

WYOMING CENTRAL SCHOOL DISTRICT



DISTRICT WIDE SCHOOL SAFETY PLAN

REVISED: September 10, 2020

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Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk for acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Wyoming Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

In addition, emergency/crisis management is a continuous process in which all phases of this plan are being reviewed and revised. Good plans are never finished. They can always be updated based on experience, research, and changing vulnerabilities. With that in mind, the Wyoming Central School District also utilizes the methodology set forth by the United States Department of Education crisis planning model. This model consists of four steps that form a perpetual cycle. These steps are as follows:

Mitigation/Prevention addresses what schools and districts can do to reduce or eliminate risk to life and property.

Preparedness focuses on the process of planning for the worst-case scenario.

Response is devoted to the steps to take during a crisis.

Recovery deals with how to restore the learning and teaching environment after a crisis.

Section 1: General Considerations and Planning Guidelines

A. Purpose

The Wyoming Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Wyoming Central School District Board of Education, the Superintendent of the Wyoming Central 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. Identification of Safety Team

Wyoming Central School District-wide School Safety, Emergency Response, and Post Incident Response Teams include but are not limited to the following members required by regulation:

- School safety personnel
- Appropriate school personnel
- Local law enforcement officials
- Representatives of teacher, administrator, and parent organizations
- Representatives from local, regional, and / or state
- Emergency response agencies
- Representatives from the Board of Education
- Medical personnel
- Medical health counselors
- Community members

At the present time the Safety Teams consists of, but not limited to: Administrators, teachers, administrative assistants, custodial personnel, school medical personnel, counselors and local law enforcement officials. The members of the team and their positions are as follows:

Wyoming Central School District-wide Safety Team

Kathleen Schuessler:	Administrator
Emily Herman:	Director of Student Services
Joelle Stroud:	School Board / Administration
Michele Pearce:	Administrative Assistant
Mary Daniel:	Administrative Assistant
Peter Terbuska:	Teacher
Vern Baker:	Custodial
Jordan Strathearn:	Custodial
Maria Herman:	Registered Nurse
Adam Richley:	Transportation

C. Concept of Operations

In the event of an emergency or violent incident, the initial response to all emergencies will be by the Superintendent or Designee.

With authorization from the Superintendent of Schools or Designee, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Superintendent of Schools or Designee, activation of the building District-wide Safety Team shall take place.

Additional local/county/state resources could supplement the District efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), a summary of this plan was made available for public comment 30 days prior to its adoption. The District Wide and Building-Level Plans were adopted by the School Board after one public hearing that provided for the participation of school personnel, parent/guardian, students and any other interested parties. These plans must formally be adopted by the Board of Education on an annual basis.

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 Educational 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. The Building-Level Emergency Response Plan was supplied to both the local and State Police within 30 days of adoption.

This plan is reviewed periodically during the year and is maintained by the District-wide Safety Team. The required annual reviews will be completed on or before **October 1st** of each year.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

- Building Personnel Training
- Annual drills and exercises to test components of the safety plan which includes tabletop exercises.
- Annual Multi-hazard training for staff and students
- Emergency drills, seminars and forums may be utilized to accomplish the district's objectives
- Coordination with Local and County Emergency Responders and District Officials

Training, Drills and Exercises

Three levels of annual multi-hazard school training will be considered in the district's plan:

1. Responder training for members of the Incident Response and Post-incident Response teams was provided.
2. General staff awareness training conducted during Superintendent's Conference Day each year by response agencies (2-hour violence prevention and intervention training; and (staff comes up with topics for the conference days)
3. Student awareness training of emergency response procedures conducted by building staff. Walkthroughs of Lockdown, Sheltering and Evacuation conducted throughout the year.

Each year the District-wide School Safety Team and/or Building-level Teams will consider training for each of the groups listed above.

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

- Each year the District-wide School Safety Team, in consultation with the Superintendent and local response agencies, will conduct emergency response drills. These drills will include at least tabletop exercises and will include full-scale exercises with the participation of local responders.
- Evaluations of each drill/exercise will be present to the District-wide School Safety Team in a timely manner following each drill/exercise.

Implementation of School Security

Safety Officers/Hall Monitors

- The District does not have any safety officers, but local PD drives around the property weekly with visits into the building at least twice a week.
- All staff is required to enter the halls during pre-school hours, class change time, and after school.

