

**Brasher Falls Central School  
District-Wide  
SCHOOL SAFETY PLAN**

# Table of Contents

<b>Introduction</b> .....	5
<b>Section I: General Considerations and Planning Guidelines</b> .....	6
Purpose.....	6
Identification of School Teams.....	6
Concept of Operations.....	6
Plan Review and Public Comment.....	7
<b>Section II: Risk Reduction/Prevention and Intervention</b> .....	8
Prevention/Intervention Strategies.....	8
Training Drills and Exercises.....	8
Implementation of School Security.....	10
Vital Educational Agency Information.....	10
Early Detection of Potentially Violent Behaviors... ..	11
Hazard Identification... ..	12
<b>Section III: Response</b> .....	12
Notification and Activation.....	12
Internal Building Communication.....	13
Emergency Notification to Parents/Guardians.....	13
Obtaining Information From Outside of the School.....	14
Managing the Media.....	14
National Incident Management System (NIMS).....	15
ICS Facilities.....	16
Family Reunification Plans and Procedures.....	19
Situational Responses.....	19
Responses to Implied or Direct Threats.....	19
Responses to Acts of Violence.....	20
Response Protocols.....	21
Identification of Decision Makers.....	21
Plans to Safeguard Students and Staff.....	21
Procedures to Provide Transportation.....	22
Procedures to Notify Parents.....	22
Procedures to Notify the Media.....	22
Debriefing Procedures.....	23
Arrangements for Obtaining Emergency Assistance from Local Government.....	23
District Resources Available for Use in an Emergency.....	23
Procedures to Coordinate the Use of School District Resources.....	24

# Table of Contents (continued)

<b>Section IV: Recovery</b> .....	<b>26</b>
District Support For Buildings.....	26
Disaster Mental Health Services.....	26
Academic Recovery.....	26
<b>Appendices</b> .....	<b>27</b>
<b>Appendix A: District Safety Committee</b> .....	<b>29</b>
<b>Appendix B: Vital Educational Agency Information</b> .....	<b>30</b>
<b>Appendix C: Trained District Staff</b> .....	<b>32</b>



# Brasher Falls Central School District DISTRICT-WIDE SCHOOL SAFETY PLAN Commissioner's Regulation 155.

## **Introduction**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York enacted SAVE. SAVE is a comprehensive planning effort that addressed prevention, response, and recovery with respect to the variety of emergencies that can and do occur in schools.

The St. Lawrence-Lewis BOCES, in conjunction with the Brasher Falls Central School District, supports the SAVE Legislation and facilitates the planning process. At St. Lawrence Central School, the District Safety Committee developed this District-wide School Safety Plan. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

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

### **A. Purpose**

The Brasher Falls Central School District School-wide Safety Plan was developed pursuant to Education Law 2801-a and Commissioner's Regulations 155.17. At the direction of the Brasher Falls Central School District Board of Education, the Superintendent of Brasher Falls Central School District appointed a District Safety Committee and charged it with the development and maintenance of the District-wide Safety Plan.

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

The Brasher Falls Central School District has appointed a District Safety Committee. This committee developed and maintains the District-wide Safety Plan, meets periodically to review issues pertaining to district-wide safety; meets in the event of an emergency to implement the District-wide Safety Plan; and meets after an incident to evaluate the implementation of the plan. Committee members will be notified and their roles defined at the beginning of each school year.

Membership on the District Safety Committee will change from school year to school year and will include representatives of teachers, administrators, parents, other school personnel, students, local law enforcement officials, and local emergency response agencies. A listing of the members for the current school year is included in **Appendix A** of this document.

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

The District-wide Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each of the three school buildings. Protocols reflected in the District-wide School Safety Plan have guided the development and implementation of the individual Building-Level Emergency Response Plans.

The initial response to all emergencies at Brasher Falls Central School District will be by the Superintendent of Schools, or designee, who will immediately notify the Building Principals and other members of the administrative team. Local emergency officials will also be notified. The Superintendent of Schools will then activate the District Safety Committee and/or Building-level Safety Teams, as appropriate. County and state resources may supplement efforts through existing protocols.

To ease communication, a district staff directory has been developed. The directory includes staff names, addresses, and telephone numbers. In addition, each of the two school buildings has created a building telephone tree that includes, home telephone numbers and, when available, cell phone numbers. In most cases, OneCallNow and/or the Remind App will be used to notify staff and parents of important information in the event of an emergency. Recipients will receive a voice call, text message and/or email message.

#### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its adoption. The plan was formally adopted by the Board of Education by September 1st, and only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties.

The District-wide School Safety Plan will be reviewed by July 15th of each year by the District Safety Committee. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires not changes, then it shall remain in effect. If the District-wide Safety Plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow for the 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students, and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1st.

