North Collins Central School
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DISTRICT-WIDE SCHOOL SAFETY PLAN

Updated June 9, 2020

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INTRODUCTION:

Experience tells us that disasters often severely restrict or overwhelm our communications, transportation, electrical and lifeline systems. The impact on schools and the larger community requires mobilization and coordination of resources to lessen human suffering and property loss. An efficient and effective school response to the threat of an emergency can only be accomplished with adequate advanced planning and preparedness for emergency activities and resources. Successful and coordinated planning requires a systematic approach.

This **District Safety Plan** can, with appropriate training and preparation, provide the district administration and each building principal with immediate action steps in the event of a disaster. Resources, information, and telephone numbers are instantly available. Contingency plans for various disasters are listed along with preplanning and recovery activities.

This plan must be reviewed yearly with the **District Safety Team**, not only to reinforce the information, but also to update the plan as new information is developed. Further, building principals should review the plan yearly with all staff to make everyone familiar with the emergency routines that will be followed if a disaster occurs.

The **North Collins Central School District-Wide Safety 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.

School districts are 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. To the extent possible, the North Collins Board of Education and School District support the goals and directives of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The North Collins Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the North Collins Central School District 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

As per Commissioner's Regulation, Section 155.17 (c)(13), the North Collins Central School District-Wide Safety Team is comprised of representatives of the Board of Education, teachers, administrators, parents, school safety personnel, and other school personnel.

C. Concept of Operations

1. The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. This District-Wide School Safety Plan will guide the development and implementation of Building Level Safety Plans.

2. This Plan has been developed using the New York State Education Guidance Document.

3. 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**.

4. Upon activation of the **School Emergency Response Team**, the Superintendent of Schools or his/her designee will be notified and, when appropriate, local emergency officials will also be notified.

5. County and State resources through existing protocols may supplement emergency response actions, including post-incident responses.

D. Plan Review and Public Comment

1. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment at a public hearing held at the North Collins Jr./Sr. High School, 2045 School Street on Tuesday, July 21, 2020 and provides for participation of school personnel, parents, students, and any other interested parties. The Board is scheduled to adopt the District-Wide and Building-Level Plans on August 25, 2020.

2. Full copies of the District-Wide School Safety Plan will be submitted to the New York State Education Department and Building-Level Safety Plans will be sent to local and State police as soon as practicable after adoption.

3. This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis 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 the Office of the Superintendent of Schools.

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

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

The North Collins Central School campuses utilize identification badges, reference checks and fingerprinting according to SAVE requirements for all staff. Each instructional building will maintain its respective security policies and procedures, as appropriate, and may be found in the confidential Building-Level Plan.

A. Prevention/Intervention Strategies

Program Initiatives

1. The North Collins Central School District has in place the following prevention strategies:
- Assemblies to discuss pertinent issues
- Interventions by teachers, counselors, psychologists, teaching assistants, and administrators.
- Advisory groups
- Character Education programs
- A Dignity for All Students Act (DASA) policy
- Trained district crisis response team

2. Information will be available to parents/guardians on how to identify potentially violent behaviors. District-wide training in the identification of potentially violent students is completed within the first 15 days of each school year.

3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.

4. The North Collins Central School District recognizes that communication is a vital key in the prevention and intervention of violence in schools; the District will continue to explore programs based on program needs.

5. The District's referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the District's Code of Conduct. Additionally, counselors are available in every school for students to share information where the source can be confidential.

Training, Drills, and Exercises

The North Collins Central School District will conduct annual training for staff multi-hazard safety issues, including Right-To-Know and Blood Borne Pathogens. The Global Compliance Network (GCN) Training will be coordinated to provide such training. Students will be instructed in the building functional annex protocol and be updated on building exit strategies in each classroom at the beginning of the year. The Building Safety Team(s) meet periodically to review safety measures and procedures.

NCCSD will coordinate drills and other school safety exercises annually for both staff and students. Training will include an explanation of the non-confidential roles and responsibilities of students and staff during the activation of emergency procedures outlined in the School Safety Plan and other applicable procedures. When appropriate the district will utilize local, county and state emergency responders and preparedness officials. NCCSD will revise existing plans in response to post-incident critiques by medical personnel and other trained safety experts.

Staff training will be offered annually. Additional training will be scheduled when procedures change or circumstances indicate the need to review procedures.

