

# **NEWFANE CENTRAL SCHOOL DISTRICT**

## **DISTRICT-WIDE SAFETY PLAN**

**REVISED AUGUST 2017**

**REVISED OCTOBER 2016**

# TABLE OF CONTENTS

## INTRODUCTION

<b>General Considerations and Planning Guidelines . . . . .</b>	<b>1</b>
<b>Purpose . . . . .</b>	<b>1</b>
<b>Identification of School Teams . . . . .</b>	<b>2</b>
<b>Concept of Operations . . . . .</b>	<b>2</b>
<b>Plan Review and Public Comment . . . . .</b>	<b>3</b>
<b>Risk Reduction / Prevention and Intervention. . . . .</b>	<b>4</b>
<b>Prevention / Intervention Strategies. . . . .</b>	<b>4</b>
<b>Program Initiatives: Prevention / Faculty . . . . .</b>	<b>4</b>
<b>Program Initiatives: Prevention / Students . . . . .</b>	<b>4</b>
<b>Program Initiatives: Intervention . . . . .</b>	<b>5</b>
<b>Program Initiatives: Post-Intervention . . . . .</b>	<b>5</b>
<b>Training, Drills, and Exercises . . . . .</b>	<b>6</b>
<b>School Security . . . . .</b>	<b>7</b>
<b>Implementation of School Security . . . . .</b>	<b>7</b>
<b>Security Personnel - Hall Monitor . . . . .</b>	<b>8</b>
<b>School Resource Information . . . . .</b>	<b>9</b>
<b>Early Detection of Potentially Violent Behaviors. . . . .</b>	<b>9</b>
<b>Hazard Identification of Sites of Potential Emergencies . . . . .</b>	<b>10</b>
<b>Response . . . . .</b>	<b>11</b>
<b>Notification and Activation Internal and External</b>	
<b>Communications . . . . .</b>	<b>11</b>
<b>Response Protocols . . . . .</b>	<b>12</b>
<b>Situational Responses . . . . .</b>	<b>15</b>
<b>Acts of Violence . . . . .</b>	<b>16</b>
<b>Responses to Acts of Violence / Implied or Direct Threats . . . . .</b>	<b>16</b>
<b>Arrangements for Obtaining Emergency Assistance from</b>	
<b>Local Government . . . . .</b>	<b>16</b>
<b>Procedures for Obtaining Advice and Assistance from Local</b>	
<b>Government Officials . . . . .</b>	<b>17</b>
<b>District Resources Available for Use in an Emergency. . . . .</b>	<b>17</b>
<b>Procedures to Coordinate the Use of School District Resources</b>	
<b>and Manpower during Emergencies . . . . .</b>	<b>18</b>
<b>Protective Action Options . . . . .</b>	<b>18</b>
<b>Recovery . . . . .</b>	<b>18</b>
<b>District Support for Buildings . . . . .</b>	<b>18</b>
<b>Disaster Mental Health Services . . . . .</b>	<b>20</b>

**CHAIN OF COMMAND**

**Chain Of Command . . . . . 21**  
**Building Administration . . . . . 22**

**INCIDENT COMMAND POSTS AND EMERGENCY OPERATIONS CENTER**

**Incident Command Posts/Emergency Operations Center . . . 23**  
**Duties of District Incident Command and Operations Staff . . 24**

**EMERGENCY RESPONSE ACTIONS**

**Notification and Activation . . . . . 25**  
**Emergency Responses . . . . . 25**  
    **Lockdown . . . . . 25**  
    **Lockout . . . . . 25**  
    **Shelter in Place / Hold in Place . . . . . 26**  
    **Early Dismissal . . . . . 26**  
    **Evacuation . . . . . 26**  
    **Emergency Evacuation Procedures / Sites . . . . . 26**  
    **Evacuation of Persons with Special Needs . . . . . 28**  
**Other Response Actions . . . . . 29**  
    **Implied or Direct Threats of Violence . . . . . 29**  
    **Acts of Violence . . . . . 29**  
    **Media Notification Plan . . . . . 29**  
    **Parent/Guardian Notification Plan . . . . . 29**  
    **Post Incident Response / Recovery . . . . . 29**  
    **Security of Crime Scene . . . . . 29**  
    **Emergency Procedures for Students with Special Needs . 29**  
    **Violent and Disruptive Incident Report - VADIR . . . . . 30**  
**Lockdown - Quick Guide . . . . . 31**  
**Lockout - Quick Guide . . . . . 32**  
**Shelter in Place / Hold in Place - Quick Guide . . . . . 33**

**EMERGENCY RESOURCE INFORMATION**

**Emergency Resource Information . . . . . 34**

<b>APPENDIX A</b>	<b>Implied or Direct Threats of Violence . . . . .</b>	<b>36</b>
<b>APPENDIX B</b>	<b>Acts of Violence . . . . .</b>	<b>39</b>
<b>APPENDIX C</b>	<b>Media Notification Plan . . . . .</b>	<b>40</b>
<b>APPENDIX D</b>	<b>Parent/Guardian Notification Plan . . . . .</b>	<b>43</b>
<b>APPENDIX E</b>	<b>Post Incident Response / Recovery . . . . .</b>	<b>45</b>
<b>APPENDIX F</b>	<b>Security of Crime Scene . . . . .</b>	<b>49</b>
<b>APPENDIX G</b>	<b>Emergency Procedures for Students with Special Needs . . . . .</b>	<b>52</b>

# INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School 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 **Newfane 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 Management Operations Plan** required at the school building level. School 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 **Newfane 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.

## GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### Purpose

The **Newfane Central School District-Wide Safety Plan** was developed pursuant to Commissioner's Regulation 155.17. At the direction of the **Newfane Central School District Board of Education**, the **Superintendent of Newfane 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**.

## Identification of School Teams

The **Newfane 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 **District-Wide School Safety Team** consists of the following positions or affiliations:

**Newfane Central School District Administration**  
**Newfane Central School District Teachers**  
**Newfane Central School District Principals**  
**Newfane Central School District Staff**  
**Newfane Central School District Student Representative**  
**Newfane Central School District Board of Education Member**  
**Newfane Central School District Parent**  
**Newfane Central School District PTSA Representative**  
**Niagara County Sheriff's Department School Resource Officer**  
**Orleans/Niagara BOCES Safety Risk**  
**New York State Police Representative**

## Concept of Operations

- The **District-Wide School Safety Plan** is directly linked to the individual **Building-Level Emergency Management Operations Plan** for each of the school buildings. Protocols reflected in the **District-Wide School Safety Plan** will guide the development and implementation of the individual **Building-Level Emergency Management Operations Plan**.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee.
- With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.
- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

## Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), the **District-Wide School Safety Plan** was formally adopted by the **Newfane Board of Education on June 26, 2001**. Prior to its adoption this plan was made available for public review for a period of 30 days and one public hearing was held to provide school personnel, parents, students, and any other interested parties the opportunity to address their concerns. The District-Wide School Safety Plan is reviewed and updated annually.
- 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. Copies of the **Building-Level Emergency Management Operations Plan** were submitted to the **Niagara County Emergency Management Coordinator** as well as local police agencies and the New York State Police within 30 days of its adoption.
- After the initial adoption by the **Board of Education on June 26, 2001**, the **District-Wide School Safety Team** will periodically review and update this plan. The required annual review will be completed on or before September 1 of each preceding year. A copy of the **District-Wide School Safety Plan** is available for public review in the **office of the Superintendent**.
- While linked to the **District-Wide School Safety Plan**, the **Building-Level Emergency Management Operations Plan** 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.

