



# District-Wide School Safety Plan 2022-2023 Table of Contents

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## **Project SAVE (Safe Schools Against Violence in Education)**

### **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 building-level emergency response plans required for each school. 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 District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.



## **SECTION I: DISTRICT-WIDE SCHOOL SAFETY PLAN**

### **GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **A. Purpose**

This district-wide safety plan was developed pursuant to Commissioner's Regulation Section 155.17. It shall be a general guideline of school safety concerns.

Amendments to Education Law § 2801-a require district-wide safety plans to designate a chief emergency officer who is responsible for coordinating communication between staff and law enforcement and first responders. The chief emergency officer shall also ensure staff understanding of their respective building-level emergency response plan, and for ensuring completion and yearly updates of the building-level emergency response plans (BLERPs). BLERPs shall be kept confidential and shall not be disclosed except to authorized department staff, law enforcement officials and other designated first responders.

#### **B. Identification of School Teams**

The District has created a district-wide school safety team including the following persons:

**Chief Emergency Officer:** Kristen Shearer, Superintendent

<b>Position</b>	<b>Name</b>
Superintendent:	Kristen Shearer
Principal:	James Brant
Counselors:	Jennifer Johnson, High School
Counselors:	Nicole Lippitt, Elementary School
Non – Instructional:	Donald Harvey, Director of Buildings/Grounds
Non – Instructional:	Donald Harvey, Director of Transportation
Non – Instructional:	Jolene Chase, School Nurse
Non – Instructional:	Brenda Lang, Building Secretary
Instructional:	Alicia Flint, PE Teacher
Instructional:	Jennifer Maison, Elementary Teacher
Instructional:	Amy Roseboom, Math Teacher
Instructional:	Christopher Saggese, SS Teacher, TOSA, Athletic Director
Community Member:	Damon West
BOE Member:	Jeremy Velasco

#### **C. Concept of Operations**

The Milford Central School District is located at 42 West Main Street, Milford, NY 13807 in Otsego County. The District, comprising 2 locations totaling 35 acres, currently holds approximately 375 students and 100 staff.



In the event of an emergency or violent incident, the initial response to all emergencies at any of the locations there will be by the School Safety Team.

Upon the activation of the building-level emergency response team (BLERT), the Principal of the location or their designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the BLERP.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

#### **D. Plan Review and Public Comment**

The plan shall be maintained and reviewed annually by the District-Wide School Safety Team.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. This 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 prior to September 1st each year (A listing of dates of board approval will be kept with the district plan).

While linked to the District-wide School Safety Plan, Building-Level Emergency Response Plan(s) 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 BLERP(s) must also be formally adopted by the Board of Education prior to September 1st each year, but shall NOT be made available for public comment.

Within 30 days from adoption this plan will be posted on the District website. The URL must be submitted to the NYS Education Department via the annual Basic Educational Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.



## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

### A. Identification of sites of potential emergency

Each School has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and Law Enforcement Agencies. These informant agencies, can be found in the BLERP(s).

### B. Actions in response to an emergency

Each School has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The BLERPs include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- **Natural Hazards:** Earthquakes, Tornadoes, Lightning, Severe Wind, Hurricanes, Floods, Wildfires, Extreme Temperatures, Landslides or Mudslides, Winter Precipitation, Wildlife
- **Technological Hazards:** Explosions, Release of Hazardous Materials within the school, Release of Hazardous Materials from outside the building, Dam Failure, Power Failure, Water Failure
- **Biological Hazards:** Infectious diseases, Contaminated Food Outbreaks, Toxic Materials present in school
- **Adversarial, Incidental and Human-caused Threats:** Fire, Active shooters, Criminal Threats or Actions, Gang violence, Bomb threats, Domestic Violence and abuse, Cyber-attacks, Suicide.

### 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 District Safety Team.

Specific resources, personnel and their responsibilities are identified in the BLERPs. However, some examples would include:

#### Personnel:

EMT's, staff with CPR/AED certification, Registered Nurse, etc.

#### Building Resources:

sheltering, food, water, phone, fax, radio communications, transportation, etc.



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

The District uses the Incident Command System (ICS) model for emergency actions. For all emergencies the Incident Commander will be the Superintendent, or their designee. 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 BLERP(s). All Incident Command staff are identified in the BLERP(s).

**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 District-Wide and Building-Level Safety Teams, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of 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 if possible. Existing Plans will be revised in response to post-incident critiques of these drills.

