

***KENMORE-TOWN OF
TONAWANDA UNION FREE
SCHOOL DISTRICT***

DISTRICT WIDE SAFETY PLAN

2021 - 2022

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INTRODUCTION

The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. Project SAVE culminates the work of the Task Force on School Violence chaired by Lieutenant Governor Donohue. The Task Force consisted of a broad range of qualified people from all parts of the state including students, parents, teachers, school administrators, law enforcement experts, business leaders, mental health professionals and local elected officials. From its inception in January 1999, the Task Force sought information concerning the best school violence prevention and intervention practices in the state and the nation. Ten public hearings were held throughout the state, providing a rich array of recommendations from local communities about ways to ensure the safety of New York's students. The Task Force's final report, *Safer Schools for the 21st Century*, contained a series of recommendations intended to reduce incidents of violence in schools and strengthen schools' capacities for responding to emergencies that could affect the health and safety of children.

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 school building levels. At the district level, the new *District-Wide School Safety Plan* replaces the current school emergency management plan that is required for all districts. At the school building level, a newly required *School Building Emergency Response Plan* must be prepared for each school building in the state. Together, these plans are intended to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

A. PURPOSE

The District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Kenmore-Town of Tonawanda Union Free School District Board of Education, the Superintendent of the Kenmore-Town of Tonawanda Union Free School District has appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

The Assistant Superintendent of Finance has been designated as the Chief Emergency Officer and is charged with coordinating communication between staff and first responders, ensuring staff understanding of the district-level safety plan, and ensuring that Building Level plans are updated yearly.

B. DISTRICT-WIDE SAFETY TEAM MEMBERS

The Kenmore-Town of Tonawanda Union Free School District has created 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 Kenmore-Town of Tonawanda District-Wide Safety Team 2020-2021

1. Ames, Timothy	B&G
2. Benfanti, Amy	Hoover Elem.
3. Brown, Trevor	Kenmore East
4. Morasco, Nicole	Administration
5. Carey, Debra	Nurse
6. Carrato, Melissa	Hoover Middle
7. Carruthers, Brett	NYSIR Risk Mgt.
8. Englert, Christine	Lindbergh Elem.
9. Ferraraccio, Dina	Kenmore West
10. Fleming, Matt	Franklin Middle
11. Frye, Danielle	Hoover Elem.
12. Jaros, Michelle	Hoover Middle
13. Kasprowicz, David	Erie 1 BOCES
14. Mannix, Gary	Kenmore West
15. Mermigas, Anthony	Hoover Middle
16. Nestico, Jim	Transportation
17. Notto, Tammy	Hoover Elem.
18. Pera, Paula	Holmes Elem.
19. Pritchard, Karen	Edison Elem.
20. Radley, Kelly	Franklin Elem
21. Roll, Kim	Food Service

22. Schultz, Jennifer	Kenmore East
23. Tocke, Janine	Kenmore East
24. Tortelli, Alison	Franklin Elem.
25. Ventrice, Lisa	Hoover Middle
26. Vittum, Kathy	Hoover Middle
27. Wille, John	B&G
28. Zenosky, Scott	Kenmore East - SRO
29. Zirnheld, Robert	Lindbergh Elem.
30.	
31.	
32.	

C. CONCEPT OF OPERATIONS

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by county and state resources through existing protocols.
- Local emergency officials play an important role in managing response actions in emergency situations. Assistance from these officials is obtained by:
 - 1) Asking for their input in the planning process. If possible, include them as a member of the district-wide and building teams.
 - 2) Include them in the training of staff and students.
 - 3) Use their expertise and experience in the conduct of all drills, including tabletop exercises.
 - 4) Discussing all resources available if Article 2-B is invoked.

D. PLAN REVIEW AND PUBLIC COMMENT

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans 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 by the Board of Education.
- While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Updated copies of the Building-Level Emergency Response Plans will be supplied to both local and State Police by October 15th of each year.

SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency, including:

- Identification of Sites of Potential Emergencies Guideline2101
- The location of potential sites.....2102

B. Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:

- Emergency closing.....2205
- Early dismissal2210
- Evacuation (before, during and after school2215
hours, including security during evacuation and
evacuation routes)
- Shelter In Place.....2220
- Lockdown2225
- Lockout.....2230
- Agreements.....2235

C. The identification of district resources which may be available for use during an emergency, including the identification of personnel and other resources.

- Personnel Resources 2305 - 2310
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**SECTION 2000: GENERAL EMERGENCY RESPONSE
PLANNING - Continued**

- D. Description of procedures to coordinate the use of school district resources and manpower during emergencies, including:
- Identification of the officials authorized to2400
make decisions (Chain of Command)
 - Variations of Emergencies and Chain of Command2401
 - Command Center Location2402
 - Identification of the staff members assigned to 2403 - 2406
provide assistance during emergencies, district,
building level
 - Public Information/Media Notification Plan.....2410
- E. Procedures for annual multi-hazard school training for2500
staff and students, including the strategies for
implementing training related to multi-hazards
- F. Procedures for the review and conduct of drills and other2600
exercises to test components of the emergency response
plan, including the use of tabletop exercises, in coordination
with local and county emergency responders and prepared-
ness officials

A. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

GUIDELINES

When developing a specific list of potential sites for emergencies, *at the building level*, there are many variables that could serve as a catalyst or provide the environment for an emergency to take place at that site. Sites that have these variables or environment have been considered in the following list:

ON-SITE

- various chemical storage areas
- welding/hot work area
- indoor vehicle transportation areas
- compressed gas storage areas
- paint spray booths
- areas of student congregation
- student/teacher/administrator conference area
- swimming pool filter area
- athletic fields
- playground areas

OFF-SITE

- major highways (chemical transport)
- airport (flight path)
- railroad
- certain industrial sites (refineries, etc.)
- creeks

This list can be used as a guideline to help assist in the development of the building level site of potential emergencies. It may not be all-inclusive.

A. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

LOCATIONS

OFF-SITE

BUILDING	SITE	MATERIAL
Various	Thruway (I-290), Sheridan Drive, Colvin Blvd.	Hazardous Materials
Various	Tonawanda Creek	Flooding
Various	Railroad Tracks Gas Stations	Shipments of Haz. Materials, Gasoline Spill

ON-SITE

BUILDING	SITE	MATERIAL
Various	Receiving Areas Custodial Closets Boiler Rooms	Various Chemicals Boilers, Generators, electrical Connections
Various	Parking Lots, Sidewalks, School Laboratories, Cafeteria	Disorderly conduct, various chemicals
Various	Kitchens	Natural Gas, various chemicals

B. PLANS FOR TAKING THE FOLLOWING ACTIONS IN RESPONSE TO AN EMERGENCY WHERE APPROPRIATE

EMERGENCY CLOSINGS

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

EARLY DISMISSAL PROCEDURE

The **EARLY DISMISSAL** procedure will be implemented in the event of an imminent emergency that requires dismissal of students prior to their normally scheduled release. This would occur at any time of the day after the children are on their way to school, or while school is in session. The order will be given by the Superintendent of the school district.

EVACUATION PROCEDURES

An **Evacuation** should take place if it is determined that it is safer outside the building than inside the building (fire, explosion, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites.

SHELTER IN PLACE PROCEDURES

A **Shelter In Place** is used when students and staff are required to remain in their current or a designated location. If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires that student and staff movement be limited, a Shelter In Place may be initiated to keep students and staff out of the affected area until the situation can be rectified. Depending on the threat or hazard, students and staff may be required to move to a safe room or to a weather shelter.

2225

LOCKDOWN PROCEDURES

A **Lockdown** is used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger. A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

2230

LOCKOUT

A **Lockout** is used to secure school buildings and grounds during incidents that pose an actual or potential threat outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger. Normal school day activities may continue as normal except for the termination of all outside activities.

FACILITIES AGREEMENTS

STATEMENT

Kenmore-Town of Tonawanda Union Free School District has adopted agreements with state, county, and other agencies as appropriate for the use of school district building facilities and vehicles during a period of natural or man-made disaster, Facility Agreements with local public and private agencies for use of their facilities on a short term basis to house staff and students have been arranged.

Arrangements for school building facilities to be used as disaster shelters are coordinated through the Greater Buffalo Chapter, American Red Cross, Department of Emergency Services. These shelter agreements authorize their use of the building facilities for any natural or man-made disaster. The use of the building facilities is not restricted to only school district staff and students, but for any group as the need and location arises.

Notification of facility use will be made by:

1. School requesting the Red Cross to provide sheltering facilities as dictated by the emergency.
2. Local, county or state agency requested the Red Cross to provide sheltering facilities as dictated by the emergency.

The Red Cross will staff the shelter and will supply materials and food as needed. If school district supplies are drawn upon during the time of the disaster, or if the building becomes damaged as a result of use or misuse, then the Red Cross will reimburse the school district.

OTHER SCHOOL DISTRICT PERSONNEL

TITLE	NAME	WORK
<i>Superintendent:</i>	Sabatino Cimato	874-8400
<i>Asst. Superintendents:</i>	Kelly White - Curriculum Nicole Morasco - Finance Jeffrey Richards – Human Res.	874-8400
<i>President, Board of Education:</i>	Matthew Chimera	874-8400
<i>Vice President, Board of Education</i>	Dr. Thomas Reigstad	874-8400
<i>Director of Facilities</i>	Timothy Ames	874-8475
<i>AHERA Designee:</i>	Timothy Ames	874-8475
<i>Principal/Building:</i>	David King Edison Elem Kia Evans Franklin Elem Matthew Raines Holmes Elem Michael Huff Hoover Elem Ann Maccagnano Lindbergh Elem Chris Ginestre Franklin Middle Elaine Thomas Hoover Middle Kevin Kruger Kenmore Middle Patrick Heyden Ken East HS Dean Johnson Ken West HS	874-8416 874-8415 874-8423 874-8414 874-8410 874-8404 874-8405 874-8403 874-8402 874-8401
<i>Head Custodian(s):</i>	Robert Logabo Edison Elem Joe Carrubba Franklin Elem Tom Fitzgerald Holmes Elem Rob Warren Hoover Elem Robert Zirnheld Lindbergh Elem Joe Carrubba Franklin Middle Rob Warren Hoover Middle Mike Kollmar Ken Middle Matt Fleming Ken East HS Gary Mannix Ken West HS	874-8416 874-8415 874-8423 874-8414 874-8410 874-8404 874-8405 874-8403 874-8402 874-8401
<i>Food Service Director:</i>	Kim Roll	874-8400
<i>Transportation Supervisor:</i>	James Nestico	874-8611

COMMUNICATION RECOMMENDATIONS

Within Buildings

1. Use of the public address system by an administrator or his/her delegate to provide information and/or direction to staff and students.
2. If unable to use electricity or public address system failure:
 - a. If there is NO time problem, an administrator or designee may walk through the building and inform faculty, staff and students of information and directions.
 - b. Use of a personnel delegate to communicate messages from chief administrator in charge to each floor and wing of the building. There should be as few persons as possible responsible to carry messages by word-of-mouth, as the more people used, the greater the chance of students and staff receiving misinformation.
 - c. The use of strategically located portable 2-way radios/cellular phones may be used throughout the building to help speed communications and relay information using fewer persons.
 - d. Communications may be made easier if students were collected in a centralized location (auditorium, gymnasium, etc.) rather than individual classrooms.