## **RISK REDUCTION / PREVENTION AND INTERVENTION**

### **Prevention / Intervention Strategies**

#### **Program Initiatives: Prevention / Faculty**

The **Newfane Central School District** continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to:

1. The school district in conjunction with their insurance carrier will share information, review best practices and provide training from local and national experts on safe schools.
2. Strategies for Crisis Intervention and Prevention (SCIP) technique training.
3. An Alternative Placement Program for intervention of violent students who cannot function in a regular school environment is operated by BOCES.
4. Alternative Education programs are operated by BOCES and address the criteria under the section entitled Early Detection of Potentially Violent Behaviors.
5. A Community Intervention Program, comprised of children and family services, school districts law enforcement and professionals from the community, meets and discusses, among other topics, character and civility issues with school officials as needed.

#### **Program Initiatives: Prevention / Students**

##### **Non – Violent Conflict Resolution Programs**

The **Newfane Central School District** will continue to develop a comprehensive K-12 Non-violent Conflict Resolution Program built on existing and evolving programs. These programs are designed for age appropriate integration and consists of the following:

**Elementary School Level:** Creative problem solving, anti bullying, building a caring environment, cultural diversity, conflict resolution and personal safety. Information is provided to during classroom and assembly programs.

**Middle School Level:** Students receive training in creative problem solving, diversity, anti bullying, anger management, development of leadership skills, building character, mutual respect, conflict resolution and personal safety. Training is built into classroom and assembly presentations.

**High School Level:** Students receive training in creative problem solving, anger management, mutual respect, conflict resolution, character building, diversity, all 9<sup>th</sup>. grade students attend an orientation program which is designed to help students reduce feelings of alienation and promote teamwork and good decision making. Information/programs are also built into health, physical education and other classroom programs.

##### **Extended Day and Other School Safety Programs**

The **Newfane Central School District** has increased its extended day program to provide a safe environment for after school learning cultural and athletic activities. Some of these expanded programs included but are not limited to:

- a. After school homework labs – to provide extended time and assistance to students to complete home work assignments and develop learning skills and techniques.
- b. Intramural sports and modified sport activities are provided in as many areas as possible.
- c. Clubs / Activities – that provide students with positive character building.

### **Strategies for Improving Communication Among Students and Between Students and Staff**

The **Newfane Central School District** has developed various strategies for the improvement of communications among students and between students and staff. A teaching component for all grade levels, elementary, middle, and high school is offered.

A required 9<sup>th</sup>. Grade Student Orientation Program is held each year with training on the following:

- Reducing the feelings of alienation
- Promoting team work
- Good decision-making
- Maintaining open communications between students and between students and staff

**The Newfane Central School District** encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate. The district is committed to the Dignity for All Students Act.

### **Program Initiatives: Intervention**

Conflict Resolution, Group Sessions, Community Support Center, De-Escalation Training, Formal School Emergency Plans, School Security Officer, Liaisons with law enforcement agencies and judicial system, Counseling Program, Communication Plan

### **Program Initiatives: Post-Intervention**

Formal Debriefing Meetings, Liaisons with law enforcement agencies and judicial system, School Crisis Plan, Long-Range Intervention, Formal School Emergency Plans

## Training, Drills, and Exercises

In addition to the required emergency drills, the **Newfane Central School District** will continue to run additional drills to ensure that all staff understands their responsibilities and are prepared to respond.

All staff have received Emergency Response Cards with instructions on how they are to respond that are kept with attendance sheets.

The school district will conduct annual training programs to enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training.

Training can entail classroom activities, general assemblies, tabletop exercises, functional drills, staff meetings, short briefings or presentations related to any aspect of the emergency management operations plan that shall increase the awareness and preparedness of staff and students. The training shall convey the importance of everyone's role in implementing an effective school emergency response.

The **Newfane Central School District** will, in cooperation with local emergency management officials, conduct at least one annual exercise or drill to test the emergency plan. These exercises are designed to specifically test sheltering and / or early dismissal, as well as the communications and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan. Existing plans will be revised in response to post incident critiques of these drills. Drills will consist of the following:

At least one test of the emergency plan such as (**Sheltering in Place**) designed to test the following:

- Alerting and Warning Procedures
- Communications Procedures
- Staff Procedures
- Movement of students to designated areas within school building
- Evacuation Procedures

**Exercises and drills shall coincide with current New York State School Boards Association and the New York State Bar Association - School Law (most current edition) and shall include the following:**

1. Conducted at least once every school year;
2. Designed to test school emergency plans for sheltering and early dismissal, and occur not more than 15 minutes earlier than normal dismissal time;
3. Include transportation and communication procedures;
4. Held with at least one week's notice to parents or guardians;
5. And if possible, coordinated and evaluated by local emergency response personnel to improve the overall level of school emergency plans.

## **School Security**

The **Newfane Central School District** is committed to providing a safe working and learning environment at each of its schools. To help ensure the personal safety of staff and students the following has been adopted.

1. Screening of potential new employees which includes:
  - Providing a resume
  - Providing three references
  - Submit to a criminal history background check that includes fingerprinting (for all new employees hired after July 1, 2001)

## **Implementation of School Security**

1. All outside doors will remain locked during the day. All doors are equipped with card access, cameras and authorized entrance security system.
2. Every exterior door will be accessible as an exit.
3. All classroom doors will be locked when unattended.
4. A sign at the main entrance will direct all visitors to "Report to the Office".
5. All visitors are required to sign in, and if they need access to other areas of the building, they will be issued a "Visitor" ID tag or escorted by an employee.

## **Security Personnel – Hall Monitors**

The High School and the Middle schools routinely utilizes administrators and teachers to maintain a presence in hallways during passing times, maintain a presence in cafeteria and outside the buildings at the beginning and end of the school day.

The **Newfane Central School District** contracts with the Niagara County Sheriff's office to provide a full time, uniformed, deputy stationed at the High School.

Niagara County Sheriffs Deputy's work is performed in conjunction with the Principals with leeway allowed to exercise independent judgement in performing work assignments.

### **Typical work activities of the Niagara County Sheriffs Deputy:**

1. Patrols school corridors, stairwells, restrooms, courtyards, entrances, parking lots and other parts of school buildings and grounds to protect persons and property, maintain order and insure compliance with school rules;
2. Inspects corridor passes and other passes when classes are in session and escorts persons lacking passes to the Principal's office;
3. Welcomes and oversees visitors to the building and directs them to the appropriate school offices or escorts them out of the building if they are not authorized visitors;
4. Escorts disruptive or uncooperative students from areas in which they are under teacher supervision to an administrator's office for disciplinary action;
5. Inspects lockers and conducts searches for controlled substances or alcohol in cooperation with District Administrators;
6. Provides traffic control, monitors parking permits and investigates transportation discipline issues;
7. Acts as security consultant to Administrators and as liaison with courts and law enforcement agencies;
8. Conducts home visits in order to investigate truancy;
9. Maintains records and makes oral and written reports related to the work.
10. Provides training on threat assessment, alcohol, and other related topics;
11. Provide mentoring to students.

## School Resource Information

Each **Building-Level Emergency Management Operations Plan** will include the following information:

1. School population
2. Number of staff
3. Transportation needs
4. Business and home telephone numbers of key officials of each educational agency

The **Building-Level School Safety Teams** will insure that this information is updated routinely and is accurate.

## Early Detection of Potentially Violent Behaviors

The **Newfane Central School District** will:

- Facilitate training for staff and students on specific policies regarding reporting of threats and conflicts, weapons, appropriate clothing and the clearly defined roles. Responsibilities of all persons involved in the school setting.

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. The more signs a student exhibits, the more likely he/she may need intervention. Such early warning signs may include but are not limited to the following:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access / use of firearms
- Serious threats of violence

The above comes from the United States Department of Education's "Early Warning, Timely Response" document. This information will be available for all staff relating to early identification of potentially violent behaviors.

1. Information may be made available to parents / guardians on how to identify potentially violent behavior.
2. If a teacher or administrator feels help for a student is warranted, it will be discussed with the appropriate school personnel to determine the next step.

