 Plans.

The Incident Command System for the District is better defined in Appendix 4 of this plan. Building-Level Incident Command Systems are defined in each Building-Level 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 Superintendent of Schools 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 evaluations of these drills.

Training procedures and frameworks are included in Building-Level plans.

F. Staff Development

All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

Provision for two hours of staff development with respect to school violence prevention, intervention and response will be included in professional development plans.

At least one hour of school violence prevention and intervention training for all staff will be included annually in a superintendent's conference day.

The Coordinator of Athletics and School Safety will be responsible for implementing instructional staff development programs.

The School Safety Officer has met with each faculty member regarding SHELL and office staff has received front office training.

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 the range of discipline of those making the threat or committing the act of violence and are included in the Board of Education Policy Manual and also the District Code of Conduct.

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-Level Plans include specifics to potential emergency situations that would require these responses.

- ◆ Use of staff trained in de-escalation or other strategies to diffuse the situation
- ◆ Inform Superintendent of implied or direct threat
- ◆ Determine level of threat with Superintendent/Designee
- ◆ Contact appropriate law enforcement agency, if necessary
- ◆ Monitor situation, adjust response as appropriate and include the possible use of the Emergency Response Team

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. Appendix 3 includes a table listing district buildings and closet response agencies with contact names and numbers.

C. Appropriate responses to emergencies

The District recognizes that an appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building-Level Emergency Response Plans detail the appropriate response to such emergencies.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-Level Plans. The following types of procedure(s) have been considered:

- ◆ Determine level of threat with Superintendent/Designee
- ◆ If the situation warrants, isolate the immediate area and evacuate if appropriate
- ◆ If necessary, initiate lockdown procedure or other emergency responses and contact law enforcement
- ◆ Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

The District’s responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the Building-Level Plans. The Following protocols are provided as examples:

- ◆ Identification of decision-makers
- ◆ Plans to safeguard students and staff
- ◆ Procedures to provide transportation, if necessary
- ◆ Procedures to notify parents
- ◆ Procedures to notify media
- ◆ Debriefing procedures

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 will contact appropriate parents, guardians or persons in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-Level Emergency Response Plans.

Section IV: COMMUNICATION WITH OTHERS

A. Procedures for obtaining assistance during emergencies from emergency services organizations and local 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. District's local emergency management office information:

CALL 911		
Emergency Management Offices 120 Base Road Oriskany, NY 13424	Kevin Revere	315-765-2526, work
LAW ENFORCEMENT (Call 911 first)	New Hartford Police	315-724-7111
	NY State Police Dept.	315-736-0121
	Federal Bureau of Investigation	315-732-2157 518-765-7551
AMBULANCE	CALL 911 FIRST	
	Kunkel Ambulance	315-797-4111
	Edwards Ambulance	315-737-7657
	Central Oneida Co. Volunteer Ambulance	315-853-2118
Other Ambulances	ACLS Advance Air Ambulance	1-800-633-3590
FIRE DEPARTMENTS (Call 911 first)	New Hartford	315-732-4775
HOSPITALS	St. Luke's Hospital	315-624-6000
	St. Elizabeth Hospital	315-798-8100
	Rome Hospital	315-338-7000
CHEMICAL/ ENVIRONMENTAL HAZARDS	HazMat	315-765-2526
OTHERS:	Upper Mohawk Valley Regional Water Authority	315-792-0301
	National Grid	1-800-642-4272
HIGHWAY SUPERINTENDENT	New Hartford	315-724-4300

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

The District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational agencies within the District of a disaster

The District will notify other educational agencies as appropriate.

D. Maintaining certain information about each educational agency located in the School District

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

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

The Building Level School Safety Teams will ensure that this information is current and accurate.

Section V: PREVENTION AND INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

Program Initiatives

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. The District Safety Committees along with the building and district administrators have organized programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents. The following programs are currently in place:

- ◆ Non-Violent Conflict Resolution
- ◆ Extended Day Programs
- ◆ Bullying Prevention Programs
- ◆ Internet Safety Programs
- ◆ Social Contracts
- ◆ Drug and Alcohol Counseling

The District will continue to assess its need and establish programs that will help create a positive, safe learning environment for students.

Training, Drills and Exercises

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill, tabletop exercise, live drill, lockdown drill and Emergency Management Team exercises.

- ◆ All drills and exercises will be reviewed and critiqued following the conclusion of each; such reviews will target areas for improvement
- ◆ When appropriate and at the discretion of the District Safety Team, the District will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2017 – 2018 school year:

Date	Description of Drill or Exercise
Set by BOCES	"Go Home" Drill
As required by law (8)	Fire Drills
As required by law (4)	Lock Down Drills
Fall 2018	Evacuation Drill

Implementation of School Security

The District will conduct security reviews of all facilities with the assistance of the District Safety Officer, local law enforcement and/or the Oneida-Herkimer-Madison BOCES Safety Office; to determine what security measures should be adopted. At this time, the District enforces single-point of entry and uses visitor badges and video surveillance at all schools and also has implemented a School Safety Officer program with coverage at all schools. If additional security measures are implemented, the Building Level Plans will be modified to reflect those changes. Additionally, the District will implement a security entrance system in all building in the Fall of 2018.

B. Early Detection of Potentially Violent Behaviors

The District recognizes that the most current data cautions against profiling students who have the potential for violence; however, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors and train all staff in how to identify early warning signs in students and in early intervention/prevention strategies. Staff development and training plans for the upcoming year are included in the supplements of the Building-Level plans.

The District will disseminate informative materials regarding the early detection of potentially violent behaviors to teachers, administrators, parents and other persons in parental relation to students of the school district or board.