NOTE: In case of electrical system failure, public telephones may still be operational.

Between Buildings

1. Public Telephone – use a designated extension or private line may be kept clear for emergency information between building administrators or their delegates.
2. Portable 2-way radios may be used for communication if buildings are within range of each other. Cellular phones are another option.
3. Better 2-way radio communication may be made by use of a school bus or other school district vehicle operating on the same frequency.

RECOMMENDATIONS:

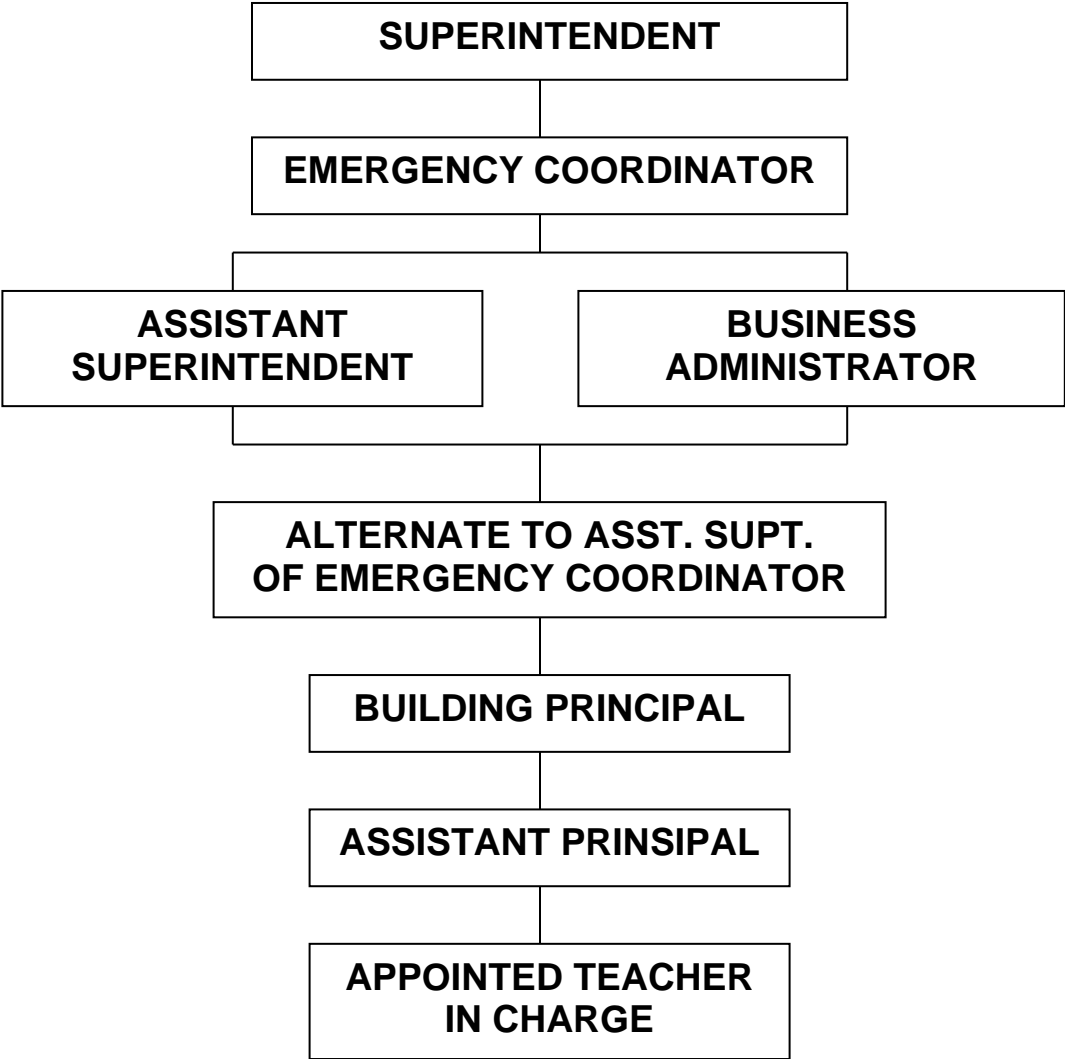
1. Each school should have at least two dependable portable radios/cellular phones which have a battery back-up system with extra batteries that may be used in an emergency.
2. Each school should have at least one dependable scanner which can be programmed to emergency information frequencies (weather, police, fire). This scanner should have a battery back-up system with extra batteries.
3. Each school district should have access to a minimum of two (2) cellular phones.

PUPIL TRANSPORTATION

Buses

Kenmore-Tonawanda Union Free School District
Transportation Supervisor
James Nestico
Phone: (716) 874-8611

D. CHAIN OF COMMAND



VARIATIONS OF EMERGENCIES AND CHAIN OF COMMAND

There are three variations of emergencies which may present themselves to a school district:

1. Emergency situation within the school district is managed by the Superintendent, unless authority is shifted to the District Emergency Coordinator.

In this situation, the Superintendent or Emergency Coordinator is in control, and makes their own decisions to remediate the situation.

2. Emergency incident within the school district which requires the assistance of an outside agency.

When the Fire Department is called by the school district, then the fire chief or ranking officer is in charge. The school district planning committee should then act as a resource and coordinating agency within the school district.

When a law enforcement agency is called by the school district, the building administrator remains in charge. However, the law enforcement agency's recommendations should be fully complied with.

3. Emergency incident at local, county, state or national level where notification of the school district of the emergency is done from outside sources.

In the event of a large scale emergency, the outside coordinating agency (most likely the county) will be in charge and again the school district emergency coordinator and planning committee will act as a resource and coordinating agency within the school district.