## **Hazard Identification of Sites of Potential Emergencies**

The **Newfane Central School District** has established procedures in the **Building-Level Emergency Management Operations Plan** for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

### **Areas at Risk – On Site:**

**Senior High School**

**Middle School**

**Elementary School**

**Early Childhood Center**

**Newfane Learning Center**

**Athletic Fields**

**Athletic Field Concession Stand**

### **Areas at Risk – Off Site:**

**Lockport-Olcott Road**

**Transit Road**

**For Areas at Risk – On Site:** for addresses and telephone numbers see the **School Building Information in the Building-Level Emergency Management Operations Plan.**

**For Areas at Risk – Off Site:** emergencies will be handled by the **County Emergency Management procedures.**

**For detailed Situational Response Guidelines refer to Criminal Offenses, Natural Hazards, Technological Hazards, Explosion and Fire, Systems Failure, Medical Emergencies, and School Building sections in the Building-Level Emergency Management Operations Plan.**

# RESPONSE

## Notification and Activation

### Internal Communications

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible.

In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. Follow established procedures as listed in **Building-Level Emergency Management Operations Plan**.

The following systems may be utilized as forms of communications:

Telephone	District Radio Systems
Intercom	Emergency Alert System
Fax / E-mail	NOAA Weather Radio
Local Media	

### Notification of Educational Agencies

In the event of an emergency or disaster within the **Newfane Central School District**, the Superintendent or Designee will:

1. Contact Orleans/Niagara BOCES District Superintendent:

Orleans/Niagara BOCES  
4232 Shelby Basin Road  
Medina New York 14103  
Phone: 716-731-6800, ext. 2202

2. Contact and act as the communications liaison for the public/non-public Educational Agencies associated with **Newfane Central School District**. Building principals, appropriate clerical staff and/or Committee on Special Education will retain this listing.

The **Building-Level Emergency Management Operations Plan** also details the appropriate responses for the following:

- Identification of the decision makers
- Determination of threat level
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify media
- Debriefing procedures

## External Communications

### Procedure for contacting parents/guardians in the event of a violent incident or early dismissal.

#### Violent Incident

1. Parents/Guardians will receive information regarding a threat or act of violence as soon as practical. This information will be limited to information that the school is legally permitted to disclose.
2. Parents/Guardians will receive this information via a memo sent home with students and/or a message sent on the District's messaging service.

#### Early Dismissal

1. Superintendent will determine need for early dismissal after consultation with proper personnel and/or agencies.
2. Transportation personnel will be notified.
3. District Administrators and Central Office personnel are notified.
4. Staff and students are notified.
5. Parents/Guardians are notified via local media stations and may choose to use the District's messaging service.

## Response Protocols

### Response to Emergency Situations: School Closing/Cancellation, Early Dismissal, Bomb Threats, Hostage Taking / Kidnapping, and Intrusion

#### School Closing/Cancellation

School closing/cancellation can be weather related, building system malfunction or a local area emergency. Emergency school closing/cancellation information will be broadcast over local radio and television stations as early in the morning as possible.

1. Superintendent will make weather related closing/cancellation determination. The superintendent may consult with other school superintendents and the **Director of Facilities**.
2. Superintendent or designee will contact local radio and television stations.
3. Superintendent may initiate administrative phone tree. Building administrators may initiate building phone tree.

## **Early Dismissal**

Occasionally it is necessary to close school early in the day due to changing weather conditions or building system malfunctions or other emergencies. District plan suggests the dismissal of the Middle/High School students first, then the Elementary students. The District realizes that some parents may not be home at such times and therefore suggest that neighbors be alerted to this early dismissal potential.

1. Superintendent will determine need for early dismissal after consultation with proper personnel and/or agencies.
2. Transportation personnel are notified.
3. District Administrators and Central office personnel are notified.
4. Staff and students are notified.
5. Parents/Guardians are notified via media stations and possibly the District's messaging service.

## Responding to Bomb Threats

Action		Responsible Individual
Telephone/Verbal	Written	
<ul style="list-style-type: none"> <li>Upon receiving threat immediately notify Building Principal or designee</li> </ul>	<ul style="list-style-type: none"> <li>Upon receiving threat immediately notify Building Principal or designee</li> </ul>	<ul style="list-style-type: none"> <li>Call Recipient</li> </ul>
<ul style="list-style-type: none"> <li>Obtain as much information as possible and record on Bomb Threat Response Form</li> </ul>		<ul style="list-style-type: none"> <li>Call Recipient</li> </ul>
<ul style="list-style-type: none"> <li>Contact Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Contact Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Designee</li> </ul>
<ul style="list-style-type: none"> <li>Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Designee</li> </ul>
<ul style="list-style-type: none"> <li>Meet Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Meet Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Designee</li> </ul>
<ul style="list-style-type: none"> <li>Refrain from using two-way radios</li> </ul>	<ul style="list-style-type: none"> <li>Refrain from using two-way radios</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Designee</li> </ul>
<ul style="list-style-type: none"> <li>Activate Emergency Response Team</li> </ul>	<ul style="list-style-type: none"> <li>Activate Emergency Response Team</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Designee</li> </ul>
<ul style="list-style-type: none"> <li>Instruct staff/students to remain where they are and wait further instructions</li> </ul>	<ul style="list-style-type: none"> <li>Instruct staff/students to remain where they are and wait further instructions</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Designee</li> </ul>
<ul style="list-style-type: none"> <li>In conjunction with law enforcement, a unified decision regarding evacuation, early dismissal or continuation of normal activities shall be made</li> </ul>	<ul style="list-style-type: none"> <li>In conjunction with law enforcement, a unified decision regarding evacuation, early dismissal or continuation of normal activities shall be made</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent/ Building Principal/ Law Enforcement</li> </ul>

## Responding to Hostage Taking / Kidnapping

Action	Responsible Individual
<ul style="list-style-type: none"> <li>Identify situation</li> </ul>	<ul style="list-style-type: none"> <li>First person on scene</li> </ul>
<ul style="list-style-type: none"> <li>Notify Building Principal</li> </ul>	<ul style="list-style-type: none"> <li>First person on scene/Other staff</li> </ul>
<ul style="list-style-type: none"> <li>Contact Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal</li> </ul>
<ul style="list-style-type: none"> <li>Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal</li> </ul>
<ul style="list-style-type: none"> <li>Meet Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal</li> </ul>
<ul style="list-style-type: none"> <li>Notify Staff/Students/Spouse</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Superintendent</li> </ul>
<ul style="list-style-type: none"> <li>In conjunction with law enforcement, a unified decision regarding evacuation, early dismissal or continuation of normal activities shall be made</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent/Building Principal/ Law Enforcement</li> </ul>

## Responding to Intrusion

Action	Responsible Individual
<ul style="list-style-type: none"> <li>Identify intruder</li> </ul>	<ul style="list-style-type: none"> <li>First person on scene</li> </ul>
<ul style="list-style-type: none"> <li>Notify Building Principal</li> </ul>	<ul style="list-style-type: none"> <li>First person on scene/Other staff</li> </ul>
<ul style="list-style-type: none"> <li>Contact Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal</li> </ul>
<ul style="list-style-type: none"> <li>If threat exists initiate lockdown</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal</li> </ul>
<ul style="list-style-type: none"> <li>Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal</li> </ul>
<ul style="list-style-type: none"> <li>Meet Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Building Principal/Superintendent</li> </ul>
<ul style="list-style-type: none"> <li>In conjunction with law enforcement, a unified decision regarding evacuation or continued lockdown shall be made</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent/Building Principal/ Law Enforcement</li> </ul>

# Situational Responses

## Multi - Hazard Responses

The district's multi-hazard response plans for taking actions in the following emergencies are included in the **Building-Level Emergency Management Operations Plan**. They are as follows:

### **Criminal Offenses**

- Bomb Threat
  - Written Threats
  - Telephone / Verbal Threats
  - Suspicious Packages
  - Outside Facility
  - Evacuation for Bomb Threat
  - Shelter in Place for Bomb Threat
  - Bomb Threat Response Form
- Civil Disturbance / Prison Break
- Hostage Taking / Kidnapping
- Intrusion
- Suspected Student with a Weapon on Campus
- School Shooting
- Suicide Threat