The Superintendent of Schools shall be responsible for posting the District-Wide School Safety Plan on the district's website. Each Building Principal shall be responsible for filing selected information from the Building-Level Emergency Response Plan through the New York State Education Department Business Portal within 30 days after their adoption, but no later than October 15th of each year. Critical information, including phone numbers and building maps, is then shared with all law enforcement agencies through this portal.

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

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

The District continues to investigate and develop various strategies regarding violence prevention and intervention. The following strategies are just some that are used in either or all of our elementary, middle and high school:include::

- Seaway Valley Prevention Services
- Mobile Integration Team (MIT)
- United CP of the North Country
- Numerous extracurricular offerings in all three buildings to keep youth productively engaged outside of school hours. 3 o'clock block program for at risk and lower income students.
- Active Student Councils in the middle and high schools so students feel they have a voice in their school.
- Close relationships with the Department of Social Services, Child Protective Services, St. Lawrence County Probation Department, and the New York State Police Department and St. Lawrence County Sheriff's Department.
- Student-student aides (middle school students volunteering at the elementary school).
- Student Support Teams in both schools identify students at risk and recommend appropriate academic, social, and emotional interventions and Supports.
- Functional Behavioral Assessments teams collaboratively identify the function of behaviors and design plans behavioral intervention plans.
- Freshman Transition Program (summer throughout the school year).
- Student of the Month Honors
- Daily character education "shout outs" of individual students.

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

#### **1. Multi-Hazard School Safety Training**

- The District Safety Committee will review the District-wide Safety Plan during the first meeting of the school year.
- When faculty and staff gather for the first time at the beginning of the school year, the Superintendent and/or principals will review key aspects of the District-wide Safety Plan as well as the five emergency responses.
- At the September faculty meeting, the school nurse in each building will provide training for the faculty and staff in Epi-Pen administration as well as in the management of the diabetic and epileptic student. The school nurses will provide additional training for teachers who have students with other specific medical needs.

- By September 15th of each school year, all staff will receive training in Mental Health Awareness and Violence Prevention. In addition, the Suicide Protocol will be reviewed at the same time.
- School psychologists and counselors will use the Columbia Suicide Risk Assessment and will review protocols during the month of September each year.
- An Emergency Response Plan Folder (Red/Green in color) will be distributed to all staff and kept in every classroom, office, and common area in both school buildings, the annex, and bus garage. The quick reference sheets have simple directions for the five emergency responses: Shelter in Place, Lockout, and Lockdown.
- During some monthly faculty meetings, faculty members will be given an emergency scenario to discuss in relation to the Building-Level Emergency Response Plan.
- All students and staff members will receive Dignity for All Students Act training annually.
- At least once a year, the nurses will provide Concussion Awareness & Management training for staff.
- At least once bi-annually, a NYS Police Officer will be in attendance to review emergency procedures with staff, debrief completed drills, and answer questions from faculty and staff members (this will occur with the District Safety Team)
- Periodically, a representative from St. Lawrence County Hospice will provide a brief training for staff regarding how students grieve.
- The District will be sending staff to a training (April 2019) on the creation of a Crisis Prevention Team that will be deployed, as needed, for a student whose behavior has escalated to the point where a threat to student or staff safety is imminent. The team will meet monthly to practice skills. Documentation of each response by the team will be maintained.
- First Aid, CPR and AED training will be offered to school staff and all coaches at least once each school year.
- All staff will receive training on Right to Know, Bloodborne Pathogens, and Sexual Harassment each year. This is currently being done through the St. Lawrence-Lewis BOCES Employee Employer Relations website.

## 2. Drills and Other Exercises

- Each school building will conduct eight evacuation drills each year. All eight of these drills will occur prior to December 1st of each school year. Exits will be regularly blocked to test secondary evacuation routes during evacuation drills.
- Each school building will conduct at least four lockdown drills/shelter-in-place during the school year as well as one emergency evacuation drill or one shelter in place drill each year. In addition, a series of tabletop drills will be conducted biannually by the District Safety Committee and/or Administrative Team.

## 3. Hiring and Screening of Employees

- Any and all employees hired after July 1, 2001, who will have direct contact with students, will be fingerprinted.

### **C. Implementation of School Security**

Interior and exterior video surveillance cameras have been installed at all locations in the District. The NYS Police Department and/or St. Lawrence County Sheriff's Department will be provided with access to the video camera system. If a threat is determined via this means, protective actions such as lockdown, evacuation, or sheltering of the school population may be initiated.

In both buildings, all exterior doors are locked once the school day has begun. Staff members have been provided with electronic access cards. Visitors to the school buildings must be buzzed in by main office personnel.

