

# **Livonia Central School District District Wide Safety Plan**

(Reference Guide)

2022-2023

*Updated 7-13-2022*



# Livonia Central School District- District Wide Safety Plan

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## **Livonia Central School District- District Wide Safety Plan**

### **INTRODUCTION**

The Livonia Central School District School Safety Plan was developed in compliance with the New York State Project SAVE laws of 2000. In conjunction with the District's eight Building-Level Emergency Response Plans and the district's Code of Conduct, this plan is designed to prevent or minimize the effects of emergencies and to facilitate the coordination of the district with local and county resources in the event of an emergency. This plan describes how the District will operate during emergencies. The plan provides guidance and reference for the Livonia Response Team during an emergency. This plan will be reviewed and updated as needed annually, and will be filed with the Commissioner of Education. The plan is available to the public.

## Livonia Central School District- District Wide Safety Plan

### Requirement 155.17(b)(14) Appoint a District -Wide School Safety Team

**Requirement:** District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed. **155.17(b)(14)**

### Identification of District Safety Team (Committee)

The Livonia School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

Jeremy Lonneville	Interim Superintendent of Schools
John Gammon	District Safety Officer/MHS Principal
Marty Herkimer	School Resource Deputy
Josh Monster	Board of Education Member/Parent
Blake Fennel	Livonia Fire Department
Mike Calzi	MHS Assistant Principal
Meg Hugg	MHS Assistant Principal
Matt Cicero	MHS Teacher
Luke Fasso	MHS Student
Casey Whittel	ES Principal
Erin Hysick	ES Assistant Principal
Karen Reeder	ES Behavioral Specialist
	ES Teacher

### Plan Distribution:

District Level Plans, and Building Level Plans will be distributed to the NYSP, LCSO,, and NYSED each year.

NYSP	October 1, 2019	October 1, 2020	October 1, 2021	October 1, 2022	
LCSO	October 1, 2019	October 1, 2020	October 1, 2021	October 1, 2022	
SED	October 1, 2019	October 1, 2020	October 1, 2021	October 1, 2022	

### Plan Updates:

The District-Wide Safety Team conducted annual review and updates to the District-Wide Safety Plan *CR §155.17(a)*

	2019-2020	2020-2021	2021-2022	2022-2023	
Review	Dec 2019	Dec 2020	Dec 2021	Dec 2022	
Update	June 2020	June 2021	June 2022	April 2023	

## Livonia Central School District- District Wide Safety Plan

**Comment, and Adaption:**

The District-wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education *CR §155.17(c)(3)*

	2019-2020	2020-2021	2021-2022	2022-2023	
Public Comment	July 2019	July 2020	July 2021	June 2023	
Adoption by Board	August 2019	August 2020	August 2021	July 2023	

**Website Posting**

The District-wide School Safety Plan was posted to a public URL and checked to ensure it was working: *CR §155.17(c)(3)*

URL: <https://www.livoniacsd.org/Page/2316>

	2019-2020	2020-2021	2021-2022	2022-2023	
Posted	August 2019	August 2020	August 2021	August 2023	
Working	May2020	May 2021	May 2022	May 2024	

## Livonia Central School District- District Wide Safety Plan

### **Requirement 155.17(c)(1) Responses to Acts of Violence**

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#### **Requirement:**

- *The plan includes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which may include threats of suicide. (i)*
  - *The plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school (ii)*
  - *The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide. (x)*
  - *The plan includes policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information. (xii)*
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The Livonia School District does investigate all threats of violence as soon as possible. If appropriate, the building principal will utilize a threat assessment team to determine a level of threat, and then request the appropriate resources and actions. Police will be informed of all threats of violence discovered by school administration.

#### **Act of Violence**

An act of violence will be handled appropriately in accordance with the school code of conduct by the building principal or his/her designee. An act of violence which does rise to the criminal level will cause law enforcement notification and possible intervention. Acts of violence committed by staff, visitors, etc. will be cause for law enforcement notification.