### **Natural Hazards**

- Severe Thunderstorm / Tornado
- Winter Storm / Ice Storm
- Hurricane / Tropical Storm
- Flood
- Reservoir / Canal / Dam Failure
- Earthquake

### **Technological Hazards**

- Mail Handling Protocol
- Anthrax / Biological Threat On-Site
- Biological Threat Off-Site
- Air Pollution
- Aircraft Crash
- Gas Leak
- Hazardous Material Incident – On Site
- Hazardous Material Incident – Off Site
- Radiological Incident
- Water Emergency

### **Explosion and Fire**

- Explosion / Fire Emergency

### **Systems Failure**

- Building Structure Failure
- Cyber Failure / Computer Loss
- Electrical System Failure
- Energy Supply Loss / Utility Restrictions
- Heating System Failure
- Sewage System Failure
- Transportation Fleet Loss

### **Medical Emergencies**

- School Bus Accident (Off-Site)
- Epidemic / Human Disease

## **Acts of Violence**

The **Newfane Central School District** recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The **Building-Level Emergency Management Operations Plan** and Code of Conduct details the appropriate response to such emergencies utilizing the following procedure:

- The threat level will be determined
- If the situation warrants, the immediate area will be isolated and evacuated if deemed necessary
- Administration will be notified
- If necessary, lockdown procedures will be initiated and appropriate law enforcement officials will be notified
- The situation will be monitored and the appropriate response will be adjusted accordingly. If necessary, early dismissal, sheltering or evacuation procedures may be initiated.

## **Responses to Acts of Violence / Implied or Direct Threats**

The school district has adopted policies and procedures dealing with acts of violence and responses to acts of violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the 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 level of threat with District Superintendent / Designee
- Contact appropriate law enforcement agency if necessary
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team

## **Arrangements for Obtaining Emergency Assistance from Local Government**

During emergencies, local government agencies, including emergency services, can be obtained by contacting the county Emergency Management Coordinator. The Incident Commander will authorize the request for assistance from these agencies.

**Niagara County: 911 or 716-438-3171**

## Procedures for Obtaining Advice and Assistance from Local Government Officials

If the nature of the emergency necessitates advice and/or assistance from local governmental officials, the Incident Commander will notify the county Emergency Management Coordinator at:

**Niagara County: 911 or 716-438-3171**

and/or the highest ranking local governmental official for obtaining the advice and assistance. The district resources, which may be available during an emergency, include the following but no limited to:

Red Cross	NYS Dept. of Environ. Conservation
Fire Department	NYS Dept. of Transportation
Police	NYS Dept. of Health
Private Industry	Village / Town Officials
Private Individuals	State Emergency Mgmt Office (SEMO)
Religious Organizations	Other

Specific resources are identified in the **Building-Level Emergency Management Operations Plan**.

## 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. These resources will be utilized in line with the **Building-Level Emergency Management Operations Plan** as deemed appropriate by the Incident Commander. Specific resources are identified in the **Building-Level Emergency Management Operations Plan**.

## **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 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 Emergency Management Operations Plan**.

### **Protective Action Options**

Depending on the emergency, response actions may include school cancellation, early dismissal, evacuation, and sheltering. Elements to be considered for these actions include:

- School cancellation
- Early dismissal
- Evacuation
- Sheltering sites

Refer to detailed response action guidelines in the **Building-Level Emergency Management Operations Plan**.

## **RECOVERY**

### **District Support for Buildings**

After a critical incident has occurred, the District is committed to a thorough and comprehensive recovery for students, staff, and families. 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 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/loss (target population)

- Step 4: Assist building administrator in the following:
- Arrange for staff meeting
  - Formulate staff meeting agenda
  - Dissemination of information to staff, parents, students, media, etc. (e.g., letters, etc.)
  - Determine logistical needs (e.g., work space, crisis center, counseling rooms, class schedules, etc.)
- Step 5: Assignment of 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 administrator 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
  - Crisis workers in offices 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: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., should be composed of staff students, and parents
- Step 8: Follow-up plans for ending Crisis Team involvement
- Staff meeting
  - Alert staff to individual staff questions and needs
  - Respond to individual staff questions and needs
  - Provide feedback to teachers regarding individual student needs referral of 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

## **Disaster Mental Health Services**

The District will work closely with local mental health services to:

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

# **CHAIN OF COMMAND**

The **Newfane Central School District Superintendent** will be responsible for designation of response actions necessary to cope with an emergency.

**Superintendent of Schools  
Public Information Officer**

Mr. Micheal Baumann

Office: 778-6850

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

**School Business Administrator**

Mr. Bart Schuler

Office: 778-6856

**Director of Curriculum, Instruction, Assessment, and Technology  
Assistant Principal Middle School  
Public Information Officer Designee**

Mr. Peter Young

Office: 778-6452

**Director of Facilities  
Emergency Coordinator**

Mr. George Noon

Office: 778-6586

# **BUILDING ADMINISTRATION**

**Newfane Senior High School Principal**

Mr. Dan Bedette

Office: 778-6550

**Newfane Middle School Principal**

Mr. Thomas Adams

Office: 778-6452

**Newfane Middle School Assistant Principal**

Mr. Peter Young

Office: 778-6452

**Newfane Elementary School Principal**

Mrs. Jenna M. Arroyo

Office: 778-6376

**Newfane Early Childhood Center Business Administrator**

Mr. Bart Schuler

Office: 778-6856

# INCIDENT COMMAND POSTS

**Incident Command Post (ICP)** – the location from which the Incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of an Incident Command Post. Alternate command post locations are used when the primary locations are compromised for any reason or the incident dictates otherwise.

<u>School</u>	<u>Primary Command Post</u>	<u>Alternate Command Post</u>
Newfane Senior High	Main Office	Superintendent’s Office or
Newfane Middle and Learning Center	Main Office of Middle School	
Newfane Elementary	Main Office	Another Schools
Newfane Early Childhood Center		Main Office



## EMERGENCY OPERATIONS CENTER

**Emergency Operations Center** – The facility that serves as a central location for the coordination and control of all emergency preparedness and response.

### EMERGENCY OPERATIONS CENTER - LOCATIONS

<b>Primary</b>	Superintendent’s Office
<b>Alternate</b>	Central Services

### EVACUATION LOCATIONS

- Senior High School evacuates to Middle School
- Middle School evacuates to Senior High
- Newfane Learning Center evacuates to Senior High
- Newfane Elementary evacuates to Newfane Town Courts (1 & 2 Grades); Miller Hose Fire Company (3 & 4 Grades)
- Early Childhood Center evacuates to Olcott Volunteer Fire Company with assistance from Ridge Road Express

# **DUTIES OF DISTRICT INCIDENT COMMAND AND OPERATIONS STAFF**

- Incident Commander (IC) -** Develop Incident Action Plan (IAP). Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction.
- Deputy Incident Commander -** Supports the Incident Commander in any capacity needed. For long term or large scale incidents, may act as Incident Commander during break periods/rest periods.
- Safety Officer -** Has overall responsibility for incident safety. Is empowered to either Stop Incident Operations, Alter Incident Operations, or Suspend Incident Operations based on Safety Hazards/Risks.
- Public Information Officer (P.I.O.) -** Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency response personnel and public information officer at press briefings. All media contact will be through this individual.
- Liaison Officer -** Will be the agency representative with outside agencies responding to the emergency event. Keeps Incident Commander informed of situation status.
- Operations Officer -** Develops tactical organization and directs all resources to carry out the Incident Action Plan (IAP).
- Logistics Officer -** Provides resources and all other services needed to support the incident.
- Planning Officer -** Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources.
- Finance/Administration -** Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event.

# EMERGENCY RESPONSE ACTIONS

Law enforcement officials and/or emergency response personnel (via 911) will be contacted by the Incident Commander, Building Principal or Designee in line with the Building-Level Emergency Management Operations Plan and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. The 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.