DUTIES OF DISTRICT-WIDE INCIDENT COMMAND AND OPERATIONS STAFF

Incident Commander (IC) <i>(Superintendent)</i>	Develop Incident Action Plan (IAP). Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction.
Deputy Incident Commander <i>(Superintendent Designee)</i>	Supports the Incident Commander in any capacity needed. For long term or large scale incidents, may act as Incident Commander during break periods/ rest periods.
Public Information Officer (PIO) <i>(Superintendent/Designee)</i>	Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency services and public information officer at press briefings. ALL media contact will be through this individual.
Liaison Officer <i>(Supt. of Buildings & Grounds/ Director of Facilities, Building Principal)</i>	Will be the agency representative with outside agencies responding to the emergency event. Keeps Incident Commander informed of situation status.
Operations Officer <i>(Building Principal, Supt. of Buildings & Grounds/Director of Facilities)</i>	Develops tactical organization and directs all resources to carry out the Incident Action Plan (IAP).
Logistics Officer <i>Supt. of Buildings & Grounds/ Director of Facilities, Building Principal)</i>	Provides resources and all other services needed to support the incident.
Planning Officer	Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources.
Finance/Administration <i>(Business Official)</i>	Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event.

BUILDING LEVEL RESPONSE TEAM ROLES DEFINED

Primary Operations Administrator	Building Principal/Designee
Communications Liaison	Send and receive messages to and from outside personnel as needed by principal and other listed coordinators.
Emergency Services Liaison	Meet and coordinate first aid and other medical services.
Evacuation Site Coordinator	Sending site coordinator who will prepare to release the students to the new location and oversee the operations on this site until the main site is closed down and the Primary Operations Administrator arrives at the alternate site location.
Parent/Guardian Liaison	Handles all communications with parents and oversee the release of students after all attendance procedures are completed at the alternate site.
Site Management Attendance Coordinator	Assists in the attendance accounting for all students and adults at the alternate site before the release of any students. He/she will be assisted by the attendance personnel when they arrive from the primary site.
Transportation Coordinator(s)	Will receive and direct the buses when they enter the primary site to remove the students to the alternate site. The bus numbers and designations will be communicated to the primary site office or its alternate location for announcement to the teachers for dismissal and loading.
Mechanical Services Liaison	Assists the emergency services personnel locate key information and gain access to all parts of the primary site. He/she will secure the site after all intended personnel are relocated off the primary site.
Off-Site Emergency Coordinator(s)	Arrive at the alternate site before the arrival of the students and prepare the site for their arrival. Identify key areas which need to be opened and made ready. Make provisions for the other key personnel who will assist in the accounting and communication duties required to care for and later release the students to their parents. They will remain in charge of the alternate site until the arrival of the Primary Operations Administrator or the Evacuation Site Coordinator at which time they will support these personnel in their duties.
Other Personnel	Will assist in the accounting process and maintenance of order.

PUBLIC INFORMATION/ MEDIA NOTIFICATION PLAN

As media personnel arrive to cover a story, they should be directed to a media staging/reception area and should not be allowed to interview students without expressed permission.

Media Site Selection

Several factors should be considered when selecting a site to which the media can go and from which information will be dispensed:

- | | |
|---------------------------|--|
| Physical Space: | Select a room or area that will accommodate a media conference attended by several news agencies and school support staff. |
| Containment: | Ensure the site does not permit access by the media to the Command Post or student population. |
| Necessary Accommodations: | Choose a location that permits direct access to rest rooms and telephones and has sufficient electrical outlets and space for equipment. |

Dissemination of Information

The Superintendent of Schools, or designee, will act as the Public Information Officer (P.I.O.) or Media Coordinator to work with the media during a crisis. The individual assigned this duty assumes responsibility for organizing the details.

During the crisis the Public Information Officer, P.I.O./Media Coordinator should greet reporters, direct them to the media staging area where they will be provided a news conference or press release.

Recommended Policy

The School District Superintendent will assign the P.I.O. or Media Coordinator for the district.

If there is a police or emergency service presence, release of information will be coordinated with the information officers from those agencies.

The P.I.O. for police, emergency services, and the school district will act as liaison to the media and coordinate press conferences and media deadlines.

Confidentiality and privacy issues regarding the identity of juveniles, staff members, and their involvement in a particular situation must be monitored very closely to prevent unauthorized disclosure of information.

The school district, police, and emergency services have an obligation to keep the media aware of significant developments as long as the investigation, actions, and/or locations are not compromised or parents/spouses are not unnecessarily alarmed.

Announcing to the media that only one person will be releasing information usually will prevent attempts to obtain information by circumventing the authorized channels.

If an arrest results from the situation, the police agency should coordinate this announcement through the School District Spokesman and School Superintendent so necessary steps can be taken by the school to prepare the faculty, students, and parents.

E. PROCEDURES FOR ANNUAL MULTI-HAZARD SCHOOL TRAINING FOR STAFF AND STUDENTS

The Kenmore-Town of Tonawanda Union Free School District will ensure that Annual Multi-Hazard Training is made available to staff and students. The annual submission to NYSED of the school district's PDP (Professional Development Plan) will include allocated training blocks for anti-violence and multi-hazard training. Students and staff members will receive written information at the beginning of the regular school year summarizing the schools basic hazard plans and the availability of additional information and participation for those who desire. The Kenmore-Town of Tonawanda Union Free School District will work cooperatively with emergency management and law enforcement officials to ensure training is effective and appropriate, as well as consistent with local municipal disaster plans.

