

PROJECT SAVE
(Safe Schools Against Violence in Education)
Lowville Academy & Central Schools (LACS)
School Safety Plan

INTRODUCTION

This LACS School Safety Plan is designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination with local and county resources in the event of such incidents or emergencies. The plan is consistent with the more detailed emergency response plans required at the school building level.

SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

Purpose

The LACS School Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

A. Identification of School Teams

The LACS District has created a School Safety Team including the following persons:

2020-2021 Membership

Board of Education Representatives:	
Administration Representatives:	Mary Compo, CSE Chairperson Nick Lee, ES Assistant Principal Scott Exford, MS Principal Brian Finn, HS Principal Philomena Goss, ES Principal Amy Green, Transportation Supervisor Brian Hanselman, HS Assistant Principal Michael Hlad, Director of Facilities Rebecca Dunckel-King, Superintendent of Schools Marie Western, Curriculum Coordinator
Teacher Representatives:	Elisabeth Lorentzen, Jill Ortlieb, Mary Ellen Platz
School Support Staff Representatives:	Amy Monnat, Tina Tuttle, Sylvia Beiler
Student Representatives:	
Regional Safety Representatives:	Joe Austin, Lowville Fire Department Michael Carpinelli, Lewis County Sheriff Randy Roggie, Village of Lowville Police Chief Robert Mackenzie, Lewis County Fire & Emergency Management Matt Martin, Village of Lowville Police Deputy
Community Representatives:	William Schaab, North Country Estates Insurance Company Amy Marti, Lewis County Head Start, Executive Director

B. Concept of Operations

- The LACS School Safety Plan shall be directly linked to the Building-level Emergency Response Plan. This LACS School Safety Plan will guide the development and implementation of building-level emergency response plan. Copies of confidential building-level plans will be maintained by the LACS district office.
- This Plan has been developed using the New York State Education guidance document. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- In the event of an emergency or violent incident, the initial response to all emergencies will be by appropriate crisis staff members.
- Upon the activation of the Crisis Response Team, the Superintendent of Schools or designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

C. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment, in June of each school year and approved in July of each new school year. The LACS district-level plan may be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.
- While linked to the LACS District Plan, Building Level Emergency 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 LACS District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Level Emergency Plans will be supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the LACS Emergency Response Team and reviewed on an annual basis and submitted to the Board of Education in June of each year. A copy of the plan will be available at the District Office.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

LACS District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a **Risk Probability Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.**

B. Actions in response to an emergency

LACS District has identified the following general response actions to emergency situations. These actions include: See Appendix 6 for general details

- School cancellation (prior to start of day)
- Early dismissal
- Hold-in-Place
- Shelter-in-Place
- Evacuation
- Lockout
- Lockdown

The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to : (See Appendix 2 for site specific internal and external determinations.)

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Gas, transformer leaks
- Systems Failure
- Fire/Explosion
- Campus 'Standing Pond'
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Medical Emergency
- Death

Additional District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

Equipment	Location
Defibrillator(s)	Each wing
Smoke detectors	Fire department - via 911
Emergency lighting	Each wing/floor
Portable fire extinguishers	Each wing/floor. Each bus.
Spill cleanup/absorbent materials	Custodial Department
First aid Supplies	Each wing - Nurses Office
Safety chair	Each wing

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

The LACS District uses the Incident Command System (ICS) model for emergency actions. For campus emergencies, the Incident Commander will be the District Superintendent of Schools or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building-Level Emergency Response Plans.

The ICS for LACS District, and for individual buildings, is better defined in Appendix 4 of this plan.

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

The LACS District will conduct annual training for both staff and students in school safety issues. Training will be planned by the Superintendent of Schools. The training may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

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

Training procedures and framework are included in Appendix 3.

F. Staff development

- All candidates applying for teacher certification will have completed two hours of training in the identification and reporting of suspected child abuse and maltreatment.
- All candidates applying for teacher certification as of December 31, 2013 will have completed 6 hours of DASA training in accordance with Article 2, Section 10-18 of the Education Law.
- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- Provision for two hours of staff development; cumulative throughout the year, with respect to school violence prevention, intervention, and response will be included in professional development plans.
- At least one hour of school violence prevention and intervention training, cumulative throughout the year, for all staff will be included annually in a superintendent's conference day or at other scheduled times.