Security Devices

- Surveillance cameras placed on buses
- Photo ID cards issued to staff and badges to visitors
- Video cameras at main entrances along with an entrance buzzer
- Sign in and Sign Out logs in the building

Vital Educational Agency Information

Wyoming CSD K-8 Building (one building district)

Number of Staff - 38

Number of Students – 120

Key Contacts: Kathleen Schuessler; (585)495-6222 ext. 119

B. Early Detection of Potentially Violent Behaviors

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

The district recognizes that communication is a vital key in the prevention and intervention of violence in schools. As such, the district continues to develop and investigate various strategies regarding violence prevention and intervention. To that end, the district remains or is exploring programs in the following areas:

- Director of Student Services with available office hours for consultation for all students.
- We require all staff to attend a violence prevention and intervention course, which addresses early signs of potentially violent students.
- We send out newsletters and pamphlets to parents/guardians with articles addressing bullying, conflict resolution and other issues. We include contact numbers to address all concerns.

C. Hazard Identification

The Wyoming Central School District has established procedures in the Building-Level Emergency Response Plans for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

Areas of Potential Emergencies – On Site:

School Building
Playground
Transportation Facility
Athletic Fields

Areas of Potential Emergencies – Off Site:

Railroad Crossings
Flooding of Creek (lower Main Street)

Section III: Response

Law enforcement officials and/or emergency response personnel (via 911) will be contacted by the Incident Commander, Superintendent or Designee in line with the Building-Level Emergency Response Plans and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies.

A. Notification and Activation (Internal and External Communications)

The following systems can be included as forms of communications

- Telephone
- District Radio Systems
- PA System
- ConnectED Blackboard Emergency System
- Website
- Fax / E-mail
- Local Media

Upon being notified of an emergency, the Superintendent or Designee will contact law or emergency personnel in accordance with stated response protocol.

In an event of an emergency, the Superintendent or Designee will notify all building occupants to take the appropriate response action.

B. Assignment of Responsibilities

A Chain of Command consistent with the National Incident Management System (NIMS) / Incident Command System (ICS) will be used in response to all emergencies and training exercises.

The Superintendent of the Wyoming Central School District will be responsible for designation of response actions necessary to cope with an emergency.

Superintendent of Schools (Emergency Coordinator Officer)

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

Director of Student Services followed by the Business Administrator (District Treasurer)

C. Situational Response

Multi-Hazard Response

We have incorporated New York State Education Emergency Response Plan into our plans. It addresses the systems as well as establishes definitions for lockout, lockdown, sheltering and evacuation. Our responses were amended based on these guidelines. These guidelines are confidential and we respectfully will not publish them to the public nor submit them at this time.

*****Due to COVID-19 pandemic, the District must institute additional/alternative protocols to ensure the safety of its students and staff.***

The District may revert to previous practices pending updated public health guidance.

During the pandemic, the District will:

- *Encourage six (6) feet of space between students and staff*
- *Require use of face coverings throughout the event*
- *Have extra face coverings on hand in the event that a person does not have one.*
- *Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event.*

Bomb Threats

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School. (See Appendix for Bomb Threat Response Form)

Civil Disturbance / Prison Breaks

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Hostage Taking / Kidnappings

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Intrusions

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Suspected student with a weapon

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Shootings

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Suicide Threats

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

D. Responses to Acts of Violence:

Implied or Direct Threats

The District has enacted procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

The purpose of these procedures is to provide mechanisms to assure those threats of violence in a school environment are addressed, whenever possible, before they occur. It is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. *NOTE: This procedure is applicable during any school-sponsored event or function, whether the event or function be on school property or not.*

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. *The threatened act of violence may be on another individual, individuals, or themselves.*

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious.
 - Immediately report the threat to a parent/guardian, school staff, administrator or law enforcement officer.
 - Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious.
 - Immediately report the threat to a school staff member, school administrator or law enforcement officer.
 - Be available and cooperative in providing a statement of information, with the understanding that the information source (parent/guardian) will remain anonymous to the greatest extent possible.

3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious.
 - Immediately report the threat to a Superintendent or Designee.
 - Be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.

4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious.
 - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
 - Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received.
 - Require the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.

5. The designated law enforcement officer or administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious.
 - Immediately conduct an assessment interview of the subject making the threat. The assessment interview will include at least one administrator.

NOTE: The primary purpose of the interview is to engage in an assessment of the available information, in an attempt to determine the veracity of the threat, in order to decide what level of follow-up action is needed and appropriate.