F. PROCEDURES FOR THE REVIEW AND CONDUCT OF DRILLS AND OTHER EXERCISES TO TEST THE COMPONENTS OF THE PLAN.

The Kenmore-Town of Tonawanda Union Free School District, in coordination with local and county emergency responders, will conduct and review drills, such as tabletops, that are components of the Comprehensive District Wide Multi-Hazard Plan. The Kenmore-Town of Tonawanda Union Free School District will annually prioritize and schedule drills in conjunction with local and county officials. At the completion of any scheduled drill, the Kenmore-Town of Tonawanda Union Free School District and local and county emergency responders will conduct an after action review of the sequence of events, and will update the Multi-Hazard Plan to reflect lessons learned.

SECTION 3000: **RESPONDING TO THREATS AND ACTS OF VIOLENCE**

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

- Maintenance of Public Order..... Policy Number 3410
- School Conduct & Discipline Policy Number 7310
- Suspension Policy Number 7313
- Unlawful Possession of a Weapon on School Grounds Policy Number 3411
- Gun Free Schools Policy Number 7360
- Alcohol, Tobacco, Drugs & Other Substances Policy Number 7320
- Corporal Punishment/Physical Restraint..... Policy Number 7350
- Searches and Interrogations Policy Number 7330
- Anti-Harassment in the School District..... Policy Number 3190
- Racial Harassment of Students..... Policy Number 7550
- Student Dress Code.....Policy Number 7312
- Safety Conditions & Programs.....Policy Number 8210
- Fire Drills, Bomb Threats & Bus Emergency Drill.....Policy Number 8212

B. Identification of appropriate responses to emergencies, including protocols for responding to:

Building Related

- Emergency Utility Shut-Offs
- Loss of Power
- Natural Gas Leak
- Heating System Failure
- Loss of Building
- Sewage System Failure
- Water System Failure
- Carbon Monoxide (CO) Alarm

Natural Disasters

- Storm-Snow/Ice
- Storm-Thunder/Lightning
- Tornado
- Take Cover Plan
- Earthquake
- Flood

SECTION 3000: RESPONDING TO THREATS AND ACTS OF VIOLENCE - Continued

Environmental

- Airborne Gases
- Asbestos Fiber Release Episode
- Asbestos Response Team
- Explosion
- Oil/Gasoline/Hazardous Material
- Fire

Civil Disturbances

- Bomb Threat
- Biological Release Threat (Telephone)
- Telephone Threat Form
- Biological Release Threat (Letter/Package)
- Hostage/Kidnapping
- Intruder
- Threats of Violence
- Acts of Violence

Medical Emergencies

- General Guidelines for Medical Emergencies
- School Bus Accident and/or Fire

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

- Parent(s)/Spouse(s) Notification and3200
Reception Center Plan
- Emergency Closing3210
- Delayed Plan.....3210
- Early Dismissal Plan3210

C. PARENT(S)/SPOUSE(S) NOTIFICATION AND RECEPTION CENTER NOTIFICATION PLAN

Utilize telephone lists or television and radio media to notify parents and spouses of an emergency involving an occupied school facility.

Designate a reception center at a location away from the incident. Provide this information during the notification process.

Several factors should be considered when selecting a reception center. They are as follows:

- Physical Space: Select a site that will accommodate a large influx of people to include parents and/or spouses and district representatives.

- Containment: Ensure that the site does not permit access by the media and is isolated from the Incident Command Post (I.C.P.), Emergency Operation Center (E.O.C.), and student body.

- Necessary Accommodations: Select a location that permits direct access to rest rooms and telephones and allows for the serving of refreshments. Several rooms should be made available for grieving family members and counseling sessions.

- Support Personnel/ Agencies: If the situation warrants, station counselors, members of the clergy, medical personnel and Critical Incident Stress Debriefing Team at the reception center. A law enforcement/emergency services representative should be at the site also.

- Dissemination of Information: The Superintendent of Schools should assign, in advance, a staff member as the liaison/information specialist to work with the parents/spouses during a crisis. The individual assigned this duty must assume responsibility for arranging the details and providing accurate, up-to-date information regarding the incident.

EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools, delay the opening, or to dismiss students early in the event of hazardous conditions, including weather, which threaten the safety of students.

In making the decision to close schools, either the Superintendent or his/her designee shall consider many factors, including the following:

- 1) The availability of parent(s)/guardian(s) to receive the student at home in the event schools should be dismissed early.
- 2) The health and safety of students remaining in a school environment.
- 3) Weather conditions, both existing and predicted.
- 4) Driving and traffic conditions affecting public and private transportation facilities.
- 5) Continuance or discontinuance of the operations of business, commercial and professional people in the area.

Facts will be assembled from the appropriate agencies and organizations before any decisions are made. For example, the Highway Department, Police Department, Weather Bureau, transportation companies and other governmental agencies, as needed, will be called.

Following the decision, communications will begin for the total notification of the students and staff. Either the superintendent or his/her designee shall notify the public media. Employees should listen to broadcasts beginning at 6:00 o'clock a.m. Any employee who is doubtful about reporting should contact his/her immediate supervisor.

Delayed School Plan

When it appears likely that weather and/or street conditions will improve later in the morning, a "delayed school opening" announcement may be made to the public. Employees shall make an effort to report to their assignment at the regular starting time.

"A" Schedule (One-hour delay in all school starting times):

All schools will begin one hour later than normal starting times and dismiss at regular time.

"B" Schedule (Two-hour delay in all school starting times):

All schools will begin two hours later than normal starting times and dismiss at regular time.