The evaluation team may include the superintendent, social worker, psychologist, teachers and other qualified staff.

The District will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

APPENDICES

Appendix 1:

Listing of all school buildings covered by the District-Wide School Safety Plan with building address, contact names and telephone numbers for building staff:

Building Name	Address	Contact Name	Telephone Number
High School	33 Oxford Rd.	Mark Benson	315-624-1214
Perry Jr. High	9499 Weston Rd.	Ric Ripa	315-738-9300
Oxford Rd. Elementary	33 Oxford Rd.	Maureen Futscher	315-624-1220
Hughes Elementary	340 Higby Rd.	Jason Stefanski	315-738-9350
Myles Elementary	100 Clinton Rd.	Cindy Langone	315-738-9600

Appendix 2:

District Risk Determination

Using the Risk Probability Checklist (see attached) and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

- ◆ Winter Storms and blizzards
- ◆ High winds
- ◆ Severe thunderstorms
- ◆ Hazardous materials
- ◆ Transportation accidents

In addition, the District recognizes that every school building has the potential for violent incidents including:

- ◆ Hostage situation
- ◆ Weapons incident
- ◆ Kidnapping
- ◆ Intruder
- ◆ Threats of violence

Appendix 3:

Building-Level response resources – closest responding agencies

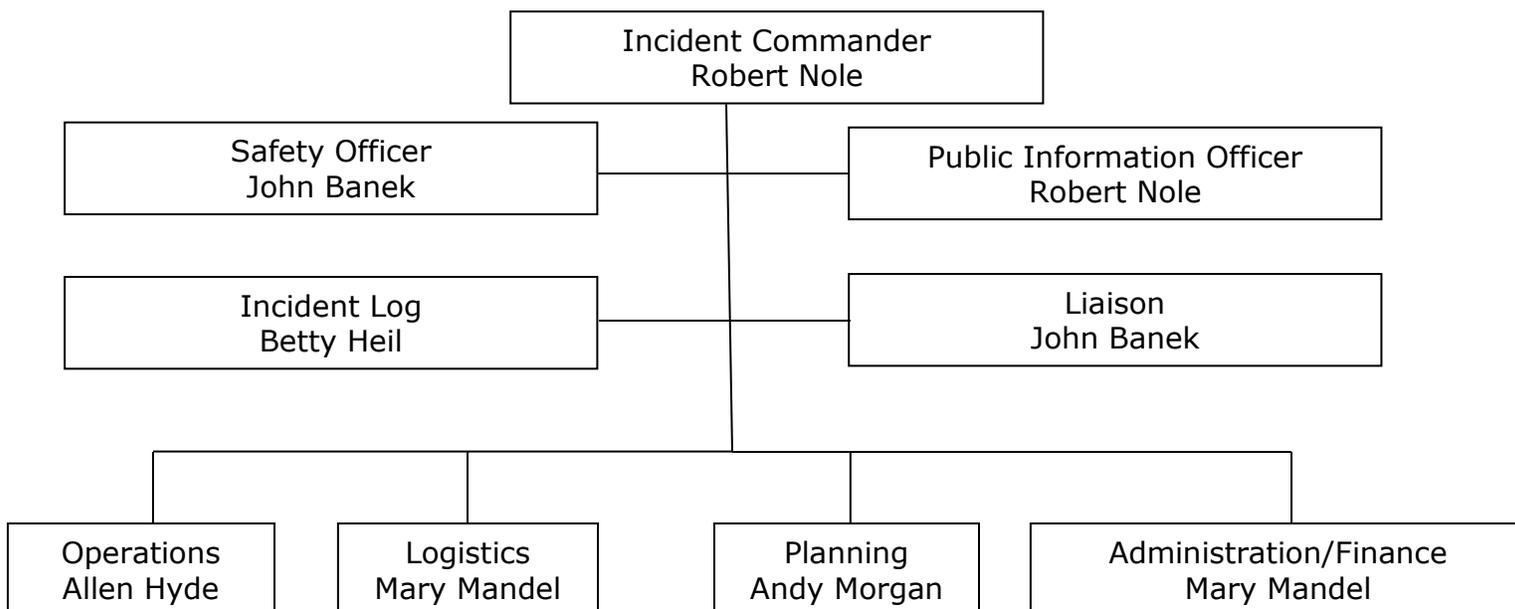
Building-Level Plans shall be filed with the New Hartford Town Police

DAIL 911 FIRST

School	Law Enforcement	Fire	Medical
High School	New Hartford Police 315-724-7111	New Hartford Fire 315-732-4775	911
Perry Jr. High	New Hartford Police 315-724-7111	New Hartford Fire 315-732-4775	911
Bradley Elementary	New Hartford Police 315-724-7111	New Hartford Fire 315-732-4775	911
Hughes Elementary	New Hartford Police 315-724-7111	New Hartford Fire 315-732-4775	911
Myles Elementary	New Hartford Police 315-724-7111	New Hartford Fire 315-732-4775	911

Appendix 4:

District-Wide Incident Command



- ◆ **Incident Commander** – Responsible for the direction of the building response in a district-wide emergency (Superintendent/designee)
- ◆ **Public Information Officer** – Compiles and releases information to the news media
- ◆ **Safety Officer** – Monitors the response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it
- ◆ **Liaison** – Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident
- ◆ **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments
- ◆ **Operations** – Responsible for directing the implementation of action plans and strategies for incident resolution
- ◆ **Logistics** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution
- ◆ **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response
- ◆ **Administration/Finance** – Responsible for all cost and financial matters related to the incident