

COOPERSTOWN
CENTRAL SCHOOL
DISTRICT



DISTRICT-WIDE SCHOOL SAFETY PLAN

2018-19 School year

Revised 1/7/2019

Cooperstown Central School
District-Wide School Safety Plan

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NOTE: The District-Wide School Safety Plan (Plan) frequently references the confidential Building-Level Emergency Response Plan (BLERP), which outlines responses that are incident-specific for administration and staff.

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PROJECT SAVE
(Safe Schools Against Violence in Education)

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-Wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed Building-Level 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) act. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district.

The Cooperstown Central School District (District) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing District-Wide cooperation and support of Project SAVE.

The District is a centralized K-12 district consisting of two instructional buildings:

1. Elementary School - 21 Walnut Street, Cooperstown, NY 13326
2. Junior/Senior High School - 39 Linden Avenue, Cooperstown, NY 13326

These two parcels are geographically connected on the southern edge of the Cooperstown Village with a combined total of approximately 55.5 acres.

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SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Cooperstown Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Cooperstown District Board of Education, the District-Wide School Safety Team has been appointed and charged with the development and maintenance of the District-Wide School Safety Plan.

Amendments to Education Law § 2801-a require District-Wide School Safety Plans to designate a chief emergency officer who is responsible for coordinating communication between staff, law enforcement and first responders. The chief emergency officer shall also ensure staff understanding of their respective building-level emergency response plan, and for ensuring completion and yearly updates of the Building-Level Emergency Response Plans (BLERPs).

B. Identification of School Teams

The District-Wide School Safety Team includes the following persons:

| TEAM MEMBER | TITLE |
|-------------------|---|
| William Crankshaw | Chief Emergency Officer & Superintendent of Schools |
| David Bertram | Director of Extracurricular Advisement & Athletics |
| Ann Meccariello | Elementary Principal |
| Amy Kukenberger | School Business Administrator |
| Kristin Butler | Director of Curriculum Development & Assessment |
| Jim Brophy | Junior/Senior High School Principal |
| Matt Murphy | Director of Facilities |
| Joe Kukenberger | Director of Transportation |
| Diana Garcia | Elementary Teacher |
| Susan Clark | Elementary Teacher |
| Mary Havlik | School Psychologist |
| Katie Baldo | Jr./Sr. HS Counselor |
| Eric Carr | Jr./Sr. HS Counselor |

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| | |
|---------------------|-------------------------|
| Christine McBrearty | Elementary Counselor |
| Tammi Kelly | Elementary Teacher Aide |
| Mary Clare Roberts | School Social Worker |
| Melissa Rathbun | Food Service Manager |
| Rebecca Meehan | School Nurse |
| Kim Stahl | School Nurse |

Community Members:

| | |
|---------------|--------------------------|
| Andrew Davis | NYS Trooper |
| Robert Cocivi | Community Representative |
| Dan Butler | NYS Trooper |
| Rick Bush | NYS Trooper |

C. Concept of Operations

The Plan shall be a general guideline of school safety concerns and shall be directly linked to the individual Building-Level Emergency Response Plans. All specific information for the plan will be found in the BLERPs.

In the event of an emergency or violent incident, the initial response will be made by the appropriate Building-Level Emergency Response Team (BLERT).

Upon the activation of the BLERT, the Superintendent of Schools or their designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Crisis Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

The Plan shall be maintained and reviewed annually by the District-wide School Safety Team.

Pursuant to Commissioner's Regulation 155.17 (e) (3), the Plan must be formally adopted by the Board of Education by September 1 of each year. Prior to adoption, the district will hold at least one public hearing that provides

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for school personnel, students, and public participation, and will be made available for public comment for a period of at least 30 days.

While linked to the District-Wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and 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.