**F. Training procedures and frameworks**

Training procedures for staff in violence prevention and all emergency drills will be as outlined in Appendix 2.



### **SECTION III: COMMUNICATION WITH OTHERS**

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

During emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 2; Section II)

#### **B. System for informing all education agencies where students are sent for specific educational programs**

The District will notify all appropriate educational agencies, such as Otsego Northern Catskills BOCES, 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.

The District bus garage will be notified by phone. All teachers by intercom, phone or e-mail. Media by direct communication with Superintendent, Principal or designee only (phone, fax, or face to face contact.)

#### **C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.**

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. Students are also encouraged to seek out either guidance counselor.

#### **D. Outside agencies to be contacted during emergencies**

All agencies and districts available for support during emergencies are listed in the BLERP(s).

#### **E. Procedure for Obtaining Advice and Assistance from Local Government Agencies.**

The District administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting tabletop exercises.





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

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

### **A. Reporting of threats of violence to school authorities:**

1. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
2. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
4. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

### **B. Investigation of threats of violence**

1. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
2. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
4. Threats placing students, staff and others in imminent danger require an immediate call to the police.

### **C. Reporting acts of violence to school authorities**

1. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
2. Staff are required to inform administration of any act of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
4. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
5. Investigation acts of violence
6. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.



7. Serious acts will require the involvement of police personnel.(Violent offenses according to the SAVE requirements)
8. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
9. Acts of violence placing students and staff in staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

- reviewed by the Board of Education at a public meeting
- reviewed by the staff at the first Superintendent's Conference Day
- reviewed with all students on the first day of classes, and
- posted on the school's website.

**D. 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 as outlined in the BLERP(s).

**E. 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 BLERP(s) clearly detail the appropriate response to such emergencies.

**F. 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**

Conditions requiring such notification are outlined in the BLERP(s).



## **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**

At this time, the District has installed the following security systems:

1. Video Cameras
2. Swipe Card Building Entrance System
3. Double Door Security Entrance System
4. Panic Alarm System

In addition, the following safety precautions have been put in place:

1. The outside doors are locked at all times, and remain locked during the day. All entries must be granted from within the main office.
2. Hand held communication devices such as cell phones and radios are used by all supervising staff when monitoring students outside the building (i.e. during recess or PE)
3. All visitors are required to check in and out at the receptionist desk.
4. The staff is trained annually in procedures to follow regarding visitors in the building.
5. Building Safety Committee meetings are held quarterly or as needed. District Safety Committee meetings are held two times a year or as needed.

### **B. Procedures for the dissemination of informative materials to the media, staff, parents and students**

The District will provide information concerning early detection of potentially violent behaviors, including, but not limited to the identification of community, family and environmental factors through a variety of mechanisms. These include; open houses, annual reviews of the District Code of Conduct, staff development opportunities and open communication with the districts.

In addition, the policies and procedures for the dissemination of informative material for specific crisis situations is clearly outlined in the BLERP(s).



### **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:

1. Collaborative agreements with state and local law enforcement officials as well as outside agencies designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations,
2. Professional Development on Prevention and Interventions strategies will be provided for all staff annually.

### **D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.**

#### **1. Hiring and screening process:**

The District follows the NYS Fingerprinting Laws.

#### **2. Duties of hall monitors and school safety personnel:**

- a. The District does not hire hall monitors, however, all staff are trained on an annual basis regarding safety, emergency drills, violent incidents, etc.
- b. Staff have specific hall monitoring responsibilities to fulfill during their regular day as well as emergencies. These responsibilities are clearly outlined in the BLERP(s).
- c. All staff receive training and participate in drills assigned to implement skills learned on an annual basis.

### **E. Bomb Threat**

The paramount concern shall be for the safety of the pupils and personnel on District property or at school sponsored events. All administrators have familiarized themselves with the Bomb Threat Standards outlined in the BLERP(s) so that appropriate decisions may be made depending on the exact nature of the situation. A copy of the New York State Police "Bomb Threat Instructions" has been placed under or at every phone in the building.



**1. If you receive a bomb threat:**

- If you have a display phone, follow the directions listed on the bomb threat instructions and record the incoming phone number.
- Signal to other staff that you are receiving a bomb threat and have them immediately notify a school administrator.
- Listen carefully to the call.
- Ask the questions listed on the NYSP "Bomb Threat Instructions" to evaluate the threat.
- Write down the answers as soon as you can.
- You will be interviewed by the school Administrator and/or Police to ascertain the degree of threat.