EMERGENCY CLOSINGS – Continued

Early Dismissal School Plan

When a sudden, unanticipated emergency condition, including weather alert, arises after school has commenced, and it is deemed appropriate to close schools and offices, the following actions will be followed:

- 1) The media will be called and the public will be informed of the decision.
- 2) Schools will be dismissed with dismissal time arranged to parallel the arrival of buses. No staff member may leave his/her assignment until all students have left the building (unless authorized to do so by the principal).
- 3) Elementary students can be released to the custody of their parent/guardian or another designated adult.

Staff Assignments

The Superintendent is responsible for the effective operation of the school district at all times. Under Education Law, Sections 1711 and 3012, the Superintendent is empowered to require certain groups of employees to work while other employees are not required to work because the absence of students reduces the productivity of these employees.

When schools are officially closed for students due to inclement weather or other emergency conditions:

- 1) In general, school-based personnel will not report with the exception of the building plant operators, custodians, maintenance, and janitorial staff, as per negotiated agreement.
- 2) The Superintendent of Buildings and Grounds, the Transportation Supervisor and the Superintendent will report to work, along with other designated employees.
- 3) Principals will remain responsible for security of their schools and for seeing that the building and grounds are made as ready as possible for school on the next scheduled day.

Parent/Guardian Notifications

Principals have the responsibility to urge parents/guardians to make plans for the emergency supervision of their children should an all-day closing, a delayed opening, or an early closing of school be necessary.

Radio announcements or telephone trees may be used to notify staff members. In the event it becomes necessary to brief parents/guardians regarding incidents, which could include violent actions, notification centers will be established. The intent of the centers will be to discuss current information.

SECTION 4000: COMMUNICATION WITH OTHERS

- A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies
- Step-by-Step Procedures4100
- B. Procedures for obtaining advice and assistance4200
from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law
- C. A system for informing all educational agencies within a school district of a disaster.
- Statement4300
- In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:
- School population,4305
 - Number of staff,
 - Transportation needs, and
 - Business and home telephone numbers of key officials of each such educational agency.

A. IN THE EVENT OF AN EMERGENCY OR VIOLENT INCIDENT THAT REQUIRES THE ASSISTANCE OF EMERGENCY RESPONSE AGENCIES

STEP 1	Call 911
STEP 2	<p>Give Specific Information to the 911 Dispatcher</p> <ul style="list-style-type: none"> • What type of emergency • Where – address, room, what floor • Who/how many are affected • Directions to access the scene
STEP 3	Local agencies, such as police, fire, ambulance, highway or public works, disaster coordinator will respond first
STEP 4	After assessing the emergency, LOCAL RESPONSE AGENCIES will contact county, state and federal agencies if additional assistance is necessary or if a disaster is declared which will invoke Article 2-B (see page 4200)
STEP 5	Post incident response can be coordinated through local and county agencies. These could include the Red Cross, United Way Agencies and other local, county and state mental health resources.

- §29-a. Suspension of other laws
- §29-b. Use of civil defense forces in disasters
- §29-c. Radiological preparedness
- §29-d. Reports

HISTORY:

Add, L 1978, ch 640, § 3, eff Apr 1, 1979

CROSS REFERENCES:

This article referred to in §§ 20, 21; CLS Unconsol ch 131 § 20.

§ 20. Natural and man-made disasters; policy; definitions

1. It shall be the policy of the state that:
 - a. local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;
 - b. local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;
 - c. state and local natural disaster and emergency response functions be coordinated in order to bring the fullest protection and benefit to the people;
 - d. state resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and
 - e. state and local plans, organizational arrangements, and response capability required to executive the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.
2. As used in this article the following terms shall have the following meanings:
 - a. "disaster" means occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.
 - b. "state disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.
 - c. "municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.
 - d. "commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.
 - e. "emergency services organization" means a public or private agency, organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.
 - f. "chief executive" means:
 - (1) a county executive or manager of a county;
 - (2) in a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
 - (3) a mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
 - (4) a supervisor of a town, except where a town has a manager, it shall mean such manager.

C. IN THE EVENT OF AN EMERGENCY WITHIN THE SUPERVISORY DISTRICT TERRITORIAL LIMITS, THE SUPERINTENDENT, OR DESIGNEE, OF THE KENMORE-TOWN OF TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT WILL:

- 1) Act as the chief communication liaison for the non-public Educational agencies listed on the following pages

- 2) Contact the Erie 1 BOCES District Superintendent

- 3) Offer resources that are available.

C. PERSONNEL FOR NON-PUBLIC SCHOOLS
(Staff and Enrollment information confidential as per Building Level Safety Plans.)

Facility Name/Address/Phone:	Cardinal O'Hara High School 39 O'Hara Road Tonawanda, NY 14150
Principal/Phone:	Mrs. Mary Holzerland 716-695-2600 x 304
Assistant Principal/Phone:	
Others:	
Grades:	9-12
Number of Students:	
Hours of School:	7:00 am – 3:30pm
Transportation:	

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	Mount St. Mary Academy 3756 Delaware Avenue Buffalo, NY 12417
Principal/Phone:	Mrs. Katherine Spillman 817-877-1358 x155
Assistant Principal/Phone:	
Others:	
Grades:	9-12
Number of Students:	
Hours of School:	7:00 am – 3:00pm
Transportation:	

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	St. Amelia School 2999 Eggert Road Tonawanda, NY 14150
Principal/Phone:	Mr. Scott Kapperman 716-836-2230 x117
Assistant Principal/Phone:	
Others: Staff	
Grades:	K-8
Number of Students:	
Hours of School:	7:00 am – 3:00pm
Transportation:	

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	St. Andrews Country Day School 1545 Sheridan Drive Buffalo, NY 14217
Principal/Phone:	Mrs. Pamela Giannantonio 716-877-0422 x122
Assistant Principal/Phone:	
Others:	Mr. Edward Hans-Business Manager
Grades:	Pre K - 8
Number of Students:	
Hours of School:	7:00am – 3:00pm
Transportation:	

