

# **Depew Union Free School District**

## **District Safety Plan**

**2023-2024**

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## **INTRODUCTION**

The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. Project SAVE culminates the work of the Task Force on School Violence chaired by Lieutenant Governor Donohue. The Task Force consisted of a broad range of qualified people from all parts of the state including students, parents, teachers, school administrators, law enforcement experts, business leaders, mental health professionals and local elected officials. From its inception in January 1999, the Task Force sought information concerning the best school violence prevention and intervention practices in the state and the nation. Ten public hearings were held throughout the state, providing a rich array of recommendations from local communities about ways to ensure the safety of New York's students. The Task Force's final report, *Safer Schools for the 21<sup>st</sup> Century*, contained a series of recommendations intended to reduce incidents of violence in schools and strengthen schools' capacities for responding to emergencies that could affect the health and safety of children.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. The revised regulations in Section 155.17 of the Commissioner's Regulations contain the requirements for schools concerning school safety plans. A major component of SAVE is the development of school safety plans at the district and at the school building levels. At the district level, the new *District-Wide School Safety Plan* replaces the current school emergency management plan that is required for all districts. At the school building level, a newly required *School Building Emergency Response Plan* must be prepared for each school building in the state. Together, these plans are intended to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

A

## **A. PURPOSE**

The District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Depew Union Free School District Board of Education, the Superintendent of Depew Union Free School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

**B**



## **B. DISTRICT-WIDE SAFETY TEAM MEMBERS**

The Depew Union Free School District has created 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.

Henry J. Stopinski	Superintendent of Schools
Shanda Duclon	Assistant Superintendent
Donna Hill	Business Administrator
TBD	Director of Facilities
Dave Sheff	President, Board of Education
Todd Bush	Vice President, Board of Education
James Lupini	Executive Principal
Bernadette Krumpek	Middle School Principal
Michelle Kudla	CHES Principal
Kari Turner	Transportation Supervisor
Scott Hossfeld	School Resource Officer/Depew Police Dept.
Kevin Burd	Erie 1 BOCES Health & Safety



C

## C. CONCEPT OF OPERATIONS

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Local emergency officials play an important role in managing response actions in emergency situations. Assistance from these officials is obtained by:
  - 1) Asking for their input in the planning process. If possible, include them as a member of the district-wide and building teams.
  - 2) Include them in the training of staff and students.
  - 3) Use their expertise and experience in the conduct of all drills, including tabletop exercises.
  - 4) Discussing all resources available if Article 2-B is invoked.

**D**

## **D. PLAN REVIEW AND PUBLIC COMMENT**

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING**

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A

## **BUILDING SAFETY AND SECURITY**

### **General**

- School safety assessment –a strategic evaluation and facilities audit to identify emerging and potential school safety problems, consisting of:
  - A building safety audit conducted with law enforcement, (School Safety Audit Checklist)

## A. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

### GUIDELINES

When developing a specific list of potential sites for emergencies, *at the building level*, there are many variables that could serve as a catalyst or provide the environment for an emergency to take place at that site. Sites that have these variables or environment have been considered in the following list:

#### ON-SITE

- various chemical storage areas
- welding/hot work area
- indoor vehicle transportation areas
- compressed gas storage areas
- paint spray booths
- areas of student congregation
- student/teacher/administrator conference area
- swimming pool filter area
- athletic fields
- playground areas

#### OFF-SITE

- major highways (chemical transport)
- airport (flight path)
- railroad
- certain industrial sites (refineries, etc)
- creeks

This list can be used as a guideline to help assist in the development of the building level site of potential emergencies. It may not be all-inclusive.

**B**

**B. PLANS FOR TAKING THE FOLLOWING ACTIONS IN  
RESPONSE TO AN EMERGENCY WHERE APPROPRIATE**

## **EMERGENCY CLOSINGS**

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

## **EARLY DISMISSAL RECOMMENDATIONS**

In the event of an imminent emergency that requires specific **EARLY DISMISSAL** procedures, they are as follows:

The EARLY DISMISSAL procedure will be implemented when a situation such as heavy snow warning, etc. is imminent. This would occur at any time of the day after the children are on their way to school, or while school is in session. The district order would be given by the superintendent of the school district.

1. Contact each district's transportation department to provide for go home procedure.
  - a. Teachers and students return to homeroom.
  - b. Attendance of all students should be taken by teachers.
  - c. Names of students not accounted for should be referred to office.
  - d. Teachers and students should remain in place until directions for dismissal are given.
  - e. Good conduct and discipline standards are to be enforced.
  - f. Special considerations should be given to:
    1. Students with Disabilities – contact transporting agency
    2. Student drivers dismissed to go home if situation permits
    3. Day care children – notify parents to pick up children
2. Information for reason of early dismissal may be shared with teachers and students as deemed necessary.
3. Information:
  - a. Explanation of situation
  - b. What is being done
  - c. Anticipation of length of time
4. Communication with parents or media as necessary.

## **EVACUATION RECOMMENDATIONS**

In the event of an imminent emergency that requires specific **EVACUATION** procedures, they are as follows:

1. The central office, emergency coordinator or building administrator, upon realization or notification from a public official (fire chief, police officer, local or county disaster official), of a natural or man-made disaster will notify one another of the impending emergency and inform each other of the current situation.
2. Contact with local fire or police will be made by the building administrator.
3. The building administrator will inform his/her staff of the decision to evacuate and where the building population will be evacuated to.

Items to consider for evacuation:

- a. Total accountability of students and staff
- b. Students/staff with disabilities
- c. Transportation – District
- d. Time of travel and length of stay – temporary
- e. Notification of parents/guardians
- f. If short term sheltering is necessary, notify the site(s) the occupants will be taken to.

NOTE: Standard fire evacuation procedures may be used.

4. Building office staff should secure pertinent resource information such as emergency cards, computer data disks with student information, etc. Teachers should carry plan book or class registers.
5. Transportation needs.
6. Students should prepare for evacuation **AS TIME PERMITS**
  - a. Coats, lunches, books
  - b. Consideration to walkers and students with cars



## **SHELTER IN PLACE/LOCATIONS**

### **Shelter in Place**

There are times when it is necessary to move the school population to a single or multiple location(s) in the school building. This is called a “Shelter in Place”. In most cases, a shelter in place is activated when there is a threat of or actual weather related incident, bomb threat, .medical emergency, disturbance in a hallway, etc.

### **Shelter in Place Objectives**

- To minimize injury death.
  - To locate and contain any device or weather damage.
  - To facilitate emergency responses.
  - To establish safe routes and designated areas.
1. The SHELTER procedure may be implemented in two ways:
    - a. SHELTER in place:
      - Teachers and students remain in assigned rooms.
      - All students should be accounted for roll-call by teachers.
      - Names of students not accounted for should be referred to attendance officer.
      - Teachers and students should remain in place until either given further directions or released by building administrator.
      - Good conduct and discipline standards are to be enforced.
    - b. SHELTER in location(s):
      - Teachers and students will be given directions as to where to assemble.
      - Movement of students to locations should be done in a quiet, orderly fashion.
      - Students should be accounted for by roll-call by teachers.
      - Names of students not accounted for should be referred to attendance officer.

NOTE: Use central locations during non-weather emergencies or when occupants are not in danger of structural failure.
  2. Superintendent notification.
  3. Information about the situation should be shared with teachers and students as deemed fit. This should be done by best communication method.
  4. Information:
    - a. Spoken in a calm, controlled manner.
    - b. Explain the situation.
    - c. What is being done.
    - d. Anticipation of the length of time.
  5. Communications with parents or media may be necessary.
  6. Dismissal or evacuation procedures should be done in an orderly manner (if necessary).

## **LOCKDOWN**

In the event of an imminent emergency that requires specific **LOCKDOWN** procedures, they are as follows:

The lockdown procedures will be implemented when the building administrator has become aware of a situation in which students and staff should be kept in locked rooms within the school building. These procedures may be implemented as a result of an intruder in the building, hostage situation or a biological threat. Lockdown may be activated at any time of the day and will affect the entire building.

### **Lockdown-Procedures:**

- **Lockdown** will be announced by intercom, public address system, or otherwise. Do not use codes. **Call 911 and report your situation. Consider a lockout for adjacent school buildings as well.**
- **Immediately** gather students from hall ways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- **Lock** Classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- **Do Not** cover window.
- **Leave** the window blinds and lights as they are.
- **Document and Attend** to any injuries as well as possible.
- **No One** should be allowed to enter or leave a classroom or office under any circumstances.
- **Do not answer or communicate through your locked door.**
- **Do not allow anyone into your 'secured' area.**
- **Do not answer a 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.**
- **Do Not** talk within your secured area, except only as absolutely necessary.
- **Do Not** respond to the intercom, public address system, or other announcements.
- **Take Attendance** – include additions. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown.
- **Lockdown will end ONLY when you are physically released from your room by emergency responders or other authority.\***

\*Responding law enforcement should have master key to conduct the release. Do not rely on school personnel with keys to be available to assist in the release.

## **LOCKOUT**

A “Lockout” is the response to an actual or potential threat from outside the school building. An example of such a threat might be an escaped fugitive, custodial interference, or a disgruntled employee or spouse. Where the situation warrants, the school faculty, staff, and students are aware of – but not disrupted by such a response being activated. Consequently, the school day continues as normal except for the termination of all outside activities. In some cases, the details of a lockout do not need to be shared with the students to protect the identity of the individuals involved and minimize disruption to the school.

### **Lockout Objectives**

- To keep any threat of violence or dangerous incident out of the school building.
- To promote minimal disruption to the education process when there is a potential or actual incident outside the school building.

### **Lockout Procedures:**

- Lockout will be announced by intercom, public address system, or otherwise. Use plain language to announce the lockout.
- If a school is in lockout because they were notified by police of a local situation, there is no need to call to advise police of the lockout. However, the school should keep the police advised of any change in status to your building.
- If the school is initiating the lockout due to a situation or potential incident discovered at the school, they should advise police of your lockout and what you may be anticipating.
- Lock all exterior doors and windows.
- All outside activities are terminated.
- Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
- Classes otherwise continue as normal.
- Lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.
- Upon resolution of an incident and termination of the lockout, contact police to advise them of such.

**IN THE EVENT THAT EVACUATION IS NECESSARY, THE FOLLOWING SITES WILL BE USED:**

**\*INFORMATION CONTAINED IN BUILDING LEVEL EMERGENCY PLANS ONLY.**

**OFF-CAMPUS**

**ON-CAMPUS**

Every building plan addresses all available locations such as cafeterias, gyms, auditoriums and libraries when classrooms must be evacuated.

## FACILITIES AGREEMENTS

### STATEMENT

Depew Union Free School District has adopted agreements with state, county, and other agencies as appropriate for the use of school district building facilities and vehicles during a period of natural or man-made disaster, Facility Agreements with local public and private agencies for use of their facilities on a short term basis to house staff and students have been arranged.

Arrangements for school building facilities to be used as disaster shelters are coordinated through the Greater Buffalo Chapter, American Red Cross, Department of Emergency Services. These shelter agreements authorize their use of the building facilities for any natural or man-made disaster. The use of the building facilities is not restricted to only school district staff and students, but for any group as the need and location arises.

Notification of facility use will be made by:

1. School requesting the Red Cross to provide sheltering facilities as dictated by the emergency.
2. Local, county or state agency requested the Red Cross to provide sheltering facilities as dictated by the emergency.

The Red Cross will staff the shelter and will supply materials and food as needed. If school district supplies are drawn upon during the time of the disaster, or if the building becomes damaged as a result of use or misuse, then the Red Cross will reimburse the school district.

\_\_\_\_\_ **School District**

**AGREEMENT**

As a response to a natural or man-made disaster,

\_\_\_\_\_  
Facility Name

Hereby agrees that its facilities located at:

\_\_\_\_\_  
\_\_\_\_\_

may be used as a temporary shelter of students attending one or more schools belonging to the \_\_\_\_\_ School District.

In consideration for the granting of such permission, the \_\_\_\_\_ School District agrees that the following conditions shall prevail:

- a. Notification will be given prior to student arrival.
- b. Students will be supervised by district personnel.
- c. Transportation will be notified to pick up students as soon as possible at your location.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

C

## C. DISTRICT RESOURCES

2305

### OTHER SCHOOL DISTRICT PERSONNEL

<b>TITLE</b>	<b>NAME</b>	<b>WORK</b>
<i>Superintendent:</i>	Henry J. Stopinski Ed.D	686-5105
<i>President, Board of Education:</i>	Dave Sheff	686-5104
<i>Business Administrator:</i>	Donna Hill	686-5110
<i>Asst. Superintendent</i>	Shanda Duclon	686-5103
<i>Vice President, Board of Education</i>	Todd Bush	686-5104
<i>Supt. Buildings and Grounds:</i>	TBD	686-5088
<i>AHERA Designee:</i>	TBD	686-5088
<i>Principal(s)/Bldg.:</i>	Jay Lupini Bernadette Krumppek Michelle Kudla	686-5095 686-5050 686-5006
<i>Head Custodian:</i>	Thomas Paradowski, Jr. Gregory Sawyer Dave Seinkiewicz	686-5061 686-5044 686-5012
<i>Custodians:</i>	Robert Schultz Robert Stuart Dean Rogacki	686-5061 686-5044 686-5012
<i>Transportation Supervisor:</i>	Kari Turner	686-5140
<i>School Nurse:</i>	Lynn Martin	686-5042

*Qualified School Medical Personnel: Each building has individuals that are trained and certified in the areas of first aid, first responder, CPR and AED use.*



## COMMUNICATION RECOMMENDATIONS

### Within Buildings

1. Use of the public address system by an administrator or his/her delegate to provide information and/or direction to staff and students.
2. If unable to use electricity or public address system failure:
  - a. If there is NO time problem, an administrator or designee may walk through the building and inform faculty, staff and students of information and directions.
  - b. Use of a personnel delegate to communicate messages from chief administrator in charge to each floor and wing of the building. There should be as few persons as possible responsible to carry messages by word-of-mouth, as the more people used, the greater the chance of students and staff receiving misinformation.
  - c. The use of strategically located portable 2-way radios/cellular phones may be used throughout the building to help speed communications and relay information using fewer persons.
  - d. Communications may be made easier if students were collected in a centralized location (auditorium, gymnasium, etc.) rather than individual classrooms.

