

CAMDEN CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY PLAN

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CAMDEN CENTRAL SCHOOL DISTRICT

District-wide School Safety Plan

Commissioner's Regulation 155.17 (Amended with additional SAVE regulations effective July 1, 2001)

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.

The Camden Central 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 CONSIDERATION AND PLANNING GUIDELINES

A. Purpose

The Camden 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 appoints a District-wide School Safety Team and charges it with the development and maintenance of the District-wide School Safety Plan

B. Identification of School Team

The 2019-2020 District-wide School Safety Team includes the following persons:

Position

| |
|---|
| Board of Education Representative: R. Paul Sr. |
| Administration Representative: K. Keil, C. Centner |
| Teacher Representative: C. Palmer |
| Parent Representative: H. Libertella |
| Student Representative: 2019-2020 Sophomore Class President |
| School Safety Personnel: J. Angrisano |
| [Other School Personnel]: R. Bajohr, E. Snow, R. Willson, R. Wolzmuth |

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- 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.
- The Superintendent of Schools or his/her designee will serve as the District Chief Emergency Officer. Responsibilities include: facilitate safety training for school district personnel, ensure the school's building-level emergency response plan is up-to-date each year, make sure drills (evacuation and lock down) occur as per Education Law §807, and aid in policy development and decision-making for security technology.
- 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.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its adoption. The District-wide and building-level plans were adopted by the School Board only after at least one 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 June 10, 2001.
- While linked to the District-wide School Safety Plan, building-level emergency response 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.
- 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. Building-level emergency response plans were supplied to both local and State Police within 30 days of adoption.
- 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. A copy of the plan will be available at the District Administrative Office.

SECTION II: RISK REDUCTION/ PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

Program Initiatives

The district has established the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents such as:

| | |
|--------------------------------|------------------------------------|
| Second Step_Program | Character Education |
| Bucket Filling | Do the Right Thing |
| Rachael’s Challenge | Capturing Kid’s Hearts |
| Mindfulness | Bullying Prevention |
| CPI De-escalation Strategies | Paw of Kindness |
| WEB (5 th) | Link Crew (9 th) |
| Wellness Walk | Classroom Management Systems |
| Character Education Assemblies | Monthly Character Education Traits |
| Mental Health Unit in Health | |

The district reporting and referral process, according to the building chain-of-command and district Code of Conduct, is used for reporting school violence. Additionally, the district has counselors available for students to maintain confidentiality.

The district will continue to assess its needs and establish programs that will help to 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; and Emergency Management Team exercise.
- When appropriate, and at the discretion of the District-wide 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 2019-2020 school year:

| Date | Description of drill or exercise |
|--|--|
| Annual | “Go Home” drill – Students and Staff |
| As required by law | 8 Fire Drills – Students and Staff |
| As required by law | 4 Lockdown Drills – Students and Staff |
| Annual | Right-to-Know and Blood-borne Pathogens |
| Annual | Tabletop Exercise |
| Annual by September 15 th . | Emergency Preparedness, Mental Health and Violence Prevention Training - Staff |

- 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.

Implementation of School Security

- The district may conduct a security review of the facility, as needed, with the assistance of local law enforcement and/or the BOCES Safety Office, to determine what security measures should be adopted. Measures to be considered include: hall monitors, visitor badge/sign-in procedures, video surveillance, resource officer, and reporting mechanisms.
- The following security measures are in place:

| Security measure | Purpose |
|-------------------------|---|
| Visitor Sign-in | To identify visitors and purpose of visit |
| Visitor Badges | To identify authorized visitors to students and staff |
| Fingerprinting | Background checks on new hires after July 1, 2001 |
| Door Access System | To limit access to instructional buildings |
| Employee I.D. Badges | To identify staff |
| Video Surveillance | To provide additional monitoring capability |
| School Messenger System | To provide telephone notification to students and staff |
| Special Patrol Officers | To provide monitoring and security in instructional buildings |

For the safety of students and staff, specifics have not been included.