Staff development resources and other related information are listed in Appendix 3.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

LACS District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in the LACS Code of Conduct. See Appendix 7 for general details.

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

Law enforcement officials will be contacted by the Incident Commander (Superintendent of Schools/designee) in line with the Building-Level Emergency Response Plan. In most cases, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate agency. Appendix 5 includes a table listing the closest response agencies with contact names and numbers for use in non-emergency situations.

C. Appropriate response to emergencies

The LACS District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. See Appendix 7 for general details.

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

The LACS District will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the confidential Building-Level Emergency Response Plans. See Appendix 8 for general procedure.

SECTION IV: COMMUNICATION WITH OTHERS

A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies

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

Robert Mackenzie, Lewis County Fire & Emergency Management (315) 376-5305

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

The LACS District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational facilities within the District of a disaster

The LACS District will notify all educational facilities within the district as well as any adjacent to its boundaries in the case of a disaster that would affect any of these facilities. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix 9 and 10.

D. Maintaining certain information about each educational facility within the LACS District.

The following information concerning educational agencies located within the district is included with the confidential Building-Level Safety Plans: See Appendix 1

- School population
- Number of staff
- Transportation needs, and
- Business telephone numbers of key officials of each such educational facility

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

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

The LACS District utilizes visitor identification passes, reference checks and fingerprinting according to SAVE requirements for all staff. All instructional buildings have a single point of entry and CCTV is being implemented in all instructional buildings. Each instructional building will maintain their respective security policies and procedures, as appropriate, and may be found in the confidential Building- level Plan,

B. Policies and procedures for the dissemination of informative materials

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behavior, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. Violence prevention information may be disseminated to parents, students or staff via newsletter, handbooks, mailings/handouts or meetings as appropriate. LACS is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff.

C. Prevention and intervention strategies

The LACS District currently provides, but is not limited to, the following programs to improve communication and increase violence prevention and intervention:

- Character Education and Anti-Bullying
- Conflict Resolution
- Counseling
- Crisis Prevention Intervention
- Dignity for All Students Act (DASA) training
- FBA/BIP – Functional Behavior Assessments/Behavior Intervention Plan
- Peer Mediation and Adult/Peer Mediation
- Student Support Group

D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents

- The LACS District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, LACS will continue to explore programs based on program needs.
- The district referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the LACS Code of Conduct. Additionally, student counselors and/or school social workers are available each day for students to share information where the source can remain confidential.

SECTION VI: RECOVERY

A. Post-Incident Response

The Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-level Plan.

B. Disaster Mental Health Services

The Superintendent of Schools, or designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan. During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

APPENDICES

APPENDIX 1:

Listing of all school buildings covered by the LACS District school safety plan with names of buildings, contact names and telephones numbers of building staff. Home telephone numbers are maintained in District Office for confidential reasons.

Building Name	Contact Name	Telephone Number
District Office	Rebecca Dunckel-King, Superintendent of Schools Sandra Rivers, Business Manager Marlene Widrick, Secretary to the Superintendent Mary Comins, Account Clerk Anne Petzoldt, Account Clerk Anna Austin, Secretary	315-376-9000
Elementary School	Philomena Goss, Principal Nick Lee, Assistant Principal Mary Compo, CSE Chairperson Corey Morrow, Building Secretary	315-376-9005
Middle School	Scott Exford, Principal Marie Western, Curriculum Coordinator Tina Tuttle, Secretary	315-376-9010
High School	Brian Finn, Principal Brian Hanselman, Assistant Principal Rob Goss, Athletic Director Amy Monnat, Secretary Mary Anne Kingsley, Secretary Denise Brennan, Secretary Barb Golas, Secretary	315-376-9015
Bus Garage	Amy Green, Transportation Director	315-376-7433
Maintenance	Michael Hlad, Building and Grounds Supervisor	315-376-9130
Food Service Dept.	Rachel Hoffman, Food Service Program Supervisor	315-376-9004

* Home telephone numbers are maintained in the District Office.