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	St. John the Baptist School 1085 Englewood Avenue Buffalo, NY 14223
Principal/Phone:	Mrs. Jenny Bainbridge 716-877-6401
Assistant Principal/Phone:	
Others: Staff	
Grades:	Pre K - 8
Number of Students:	
Hours of School:	7:00am – 3:00pm
Transportation:	

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	St. Joseph's Collegiate Institute 845 Kenmore Avenue Buffalo, NY 14223
Principal/Phone:	Mr. James Spillman 716-874-4024 x18
Dean of Students/Phone:	
Others: President *For emergencies, call president.	Jennifer Lyons Greco 716-874-4954
Grades:	9-12
Number of Students:	
Hours of School:	7:00am – 3:00pm
Transportation:	

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	Charter School for Applied Techs 2303 Kenmore Avenue Buffalo, NY 14207 716-876-7505
Principal/Phone:	Ms. Ann Morgante 716-871-7400 High School
Principal K-5 /Phone: Principal 6-8	Mr. Sue Jurewicz / 876-7505 Mr. Anthony Favata/ 716-710-3065
Others: Superintendent	Mr. Andrew Lyle 716-876-7505 x5102
Grades:	K-5, 6-8, 9-12
Number of Students:	
Hours of School:	7:00am – 3:00pm
Transportation:	

SECTION 5000: PREVENTION AND INTERVENTION STRATEGIES

- A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures
- District Safety Measures.....5100
- B. Procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to:
- Code of Conduct (document).....5200
 - Visitors to School.....Policy Number 3210
 - Crisis Response.....Policy Number 5682
- C. Appropriate prevention and intervention strategies such as:
- Attendance.....Policy Number 7110
 - Class Attendance.....Policy Number 7111
 - School Bus Safety Program.....Policy Number 5750
 - Collaborative agreements with local law enforcement officials (Memorandum)In Code of Conduct (5200)
- D. Strategies for improving communication among students5300 and between students and staff and reporting of potentially violent incidents, such as the establishment of:
- Youth-run programs,
 - Peer mediation,
 - Conflict resolution,
 - Creating a forum or designating a mentor for students concerned with bullying or violence,
 - Establishing anonymous reporting mechanisms for school violence, and
 - Others based on district need

District Safety Measures

The Kenmore-Town of Tonawanda Union Free School District has initiated a district-wide system issuing identification badges to all staff and to the Board of Education, visitors, student teachers, junior participants, mentors, parent volunteers and Parent Teacher Association.

Elementary Level

In addition to the ID badges worn by all staff and visitors to the building, signs have been posted throughout the building for visitors to report to the office.

Staff members are extremely vigilant and if someone is in the building without a badge, staff will escort the person to the office.

All doors are locked except one door and the handicapped access. Many of the doors are equipped with a buzzer into the main office.

Both at arrival and dismissal all support staff, including principal and program supervisors, are in the hallways. Aides are posted at central doors.

Staff has been provided with information on what to do in the event of an emergency, including evacuation of the school and relocation to a neighboring area.

Middle School Level

All staff members are required to wear identification badges. All visitors are issued identification badges. Visitors must report to the office and are issued temporary passes. Staff are vigilant in monitoring the halls for anyone not wearing a pass. All doors are locked except for one main door.

During arrival and dismissal time, all staff are in the hallways.

Staff have practiced evacuation drills and possible relocation to a neighboring area.

High School Level

Identification badges are issued to all staff members. There is a visitor sign-in sheet and visitors' passes for anyone entering the building. All but two main doors are locked. There are staff members with walkie-talkies assigned to monitor the doors during the day. Also, high schools have and enforce a Zero Tolerance Policy toward violence.

Future District-Wide Security Projects:

- Proximity readers and cameras
- Cameras to be installed at main entrance and ADA entrance
- All doors will have indicator lights that will indicate when doors are open/closed. Panel in main office to monitor when door is opened.

D. STRATEGIES FOR IMPROVING COMMUNICATION AMONG STUDENTS AND STAFF, AND REPORTING POTENTIALLY VIOLENT INCIDENTS

The Kenmore-Town of Tonawanda Union Free School District recognizes the importance of good communication among students and between students and staff and encourages the school community to strive for improvement at all times. Sharing information is the first line of defense in keeping our schools safe. It is vital that our students understand that reporting information about potential problems is a way of preventing harm to another. Reporting concerns that may impact on the safety and health of others is the responsibility of the entire Kenmore-Town of Tonawanda Union Free School District community.

Short-term and long-term strategies to bettering communication and preventing violence in our schools include:

- Set clear expectations for students, and communicate these standards to students, staff and parents
- Pay attention to what students are saying
- Peer listening and mediation
- Develop identification and reporting procedures to record students who show signs and symptoms of violent behavior
- Encourage communication among parents, students, staff and community members about any concerns to appropriate resource people in schools and communities
- Foster collaboration among school, home and community for peaceable schools
- Train staff to listen and question effectively

- Staff study of “Teaching Children to Get Along” by Lee Carter
- Use of the 40 Assets- focus on “Boundaries”, Asset Building
- Social Studies curriculum focuses on kindness, caring and understanding of all people
- Friendship Pays
- “Kids on the Block” puppet shows centering on awareness and tolerance of others
- Trained staff in C.C.R.C.-Children’s Creative Response to Conflict
- Use of the “Ruby Payne Intergenerational Poverty” staff development program
- School behavioral expectations
- Assemblies on non-violence