Training and screening of new employees may utilize programs such as the New York State Police Safe Schools Program. As of February 2, 2001 all newly certified teachers will have completed two hours of training in school violence prevention and intervention. Additionally, as of July 1, 2013 all applicants for certification are required to complete six hours of coursework in training in accordance with Article 2 Sections 10-18 of the New York State Education Law.

Implementation of School Security

The District will consider and implement, where prudent, the following recommended school actions. Building-specific plans will include more detailed actions, in which the following security measures are in place at all times.

1. Except for the main entrance, all outside doors will remain locked during the day.

2. Every door will be accessible as an exit.

3. All inside classroom doors will be unlocked from the inside during instructional time but locked from the outside.

4. A sign at the main entrance will direct all visitors to “report to the office”.

5. All visitors will be required to sign in, and if they will need access to other areas of the building they will either be escorted by an employee of the school or issued a “Visitor” ID tag.

6. Office and classroom doors will have windows that will have an unobstructed view from the hallway.

7. Cameras and monitors will be strategically placed.

8. North Collins Central School administrators, teachers, and teacher aides will monitor all areas of each campus for safety and security purposes.

9. Close communication and supportive relationships between parents/guardians and schools are essential to increasing student achievement and enhancing school climate. Individuals visiting the schools are required to ring the intercom and then to go directly to the office, advise the principal or his/her designee of their presence and purpose for being in the building, receive permission to be on school grounds, and sign the visitor's book. Proper identification must be shown to school staff upon arrival. Visitors are to report to the office prior to their departure, sign out and return their visitor's pass.

10. Before a child may be taken from the building by a non-school person, the visitor must be recognized by the building principal or his/her designee as one having the legal right to take the child. The visitor will wait in the office for the child to come from the classroom at which time he/she will be signed out in the appropriate book. No visitor is to go to the classroom unaccompanied by the appropriate school official for the purpose of getting a child.

B. Early Detection of Potentially Violent Behaviors

1. Paying attention to early warning signs can help prevent or minimize violence to self and others. Certain emotional and behavioral signs, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student who may need help. The more signs a student exhibits the more likely it is that he or she may need intervention. Early warning signs include:

- Depressed mood or chronic crying
- Decline in school performance
- Verbal expressions about one's own death
- Giving away important personal possessions
- Use of alcohol or drugs
- Sudden lifting of severe depression
- Recent withdrawal from therapy or psychological counseling
- Purchase of knives, guns, or ropes
- Verbal or written communications which appear to be saying "good-bye"

- Feelings of guilt
- Violent, aggressive behavior
- Exaggerated mood swings
- Running away
- Talking about revenge or getting even with parents
- Confusion and despair resulting from sudden death or suicide of a peer
- Any sudden obvious changes in behavior
- Eating disorders - changes in eating habits
- Sleeping disorders - insomnia or excessive sleeping
- Low energy level, constant fatigue
- Decreased productivity or effectiveness
- Pessimism about the future or brooding about the past
- Loss of interest in formerly pleasurable activity
- Inability to show pleasure
- Reactions that seem inappropriate to the situation
- Statements of inadequacy or low self-esteem
- Social withdrawal - pulls away from friends
- Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness, and belligerence
- Neglect of personal appearance
- Physical complaints
- Preoccupation with illness, death, or catastrophic events
- Decreased attention, concentration, or ability to think clearly

If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel as well as the student's parent/guardian to determine the next step.

SECTION III: RESPONSE

The North Collins Central School District uses the Incident Command System model for emergency actions. For district-wide emergencies, the Incident Commander will be Superintendent of Schools.

In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. As time permits these decisions should be made after consulting with the Superintendent of Schools. The Incident Commander is authorized to activate such resources and personnel as are appropriate for 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 Plan.

Information regarding the North Collins Central School Incident Command Center post, staging area, transportation, and guidance on family reunification plans and procedures are identified in the Building Level Emergency Response Plans.

Notification and Activation (Internal and External Communications)

The Incident Commander will contact law enforcement officials as described in the Building-Level Safety Plans. Decisions about which agencies to contact will be based upon the *"closest response agency"* concept to ensure that the response to the incident is as rapid as possible.

The North Collins Central School District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification, and will delegate its delivery.

The North Collins Central School District will contact appropriate parents, guardians, or persons in parental relation to the students/staff 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 Safety Plans.