- The following measures have been considered, but not implemented at this time:

| Security measure | Resolution |
|-------------------|------------|
| None at this time | |

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 and disseminate as needed, maintain 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.

C. Hazard Identification

The District has identified the following internal and external sites of potential emergency or potential emergency situations:

| Site/situation | Comments |
|----------------------|--|
| HS/MS buildings | Science Labs |
| Roadways – all sites | Route 13 and Route 69 potential transportation accidents |

See Appendix 1 for additional risk assessment/probability checklist

SECTION III: RESPONSE

A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent/ Designee will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.
- The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.
- In the event of a disaster or an act of violence, the BOCES District Superintendent, or their designee, will be notified as appropriate.
- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s). Additionally, the District may utilize the School Messenger System and/or Camden CSD Smart Phone App for additional communication capabilities. Where practicable, phone trees may be implemented.

RADIO/TELEVISION

WIBX 950 AM
WFRG 104.3, WODZ 96.1, WLZW 104.3, Lite 98.7

WKTV Channel 2

WSTM Channel 3

WIXT 9 News

News Channel 10

News Channel 20 Eyewitness News

- The district maintains certain information about each educational agency located in the school district. The following information concerning educational agencies located within the district is included with the Building-level Safety Plans and is updated by each building:
- Approximate school population, number of staff and emergency transportation needs:

| | | | |
|-----------------------|--------------|------------------|---|
| McConnellsville Elem. | 266 Students | 44 staff members | 5 buses |
| Camden Elementary | 534 Students | 83 staff members | 10 buses, 1 special needs van & 1 w/c bus |
| Middle School | 655 Students | 92 staff members | 12 buses & 1 special needs bus |
| High School | 627 Students | 83 staff members | 11 buses & 1 special needs bus |

- Contact phone numbers of key officials of other educational agencies: See appendix 2
- District Transportation Resources: See appendix 3

B. Situational Responses

Emergency Response

The District's emergency response plans are outlined in the Building-level Emergency Response Plans for security reasons.

They include the following types of emergencies:

- ◆ Threats of Violence
- ◆ Hostage/Kidnapping
- ◆ Natural/Weather Related
- ◆ Civil Disturbance
- ◆ School Bus Accident
- ◆ Building System Failure
- ◆ Intruder
- ◆ Explosive/Bomb Threat
- ◆ Hazardous Material
- ◆ Biological
- ◆ Medical

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 plan includes 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, includes the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

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, 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

C. Protective Action Options (Building specifics are in the confidential building-level plans.)

The following actions will be considered in the event of an emergency as appropriate:

- ◆ School cancellation prior to opening
- ◆ Early dismissal
- ◆ Evacuation
- ◆ Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

◆ **School cancellation**

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.

◆ **Early dismissal**

- Monitor situation
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

◆ **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to Superintendent.
- Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- Ensure adult supervision or continued school supervision/security.
- Set up an information center where parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

◆ **Sheltering (internal and external)**

- Determine the level of threat.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to Superintendent.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

Arrangements for Obtaining Emergency Assistance from Local Government

- In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or their designee.
- On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law.

| Emergency Management Office | |
|---|--|
| Kevin Revere – Oneida County Emergency Services | 315-765-2526 non-emergency 315-736-0141 emergency |

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

The district uses the Incident Command System model for emergency actions. For campus emergencies, the Incident Commander will be the District 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 confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building Level Emergency Response Plans. The district may use any or all components of the District Incident Command System: See Appendix 4

District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

| Equipment | Location |
|-----------------------------|---|
| Defibrillator | Instructional Buildings, Bus Garage & Athletics |
| Portable Fire Extinguishers | Each Building |
| Emergency lighting | Each Building - corridors |
| Heavy duty fans | Maintenance Building |

The following functions are available to assist in the event of an emergency:

| Staff Function | Role, skill, or assignment |
|--|---------------------------------------|
| School Nurse | First Aid/Medical |
| Staff | First Responders |
| Head Custodian | Buildings and Grounds |
| Transportation Supervisor | Bus drivers |
| School Psychologist/ Counselors/Social Workers | Crisis Team |
| Volunteer Custodians and Staff | Suspicious Object Identification Team |
| Special Patrol Officers | Security |

SECTION IV: RECOVERY

A. Post-Incident Response

- The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the confidential Building-level Plan.