*\*An act of violence which poses a threat to the student body will start emergency procedures found in the Administrator and Staff Emergency Response Guides, which is confidential in nature and not posted on this document.*

#### **Threat of Violence**

The Livonia School District does have building level threat assessment teams that consist of LCS administrators, counselors, Livingston County Sheriff's Office, and Livingston County Mobile Mental Health Team. The threat assessment team will perform a "threat assessment" on any threats of violence that happen within their specific buildings

#### **Suicide attempt/Threat of Violence upon self**

The Livonia School district does possess a policy to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide in furtherance of the District's Suicide Prevention Policy.

## **Livonia Central School District- District Wide Safety Plan**

Upon a direct threat of violence against themselves, the Livonia School District does have procedure in place for contacting parents/guardians in the District's Suicide Prevention Policy. Staff is trained throughout Livonia Central School District in the prevention, identification, and response to mental health disorders. You can access crisis support through the counseling office in each school building or by contacting your building administrator.

### **Public Information**

Public information will be coordinated between on-scene and command post operations. A Public Information Officer (PIO) will be designated by the Superintendent to release information about the incident. The PIO will issue information provided by the Superintendent. Our Public Information Officer will be our Community Relations person.

### **Parent/Community Notification in an Emergency**

If an emergency situation forces the closing of Livonia Schools, the information will be communicated as soon as information is available, using the District's SchoolMessenger automated phone system, along with email and SMS text messaging alerts. Information will also be provided to local television and radio stations, as well as on the District website at [www.livoniacsd.org](http://www.livoniacsd.org). The system sends voice and/or email or SMS text messages to thousands of landline and cell phones in a timely manner; however it does not provide real time updates as the situation occurs.

### **INFORMATION FOR PARENTS**

In a school emergency, your cooperation and understanding of the situation are essential. Throughout each school's safety plan, there are calm, orderly procedures that will help all students. School officials need your support in their efforts to keep everyone safe.

## Livonia Central School District- District Wide Safety Plan

### **Requirement 155.17(c)(1) Risk Reduction/Prevention and Intervention Strategies**

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#### **Requirement:**

- *The plan includes appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designated to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs. Section 155.17(c)(1)(iii)*
  - *The District-wide School Safety Plan includes strategies for improving communication among students, and between students and staff, and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing reporting mechanisms for school violence – Section 155.17(c)(1)(xvi)*
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### **PREVENTION AND INTERVENTION**

To build upon Livonia Central School District's ongoing efforts in safety and security, the district has programs and initiatives in place at some or all of the District schools. These measures will enhance the district's safety plans, including:

- LCS Tip Line is an anonymous reporting mechanism for school violence. It can be located at the following link: <https://www.p3campus.com/tipform.aspx?ID=5080#>
- Code of Conduct is abided by the District which includes requirements met by Dignity for All Students Act (DASA). The Code of Conduct can be found at the following link: [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1339362/LCSD\\_Code\\_of\\_Conduct\\_2020.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1339362/LCSD_Code_of_Conduct_2020.pdf)

### **Student-Staff Communication**

Livonia School District is committed to supporting the mental health of all students in your classroom and school, not just individual students who may exhibit behavioral issues. Efforts to care for the emotional wellbeing of children and youth extend beyond the classroom and into the entire school. Our school-based mental health program focuses on promoting mental wellness, preventing mental health problems, and providing treatment. The Livonia Central School District utilizes the TRIBES agreement program and PBIS (Positive Behavioral Intervention Supports). In addition, Mindfulness training is offered to staff and teachers to use in the classroom as prevention programs to build resiliency and create a safe and respectful environment. Students and staff communicate through morning shows and announcements, co-curricular programs, and individual and group counseling.

### **Staff Training**

The District is committed to conducting yearly training(s) of safety and response to acts of violence whether it is online training or in person presentations. All staff members are advised to have and know the emergency response guides as they pertain to acts of violence and what their response should be during these acts.



## Livonia Central School District- District Wide Safety Plan

### **Requirement 155.17(c)(1)(iv) *Contacting Appropriate Law Enforcement***

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#### **Requirement:**

- *The plan includes policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. (iv)*
  - *The plan includes a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies (v)*
  - *The plan includes the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law (vi)*
  - *The plan includes the identification of district resources which may be available for use during an emergency (vii)*
  - *The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal (ix)*
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#### **Violent Event**

In the event of a violent incident, all staff have been informed that they have the ability to contact 911 immediately. There are telephones that can connect to 911 in every classroom in the district.