6. Once the assessment is complete, law enforcement and administrators shall convene privately to discuss the threat and consider options for follow-up action.
 - A. If it is agreed the threat is credible:
 - i) The law enforcement officer shall immediately follow standard operating procedures (SOP) as the situation dictates.
 - ii) The school administrator shall take administrative action in accordance with School Board policy.
 - iii) The student's parent/guardian shall be notified in accordance with School Board policy.

 - B. If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary.

E. Acts of Violence

The District recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

The Board of Education recognizes the danger that violent acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such an act.

A violent act shall mean an offense against property or involving danger to another person, including oneself.

The Board prohibits any district student from committing violent acts directed at any student, employee, Board member, community member, school building or property.

The Board directs the Superintendent of Schools to react promptly and appropriately to information and knowledge concerning a possible or actual violent act.

The Superintendent of Schools shall be responsible for developing appropriate and necessary administrative regulations to implement these procedures.

Staff members and students shall be responsible for informing the Superintendent regarding any information or knowledge relevant to a possible or actual act.

When an administrator has evidence that a violent act has been committed, the following guidelines shall be applied:

1. The threat level will be determined.
2. If the situation warrants, the immediate area will be isolated and evacuated if deemed appropriate.
3. Administration will be notified.
4. If necessary, **LOCKDOWN** procedure will be initiated and appropriate law enforcement officials will be notified.
5. Situation will be monitored and the appropriate response will be adjusted accordingly. If necessary **EARLY DISMISSAL, SHELTER IN PLACE, or EVACUATION** procedures may be initiated.

F. Response Protocols

The person in charge (Superintendent or designee) will decide if the level of the incident classifies it as a "violent incident" (consistent with the definition of such an incident as defined in School-level Safety Plan. If appropriate, the Incident Commander will call 911 or will call/drive to the Wyoming County Sheriff's Department or Fire Department.

In a crisis involving a violent incident, school staff should call 911 and notify the Incident Commander.

In the event of an emergency, the Superintendent or Designee will serve as Incident Commander. Upon arrival of law enforcement and/or emergency response personnel, the Building Incident Commander will relinquish command to the emergency response personnel.

After relinquishing command, the Superintendent or Designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

In the event the incident is not classified as a “violent incident” the person in charge will decide if the level of the incident warrants obtaining emergency assistance. If appropriate the Incident Commander will call 911 or directly call the Wyoming County Sheriff’s Department.

In a crisis situation, school staff should call 911 and notify the Incident Commander. Local agencies base a response on “closest response agency” concept to ensure that response to the incident is as timely as possible.

G. District Resources Available for Use in an Emergency

Details of resources found in the Building-level Safety Plans.

Building Resources:

- Full kitchens and large open spaces.

Transportation Resources:

- 7 buses
- 3 vans
- 1 2x wheel drive tractor
- 1 John Deere Gator

Personnel Resources:

- Snow removal individual
- Bus mechanic
- Maintenance mechanic

Other Resources:

- Local Emergency Management Coordinator, emergency generator, portable welder, chain saw, assorted tools

Agencies authorized to request use of resources:

- County Emergency Management Office
- Wyoming County Sheriff’s Office
- Fire Departments
- Red Cross

H. Protective Action Options

School Cancellation:

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

Early Dismissal:

1. Preliminary procedures
 - a. An annual request is made of parents of K-8 students to notify the school district where their child should go in the event that they are not home during school hours. Drivers maintain a list for their information in the event of an emergency.
 - b. Drivers will be alerted and substitutes contacted by the Transportations Supervisor as to the possibility of an early or emergency dismissal.
2. Dismissal of Bus Students
 - a. The main office will notify the Transportation Supervisor of the decision to take pupils home.
 - b. The Transportation Supervisor will notify drivers and required substitutes.
 - c. Bus pupils will remain in classroom or other designated areas until buses are spotted.
 - d. Personnel will assume regular duties for bus dismissal.
 - e. The Transportation Supervisor will remain at their station until all buses have completed their runs and returned. The Transportation Supervisor will notify the main office when all runs have been completed. (Estimated length of longest run is approximately one hour.)
 - f. Walking students will be dismissed via an announcement from the main office.

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

Procedures and Guidelines are included in the Building-level Safety Plan for Wyoming Central School.