## Notification and Activation

- The following systems can be included as forms of communications

Telephone	District Radio Systems
Intercom	Emergency Alert System
Fax / E-mail	NOAA Weather Radio
Local Media	

- Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol.
- In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate response action.

## Emergency Responses

The following procedures have been developed for the safety of students, staff and visitors to the school in the event of a serious incident.

### 1. LOCKDOWN

There may be times when it is necessary to **LOCKDOWN** a building in the event of a hostile criminal act within a building such as an armed intruder(s), the use of a weapon, etc. A **LOCKDOWN** is the response to the “worst-case scenario”. The Building Principal or Designee may initiate a **LOCKDOWN** based upon an actual or implied threat or violent event. All district staff members shall be trained in the procedures specific to their job duties. A **LOCKDOWN** must be executed with appropriate urgency and seriousness during training and an actual event. (See Lockdown – Quick Guide)

### 2. LOCKOUT

A **LOCKOUT** is a response to an actual or potential threat from outside the school building. The threat may be an escaped fugitive, custodial interference, or law enforcement event in the neighborhood. When a Building Principal or Designee issues a **LOCKOUT**, all activities within the school remain normal with the exception of outside activities (i.e. P.E. class). All exterior doors and windows will be locked. Entry to the building will be gained through one monitored door only. Some buildings may incorporate a **LOCKOUT** as a daily activity. (See Lockout – Quick Guide)

### 3. **SHELTER IN PLACE / HOLD IN PLACE**

A **SHELTER IN PLACE** describes courses of action when students and staff are required to remain indoors because it is safer inside a building or room than outdoors. Depending on the threat or hazard, students and staff may be moved to a room(s) that can be sealed (event of chemical / biological hazard) or without windows (event of a high winds / tornado).

#### **OR**

A **HOLD IN PLACE** may be initiated if there is an internal incident or administrative matter such as fight in hallway. Medical emergency or a maintenance issue that requires student and staff movement be limited. Intent is to keep students and staff out of affected area until situation is cleared.

### 4. **EARLY DISMISSAL**

An **EARLY DISMISSAL** is just that. An **EARLY DISMISSAL** can be weather related, building equipment failure, or energy supply failure. An **EARLY DISMISSAL** does not justify the urgency of an evacuation.

### 5. **EVACUATION**

In the event that a building or buildings need to be evacuated, the Building Principal(s) or Designee(s) will issue that directive via the public address system. **EVACUATION** of the building(s) will be accomplished by using the established emergency evacuation routes. **EVACUATION** will be to a pre-determined or announced location. At the pre-determined or announced location, accountability checks will be taken; students/staff/visitors shall standby for additional instruction from administration.

### 6. **EMERGENCY EVACUATION PROCEDURES / SITES**

The following procedures will be used by school district personnel in the event that the buildings must be evacuated as a result of emergency circumstances:

#### **If evacuation is necessary before start of school:**

A determination as to length of time the building(s) will be closed will be made based on information provided.

#### **If building(s) are evacuated and/or closed for the full day and buses have not started picking up students:**

1. Administration will contact designated local radio and TV stations to announce closure.

#### **If building(s) are evacuated and buses are in process of picking up students, the following will apply.**

**High School and Middle School (Grades 5 – 12)**

Buses will stop picking up students at point of notification and return students on bus to their homes. Any students who do not have access to home will be taken to assigned location.

### **Newfane Early Childhood Center and Elementary School (Grade Pre K – 4<sup>th</sup>.)**

Teacher and staff of effected building will be directed to sheltering site to assist with students.

Buses will continue routes and pickup of all students. Students will be taken to sheltering site.

Teachers will take attendance and notify principal of any absent students.

Phone tree will be implemented to notify student's parent / legal guardian that children are being sent home.

Students will be placed on buses and returned home.

Bus drivers will verify that there is someone home to receive child. If no one is at home, child will remain on bus and taken to an assigned location until parent / legal guardian is contacted.

### **Temporary Closure**

All effected staff will be directed to sheltering sites to assist in supervision of students.

Buses and parents dropping off children will be directed to sheltering site.

After children arrive teachers will take attendance and report absentees to building principal.

All teachers and students will remain in assigned areas until closed building is reopened. At that time teachers and students will return to regular class rooms. Teachers will take attendance and report any additional absentees to principal.

### **If building(s) are evacuated and classes are in session:**

1. Teachers will take class rosters and evacuate students from building following established fire exit routes.
2. Teachers and staff will move a minimum distance of 100 yards from building.
3. Teachers will take attendance and notify the principal of any absentees.
4. Should long or short term sheltering become necessary, teachers and students will be evacuated to assigned sheltering site. (Based on identified needs bus will be used to transport students to sheltering site).
5. At sheltering site teachers will take attendance and notify principal of any additional absentees. They will remain in assigned location.

6. If temporary closure. Teachers will assist students in returning to reopened school. Teachers will take attendance and notify principal of any additional absentees.

### **After School Evacuation**

In the event that a building needs to be evacuated during after school activities, all staff and students will evacuate the building using established emergency evacuation routes. Accountability checks will be taken. If deemed necessary by the administrator or designee, sheltering sites may be activated or building occupants may be sent home (school transportation or parent pick-up). School personnel will remain with students until all students have departed.

#### **Sheltering Sites:**

Newfane Early Childhood Center	Olcott Volunteer Fire Company
Newfane Elementary	Newfane Town Court / Miller Hose Volunteer Fire Company
Newfane High School	Newfane Middle School
9 <sup>th</sup> Grade	Newfane Middle School Cafeteria
10 <sup>th</sup> Grade	Newfane Middle School Gym
11 <sup>th</sup> and 12 <sup>th</sup> Grade	Newfane Middle School Auditorium
Newfane Middle School	Newfane Senior High School
Newfane Learning Center	Newfane Senior High School Cafeteria

## **7. EVACUATION OF PERSONS WITH SPECIAL NEEDS**

It is the responsibility of the Superintendent of Schools, School Administrators, Building Principals, and the School Nurse to develop and implement an emergency evacuation plan for persons with disabilities.

The plan shall include:

- a) pre-plan for use of "Safe" Rooms/Areas
- b) designation of staging area where persons with disabilities are to be taken promptly for safe exit
- c) training of staff in the following activities:
  - lifting and carrying wheelchair students and staff when fire or other rescue personnel are not readily available
  - planning for the notification of deaf students
  - checking lavatories and special education areas
  - inclusion of persons with disabilities in all emergency drills
  - medical needs requiring specific procedures

## Other Response Actions

### 8. IMPLIED OR DIRECT THREATS OF VIOLENCE – SEE APPENDIX A

The 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 discipline of those making the threat or committing the act of violence.

### 9. ACTS OF VIOLENCE – SEE APPENDIX B

The district recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

### 10. MEDIA NOTIFICATION PLAN – SEE APPENDIX C

The media plan addresses who is designated to meet/talk with the media. All district/media communication during an emergency must flow through the designated individual to prevent miscommunication or inaccurate information from being released. The plan provides the necessary guidance for district representatives to effectively deal with the media during an emergency.

### 11. PARENT/GUARDIAN NOTIFICATION PLAN – SEE APPENDIX D

Addresses the need for a separate plan to notify parent/guardian in the event of an emergency. The plan provides the necessary guidance for district representatives to effectively deal with parent/guardian during an emergency.

### 12. POST INCIDENT RESPONSE / RECOVERY – SEE APPENDIX E

Provides guidance to district representatives for initiating a post incident response to an emergency or tragic event. Specific guidance is given to establishing crisis intervention teams and Critical Incident Stress De-briefing teams and how to utilize them.

### 13. SECURITY OF CRIME SCENE – SEE APPENDIX F

- The Building Principal or Designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

### 14. EMERGENCY PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS - SEE APPENDIX G

- This appendix is a school specific procedure for students with special needs during an emergency situation.