For purposes of good management, a COMMAND POST is essential to a disaster event. Any situation, greater than a minor event requires a COMMAND POST. This post must have:

1. IN/OUT communications, such as:
Telephone Intercom
Fax/Email Local Media
NOAA Weather Radio Others As Appropriate
Cellular Phones
District Radio System (Portables)
2. Protection for operating personnel.
3. A location and IDENTIFICATION known to disaster personnel and local resource personnel.
4. Accessibility during the entire term of the event.
5. Sufficient room to accommodate all the people necessary for decision-making and attendant materials.

6. A location near enough to the event to be useful.

Command Posts: ***(location to be chosen based on the circumstances of the incident)***

· District office
· Elementary or High School office
· Firehouse
· North Collins Area Churches
· A large vehicle such as a school bus or a van
· A nearby residence

The functions of a Command Post are:
1. Provide a central location for decision-making and direction for personnel.
2. Provide a known central location to which incoming personnel report.
3. Provide updated information to personnel and disaster authorities.
4. Provide communications to inside and outside personnel.
5. Provide a staging point in the event of confusion and disorder.

An alternative Command Post is necessary in the event that the main building is involved in the disaster. Alternative locations should be established in the pre-plan. A local residence is often suitable if it is large enough and the owners are cooperative in setting up the contingency. It may be necessary to commandeer (take over) a building as Command Post in the event of a serious natural disaster.

Communications at the Command Post are essential. Holding a telephone line open with the Superintendent's office is suggested so that incoming calls from the media and parents do not close off the link. Keeping the link open is done by making a call and keeping the line on stand-by or HOLD.

Situational Responses

Multi-Hazard Response
The North Collins Central School District has identified in the Building-Level Safety Plans the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, lockdown, lockout, and sheltering. The Building-Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:
Threats of Violence Medical
Civil Disturbance Environmental
Fire and Explosion Hazardous Material
Systems Failure Natural/Weather Related
School Bus Accident/Breakdown Weapons found on property/student
Hostage/Kidnapping Intruder
Others as deemed necessary

Responses to Acts of Violence: Implied or Direct Threats/Acts of Violence

The North Collins Central School 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 disciplinary action to be used when responding to threats or acts of violence.

The normal procedures to respond to implied or direct threats of violence will be:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Inform Building Principal of implied or direct threat
- Determine appropriate action to respond to level of threat with Building Principal/Designee
- Contact appropriate law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate; include the possible use of the Emergency Response Team
- If the situation warrants, isolate the immediate area and evacuate, if appropriate
- If necessary, initiate lockdown procedure, early dismissal, or sheltering.
- Inform District Superintendent/Designee

The North Collins Central School District will distribute informative materials on the early detection of potentially violent behaviors to teachers, administrators, school personnel, students, person in parental relationship to students, and others deemed appropriate to receive such information at the commencement of the school year.

Response Protocols

The District recognizes that appropriate response to emergencies, such as bomb threats, intrusions, hostage takings and kidnappings, varies greatly depending on the situation. The Building-Level Safety Plans detail the appropriate response to such emergencies utilizing the following protocols:

- 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

Procedures for Obtaining Emergency Assistance from Local Government

The Incident Commander will authorize the request for assistance and/or advice from these agencies:

North Collins Police Department: 337-3160
NYS Police (Zone 3, Collins, NY): 532-6820
North Collins Volunteer Fire Department: 911 OR 337-3294
Erie County Emergency Services: 858-6578

The district resources, which may be available during an emergency, include the following:
* Red Cross *NYS Department of Health
* Fire Department * Village/Town Official
* Private Industry * State Emergency Management Office
* NYS Department of Environmental Conservation
* Religious Organizations
* NYS Department of Transportation * School Counselors and Psychologists
* Others as deemed necessary

Specific resources are identified in the Building-Level Safety Plans.

District Resources Available for Use in an Emergency
The District has committed the full inventory of its resources to be available for use during an emergency. The Incident Command Team will utilize these resources in line with the Building-Level Safety Plans as deemed appropriate. Specific personnel and resources are identified in the Building-Level Safety Plans.

Additional District resources available for use in an emergency include the following:

Defibrillator Each Instructional Building
Smoke Detectors
Fire Department via 911
Emergency Lighting Each Building
Portable Fire Extinguishers Each Building/Each Bus
Spill Cleanup/Absorbent Materials Custodial Department
First Aid Supplies Each Building/Nurses Offices

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The District uses the Incident Command system model for emergency actions.
For district-wide emergencies the Incident Commander will be the District Superintendent, 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 Safety Plans. Building-Level Incident Command staff is identified in the Building-Level Safety Plans.