**NOTE: In case of electrical system failure, public telephones may still be operational.**

### Between Buildings

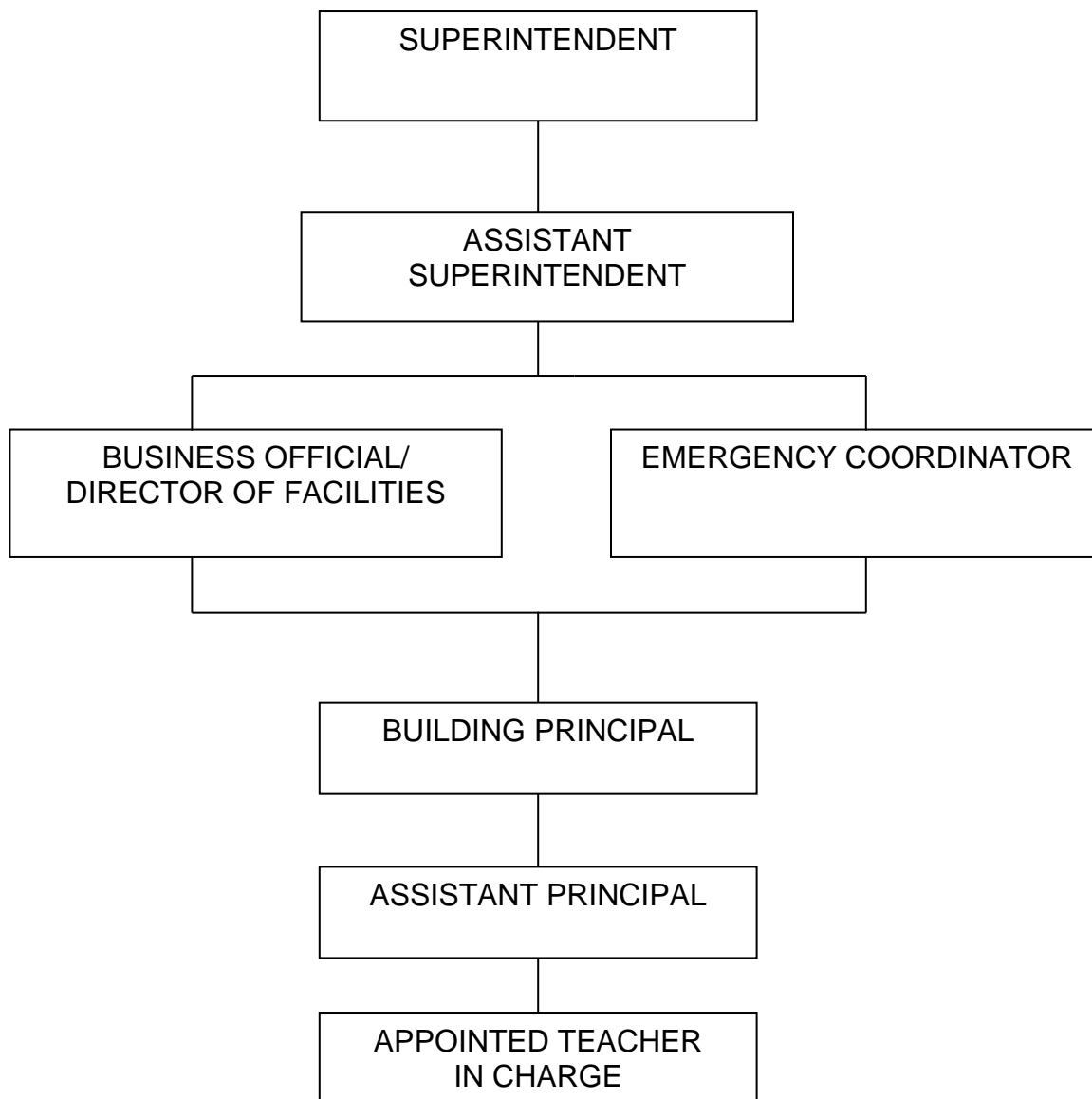
1. Public Telephone – use a designated extension or private line may be kept clear for emergency information between building administrators or their delegates.
2. Portable 2-way radios may be used for communication if buildings are within range of each other. Cellular phones are another option.
3. Better 2-way radio communication may be made by use of a school bus or other school district vehicle operating on the same frequency.

### *RECOMMENDATIONS:*

1. Each school should have at least two dependable portable radios/cellular phones which have a battery back-up system with extra batteries that may be used in an emergency.
2. Each school should have at least one dependable scanner which can be programmed to emergency information frequencies (weather, police, fire). This scanner should have a battery back-up system with extra batteries.
3. Each school district should have access to a minimum of two (2) cellular phones.



**D**

**D. CHAIN OF COMMAND**

## VARIATIONS OF EMERGENCIES AND CHAIN OF COMMAND

There are three variations of emergencies which may present themselves to a school district:

1. Emergency situation within the school district is managed by the Superintendent, unless authority is shifted to the District Emergency Coordinator.

In this situation, the Superintendent or Emergency Coordinator is in control, and makes their own decisions to remediate the situation.

2. Emergency incident within the school district which requires the assistance of an outside agency.

When the Fire Department is called by the school district, then the fire chief or ranking officer is in charge. The school district planning committee should then act as a resource and coordinating agency within the school district.

When a law enforcement agency is called by the school district, the building administrator remains in charge. However, the law enforcement agency's recommendations should be fully complied with.

3. Emergency incident at local, county, state or national level where notification of the school district of the emergency is done from outside sources.

In the event of a large scale emergency, the outside coordinating agency (most likely the county) will be in charge and again the school district emergency coordinator and planning committee will act as a resource and coordinating agency within the school district.

**SCHOOL DISTRICT EMERGENCY  
COMMAND/RESOURCE CENTER**

**\*\* CONFIDENTIAL \*\***

*Primary Location:*

*First Alternate Location:*

*Second Alternate Location:*

## DUTIES OF DISTRICT-WIDE INCIDENT COMMAND AND OPERATIONS STAFF

<b>Incident Commander (IC)</b> <i>(Superintendent)</i>	Develop Incident Action Plan (IAP). Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction.
<b>Deputy Incident Commander</b> <i>(Superintendent Designee)</i>	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.
<b>Public Information Officer (PIO)</b> <i>(Superintendent/Designee)</i>	Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency services and public information officer at press briefings. <b>ALL</b> media contact will be through this individual.
<b>Liaison Officer</b> <i>(Supt. of Buildings &amp; Grounds/          Director of Facilities, Building          Principal)</i>	Will be the agency representative with outside agencies responding to the emergency event. Keeps Incident Commander informed of situation status.
<b>Operations Officer</b> <i>(Building Principal, Supt. of          Buildings &amp; Grounds/Director of          Facilities)</i>	Develops tactical organization and directs all resources to carry out the Incident Action Plan (IAP).
<b>Logistics Officer</b> <i>(Supt. of Buildings &amp; Grounds/          Director of Facilities, Building          Principal)</i>	Provides resources and all other services needed to support the incident.
<b>Planning Officer</b>	Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources.
<b>Finance/Administration</b> <i>(Business Official)</i>	Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event.

## BUILDING LEVEL RESPONSE TEAM ROLES DEFINED

<b>Primary Operations Administrator</b>	Building Principal/Designee
<b>Communications Liaison</b>	Send and receive messages to and from outside personnel as needed by principal and other listed coordinators.
<b>Emergency Services Liaison</b>	Meet and coordinate first aid and other medical services.
<b>Evacuation Site Coordinator</b>	Sending site coordinator who will prepare to release the students to the new location and oversee the operations on this site until the main site is closed down and the Primary Operations Administrator arrives at the alternate site location.
<b>Parent/Guardian Liaison</b>	Handles all communications with parents and oversee the release of students after all attendance procedures are completed at the alternate site.
<b>Site Management Attendance Coordinator</b>	Assists in the attendance accounting for all students and adults at the alternate site before the release of any students. He/she will be assisted by the attendance personnel when they arrive from the primary site.
<b>Transportation Coordinator(s)</b>	Will receive and direct the buses when they enter the primary site to remove the students to the alternate site. The bus numbers and designations will be communicated to the primary site office or its alternate location for announcement to the teachers for dismissal and loading.
<b>Mechanical Services Liaison</b>	Assists the emergency services personnel locate key information and gain access to all parts of the primary site. He/she will secure the site after all intended personnel are relocated off the primary site.
<b>Off-Site Emergency Coordinator(s)</b>	Arrive at the alternate site before the arrival of the students and prepare the site for their arrival. Identify key areas which need to be opened and made ready. Make provisions for the other key personnel who will assist in the accounting and communication duties required to care for and later release the students to their parents. They will remain in charge of the alternate site until the arrival of the Primary Operations Administrator or the Evacuation Site Coordinator at which time they will support these personnel in their duties.
<b>Other Personnel</b>	Will assist in the accounting process and maintenance of order.



## **PUBLIC INFORMATION/ 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, or designee, will act 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 School District Superintendent 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 services, 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, police, and emergency services have an obligation to keep the media aware of significant developments as long as the investigation, actions, and/or locations are not compromised or parents/spouses 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 police agency should coordinate this announcement through the school district spokesman and school superintendent so necessary steps can be taken by the school to prepare the faculty, students, and parents.

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

Ensure all media inquiries 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 police, emergency services, 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.

**E**

## **E. PROCEDURES FOR ANNUAL MULTI-HAZARD SCHOOL TRAINING FOR STAFF AND STUDENTS**

The Depew Union Free School District will ensure that Annual Multi-Hazard Training is made available to staff and students. The annual submission to NYSED of the school district's PDP (Professional Development Plan) will include allocated training blocks for anti-violence and multi-hazard training. Students and staff members will receive written information at the beginning of the regular school year summarizing the schools basic hazard plans and the availability of additional information and participation for those who desire. The Depew Union Free School District will work cooperatively with emergency management and law enforcement officials to ensure training is effective and appropriate, as well as consistent with local municipal disaster plans.

Additional examples of training or awareness refreshers that may be performed include:

- Evacuation Procedures
- Sheltering Procedures
- Lockdown Procedures
- Lockout Procedures
- Medical/AED Emergencies Refreshers
- Emergency Response Team Instruction or Rehearsal
- Communication Training & Validation
- Transportation Emergencies
- Public Information Scenarios
- Early Dismissals/Non-Scheduled Parental Release
- Reviewing the Roles & Responsibilities of the Emergency Chain of Command Implementation

**F**

## **F. PROCEDURES FOR THE REVIEW AND CONDUCT OF DRILLS AND OTHER EXERCISES TO TEST THE COMPONENTS OF THE PLAN.**

The Depew Union Free School District, in coordination with local and county emergency responders, will conduct and review drills that are components of the Comprehensive District Wide Multi-Hazard Plan. The Depew Union Free School District will annually prioritize and schedule drills in conjunction with local and county officials. At the completion of any scheduled drill, the Depew Union Free School District and local and county emergency responders will conduct an after action review of the sequence of events, and will update the Multi-Hazard Plan to reflect lessons learned.

After Action Reviews (AAR) should include perspectives from representatives of all exercise participants, with emphasis on community responders and subject matter experts. A properly conducted AAR will seek to document three important aspects of the event/training. The three aspects should include:

1. What went well? Positive reflections of the good things that happened (things to reinforce).
2. What needs improvement? Reflections upon the things that will require additional improvement and practice.
3. Identify the important issues or key aspects of any given event or drill. Individuals should be encouraged to offer a potential course of action when identifying deficiencies.

Events that should be reviewed for lessons learned may include:

- Evacuation / Fire Drills
- Sheltering Drills
- Lockdown Drills
- Lockout Drills
- Medical / AED Emergencies Refreshers
- Emergency Response Team Instruction or Rehearsal
- Communication Checks / Validation
- Transportation Emergencies
- Public Information Releases (Actual or Notional)
- Early Dismissals / Non-scheduled Parental Releases
- Any event that requires the deployment of local emergency response personnel (i.e. Fire Alarm, Ambulance Call, Arrest on Campus).

## TABLETOP EXERCISES

### What are they?

An activity in which key staff are presented with simulated emergency situations without time constraints. Key staff should include school personnel, local and county emergency officials.

The exercise should be:

1. informal
2. carried out in a conference room environment
3. designed to elicit constructive discussion by participants as they attempt to examine and then resolve problems based on existing plans
4. beneficial for participants to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities in a non-threatening format with minimum stress.

### The Process

The tabletop, in its simplest form, begins with a simulated event that is usually described in a narrative.

### The Purpose

To create for the players an “emergency” scene to which they will respond. Response is made to a set of problems related to the emergency scene.

### Discussion

Takes place among the participants to solve the problems presented using the resources available to them.

### Deliberate Attempt

To examine basic emergency planning and resource allocation problems without concerns for:

1. time pressures
2. stress
3. actual simulation of specific events
4. the ability to discuss decisions in depth with an emphasis on slow-paced problem solving rather than rapid, spontaneous decision making.



## SECTION 3000:      **RESPONDING TO THREATS AND ACTS OF VIOLENCE**

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

- Code of Conduct ..... By Policy Number
- Maintenance of Public Order ..... By Policy Number
- Threats of Violence ..... By Policy Number
- School Conduct..... By Policy Number
- Student Suspension ..... By Policy Number
- Weapons in Schools ..... By Policy Number
- Gun Free Schools ..... By Policy Number
- Alcohol, Drugs and Other Substances (Students)..... By Policy Number
- Alcohol, Drugs and Other Substances (Personnel)..... By Policy Number
- Corporal Punishment/Physical Restraint..... By Policy Number
- Searches and Interrogations ..... By Policy Number
- Anti-Harassment ..... By Policy Number
- Power to Suspend: Alternative Education Programs..... By Policy Number
- District Code of Conduct

B. Identification of appropriate responses to emergencies, including protocols for responding to:

### **Building Related**

- Emergency Utility Shut-Offs .....3101
- Loss of Power .....3102
- Natural Gas Leak .....3103
- Heating System Failure .....3104
- Loss of Building.....3105
- Sewage System Failure .....3106
- Water System Failure.....3107

### **Natural Disasters**

- Storm-Snow/Ice.....3120
- Storm-Thunder/Lightning.....3121
- Tornado.....3122
- Take Cover Plan .....3122
- Earthquake.....3123
- Flood .....3124

## SECTION 3000:      **RESPONDING TO THREATS AND ACTS OF VIOLENCE - Continued**

### **Environmental**

- Airborne Gases .....3130
- Asbestos Fiber Release Episode .....3131
- Asbestos Response Team .....3131
- Explosion.....3132
- Oil/Gasoline/Hazardous Material.....3133
- Fire.....3134

### **Civil Disturbances**

- Bomb Threat .....3140
- Biological Release Threat (Telephone) .....3141
- Telephone Threat Form.....3142
- Biological Release Threat (Letter/Package) .....3143
- Hostage.....3144
- Intruder.....3146
- Threats of Violence .....3147
- Acts of Violence .....3148
- NYS Police Threat Assessment Model (2007) .....3149

### **Medical Emergencies**

- General Guidelines for Medical Emergencies .....3150
- School Bus Accident and/or Fire .....3151

### C. 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

- Parent(s)/Spouse(s) Notification and Reception Center Plan .....3200
- Threats of Violence: Notification Memo To Parent(s)/Guardian(s).....3205
- Emergency Closing .....3210
- Delayed Plan.....3210
- Early Dismissal Plan .....3210

A

**B**

## **B. BUILDING RELATED**

Response Action:Person(s) Responsible

- |  |  |
|--|--|
| 1. Upon discovery or detection of an electrical system failure:<br>a. Sound fire alarm if there is any question as to the safety of the building occupants<br>b. Notify head of Building Maintenance<br>c. Notify Supt. of Buildings & Grounds or Director of Facilities | 1. First person on the scene.                              |
| 2. Notify Building Administrator   | 2. Head of Building Maintenance                            |
| 3. Evaluate problem insofar as possible  | 3. Supt. of Buildings & Grounds, or Director of Facilities |
| 4. Notify Superintendent   | 4. Building Administrator                                  |
| 5. Curtail or cease building operations, as appropriate:<br>a. Hold at School<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume Normal Activity<br>e. Make proper notifications  | 5. Building Administrator                                  |
| 6. Evaluate problem and commence appropriate <u>remedial</u> action  | 6. Supt. of Buildings & Grounds or Director of Facilities  |
| 7. Termination of Contingency:<br>Notify staff, parents and students   | 7. Superintendent  |

Comments:

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<u>Response Action:</u>	<u>Person(s) Responsible</u>
1. Upon discovery or detection of a gas leak notify Head of Building Maintenance	1. First person on the scene
2. Evaluate the problem insofar as possible shut off gas supply if prudent and wise	2. Head of Building Maintenance
3. Notify Superintendent of Buildings and Grounds or Director of Facilities	3. Head of Building Maintenance
4. Notify Building Administrator	4. Supt. of Buildings & Grounds or Director of Facilities
5. Notify Superintendent	5. Building Administrator
6. Curtail or cease building operations as appropriate: a. Hold at School b. Early Dismissal c. Evacuate d. Resume Normal Activity e. Make proper notifications	6. Building Administrator
7. Evaluate problem and commence appropriate <u>remedial</u> action	7. Supt. of Buildings & Grounds or Director of Facilities
8. Termination of Contingency: Notify staff, parents and students	8. Superintendent

Comments:

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Response ActionPerson(s) Responsible:

- |  |   |
|--|---|
| 1. Upon discovery or detection of heating system failure notify Head of Building Maintenance   | 1. First on scene   |
| 2. Notify Supt. of Buildings & Grounds or Director of Facilities   | 2. Head of Building Maintenance                           |
| 3. Notify Building Administrator   | 3. Supt. of Buildings & Grounds or Director of Facilities |
| 4. Evaluate problem insofar as possible  | 4. Supt. of Buildings & Grounds or Building Administrator |
| 5. Notify Superintendent   | 5. Building Administrator                                 |
| 6. Curtail or cease building operations as appropriate:<br>a. Hold at School<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume Normal Activity<br>e. Make proper notifications | 6. Building Administrator                                 |
| 7. Evaluate problem and commence appropriate <u>remedial</u> action  | 7. Supt. of Buildings & Grounds or Director of Facilities |
| 8. Termination of Contingency: Notify staff, parents and students  | 8. Superintendent   |

Comments:

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Response Action:Person(s) Responsible:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Relocate Education Program(s) displaced by an emergency which renders all or parts of a building unusable for school</li> <li>2. Establish remedial response, as appropriate for the day incident occurred             <ol style="list-style-type: none"> <li>a. Hold at School</li> <li>b. Early Dismissal</li> <li>c. Evacuate</li> <li>d. Resume normal activity</li> </ol> </li> <li>3. Revise pupil transportation system as necessary</li> <li>4. Notify school districts of any changes</li> <li>5. Notify staff, parents, and students</li> <li>6. <u>Recovery</u> <ol style="list-style-type: none"> <li>a. Assess damage, cause, effect, remediation</li> <li>b. Cleanup; following insurance company concurrence</li> <li>c. Ascertain insurance settlement, if any</li> <li>d. Develop architectural/engineering solutions as needed</li> <li>e. Develop instructions to contractors - plans and specifications; bid procedures; if not a formally declared emergency</li> <li>f. Progress with work in accordance with procedures for any public capital project.</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. Building Administrator, Superintendent</li> <li>2. Building Administrator Superintendent</li> <li>3. Superintendent, Building Administrator, Transportation Supervisor</li> <li>4. Superintendent</li> <li>5. Superintendent</li> <li>6. Board of Education Superintendent; Director of Facilities or Supt. of Buildings &amp; Grounds; Business Official</li> </ol> |
|---|--|

Comments:

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Response Action:Person(s) Responsible:

- |   |  |
|---|--|
| 1. Upon discovery or detection of a sewer system failure, notify the Head of Building Maintenance   | 1. First at scene  |
| 2. Notify Supt. of Buildings & Grounds or Director of Facilities  | 2. Head of Building Maintenance  |
| 3. Evaluate problem insofar as possible   | 3. Head of Building Maintenance, Supt. of Buildings & Grounds or Director of Facilities                        |
| 4. Notify Building Administrator  | 4. Supt. of Buildings & Grounds or Director of Facilities  |
| 5. Notify Superintendent  | 5. Building Administrator  |
| 6. Curtail or cease building operations, as appropriate:<br>a. Hold at School<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume normal activity<br>e. Make proper notifications | 6. Building Administrator  |
| 7. Evaluate problem and commence appropriate <u>remedial</u> action   | 7. Director of Facilities, Supt. of Buildings & Grounds, Superintendent, Board of Education, Business Official |
| 8. Termination of Emergency<br>a. Notify staff, parents and students<br>b. Resume building operation  | 8. Superintendent  |

Comments:

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Response Action:

Person(s) Responsible:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Upon discovery or detection of water failure notify Head of Building Maintenance</li> <br/> <li>2. Notify Supt. of Buildings &amp; Grounds or Director of Facilities</li> <br/> <li>3. Evaluate problem insofar as possible. Commence established remedial response</li> <br/> <li>4. Notify Building Administrator</li> <br/> <li>5. Notify Superintendent</li> <br/> <li>6. Curtail or cease building operations, as appropriate:             <ol style="list-style-type: none"> <li>a. Hold at School</li> <li>b. Early Dismissal</li> <li>c. Evacuate</li> <li>d. Resume normal activity</li> </ol> </li> <br/> <li>7. Termination of Contingency             <ol style="list-style-type: none"> <li>a. Notify staff, parents and students</li> <li>b. Resume building operation</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. First on scene</li> <br/> <li>2. Head of Building Maintenance</li> <br/> <li>3. Supt. of Buildings &amp; Grounds, or Director of Facilities; Head of Building Maintenance</li> <br/> <li>4. Supt. of Buildings &amp; Grounds or Director of Facilities</li> <br/> <li>5. Building Administrator</li> <br/> <li>6. Superintendent</li> <br/> <li>7. Superintendent</li> </ol> |
|---|--|

Comments:

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## **B. NATURAL DISASTERS**

Response Action:

Person(s) Responsible:

1. Monitor weather and road conditions

1. Superintendent

2. Close schools if conditions deteriorate.

2. Superintendent

3. Institute a Go-Home plan

3. Superintendent

4. Notify parents via radio & television

4. Superintendent

Comments:

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Response Action:

Person(s) Responsible:

- |   |                                     |
|---|-------------------------------------|
| 1. Monitor the closeness and intensity of the storm     | 1. Building Administrator           |
| 2. Curtail all outdoor activities if conditions warrant | 2. Building Administrator           |
| 3. Summon all persons into building(s)                  | 3. Building Administrator; teachers |
| 4. Termination of contingency                           | 4. Building Administrator           |

Comments:

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Response Action:

Person(s) Responsible:

- |  |   |
|--|---|
| 1. Monitor any weather bureau tornado watch/warning  | 1. Building Administrator, Superintendent |
| 2. If tornado is imminent, curtail all outdoor activities  | 2. Building Administrators                |
| 3. Summon all persons into building(s)   | 3. Building Administrators                |
| 4. If tornado is sighted in vicinity of school, institute "Take Cover" plan.   | 4. Building Administrators; teachers      |
| 5. Termination of contingency  | 5. Building Administrator                 |
| 6. Recovery: if building is damaged, refer to contingency plans for ASystem Failures≡  | 6. Superintendent                         |
| 7. Curtail or cease building operations as appropriate:<br>a. Hold at School<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume normal activity | 7. Superintendent                         |

Comments:

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1. In the event of imminent danger due to a natural or manmade disaster, the facility will be notified by phone or intercom. Staff and students will be notified to take cover.
2. Staff and students should be directed to the designated shelter areas. These could include: basements and hallways on the ground floor that are not parallel to the tornado path, which is usually from the southwest.
3. **Never** use gymnasium, auditorium, or other rooms with wide, free-span roofs.
4. Teachers and students **should know** their designated shelter areas.
5. Children in school rooms of weak construction, such as portable or temporary classrooms, should be escorted to sturdier buildings or to predetermined ditches, culverts, or ravines.
6. When staff and students are assembled in school basements, interior hallways or ditches, culverts or ravines they should assume the proper position. This position is everybody down; crouch on elbows and knees; and hands over back of head.
7. School Bus Drivers should be instructed to use the procedures stated in #5 and #6. If their bus is caught in the open and a tornado is approaching. They should be far enough away so the bus does not topple on them.



Response Action:

Person(s) Responsible:

1. Follow directions of county emergency announcements made on local radio.

1. Superintendent

2. Provide for the safety of staff and students. Activate shelter plan and recommendations for earthquake.

2. Superintendent; Building Administrator

3. Notify other school districts of pending problems and actions to be taken

3. Supt. of Buildings & Grounds, or Director of Facilities

4. Notify parents via radio & television

4. Superintendent

Comments:

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Response Action:

Person(s) Responsible:

1. Monitor weather and road conditions,  
contact local disaster coordinator

1. Superintendent

2. Curtail or cease building operations,  
as appropriate:  
a. Early Dismissal  
b. Hold at School  
c. Evacuate  
d. Resume normal activity

2. Superintendent

3. Notify parents via radio & television

3. Superintendent

Comments:

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## **B. ENVIRONMENTAL**

Response Action:

Person(s) Responsible:

1. Notify Building Administrator
2. Notify 911 (Local Fire Department)
3. Implement Evacuation Plan.  
Direction of evacuation depending  
on wind direction.
4. Notify Superintendent

1. First person on the scene
2. Building Administrator
3. Building Administrator, Fire  
Department
4. Building Administrator

Comments:

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ASBESTOS FIBER RELEASE EPISODE

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Response Action:

Person(s) Responsible:

- |   |                           |
|---|---------------------------|
| 1. Remove occupants from room, area, wing immediately. Isolate the area as soon as possible.  | 1. First person on scene  |
| 2. Notify Building Administrator<br>Notify Head of Building Maintenance and Supt. of Buildings & Grounds  | 2. First person on scene  |
| 3. Notify school district AHERA designee  | 3. Building Administrator |
| 4. Shut down or modify air handling unit to restrict air movement.  | 4. Building Maintenance   |
| 5. Contact Asbestos Response Team (see next page)   | 5. AHERA Designee         |
| 6. Lock and secure room in closed condition.  | 6. AHERA Designee         |
| 7. If possible, duct tape perimeter of door   | 7. AHERA Designee         |
| 8. Post signs to prevent entry by unauthorized persons, if needed   | 8. AHERA Designee         |
| 9. Curtail or cease building operations, as appropriate<br>a. Evacuate<br>b. Early Dismissal  | 9. Building Administrator |
| 10. Contact Erie 1 BOCES Safety Risk Management for assistance in coordinating air sampling (TEM)   | 10. AHERA Designee        |
| 11. After receiving sampling results, determine if there was a fiber migration throughout the building. If air sampling shows a migration, plan strategy. If no fiber migration took place, resume normal activity for next day.<br><b>Maintain security of the release area.</b> | 11. Superintendent        |
| 12. Make proper notifications.  | 12. Superintendent        |

Comments:

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AHERA Designee

Name: TBD Dir. of Facilities

Phone Number - Work: 716-686-5088

Accredited Handlers

Equipment Location

Response Action:Person(s) Responsible:

- |  |                           |
|--|---------------------------|
| 1. Upon occurrence of an explosion in a building:<br>a. Activate fire alarm<br>b. If fire alarm is inoperative notify Building Administrator by runner | 1. First person on scene  |
| 2. Curtail or cease building operations:<br>a. Evacuate<br>b. Sheltering   | 2. Building Administrator |
| 3. Summon fire department  | 3. Building Administrator |
| 4. Notify Superintendent   | 4. Building Administrator |
| 5. Upon their arrival, advise fire department of the situation and follow their instructions   | 5. Building Administrator |
| 6. Termination of Emergency  | 6. Fire department        |
| 7. Resume, curtail or cease building operation, as appropriate   | 7. Superintendent         |
| 8. Make proper notifications   | 8. Superintendent         |

Comments:

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Response Action:Person(s) Responsible:

- |  |   |
|--|---|
| 1. Upon the discovery or detection of an oil/gasoline spill on school property:<br>a. Notify Director of Facilities or Superintendent of Buildings & Grounds<br>b. Notify Building Administrator | 1. First person on scene                                  |
| 2. Evaluate the problem insofar as possible<br>a. Stop source of spill if possible<br>b. Commence established remedial response  | 2. Director of Facilities or Supt. of Buildings & Grounds |
| 3. Notify the local fire department and follow their instructions  | 3. Director of Facilities or Supt. of Buildings & Grounds |
| 4. Within 2 hours of discovery of leak or spill the DEC <u>must</u> be contacted<br>DEC Hotline: 1-800-457-7362  | 4. Director of Facilities or Supt. of Buildings & Grounds |
| 5. Notify Superintendent   | 5. Building Administrator                                 |
| 6. Contact Erie 1 BOCES, Safety Risk, if necessary   | 6. Superintendent   |
| 7. Curtail or cease building operation, as appropriate:<br>a. Early Dismissal<br>b. Evacuate<br>c. Resume normal activity  | 7. Superintendent   |
| 8. Make proper notifications   | 8. Superintendent   |

Comments:

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Response Action:Person(s) Responsible:

- |  |   |
|--|---|
| 1. Upon discovery or detection of smoke or fire or evidence thereof sound fire alarm immediately | 1. First person(s) on scene               |
| 2. Evacuate the building   | 2. Building Administrator                 |
| 3. Summon Fire Department  | 3. Building Administrator/Designee        |
| 4. Upon arrival, advise Fire Department of the situation and follow their instructions           | 4. Building Administrator                 |
| 5. Notify Superintendent   | 5. Building Administrator                 |
| 6. Termination of emergency  | 6. Fire Department                        |
| 7. Resume, curtail or cease building operation, as appropriate                                   | 7. Superintendent                         |
| a. Evacuate  |   |
| b. Early Dismissal   |   |
| c. Resume normal activity  |   |
| 8. Make proper notifications   | 8. Superintendent, Building Administrator |

Comments:

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## **B. CIVIL DISTURBANCES**

## **BOMB THREAT GUIDELINES**

### **General**

- A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.
- The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.
- Two alternatives to evacuation are *compartmentalization* and *pre-clearance*.
  - Compartmentalization relies on students remaining in their present locations while school administration and authorities assess and investigate the threat. Variations of compartmentalization – such as moving certain segments of the school population based upon new or developing information – can also be utilized in an effective response.
  - Pre-clearance relies on anticipating a threat, and conducting pre-clearance and security screening. (see page 3).

### **Receiving Bomb Threats**

#### **Written Threats**

- Contact Police (911)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- Handling of written bomb threat should be kept to an absolute minimum, since it may be used as evidence in a criminal investigation.
- Fingerprints may be taken from the note to help determine its source.
- A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

#### **Telephone or Other Verbal Threats**

- Contact Police (911)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- The **NYSP Bomb Threat Instruction Card** should be placed next to telephones that are most likely to receive such calls.
- The bomb threat caller is the best source of information about a possible bomb.
- It is desirable that more than one person listens in on the call.
- Persons likely to receive a threatening call (switchboard) should receive special training and have a list of emergency agency telephone numbers available, as well as the telephone numbers of school officials to be immediately contacted.

## **BOMB THREAT GUIDELINES (Con't.)**

- If possible, the telephone threat should be taped.
- Caller identification or other types of tracing devices should be considered.

Information to be asked of the caller includes:

- Where is the bomb located?
  - When will the bomb go off?
  - What does the bomb look like?
  - What kind of explosive is involved?
  - Why was the bomb placed?
  - What is your name? (The caller may be caught off guard and give you his or her name).
- Also note: time of call; language used by caller; gender; approximate age; speech characteristic (slow, fast, soft, disguised, intoxicated); noticeable background noise (music, motors running, street traffic).

### **Suspicious Packages**

- Contact Police (911).
- Anyone receiving a suspicious package must immediately notify the school building administrator.
- Mail bombs can be contained in letters, books, and parcels of varying sizes, shapes, and colors.
- Letter bombs may feel rigid, appear uneven or lopsided, or are bulkier than normal.
- The container is irregularly shaped, asymmetrical, and has soft spots and bulges.
- There may be oil stains on the wrapper. The wrapper may emit a peculiar odor.
- The package may be unprofessionally wrapped and be endorsed with phrases such as "Fragile – Handle with Care," "Rush – Do Not Delay," "To Be Opened in the Privacy of \_\_\_\_\_," "Prize Enclosed," or "Your Lucky Day is Here."
- There may be cut and paste lettering on the address label.
- The package may have not postage or non-cancelled postage.
- The package may exhibit protruding wires, foil, string, or tape.
- The package may emit a buzzing or ticking noise.
- A suspect letter or package may arrive immediately before or after a telephone call from an unknown person asking if the item was received.