If the violent incident is reported first to the main office, the main office will inform Law Enforcement and/or Emergency Response by 911. Notification will also be made via school radio to the School Resource Deputy, which simultaneously will alert the rest of the district.

In the event that a violent incident has occurred, parent notification will be made through the district's Mass Communication System, as well as updates on the District's website and District's Facebook Page.

The District employs a School Resource Deputy (SRD) in partnership with the Livingston County Sheriff's Office. The SRD is assigned to the entire district and is on campus anytime school is in session along with other specific events that may be occurring.

All Local, State, and County agencies can be notified by using Livingston County's 911 center.

Staff and Administrator Procedures to acts of violence are found on their respective guides, and housed in the building level emergency response plans. These guides are confidential in nature and are not listed in this document.

#### **District Resources**

The district is equipped with a generator which will be able to provide power to critical areas in the event of a power outage. The district does have food on hand which is estimated to be able to feed the student body for over a week without replenishment. The district does have access to 8 multi passenger buses that are located on campus in the event of an emergency or evacuation.

## Livonia Central School District- District Wide Safety Plan

### Requirement 155.17(c)(1)(viii) **District Emergency Response Team**

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#### **Requirement:**

- *The plan includes a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies (viii)*
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#### **Building Level**

Each building does have its own building level response team for building specific emergencies. In the event that a district wide emergency takes place, the following people are mobilized to form the District Level Emergency Response Team.

#### **District Level Emergency Response Team:**

##### **Command**

Jeremy Lonneville, Interim Superintendent - Incident

Command

##### **Media**

Robbin Carll - Executive Director of Operations

##### **Safety Official-Law Enforcement Coordination**

John Gammon- District Safety Officer

##### **Logistics**

Dr. Mike Calzi - MHS Assistant Principal

##### **Safety Official**

Deputy Marty Herkimer- LCSO

An updated list of district data and contacts will be updated and made available to key personnel (including all building principals) but is not available to the general public.

#### **Districtwide Safety Team**

The District Wide School Safety Team will meet at least two times per year to discuss school safety issues under the direction of the District Safety Officer. The Team will consist of representatives from the Board of Education, teacher, administrator, and parent organizations; school safety personnel; other school personnel; community members; and emergency responders. This team will make recommendations to the Superintendent of Schools regarding school safety issues and develop the District Wide Safety Plan.

**Note:** *There are many variables that could impact the manner in which the School Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, location of students, anticipated response time of emergency responders, availability of support personnel, availability of transportation, to name just a few.*

*In the Situational Response Procedures section of the building plans, many specific emergency situations are identified and standard response procedures detailed. However, given the afore-mentioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.*

*If an emergency situation occurs at the building level, it is the responsibility of each and every District employee to take those actions that are geared toward preserving the health and safety of all students, staff and visitors.*

## Livonia Central School District- District Wide Safety Plan

*The Building Principal is designated as the Incident Commander during the initial response to any emergency at their respective school. The Principal will provide leadership, organize activities and disseminate information with the assistance of the Building-level Emergency Response Team and the District Emergency Response Team if needed. If the Principal is unavailable or not on site, the designated alternate will act in their absence with the same authority and responsibility.*

### **Requirement 155.17(c)(1)(xi) Building Security**

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#### **Requirement:**

- *The plan includes policies and procedures relating to school building security, including, where appropriate:
    - *the use of school safety or security officers and/or security resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan*
    - *security devices or procedures (xi)**
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#### **Visitors**

The district does utilize a visitor management system. Visitors are required to check in with the main office staff at each school before gaining access.

#### **Vendor Procedure**

Vendors that conduct business at or with the Livonia School District will do so in accordance with LCS policy guidelines. Faculty, students, and staff of LCS shall interact with vendors in a manner that meets guidelines set forth in the district's code of conduct.

#### **Video Surveillance**

Currently the Livonia School district does have 156 interior video surveillance cameras amongst the district office, middle high school and elementary school. There are 60 exterior cameras located throughout the campus. Security clearance and installation instructions for camera service can be found in a secure folder on the district network.

