

DRAFT

# 2021-2022 School District Safety Plan

New York Mills Union Free School District

09/01/2021



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PROJECT SAVE  
(Safe Schools Against Violence in Education)

**District-Wide  
School Safety Plan**  
*Commissioner's Regulation 155.17*

**Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The New York Mills School District utilized a template customized by the Oneida-Herkimer-Madison Safety Office for our single-building district. A team of staff members, including administration, instructional and non-instructional staff developed a first draft of the district/building plan. As part of the planning process, our present Emergency Management Plan, School Emergency Procedure, and Crisis Team Procedures were reviewed and evaluated, in collaboration with the BOCES Safety Office. Our District Safety Team then assembled to review and revise this draft. The Safety Team includes members from parent, teacher, staff, community and administrative groups. A revised draft was presented to the public and Board of Education, and then approved by the board. This plan is reviewed, evaluated and revised on a yearly basis by our School Safety Team and District Crisis Team. The New York Mills School District supports the SAVE Legislation, and intends to continue to engage in a collaborative planning process in order to keep this document current. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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

## A. Purpose

The New York Mills District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent previously appointed a Facilities Health & Safety Committee and charged it with the development and maintenance of the School District Safety Plan.

## B. Identification of School Teams

The New York Mills School District has appointed a Facilities Health & Safety Committee consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

<b>Members Name</b>	<b>Title</b>
Joanne Shelmidine, Ed.D.	Superintendent of Schools; Chief Emergency Officer
Steve King Michelle Jordan	School Board Members
Mary Facci Brent Dodge	Administrator Administrator
Marissa Treen Lynn Moore Jeanne Marley	Athletic Director Teacher/NYMTA
Patty Ward	Transportation Supervisor/CSEA President
Michael Fiore TBD	Community Members/Parents
Ernie Talarico Chief Robert Frankland Chief Rick Ulinski	Village of NYM Mayor NYM Police Department NYM Fire Department
Sheriff Rob Maciol	Oneida County Sheriff’s Office
MaryBeth Germann	School Nurse
Neil Fatata	Sr. Custodian
Jessica Fletcher	BOCES Safety Specialist

## C. Concept of Operations

- ◆ The District-Wide School Safety Plan will be used in conjunction with the Building-Level Emergency Response Plan which contains additional information

that is not accessible to the public for security reasons. Although the District is considered a single instructional building, additional plans and/or procedures will be established for Beekman Gymnasium, bus garage, and the separate elementary and secondary wings as necessary. Elements of the district-wide plan including staff development, drills and exercises, and response actions will be developed as appropriate to the student population in each of these areas

- ◆ The district-wide plan has been developed based on the State Education sample outline in the Project SAVE guidance document and resources provided by the Oneida-Madison BOCES Safety Office. The members of the District-Wide School Safety Team listed above have reviewed and revised this document to meet the needs of the district and have addressed feedback from staff, students, and members of the community in its development.
- ◆ In the event of an emergency or violent incident, the initial response to all emergencies will be conducted by the School Emergency Response Team utilizing those members who are appropriate to the location and scope of the emergency. The Superintendent will be notified of all emergencies. He/she, or their designee, will then notify local emergency officials as needed.

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

- ◆ Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted annually by September 1<sup>st</sup> by the Board of Education.
- ◆ Full copies of the School District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- ◆ This plan will be reviewed periodically during the year and will be maintained by the Facilities Health & Safety Committee. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the district office and posted to the NYM website.

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

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

### **Program Initiatives**

The district has established the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents:

- ◆ Conflict resolution for students
- ◆ K-12 RtI (Response to Intervention) Team
- ◆ Behavior Improvement Plan (BIP)
- ◆ Functional Behavior Assessments (FBA)
- ◆ Mediation
- ◆ In-school Counseling
- ◆ School safety programs presented to students and/or staff (local law enforcement, BOCES, fire department)
- ◆ Referrals to community agencies ex: Juvenile Probation, Kids Oneida, Mental Health and/or Substance Abuse Agencies
- ◆ K-6 Character Education Program/PBIS (Positive Behavioral Intervention Support)
- ◆ Positivity Project (K-12)
- ◆ Social Skills Groups
- ◆ K-12 Code of Conduct
- ◆ Reporting mechanisms for school violence (through School Counselors, Social Worker, School Patrol Officers, Principals, staff)
- ◆ Use of camera surveillance equipment externally, internally, and on school buses
- ◆ Threat Evaluation/Assessment and Procedures Team - Our elementary and secondary PPS Teams serve as Threat Evaluation/Assessment and Procedures Teams for grades K-6 and 7-12, respectively.
- ◆ Dignity for All Students Anti-Bullying Training for all K-12 Students.

The district will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

### **Training, Drills, and Exercises**

- ◆ Amendments to Education Law §807 (1-a),b: Fire and Emergency Drills requirements have expanded to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
- ◆ The statute requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills.
- ◆ There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year.
- ◆ The District conducts emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a

building system. The procedures are explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and District Crisis Team exercise. Training takes place on Superintendent's Conference Days and/or other training days as deemed appropriate by the Superintendent, and will utilize the resources of local law enforcement, New York State Police, Oneida-Herkimer-Madison BOCES Safety Office, and Oneida County Emergency Management Office.