All visitors to the school building are required to sign in the main office. Visitors must wear a visible visitor's badge.

All school staff have been issued a photo identification card that is to be worn at all times.

### **D. Vital Educational Agency Information**

At the beginning of each school year, the District Clerk, in collaboration with the enrollment secretary and the Director of Transportation provides each administrator and supervisor with a summary of the following information: school population, number of staff, transportation needs, and business and home telephone numbers of key officials of each educational agency. **This information for the current school year can be found in Appendix B.**

### **E. Early Detection of Potentially Violent Behaviors**

The Brasher Falls Central School District recognizes that it is not always possible to predict behavior that will lead to violence. However, educators and parents, and sometimes students, can recognize certain early warning signs.

Brasher Falls Central School District staff will be trained to recognize these early warning signs. When early warning signs are present, the following procedures will be followed:

- School staff members who detect early warning signs will bring the student to the attention of the Building Principal.
  
- If the threat is imminent, the Building Principal will immediately establish and maintain contact with the student. If the student is in school, he/she will be brought to an area where he/she can remain under surveillance. If the student is not in school, the student's parent(s) will be notified. If the parent(s) cannot be reached, the NYS Police or St. Lawrence County Sheriff's Department will be notified.
  
- The Building Principal will assemble the Threat Assessment Team.
  
- The Threat Assessment Team will conduct a threat assessment using the DOE and United States Threat Assessment Guide.
  
- In situations where students present threatening behaviors, parents will be informed immediately. When warranted, the student will be referred to St. Lawrence County Mental Health or another mental health counselor.
  
- Under the following circumstances, the Mobile Integration Team may be contacted, and the student may be referred to the Emergency Psychiatry Service at Claxton Hepburn Medical Center.
  - When a child is a substantial risk of physical harm to the person as manifested by threats or attempts at suicide or serious bodily harm or other conduct demonstrating that the person is dangerous to Themselves.
  - When a child is a substantial risk of physical harm to other persons as manifested by homicidal or other violent behaviors by which others are placed in reasonable fear or serious physical harm.
  - When a child is refusing or unable to meet his or her essential needs for food, shelter, clothing or health care, provided that such refusal or inability is likely to result in serious harm if there is not an immediate hospitalization.

➤ In rare cases, a Pickup Order may be issued. A pickup order is a legal document giving law enforcement the legal authority to bring a person into the hospital for a mental health evaluation with probable admission. A pickup order may only be issued by a Physician, Licensed Psychologist, Psychiatrist, Registered Nurse, Police Officer, or Parent/Legal Guardian.

#### **F. Hazard Identification**

Once every three years a building safety audit will be conducted in conjunction with the New York State Police. Once the audit is complete and appropriate photographs have been taken, the Building-Level Safety Team will review the results and develop a plan for addressing deficiencies. A memo to the Supervisor of Building and Grounds will be drafted to include any maintenance issues that should be addressed as a result of the Audit.

Twice a year, the Superintendent of Schools will conduct building tours. The Building Principals, School Business Manager, Supervisor of Buildings and Grounds, day custodians and maintenance workers will participate in the tour. Safety issues will be noted and addressed.

Custodial and maintenance staff carries two-way radios; staff who take students outside the building for recess or physical education classes will carry two-way radios as well. All classrooms are equipped with telephones and public address systems. Any school personnel who identify a potential threat can initiate an emergency response by notifying the main office of the threat.

Carbon monoxide detectors have been installed in appropriate locations throughout the school buildings.

### **Section III: Response**

#### **A. Notification and Activation (Internal and External Communication)**

The report of an incident or a hazard's development will be reported to the Superintendent of Schools or his or her designee as soon as possible following its Detection.

In the event of an emergency, the Superintendent Schools will notify each Building Principal or his or her designee. Building Principals will then notify all building occupants to take the appropriate action.

## **Internal Building Communication**

1. Public Address System – Most emergency responses will begin with the activation of an alarm for lockdown or evacuation. However, the public address system may be used to make an announcement. The system is activated when a caller enters a nine-digit code from the phone located in the main office in each building. In the both buildings, the code is visible on every phone. Any staff member or student may activate the public address system in an emergency. When using the Public Address System, codes and code words will not be used, as they can be confusing. Plain language is the recommended way of communicating in an emergency situation.

2. Telephone – Each school building has a designated telephone line that is unpublished and not given out. When an incident occurs, the school may be inundated with phone calls and it is important that a free line be available to make outgoing calls. OneCallNow/Remind App is used to communicate with staff via voicemail message, text message and/or email message. Building administrators and secretaries may communicate via OneCallNow. An emergency telephone tree will be created each school year and distributed to staff. The telephone tree contains home numbers, and staff cell phone numbers, when available.

