

District School Safety Plan

Falconer Central School District

2 East Avenue
Falconer, NY 14733

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Introduction:

On April 7, 1989, Section 155.13 of the Regulations of the Commissioner of Education became effective. This required school districts to prepare emergency management plans by October 1990. The Falconer Central School District developed plans and procedures for effective responses to various emergencies.

The Board of Education directed the Superintendent of Schools to establish an Emergency Planning Committee to develop, continually review, and when necessary, to modify and update the School Emergency Plan.

On July 24, 2000, The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor George E. Pataki. The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. The revised regulations in Section 155.17 of the Commissioner's Regulations contain the requirements for schools concerning school safety plans. A major component of SAVE is the development of school safety plans at the district and at the building levels. This new District-wide School Safety Plan replaces Falconer Central School's school Emergency Management Plan.

The expansion and changes made to Falconer Central School emergency plan to meet the new SAVE plan requirements will result in plans (District and Building), that will define how the district and each of the school buildings in the district will respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

Section 1: General Considerations and Planning Guidelines:

A. Purpose 155.17 (b)

The Falconer Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Falconer Central School District Board of Education, the Superintendent of Falconer 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 School Teams 155.17 (b) 155.17 (c) (13)

The Falconer Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

| | |
|-------------------------------|--|
| Emergency Coordinator | Jeff Jordan |
| Superintendent of Schools | Steve Penhollow |
| Board of Education | Todd Beckerink Cathleen Kimball |
| Administrators: High School | Jeff Jordan Terry English Judy Roach |
| Elementary | Larry Spangenburg Judy Roach |
| Business Office | Brent Agett |
| CSE Chairperson | Kristi Volk |
| CPSE Chairperson | Julie Possai |
| Faculty Representatives: | Robert Minton Tina Duliba |
| Transportation Supervisor | Scott Peterson |
| Building & Grounds Supervisor | Randy Ingrao |
| Health Services | Roseann Morales |
| Food Services | Mary Lynch |
| School Resource Officer (s) | James Jaroszynski Steve Bentley |
| Parent Groups | David Kohl |
| Student | Shannon Gunnell |

C. Concept of Operations

Falconer Central School District is a small school district and its staff work closely together in emergency situations. An incident at a building will be handled at the building level per the Faculty/Staff REDI Action Guides A & B. The emergency operations plan is based on the Incident Command System (ICS). ICS provides flexibility and adaptability to a wide variety of situations. As soon as possible the building Incident Commander will notify the District IC and Superintendent of Schools. The District IC will notify the District Team and the District Team will meet as needed to prepare support to the building team involved in the incident.

D. Plan Review and Public Comment 155.17 (e) (3)

The District Safety Plan was made available for public comment and was reviewed at a public meeting. The Plan was then adopted by the Falconer Central School Board of Education on June 19, 2001. This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team.

The required annual review will be completed on or before July 1 of each year hereafter.

A copy of the plan will be available at the School Superintendent's office.

Section II: Risk Reduction/Prevention and Intervention:

A. Prevention/intervention Strategies

(1) Program Initiatives 155.17 (e) (1) (xvii & v)

Falconer Central School District has implemented many programs for improving communication among students and between students and staff, such as:

At the Elementary level, there is peer-mediation at grades 3 &4, Life Skills at grades 3, 4, 6, 7, 8.

At the Middle School level the “Second Step” program, and Life Skills. Also, at the Middle School there is a Thursday Discussion Group where grades 7 & 8 discuss such subjects as “bullying.”

At the Elementary level, there is a Social Worker who works as a mentor for the students and their parents.

At the Middle/High School level, there is a School Resource Officer who works as a mentor and serves as a source for students to report threats and the potential for school violence.

At the Middle/High School, Guidance Counselors are available to students during study hall periods.

(2) Training and Drills 155.17 (e) (1) (xiv)

The district’s staff will be given annual multi-hazard school safety training at the beginning of each new school year. Included is an Emergency Awareness Program designed to provide a plan of action for the faculty or staff member who first discovers or is notified of a critical incident. This training will have participants able to recognize a critical incident requiring immediate action, know the three actions to be taken when a critical incident occurs, know the roles of district personnel involved in a response, and know the general response options available to the district.