Within 30 days from adoption, the plan will be posted on the Cooperstown district website. The URL must be submitted to the Education Department via the annual Basic Educational Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- **Natural Hazards:** Earthquakes, Tornadoes, Lightning, Severe Wind, Hurricanes, Floods, Wildfires, Extreme Temperatures, Winter precipitation, Wildlife
- **Technological Hazards:** Explosions, Release of hazardous materials within the school, Release of hazardous materials from outside the building, Dam Failure, Power Failure, Water Failure

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- **Biological Hazards:** Infectious diseases, Contaminated food outbreaks, Toxic materials present in school
- **Adversarial, Incidental and Human-caused Threats:** Fire, Active shooters, criminal threats or actions, Gang violence, Bomb threats, Domestic Violence and abuse, Cyber-attacks, Suicide.

C. District resources and personnel available for use during 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 Response Plans as deemed appropriate by the School Safety Team.

Specific personnel and resources such as AEDs, radios and food and water are identified in the Building-Level Emergency Response Plans.

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

The District uses the Incident Command System model for emergency actions. The Incident Commander may typically be the Superintendent or the appropriate building Principal. 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 Response Plans. All Incident Command staff are identified in the Building-Level Emergency Response Plans.

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the School Safety Team and/or Building-Level Emergency Response Teams, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

F. TRAINING PROCEDURES AND FRAMEWORKS

I. Training

A. Violence Prevention

1. The Cooperstown Central School District staff will receive training in the area of violence prevention and intervention annually. Training will occur during Superintendent's Conference Days and/or faculty meetings.
 - a. Training topics will be decided upon by the School Safety/ Building-Level Emergency Response Teams.
 - b. Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.
2. Emergency Drills: The Cooperstown Central School District staff will receive training in the area of all emergency drills annually.

II. Emergency Drills

- A.** The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the School Safety/ Building-Level Emergency Response Teams.
 - a. Eight evacuation drills and four lockdown drills each year. Eight of the required drills must be completed by December 31 each school year.
 - b. Four of the required drills must be through use of identified secondary means of egress.
 - c. Drills will be conducted at different times of the school day.
 - d. Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly;
 - e. At least one early dismissal drill each school year that is no less than 15 minutes before the normal dismissal time, including
 - i. Notifying parents and guardians at least one week prior to the drill;
 - ii. Testing the usefulness of the communications and transportation system during emergencies.

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- B.** The School Safety/ Building-Level Emergency Response Teams will meet annually to review the procedures for all drills. The teams will meet to review individual situations as necessary.

- C.** A copy of this plan will be shared with Local Emergency Responders who will be asked to meet with the district on an as needed basis to review the plan, conduct tabletop exercises and make revisions as necessary.

Local Emergency Responders:

- Fire Departments
 - Cooperstown - primary
 - Fly Creek
 - Hartwick

- Emergency Squad
 - Cooperstown - primary
 - Fly Creek

- Policy
 - Cooperstown – primary
 - New York State Police

- Otsego County Sheriff's Department

- ONC BOCES, Safety Risk Management Office

SECTION III: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

B. Informing all education agencies to whom our district sends students for educational programs

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. The Incident Commander will determine the extent of notification and delegate its delivery.

The bus garage will be notified by phone or radio. All teachers by intercom, phone or e-mail. Media by direct communication from the Superintendent or their designee only.

C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. They may use the District's "Bullying Reporting Form," which is anonymous and can be located on the District's web site. Students are also encouraged to seek out a guidance counselor. The District offers a peer mentoring and leadership course for students that focuses on peer mediation and conflict resolution.

D. Outside agencies to be contacted during emergencies

All agencies available for support during emergencies are listed in the Building-Level Emergency Response Plans. It will be the responsibility of the Incident Commander to notify outside agencies.

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E. Statistical Information: concerning the District

The Building-Level Emergency Response Plans will include the following information:

- *School Population (Students)
- *Number of staff
- *Transportation needs
- *Business and home telephone numbers of key school officials.

The Building-Level Emergency Response Plans are confidential and will not be made available to parents, students or the general public.

F. Procedure for Obtaining Advice and Assistance from Local Government Agencies

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building-Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of reviewing the entire SAVE plan and for conducting tabletop exercises.

SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. 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:

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

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

1. Reporting of threats of violence to school authorities:
 - a. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
 - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.