**15. VIOLENT AND DISRUPTIVE INCIDENT REPORT - VADIR**

- All violent and disruptive incidents must be logged throughout the school year. A summary of all violent and disruptive incidents are to be submitted annually to NYSED.

# LOCKDOWN – QUICK GUIDE

- Call 911 and notify law enforcement of the situation.
- **LOCKDOWN** will be announced by intercom, public address system etc. **DO NOT USE CODES.**
- **IMMEDIATELY** gather students from hallways into classrooms or offices if possible. This includes common areas and restrooms immediately adjacent to classrooms.
- **LOCK** classroom door(s) and have students take a seated position on the floor next to a wall out of view from the door window. **STAY OUT OF SIGHT.**
- **DO NOT COVER WINDOWS.**
- **LEAVE THE WINDOW BLINDS AND LIGHTS** as they are.
- No one should be allowed to enter or exit any classroom or office once the door is closed and locked under any circumstances, unless directed by law enforcement.
- Document and attend to any injuries if possible.
- Silence shall be maintained during the lockdown. Use district policy to perform accountability check.
- **DO NOT ANSWER CLASSROOM TELEPHONE.**
- **DO NOT RESPOND TO A FIRE ALARM UNLESS IMMINENT SIGNS OF FIRE ARE OBSERVED. DOING SO COULD COMPROMISE THE SAFETY OF THOSE ALREADY SECURED.**
- Evacuation is initiated by law enforcement personnel and follow directions exactly as they are given to minimize exposure to dangerous situations.
- Be prepared to be escorted by law enforcement personnel and treated possibly as hostile individual(s).
- **LOCKDOWN WILL END ONLY WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM BY LAW ENFORCEMENT OR OTHER AUTHORITY.**
- When “all clear” is issued by law enforcement personnel and school district administrators, conduct accountability checks for students/staff/visitors.
- Resume normal operations or initiate Post – Incident Response Procedures as needed.

# **LOCKOUT – QUICK GUIDE**

- **LOCKOUT** will be announced by intercom, public address system etc. **DO NOT USE CODES.**
- If a school building(s) is in a **LOCKOUT** because they were notified by law enforcement of a local situation, there is no need to call 911.
- If the school building(s) is initiating the **LOCKOUT**, 911 should be notified.
- **LOCK ALL EXTERIOR DOORS AND WINDOWS.**
- **ALL OUTSIDE ACTIVITIES ARE TERMINATED.** All individuals shall return immediately to the building.
- Entry to the building will be gained through one monitored door.
- Classes within the building continue as normal.
- **LOCKOUT** is lifted when the external threat is resolved.

# **SHELTER IN PLACE / HOLD IN PLACE – QUICK GUIDE**

## **Weather Related Situation/Hazardous Material Incident:**

- Based on information provided, the Building Principal or Designee shall determine which interior location(s) shall be utilized.
- The Building Principal or Designee shall notify all building occupants using the public address system that a **SHELTER IN PLACE / HOLD IN PLACE** is needed and they will be moving to the selected area(s) in the building.
- Building occupants will remain in the selected areas until weather emergency/hazardous material incident has terminated.

## **Medical, Maintenance or Administrative Incident:**

- The Building Principal or Designee shall notify all building occupants using the public address system that a **SHELTER IN PLACE / HOLD IN PLACE** is needed.
- All building occupants will remain in current area out of hallways until situation is cleared and notification is made over PA System.

## **Specific and Non-Specific Bomb Threats:**

- Law enforcement shall be notified.
- Activate the **Emergency Response Team** and instruct them to **SCAN COMMON AREAS** for anything unusual.
- Announce **SHELTER IN PLACE / HOLD IN PLACE**. Instruct everyone to remain where they are and wait for further instructions.
- If no device is found, the Building Principal or Designee in conjunction with law enforcement shall make a unified decision regarding continuation of normal activities, **EVACUATION**, or **EARLY DISMISSAL**.
- If a device is found, the Building Principal or Designee in conjunction with law enforcement shall make a unified decision regarding the need to evacuate the building or **SHELTER IN PLACE / HOLD IN PLACE**.

# EMERGENCY RESOURCE INFORMATION

## Local Emergency Numbers:

Dispatcher	911
Sheriff	911
State Police	911
Ambulance	911
Fire	911

## Local Numbers:

Town of Newfane Highway Department	778-8844
Town of Newfane Water and Sewer Department	778-8587
Miller Hose Volunteer Fire Company	911 or 778-7544

## County Numbers:

Niagara County Emergency Services Director	438-3171
Niagara County Fire Control Center (Dispatch)	911 or 433-4482
Niagara County Sheriff Department	911 or 438-3393
Niagara County Public Works Department - Highway Div.	439-7360
- after 5:00 pm/weekends/holidays	439-7365
NYS DOT Service Request	438-2012
- Nights, Weekends, and Holidays	847-3253

## State Numbers:

New York State Police	911 or 434-5589
NYSDEC Region 9 Niagara County	851-7200 or 851-7000
Spill Hotline – NYS DEC 24 Hour	1-800-457-7362

## Hospital and Medical Numbers:

Eastern Niagara Hospital	
- Inter-Community Site	778-5111
- Lockport Site	514-5700
Mt. St. Mary's Hospital	297-4800
Niagara Falls Memorial Medical Center	278-4000
Degraff Memorial Hospital	694-4500
Niagara County Health Department - Environmental	439-7444
- Administration	439-7430
American Red Cross	716-886-7500
Poison Control Center	1-800-222-1222

- CONTINUED -

# EMERGENCY RESOURCE INFORMATION

## Other:

New York State Police Suspected Terrorist Hotline	1-866-723-3697
Chemtrec (24 Hours)	1-800-424-9300
EPA Pesticide Service Center	1-800-858-7378
National Response Center - Oil & Toxic Chemical	1-800-424-8802
National Weather Service	716-565-0204
Federal Aviation Administration (DOT)	718-553-3100

## Utilities:

National Grid	
- Electric Outage	1-800-867-5222
New York State Electric and Gas	
- Electric Outage	1-800-572-1131
- Gas Odor	1-800-572-1121
National Fuel Gas	1-800-444-3130
Verizon	Business Repair 1-800-837-4966

## School or Emergency Closings:

<u>Television Stations:</u>	WGRZ	Channel 2	1-877-947-9882
	WIVB	Channel 4	879-4827
	WKBW	Channel 7	845-0081

<u>Radio Stations:</u>	WBEN	930 AM	832-3012	WJYE	96.1 FM	852-9292
	WECK	1230 AM	852-9292	WKSE	98.5 FM	832-3012
	WLVL	1340 AM	433-5944	WTSS	102.5 FM	832-3012
	WBUF	92.9 FM	852-9292	WYRK	106.5 FM	852-7444

## BOCES Safety Risk Management Numbers:

Office	716-731-6800, Ext. 2240
Kevin Czaja	Ext. 2242
Paul Nawotka	Ext. 2241
Leon Szczerbinski	Ext. 2244

## Director of Facilities and Safety Director:

Dan Connolly	716-731-6800, Ext. 2221
--------------	-------------------------

# **APPENDIX A**

## **IMPLIED OR DIRECT THREATS OF VIOLENCE**

The purpose of this policy is to provide a mechanism to assure those threats of violence in a school environment are addressed, whenever possible, before they occur. The policy is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out.

**NOTE: This policy is applicable during any school-sponsored event or function, whether the event or function be on school property or not.**

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. **The threatened act of violence may be on another individual, individuals, or themselves.**

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious.
  - Immediately report the threat to a parent/guardian, school staff, administrator or law enforcement officer.
  - Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.
  
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious.
  - Immediately report the threat to a school staff member, school administrator or law enforcement officer.
  - Be available and cooperative in providing a statement of information, with the understanding that the information source (parent/guardian) will remain anonymous to the greatest extent possible.