Students will be trained during assemblies. Discussions will be held on the types of multi-hazard situations that could develop, such as: threats of violence from students or outsiders; kidnappings - safety in coming to and leaving schools; weather related incidents such as severe winter storms, tornados, lightning and severe winds; intruders in the buildings; bomb threats; school bus accidents; and hazardous material spills.

The district will have each building team practice a minimum of a lockdown drill and an evacuation drill each year.

The district will have an early go-home drill. Parents will be notified prior to this drill and also receive information on the district’s emergency plan and options available to the district during situations.

(3) Reviews of Drills 155.17 (e) (1) (xv)

After a drill the building teams involved will meet and do a debriefing of the drill, noting any areas that need to be improved or changed. The district team will then review the building team’s review to look for improvements that may be needed to be incorporated into other building team plans.

(4) *Hall monitors and other school safety personnel* 155.17 (e) (1) (xviii)

Falconer Central School District does not utilize separate hall monitors or security personnel. There is a School Resource Officer assigned to the district. Building security and student observation is a duty of all school staff. Teachers, teacher aides, administrators, bus drivers and chaperones (games, dances, etc.) have training during new teacher/staff orientation. Review of the duties is held during staff meetings.

Duties include:

1. Initiate preventive measures to reduce delinquent acts and school rule violations in school hallways and throughout the buildings.
2. Assist with emergency situations as directed.
3. Provide personal visibility and supervision in the hallways and throughout the building with special attention to the time periods before and after school and during passing time between classes.
4. Make periodic spot checks of restrooms, locker rooms, and practice rooms.
5. Provide surveillance of unauthorized persons on school premises and report their presence to the administration.
6. Assist in the investigating of all rule violations.
7. Assist with crowd control as needed.

(5) *Implementation of School Security* 155.17 (e) (1) (xii)

Each school building will have all exterior doors, except one main entrance, locked at all times. The main entrances are equipped with video surveillance cameras and will be observed by staff. Some access doors will be equipped with coded-key entrances. Each building will have a visitor badge/sign-in procedure. All staff are encouraged to ask the identity of any strangers in or around the school buildings. The district will use the resources of a School Resource Officer. He will be stationed at the High School building, and will be available to all buildings in the district.

(6) *Vital Educational Agency Information* 155.17 (e) (1) (xx)

Information on the educational facilities located within the Falconer Central School District for the 2006-2007 school year is:

Middle-High School Building:

Students & Staff: 900 = 15 Buses to evacuate.

| | | | |
|------------------|-------------------|----------|----------------|
| Superintendent: | Jane Fosberg | 665-6624 | Home: 664-1935 |
| Principal: | Stephen Penhollow | 665-6624 | Home: 962-3106 |
| Ass't Principal: | Jeff Jordan | 665-6624 | Home: 782-4778 |

Fenner Elementary Building:

Students & Staff: 340 = 7 buses to evacuate + 1 wheelchair student.

| | | | |
|------------|-------------------|----------|----------------|
| Principal: | Larry Spangenburg | 665-6627 | Home: 763-4511 |
|------------|-------------------|----------|----------------|

Temple Elementary Building:

Students & Staff: 320 = 7 buses to evacuate + 1 wheelchair student

| | | | |
|------------|---------------|----------|----------------|
| Principal: | Terry English | 267-3255 | Home: 358-2450 |
|------------|---------------|----------|----------------|

B. Early Detection of Potentially Violent Behaviors 155.17 (e) (1) (xiii)

Falconer Central School District has used the New York State Police Safe Schools Programs in training teachers, staff, and bus drivers in identifying early warning signs in students and procedures for dealing with student violence.

The School Resource Officer has done staff awareness on weapons, and early warning signs.

The School Resource Officer has also met with parents to discuss drugs and violence in our schools.

The District will continue to use the resources of the School Resource Officer and the New York State Police Safe Schools programs to continually train and upgrade the staff of the Falconer Central School District.

C. Hazard Identification 155.17 (e) (1) (i)

Sites of potential emergency or external hazards will be identified by assessment with local Police, Fire, and Highway Departments.

Potential Off-campus sites identified in the school district:

Major Highway: Rt86 Expressway, runs adjacent to the High School and Fenner Elementary School, and the Athletic fields.