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- c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
 - d. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigation of threats of violence
- a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities.
- a. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigation acts of violence
- a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel.(Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students and staff in staff in imminent danger require an immediate call to the police.

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The District Code of Conduct is annually:

1. Reviewed by the Board of Education at a public meeting,
2. Reviewed by the staff at the first Superintendent's Conference Day,
3. Reviewed with all students on the first day of classes,
4. Mailed to all parents.

The Building-Level Emergency Response Plans specifically outline procedures to be followed for:

1. Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school
2. Protecting students, staff and visitors from acts of violence.

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

Law enforcement officials (NYS Police, Otsego County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building-Level Emergency Response Plans. The building administrators will be responsible for contacting law enforcement agencies during an emergency.

C. Appropriate responses to emergencies

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergencies. The Building-Level Emergency Response Plans clearly detail the appropriate responses to such emergencies.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The District will contact appropriate parents, guardians or persons in parental relation via media release, telephone contact, electronic mass notification system or other appropriate means in the event of a violent incident or early dismissal.

Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. An example of the letter sent home to parents for the Emergency Evacuation Drill is included. (Section 1, Appendix 4, pg. 17)

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

- A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures have been established.**
- B. Procedures for the dissemination of informative materials to the media, staff, parents and students have been established.**
- C. Prevention and intervention strategies have been established.**
- D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel have been developed.**

NYS Fingerprinting Laws will be followed

E. Bomb Threat

Please refer to appropriate Building-Level Emergency Response Plan.

F. Hostage Taking

Please refer to appropriate Building-Level Emergency Response Plan.

G. Intrusions

Please refer to appropriate Building-Level Emergency Response Plan.

H. Kidnapping

Please refer to appropriate Building-Level Emergency Response Plan.

I. In the Event of School Cancellation.

In the event of a school cancellation, the Superintendent or designee will be responsible for notifying the media (radio and TV stations) and starting the district mass notification system for the purpose of notifying parents, students and staff.

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J. In the Event of Early Dismissal or Evacuation.

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents.

VI: RECOVERY – SCHOOL DISTRICT SUPPORT FOR BUILDINGS

The Building-Level Emergency Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The District commits to monthly Safety Committee Meetings and will make every effort to commit resources to participation in the ONC BOCES Safety Risk Management service. The School District Safety Team will be used as necessary in all Recovery Efforts.

VII: DISASTER MENTAL HEALTH SERVICES

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, county mental health agencies, and area hospitals.

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VIII.

COOPERSTOWN CENTRAL SCHOOL

TO: Parents, Students and Staff of Cooperstown Central School
FROM: Dr. William Crankshaw, Superintendent
DATE:
RE: EMERGENCY MANAGEMENT PLAN

All school districts in the State of New York are required to comply with the Commissioner's Regulation 155.13, which requires written annual instructions to parents, students and staff regarding district emergency management plans. The completed plans are on file in Superintendent's office and are available to parents, students and staff at any time school is open, between 8:30 A.M. and 3:30 P.M.

The object of emergency planning is to anticipate problems in dealing with natural and manmade disasters. Depending on the kind of intensity of the disaster, the school may be required to carry out any of the following procedures: school cancellation, evacuation, sheltering. It is important to take note that emergency procedures may be carried out without advance notice. Children may be coming home to either empty homes, or locked doors. Parents must make contingency plans with their children to go to the homes of a neighbor if the children require supervision. A form has been sent home to all elementary parents requesting this information.

Early dismissal or "go home" drills are held at least once a year. The date and time of the drill will be determined by school administration, but will not be made public.

Early dismissal drills may alter your child's normal arrival time home from school. Parents should therefore discuss the purpose of this drill with their children, especially younger ones, in an effort to alleviate any fears or concerns children may have with leaving school at an unusual time.

Parents who pick their child up from school may do so only after the drill has been completed. All children participating in any after school activity will be escorted back to the school after the drill.

If you have any questions concerning this plan, or wish to make a contribution to increasing its effectiveness, please contact the District office at 607.547.5364.