LOCAL EDUCATIONAL AGENCIES

Howard Sackett Technical Center (BOCES), Glenfield	315-377-7300
Boak Educational Center (ACES), Lowville	315-377-7365
Lewis County Head Start	315-376-7365
River Valley Mennonite School	315-493-0187
Augustinian Academy	315-493-1301
Beaver River Central School	315-346-1211
Copenhagen Central School	315-688-4411
Adirondack Central School	315-942-9250
South Lewis Central School	315-348-2570
Harrisville Central School	315-543-2707
Carthage Central School	315-493-0510
Hand in Hand Early Childhood Center	315-376-9414

APPENDIX 2:
LACS Risk Determination

Using the Risk Probability Checklist on p. 12, and the recommendations of local law enforcement and emergency response personnel, the LACS District has determined that the following risks apply to all district buildings:

The LACS District has identified the following general response actions to emergency situations. These actions include: See Appendix 6 for general details.

- School cancellation (prior to start of day)
- Early dismissal
- Hold-in-Place
- Shelter-in-Place
- Evacuation
- Lockout
- Lockdown

In addition, the LACS District recognizes that every school building has the potential for violent incidents, including:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Gas, transformer leaks
- Systems Failure
- Fire/Explosion (including kitchen)
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Medical Emergency
- Death
- Food Tampering

RISK PROBABILITY CHECKLIST

	YES	NO	COMMENT
1. Has your region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat			
2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake			
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire			
4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire			
5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide			
6. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow			
7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards			
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards			
9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms			
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane			
11. Has your state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane			
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods			
13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods			
14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado			
15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard			
16. Are there any factories, warehouses, or disposal areas near your community, which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials			
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident			
18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident			
19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological incident			
20. Are there any radioactive waste dump sites in your state? Technological Hazard: Radiological Incident			
21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster			

APPENDIX 3:

- I. Violence prevention, intervention, and response staff development programs for instructional and support staff will be included in Superintendent's Conference Day plans or as otherwise scheduled. Emergency steps and procedures will be reviewed with instructional and support staff at least annually.

- II. An annual Evacuation Drill to Stage I/Stage II designated locations will be conducted by the end of April unless otherwise determined by the Superintendent of Schools in consultation with the BOCES District Superintendent.

- III. During each school year, the following exercise will be conducted:

At least once a year a tabletop drill for each instructional building will be implemented involving representative instructional and support staff.

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations that may include those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including Stage I and/or Stage II evacuation drills; live drill; and Emergency Management Team exercise.

Drill or exercise facilitators will evaluate the response and determine if modifications to the plan are necessary. Evaluations may be conducted through post-drill debriefing or written evaluation summaries.

When appropriate, and at the discretion of the District-wide Safety Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted annually.

Date	Description of training, drill or exercise	Evacuation/Simulation
Spring/Fall	Stage I and/or Stage II Evacuation Drills on-site and off-site	
As required by law	Fire drills - Students and Staff	
Annual	Right-to-Know – Staff	
Annual	Blood-borne Pathogens – Staff	
Annual	DASA Training – Students and Staff	
Annual	Tabletop Exercises - Staff	

APPENDIX 4

LACS District Incident Command

- **Incident Commander - Superintendent of Schools** - Responsible for the direction of the District response in a campus-wide emergency or the building response in a building-level emergency.
- **Emergency Coordinator and Logistics – Building and Grounds Supervisor** - Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution and carrying out decisions of the Incident Commander.
- **Public Information Officer - Superintendent of Schools** - Compiles and releases information to the news media.
- **Safety Officer – Building Principals Identify @ Admin** - Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison – Building and Grounds Supervisor** - Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log – Building and Grounds Supervisor** - Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations - Building Principals** - Responsible for directing the implementation of action plans and strategies for incident resolution.
- **Planning/Intelligence - Crisis Response Team** - Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance – Business Manager** - Responsible for all cost and financial matters related to the incident.

APPENDIX 5:

LACS District

Closest Response Agencies

In an emergency, dial 911. They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

EMERGENCY TELEPHONE NUMBERS

Agency	Telephone Number
ALL EMERGENCIES	911
Lowville New York State Police	315-376-6513
Lewis County Sheriff	315-376-3511
Lowville Village Police	315-376-6511
Lewis County Emergency Services	315-376-5305

Lowville Fire Hall	315-376-6333
Lewis County Search & Rescue	911 (315-376-7711 Office)
Red Cross (Jeff-Lewis Chapter)	315-782-4410
Poison Control	800-222-1222
Time Warner Cable	800-892-4357
Frontier Communications	800-921-8101