Railroad: Local line and side tracks in Village of Falconer, approx. 1 mile from the campus.
Local line passes through Village of Kennedy, approx. ¼ mile from Temple building.

Buildings/Factories: none of danger or proximity to school buildings.

District school buildings contain natural gas fired heating systems.
The high school has chemicals stored in the Chemistry Lab.

Field Trips have the potential to become emergencies due to bus accidents.
Staff in charge of trips should use the student rosters and carry the accident procedures with them.

Section III: Response

A. Notification and Activation (Internal and External Communications)

(1) Contacting law enforcement officials: 155.17 (e) (1) (vi)

Generally, emergency incidents will be managed per Incident Command System. Incident Coordinators will contact fire and police agencies through “911”. The Falconer Central School District is covered by three police agencies: the Ellicott Police Department, Chautauqua County Sheriff Department, and New York State Police Department. All are contacted through the county 911 system.

(2) Informing other district school buildings of an incident: 155.17 (e) (1) (xix)

In the event of an incident in a school building the building IC will contact the District IC. The district IC will contact the District Team and notify the other school buildings of the incident. School buildings can be contacted by phone, cell phone, district radio system, and computer lines.

| | |
|--------------------|----------|
| Middle-High School | 665-6624 |
| Fenner Elementary | 665-6627 |
| Temple Elementary | 267-3255 |

Neighboring school districts:

| | |
|-------------|----------|
| Frewsburg | 569-9240 |
| Bemus Point | 386-2375 |
| Cassadaga | 962-5155 |
| Jamestown | 483-4420 |
| Randolph | 358-7005 |

(3) Contacting parents/guardians: 155.17 (e) (1) (xi)

Student Emergency contact information is collected each school year. The Public Information Contact person for Falconer Central School District is the Superintendent. Local radio and TV stations are used to announce early dismissals, or school cancellations. Parent/Guardians will be notified by letter of a violent incident, or the threat of a violent incident.

B. Situational Responses

(1) Multi-Hazard Response 155.17 (e) (1) (xiv)

The district and building teams will consider responses to multi-hazard situations, such as:

- | | |
|--|-----------------------|
| Threats of Violence | Intruder |
| Hostage/Kidnapping | Explosive/Bomb Threat |
| Natural/Weather Related | Hazardous Material |
| Civil Disturbance | Biological |
| School Bus Accident | Radiological |
| Gas Leak | Epidemic |
| Others as determined by the District-wide School Safety Team | |

The Falconer Central School emergency operations plan uses an “action guide” to provide guidance for personnel in an emergency situation. The plan aids in the resolution of events by structuring levels of potential responses, each designed to address a corresponding level of threat. The Incident Command System concept means that all agencies and organizations having responsibility and authority at an incident will contribute to the process of determining overall response objectives, selecting response strategies, ensuring joint application of tactical activities, and maximizing the use of available resources. The Incident Coordinator determines the level of threat and sets proper response actions into motion.

General response options are:

- | | |
|------------------------------|------------------|
| Cancel school prior to start | Shelter-In-Place |
| Early Dismissal | Lockdown |
| Evacuation | Relocation |

(2) Responses to Acts of Violence: Implied or Direct Threats 155.17 (e) (1) (iii)

The building principal will be immediately notified of any implied or direct threat of violence. The principal will determine the level of threat and respond per the Emergency Operation Plan. (see appendix: Action Guide, and Emergency Operation Plan.)

(3) Acts of Violence 155.17 (e) (1) (iv)

Procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school are found in the School Building and District Action Guides. The Action Guides will guide in determining the level of threat and the appropriate response to the threat. (see appendix: Action Guide, and Emergency Operation Plan.)

(4) Response Protocols 155.17 (e) (1) (xvi)

This emergency operations plan uses an “all hazards” approach, allowing it to be effective in any emergency situation. An “all hazards” approach calls for an initial response based on the threat posed by the event, not the event itself. This is possible because many events, though widely different in nature, create similar risks to lives and property. As such, planning for potential levels of threat is often more effective than planning for the multitude of situations that could conceivably happen. Once an initial protective action has been taken, more detailed strategies and plans for resolving a particular situation can be implemented. The faculty/staff action guides identify the decision makers (IC). The action guides list the initial actions and general response options. Building principals and the district public information contact will notify parents and local media of an emergency situation. Any event requiring the emergency team to be called into action will be followed by a team debriefing of the situation.