3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious.
  - Immediately report the threat to a Building Principal or Designee.
  - Be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious.
  - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
  - Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received.
  - Require the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.
5. The designated law enforcement officer or administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious.
  - Immediately conduct an assessment interview of the subject making the threat. The assessment interview will include at least one administrator.

**NOTE:** The primary purpose of the interview is to engage in an assessment of the available information, in an attempt to determine the veracity of the threat, in order to decide what level of follow-up action is needed and appropriate.
6. Once the assessment is complete, law enforcement and administrators shall convene privately to discuss the threat and consider options for follow-up action.
  - A. If it is agreed the threat is credible:
    1. The law enforcement officer shall immediately follow standard operating procedures (SOP) as the situation dictates.
    2. The school administrator shall take administrative action in accordance with School Board policy.



# **APPENDIX B**

## **ACTS OF VIOLENCE**

The Board of Education recognizes the danger that violent acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such an act.

**A violent act shall mean an offense against property or involving danger to another person, including oneself.**

The Board prohibits any district student from committing violent acts directed at any student, employee, Board member, community member, school building or property.

The Board directs the Superintendent of Schools to react promptly and appropriately to information and knowledge concerning a possible or actual violent act.

The Superintendent of Schools shall be responsible for developing appropriate and necessary administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the Building Principal regarding any information or knowledge relevant to a possible or actual act. The Building Principal shall immediately inform the Superintendent of Schools after receiving a report of such act.

When an administrator has evidence that a violent act has been committed, the following guidelines shall be applied:

1. The threat level will be determined.
2. If the situation warrants, the immediate area will be isolated and evacuated if deemed appropriate.
3. Administration will be notified.
4. If necessary, LOCKDOWN procedure will be initiated and appropriate law enforcement officials will be notified.
5. Situation will be monitored and the appropriate response will be adjusted accordingly. If necessary EARLY DISMISSAL, SHELTER IN PLACE, or EVACUATION procedures may be initiated.

# **APPENDIX C**

## **MEDIA NOTIFICATION PLAN**

- **As media personnel arrive to cover a story, they should be directed to a media staging/reception area and should not be allowed to interview students without expressed permission.**

### **Media Site Selection**

- **Several factors should be considered when selecting a site to which the media can go and from which information will be dispensed:**

**Physical Space:**           **Select a room or area that will accommodate a media conference attended by several news agencies and school support staff.**

**Containment:**           **Ensure the site does not permit access by the media to the Command Post or student population.**

**Necessary Accommodations:**   **Choose a location that permits direct access to rest rooms and telephones and has sufficient electrical outlets and space for equipment.**

### **Dissemination of Information**

- **The Superintendent of Schools should assign, in advance, a staff member as the Public Information Officer (P.I.O.) or Media Coordinator to work with the media during a crisis. The individual assigned this duty assumes responsibility for organizing the details.**
- **During the crisis the Public Information Officer, P.I.O., / Media Coordinator should greet reporters, direct them to the media staging area where they will be provided a news conference or press release.**

## **Recommended Policy**

- **The Superintendent of Schools will assign the P.I.O. or Media Coordinator for the district.**
- **If there is a police or emergency service presence, release of information will be coordinated with the information officers from those agencies.**
- **The P.I.O. for police, emergency response personnel, and the school district will act as liaison to the media and coordinate press conferences and media deadlines.**
- **Confidentiality and privacy issues regarding the identity of juveniles, staff members, and their involvement in a particular situation must be monitored very closely to prevent unauthorized disclosure of information.**
- **The school district, law enforcement, and emergency response personnel have an obligation to keep the media aware of significant developments as long as the investigation, actions, and/or locations are not compromised or parent/guardian are not unnecessarily alarmed.**
- **Announcing to the media that only one person will be releasing information usually will prevent attempts to obtain information by circumventing the authorized channels.**
- **If an arrest results from the situation, the law enforcement should coordinate this announcement through the school district spokesman and the Superintendent of Schools so necessary steps can be taken by the school to prepare the staff, students, and parent/guardian.**

## **Tips for the P.I.O.**

- **Ensure all media inquires are routed to one person or office.**
- **Prepare an official statement about the crisis and action being taken. Include information to answer the basic who, what, when, where, why, and how questions.**
- **Do not reveal names of students or employees involved in the incident, without prior approval from the responding emergency response personnel and the school's legal department.**
- **When responding to the media, use the prepared official statement as your guide.**
- **Distribute the prepared statements to teachers, staff, and students, and ensure that they are given accurate and consistent information.**

## **P.I.O. Guidelines**

- **Be brief.**
- **Avoid providing superfluous information or using professional jargon.**
- **Do not appear to be concerned mainly about the schools reputation.**
- **Anticipate questions especially on potentially controversial issues.**
- **Keep calm. Show sensitivity to the seriousness of the matter but do not overreact.**
- **Answer one question at a time and answer only the question that is asked.**
- **Do not treat anything as “off the record”.**
- **As official spokesperson, do not hesitate to say, “I don’t know” or “I will have to get back to you”.**
- **Do not reply “No comment”. This infers that information is being withheld.**
- **Ignore abrasive comments made by reporters and maintain a professional attitude.**
- **Provide updates to the media as events unfold, even after the initial crisis is handled.**
- **Remember to follow up when information is available; bear in mind that the public has a right to know and understand what has happened.**

# **APPENDIX D**

## **PARENT/GUARDIAN NOTIFICATION PLAN**

- Utilize telephone notification systems (i.e. School Connects and Connect Ed) or television / radio media to notify parent/guardian of an emergency involving an occupied school facility.
- Designate a reception center at a location away from the incident. Provide this information during the notification process.
- Several factors should be considered when selecting a reception center. They are as follows:

**Physical Space:** Select a site that will accommodate a large influx of people to include parent/guardian and district representatives.

**Containment:** Ensure that the site does not permit access by the media and is isolated from the Incident Command Post (I.C.P.), Emergency Operation Center (E.O.C.), and student body.

**Necessary Accommodations:** Select a location that permits direct access to rest rooms and telephones and allows for the serving of refreshments. Several rooms should be made available for grieving family members and counseling sessions.

**Support Personnel/Agencies:** If the situation warrants station counselors, members of the clergy, medical personnel and Critical Incident Stress Debriefing Team at the reception center. Law enforcement and emergency response personnel representatives should be at the site also.

**Dissemination of Information:** The Superintendent of Schools should assign, in advance, a staff member as the liaison/information specialist to work with the parent/guardian during a crisis. The individual assigned this duty must assume responsibility for arranging the details and providing accurate, up to date information regarding the incident.

- **Confidentiality and privacy issues regarding the identity of victims and individuals involved must be monitored closely to prevent unauthorized disclosure of information. This will also maintain some privacy for the family members of victims and others involved in the incident.**
- **Periodic updates should be given to keep parent/guardian apprised of the situation and help reduce the potential for them to become unnecessarily alarmed.**
- **One person should be releasing the information to ensure there is no circumventing of authorized channels.**

# **APPENDIX E**

## **POST INCIDENT RESPONSE / RECOVERY**

**This section does not take precedence over the District Crisis Intervention Plan but may be used as a guide to establish a District Wide Post Incident Response.**

- **Faculty and staff will meet immediately after the students have been dismissed the day of the incident, so that rumors may be dispelled quickly and that the action taken, or to be taken, can be clarified.**
- **Facilities will be arranged for posttraumatic incident counseling by trained school personnel, health professionals, and/or community agencies. Dealing with the traumatic issues often requires counseling or intervention and accommodations will be made to allow students and staff to vent feelings and discuss what happened.**
- **When necessary affected persons will be educated about the legal process and its requirements.**
- **A designated person will maintain contact with the law enforcement and be the liaison between the criminal justice system and school to inform affected persons of the status of the case.**