3. Two-Way Radios – Each main office will be equipped with a minimum of two two-way radios. All daytime maintenance and custodial staff will carry two-way radios with them at all times. Staff who monitor students during recess or take students out of the building for physical education classes will also be equipped with two-way radios. In the event of an emergency, the Building Principal and/or main office secretary will communicate with the other administrators and the maintenance and custodial staff via these two-way radios.

4. Bus Radio System – All district school buses are equipped with radios that allow for communication from the bus garage to and from all buses.

## **Emergency Notifications to Parents/Guardians**

➤ To the extent possible, parents/guardians will be made aware, in advance, of emergency response protocols. This may reduce confusion during an actual Incident.

➤ In the event of an emergency school closing, the Superintendent of Schools or his or her designee will notify the local radio and television stations. In addition, parents may elect to receive emergency notification via voice message, text message, or email. School closings will also be announced on the school district's website.

➤ When practicable, written notifications will be sent home with students when there has been an emergency at school.

### **Obtaining Information from Outside the School**

The State of New York has developed a web-based system designed to enhance the state's ability to alert the public in emergency situations and respond after disasters. The system is known as NY-ALERT, which utilizes a single web-based portal (webpage) that integrates numerous gateways for the dissemination of emergency alerts to the public, including schools. NY-ALERT will provide National Weather Service bulletins about severe weather, advisories on road closures, recommended emergency protective actions for fast-breaking incidents and other emergency response information from federal, state, and local authorities. This feature will utilize email, facsimile transmissions, cell bursting, short message service (SMS), web-posting, text message and dial-out voice messaging to rapidly transmit messages. Information about NY-ALERT can be found at <http://www.nyalert.gov/>

### **Managing the Media**

The Superintendent of Schools or his or her designee, in conjunction with the BOCES Communication Specialist, will serve as the Public Information Officer (PIO) for the district. Faculty and staff will refer all requests for information from the media to the PIO. In a multi-agency incident, unified command will often be used. Under unified command, the school district and the responding agencies' PIO should work in partnership to ensure that the incident has a single voice.

Should it be necessary, the Brasher Falls Central High School auditorium or Brasher Falls Central Elementary School cafeteria will be used to stage a media event. The media will be informed of the location in advance, and information will be disseminated only from this location.

Prior to an incident, the Public Information Officer will establish relationships with the media in the area to discuss any limits and expectations described in school policy. Concerns of student and school privacy will be addressed as well.

The Public Information Officer will try to avoid refusing to cooperate with the media, but will be prepared to use his or her authority to ban them from campus if it becomes Necessary.

The media may be used to help disseminate important information regarding community assistance and schedule changes for school days or functions.

The Public Information Officer will provide accurate, timely, and factual information. He or she will explain actions being taken by the school district, as well as the support being provided to staff and students – as needed.

The Public Information Officer may allow interview requests, as appropriate.

### **National Incident Management Systems (NIMS)**

The Brasher Falls Central School District has adopted and implemented the National Incident Management System (NIMS) in close coordination with members of the local and county emergency response communities. Further, the district has adopted, as required, the Incident Command System (ICS) for managing all emergency incidents and pre-planned school and campus events, and incorporates NIMS and ICS into all tabletops, drills, and actual emergencies.

The Brasher Falls Central School District has established a chain of command consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) that will be used in response to an emergency. In the event of an emergency, the Building-Level Safety Team may adopt NIMS/ICS principles based on the needs of the incident. Should the emergency involve multiple school districts, the BOCES Superintendent is to be the Chief Liaison to educational agencies within that district.

# **National Incident Management System (NIMS)** **and** **Incident Command System (ICS)** **Chain of Command**

**INCIDENT COMMANDER (IC):** Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response; and coordinates and manages all ICS functions. The IC first establishes the Operations Section and remaining sections are established as needed to support the operation. The IC may delegate authority for performance of certain activities to the Command Staff and/or General Staff. The IC may be transferred during an incident; a school official may serve as the Incident Commander and lead a command team of school personnel but if there is a bomb threat, for example, the IC would transfer command to law enforcement. The IC is specifically responsible for:

1. Ensuring safety
2. Providing information services to internal and external stakeholders, such as parents
3. Establishing a maintaining liaison with other agencies participating in the Incident

**COMMAND STAFF (Officers):**

1. **Public Information Officer (PIO):** Serves as the conduit for information to internal and external stakeholders, including the media or parents.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all response personnel.
3. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting at an incident.