Protective Action Options
The Superintendent, building principals, and head of buildings and grounds are responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. The superintendent, building principal and/or head of buildings and grounds must be familiar with the necessary procedures and will have the ability to recognize impending or actual emergencies. In the event that the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin. Should it become necessary to evacuate the North Collins Central District Schools for any reason, one of the three plans should be used. Each Plan is designed to meet a specific set of circumstances and time frame and is to be coordinated with the Incident Command.

Early Dismissal/School Cancellation

This plan presumes no immediate crisis and sufficient time to secure bus drivers, prepare students and staff for dismissal and to close the district in a most orderly manner. It is voice-activated from the superintendent's office to each administrator who in turn provides specific instructions over the intercom to students and staff regarding the closing down of school.
Most likely use – Early dismissal due to deteriorating weather conditions.

Early Dismissal/Evacuation/Sheltering
This plan presumes there is some form of crisis developing, but there is time for students and staff to minimally prepare themselves for adverse weather and/or climate conditions prior to leaving building. It also presumes there is insufficient time for normal dismissal procedure to take place. Hence, students and personnel will need to evacuate to an intermediate shelter prior to being taken home. It is voice–activated through each administrative unit via instructions over the intercom.
Most likely use – Bomb threat, chemical spill, etc.

Evacuation/Sheltering
This plan presumes there is an immediate crisis and there is no time to do anything but clear the facility as rapidly as possible. The sounding of the fire alarm activates the plan. The building is to be cleared immediately according to the normal fire drill procedure. The District's Emergency Response team will be supported after the emergency or disaster by the mental health professionals, pupil personnel, school psychologist and counselors, and the school nurse.

Policies and procedures to contact parents, guardians or persons in parental relations to the students in the event of a violent incident or an early dismissal.
The District will contact parents and guardians 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 confidential Building Level Emergency Response Plans.

SECTION IV: RECOVERY

District Support for Buildings

After a critical incident has occurred, the North Collins Central School District is committed to a thorough and comprehensive recovery for students, staff, and families.
The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-Level Plan. To achieve this goal, the Post Incident Response Team should consider the following steps:

Step 1: Consult with administrators and others to:
- Determine advisability of team involvement
- Determine nature of team involvement
- If team is needed, acquire release from currently assigned responsibility
- Inform Superintendent of nature of the incident

Step 2: Acquire facts and circumstances as to the nature of the trauma/loss

Step 3: Determine those groups and/or individuals most affected by the trauma (target population.)

Step 4: Assist building administrators in the following areas:
- Arrange staff meeting
- Formulate staff meeting agenda
- Disseminate information to staff, parents, students, media, etc. (e.g., letters, etc.)
- Determine logistical needs (e.g., work space, crisis center, counseling rooms, class schedules, parent reunion/student release, etc.)

Step 5: Assign team members and other staff to individual tasks.

Step 6: Provide Crisis Team Services
- Conduct faculty meeting with all building staff
- Provide educational information to teachers to be used in class
- Conduct classroom meetings with team member and teacher in seriously affected classes
- Assess needs and arrange for follow-up meetings with individuals and small groups
- End of day staff meeting to update staff and administrators and plan for next day
- Crisis Team “debriefing” at the end of day
- Provide substitutes and aides as back-up staff for teachers
- Offer a separate room for parent contact, if necessary
- Instruct crisis workers to aid office staff to deal with parents’ telephone calls and questions

Remind staff about “Teachable Moments”
- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Follow-up with plans for ending Crisis Team involvement
- Staff meeting
- Alert staff to important aspects of responses to grief and loss
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs
- Suggest helpful literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Crisis Response Team to determine effectiveness of the Crisis Response Plan in addressing the needs in this particular incident.

B. Disaster Mental Health Services

The North Collins Central School District will work closely with local mental health services to:

- Provide services to children and families that are appropriate for the type of emergency/disaster.
- Assess condition and immediate needs of children and family including food, shelter, clothing, medical treatment.
- Refer children and other family members to agencies and organizations that provide needed services.
- Follow-up on referrals.
- Decrease the internal and external stressors that affect children and families.
- Provide opportunities for children and families to verbalize their feelings and provide emotional support to aid recovery.
- Guide families through the emergency/disaster and provide tools and techniques for the family to help themselves to recover.

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.

North Collins Elementary School
10469 Bantle Road
North Collins, New York 14111
(716) 337-0166
Principal: John Cataldo

North Collins Jr./Sr. High School
2045 School Street
North Collins, New York 14111
(716) 337-0101
Principal: Brandon Wojcik