### **Post Incident Response**

- ◆ **Disseminate facts and information using an established communication process.**
- ◆ **Any incident regardless of perceived seriousness will have an impact on those involved and the environment in which it happened.**
- ◆ **Facts about an incident should be quickly presented to school personnel, student body and other concerned or interested parties, even if it is only to dispel rumors or keep the incident from getting blown out of proportion.**
- ◆ **Initiate established counseling and mediation services.**

- ◆ **Teams of school personnel, law enforcement, community members, and student body representatives should be established to provide arbitration and mediation services to violence prone students/groups and to potential victims of violent actions.**
- ◆ **Mobilize Site-Level Post-Incident Response Team or Crisis Intervention Plan. A site level team, composed of all levels of school personnel, law enforcement, and health professionals should take the leadership role and make the decisions concerning the needs of the students and staff.**

### **Site Level Post-Incident Response Team**

- **Be very visible and accessible during the aftermath of a crisis.**
- **Site team members will coordinate resources and activities for the days immediately following the crisis. Such activities may include:**
  - ◆ **Conducting staff information and debriefing meetings.**
  - ◆ **Coordinating communication between parent/guardian, students, staff, district personnel, media, and the community.**
  - ◆ **Deciding which classroom activities will work best in the days immediately following the crisis.**
  - ◆ **Establishing “Support Rooms” for staff and students to use for emotional breaks and support when needed during the school day.**
- **Provide referral services for victims and offenders.**

# **RECOVERY PLAN**

At the inclusion of an incident, the district will start the process of recovery. The district's Incident Command Team will redirect their efforts into meeting the needs of those affected and returning the educational environment back to normal as quickly as possible.

The district will activate its counseling services to assist with the mental health needs of students and staff. If additional assistance is required the district will contact the following mental health professionals for additional assistance.

## **Orleans/Niagara BOCES Counseling Services**

Contact: Mrs. Paulette Hamilton

Work: 716-731-6800, ext. 4272

Cell: 716-523-1741

## **Niagara County Mental Health**

Contact: Mr. Mike White or Mr. Timothy Deeks

716-439-7410

After normal business hours and weekends contact the 24 hour emergency line at

716-285-3515

## **Orleans County Mental Health**

Contact: Mr. Mark O'Brien:

585-589-3260, ext. 3292

After normal business hours call the Orleans County Sheriffs Department

585-589-5527

Request mental health worker on duty - give the information.

Recognizing that not all teachers would be comfortable speaking to students about death the district will provide:

- A simple script teachers can read to students
- Provide teachers with a daily update on details about planned viewings, funerals and discussion points for what students may or might expect to see and experience at the services

Currently the Superintendent of Schools or Designee acting as the Incident Commander and the Public Information Officer will provide information to families and students to:

- Dispel rumors about incident and any student/staff involved

- Provide parent/guardian with information on where they can receive status updates without calling the district
  - District web site
  - TV and radio stations listed in Parent Brochure
- Provide information on condition of school building and steps being taken to reopen building
- Provide information to parent/guardian on scheduling of classes
- Provide parent/guardian staff, and students with information about counseling services that is available to them and their families
- Provide parent/guardian with handouts on symptoms for depression and other mental health issues that students and family members may experience

Work with the local news media by providing parameters for media contact with students and staff and stipulate a central location where such contacts may take place.

**Victim Support Program:** Supply students, families, and school personnel assistance in dealing with their victimization. In addition to emotional support, assistance could include guidance on medical treatment, financial advice, and legal assistance. Consider using existing student assistance program referral processes to direct students to support groups for counseling and help.

Periodically check on feelings, attitudes, and behaviors associated with the incident.

Evaluate the effectiveness of team and community response. After a reasonable length of time following the incident, evaluate the effectiveness of team and community responses and identify procedures that should be carried out differently in a future crisis.

Add new team members as necessary. Veteran team members should be given the opportunity to resign from the team if they desire to do so.

The suggested term for a team member is two (2) years, beginning and ending with the calendar year.

# **APPENDIX F**

## **SECURITY OF CRIME SCENE**

In the event of an incident/crime on school property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve from being disturbed or destroyed.

- Initial security at the scene is the responsibility of the Building Principal or Designee until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

# **School Crime Scene Management**

In July 2000, Governor Pataki signed the SAVE legislation. The legislation requires schools to develop policies and procedures to secure and restrict access to a crime scene in order to preserve evidence in cases of violent crimes on school property.

## **How to avoid contaminating crime scene evidence**

Crime scenes often have some of the most important evidence - evidence that is critical in criminal cases. Only trained professionals, called Crime Scene Technicians, should collect and preserve the evidence. Crime Scene Technicians say the biggest problem that they encounter is crime scene contamination.

Therefore, before the professionals arrive, it is paramount that the crime scene remain as uncontaminated as possible. There are steps that can be taken by people who are the first to arrive at the scene to help protect the evidence.

The following should guide schools in developing policies and procedures to manage school crime scenes. (Police agencies can be contacted to assist with additional education and training.)

Since school employees will be first at a school crime scene, it is recommended that a person from the school staff be designated to manage the crime scene prior to police arrival.

The acronym "RESPOND" should help school personnel remember how best to manage a school crime scene to minimize contamination. The letters in the acronym represent the words respond, evaluate, secure, protect, observe, notify and document.

### **Respond**

- **Personal safety - Your safety comes first! You can't help others if you are injured.**
- **Organize your thoughts and formulate a plan on how to handle the situation.**
- **Make mental notes of your observations.**

## Evaluate

- Evaluate the severity of the situation. Is the crime/incident in progress or not? The school's Emergency Response Team should be calling 911 if appropriate.
- Identify all involved and uninvolved individuals in the area. Emergency response personnel should be offering aid to the victims.
- Be aware of weapons and hazards.
- Be aware of potential evidence.
- Don't touch anything unless necessary.

## Secure

- Clear away uninvolved people.
- Establish a perimeter with survey or custodial tape, cones, desks.
- Law enforcement will adjust the perimeter if they need to.

## Protect

- Safe guard the scene - limit and document any people entering the area.
- Don't use phones or bathrooms within the scene area.
- Don't eat, drink or smoke in the area of the scene.

## Observe

- Write down your observations - These notes will be utilized to report crime scene management to responding police. Your notes could possibly be used at a later date in criminal court.
- Record detailed information - don't rely on your memory.

## Notify

- Call 911 if not already called or there.

## Document

- Take good notes - Such as: time, date, people at scene, weather, doors open or closed, lights on or off and position of furniture.
- Be prepared to provide your notes and information to law enforcement.

# **APPENDIX G**

## **EMERGENCY PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

In order to ensure the safety of our students with special needs and the school district staff, the following procedures must be followed in the event of an emergency and during all emergency drills.

- With regard to a multi-level building, the student(s) on the ground floor will be escorted out of the building by designated personnel to a pre-determined location.
- With regard to a multi-level building, the student(s) above the ground floor will be escorted by designated personnel to a pre-determined location on that floor. The student(s) and staff will then be escorted out of the building by fire department personnel. In the event that the primary pre-determined location is obstructed, the student(s) will be escorted to an alternative pre-determined location, then escorted out of the building by fire department personnel.

**ELEVATORS MUST NOT BE USED DURING EMERGENCY PROCEDURES!**

Building Principals, in cooperation with the Committee on Special Education Chairperson will:

- Identify probable areas that are easily accessible to fire personnel
- Select interior and exterior locations, and notify Fire Department Chief and appropriate school district staff
- Designate appropriate staff, which should include: personal care aide(s), guidance counselors, and school psychologists
- Insure that designated staff have access (keys) to pre-determined locations
- Explain in detail the emergency procedures to staff and students

**Personal Care Aides:**

- **Must be able to identify and locate appropriate safety areas pre-determined by the Building Principal**
- **Must, at all times, have access (keys if needed) to pre-determined locations**
- **Must remain with student at all times**

**Designated Personnel (school counselors, school psychologist, or support staff):**

- **Must be able to identify and locate appropriate safety areas pre-determined by Building Principal**
- **Must be familiar with student's current schedule**
- **Must remain with student at all times**