**GENERAL STAFF (Chiefs):**

1. **Operations:** Roles and responsibilities focus on well-being and accountability (e.g. Health Services/First Aid, Search and Rescue) and may check outdoor areas for students and staff; maintain student and staff emergency contacts and medical/medication information; oversee emergency kits and supplies; keep cellular phones or two-way radios to ensure constant communication; and assist students and staff with special needs.
  - Site Facility Check/Security
  - Search and Rescue
  - Medical
  - Student Care
  - Student Release/Parent Reunification

**2. Planning:** Ensures that the needs of all students, staff, visitors, and parents are met by planning incident responses, assigning pre-designated roles and responsibilities and providing training to staff. Also plans and conducts exercises, completes after-incident debriefings and after-action reports, modifies the emergency plan as needed and documents all practice exercises and real responses:

- Documentation
- Situation Analysis

**3. Logistics:** Secures and coordinates resources needed by students, staff, and first responders during an incident including food, shelter and other supplies, and any physical items that may be needed (back-up generators, buses, etc.)

- Supplies/Facilities
- Staffing
- Communications

**4. Finance and Administration:** Records staff hours and expenses and supplies documentation after the disaster for insurance claims and requests for assistance to district, state, or federal governments.

- Timekeeping
- Purchasing

<b>Position Title</b>	<b>Personnel</b>
Incident Commander	Superintendent of Schools or Designee (may yield to Fire Chief or State Police)
Deputy Incident Commander	Building Principal or Designee
Public Information Office	Superintendent of Schools or Designee
Safety Officer	Principal and/or Building and Grounds Supervisor
Liaison Officer	Superintendent of Schools or Designee
Operations	Head School Nurse (HS/MS)
Planning	Chair, District Safety Committee
Logistics	School Business Manager
Finance and Administration	School Business Manager

## ICS Facilities

- **Incident Command Post** is the location from which the Incident Commander oversees all incident operations.
- **Staging Areas** are where personnel and equipment are gathered while waiting to be assigned.
- **Base** is the location from which primary logistics and administrative functions are coordinated and administered.
- **Camp** is the location where resources may be kept to support incident operations if a Base is not accessible to all resources. Camps are equipped and staffed to provide food, water, sleeping areas, and sanitary services.
- **Helibase** is the location from which helicopter-centered air operations are conducted.
- **Helispots** are more temporary locations at the incident where helicopters can safely land and take off.

ICS Facilities	Brasher Falls Central Location
Incident Command Post	District Office/ Bus Garage Office/ NYS Police, Winthrop Station
Staging Areas	Bus Garage
Base	District Office/ Bus Garage Office/ NYS Police, Winthrop Station
Camp	High School Gymnasium
Helibase	Potsdam Airport
Helispots	Athletic Fields

#### A. **Family Reunification Plans and Procedures**

Following a school emergency, the following procedures will be observed to bring students and their families together.

1. One central location will be established where parents can sign-out their children. If the emergency involves more than one school building, a sign-out station will be established in each building.
2. Efforts will be taken to ensure that all adults come to this central location and are not able to get directly to students without authorization.
3. Clerical staff manning the sign-out area will have access to student contact information. When possible a computer station will be set up so that clerical staff can access the student information system. If this is not possible, staff will use student emergency cards completed by parents at the beginning of each school year.
4. When a parent or other adult presents him/herself to sign-out a child, clerical staff will ask for photo identification. Staff will confirm that the presenting adult a parent or is listed as an emergency contact.
5. The adult will be asked to sign-out the student(s) by listing the child's name, the adult's name, the date and time, and then providing a signature.
6. Clerical staff will monitor the sign-out sheet to be sure it is done completely and legibly.
7. Once a student has been signed out, the clerical staff will call the classroom for the child's release. If the student is being released from an alternate location (in the case, for example, of an evacuation), an adult runner will be sent to retrieve the student from his/her location and to escort the student to the authorized adult. When possible, the reunification area will not be visible from the parent/caregiver waiting area.

#### B. **Situational Responses**

The District Safety Committee has developed response plans for taking actions in an emergency during a wide array of situations. **Specific response plans are included in Appendix D.**

#### C. **Responses to Implied or Direct Threats**

The Brasher Falls Central School District recognizes the importance of responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.

All District staff will be trained in the initial phase of the Therapeutic Crisis Intervention model.

The Brasher Falls Central School District will use the New York State Threat Assessment Model (2007) located in Appendix C of this plan.