Video Surveillance and emergency response plans are provided to the Livingston County Sheriff's office through the Rapid Responder Platform, in the event there is a critical emergency at the District.

## **Livonia Central School District- District Wide Safety Plan**

### **Access Control**

The Livonia School District does use an electronic access control system for employees, and community members. All employees will receive an employee badge from the District Office that allows access to the district. Community members that wish to access the district during recreational times have to inquire at the District Office. There, community members will be run through the Visitor Management System prior to receiving an access card. Access control will be maintained and managed by the District Office.

### **Radio Communications**

The primary system of communication during an emergency includes the use of telephones, cellular phones, and a two-way FM radio system. Two way radio system is assigned to all administrators along with the nurses, main office secretaries, select teachers and the SRD.

### **Police Services**

The district does contract with the Livingston County Sheriff's Office for the services of a School Resource Deputy (SRD). In the event that the SRD is not available, the district does request the closest car to appropriately respond.

The board has adopted a memorandum of understanding between the SRD stationed at the Livonia School District, and LCSO. This memorandum does outline the roles and responsibilities of the SRD.

## Livonia Central School District- District Wide Safety Plan

### **Requirement 157.17(e)(1) *Training, Drills, and Exercises***

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#### **Requirement:**

- *The plan includes policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15th on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner(xiii)*
  - *The plan includes procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. (xiv)*
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### **STUDENT/STAFF MULTI-HAZARD TRAINING**

The District's Safety Plan provides basic guidelines for responding to different types of emergencies. District and building level administrators are responsible for knowing all pertinent procedures to be followed in emergency situations, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies.

District and building level administrators, along with police and fire officials, will review respective emergency roles and assure clarity of understanding. Such reviews may be part of collaborations under the Building Level Emergency Response Plans established for each school building. Building administrators will instruct students and staff in the following:

- Procedures for staff to follow to ensure their safety and the safety of others.
- Procedures for dealing with threatening, disruptive, or violent behavior.
- Procedures to follow in emergencies or drills
- The seriousness with which emergencies/drills must be regarded
- How communications will occur once a drill or emergency is underway

In conjunction with the Building Level Emergency Response Plans, components of this plan will be tested via the following amended protocols for the various drills:

- Fire drill requirements will also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
- Twelve drills will be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be fire drills.
- There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year. However, the date of completion has been changed from December 1 to December 31 of each school year.

The Livonia School District does provide annual safety training for all staff. Substitute teachers are given an emergency response guide in their substitute teacher packet. All new employees hired after the annual safety training will be provided training within 30 days of their hire date. Table top exercises on emergency procedures are conducted regularly at a district level.

## Livonia Central School District- District Wide Safety Plan

### **Requirement §155.17(c)(1)(xiv) Emergency Response**

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#### **Requirement:**

- *The plan includes the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings. (xiv)*
  - *The plan includes a description of the district's multi-hazard response plans for taking actions in an emergency (xv)*
- 

The Livonia School district has identified and developed emergency response plans for the following incidents:

Threatening, Disruptive or Violent Behavior	Active Attack (Active Shooter)	Biological Threat/ Hazmat
Fire	Suicidal Threat	Gas Leak
Intrusion	Severe Weather	Pandemic
Student with weapon	Natural Disaster	Community Disturbance
		Bomb Threat

**Note:** All emergency response procedures to these incidents are housed in the building level response plans. The specific response procedures to these events are confidential in nature and are not listed in this do

### **Requirement 155.17(c)(1)(xix) Designation of the Superintendent's Chief Emergency Officer**

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#### **Requirement:**

*The plan includes (xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:*

- (a) coordination of the communication between school staff, law enforcement, and other first responders;*
- (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;*
- (c) ensure staff understanding of the district-wide school safety plan;*

## Livonia Central School District- District Wide Safety Plan

- (d) ensure the completion and yearly update of building-level emergency response plans for each school building;*
- (e) assist in the selection of security related technology and development of procedures for the use of such technology;*
- (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;*
- (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and*
- (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.*
- 

The District Safety Officer is John Gammon, Principal, appointed on:

July 2022

### **Requirement 155.17(g) *Written Procedures***

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#### ***Requirement:***

- *By October 1 of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.*
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The Livonia School District has provided emergency flip charts that are available for staff and student review. They are hung in each classroom and provided to every staff member that does not have a class but roves from room to room. Staff and Administrators also have access to digital flip charts in order to respond to the following procedures as well.