National Grid (Electric)	800-642-4272
NYSEG (Gas)	800-572-1131
Superintendent of Highways:	
Village of Lowville	315-376-2834
Town of Lowville	315-376-8070
New York State DOT	315-376-3523

APPENDIX 6:

Protective Action Options

The following general actions will be considered in the event of an emergency as appropriate:

- School cancellation prior to opening
- Early dismissal
- Hold-in-Place
- Evacuation
- Lockout
- Shelter-in-Place/Lockdown

School cancellation

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media

Early dismissal

- Monitor situation
- If conditions warrant, close school
- Contact Head Bus Driver to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries
- Retain appropriate district personnel until all students have been returned home

Hold-in-Place

- Identify area of building needing such response
- Clear area affected
- Contact needed departments and possible outside agencies

Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)

- Determine the level of threat
- Contact Head Bus Driver to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Account for all student and staff population. Report any missing staff or students to the principal/program administrator
- Make determination regarding early dismissal; Contact local media to inform parents of early dismissal if implemented
- Ensure adult supervision or continued school supervision/security
- Establish a public information center to provide information and current status of the situation to parents, affected school districts and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

Lockout

- Determine level of threat
- Secure building entry locations
- Initiate limited controlled access/departure of staff and outside agencies
- Move outside activities to inside

Shelter-in-Place/Lockdown (internal and external)

- Determine the level of threat
- Determine location of sheltering depending on nature of incident and if threat not imminent
- Initiate building Lockdown procedure e.g., close/lock doors if threat imminent
- Account for all students and staff. Report any missing staff or students to the principal/ program administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information center to provide information and current status of the situation to parents, affected school districts and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

APPENDIX 7:

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Superintendent of implied or direct threat.
- Determine level of threat with Superintendent of Schools/Designee.
- Contact appropriate law enforcement agency when appropriate.
- Monitor situation; adjust response as appropriate, including the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- Determine level of threat with Superintendent of Schools/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure, and contact law enforcement.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the confidential Building-level Plans. The following protocols are provided as examples:

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

APPENDIX 8:

Notification and Activation (Internal and External Communications)

In the event of a violent incident, the Superintendent of Schools/Designee will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent of Schools will notify all educational facilities within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.

In the event of a disaster or an act of violence, the LACS Superintendent, or his/her designee, will be notified as appropriate. In the event of certain weather emergencies, the NOAA weather radio emergency alert system may be used to receive information.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s), automated calling service and possibly the LACS website. Where practicable, phone trees may be implemented using the information provided on students' emergency contact cards.

RADIO/TV STATION/NEWSPAPER	PHONE#
WBRV/WLLG – Lowville	315-376-7500
WWNY TV – Watertown	315-788-3800
News Watch 50/WWTI – Watertown	315-785-8850
WSTM – Syracuse	315-477-9400
Froggy 97 – Watertown	315-788-0790
Z93 Radio – Watertown	315-788-0790
WKTV – Utica	315-793-3475
The Border – Watertown	315-782-1240
Watertown Daily Times – Watertown	315-782-1000

APPENDIX 9:

EMERGENCY NOTIFICATION PROCEDURE

GENERAL EMERGENCY NOTIFICATION

The LACS District will maintain a listing of all educational facilities within its school district boundaries as well as those outside of the district to which LACS students are transported.

The LACS Superintendent of Schools, when notified of a local or State emergency, may utilize telephone, e-mail, fax or other available media to notify all educational facilities to which LACS students are transported. See Appendix 10.

LACS EMERGENCY NOTIFICATION

In the event of an emergency or other significant event impacting the LACS District, information will be communicated to the Central Office by the affected building as soon as possible.

The information, via appropriate communication media, will be directed to the LACS District Office.

The District Office staff will provide information to be distributed to students/parents and staff regarding the event.

APPENDIX 10:

LOCAL EDUCATIONAL AGENCIES

Howard Sackett Technical Center (BOCES), Glenfield	315-377-7300
Boak Educational Center (ACES), Lowville	315-377-7365
Lewis County Head Start	315-376-7365
River Valley Mennonite School	315-493-0187
Augustinian Academy	315-493-1301
Beaver River Central School	315-346-1211
Copenhagen Central School	315-688-4411
Adirondack Central School	315-942-9250
South Lewis Central School	315-348-2570
Harrisville Central School	315-543-2707
Carthage Central School	315-493-0510
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