In responding to threats of violence, the following procedures will be used:

- All threats of violence will be reported immediately to the Building Principal.
- The Building Principal will notify the Superintendent of Schools in order to determine the level of threat. The Threat Assessment Team may be assembled to help determine the level of threat.
- The Building Principal will immediately establish and maintain contact with the person making the threat. If the person is in school, he/she will be brought to an area where he/she can remain under surveillance. If the person is not in school, the parents will be notified (if a student).
- The appropriate law enforcement agency will be contacted, if necessary.
- If the threat is deemed to be plausible or imminent, the Building Principal will call 911 and initiate the appropriate emergency response (lockdown, lockout, shelter in place).
- The situation will be monitored, and the response adjusted as appropriate, including the possible use of the District Safety Committee.

#### **D. Responses to Acts of Violence**

The Brasher Falls Central School District has established procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

In responding to acts of violence, the following procedures will be used:

- All acts of violence will be reported immediately to the Building Principal.
- The Building Principal will notify the Superintendent of Schools in order to determine the level of threat.
- If the situation warrants, the immediate area will be isolated, and an evacuation will be initiated, if appropriate.
- The Building Principal will call 911 and initiate lockdown procedures.
- The situation will be monitored, and the response adjusted as appropriate, including the possible use of the District Safety Committee.

## E. Response Protocols

### Identification of Decision Makers

\* Every administrator and secretary has a laminated list of all important contact information.

<b>Title</b>	<b>Name</b>
Superintendent of Schools	Robert Stewart
Business Manager	Karen Locey
High School Principal	Kristen Zender
Middle School Principal	Christopher Rose
Elementary Principal	Johnathan Hirschey
CSE Chairperson	Katherine LaVigne
Athletic Director	Joey Reome
Supervisor of Transportation and Building & Grounds	Timothy Redmond
Food Service Director	Melany Cline

### Plans to Safeguard Students and Staff

- School staff members have been instructed to provide direct supervision of students at all times.
- The exterior doors of all school buildings are locked once the school day has begun. An alarm sounds if an exterior door is left ajar.
- Visitors must be buzzed into the school and are required to sign in at the main office.
- All school personnel have been issued photo identification badges and have been instructed to wear them at all times.
- Teachers are required to take attendance each class period; missing students are accounted for.
  
- Procedures are in place for early dismissal from school. Only those adults who have been authorized by students' parents/guardians may take students from school. These adults, including parents/guardian must sign students out of school in the main office.

- All school buildings conduct regular evacuation drills and other emergency drills.
- All school staff members are provided with written procedures for various emergency responses, including lockdown, lockout, shelter in place, and evacuation. Procedures are reviewed periodically.
- Staff members have been instructed to report all student injuries and illnesses immediately to the school nurse.

**Procedures to Provide Transportation**

- In the event of an emergency that requires evacuation or early dismissal, the school bus fleet will be used to provide transportation.
- A list of employees who possess a license to drive a school bus is maintained in the District Office and the Transportation Office.
- The Transportation Supervisor or designee will notify bus drivers that an evacuation or early dismissal is warranted.
- Students will be transported per emergency dismissal plans provided annually by parents.

**Procedures to Notify Parents**

- In the event of an evacuation or early dismissal, the district will take reasonable steps to notify parents via OneCallNow and/or Remind App.
- The information will be posted on the district’s web page and shared via social media.
- Information will be provided through local television and radio stations.

**Procedures to Notify or Contact the Non-Public Schools of the Emergency**

- There are no non-public schools within the Brasher Falls Central School District.

**Procedures to Notify the Media**

- In the event of an evacuation, early dismissal, school delay or closing, the Superintendent of Schools or designee will contact the following media outlets:

WWNY- TV-7	(315) 779-0776
WWNY- TV 50	(315) 577-6956
WPDM 99.3 – Potsdam	(315) 265-5510
96.7 YES FM	(315) 393-1220
WMSA 1340	(315) 769-3333
WVNV 96.5 FM	(518) 483-7161

### **Debriefing Procedures**

- Following any emergency response, the District Safety Committee and/or Building-Level Safety Team(s) will meet to debrief.
- When appropriate, local Law Enforcement and/or Emergency Response Agencies will be invited to participate in the debriefing.
- Following the debriefing, modifications to the District-wide Safety Plan and/or Building-Level Emergency Response Plans may be made.

### **F. Arrangements for Obtaining Emergency Assistance from Local Government**

- The Superintendent of Schools or designee will contact the NYS Police Department (315) 379-0012
- The Superintendent of Schools or designee will contact the highest-ranking local government official for notification and/or assistance.

### **G. Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District recognizes that it may be necessary to obtain advice and assistance from local government officials including the county or village officials responsible for implementation of Article 2B of the Executive Law. In the event that advice or assistance are needed from local governments during countywide emergencies, the following procedures will be used:

- The Superintendent of Schools or designee will contact the emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: The NYS Police Department, The St. Lawrence County Sheriff's Department, Brasher/Winthrop Fire Department, Tri-Town Rescue Squad, The American Red Cross, and Canton-Potsdam Hospital.