- ◆ When appropriate, and at the discretion of the District-Wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. For security purposes, details of these drills and exercises have not been included in this plan. All Federal and State required drills are completed during the course of each year.
- ◆ Front desk attendance staff receives front door training through BOCES Safety Office. Administrators and School Social Workers are trained including first aid, CPR/AED training, de-escalation techniques, and other staff development opportunities as appropriate.
- ◆ Various trainings will also be conducted over the course of the school year that include:
  - ◆ Mental Health
  - ◆ DASA Awareness
  - ◆ Right To Know
  - ◆ Sexual Harassment and Workplace Violence
  - ◆ Fire Safety
  - ◆ And other trainings that are required by law and ensures the safety of students and staff

### ***Implementation of School Security***

- ◆ The district will conduct a security review of the facility with the assistance of local law enforcement and/or the Oneida-Herkimer-Madison BOCES Safety Office, and will determine the security measures that should be adopted where appropriate. At this time, the following are in place: Front Desk Attendance Staff; Raptor sign-in procedure that notifies school staff if visitor should be prohibited from entering; and School Resource Officer.

### ***Vital Educational Agency Information***

- ◆ In an emergency, the Superintendent may be responsible for contacting other educational agencies in the district or general vicinity. Collaboration agreements are in place allowing for the sharing of information.

## B. Early Detection of Potentially Violent Behaviors

The District recognizes that the most current data cautions 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 behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors, and provide this team with information about how to identify early warning signs in students and in early intervention/prevention strategies. The K-12 Pupil Personnel Services Team (includes Principals, School Social Worker, School Psychologist, Guidance Counselors, and Nurses) will be responsible for evaluating students at potential risk of violent behavior and/or threats of violence by a student.

## C. Hazard Identification

The District has identified the following sites of potential emergency or potential emergency situations:

<b>Site/situation</b>	<b>Comments</b>
District buildings	Medical emergency, parental/abduction, fire/explosion, bomb threat, intruder, power outage, chemical spills, air quality, dangerous weather (lightening, hail, hurricane, tornado)
Beekman gymnasium	Same as above
Athletic fields	Personal injury, intruder
Buses	Accident, fight, medical emergency, dangerous intruder, parental/abduction
Off-site field trips	Accident, abduction, medical emergency
Playground areas	Playground injury, dangerous weather, abduction, intruder
Roadways (Burrstone Rd. traffic light)	Accident, hazardous spill, personal injury
Construction/renovation sites	Accident, fire, explosion, chemical spill, personal injury
Bus Garage	Fire, explosion, chemical spill, personal injury
Reserve Center	Intruder, fire/explosion, bomb threat, gun threat

## Section III: Response

### A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent or Building Principal will contact appropriate law enforcement officials through the 911 system. If

an administrator is unavailable, the Director of Facilities I, School Nurse and/or secretaries may call 911 as needed. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is also included in the appendix of the Emergency Response Plan.

- In the event of a disaster or an act of violence, all educational agencies within the school district of will be notified using one or more of the following mechanisms:

Telephone	Intercom
Fax/Email	Local Media
District Radio System	NOAA Weather Radio

In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.

- 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 in some instances, by using a phone tree with emergency contact cards provided by students, or by school messenger.

## **B. Situational Responses**

### ***Emergency Response***

The District's emergency response plans are outlined in the Building-level Emergency Response Plan for security reasons. They include the following situations:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic

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### ***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. Strategies for responding to threats by students against themselves and others, including suicide have also been developed. The Building-level plan includes specifics to potential emergency situations which would require these responses.

- ◆ Use of staff trained in de-escalation or other strategies to diffuse the situation.
- ◆ Inform Building Principal of implied or direct threat.
- ◆ Determine level of threat with Superintendent/Designee.

- ◆ Contact appropriate law enforcement agency, if necessary.
- ◆ Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

### **Emergency Response Team**

Dr. Joanne Shelmidine, Superintendent  
 Mary Facci, Executive Principal  
 Brent Dodge, Building Principal

Neil Fatata, Building Maintenance  
 Patty Ward, Transportation Supervisor  
 Marissa Treen, Athletic Director

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 Plan. The following types of procedure(s) have been considered:

- ◆ Determine level of threat with Superintendent/Designee.
- ◆ If the situation warrants, isolate the immediate area and evacuate if appropriate.
- ◆ Inform Building Principal/Superintendent.
- ◆ If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency, fire department, ambulance via 911.
- ◆ Emergency Lockdown boxes in central locations in school that activates Blue Light warning system
- ◆ 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 Building-level Plan. 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

**Arrangements for Obtaining Emergency Assistance from Local Government**

- ◆ In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response.
- ◆ On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance. The New York Mills Village Mayor would be the local government official to notify.

Mayor Ernie Talerico  
Phone 315-736-9212

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law. A list of emergency response agencies including the Red Cross, fire department, police, mental health services, hospitals, private industry, private individuals, and religious organizations is included in the Appendix 1.

