

Sauquoit Valley Central School

District-Wide Safety Plan

8/18/20

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For District-wide School Safety Plan

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 are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. Describe the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The district may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE.

The Sauquoit Valley School District supports the SAVE Legislation, and intends to engage in a 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 Sauquoit Valley Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Sauquoit Valley Central School District Board of Education, the Superintendent of Sauquoit Valley 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 Sauquoit Valley Central School District has appointed 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. The members of the team and their positions or affiliations are as follows:

Members Name	Title
Ronald Wheelock	Superintendent
Anthony Nicotera	School Board Member
Dawn Miller	School Board Member
Brian Read	High School Principal
Peter Madden	Middle School Principal
Mark Putnam	Elementary School Principal
Patti Service	Business Administrator
Steve Parker	Facilities Director
Craig Manderville	Transportation Supervisor
Vincent Martinelli	Oneida County Special Patrol Officer
Kyle Kelsey	Oneida County Special Patrol Officer
Doug Jones	Teacher / Athletic Director
Ron Dittmar	Willowvale Fire Dept.
Mike Colangelo	Oneida BOCES Safety Office

C. Concept of Operations

- The protocols identified in the District-wide School Safety Plan serve as a guide for the development of each individual building-wide Safety Plans. The District-wide Safety Plan highlights the general procedures and practices that are to be adhered to in each building as standard operating procedures.
- The District-wide Safety Plan was developed with the involvement of several stakeholders within and outside of the district. The collective expertise of these various stakeholders was vital in the creation and revision of our plan and further revisions to the plan will continue to involve various stakeholders. Sauquoit Valley Central School District is a focal point of our community, and collaboration with the community helps all stakeholders understand their role in maintaining safety in our schools and the community at large.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Level Emergency Response Team. The District has created a communication mechanism to ensure that other buildings in the district are informed of any such emergency or violent incidences.
- 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.
- Describe how county and state resources could supplement the districts efforts through existing protocols.

D. Plan Review and Public Comment

- Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan 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.
- 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. In addition, the Building Safety Plans will be sent to the New York State Police, Oneida County Sheriff’s Office, and the New Hartford Police Department.
- This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at Sauquoit Valley Central School District Office.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

Sauquoit Valley Central School recognizes the need and importance of various programs aimed to prevent certain situations and improve school climate. The following list is some of the program initiatives enacted at Sauquoit Valley:

- ◆ Bully-proofing our schools,
- ◆ Dignity For All group,
- ◆ Dignity Act Coordinators,
- ◆ Establishing anonymous reporting mechanisms for school violence,
- ◆ On-line Safety program through the Nat’l Center for Missing & Exploited Children,
- ◆ Handshakes mentoring programs,
- ◆ Fire safety and prevention awareness program, and
- ◆ Others based on district needs.

The district encourages each building to develop strategies to address emerging needs that may arise on a building specific basis so to encourage a school culture that promotes a positive and safe learning environment.

Training, Drills, and Exercises

- ◆ Sauquoit Valley Central School District will ensure that each building conducts drills and exercises to test the components of their respective building-level plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. Specific drills and training will be conducted for selected response protocols including: Shelter-In-Place; Hold-In-Place, Evacuation, Lockout, and Lockdown.

In addition, Early Dismissal drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill.

The emergency back-up generators and lighting are also tested annually and all systems verified functional without electricity.

Implementation of School Security

Routine Precautions by all Staff:

All staff is expected to immediately report to their respective principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

- Staff should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

Limited Access:

All building access points are to be locked at all times during the regular school day. Each building in the district will establish and maintain a single point of entry that will be unlocked for morning arrivals and then locked immediately at the start of the regular school day. All single points of entry will remain locked during the regular school day and will be monitored by a staff member to screen and approve visitor's access into the buildings.

A keyless entry control system will be utilized to allow specific access to authorized personnel by utilizing a identification (swipe) card or key fob that are pre-programmed to allow access at specific dates and times.

Staff Photo Identification Badges:

All Sauquoit Valley employees are issued photo identification badges that are to be displayed at all times while on Sauquoit Valley property to assist visitors, students, and staff in identifying employees as well as possible intruders.

Visitor Policy:

All visitors must register at the single point of entry of each building before being granted access to the building. Visitors will be given a visitor badge that must be worn while on school property. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor badge), staff are expected to approach and inquire as to the subject's business or contact their school's main office immediately if not comfortable approaching subject.

Student Sign-Out Procedures:

Students may be signed out of school by only those persons authorized to do so. Staff may require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

Video Surveillance:

A digital video surveillance system is in service at Sauquoit Valley to assist in monitoring, deterring and recording activity in high use areas and areas of perceived vulnerability.

Fire Alarm:

A fire detection alarm that is linked to a central monitoring station is in service at Sauquoit Valley. These alarms and fire response procedures are tested regularly and are consistent with New York State Education Department regulations.

Random Drug Sniffing Canine Search:

The District may occasionally conduct random canine searches throughout the school year.

Vital Educational Agency Information:

The District maintains general information regarding: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials.

B. Early Detection of Potentially Violent Behaviors

The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the District ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, newsletters, and the district website.