## **BOMB THREAT GUIDELINES (Con't.)**

- o **Do not open** or squeeze the envelope or package.
- o **Do not pull** or release any wire, string, or hook.
- o **Do not** turn or shake the letter or package.
- o **Do not** put the letter or package in water or near heat.
- o **Do not** touch the letter or package, thereby compromising fingerprint evidence.
- o **Do** move people away from the suspected envelope or package.
- o **Do** notify the state and/or local police (911).
- o **Do activate your emergency plan for dealing with bombs.**

### **Investigating Bomb Threats**

- Appropriate law enforcement agencies must be notified.
- Be aware of availability and limitations of specialized emergency services-including bomb squads, hazardous materials management, county, and state emergency management agencies.
  - o Be aware that law enforcement agencies generally do not initially send out bomb sniffing dogs.
  - o Bomb sniffing dogs have a limited time of efficiency so that their use is carefully considered.
- The school district administrator makes the decision regarding evacuation, continuation, or dismissal of school – first responders can assist and consult with them to make their decision (joint decision making – unified command).
- Police may enlist the assistance of the school faculty/staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Scanning does not involve touching or handling a suspect object.
- Once the incident has been resolved and no longer poses a danger, a full threat assessment inquiry should be conducted on the person making the threat if one is identified.

### **PRE-CLEARANCE AND SECURITY SCREENING IN LIEU OF EVACUATION (DURING TESTING)**

- It is strongly recommended that school officials carefully coordinate this option in cooperation with local law enforcement officials.
- This option may only be implemented prior to the receipt of an actual bomb threat,

And

- Only after building and grounds have been “cleared” at the start of the day and continually monitored throughout the day.

## **BOMB THREAT GUIDELINES (Con't.)**

- This option may be appropriate when a school reasonably anticipates the receipt of a bomb threat or if there is a particular concern over the possibility of a bomb threat. (During the administration of Regents examinations or during other school-wide events).

### **School Employee Involvement**

- Schools may form teams of volunteers from administration, faculty, and staff to assist in sweeping a building or grounds for anything that looks out of place.
- Prior to an incident, school officials should make certain that people who volunteer in the school building, such as parents or other community members, are trained and aware of their responsibilities.
- School employees who volunteer or by job duty are assigned to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation (HVAC).

**Number at which call is received:**

---

Time: \_\_\_\_\_ Date: \_\_\_\_\_

**CALLER'S VOICE:**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Loud                         | <input type="checkbox"/> Soft      |
| <input type="checkbox"/> High                         | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Intoxicated                  | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Calm                         | <input type="checkbox"/> Angry     |
| <input type="checkbox"/> Fast                         | <input type="checkbox"/> Slow      |
| <input type="checkbox"/> Stutter                      | <input type="checkbox"/> Nasal     |
| <input type="checkbox"/> Distinct                     | <input type="checkbox"/> Slurred   |
| <input type="checkbox"/> Accent (type) _____          |                                    |
| <input type="checkbox"/> Other Characteristics: _____ |                                    |

If voice is familiar, who did it sound like? \_\_\_\_\_

**BACKGROUND SOUNDS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Airplanes         |
| <input type="checkbox"/> Quiet            | <input type="checkbox"/> Trains            |
| <input type="checkbox"/> Animals          | <input type="checkbox"/> Music             |
| <input type="checkbox"/> Street Traffic   | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Office Machinery |  |
| <input type="checkbox"/> Other _____      |  |

**THREAT LANGUAGE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Message read by threat maker |

**REMARKS:**

Report call immediately to:

Phone Number: \_\_\_\_\_

-----  
Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

PLACE THIS CARD  
**UNDER YOUR**  
TELEPHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

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**Sex of caller:** \_\_\_\_\_ **Race:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Length of Call:** \_\_\_\_\_

ADDITIONAL INFORMATION  
ON REVERSE

**BOMB THREAT  
INSTRUCTIONS**

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Response Action:

Person(s) Responsible:

Upon notification of a Biological Release by telephone:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. The person receiving the call should gather as much information as possible by using the supplied "Telephone Threat Form."</li> <li>2. Upon completion of the telephone threat, the person receiving the call should attempt to immediately trace the call.</li> <li>3. Contact the building principal, if this happens in Central Office contact the Superintendent by telephone.</li> <li>4. Call 911. Be specific in reporting the incident, location, how many are affected and where to meet.</li> <li>5. Notify Buildings &amp; Grounds to shut down the HVAC units throughout the building.</li> <li>6. Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building.</li> <li>7. Activate the Hold In Place and Secure/ Lockdown plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator:             <ol style="list-style-type: none"> <li>a. Free movement throughout the building</li> <li>b. Food preparation and distribution</li> <li>c. Let staff and students know of the situation and how often they will be updated</li> </ol> </li> <li>8. Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment.</li> <li>9. If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read.</li> <li>10. If the incident escalates, arrangements should be made for the following:             <ol style="list-style-type: none"> <li>1. Staging area for parents/guardians coming to the building to pick up their child/ children. Children will not be released until the incident is brought to closure, therefore this area would be used to communicate with and calm parent/guardians.</li> <li>2. Staging area for the media. Timely reports given to avoid inaccurate information.</li> </ol> </li> <li>11. Implement appropriate plan             <ol style="list-style-type: none"> <li>a) Resume normal activity</li> <li>b) Early dismissal</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. First to contact</li> <li>2. First to contact</li> <li>3. First to contact</li> <li>4. Principal, Superintendent</li> <li>5. Principal, Superintendent</li> <li>6. Principal, Superintendent, Teachers, Staff</li> <li>7. Principal, Superintendent Teachers, Staff</li> <li>8. Police, Fire, Disaster Coordinator Superintendent</li> <li>9. Superintendent</li> <li>10. Superintendent</li> <li>11. Superintendent</li> </ol> |
|---|---|

Comments:

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TELEPHONE THREAT FORM

School Building: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Recall to best of knowledge exact words of caller:

Questions to be asked:

- 1. Where is the package located?
- 2. What does it look like?
- 3. What is in the package?
- 4. Why are you doing this?
- 5. What is your address?
- 6. What is your name?

Voice: Male \_\_\_\_\_ Child \_\_\_\_\_ Young \_\_\_\_\_

Female \_\_\_\_\_ Old \_\_\_\_\_ Middle Aged \_\_\_\_\_

Accent \_\_\_\_\_

Background noise? \_\_\_\_\_

Have you heard voice before? \_\_\_\_\_

Person receiving call? \_\_\_\_\_

Response Action:

Person(s) Responsible:

Upon notification of a Biological Release by letter or package:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. The person receiving the letter or package once opened do not handle or move it to another area. Using your "Good Samaritan" kit that was intended for blood and body fluid cleanup, use the towelette to wash your hands until you are cleared to leave the area.</li> <li>2. Secure the area, do not leave or let any one into the area.</li> <li>3. Contact the building principal, if this happens in Central Office contact the Superintendent by telephone.</li> <li>4. Call 911. Be specific in reporting the incident, location, how many are affected and where to meet.</li> <li>5. Notify Buildings &amp; Grounds to shut down the HVAC units throughout the building.</li> <li>6. Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building.</li> <li>7. Activate the HOLD IN PLACE plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator:             <ol style="list-style-type: none"> <li>a. Free movement throughout the building</li> <li>b. Food preparation and distribution</li> <li>c. Let staff and students know of the situation and how often they will be updated</li> </ol> </li> <li>8. Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment.</li> <li>9. If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read.</li> <li>10. If the incident escalates, arrangements should be made for the following:             <ol style="list-style-type: none"> <li>1) Staging area for parents/guardians coming to the building to pick up their child/children. Children will not be released until the incident is brought to closure, therefore this area would be used to communicate with and calm parent/guardians.</li> <li>2) Staging area for the media. Timely reports given to avoid inaccurate information.</li> </ol> </li> <li>11. Implement appropriate plan             <ol style="list-style-type: none"> <li>a) Resume normal activity</li> <li>b) Early dismissal</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. First to contact</li> <li>2. First to contact</li> <li>3. First to contact</li> <li>4. Principal, Superintendent</li> <li>5. Principal, Superintendent</li> <li>6. Principal, Superintendent, Teachers, Staff</li> <li>7. Principal, Superintendent Teachers, Staff</li> <li>8. Police, Fire, Disaster Coordinator Superintendent</li> <li>9. Superintendent</li> <li>10. Superintendent</li> <li>11. Superintendent</li> </ol> |
|--|---|

Comments:

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Response Action:

Person(s) Responsible:

- |   |                                   |
|---|-----------------------------------|
| 1. Identify hostage situation                             | 1. First person on scene          |
| 2. Notify Building Administrator                          | 2. First person on scene          |
| 3. Activate Hold in Place and Secure/Lockdown Plan        | 3. Principal                      |
| 4. Notify the local police and follow their instructions. | 4. Building Administrator         |
| 5. Notify Superintendent                                  | 5. Building Administrator         |
| 6. Notify parents or spouse of hostage(s)                 | 6. Superintendent                 |
| 7. Termination of emergency                               | 7. Police, Building Administrator |
| 8. Make proper notifications                              | 8. Superintendent                 |

Comments:

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Response Action:Person(s) Responsible:

- |  |                                    |
|--|------------------------------------|
| 1. Identify intruder   | 1. First person on scene           |
| 2. Notify Building Administrator   | 2. First person on scene           |
| 3. Activate the Hold in Place and Secure/<br>Lockdown Plan   | 3. Principal                       |
| 4. Confront intruder, if prudent and wise  | 4. Building Administrator          |
| 5. Escort intruder out of the building. Record<br>make, color and license plate number of vehicle  | 5. Building Administrator          |
| 6. If intruder refuses to leave, maintain surveillance.<br>If the intruder does leave but circumstances<br>lead you to expect trouble, summon the local<br>police. | 6. Building Administrator          |
| 7. Advise police of situation and follow their<br>instructions   | 7. Building Administrator          |
| 8. Notify Superintendent   | 8. Building Administrator          |
| 9. Notify staff and students of incident   | 9. Building Administrator          |
| 10. Termination of Contingency   | 10. Police, Building Administrator |

Comments:

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Response Action:

Person(s) Responsible:

- |  |                           |
|--|---------------------------|
| 1. Assemble Threat Assessment Team.*                             | 1. Principal              |
| 2. Inform building principal of implied threat or direct threat. | 2. First person on scene  |
| 3. Determine level of threat with Superintendent/ Designee.*     | 3. Principal/Designee     |
| 4. Contact appropriate law enforcement agency, if necessary.     | 4. Building Administrator |
| 5. Monitor situation, adjust response as appropriate.            | 5. Building Administrator |

**NOTE: \*Refer to NYS Police Threat Assessment Model (2007)**

Comments:

**Additional Information on threat assessment is located in the New York State School Safety Guide**

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Response Action:

Person(s) Responsible:

- |  |                           |
|--|---------------------------|
| 1. Assemble Threat Assessment Team.*   | 1. Principal              |
| 2. If warranted, isolate the immediate area and evacuate if appropriate.   | 2. First person on scene  |
| 3. Inform Superintendent   | 3. Principal/Designee     |
| 4. If necessary, initiate lockdown procedure and contact law enforcement agencies.   | 4. Building Administrator |
| 5. Monitor situation, adjust response as appropriate. If necessary, initiate Early Dismissal, Sheltering or Evacuation Procedures. | 5. Building Administrator |

**NOTE:      \*Refer to NYS Police Threat Assessment Model (2007)**

Comments:

**Additional Information on threat assessment is located in the New York State School Safety Guide**

# **B. MEDICAL EMERGENCIES**



Response Action:Person(s) Responsible:

- |  |   |
|--|---|
| 1. Summon help or request someone call for help              | 1. First person on scene                            |
| 2. Identify the stricken person                              | 2. First person on scene, trained medical personnel |
| 3. Protect the injured or ill person from further injury     | 3. First person on scene, trained medical personnel |
| 4. Comfort the victim and administer first aid, if necessary | 4. Trained medical personnel                        |
| 5. Access the need for further medical attention             | 5. Trained medical personnel                        |
| 6. Notify Building Administrator                             | 6. Trained medical personnel                        |
| 7. Notify parent or guardian                                 | 7. Building Administrator                           |

**RECOMMENDATIONS:**

In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of the parent or guardian.

Signed instructions for emergencies from parents, guardians and from school personnel should be on file in the school medical office and the school main office. These signed statements should include the name and age of the person (pupil or employee) name, address and telephone number where one or both parents may be reached at home and at work; name, address and telephone number of another person who has agreed to care for the child if the parent cannot be reached; name, address and telephone number of the family physician (or Christian Science practitioner), family dentist, and preferred hospital; written authorization from the parent for school personnel to call the physician or hospital in serious emergencies when the parent cannot be reached; religion of the victim; and any special condition which should require special handling.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc.

## **STUDENT MENTAL HEALTH EMERGENCY RESPONSE**

### **GENERAL GUIDELINES**

1. Any teacher or staff member who has any reason to believe that a student may be a threat to him or herself, or who receives a report from any source that a student may be a threat to him or herself will immediately contact an administrator. The District will supervise the student until the student is released to a parent, guardian, or person in parental relation to the student, or an appropriate professional.
2. The administrator will immediately refer the matter to the Student Support Center (SSC) and contact the parent, guardian, or person in parental relation to the student.
3. The SSC will conduct a lethality assessment and identify the appropriate action or actions to be taken based on the assessment results.

### **POTENTIAL FURTHER RESPONSE ACTIONS BY THE DISTRICT**

1. Refer the parent, guardian, or person in parental relation to appropriate resources or agencies for support and assistance.
2. Secure permission from parent, guardian, or person in parental relation to share information or documents with the mental health care provider to further assist the student.
3. Provide support to the student. Assist him or her with re-entry.
4. If a parent, guardian, or person in parental relation refuses to respond to the child's threat to him or herself, the District may contact Child Protective Services or local law enforcement.
5. Complete any required paperwork, including any incident reports.
6. Maintain confidentiality as required by law or best practices.

Response Action:

Person(s) Responsible:

- |   |                                 |
|---|---------------------------------|
| 1. Relocate pupils away from danger area  | 1. School bus driver, students  |
| 2. Render first aid to injured persons  | 2. Qualified person(s) on scene |
| 3. If necessary, request emergency assistance.<br>Ambulance, fire department and/or police          | 3. Qualified person(s) on scene |
| 4. Notify Building Administrator, if needed. Request<br>spare vehicle to transport uninjured pupils |                                 |
| 5. Identify the victims and where they are being<br>transported to                                  | 5. Qualified person(s) on scene |
| 6. Notify parents or spouse of the victims  | 6. Building Administrator       |
| 7. Complete School District Accident Report Forms   | 7. School Nurse                 |

Comments:

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C

## C. PARENT(S)/SPOUSE(S) AND RECEPTION CENTER NOTIFICATION PLAN

Utilize telephone lists or television and radio media to notify parents and spouses 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 parents and/or spouses 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. A law enforcement/emergency services representative 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 parents/spouses 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.

## C. SAMPLE

### THREATS OF VIOLENCE IN THE SCHOOL: NOTIFICATION TO PARENT/GUARDIANS

\_\_\_\_\_  
(Date)

Dear Parents/Guardians:

Due to recent events which have occurred in schools throughout the country, our school district has placed renewed efforts and priority on helping to ensure a safe and secure school environment for our students and staff, and to implement measures to prevent school violence.

We are asking your cooperation in helping us address the issue of violence in our schools. It is only through cooperation with the home that the schools can be successful in implementing appropriate standards of student behavior.

Attached to this letter is a copy of our School District Policy addressing Threats of Violence in the School. We have also enclosed for your review a copy of a summary of the *Code of Conduct for the Maintenance of Order on School Property* which provides a list of sample proscribed activities (which is not intended to be exhaustive), as well as the range of disciplinary actions which may be taken. The complete *Code of Conduct* shall be available upon request.

Effective immediately, if your child threatens violence against others, whether staff and/or students, or makes threats involving the school or school buildings, he/she will face immediate disciplinary action as well as possible referral to local law enforcement agencies.

Additionally, the school district retains the right to seek restitution for any costs or damages incurred as a result of a student's actions and/or threats, such as the evacuation of the school building.

We are requesting that you discuss with your child the importance of his/her cooperation in reporting threats of violence against others, suicide threats, or threats involving the school building by calling the school hotline or reporting the threat to faculty members or the building principal.