### **H. District Resources Available for Use in an Emergency**

The District has identified district resources which may be available during an emergency. **A detailed inventory checklist is included in Appendix E of this Document.**

## **I. Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies**

- In the event of an emergency, the Superintendent of Schools or designee will contact the Superintendent of Buildings and Grounds.
- The Superintendent of Buildings and Grounds will deploy all available custodial and maintenance staff to assist as needed.
- The District maintains a list of District staff who are certified Emergency Medical Technicians (EMT), as well as those who have been trained in First Aid and CPR/AED. Each Building Principal will maintain a list of the trained staff in their building and will deploy staff members as needed in emergency situations.  
**The list of trained staff is contained in Appendix F of this document**

## **J. Protective Action Options**

In response to an emergency, the following actions will be taken, as appropriate: school cancellation, early dismissal, and sheltering.

### **School Cancellation**

- The Superintendent of Schools and the Transportation Supervisor will be in contact early in the AM while keeping watch of the weather conditions.
- The Superintendent of Schools will notify the administrative team (who will then send out information on Remind App), the Business Manager, and the District Clerk, if a delay or cancellation is to occur.
- The Superintendent of Schools will notify the media and then proceed to monitor the situation with the Transportation Supervisor as the morning progresses.

### **Early Dismissal**

- The Superintendent of Schools or designee will monitor the situation, consulting as needed with the Director of Transportation (for weather-related issues).
- If conditions warrant, the Superintendent of Schools or designee will close school.
- The Superintendent of Schools or designee will contact the Director of Transportation to arrange transportation.
- The District Clerk and/or Principals will send a notification to all staff and parents via OneCallNow and/or Remind App.
- The Superintendent of Schools or designee will contact the media to inform parents of early dismissal.
- Clerical staff will be directed to provide information to parents who call with inquiries.
- Building Principals will retain appropriate personnel until all students have been returned home.

## **Evacuation**

- The Superintendent of Schools or designee will determine the level of threat, consulting as needed with the Safety Team Coordinator and/or Director of Transportation and Building and Grounds (for weather related and building safety issues.)
- If conditions warrant, the Superintendent of Schools or designee will determine the need for an evacuation.
- The Superintendent of Schools or designee will contact the Director of Transportation to arrange transportation.
- The Superintendent of Schools or designee will contact the Superintendent of Buildings and Grounds to deploy all available custodial and maintenance staff to clear all evacuation routes and sites prior to evacuation.
- Building Principals will evacuate all staff and students to the pre-arranged evacuation sites.
- Staff will account for all students. Any missing staff or students will be reported to the Building Principal.
- The District Clerk will notify all parents via OneCallNow and/or Remind App.
- The Superintendent of Schools will contact the media to inform parents of the evacuation.
- Once at the evacuation site, a central location will be established where parents can sign-out their children.
- Building Principals will retain appropriate personnel until all students have been returned Home.

## **Sheltering Sites (Internal and External)**

- The Superintendent of Schools or designee will determine the level of threat.
- The Superintendent of Schools or designee will determine the location of sheltering, depending on the nature of the incident.
- Building Principal(s) will direct staff and students to relocate to the sheltering site.
- Staff will account for all students. Any missing staff or students will be reported to the Building Principal.
- The Superintendent of Schools, in conjunction with the Building Principal(s) will determine other occupants in the building.
- The Superintendent of Schools, in conjunction with the Building Principal(s) will make appropriate arrangements for human needs.
- The District Clerk will notify all parents via OneCallNow and/or Remind App.
- The Superintendent of Schools will contact the media to inform parents of the evacuation.
- Once at the sheltering, a central location will be established where parents can sign-out their children.
- Building Principals will retain appropriate personnel until all students have been returned home.

## **Section IV: Recovery**

The Brasher Falls Central School District recognizes that a severe act of violence or other emergency will have a major effect on the well being of students, school staff, and the community at large. Therefore, the district has developed plans for both short and long term recovery following an incident.

### **A. District Support for Buildings**

- In the event of a crisis situation, the Superintendent of Schools will join the Building Principal in meetings with the Building-level Safety Team. Principals from the other school buildings may attend as well, to offer support.
- Substitute coverage for impacted staff will be arranged; staff from other school buildings may be asked to provide coverage as needed.

### **B. Disaster Mental Health Services**

- The District Office will assist in the coordination of Disaster Mental Health Resources in support of the Building-level Safety Team in the affected school(s).
- Counseling staff from BOCES and other local school buildings, both within the district and from other schools will be deployed to the building experiencing a crisis.
- St. Lawrence County Hospice will be invited to participate in all planning meetings and to provide assistance, as needed.