Students, parents, and all staff are encouraged to share information regarding any

student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Sauquoit Valley personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

C. Hazard Identification

Sites of potential emergencies include: Main building, playground areas, properties adjacent to the district buildings, and off-site field trips. Each building will assess and identify any potential hazards that may be unique to their building.

D. Construction and Capital Project Safety:

The District will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes, and notifying building occupants of any changes.

The District Safety Committee, may be involved in monitoring safety during construction projects as needed. The Committee may include the Director of Facilities, the OHM BOCES Safety Office, Superintendent, Business Administrator, Principals, architect, construction manager, and any other staff requested to sit on the committee. The Committee will hold additional meetings as needed to review issues and address complaints related to health and safety resulting from the construction project.

Section III: Response

A. Notification and Activation (Internal and External Communications)

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. Sauquoit Valley Central School maintains a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The methods used for notifications of a disaster or an act of violence include the following possible forms of communication: Oneida County Emergency Services, telephone, e-mail, portable radio system, Sauquoit Valley Central School website, intercom or PA system, local media, and other as deemed necessary.

The plans may specify that in the event of an emergency, or impending emergency, Sauquoit Valley Central School will notify all principals/designees within the building(s) to take the appropriate action.

In the event of a violent incident or an early dismissal, Sauquoit Valley Central School may utilize Oneida County Emergency 911 Center to contact parents,

guardians, or persons in parental relation to the students. The District may also use local media in some instances or post information on the school website.

B. Situational Responses

Multi-Hazard Response:

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation and preservation of life is of paramount concern. Specific procedures outlined in this document may be circumvented or violated (i.e. notifications) in cases involving catastrophic emergencies.

There are multiple variables that can and will impact the manner in which the Building Response Team responds to a particular emergency. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plans; however, given the array of variables that can impact a situation, it is impractical to map the specific steps to take for every conceivable scenario. It is more practical to focus on the critical decisions that need to be made in order to prevent injury and loss of life.

The Superintendent of Schools is designated as the person in charge, the Incident Commander, during the initial response to any District emergency. The Superintendent will provide leadership, organize activities and disseminate information with the assistance of the Building Emergency Response Teams and the District Emergency Response Team, if needed. Should the Superintendent be unavailable or on site, The Designated Alternate will act in their absence with the same authority and responsibility.

In most cases where this level of school response is warranted, Sauquoit Valley Central School will be seeking assistance from outside emergency responders in resolving the situation. The immediate goal is generally to contain and manage the incident until the emergency responders arrive on scene.

Each Building-Level Emergency Response Plan includes procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the District-Level Safety Plan.

Responses to acts of Violence: Implied or Direct Threats

Sauquoit Valley Central School policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Safety Plans. The following types of procedure(s) may be utilized by the District:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform building principal 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.

Acts of Violence

Sauquoit Valley Central School policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Safety Plans. The following types of procedure(s) may be utilized by the District:

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

Response Protocols

Sauquoit Valley Central School selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included with in the Building-Level Safety Plans. The following possible 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

Arrangements for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the Sheriff, State Police, local fire department chiefs (Sauquoit, Clayville, Cassville, Willowvale), Town of Paris Supervisor, and Oneida County Emergency Services.

Resources Available for Use in an Emergency

Sauquoit Valley Central School resources which may be available during an emergency include all of our facilities on campus and school vehicles. We can also contact the Town Highway Department for access to heavy equipment and other resources; as well as, our local fire departments, as needed.

Procedures to Coordinate the Use of Resources and Manpower During Emergencies

Sauquoit Valley Central School will use the Incident Command System to coordinate the use of resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in Building-Level Emergency Response Plans: school cancellation, early dismissal, evacuation, shelter in place, hold in place, lockout, and lockdown.

Section IV: Recovery

A. District Support For Buildings

After an incident, the Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed in order to support the Emergency Response Teams and post-incident responders.

B. Disaster Mental Health Services

Mental health services needed will be addressed by the appropriate emergency response team using the Crisis Plan.

SUGGESTED APPENDICES

(Not required to be filed with the Commissioner of Education)

Appendix 1:

Listing of all school buildings covered by the District-wide School Safety Plan with addresses of buildings, and contact names and telephone numbers for building staff.

Sauquoit Valley CSD School Buildings

Building	Address	Contact	Phone #
Sauquoit Valley High School	2601 Oneida St. Sauquoit, NY 13456	Brian Read Principal	315.839.6316
Sauquoit Valley Middle School	2648 Sulphur Springs Rd. Sauquoit, NY 13456	Peter Madden Principal	315.839.6371
Sauquoit Valley Elementary School	2640 Sulphur Spring Rd. Sauquoit, NY 13456	Mark Putnam Principal	315.838.6339
Sauquoit Valley Bus Garage	2601 Oneida St. Sauquoit, NY 13456	Craig Manderville Trans. Supervisor	315.839.6344

Appendix 2:

Copies of all Building-level Emergency Response Plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Appendix 3:

Memoranda of Understanding or agreements relevant to implementation of the District-wide School Safety Plan and, where appropriate, Building-level Emergency Response Plans.