**2. District Administrator**

The Superintendent or designee makes the decision regarding evacuation, lockdowns and/or shelter in place. First responders can assist and consult with them to make their decision (joint decision making / unified command).

The school administration has the duty to instruct and train pupils by means of drills so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible.

**F. Hostage Taking**

The Building Safety Plan procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the building administration who will notify the local police at 911.
- The Superintendent, or designee, will issue the appropriate alert if necessary (i.e. lockdown or hold in place) and isolate the area.
- No response to the media will be given at this time.
- The Superintendent or designee will turn over authority to the police upon their arrival and assist as requested.



## G. Intrusions

The Building Safety Plan procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the building administration or designee.
- The building administration or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The building administration or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The administrator or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Dial 911 and notify police of situation.
- If the situation escalates, plain language will be utilized to notify all teachers to lock down the building as per the instructions outlined in the BLERP(s). Students attending classes outside of the building will be evacuated to a safe area designated by the BLERP(s).
- The administrator in charge or designee will turn over authority to the police upon their arrival and assist as requested.

## H. Kidnapping

In the event of a kidnapping, the following response action will be taken:

1. During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the building administration, who will obtain student information and photo I.D.
2. School building staff will search the building and also utilize the public announcement system.
3. Parent/guardian will be notified. If student is not found, police will be notified.
4. The administrator in charge or designee will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
5. Parents will be notified immediately if the student is located.
6. If a student is not legally absent the district will also notify BOCES and/or any out of district placement, as needed, that they could be lost, runaway



or truant (determine if any friends are also missing).

- a. BOCES administration and/or out of district administration will be notified.
- b. The administrator in charge will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- c. Parents will be notified immediately if the student is located.

#### **I. In the Event of School Cancellation.**

In the event of a school cancellation the Superintendent or designee will be responsible for alerting the media (radio and TV stations) for the purpose of notifying parents and students, and starting the mass notification for staff.

#### **J. In the Event of Early Dismissal or Evacuation.**

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying staff, students and parents as outlined in the BLERP(s).

### **SECTION VI: RECOVERY - SCHOOL DISTRICT SUPPORT FOR BUILDINGS**

The Building-Level Emergency Response Team (BLERT) will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The District commits to monthly building Safety Committee Meetings and to quarterly District Safety Committee Meetings.

### **SECTION VII: DISASTER MENTAL HEALTH SERVICES**

A District-Wide Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, county mental health agencies, School-Base Health Counselor and area hospitals.



## APPENDICES

### Appendix 1: Building Summary

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

Building Name	Address	Contact Person	Phone Number
Main Campus	42 West Main St Milford, NY 13807	Kristen Shearer, Superintendent	607-286-3349 607-433-0111 cell
Main Campus	42 West Main St Milford, NY 13807	James Brant Principal	607-286-3349
Main Campus	42 West Main St Milford, NY 13807	Donald Harvey, Head of Building & Grounds	607-286-3349 607-286-7917 Bus Garage 607-287-6701 cell
Main Campus	42 West Main St Milford, NY 13807	Brenda Lang, District Secretary	607-286-3349 607-286-9461 home 607-435-0220 cell
Bus Garage	1205 Co Hwy 44 Milford, NY 13807	Donald Harvey, Director of Transportation	607-286-7917 607-287-6701 cell





## **Appendix 2: Training Procedures and Frameworks**

### **A. Training**

#### **1. Violence Prevention**

- The District staff will receive training in the area of violence prevention and intervention annually.
- Training topics will be decided upon by the school administration and safety team.
- Training will be provided by any of the following: District staff, ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.
- Emergency Drills: The District staff will receive training in the area of all emergency drills annually.

#### **2. Emergency Drills**

The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Administration and/or Safety/Crisis Team. Drills to be held:

- Evacuation (fire) drills: A minimum of 8 will be held annually. Two additional drills will be held during summer school.
- Lockdown drills: At least 4 will occur annually
- Early dismissal drill: At least one per year

Students will be instructed as to safety awareness and proper behavior for drills. The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

#### **3. A copy of the plan will be shared with Local Emergency Responders. Responders will be asked to meet with the district on an as needed basis to review the plan, conduct tabletop exercises and make revisions as necessary.**

- Fire Departments/Emergency Squad
- New York State Police
- County Sheriff's Department



- ONC BOCES Safety Risk Management Office