**District Resources Available for Use in an Emergency**

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

<b>Equipment</b>	<b>Location</b>
Cellphones	Administrators office
Two-way radios	Maintenance/office/Admin Staff/Monitors/Nurses
Trucks	Bus Garage
Snow removal equipment	Bus Garage
Bus Fleet	Bus Garage
Portable Generators/Lighting	Bus Garage
Crisis Response Kits	All Offices, Bus Garage

**Community Resources Available for Use in an Emergency**

During an emergency, the District may ask for assistance or equipment from the following community resources:

<b>Equipment/423-1300 Dispatch</b>	<b>Location</b>	<b>Phone #</b>
Portable generators/Lighting	National Grid	(800) 642-4272 or Account Info

Water pump, medical equipment, generators	New York Mills Fire Department	911
Trucks, equipment	Department of Public Works	315-736-3204
Tents, medical supplies, generators	Army Reserve Center	315-793-8400 x401/315-793-8411
Pumps, emergency equipment	Mohawk Upper Regional Water Board Anne Milograno 315-794-4532	315-792-0302 (water emergency) After hours 315-792-0301

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

The following persons are available to assist in the event of an emergency:

<b>Name</b>	<b>Role, skill, or assignment</b>
Joanne Shelmidine, Mary Facci, Brent Dodge, School Resource Officer,	District Coordination, Bomb Threat, Reasonable Suspicion Search/ID of drugs alcohol use

Amanda Woodward, Joanne Shelmidine, Mary Facci, Kim Zogby, Tammy Maciol, Romana Davis,	De-escalation, restraint
MaryBeth Germann, Stephen Davis	Medical, first aid, CPR, etc.
Bus Drivers	Medical, first aid, CPR, etc.
Stephen Davis, Andrea Dziekan, Rachel Garguilo, MaryBeth Germann, Deborah Houle, Marie Joswick, Michael Keating, Anthony Ricco, Marissa Treen, Stefany Scharf, Patty Ward	First Aid/CPR/AED
Audrey Foote	Hazardous materials/chemical management
Mary Facci, K-12 Executive Principal and Brent Dodge, K-12 Principal	Coordinator K-12 Bomb Threat Response, De-escalation, Restraint, First Aid

**Protective Action Options**

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

school cancellation prior to opening, early dismissal, evacuation or sheltering.

- **School cancellation**
  - ◆ Monitor any situation that may warrant a school cancellation.
  - ◆ Make determination.
  - ◆ Contact local media.
  - ◆ Utilize Messenger System.
  
- **Early dismissal**
  - ◆ Monitor situation.

- ◆ If conditions warrant, close school.
  - ◆ Contact Transportation Supervisor to arrange transportation.
  - ◆ Contact local media to inform parents of early dismissal.
  - ◆ Set up an information center so that parents may make inquiries as to the situation.
  - ◆ Retain appropriate district personnel until all students have been returned home.
  - ◆ Utilize Messenger System.
- **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**
    - ◆ Determine the level of threat.
    - ◆ Contact Transportation Supervisor to arrange transportation.
    - ◆ Clear all evacuation routes and sites prior to evacuation.
    - ◆ Evacuate all staff, students, and visitors to pre-arranged evacuation sites.
    - ◆ Account for all student, staff population, and visitors. Report any missing staff or students to Building Principal.
    - ◆ Make determination regarding early dismissal.
    - ◆ If determination was made to dismiss early, contact local media to inform parents of early dismissal.
    - ◆ Ensure adult supervision or continued school supervision/security.
    - ◆ Set up an information center so that parents may make inquiries as to the situation.
    - ◆ Retain appropriate district personnel until all students have been returned home.
    - ◆ Utilize Messenger System.
- **Sheltering sites (internal and external)**
    - ◆ Determine the level of threat.
    - ◆ Determine location of sheltering depending on nature of incident.
    - ◆ Account for all students, staff, and visitors. Report any missing staff or students to designee.
    - ◆ Determine other occupants in the building.
    - ◆ Make appropriate arrangements for human needs.
    - ◆ Take appropriate safety precautions.
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- ◆ Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
  - ◆ Retain appropriate district personnel until all students have been returned home.

## Section IV: Recovery

### A. District Support for Buildings

- ◆ The District has established a K-12 Emergency Response Team and a K-12 Crisis Response Team.

**B. Disaster Mental Health Services**

- ◆ The PPS Team and Administration will assist in the coordination of disaster mental health resources and will mobilize the implementation of the Crisis Response Team as outlined in the district 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.

## Appendix 1:

The following buildings are covered by the District-Wide School Safety Plan:

1. New York Mills Union Free School (K-12 Building)  
1 Marauder Boulevard  
New York Mills, NY 13417

Phone Numbers:

Dr. Joanne Shelmidine, Superintendent of Schools  
District Office – 315-768-8127

Mary Facci, K-12 Executive Principal– 315-768-8124

Brent Dodge, K-12 Principal- 315-768-8129

2. Patty Ward, Transportation Supervisor  
Beekman Gym/Bus Garage  
1 Marauder Boulevard  
New York Mills, NY 13417  
Phone Number: 315-768-7948