

# **PROJECT SAVE**

(Safe Schools Against Violence in Education)

Gloversville Enlarged School District

DISTRICTWIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

Updated August 5, 2021

## **INTRODUCTION**

## **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES**

## **SECTION III: RESPONSE**

## **SECTION IV: RECOVERY**

## **APPENDICES**

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a districtwide 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 districtwide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The Gloversville Enlarged School District supports the SAVE legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going districtwide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Gloversville Enlarged School District Districtwide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Gloversville Enlarged School District Board of Education, the Superintendent of Schools appointed a Districtwide School Safety Team and charged it with the development and maintenance of the Districtwide School Safety Plan. The districtwide plan was updated in September 2020.

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

As per Commissioner's Regulation, Section 155.17 (c) (13), the Gloversville Enlarged School District Districtwide Safety Team is comprised of representatives of the Board of Education, teachers, administrators, school safety personnel and other school district personnel.

The Chief Emergency Officer for the district is Safety Officer, Michael Etherton who shall ensure coordination of communication between staff, law enforcement and first responders and ensure that staff understand the districtwide plan.

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

- 1) The Districtwide School Safety Plan shall be directly linked to the individual Building Level Emergency Response Plans for each school building. This Districtwide School Safety Plan will guide development and implementation of Building Level Safety Plans.
- 2) This Plan has been developed using the New York State Education Department guidance document.
- 3) In the event of an emergency or violent incident, the initial response to all emergencies will be by the School Emergency Response Team.
- 4) Upon activation of the School Emergency Response Team, the Superintendent of Schools (or Designee) will be notified and, when appropriate, local emergency officials will also be notified.
- 5) County and state resources, through existing protocols, may supplement emergency response actions, including post-incident responses.

### **D. Plan Review and Acceptance**

- 1) This Plan was reviewed in September 2020.
- 2) The districtwide and building level plans were adopted by the Board of Education in 2001 after a public hearing that provided for the participation of

school personnel, parents, students and other interested parties. The Plan must be formally adopted by the Board of Education.

- 3) Full copies of the Districtwide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- 4) This Plan will be reviewed periodically during the year and will be maintained by the Districtwide School Safety Team. The required annual review occurred in September 2020. The Building Level Emergency Response Plans will be supplied to local police, the sheriff's department and the NYS Police within 30 days of the update.
- 5) While linked to the Districtwide School Safety Plan, Building Level Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2810-1.

## **Section II: Risk, Reduction/Prevention and Intervention Strategies**

### **A. Prevention/Intervention Strategies**

- Character Education Program
  - Assemblies to discuss pertinent issues
  - Agency consultation provided in schools
  - Dignity for All Students Act (DASA)
  - Code of Conduct policy
- 1) Information will be available to parents/guardians on how to identify potentially violent behaviors through the guidance office.
  - 2) If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
  - 3) An interpersonal violence prevention education package will be taught as appropriate.
  - 4) The Gloversville Enlarged School District recognizes that communication is a vital key in the prevention and intervention of violence in schools. The district will continue to explore programs based on need.
  - 5) The district's referral process is utilized for the reporting of potentially violent incidents and following the district's Code of Conduct.
  - 6) Additionally counselors are available in every school for students to share information where the source can be confidential.

### **B. Training, Drills and Exercises**

Three levels of annual multi-hazard school training will be considered in this plan:

- 1) responder training for members of the Incident Response and Post-incident Response teams conducted by response agencies and/or the BOCES Health, Safety and Risk Management staff;
- 2) general staff awareness training conducted during a superintendent's conference day, by Gloversville administrative staff, by BOCES Health, Safety and Risk Management staff, or through videos;
- 3) general student awareness training of emergency response procedures conducted by building staff (i.e. fire drills, lockdown drills, etc.)

Each year the Districtwide School Safety Team and/or Building Level Teams will consider appropriate training for each of the groups listed above.

- 1) Lockout and lockdown drills are conducted throughout the school year and an evacuation drill is done at least once a year.
- 2) A table-top exercise with response staff to discuss emergency procedures will be conducted once a year.
- 3) After each drill, a meeting is held to discuss the drill and make changes if necessary.

### C. Implementation of School Security

#### Safety Response

School staff are trained to be vigilant pertaining to threats against students and staff (i.e. bullying). The district continues to promote a culture of respect for the students and staff through the Dignity for All Students Act (DASA).

#### Security Devices

- Surveillance cameras are on buses and at multiple locations on campus. The district is looking to add additional surveillance devices.
- Photo ID cards are issued to staff and badges to visitors. There is a sign in and sign out log for visitors. Visitors are required to wear a "visitor" tag and must submit a photo ID to be scanned through the Raptor System.
- A swipe card system is used by all staff.
- All outside doors to remain locked, but will be accessible as an exit.
- Buzzer system with camera at each main entrance.
- A sign at the main entrance will direct all visitors to "report to the office and sign in".

#### D. Vital Educational Agency Information

Each Building Level Safety Plan will include the following information:

- school population;
- number of staff;
- transportation needs; and
- business and home telephone numbers of key officials of each campus.