Please discuss the attached Policy and *Code of Conduct* summary with your child, and sign and return the bottom portion of this form to the classroom teachers within the next seven (7) days.

Sincerely,

\_\_\_\_\_  
(Principal)

Please detach and have your child return to his/her classroom teacher.

My child, \_\_\_\_\_, and I have read, discussed and understand the Policy addressing Threats of Violence in the School and the *Code of Conduct* summary.

Signature of Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

## EMERGENCY CLOSINGS

The superintendent is empowered to close the district schools, delay the opening, or to dismiss students early in the event of hazardous conditions, including weather, which threaten the safety of students.

In making the decision to close schools, either the superintendent or his/her designee shall consider many factors, including the following:

- 1) The availability of parent(s)/guardian(s) to receive the student at home in the event schools should be dismissed early.
- 2) The health and safety of students remaining in a school environment.
- 3) Weather conditions, both existing and predicted.
- 4) Driving and traffic conditions affecting public and private transportation facilities.
- 5) Continuance or discontinuance of the operations of business, commercial and professional people in the area.

Facts will be assembled from the appropriate agencies and organizations before any decisions are made. For example, the Highway Department, Police Department, Weather Bureau, transportation companies and other governmental agencies, as needed, will be called.

Following the decision, communications will begin for the total notification of the students and staff. Either the superintendent or his/her designee shall notify the public media. Employees should listen to broadcasts beginning at 6:00 o'clock a.m. Any employee who is doubtful about reporting should contact his/her immediate supervisor.

### Delayed School Plan

When it appears likely that weather and/or street conditions will improve later in the morning, a "delayed school opening" announcement may be made to the public. Employees shall make an effort to report to their assignment at the regular starting time.

"A" Schedule (One hour delay in all school starting times):

All schools will begin one hour later than normal starting times and dismiss at regular time.

"B" Schedule (Two hour delay in all school starting times):

All schools will begin two hours later than normal starting times and dismiss at regular time.

## **EMERGENCY CLOSINGS – Continued**

### **Early Dismissal School Plan**

When a sudden, unanticipated emergency condition, including weather alert, arises after school has commenced, and it is deemed appropriate to close schools and offices, the following actions will be followed:

- 1) The media will be called and the public will be informed of the decision.
- 2) Schools will be dismissed with dismissal time arranged to parallel the arrival of buses. No staff member may leave his/her assignment until all students have left the building (unless authorized to do so by the principal).
- 3) Elementary students can be released to the custody of their parent/guardian or another designated adult.

### **Staff Assignments**

The superintendent is responsible for the effective operation of the school district at all times. Under Education Law, Sections 1711 and 3012, the superintendent is empowered to require certain groups of employees to work while other employees are not required to work because the absence of students reduces the productivity of these employees.

When schools are officially closed for students due to inclement weather or other emergency conditions:

- 1) In general, school-based personnel will not report with the exception of the building plant operators, custodians, maintenance, and janitorial staff, as per negotiated agreement.
- 2) The Superintendent of Buildings and Grounds, the transportation supervisor and the superintendent will report to work, along with other designated employees.
- 3) Principals will remain responsible for security of their schools and for seeing that the building and grounds are made as ready as possible for school on the next scheduled day.

### **Parent/Guardian Notifications**

Principals have the responsibility to urge parents/guardians to make plans for the emergency supervision of their children should an all-day closing, a delayed opening, or an early closing of school be necessary.

Radio announcements or telephone trees may be used to notify staff members.



## EMERGENCY CLOSINGS - Continued

<u>Responsibility</u>		<u>Action</u>
<b>Before School</b>		
Superintendent/Designee	1)	Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.
	2)	Makes decision as to closing.
	3)	If decision is to close, notifies:  a. Radio stations b. Principals
<b>During School</b>		
Transportation Supervisor	1)	Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.
	2)	Informs superintendent of adverse conditions.
Superintendent	3)	Makes decision as to closing.
Superintendent/Designee	4)	If decision is to close, notifies:  a. Transportation Supervisor b. Radio and television stations c. Principals d. Staff and Students
Transportation Supervisor	5)	Notifies drivers and substitutes where Necessary.
	6)	Reschedules school pickups as soon as decision is made.

## **SECTION 4000: COMMUNICATION WITH OTHERS**

A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies

- Step-by-Step Procedures ..... 4100

B. Procedures for obtaining advice and assistance ..... 4200  
from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

C. A system for informing all educational agencies within a school district of a disaster.

- Statement..... 4300

In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

- School population,..... 4305
- Number of staff,
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.

**A**

**A. IN THE EVENT OF AN EMERGENCY OR VIOLENT INCIDENT THAT REQUIRES THE ASSISTANCE OF EMERGENCY RESPONSE AGENCIES**

<b>STEP 1</b>	Call 911
<b>STEP 2</b>	<p>Give Specific Information to the 911 Dispatcher</p> <ul style="list-style-type: none"> <li>• What type of emergency</li> <li>• Where – address, room, what floor</li> <li>• Who/how many are affected</li> <li>• Directions to access the scene</li> </ul>
<b>STEP 3</b>	Local agencies, such as police, fire, ambulance, highway or public works, disaster coordinator will respond first
<b>STEP 4</b>	After assessing the emergency, LOCAL RESPONSE AGENCIES will contact county, state and federal agencies if additional assistance is necessary or if a disaster is declared which will invoke Article 2-B (See page 4200)
<b>STEP 5</b>	Post incident response can be coordinated through local and county agencies. These could include the Red Cross, United Way Agencies and other local, county and state mental health resources.

**B**

- §29-a. Suspension of other laws
- §29-b. Use of civil defense forces in disasters
- §29-c. Radiological preparedness
- §29-d. Reports

**HISTORY:**

Add, L 1978, ch 640, § 3, eff Apr 1, 1979

**CROSS REFERENCES:**

This article referred to in §§ 20, 21; CLS Unconsol ch 131 § 20.

**§ 20. Natural and man-made disasters; policy; definitions**

1. It shall be the policy of the state that:
  - a. local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;
  - b. local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;
  - c. state and local natural disaster and emergency response functions be coordinated in order to bring the fullest protection and benefit to the people;
  - d. state resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and
  - e. state and local plans, organizational arrangements, and response capability required to executive the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.
2. As used in this article the following terms shall have the following meanings:
  - a. "disaster" means occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.
  - b. "state disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.
  - c. "municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.
  - d. "commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.
  - e. "emergency services organization" means a public or private agency, organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.
  - f. "chief executive" means:
    - (1) a county executive or manager of a county;
    - (2) in a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
    - (3) a mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
    - (4) a supervisor of a town, except where a town has a manager, it shall mean such manager.

C

**C. IN THE EVENT OF AN EMERGENCY WITHIN THE SUPERVISORY DISTRICT TERRITORIAL LIMITS, THE SUPERINTENDENT, OR DESIGNEE, OF THE DEPEW UNION FREE SCHOOL DISTRICT WILL:**

- 1) Act as the chief communication liaison for the non-public Educational agencies listed on the following pages
- 2) Contact the Erie 1 BOCES District Superintendent
- 3) Offer resources that are available.



**C. PERSONNEL FOR NON-PUBLIC SCHOOLS**

# SECTION 5000: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building .....  
.5100  
security, including, where appropriate, the use of  
school safety officers and/or security devices or  
procedures

- Safety/Security

B. Procedures for the dissemination of informative materials  
.....5200  
regarding the early detection of potentially violent behaviors,  
including, but not limited to:

- Board of Education Policies
- Community Notification of Sex Offenders
- Staff Development Training
- Building Staff Meetings
- Crisis Management

C. Appropriate prevention and intervention strategies such as: ..... 5300

- Collaborative agreements with local law enforcement  
officials (Memorandum)
- Non-violent conflict resolution training program
- Peer mediation programs and youth courts

D. Strategies for improving communication among students ..... 5400  
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,
- Establishing anonymous reporting mechanisms for  
school violence, and
- Others based on district need

E. Description of duties, hiring and screening process, and ..... 5500  
required training of hall monitors and other school safety  
personnel.



**A**

**B**

C

# DRAFT

## MEMORANDUM OF UNDERSTANDING

Between the

\_\_\_\_\_ POLICE DEPARTMENT

AND

\_\_\_\_\_ SCHOOL DISTRICT

**MEMORANDUM OF UNDERSTANDING BETWEEN THE**  
**\_\_\_\_\_ POLICE DEPARTMENT AND**  
**THE \_\_\_\_\_ SCHOOL DISTRICT**

**PROJECT “SAVE” (Safe Schools Against Violence in Education)**

While violence isn't the only safety issue schools face, the past decade has witnessed numerous acts of tragic violence in schools in all parts of the nation. Since 1992, twenty-two schools throughout the country have experienced multiple victim homicides. In the last three years alone, nine acts of violence on school grounds have resulted in the deaths of twenty-five students and four teachers, and the wounding of another seventy-two students and three school employees. These senseless acts of violence have occurred in urban, suburban and rural communities where people previously believed that such an incident could not happen in their schools. Fortunately, no school in New York State has been the site of the types of horrific violence that have occurred in other schools throughout the nation.

New York State schools, however, are not free of the types of violent student behavior and student victimization that seriously impede the educational progress of students. The 1999 Youth Risk Behavior Survey (YRBS), conducted by the Centers for Disease Control and Prevention, was administered to a representative sample of students throughout New York State high schools. The survey results document the continued presence of safety concerns on the part of many students. Students being threatened bodily harm by beating or with a weapon on school property, bringing weapons to school for protection and students not attending school due to concern for their safety were reported in the survey.

The “SAVE” legislation requires school districts to work collaboratively with local law enforcement agencies to develop strategies that will create an environment that will be conducive to the learning and teaching process.



## **GENERAL STATEMENT**

The \_\_\_\_\_ Police Department and the Board of Education for the \_\_\_\_\_ School District recognize that the abuse of alcohol and other drugs and the threat to personal safety are societal problems and the remediation of these problems must begin at the community level. These two groups pledge to adopt a formal "Memorandum of Understanding" that will outline for both the rights and responsibilities each will assume to affect positive change.

Both parties agree that as we ask school personnel to take a more active role in observing the behavior of students and to make decisions about the appropriateness of that behavior, that the role of students, teachers, staff and the law enforcement officials involved must be clearly understood.

## **PROCEDURE**

Any student or school district employee will immediately report any of the aforementioned noncompliance of the school district "Drug Free Policy" and "Gun Free Policy" directly to the Building administrator. The Building Administrator shall have authority to take appropriate action immediately and will notify the Superintendent as soon as is reasonably possible.

## **MEMORANDUM OF UNDERSTANDING**

The \_\_\_\_\_ School District and the \_\_\_\_\_ Police Department agree to work collaboratively in developing a "Memorandum of Understanding" that addresses the following:

- 1) The types of incidents that require notification of the police department.
- 2) The expectations of the students, counselors, teachers and administrators regarding the discovery of alcohol and other drugs, or weapons in school, on school grounds or at school sponsored activities.
- 3) The notification process necessary when a student is found in possession of alcohol, illegal drugs or dangerous weapons.
- 4) The procedures outlining the actions of law enforcement officers when contraband is turned over to them by school officials.
- 5) The procedures by which students and parents will be notified of the adoption of this Memorandum of Understanding.

## **POLICE DEPARTMENT ACTION**

- 1) The Chief of Police agrees that any officer responding to the school shall act responsibly to ensure that a trusting relationship is fostered with all school personnel.
- 2) The police will respond to any call relating to violations of the law as soon as is reasonably possible.
- 3) If a student is arrested, notification of parent/guardian will follow the District "Code of Conduct" policy.
- 4) In instances where the removal of the student is essential to insure the safety of himself/herself or others, the police will do so immediately and work with the school district to contact the parent/guardian as soon as is reasonably possible.
- 5) The police will remove any confiscated illegal drugs, drug paraphernalia or dangerous weapons in possession of the school administration.
- 6) The police will cooperate with the school to ensure that the education process is not disrupted whenever possible.
- 7) A designated officer will be appointed to serve on the district "Building Level SAVE Team. (Liaison)
- 8) School Administration will be notified by the police regarding incidents that were reported but not by school administration.
- 9) All police personnel will receive a copy of the procedures

## **ACTIONS OF SCHOOL PERSONNEL**

- 1) The school district will have a procedure in place that will be used to report incidents of abuse, possession of alcohol or drugs, drug paraphernalia and dangerous weapons to school administration.
- 2) All school personnel will receive a copy of the procedure.
- 3) The Building Administrator/Designee is authorized to call the police liaison to report any illegal activity or need for assistance.

## **WHAT SHOULD BE REPORTED TO THE SCHOOL ADMINISTRATOR**

- 1) Possession of alcohol by a minor.
- 2) Possession of illegal drugs or misuse of over the counter drugs.
- 3) The possession of drug paraphernalia.
- 4) Students suspected, found, or admitting to being under the influence of alcohol or other drugs in school or at school sponsored activities.
- 5) The possession of any firearm or other illegal weapon on school property or at school sponsored activities.
- 6) Any time there is a threat of severe bodily harm or homicide to anyone on school property or at school sponsored events.

## WHAT SHOULD BE REPORTED TO THE POLICE

- 1) Possession of alcohol by a minor aged 16-20 years old.
- 2) Possession of illegal drugs to include inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, amphetamines, all steroids and designer drugs.
- 3) Any student in possession of or under the influence of alcohol or other drugs for whom a parent or immediate family member cannot be contacted.
- 4) Intoxication of any student that is deemed to be a behavior or safety problem to school personnel or other students or school property.
- 5) Possession of drug paraphernalia as described in the penal law.
- 6) Possession of illegal weapons.
- 7) Where there is a threat of bodily harm or homicide to anyone on school property or school sponsored events, the individual threatened may elect to file a formal complaint with the police department.

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(Signature) President – Board of Education

Date

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(Signature) Superintendent

Date

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(Signature) Building Principal

Date

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(Signature) Chief of Police

Date

**D**

The Depew Union Free School District recognizes the importance of good communication among students and between students and staff and encourages the school community to strive for improvement at all times. Sharing information is the first line of defense in keeping our schools safe. It is vital that our students understand that reporting information about potential problems is a way of preventing harm to another. Reporting concerns that may impact on the safety and health of others is the responsibility of the entire Depew Union Free School community.

Short-term and long-term strategies to bettering communication and preventing violence in our schools include:

- Set clear expectations for students, and communicate these standards to students, staff and parents
- Pay attention to what students are saying
- Peer listening and mediation
- Develop identification and reporting procedures to record students who show signs and symptoms of violent behavior
- Encourage communication among parents, students, staff and community members about any concerns to appropriate resource people in schools and communities
- Foster collaboration among school, home and community for peaceable schools
- Train staff to listen and question effectively

**E**

## **E. DESCRIPTION OF DUTIES, HIRING AND SCREENING PROCESS, REQUIRED TRAINING OF HALL MONITORS AND OTHER SCHOOL SAFETY PERSONNEL.**

The process of establishing the duties for hall monitors and other school safety personnel shall rely on past practice, or be completed by civil service with consultation of the Depew Union Free School District, or shall be determined by the Depew Union Free School District pursuant to applicable Federal, State, County and Municipal guidance. (Example found in appendix)

The Depew Union Free School District is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-202 prohibits discrimination because of age. Section 504 of the rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

The process of hiring hall monitors and/or school safety personnel will follow applicable Federal, State, County and Municipal laws & Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1<sup>st</sup>, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the S.A.V.E. Legislation of 2000.

If the Depew Union Free School District uses the service of a contractual security company, the district should verify with the Department of State's License Bureau to ensure that the prospective contractor is an authorized employer in good standing.