B. Disaster Mental Health Services

- The Superintendent, or his/her designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan.

C. Plan Evaluation

- During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

APPENDIX 1

RISK PROBABILITY CHECKLIST

| | YES | NO | NOTE |
|--|----------|----------|------|
| 1. Has your region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat | X | | |
| 2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake | X | | |
| 3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire | | X | |
| 4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire | | X | |
| 5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide | | X | |
| 6. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow | | X | |
| 7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards | X | | |
| 8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards. | | X | |
| 9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms | | X | |
| 10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane | | X | |
| 11. Has your state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane | X | | |
| 12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods | X | | |
| 13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods | X | | |
| 14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado | | X | |
| 15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard | | X | |
| 16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials | | X | |
| 17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident | | X | |
| 18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident | X | | |
| 19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological Incident | X | | |
| 20. Are there any radioactive waste dump sites in your state? Technological Hazard: Radiological Incident | | X | |
| 21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster | X | | |

APPENDIX 2

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephone numbers of building staff.

| Building Name | Address | Contact Name | Telephone Number |
|----------------------------|------------------------------------|---------------------|-------------------------|
| McConnellsville Elementary | 8564 State Rt. 13 Blossvale, NY | Shannon Babbie | 245-3412 (Office) |
| Camden Elementary | 1 Oswego St. Camden, NY | Craig Ferretti | 245-2616 (Office) |
| Middle School | 32 Union St. Camden, NY | Brittany DerCola | 245-0080 (Office) |
| High School | 55 Oswego St. Camden, NY | Chris Centner | 245-3168 (Office) |

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within or adjacent to the District:

| Educational Agency | Address | Contact Name | Telephone Number |
|--|--|---------------------|---|
| Mohawk Valley Community Action Agency Head Start | Methodist Church 132 Main Street, Camden | Kathy Flaherty | 624-9930 (Utica Central Operator) Ext. 2306 or 2307 for Camden |
| | | | |

In an emergency, the Camden Central Schools Business Office will notify these agencies as appropriate.

EDUCATIONAL AGENCIES

| | | |
|-------------------------------|----------------------------|---------------------------|
| Ms. Jackie Starks | (BOCES) | 361-5510 |
| Mr. Shawn Bissetta | (Canastota) | 697-2025 Ext. 6302 |
| Mr. Bill Dowsland | (Hamilton) | 824-3721 |
| Mr. Michael Davis | (Madison) | 893-1878/1879 |
| Mr. Gregory Molloy | (Morrisville-Eaton) | 684-9300 |
| Ms. Mary-Margaret Zehr | (Oneida) | 363-2550 |
| Mr. Peter Blake | (Rome) | 334-7434 |
| Ms. Martha Group | (VVS) | 829-2520 |
| Ms. Cynthia Stocker | (Stockbridge) | 495-4400 |

APPENDIX 3

District Transportation Resources

| <u>NUMBER</u> | <u>TYPE</u> |
|----------------------|---|
| 21 | 71 Passenger Buses |
| 18 | 65 Passenger Buses |
| 1 | 22 Passenger Buses |
| 2 | 30 Passenger Buses |
| 9 | 7 Passenger Vans |
| 6 | Special Needs Buses (6 - 50 Passenger Buses each with 3 W/C Track Seating) |

Appendix 4

Camden Central School District Incident Command

COMPONENTS

- ❑ **District Chief Emergency Officer** – Responsible for the direction of the District response in a District-wide emergency (Superintendent) or the building response in a building-level emergency (Building Administrator).
- ❑ **Public Information Officer** – Complies and releases information to the news media.
- ❑ **Safety Officer** – Monitors the District 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.