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

#### E. Early Detection of Potentially Violent Behavior

1) Paying attention to early warning signs can help prevent or minimize violence to self and others. Certain emotional and behavioral signs, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student who may need help. The more signs a student exhibits, the more likely it is that he or she may need intervention. Early warning signs include, but are not limited to:

- Depressed mood or chronic crying.
- Decline in school performance.
- Verbal expressions about one's own death.
- Giving away important personal possessions.
- Use of alcohol or drugs.
- Sudden lifting of severe depression.
- Recent withdrawal from therapy or psychological counseling.
- Purchase of knives, guns or ropes.
- Verbal or written communications which appear to be saying "goodbye".
- Feelings of guilt.
- Violent, aggressive behavior.
- Exaggerated mood swings.
- Running away.
- Talking about revenge or getting even with parents.
- Confusion and despair resulting from sudden death or suicide of a peer.
- Any sudden obvious changes in behavior.
- Eating disorders – changes in eating habits.
- Sleeping disorders – insomnia or excessive sleeping.
- Low energy level, constant fatigue.
- Decreased productivity or effectiveness.

- Pessimism about the future or brooding about the past.
  - Loss of interest in former pleasurable activity.
  - Inability to show pleasure.
  - Reactions that seem inappropriate to the situation.
  - Statements of inadequacy or low self-esteem.
  - Social withdrawal – pulls away from friends.
  - Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness and belligerence.
  - Neglect of personal appearance.
  - Physical complaints.
  - Preoccupation with illness, death or catastrophic events.
  - Decreased attention, concentration or ability to think clearly.
- 2) Information will be available to parents/guardians on how to identify potentially violent behaviors through the guidance office.
  - 3) 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.
  - 4) The Superintendent of Schools will set specific times for the building administrators, in conjunction with the Gloversville Enlarged School District Professional Development Committee, to organize activities of particular concern as needed.

#### F. Hazard Identification

The District has established procedures in the Building Level Safety Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures were developed in coordination with the local Emergency Management Office, Fire Department, law enforcement agencies and the use of a Risk Probability Checklist.

<i>Location of Potential Sites</i>	<i>Internal or External Hazard</i>
NYS Route 30A, Route 29, Route 29A	External
School Heating System	Internal
School Bus	External
Athletic Fields, Playground, Play Areas	External/Internal
Field Trips	External
Pool at the Gloversville Middle School	Internal

Hazard Assessment (some external hazards are countywide)

Type	Predictability	Approximate Frequency	Warning Time	Seriousness	Possible Responses
Intruder	1	5	1	2	4 and 5
Bomb Threat	1	5	1	5	1 and 3
Hazmat	1	2	1	4	1 and 3
High Winds	3	2	2	5	1 and 3
Bus Accident	1	5	1	3	2
Winter Storm	5	1	4	5	1 and 3

Predictability	1 being unpredictable and 5 being very predictable
Frequency	1 more than once/year; 2 annually; 3 every 2-3 years; 4 every 5-10 years; 5 rarely
Warning Time	1 none; 2 minutes; 3 hours; 4 days; 5 exact likely date(s) known
Seriousness	1 disaster (entire community w/casualties); 2 disaster (entire school w/casualties); 3 emergency (affects one or more individuals w/casualties); 4 emergency (entire community no casualties); 5 emergency (entire school no casualties)
Possible Responses	1 shelter in place; 2 hold in place; 3 evacuate; 4 lockdown; 5 lockdown

### **Section III: Response**

#### **A. Notification and Activation**

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident:

- The person in charge (Incident Commander) will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the District’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In a crisis situation involving a violent incident, school staff should call 911 and notify the Incident Commander.

A system for informing all educational agencies within a school district of a natural disaster:

- Educational agencies within the Gloversville Enlarged School District (non-public schools, registered daycare centers, etc.) will be contacted in an emergency via telephone if able or in some cases via media outlets.



Procedures to contact parents, guardians or persons in parental relationships to the students in the event of a violent incident or an early dismissal:

- Parents/guardians will be contacted via an all call system automatically by the school district. In some cases, the public/parents may also be notified via media outlets.

## B. Situational Responses

### Multi-Hazard Responses

The District uses emergency information folders in each room for important directional information when a response action is needed. The Building Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

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

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of disciplinary action to be used when responding to threats or acts of violence.

### Response Protocols

We have incorporated response protocols defined by the NYS Education Department. The protocols establish definitions of lockout, lockdown, sheltering, hold in place and evacuation.

### Bomb Threats

Procedures and guidelines are included in the Building Level School Safety Plans for the Gloversville Enlarged School District. We use the NYS Police guidelines to bomb threats as protocol.

### Hostage Taking

Procedures and guidelines are included in the Building Level School Safety Plans for the Gloversville Enlarged School District.

### Intrusions

Procedures and guidelines are included in the Building Level School Safety Plans for the Gloversville Enlarged School District.

### Kidnapping

Procedures and guidelines are included in the Building Level School Safety Plans for the Gloversville Enlarged School District.