If the Depew Union Free School District, a public (exempt) entity, employs at least one security guard, then the district is subject to the Security Guard Act of 1992 (General Business Law § 89-f (5), (7)). Any public entity employing a security guard must ensure that the security guard is registered with the NYS Department of State. The Department of State will only register applicants who have satisfied the requirements established by the Secretary. Registration for a security guard is effective two years. No school district shall knowingly employ a person as a security guard unless: the school district has verified with the Department (State) that such person possess a valid registration card which has not expired or been revoked; or Such school district has filed with the Department (State) in a manner prescribed by rules and regulations promulgated by the Department. (Duties of a security guard and requirements and of a NYS Security Guard

**E. DESCRIPTION OF DUTIES, HIRING AND SCREENING  
PROCESS, REQUIRED TRAINING OF HALL MONITORS  
AND OTHER SCHOOL SAFETY PERSONNEL -  
CONTINUED**

License are included in the appendix) A district employing a security guard must provide proof of self insurance or liability insurance coverage to the Department of State in the Amount of \$100,000 per occurrence and \$300,000 in the aggregate (General Business Law § 89-g (6)). A licensed security guard in New York State must undergo an Investigation. Within five business days after the receipt of an application the department (state) shall transmit to the division (DCJS) two sets of fingerprints and the fee required pursuant to paragraph (b) of subdivision ten of section eighty-nine-h of Gen. Bus. Law and cause to be conducted a search of state files to ascertain whether the applicant has been charged with or convicted of a serious offense and may cause to be conducted an investigation to verify the information contained in the application provided. Under section 89-o of the General Business Law, the secretary of state is empowered to adopt rules and regulation implementing the provisions of this article. Such rules and regulations shall include criteria for determining whether a person is a security guard or whether a particular function is a security guard function as defined by subdivision six of section eighty-nine –f of this article.



## **Job Description – Monitor**

Provided by Erie County Civil Service

SCHOOL MONITOR SCHOOLS  
ERIE COUNTY  
SCHOOLS  
DISTRICT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing non-teaching duties in overseeing student activities during regular school session and after hours in a suburban school district. This work of ordinary difficulty, involving responsibility of assisting teachers and administrators by performing assigned routine tasks, including the supervision and care of children. The incumbent must be firm, but courteous and congenial in exercising their influence on students. Since there are definite limits in the type and complexities of assignments, the class of school monitor differs in that respect from teacher aide, which usually involves duties of greater difficulty, generally requiring specific skills or abilities. Work is performed under the direct supervision of a principal, teacher or school administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in supervising recreation and lunch periods and study halls;  
Guides children safety across streets and intersections;  
Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas before and after school; Oversees students passing between classes and in locker rooms and on premises before and after school;  
Issues athletic supplies and equipment when required;  
Helps children in lower grades with wearing apparel;  
May assist in arraigning and ordering films, projectors, VCR. and other learning aides as required;  
May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to establish good relationships and get along well with children, and command their respect; ability to maintain order and to enforce school regulations with firmness; ability to get along with teachers, administrators, and others; ability to understand and follow oral and written instructions; good power of observation; dependability; neat personal appearance; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

## Job Description – Monitor - Continued

### MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; or four (4) years experience in the care and supervision of children; or
- B. An equivalent combination of training and experience as defined by the limits of (A.) and (B.)

NOTE: Verifiable part-time and or volunteer experience will be pro-rated toward meeting full-time experience requirements

NOTE: A person assigned to this position does not have the authority to direct traffic. This is the function of a police officer only.

## **Job Description – Security Guard**

Provided by the NYS Department of State

### **Description**

A security guard is defined as a person employed within New York State, other than active police officers and federally regulated personnel, to principally perform one or more of the following duties without performing the functions of a private investigator.

Protection of individuals and/or property from harm, theft or other unlawful activity;

Deterrence, observation, detection and/or reporting of incidents in order to prevent

any unlawful or unauthorized activity including but not limited to unlawful

or

unauthorized intrusion or entry, larceny, vandalism, abuse, arson or trespass on property;

Street patrol service;

Response to but not installation or service of a security system alarm installed and/or used to prevent or detect unauthorized intrusion, robbery, burglary, theft, pilferage and other losses and/or to maintain security of protected premises.

### **Registration Requirements**

An applicant must file an application with the New York State Department of State's Division of Licensing Services in order to become registered as a security guard. In addition, the applicant must meet the following requirements:

Complete a minimum of 8 hours of pre-assignment training

Not have been convicted of a serious offense

Be of good moral character and fitness

Not have been discharged from a correctional/law enforcement agency for incompetence or misconduct

Individuals that meet these qualifications, and those indicated below will be issued a photographic ID card signifying that they are authorized to perform security guard functions. Since these ID cards are made by the Department of Motor Vehicles (DMV) using the image on file in their office from the individual's NYS Driver's License or Non-Driver ID card, applicants must provide their 9-digit DMV ID number where requested on their Security Guard application. Once their Security Guard application is approved for registration, the applicant's name and DMV number are sent to DMV to have an ID card made. The Department of Motor Vehicles will mail the ID card to the applicant's residence address on file with the Department of State.



## **Job Description – Security Guard - Continued**

### **Age**

Must be at least 18 years of age.

### **Training**

Security guards are required to complete training programs administered by the Division of Criminal Justice Services, Bureau for Municipal Police. Those courses are:

8 hours pre-assignment training

16-hour on the job training (must be completed within 90 days of employment)

8 hours of annual in service

47-hour firearms course for security guards who carry a firearm

Holders of a special armed guard registration card must complete an additional 8-hour in service training course annually.

### **Fees**

\$36 - 2-year registration

\$50 - Fingerprint fee payable to Division of Criminal Justice Services with original application

\$25 - Renewal fee, every 2 years

### **Licensing Authority**

New York State Department of State

Division of Licensing Services

84 Holland Avenue

Albany, New York 12208-3490

Phone: (518) 473-2739

Fax: (518) 473-2730/1

### **Occupational Reference Codes**

33-9032 - Security Guards - Dictionary of Standard Occupational Classifications, October 2000

## **APPENDICES**

- I. **AGREEMENT BETWEEN VILLAGE OF DEPEW AND DEPEW UFSD FOR SCHOOL RESOURCE OFFICER**
- II. **DISTRICT COMMUNICABLE DISEASE CONTINUITY OPERATIONS PLAN**
- III. **EMERGENCY REMOTE LEARNING PLAN**

AGREEMENT BETWEEN VILLAGE OF DEPEW  
AND DEPEW UNION FREE SCHOOL DISTRICT FOR  
SCHOOL DISTRICT RESOURCE OFFICER

THIS AGREEMENT, which shall be deemed to be dated as of the date the last party executes this Agreement, by and between the VILLAGE OF DEPEW, a municipal corporation organized and existing under the laws of the State of New York, having its offices located at 85 Manitou Street, Depew, New York 14043 (hereinafter referred to as the "Village"), and DEPEW UNION FREE SCHOOL DISTRICT, an educational corporation organized and existing under the laws of the State of New York, having its principal offices at 5201 S. Transit Road, Depew, New York 14043 (hereinafter referred to as the "District").

WITNESSETH:

WHEREAS, the District is desirous of obtaining the services of a full-time school resource officer in an attempt to deter criminal behavior through positive interactions with students during school hours; and

WHEREAS, the Village, through its Police Department, is willing, able and qualified to perform such services to the District; and

WHEREAS, the Village, through its Police Department, is desirous of providing law enforcement and related services to the District at its High School, Middle School and Elementary School buildings; and

WHEREAS, the District and the Village recognize the benefits of the School Resource Officer Program to the District, Village and the citizens of the District; and

WHEREAS, in view of the foregoing, the parties deem it in the best interests of the District, the Village, and the citizens of the District to establish this program, and to enter into a cooperative Intermunicipal Agreement (the "Agreement") pursuant to Article 5-G of the General Municipal Law; and

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the District and the Village hereby agree as follows:

1. Scope of Services.

- a) The School Resource Officer Program is designed to provide law enforcement, education and counseling to District students, and is an attempt to deter criminal behavior through positive interactions with students during school hours.
- b) The security and law enforcement services provided by the SRO to the District pursuant to this Agreement shall be at the discretion of the District Superintendent, in consultation with the Chief of Police, as appropriate, and shall generally be as follows:
  - i. Serving to improve relationships and act as a liaison between students, law enforcement, and the community.
  - ii. Serving as an educator, law enforcer, counselor and role model.
  - iii. Protecting the District's schools' safe environment and to maintain an atmosphere where students, teachers and staff feel safe that is conducive to learning, instruction and educational services.
  - iv. Working in concert with District and school building administration and attend to meetings on a regular and/or requested basis.
  - v. Attending sporting events and extra-curricular activities when requested by the District's Superintendent or his/her designee.
  - vi. When requested, assisting in the investigation of suspected criminal activity occurring on District property and/or related to the District. This assistance shall be provided in consultation with District/school administrators, in accordance with New York State Law and District policy.
  - vii. As an educator and consultant, working with classroom teachers and other District personnel, the SRO may present information and answer questions on a variety of topics, such as the law, drugs, safety, crime prevention, violence prevention, concepts of safety, traffic laws, general law, and crime prevention techniques. The goal of the presentations is to increase the awareness and understanding of laws and personal safety for students, staff, and the community.
  - viii. Assisting in maintaining order and enforcing school policies on school property.
  - ix. Referring students and/or their families to the appropriate resources and/or agencies for assistance when need is determined.
  - x. The SRO shall not act as a school disciplinarian. However, if the principal believes an incident is a violation of the law, the principal may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate, consistent with a police officer's duty.
  - xi. Performing such other security and/or law enforcement services as may be reasonably assigned by the District Superintendent, in consultation with the Village/Chief of Police, as appropriate.



- c) During the term of this Agreement, the SRO agreed upon by the Village and District (pursuant to Paragraph 2, below) shall be assigned, and provide services, to the District on a full-time basis for the academic year. During the SRO's daily tour of duty, the SRO may be off-campus performing such tasks as may be required by their assignment.
- d) During the District's summer recess, the SRO will be assigned to Village duties. The SRO will attempt to schedule any time off (vacation, personal leave, etc.) when the District is not in session, but may schedule personal leave while school is in session with the approval of the Superintendent and the Chief of Police. In addition to any applicable Village procedures for leave requests, the SRO will also notify the Superintendent of necessary absence while students are in session.
- e) The SRO's activities will typically be located at the District's buildings and property with certain exceptions such as: follow-up home visits when needed as a result of school-related student problems, District related off-campus activities when officer participation is requested by District administration; response to off-campus, but school-related, criminal activity; response to emergency law enforcement activities or court appearances. The Village will provide a vehicle for the SRO to use for SRO related business.
- f) It is agreed by the parties that the SRO will be on campus 7:00 a.m. until 3:00 p.m., but such hours may be slightly altered from time to time based upon the school

calendar and District's needs, as reasonably determined by the District's Superintendent. This shall include the SRO working for certain extracurricular events on District property, as requested by the Superintendent, when it is determined that a police presence is necessary. If such request(s) by the Superintendent results in the SRO working more than eight (8) hours in a day or forty (40) hours in a week for the District, the District shall verify to the Village of such hours and the District shall be billed by the Village for the SRO's overtime hours as set forth and pursuant to Paragraph 6, below.

- g) The SRO may be off-campus for in-service and other training required. The Village shall be responsible for the expense of all Village required training. The District shall be responsible for all expenses associated with any District required training.
- h) On any day when the regularly assigned SRO is not able to be present at the District, for any reason, the Village agrees to increase its police presence to the District's schools; however, it is agreed by and between the parties that this provision shall be waived for up to two (2) school days in the case of an emergency, in-service training, court appearances or as reasonably determined by the Chief of Police.

- i) The SRO will review and abide by applicable District Board of Education policies and regulations and/or as directed by the District Superintendent and/or his designee at all times while on and/or using District property and/or while performing duties pursuant to this Agreement (including but not limited to confidentiality of student records pursuant to the federal Family rights and Privacy Act ("FERPA"), provided that such policies and/or regulations do not materially interfere with the SRO's duties as a police officer and/or with the Village of Depew Police Department's Rules and Regulations.

## 2. Appointment of SRO.

- a) The Village shall employ a properly trained and certified Police Officer to serve in the capacity as a School Resource Officer (hereinafter "SRO") to the District during the academic year. The process for the hiring and assignment of the SRO shall be:
  - i. The Village's Chief of Police and District Superintendent, or their respective designees, shall confer to discuss the pool of SRO applicants who volunteered for the position.
  - ii. SRO applicants must be certified police officers, with a minimum of five (5) years' of law enforcement service or experience, unless otherwise agreed to by the Superintendent and the Chief of Police. Among additional criteria for consideration are job knowledge, experience, training, education, appearance, attitude, and communication skills and demeanor.
  - iii. Following selection of the qualified candidate by the Village (but before the qualified candidate is informed and/or assigned to the SRO position), the District shall have the opportunity to interview that candidate. In the event that the District feels that the candidate acceptable to fill the role of SRO, the District shall contact the Chief of Police to state the reasons upon which the District relies. If, after discussion with the Chief of Police, the District still feels that the candidate is not acceptable, the candidate shall be removed from consideration and the parties will decide whether or not to seek a new candidate pursuant to the terms described herein or to void the Agreement in full.
- b) By June 15 of each year that this Agreement remains in effect, the District shall provide an evaluation to the Village which shall contain feedback/assessment on the performance of the SRO throughout the school year. Such evaluation shall be separate and distinct from any applicable contractual evaluation procedure and shall be advisory only with respect to that process.

- c) The District shall have the right to request that the Chief of Police permanently replace the individual SRO assigned to the District. The District and Chief of Police shall then meet to discuss the request (and related concerns/issues with the SRO) and upon agreement between the Superintendent and Chief of Police, the Chief of Police will reassign the SRO from the SRO program in accordance with the Village Police Department's Rules, Regulations, and/or General Orders. In such event, the Chief of Police and District agree to start anew the application and selection process set forth above in Paragraph 2(a).
- d) In the event of a resignation, or reassignment of the SRO, or in the case of the SRO's planned or unplanned long-term absences, of more than fifteen (15) school days, the Chief of Police and District's Superintendent, or their respective designees, shall convene and recommend a regular replacement for the previously assigned SRO, as soon as practicable. Notwithstanding the replacement requirement, if the District does not have a regular, assigned SRO to its buildings for more than fifteen (15) days, the District's payment to the Village for the SRO shall be prorated at the rate of 1/186<sup>th</sup> for each day beyond fifteen (15) days when the District does not have a regularly assigned SRO to the District's buildings.

3. SRO Materials and Facilities.

- a) The District will provide the SRO with access to an office and such equipment as is necessary. This equipment shall include a telephone, filing space capable of being secured, a desk with drawers, a chair, and access to a computer and/or secretarial assistance. All equipment and documents shall remain the property of the District and returned to the District upon request and/or expiration/termination of this Agreement.
- b) All other needed items, including a Village police vehicle and related operational, maintenance, fuel and repairs costs shall be the responsibility of the Village or the SRO and not the District.

4. Employment Status.

- a) The SRO assigned to District shall be an employee of the Village for all purposes, including, but not limited to wage and hour, workers' compensation, and disability insurance purposes. The Workers' Compensation Law shall apply in the case of any injury to the SRO, and the Village shall pay all premiums and/or expenses related to such insurance. The SRO shall not be deemed an employee of the District and the District shall pay no monetary consideration of any kind directly to the SRO in connection with the services provided to the District.
- b) Neither the District nor its employees or agents shall be deemed or considered independent contractors of the Village due to and/or as a result of this Agreement. The District

shall not be required to notify the Village of job openings and shall be responsible for sharing with the Village upon request only documents related to the SRO services provided pursuant to this Agreement or otherwise subject to the Freedom of Information Law.

5. Term of Agreement. This Term of this Agreement shall be for the period of five (5) academic years, that is, 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023 so long as the District has funding for the position through federal and state grants or other financial opportunities to pay for the SRO. The exact starting and ending date during which the Village will supply the District with the SRO will be determined based upon the academic year and conveyed in writing to the Village and SRO during the summer of the preceding school year. For the 2018-2019 academic year, the SRO shall be supplied to the District by the Village from September 4, 2018 through June 26, 2019.