### **C. Academic Recovery**

- Building Principals will work with instructional staff to evaluate the curriculum following an incident. Sensitive topics, for example, might be removed or scheduled for a later date.
- If students are out of the school buildings for a lengthy period of time, the school calendar will be revisited. Students and staff may need to attend school during previously scheduled school vacations in order to meet The State Education Department's 180-Day requirement. Any changes to the school calendar will be communicated with parents via local media, OneCallNow, district email, social media, etc.

# Appendices

**Appendix A**  
**District Safety Committee**  
(current year)

**Brasher Falls Central School  
District Safety Team  
2018-2019**

<b>Name</b>	<b>Position</b>
Robert Stewart	Superintendent
Christopher Rose	Middle School Principal (Safety Team
Johnathan Hirschey	Elementary Principal
Kristen Zender	High School Principal
Katherine Francis	School Psychologist
Rachel Baxter	High School Counselor
Duane Clookey	High School Counselor
Dominique LaVoie	Middle School Counselor
Maria Braun	Elementary School Counselor
Timothy Redmond	Supervisor of Transportation and Building & Grounds
Denise Arquiett	High School Teacher
Christopher Dow	Elementary Teacher
Christian Normile	High School Teacher
Carol Hallahan	High School Nurse
Cathy Locke	Elementary Nurse
Sue-Anne Hourihan	High School Clerical

**Appendix B**  
**Vital Educational Agency**  
**Information**  
**(current year)**

## **Vital Educational Agency Information**

18 school buses -- 65 children or 43 adults

2 special needs buses -- 33 children or 22 adults and 4 wheelchairs

1 Suburban -- 9 children or 6 adults

Total Capacity:

1245 Children

802 Adults

6 Wheelchairs

# **Appendix C**

## **Trained District Staff**

**(current year)**

Name	Lifeguard Training Course	Exp Date	CPR Course	Exp Date	Other Module(s)	Comments	CPR Exp
Abbie Adams	ARC Lifeguarding/ first Aid/CPR/AED	12/1/2020	ARC Lifeguarding/ First Aid/CPR/AED	12/1/2020			12/1/2020
Anne Adams			NYSED First Aid	Expired	NYSED First Aid		8/1/2019
Alissa Austin			NYSED CPR/AED	6/29/2019	NYSED First Aid		7/31/2019
Megan Bethel				11/15/2020			11/15/2020
Darlene Bissonette	ARC Lifeguarding/ First Aid/CPR/AED	3/4/2020	ARC CPR/AED Professional Rescuers	3/4/2021			3/4/2021
Timothy Brown				1/19/2021			1/19/2021
Jenna Chamberlain				11/8/2019			11/8/2019
Duane Clookey				8/27/2020			8/27/2020
Leslie Dishaw				11/15/2020			11/15/2020
Chris Dow	ARC Lifeguarding/ First Aid/CPR/AED	6/7/2019	ARC Lifeguarding/ First Aid/CPR/AED	6/7/2020			6/7/2020
Erica Follette	ARC Lifeguarding/ First Aid/CPR/AED	6/6/2019	ARC CPR/AED Professional Rescuers	6/6/2020			6/6/2020
Matthew Fowler			NYSED First Aid	8/4/2019	NYSED CPR/AED		8/1/2019
Jessica Harvey			NYSED First Aid	8/3/2019	NYSED CPR/AED		8/1/2019
Sue-Anne Hourihan				8/27/2020	ARC Lifeguard Management Exp 8/12/20	Level III Supervision Only (pool monitor)	8/27/2020
Debbie Jandreau				9/29/2019			9/29/2019
Ronald Jeror	ARC Lifeguarding/ First Aid/CPR/AED	11/8/2019	ARC Lifeguarding/ First Aid/CPR/AED	11/8/2019			11/8/2019
Tina Joannette				11/15/2019	ARC Lifeguard Management Exp. 1/15/20	Level III Supervision Only (Pool Monitor)	11/15/2019
Cathy Locke							5/1/2020
Ricky Newtown			NYSED First Aid	8/11/2019	NYSED CPR/AED		8/1/2019
Beth Nezezon				1/14/2021	ARC Lifeguard Management Exp 1/31/20	Level III Supervision Only (Pool Monitor)	1/14/2020
Karen Oehler				9/29/2019			9/29/2019
Melissa Ramie				8/27/2020			8/27/2020
Joseph Reome			NYSED First Aid	8/7/2019			10/7/2019
Christopher Rose				2/15/2020			2/15/2020
Laurie Waite				11/15/2020			11/15/2020
Nancy Ward				11/15/2020			11/15/2020