Sheltering sites (internal and external):

Procedures and Guidelines are included in the Building-level Safety Plan for Wyoming Central School.

Section IV: Recovery

A. District Support for Buildings

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

At the beginning of an incident, the district will start the process of recovery. The district's Incident Command Team will redirect their efforts into meeting the needs of those affected, and returning the educational environment back to normal, as quickly as possible.

The district will activate its counseling services to assist with the mental health needs of students and staff. If additional assistance is required the district will contact the following mental health professionals for additional assistance.

GVEP Employee Assistance Program
Wyoming County Mental Health

After normal business hours call
the Wyoming County Sheriff's Department 786-8989

Request mental health worker on duty - give the information.

Recognizing that not all teachers would be comfortable speaking to students about death the district will provide:

- A simple script teachers can read to students
- Provide teachers with a daily update on details about planned viewings, funerals and discussion points for what students may or might expect to see and experience at the services

Currently the Superintendent of Schools or Designee acting as the Incident Commander and the Public Information Officer will provide information to families and students to:

- Dispel rumors about incident and any student/staff involved
- Provide parent/guardian with information on where they can receive status updates without calling the district
 - District web site
 - TV and radio stations
- Provide information on condition of school building and steps being taken to reopen building
- Provide information to parent/guardian on scheduling of classes

- Provide parent/guardian staff, and students with information about counseling services that is available to them and their families
- Provide parent/guardian with handouts on symptoms for depression and other mental health issues that students and family members may experience

Work with the local news media by providing parameters for media contact with students and staff and stipulate a central location where such contacts may take place.

B. Disaster Mental Health Services

The district understands how an emergency can have a major effect on the wellbeing of students, staff and community at large. The district will coordinate resource with County Mental Health Services and the Post-Incident Crisis Response Team.

The district will supply students, families, and school personnel assistance in dealing with their victimization. In addition to emotional support, assistance could include guidance on medical treatment, financial advice, and legal assistance. We will consider using existing student assistance program referral processes to direct students to support groups for counseling and help.

Periodically check on feelings, attitudes, and behaviors associated with the incident.

C. Recovery Review

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

Appendix 1:

List of all school buildings covered by the District-wide School Safety Plan:

Wyoming Central School

1225 State Route 19
Wyoming, NY 14591
Kathleen Schuessler, Superintendent of Schools
(585)495-6222

Wyoming Central School Bus Garage

2 Academy Street
Wyoming, NY 14591
Nancy Norton, Transportation Supervisor
(585)495-6420

Appendix 2:

BOMB THREAT RESPONSE FORM (CHECKLIST)			
FILL OUT COMPLETELY, IMMEDIATELY AFTER BOMB THREAT			
When is the bomb going to explode?	_____		
Where is it right now?	_____		
What does it look like?	_____		
What kind of bomb is it?	_____		
What will cause it to explode?	_____		
Did you place the bomb?	_____		
Why?	_____		
What is your address?	_____		
What is your name?	_____		
EXACT WORDING OF THREAT:	_____		
_____	_____		
_____	_____		
Sex of caller: _____	Race: _____	Age: _____	
Number where call was received: _____		Time: _____	
Date: _____		Length of call: _____	
CALLERS VOICE			
<input type="checkbox"/> Calm	<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughing	<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying	<input type="checkbox"/> Lisp	<input type="checkbox"/> Cracking Voice
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal	<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguised
<input type="checkbox"/> Rapid	<input type="checkbox"/> Distinct	<input type="checkbox"/> Deep	<input type="checkbox"/> Accent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred	<input type="checkbox"/> Ragged	<input type="checkbox"/> Familiar
<i>If voice is familiar, who did it sound like?</i> _____			
BACKGROUND SOUNDS			
<input type="checkbox"/> Street Noises	<input type="checkbox"/> Music	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Local
<input type="checkbox"/> Kitchen Sounds	<input type="checkbox"/> House Noises	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Voices	<input type="checkbox"/> Motor	<input type="checkbox"/> Clear	<input type="checkbox"/> Booth
<input type="checkbox"/> PA System	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Static	Other _____
THREAT LANGUAGE			
<input type="checkbox"/> Well Spoken (educated)	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message Read by Threat Maker
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped	
REMARKS:			

Report call immediately to: _____			
Superintendent of Schools		Phone Number	
Date: _____	Name: _____		
Phone Number: _____	Position: _____		
BOMB THREAT FORM			