This Agreement shall remain in effect for the period specified above, unless it is terminated by either party hereto, upon thirty (30) calendar days advance written notice sent by registered or certified mail to the Village Chief of Police or District's Superintendent, as appropriate. This notice shall be sent to the respective parties at the addresses first above set forth or at such other address as specified in writing by the party. Except as set forth below in Section 3, upon termination of this Agreement, the District shall have no further responsibility to the Village or to any other person with respect to any portion of a payment specified in this Agreement, as a result of services provided or otherwise. Upon termination of this Agreement, the Village shall have no further responsibility to the District or to any other person with respect to providing services pursuant to and/or specified in this Agreement.

6. Payment. The District agrees to pay the Village -the. SRO's services pursuant to this Agreement in the total amount of. Seventy Nine Thousand Dollars (\$79,000); provided that the Agreement is in effect for the entire 2018-2019 academic year. Said amount is to cover the annual salary for the SRO position at the District. The payment to the Village for the SRO in future academic years will be set each year no later than July 30<sup>th</sup>.

Payment by the District for the sum(s) herein contracted for shall be made for the academic year upon the submission by the Village of properly executed invoices for services already rendered, supported with such information and documentation necessary to substantiate the bills. In this regard, for the 2018-2019 academic year, the Village will invoice the District Nineteen Thousand Seven Hundred Fifty Dollars (\$19,750) on or about November 15, 2018, January 30, 2019, April 12, 2019 And June 28, 2019 and the District agrees to pay such invoices. The District will pay such invoices within 15 work days of the date the invoice was received by the District.

It is understood and agreed that the District shall be responsible for any overtime pay earned by the SRO when the District has required the SRO to work beyond eight (8) hours a day or forty (40) hours a week. The Village, upon receipt of verification from the District that overtime pay is due to the SRO, shall remit payment to the SRO and invoice the District for such overtime payment in its next scheduled invoice. The District shall reimburse the Village for the overtime payment in its next regularly scheduled payment to the Village upon the District's

receipt of the demand for overtime reimbursement. The SRO shall be compensated overtime pay at a rate of one and one half (1 1/2) of his/her regular hourly rate.

7. Insurance. Prior to commencing services under this Agreement, the Village will secure and maintain, at Village's own expense, all insurance coverages indicated herein from one or more insurance companies which are licensed to write such insurance in New York State or are eligible non-admitted insurers, per the current Excess Line Association of New York's ("ELANY") official list. Insurers must carry an A.M. Best "Secure" rating of B+ or better. The Village's insurance shall include the following, and shall be written with limits no less than hereinafter specified:

#### COMMERCIAL GENERAL LIABILITY

Commercial General Liability coverage to include bodily injury, personal injury, and property damage applicable to ongoing operations and contractual liability. The coverage limits applicable shall be the greater of the amounts indicated below or the amounts carried by the Village:

General Aggregate	\$2,000,000
Products & Comp/Op. Aggregate	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence .	\$1,000,000
Fire Damage (any one fire)	\$ 50,000
Med. Expense (any one person)	5,000

#### AUTOMOBILE LIABILITY INSURANCE

Bodily Injury and Property Damage, coverage for the Village as the owner or the lessee of automobiles, trucks, trailers, self-propelled Vendor's equipment and all other owned and non-owned vehicles registered for use on the public highway and/or used in operations relating to work under contract.

Combined Single Limit	\$1,000,000
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#### LAW ENFORCEMENT LIABILITY

Coverage for any act, alleged act, error, omission, neglect or breach of duty while conducting law enforcement duties for bodily injury, property damage and personal injury.

Combined Single Limit \$1,000,000 per occurrence

\$2,000,000 aggregate

#### SEXUAL ABUSE OR MOLESTATION LIABILITY

Each Occurrence Annual	\$1,000,000
Aggregate	\$2,000,000

#### DATA BREACH LIABILITY

Each Occurrence                      \$ 250,000

EXCESS LIABILITY AND/OR UMBRELLA LIABILITY applicable to Commercial General Liability and Automobile Liability policies. The Excess Liability and/or Umbrella Liability coverage limit applicable shall be the greater of the amount indicated below or the amount carried by the VENDOR:

Bach Occurrence	\$10,000,000
Aggregate	\$10,000,000

ADDITIONAL INSURED: Coverage in Commercial General Liability, Automobile Liability, Law Enforcement Liability, Sexual Abuse or Molestation Liability, Data Breach Liability and in the Excess/Umbrella Liability policies or coverage sections shall also be written or endorsed as follows and such coverage must be endorsed so as to apply to the additional insured on a primary and non-contributory basis with the following language, unaltered:

"Depew Union Free School District and its employees, administrators, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education are hereby named as Additional Insured. '

The Certificate of Insurance must clearly state how coverage is effected in the Commercial General Liability,

Automobile Liability, Law Enforcement Liability, Sexual Abuse or Molestation Liability, Data Breach Liability and in the Excess/Umbrella Liability policies. Certificates of Insurance must show the form numbers that are used to achieve all of the Additional Insured coverage. A copy of the actual policy language that effects this coverage in each policy must be provided to the School District with the Certificate of Insurance and attached to this Agreement.

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE including coverage required by the laws of New York State. Must include Waiver of Subrogation in favor of the School District.

The Village must provide and attach to this Agreement, prior to commencing services, Certificates of Insurance acceptable to the District, together with copies of all endorsements evidencing Additional Insured coverage and the requirement of advance notice to the District, as the Certificate Holder, of modification, expiration, non-renewal, or cancellation of policies. The Village must also provide to the District, on a timely basis, copies of any subsequently issued endorsements that amend any coverages, limits, or notice requirements, and any amended or updated Certificates of Insurance.

8. Reservation of Rights. This Agreement shall not be construed to modify or in any way interfere with the District's right(s) and/or responsibility to determine appropriate staffing levels and safety protocols, in accordance with the Education Law and/or other applicable laws, rules, and/or regulations.

9. Indemnification. The Village/Chief of Police and the District each agrees to indemnify and hold harmless the other parties to this Agreement, its agents and employees,

against any and all claims, damages, losses, and/or expenses, including but not limited to attorney's fees, arising out of and/or resulting from the act(s), omission(s), and/or negligence of its/their employee(s) or agent(s). The Village/Chief of Police shall be liable for the negligence of the SRO occurring in the performance of his/her duties in the same manner and to the same extent as if the negligence occurred in the exclusive performance of duties for the Village/Chief of Police. Nothing in this Agreement shall be construed to create a "special relationship" for purposes of modifying the general duty of the Village/Chief of Police to provide law enforcement protection.

10. Confidentiality. Information relating to the services provided pursuant to this Agreement shall be confidential and maintained and used only for the purposes intended under this Agreement, in accordance with any applicable State or Federal laws, rules and regulations, including but not limited to, the Family Education Rights and Privacy Act ("FERPA") concerning student records and information. This provision shall survive termination of this Agreement.

11. Legal Compliance. In performing under the terms of this Agreement, the Village and the District and each of their agents shall comply with all applicable federal, state, and local laws, resolutions, ordinances, codes, rules, and regulations.

12. Notices. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Depew Union Free School District  
Jeffery Rabey Ed.D., Superintendent  
5201 S. Transit Road  
Depew, New York 14043

Village of Depew  
Jesse Noconowicz  
Mayor  
85 Manitou Street  
Depew, New York 14043

Village of Depew Police Department  
Chief of Police Stan Carwile  
85 Manitou Street  
Depew, New York 14043

13. Good Faith. The District, the Village, their agents and employees, agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by discussion and/or negotiation between the parties.

14. Non-Assignment. Neither the District nor the Village shall assign, transfer, sublet or otherwise dispose of this Agreement, or of its right, title or interest in this Agreement, or its power to execute the same, to any other person or corporation.

15. Severability. In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

16. Contract Interest. No officer or employee of the Village, who is authorized in such capacity and on behalf of the Village to negotiate, make, accept or approve, or take part in negotiating, making, accepting or approving this contract, shall become directly or indirectly interested personally in this contract, or in any part hereof. No officer or employee of, for the Village, who is authorized in such capacity and on behalf of the Village to exercise any supervisory or administrative function in connection with this contract, shall become directly or indirectly interested personally in this contract or in any part hereof.

17. Governing Law. This Agreement shall be governed by the laws of the State of New York, without regard to its principles on conflicts of law, and any disputes hereunder shall be heard by a court of competent jurisdiction in Erie County, New York.

18. Entire Agreement and Board Approval. This Agreement constitutes the entire agreement between the parties and is subject to the approval of the respective boards of the Village and District. This Agreement supersedes any and all prior agreements between the parties related to SRO services and shall not be modified unless any modification is hereafter made in writing and signed by all parties to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the last day and year written below.

Village of Depew

By: Jesse Nikonowicz  
Jesse Nikonowicz, Mayor

STATE OF NEW YORK ) ss.:  
COUNTY OF ERIE)

On this a (D) day of (X 2018, before me personally came Jesse Nikonowicz, to me personally known, who, being duly sworn, did depose and say that he resides \_\_\_\_\_; that he is the Mayor of the Village of Depew, the corporation described in which executed the foregoing instrument.

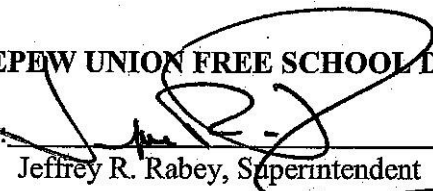
Notary Public  
State of New York, County of Erle

Notary Public



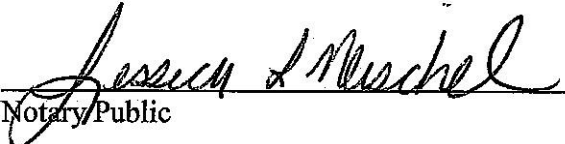
Carmi M. Poss .  
My commission expires 10/6/20  
01P06194683

**DEPEW UNION FREE SCHOOL DISTRICT**

By:   
Jeffrey R. Rabey, Superintendent

STATE OF NEW YORK ) ss.:  
COUNTY OF BRAE)

On this day Of September, 2018, before me personally came JEFFREY R. RABEY, to me personally known, who, being me duly sworn, did depose and say that he is the Superintendent of the Depew Union Free School District, the corporation described in and which executed the foregoing instrument.

  
Notary Public

JESSICA L. NEISCHEL  
Notary Public, State of New York  
No. 01 NE6029348  
Qualified in Erie County  
Commission Expires Aug. 16, 20

DEPEW UNION FREE SCHOOL DISTRICT CLERK'S CERTIFICATION

This is to certify that this Agreement was approved and the execution hereof on behalf of the Board of Education was authorized by vote of the September 20, 2018, and has been made a part of the minutes of the Board of Education of the Depew Union Free School District at a public meeting duly held on that meeting.

Jessica R. Mitchell

District Clerk

VILLAGE OF DEPEW BOARD CLERK'S CERTIFICATION

This is to certify that this Agreement was approved and the execution hereof on behalf of the Village of Depew was authorized by vote of the Village Board at a meeting duly held on 2018, and has been made a part of the minutes of that meeting.

Board at a meeting duly held on August 27, 2018, and has been made a part of the minutes of that meeting.

[Signature]  
Board Clerk

## ATTACHMENTS

(The Village must provide, prior to commencing services, Certificates of Insurance acceptable to the District, together with copies of all endorsements evidencing Additional Insured coverage and the requirement of advance notice to the District, as the Certificate Holder, of modification, expiration, non-renewal, or cancellation of policies. The Village must also provide to the District, on a timely basis, copies of any subsequently issued endorsements that amend any coverages, limits, or notice requirements, and any amended or updated Certificates of Insurance.)

# **Public Employer Health Emergency Plan for Depew UFSD**



March 16, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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### **Promulgation**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

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This plan has been developed with the input of the Depew Administrators' Association, Depew Teacher Organization, Civil Service Employee's Association, and Depew Transportation Employees' Association as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the school district or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Depew UFSD, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: Jeffrey R. Rabey, Ph.D.

Signature:

Title: Superintendent of Schools

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## Record of Changes

Date of Change	Description of Change	Implemented by
02/17/2021	Create Plan	Superintendent Business Administrator Director of Facilities
2/16/2021 – 3/5/2021	Plan review and updates	DAA DTO CSEA DTEA
3/16/2021	Board of Education Approval	Board of Education

## **Purpose, Scope, Situation Overview, and Assumptions**

### **Purpose**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### **Scope**

This plan was developed exclusively for and is applicable to Depew UFSD. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### **Situation Overview**

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### **Planning Assumptions**

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

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- The health and safety of our employees and students, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

### **Concept of Operations**

The Superintendent of Schools, his designee, or his successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees of Depew UFSD shall be notified by the District’s broad voice message system (Blackboard Connect), with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents and students will also be notified of pertinent operational changes by way of our broad voice message system (Blackboard Connect). Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools, his designee, or his successor will maintain awareness of information, direction, and guidance from public health officials, the Governor’s office, and/or the CDC, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Schools, his designee, or his successor will direct the resumption of normal operations or operations with modifications as necessary.

### **Mission Essential Functions**

When confronting events that disrupt normal operations, Depew UFSD is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

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Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Depew UFSD

The Depew UFSD has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one's function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Depew UFSD have been identified as:

Essential Function	Description	Priority
Administration	Leads operational processes	1
Buildings and Grounds	Ensures the safety of the physical plant.	2
Information Technology	Provides all hardware and software for the District. Maintains the District's network and phone system.	2
Nurses	Assist with planning and implementing health goals of district	2
Clerical	Assist in conducting day to day operation of schools	3
Food Service	Provides student and community meals as authorized	3
Transportation	Provides transportation of student meals as authorized	3

## Essential Positions

Each essential function identified above requires certain positions to be on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Administration	<ul style="list-style-type: none"> <li>● Superintendent</li> </ul>	The Administrators lead and direct day to day operations

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	<ul style="list-style-type: none"> <li>● Business Administrator</li> <li>● Directors &amp; Building Principals</li> <li>● Supervisors</li> </ul>	
Buildings and Grounds	<ul style="list-style-type: none"> <li>● Director of Facilities</li> <li>● Maintenance Mechanic Crew Chief</li> <li>● Maintenance Mechanic</li> <li>● Maintenance Mechanic Helper</li> <li>● Laborers</li> <li>● Head Custodians</li> <li>● Custodians</li> <li>● Cleaners</li> </ul>	The facilities staff ensures the safety and cleanliness of our physical plant and grounds.
Information Technology	<ul style="list-style-type: none"> <li>● Director</li> <li>● Network Operations Specialist</li> <li>● Technician</li> <li>● Technician</li> </ul>	The IT Director establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Clerical	<ul style="list-style-type: none"> <li>● Sr. Clerk Typist</li> <li>● Clerk Typist</li> <li>● Managerial/Confidential</li> </ul>	Clerical Staff assist in the day to day operation of school buildings and administrative offices

Nurses	<ul style="list-style-type: none"> <li>● Medical Director</li> <li>● RN</li> <li>● LPN</li> </ul>	Testing, medication exchange, immunization, physical collection
Food Service	<ul style="list-style-type: none"> <li>● Food Service Manager</li> <li>● Food service Workers</li> </ul>	Plan, prepare and distribute meals in buildings
Transportation	<ul style="list-style-type: none"> <li>● Transportation Supervisor</li> <li>● Mechanics</li> <li>● Bus Drivers</li> <li>● Bus Monitors</li> </ul>	Plan transportation sites and staffing to deliver meals off site

**Reducing Risk Through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and possible staggering work shifts, we can decrease crowding and density at work sites.

**Remote Work Protocols**

Non-essential employees who are able to accomplish their functions remotely will be enabled to do so at the greatest extent possible.

1. Teachers, Teacher Aides, and Clerical staff will work remotely as situations dictate.
2. The designated administrator for each group of employees will approve and assign all remote work for their designated staff.
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

The IT/Technology Department will facilitate all necessary accommodations for remote work equipment, drives, software, etc.