(5) Arrangements for Obtaining Emergency Assistance from Local Government 155.17 (e) (1) (vii)

In an emergency situation the IC or designee would contact police and fire through 911 dispatch. Upon arrival at scene the IC would update the fire or police commander on incident and turn control of situation over to fire commander.

(6) Procedures for Obtaining Advice and Assistance from Local Govt Officials 155.17 (e) (1) (viii)

Local fire chiefs and police supervisors are included on district and building teams. They are available for advice and assistance as team members and as first responders. A countywide emergency that could affect the school district would be directed by the Chautauqua County Emergency Management Office, located in Mayville, NY 661-7343.

Local resources that could be used in an emergency include:

- | | |
|--------------------------------------|--|
| Ellicott Police Department, | Falconer, Kennedy, Ellington Fire Departments |
| Chautauqua County Red Cross | Falconer Grange |
| Falconer Methodist Church | Ellicott, Falconer, Poland Highway Departments |
| Jamestown Community College | Levant Christian School |
| Chautauqua County Sheriff Department | New York State Police Department |
| Local Ministerial Group | Neighboring School Transportation Departments |

(7) District Resources Available for Use in an Emergency 155.17 (e) (1) (ix)

District resources which may be available during an emergency:

| Resources: | High School | Elementary School | Other Buildings |
|----------------------|-------------|-------------------|--------------------|
| Telephone System | X | X | Bus Garage |
| Zoned Fire Alarm | X | X | |
| Radio Station | | | Bus Garage & Buses |
| Public Address Sys. | X | X | |
| First Aid Supplies | X | X | Bus Garage & Buses |
| Transportation Sys. | X | X | |
| Potable Water | X | X | |
| Fire Extinguishers | X | X | Bus Garage & Buses |
| Elec. Generators | X | X | |
| Water Supply-Fire | X | X | |
| Food Storage | X | X | |
| Eye Wash Device | X | | Bus Garage |
| Blankets, Cots | X | X | |
| Candles, Flashlights | X | X | |
| Building Floor Plans | X | X | |

The Building School Nurses will keep a list of staff qualified to administer first aid in their Building Team Emergency Plans.

(8) Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies 155.17 (e) (1) (x)

The District Incident Commander will coordinate the use of school district resources and manpower during emergencies. The Incident Commander will designate duties to the Incident Management Team as needed to meet the level of threat.

(9) Protective Action Options 155.17 (e) (1) (ii)

Plans for taking the following actions in response to an emergency where appropriate:

- School Cancellation
- Early Dismissal
- Evacuation
- Sheltering

are listed on the “Action Guide –General Response Options.” (see appendix)

Section IV: Recovery

A. District Support for Buildings

The District Incident Management Team will take the lead in Post-Incident management. Building level Post-Incident contact people will be the Building School Nurse and the Building Principal.

B. Disaster Mental Health Services

A contact list of support and grief consolers will be maintained at the Middle/High School Office. Mental Health resources will be accessed through the Chautauqua County Department of Mental Health, Patricia Brinkman, Director
Chautauqua County Department of Mental Hygiene
Hall R. Clothier Bldg. – 1st Floor
7 North Erie St.
Mayville, NY 14757
(716) 753-4104

The base program for the Post-Incident Management will be the “Aftermath” Software program. Aftermath is response-planning software for the day after and beyond. The program contains sixteen baseline plans that serve as response templates. These baseline plans are customized for our school district. Then, when a situation occurs, we can build a response by choosing a plan and editing it to meet the needs of that incident. Every response is archived in the database for future reference and documentation. This will allow us to address similar events by using past responses as foundations. It will also provide us with supporting documentation should a question ever be raised about what action was taken.

The Baseline plans are:

General Plan
Accident with Serious Injury
Bus Accident
Death by Natural Causes (Expected)
Death by Natural Causes (Unexpected)
Death by Violence
Earthquake
Fire/Hazardous Materials
Flood
Gang Terrorism
Severe Weather
Student Terrorism
Suicide (Faculty/Staff Member)
Suicide (Student)
Tornado
Traffic Accident

•As part of the Incident review process the district will reevaluate the current violence prevention and school safety activities and what the school can do to improve its plan.

Project SAVE

APPENDICES