## Livonia Central School District- District Wide Safety Plan

All staff have access to NaviGate Prepared a safety program used in the event of an emergency to communicate, review drills, practice using tabletop exercises, and take attendance. Staff can access this through their district issued chrome book.

Note: These procedures are confidential in nature and not subject specific posting in this document.

Topics covered in the Staff Emergency Procedure Guide are:

Contacts	Safety Checklist	Fire Alarm Activation
Lockout	Evacuation	Lockdown
Shelter in Place	Act of Violence	Medical Emergency

### **Requirement EL 807.1 155.17(h) Mandated Drill Requirements**

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#### **Requirement:**

*The district is aware of and has planned for how all school buildings will comply with mandated drill requirements, as described below:*

- *Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day. (EL §807.1)*
- *eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year. (EL §807.1)*
- *four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. (EL §807.1)*



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- *Drills will be conducted at different times of the school day. (EL §807.1)*
  - *Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly. (EL §807.1)*
  - *the school board will ensure that information about drills be provided in the teacher's manual or handbook. (EL §807.2)*
  - *In addition to required lockdown and evacuation drills, at least one early dismissal drill will be conducted each school year that is no more than 15 minutes before the normal dismissal time. Procedures must include*
  - *notifying parents and guardians at least one week prior to the drill; and testing the usefulness of the communications and transportation system during emergencies. (CR §155.17(h))*
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### **Mandated Drills and Training**

The District will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the grade levels involved and other building specific issues. Staff training will be routinely conducted at the school level followed by age-appropriate drills with the entire school population. These drills will primarily focus on our ability to responsibly and efficiently assess a situation, initiate the proper notifications to the appropriate personnel and agencies and to be able to identify and implement the necessary protective actions in a timely manner to mitigate the negative impact of an event.

The District will ensure that each building conducts drills and exercises to test the components of their respective building-level plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals

The Livonia School District does follow all required drill schedules per state mandate. They are recorded through Navigate Prepared each time a drill is conducted.

NYS Requirements for the district wide school safety plan can be found at:  
[http://www.p12.nysed.gov/facplan/Laws\\_Regs/8NYCRR155.htm](http://www.p12.nysed.gov/facplan/Laws_Regs/8NYCRR155.htm)

## Livonia Central School District- District Wide Safety Plan

### ***Additional Support Teams/Systems***

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#### **Trauma, Illness and Grief (TIG):**

The Consortium on Trauma, Illness and Grief has trained approximately staff members of the Livonia School District, to include building and district level administrators. The district's Response to Trauma, Illness and Grief Manual addresses appropriate responses to a variety of crises. The crisis ranges across four levels with examples and guidelines to address each level. Checklists and other pertinent forms are provided in the manual to follow procedures, document incidents and debrief crisis situations. Resources are provided to assist in the communication to students and families during and after a crisis. As a participating district of the consortium Livonia signs a Memorandum of Understanding to provide and receive designated back-up response from neighboring districts, in the event that additional support is needed to address a crisis.

#### **Crisis Response Team**

When the crisis response team is activated due to a local emergency, members of the team will be notified to report to the location. Each team member will be assigned a role or responsibility. The initial response team will consist of district and building administration. A crisis response plan may include further support from district counselors, school psychologists, social workers, resource officers, nurses, Center4Youth social-emotional specialists, and district personnel trained to respond to crisis.

#### **Pandemic Response**

During the COVID-19 Pandemic response the district has created and adopted plans and procedures to conform with the NYS Department of Health, Livingston County Department of Health and the NYS Department of Education requirements. The district will continue to follow these requirements set forth by these entities in regard to our school safety responses.

#### **Emergency Remote Instruction**

For all situations, including pandemic response, that require remote instruction the district will follow the procedures outlined in our Remote Learning Plan. This plan provides procedures that ensure all students are provided regular substantive interaction from their teachers.