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## **Staggered Shifts**

Administrators will determine if shifts will need to be staggered, based on guidelines from the State Education Department and/or CDC. Regardless of changes in start and end times of shifts, Depew UFSD will try to maintain that employees are provided with their assigned minimum work hours per week, as per their collective bargaining agreement. Staggering shifts will require consultation with all bargaining unions.

## **Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
  2. Procurement of PPE
    - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least 90 days.
    - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
  3. Storage of, access to, and monitoring of PPE stock
    - a. PPE must be stored in a manner which will prevent degradation
    - b. Employees and contractors must have immediate access to PPE in the event of an emergency
    - c. The supply of PPE must be monitored to ensure integrity and to track usage rates
  4. The Director of Facilities and/or Business Administrator will be responsible for ensuring that proper PPE is available. The District will work to ensure that an adequate supply of PPE as directed above is maintained for all employees, staff, and students. Requests for additional PPE will be forwarded to the Facilities Director. The Depew UFSD participates in certain Erie 1 BOCES cooperative bids, Orleans-Niagara Cooperative cooperative bids, and NYS Office of General Services Centralization Contracts. They provide a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitizing protocols.
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5. Surplus PPE will be stored in a secure, dry, central location. The Director of Facilities will ensure the accurate accountability of all supplies on hand. The Director of Facilities will be responsible for keeping accurate records and reporting.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
    1. Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the period identified by the District upon the recommendation of the Erie County Department of Health or other current CDC/public health guidance for the communicable disease in question.
      - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
      - b. The Business Administrator and immediate supervisor(s) will be notified of any exposures to said employees.
      - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
    2. CDC guidelines will be used to provide which critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
      - a. Additional precautions will include the requirement of the subject employee, visitor, or contractor, as well as others working in their proximity, to wear appropriate PPE at all times, in addition to following all necessary protocols as established by the District, to limit the potential of transmission.
      - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
      - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information.
      - d. If at any time an employee, visitor, or contractor exhibit symptoms, refer to item B below.
      - e. The Business Administrator will determine if critical essential employees may be permitted to work following potential exposure. The Business Administrator will ensure that all pertinent protocols are followed.
  - B. If an employee, visitor, or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
-

1. Employees, visitors and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. Depew UFSD will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria will be followed regarding when employees who exhibit symptoms may return to work. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Superintendent and immediate supervisor(s) will be notified of any exposures to said employees.
- C. If an employee has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance of a waiting period will be taken into account before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information.
  3. Identification of potential employee(s) exposures will be conducted
    - a. If an employee is confirmed to have the disease in question, the Superintendent and Erie County Department of Health or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. The Superintendent and immediate supervisors will be notified of any employee who has tested positive for the communicable disease.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

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## **Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas.

Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees will clean their own workspaces in the beginning, middle, and end of their shifts.
  - a. High traffic/high touch areas and areas which are accessible to the employees and students will be disinfected at least hourly.
  - b. The Director of Facilities will coordinate and establish cleaning guidelines and schedules for all Head Custodians, Custodians, and Cleaners to cover the common areas listed above at regular intervals.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## **Employee Leave**

Public health emergencies are extenuating and unanticipated circumstances in which Depew UFSD is committed to reducing the burden on our employees as much as possible. The District will comply with any applicable provisions which may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Depew UFSD, and as such are not provided with paid leave time by Depew UFSD.

## **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of on-site locations will be included. This information may be used by Depew UFSD to support contact tracing within the organization and may be shared with local public health officials.

- All staff are required to use their swipe cards to gain access to all buildings. Separately, the District may require staff to complete a daily electronic screening questionnaire.
- Building staff complete daily hard copy logs for their department's substitutes, which are maintained by head custodians.
- The Buildings & Grounds and IT department may be required to assist to support contact tracing efforts if needed.
- Substitutes, visitors, and contractors will be required to sign hard copy logs at entrances to all buildings. Building administrative staff will collect and maintain said logs.

## **Housing for Essential Employees**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject

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communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Depew UFSD's essential operations. Depew UFSD will coordinate with the Village of Depew Office of Emergency Management to help identify and arrange for these housing needs. The Superintendent of Schools and the Business Administrator will coordinate this effort for Depew UFSD.

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# **Emergency Remote Instruction Plan Appendix C**

## **District-wide School Safety Plan (DWSSP)**

### **For the Depew Union Free School District**

Revised: 6/30/2023

#### **Emergency Remote Instruction Plan (beginning 2023-2024)**

*This appendix addresses the 2022-2023 amendments of Sections 100.1, 155.17, and 175.5 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery under Emergency Conditions, and the amendments of Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery Under Emergency Conditions and Length of School Day for Approved School-Age and Preschool Programs Serving Students with Disabilities*

#### **INTRODUCTION**

The Depew Union Free School District developed the following Emergency Remote Instruction Plan to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The Emergency Remote Instruction Plan meets the requirements of New York State Education Commissioner's Regulations for inclusion in the 2023-2024 District-Wide School Safety Plan. Additionally, the plan adheres to guidance set forth in the following Board of Education policies:

#### **BACKGROUND INFORMATION**

The NYS Education Department (NYSED) authorized a "snow day pilot" program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency.

To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner's regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, but are not required to, remain in session and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district's Emergency Remote Instruction Plan.

NYSED also amended section 155.17 of the Commissioner's regulations to require public schools, BOCES, and county vocational education and extension boards amend their District-wide School Safety Plans to include plans for remote instruction beginning with the 2023-2024 school year. This gives the public an opportunity to provide feedback on such plans for remote instruction prior to their adoption. The Emergency Remote Instruction Plan must include the methods that the school district will ensure the availability of: devices; internet access; provision of special

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education and related services for students with disabilities; the expectations for time spent in different remote modalities.

Such plans also require that each chief executive officer of each educational agency located within a public school district report information on student access to computing devices and access to the internet each year.

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

The NYS Board Regents adopted the amendments noted above that became effective as a permanent rule on September 28, 2022.

Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education were amended, and became effective September 13, 2022, and December 12, 2022, as an emergency action for the preservation of the general welfare to permit approved special education providers to provide remote instruction in the 2022-2023 school year on days they would otherwise close due to an emergency and to count such instructional days towards 14 minimum requirements and to identify the ways in which such remote instruction may be delivered. These amendments relate to remote instruction and its delivery under emergency conditions for students in approved private schools for the education of students with disabilities, state-supported schools, state-operated schools, and approved preschool special education programs. These updated regulations now provide the same flexibility for remote instruction under emergency conditions that was given to school districts. The effective date of the final rule was January 25, 2023.

### **REMOTE INSTRUCTION**

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

### **UNSCHEDULED SCHOOL DELAYS AND EARLY RELEASES**

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form,

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that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day (NYSED Part 175.5).

The Emergency Remote Instruction Plan shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

#### **ENSURING ACCESSIBILITY AND AVAILABILITY (INTERNET, COMPUTERS/DEVICES)**

The Depew Union Free School District shall survey families to find out who has a reliable high-speed internet connection on an as needed basis. When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations. Commissioner's regulation 115.17(f) outlines the annual data collection that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. The chief executive officer (School Superintendent) shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity.

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**THE DEPEW UNION FREE SCHOOL DISTRICT**

**EMERGENCY CLOSURE REMOTE LEARNING PLAN**

<p style="text-align: center;"><b>POLICIES</b></p>	<p>The plan adheres to guidance set forth in the following Board of Education policies.</p>
<p style="text-align: center;"><b>INTERNET AND DIGITAL DEVICE ACCESS</b></p>	<p>The school district provides all students in grades K-12 access to a personal computing device. In the event of an emergency, closing provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction. The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to any families that indicate a need for reliable internet to facilitate access to learning at home. All faculty should have an alternative general activity for students in the instance that power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.</p>
<p style="text-align: center;"><b>PEDAGOGY</b></p>	<p>All teachers in grades K-12 will use a District provided personal computing device as their primary instructional platform. Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach may include a combination of:</p> <p>Synchronous “Live” Instruction - Teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project based opportunities within this model.</p> <p>Teachers will make personal connections with all students during scheduled class times. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to be with their teachers and peers in order to be guided through lessons, and maintain personal relationships. The duration of these synchronous</p>

	<p>connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning.</p> <p>Asynchronous “Flipped” Instruction - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students participation and assignment completion. These activities may include teacher/student synchronous interactions for a portion of the lesson.</p> <p>Authentic Independent Instruction - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.</p>
<p><b>STUDENT EXPECTATIONS</b></p>	<p>All students will receive information on how to access course material and instructions from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations.</p> <ul style="list-style-type: none"> <li>● All students are expected to practice appropriate digital etiquette and responsible behavior during assigned meeting times. <ul style="list-style-type: none"> <li>○ Mute yourself on meets as directed by your teacher.</li> <li>○ Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise.</li> </ul> </li> <li>● Students are expected to work in an appropriate setting when participating remotely / on-line. Work places include a desk, table, kitchen counter, etc... Other locations are not appropriate or acceptable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Student dress must be appropriate in all platforms - the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms.</li> </ul> <p>If there are any circumstances preventing full and appropriate participation the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.</p>
<p align="center"><b>DAILY SCHEDULE</b></p>	<p>The virtual day will follow the same schedule framework as the HS, MS and Elementary School to which the student is assigned. As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters.</p>
<p align="center"><b>COMMUNICATION PROTOCOL: INTERVENTION</b></p>	<p>Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication.</p>
<p align="center"><b>SPECIAL SERVICES</b></p>	<p>School districts are required to implement supports, services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of reasonableness" to their approach. Please see "SUPPORT FOR STUDENTS WITH DISABILITIES DURING EMERGENCY CLOSING VIRTUAL INSTRUCTION" (last page of document) for specific guidelines.</p>
<p align="center"><b>NON-INSTRUCTIONAL SERVICES</b></p> <ul style="list-style-type: none"> <li>• <b>TRANSPORTATION</b></li> </ul>	<p>When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions</p>

<ul style="list-style-type: none"> <li>• <b>FOOD SERVICE</b></li> <li>• <b>MAINTENANCE</b></li> <li>• <b>CUSTODIAL</b></li> <li>• <b>CLERICAL/ ADMINISTRATIVE SUPPORT</b></li> </ul>	<p>whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.</p>
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**NYSED Plan Requirements**

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

**INSTRUCTIONAL HOURS FOR STATE AID AND REPORTING REQUIREMENTS**

Pursuant to Section 175.5 of Education Law the school district may decide to transition to remote instruction in the event emergency conditions dictate the closure of the PreK through Grade 12 facilities. Under the provisions of New York State Education Law and the District Emergency Remote Instruction Plan any instruction sessions provided during the closure of the school facilities are counted towards annual hour requirements for meeting 180 days required for State financial aid.

Annual Hourly Requirements for the purpose of apportionment of State Aid (for districts receiving foundation aid) are noted below:

- 450 instructional hours for pupils in half-day kindergarten
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- 900 instructional hours for pupils in full-day kindergarten and grades one through six
- 990 instructional hours for pupils in grades seven through twelve

The district estimates the number of instructional hours it intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions from a minimum of 1 remote instruction day due to emergency conditions, up to the full year's annual hourly requirement.

For example, if the school district has three (3) remote instructional days in a school year, then it will claim an estimated total hours for State Aid purposes due to emergency conditions as follows:

1. Grades K-5: 6 hours, 15 minutes X 3 days = 18 hours, 45 minutes
2. Grades 6-8: 6 hours, 36 minutes X 3 days = 19 hours, 48 minutes
3. Grades 9-12: 6 hours, 35 minutes X 3 days = 19 hours, 45 minutes

## **TRANSPORTATION**

When a school district is in remote session, pupil transportation must be provided to students attending religious and independent schools, charter schools or students whose individualized education program (IEP) have placed them out of district. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation for students attending school outside of the district. Decisions not to transport need to be based on real-time information relevant to the safety of students, staff and vehicles. School districts and religious and independent schools, charter schools and other programs are encouraged to work together to ensure continuity of education while ensuring that transportation can be provided in a safe and efficient manner.

## **REPORTING**

**IMMEDIATELY:** Whenever a school building must close to instruction due to the activation of its District-wide School Safety Plan or Building-level Emergency Response Plan, a *Report of School Closure* must be submitted to the Commissioner of Education by the School Superintendent as required under CR 155.17(f) via the NYSED Report of School Closure portal. Even when remote instruction is provided during an emergency closure, a *Report of School Closure* must be submitted. This also applies when instruction can be delivered in an interim location or via another instructional modality.

When it is determined that it is safe to re-open a school building after an emergency closure, the School Superintendent must notify the Commissioner by completing a corresponding *Report of School Re-Opening*, via the NYSED Report of School Re-Opening portal.

The *Report of School Closure* is intended to provide immediate notification to the Commissioner regarding an emergency closure. The *Report of School Re-Opening* notifies the Commissioner of

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the re-opening and also collects the actual duration of the closure, the location and modality of instruction, and detailed information that may not have been available at the time of the closure.

Reasons for building closures may include, but are not limited to, natural disasters, power outages, instances of infectious disease, extraordinary adverse weather conditions and threats of violence. It is no longer required to submit a *Report of School Closure* for routine snow days.

**ANNUALLY BY JUNE 30<sup>TH</sup>:** The School Superintendent shall notify the NYSED Commissioner the results of the survey on student access to computing devices and access to internet connectivity through the Student Information Repository System (SIRS) every year by June 30<sup>th</sup>.

**END OF THE SCHOOL YEAR:** The school district shall report Emergency Remote Instruction through the State Aid Management System at the end of the school year. After the close of the school year starting with the ending of 2023-2024, the School Superintendent reports remote instructional days under emergency conditions through the State Aid Management System, and certifies this at the time NYSED's *Form A* is submitted as part of other required certifications. Using the NYSED prescribed form, the School Superintendent certifies to NYSED:

- That an emergency condition existed on a previously scheduled session day and that the school district was in session and provided remote instruction on that day;
- How many instructional hours were provided on such session day; and
- Beginning with the 2023- 2024 school year, that remote instruction was provided in accordance with the district's Emergency Remote Instruction Plan.

### **BOARD OF EDUCATION APPROVAL**

As part of the District-wide School Safety Plan, the school district's Board of Education shall make the Emergency Remote Instruction Plan available for public comment and public hearing for no less than thirty days (30) prior to adoption. The plan must be adopted as part of the District Wide School Safety Plan annually prior to September 1st and posted on the district website in a conspicuous location.

### **SUPPORT FOR STUDENTS WITH DISABILITIES DURING EMERGENCY CLOSING VIRTUAL INSTRUCTION**

School districts are required to implement supports, services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability, when providing virtual instruction.

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**Special education teachers who provide direct/indirect consultant services** will initiate outreach to their students' general education teacher(s) to collaborate on instructional modalities and any necessary accommodations or modifications required of assignments or assessments for the day.

**Special education teachers who teach resource room, self-contained special classes either content specific or specialized programs**, should follow the same guidance and expectations as classroom teachers in regards to pedagogy, content, class meetings, and flexibility.

**Teaching assistants** are available for instructional support by way of participating in class meetings, keeping up on classroom assignments and expectations, and serving as additional academic support.

**Related service providers** are to provide "tele-therapy" services, to the best of their ability. Related service providers are expected to adhere to similar guidelines as other professionals in regard to student and teacher work at home, communication, and flexibility and they will use the students' IEPs to determine an appropriate/reasonable level of communication and support.

**Documentation Requirements:** Special education personnel are expected to document all support and services provided to students during this time. Document the manner, means, duration of time, follow up efforts, etc. IEP progress monitoring is required to be collected and reported to parents following the schedule listed on students' IEPs. Medicaid session notes continue to be a requirement for eligible related service providers. Special education teachers/service providers are responsible to hold any virtual professional meetings already scheduled on a day that becomes a virtual instruction day.

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