### Arrangements for Obtaining Emergency Assistance from Local Government

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are included in the Building Level Response Plan.

- The person in charge (Incident Commander) will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the District’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In a crisis situation involving a violent incident, school staff should call 911 and notify the Incident Commander.

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

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.

- The person in charge (Incident Commander) will decide if the level of the incident warrants obtaining emergency assistance. If appropriate, the Incident Commander will call 911.
- In a crisis situation, school staff should call 911 and notify the Incident Commander.

### District Resources Available for Use in an Emergency

Building Resources	Schools have kitchen and serving areas
Transportation Resources	School buses, school vans and maintenance vehicles
Personnel Resource	Staff with CPR/FA training, bus drivers
Other Resources	AEDs, portable fire extinguishers

Agencies authorized to Request Use of Resources:

County Emergency Management Office  
NYS Police  
Fulton County Sheriff's Office  
City of Gloversville  
Gloversville Police Department  
Gloversville Fire Department  
American Red Cross

C. Protective Action Options

School Cancellation

The Superintendent of Schools (or designee) will announce the closing of school. Communication will be sent to all officials needed to proceed with the cancellation.

Early Dismissal

1) Preliminary Procedures

- a) An annual request is made of parents of k-12 students to notify the school district where their child/children should go in the event that they are not home during school hours. Drivers will be alerted and substitutes contacted by the transportation office as to the possibility of an early or emergency dismissal.

2) Dismissal of Bus Students

- a) The main office will notify the transportation office of the decision to take pupils home.
- b) The transportation office will notify drivers and required substitutes.
- c) Bus pupils will remain in classroom or other designated areas until buses are spotted.
- d) Personnel will assume regular duties for bus dismissal.
- e) The transportation office will remain at his/her station until all buses have completed their runs and have returned. The transportation office will notify the main office when all runs have been completed.

3) Dismissal of Walking Students

- a) Walking students will be dismissed via an announcement from the main office after contacting persons in parental relationships or emergency contacts.

Evacuation (before, during or after school hours)

Procedures and guidelines are included in the Building Level School Safety Plans for the Gloversville Enlarged School District for an evacuation.

Sheltering Sites (Internal and External)

Procedures and guidelines are included in the Building Level School Safety Plans for the Gloversville Enlarged School District for sheltering sites.

**Section IV: Recovery**

A. District Support for Building

All the district's manpower and resources will be available if it should endure an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a district goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident response critique, the notes from the Incident Command Team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

B. Disaster Mental Health Services

The district understands how an emergency can have a major effect on the wellbeing of students, staff and the community at large. The district will coordinate resources the county mental health services and the Post-incident Crisis Response Team.

## **Appendices**

### **Appendix 1: Listing of all school buildings covered by the Districtwide School Safety Plan**

Building	Location
Gloversville High School	199 Lincoln St., Gloversville, NY
Gloversville Middle School	234 Lincoln St., Gloversville, NY
Boulevard Elementary School	56 East Boulevard, Gloversville, NY
Kingsborough Elementary School	24 West Eleventh Ave., Gloversville, NY
McNab School (leased to outside agencies)	230 West Fulton St., Gloversville, N Y
Meco School (leased to outside agencies)	140 County Hwy. 101, Gloversville, NY
Park Terrace Elementary School	50 Bloomingdale Ave., Gloversville, NY

### **Appendix 2: Policies and procedures for working the media**

#### Information:

- Media interaction may be handled by the Superintendent of Schools (or designee);
- A law enforcement/emergency response agency public information officer; or
- Jointly by both public information officers.

#### Public Information Officer Information:

- Incident Commander and public information officer functions may be handled by two different persons.
- The school district public information officer may work under, over or in cooperation with law enforcement and emergency response agency public information officers.
- The public information officer should set forth clear media guidelines and communicate these guidelines to the media in writing.
- The public information officer should use a press release template for both a news conference script and/or a written press release.
- The public information officer should receive information and forms from the Incident Commander and other key function personnel on a regular basis throughout the emergency event.

### Student/Parent/Guardian Information:

- Students, parents and guardians should be mindful of the situation during an emergency event when approached by the media for an interview. Safety and security issues may be compromised.

Students should not communicate with the media via cell phone or other type of communication when on campus during any type of emergency situation.

### Appendix 3: Emergency Contact Information Form

Located within each main office.

### Appendix 4: Policies and Procedures

Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:

- Corporal Punishment
- Alcohol and Other Substances
- Child Abuse and Maltreatment
- Drug Free Workforce
- Firearms in School
- Policy for Maintenance of Public Order on School Property
- Code of Conduct
- Sexual Harassment
- Student Management Policy
- Title IX/504/Civil Rights

### Districtwide Safety Team

Team Member	Primary Role	Contact Information
David Halloran	Superintendent of Schools	(518) 844-9706
Vincent Salvione	School Board Member	(518) 332-9844
Danielle Graham	Parent Organization	(518) 844-1822
	Teacher Organization	
	Teacher Organization	
Michael Etherton	Safety Officer	(518) 470-2769
	BOCES Health & Safety Officer	