Middle School Strategies

- Peer Mediation Programs
- C.C.R.C.- Children’s Creative Response to Conflict
- Conflict Resolution training for all 6th grade students and staff
- Respect Themes for each month
- Character Education Program specific to each school
- Students of the Month
- Principal’s Positive Referrals
- School Safety Teams
- Circle of Stars-Honor Roll recognition
- Yearly Orientation assemblies stressing Zero Tolerance philosophy on violence
- “Kids Who Care” program
- Project Success activities
- Group Counseling- at risk students
- Adult Mentors for students at risk
- Advisory program to promote open student/adult communication
- Assemblies, motivational speakers on non-violence and making the right decisions

High School Strategies

- Freshman Orientation programs, including skits on sexual harassment, stressing the seriousness of this behavior and the consequences
- C.R.E.W. Team (Creating Resources, Everyone Welcome) – peer mediators facilitate sessions after physical/verbal violence
- Asset Building
- Character Education Design Team
- P.R.I.D.E. Aware- Personal Responsibility Involvement Dependability and Excellence in Academics- School –Wide
- Unity Day- workshops for students that conclude with the students signing a pledge to be violence free
- Zero Tolerance for violence school building philosophy
- Assemblies and motivational speakers on non-violence

E. DESCRIPTION OF DUTIES, HIRING AND SCREENING PROCESS, REQUIRED TRAINING OF HALL MONITORS AND OTHER SCHOOL SAFETY PERSONNEL.

The process of establishing the duties for hall monitors and other school safety personnel shall rely on past practice, or be completed by civil service with consultation of the Kenmore-Town of Tonawanda Union Free School District, or shall be determined by the Kenmore-Town of Tonawanda Union Free School District pursuant to applicable Federal, State, County and Municipal guidance. (Example found in appendix)

The Kenmore-Town of Tonawanda Union Free School District is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-202 prohibits discrimination because of age. Section 504 of the rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

The process of hiring hall monitors and/or school safety personnel will follow applicable Federal, State, County and Municipal laws & Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1st, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the S.A.V.E. Legislation of 2000.

If the Kenmore-Town of Tonawanda Union Free School District uses the service of a contractual security company, the district should verify with the Department of State's License Bureau to ensure that the prospective contractor is an authorized employer in good standing.

If the Kenmore-Town of Tonawanda Union Free School District, a public (exempt) entity, employs at least one security guard, then the district is subject to the Security Guard Act of 1992 (General Business Law § 89-f (5), (7)). Any public entity employing a security guard must ensure that the security guard is registered with the NYS Department of State. The Department of State will only register applicants who have satisfied the requirements established by the Secretary. Registration for a security guard is effective two years. No school district shall knowingly employ a person as a security guard unless: the school district has verified with the Department (State) that such person possess a valid registration card which has not expired or been revoked; or Such school district has filed

**E. DESCRIPTION OF DUTIES, HIRING AND SCREENING
PROCESS, REQUIRED TRAINING OF HALL MONITORS
AND OTHER SCHOOL SAFETY PERSONNEL - CONTINUED**

with the Department (State) in a manner prescribed by rules and regulations promulgated by the Department. (Duties of a security guard and requirements and of a NYS Security Guard License are included in the appendix) A district employing a security guard must provide proof of self insurance or liability insurance coverage to the Department of State in the Amount of \$100,000 per occurrence and \$300,000 in the aggregate (General Business Law § 89-g (6)). A licensed security guard in New York State must undergo an Investigation. Within five business days after the receipt of an application the department (state) shall transmit to the division (DCJS) two sets of fingerprints and the fee required pursuant to paragraph (b) of subdivision ten of section eighty-nine-h of Gen. Bus. Law and cause to be conducted a search of state files to ascertain whether the applicant has been charged with or convicted of a serious offense and may cause to be conducted an investigation to verify the information contained in the application provided. Under section 89-o of the General Business Law, the secretary of state is empowered to adopt rules and regulation implementing the provisions of this article. Such rules and regulations shall include criteria for determining whether a person is a security guard or whether a particular function is a security guard function as defined by subdivision six of section 89 –f of this article.

APPENDIX A - Buildings covered by the district-wide plan:

EDISON ELEMENTARY

236 Grayton Road
Tonawanda, NY 14150
Phone: (716) 874-8416
Principal: David King

FRANKLIN ELEMENTARY

500 Parkhurst Boulevard
Buffalo, NY 14223
Phone: (716) 874-8415
Principal: Kia Evans

HOLMES ELEMENTARY

365 DuPont Avenue
Tonawanda, NY 14150
Phone: (716) 874-8423
Principal: Matthew Raines

HOOVER ELEMENTARY

199 Thorncliff Road
Buffalo, NY 14223
Phone: (716) 874-8414
Principal: Michael Huff

LINDBERGH ELEMENTARY

184 Irving Terrace
Buffalo, NY 14223
Phone: (716) 874-8410
Principal: Ann Maccagnano

FRANKLIN MIDDLE

540 Parkhurst Boulevard
Buffalo, NY 14223
Phone: (716) 874-8404
Principal: Christopher Ginestre

HAMILTON SCHOOL

44 Westfall Drive
Tonawanda, NY 14150
Phone (716) 874-8419

TRANSPORTATION

1680 Military Road
Kenmore, NY 14217
Phone: (716) 874-8611
Supervisor: James Nestico

HOOVER MIDDLE

249 Thorncliff Road
Buffalo, NY 14223
Phone: (716) 874-8405
Principal: Elaine Thomas

KENMORE MIDDLE

155 Delaware Road
Buffalo, NY 14217
Phone: (716) 874-8403
Principal: Kevin Kruger

KENMORE EAST HIGH SCHOOL

350 Fries Road
Tonawanda, NY 14150
Phone: (716) 874-8402
Principal: Patrick Heyden

KENMORE WEST HIGH SCHOOL

33 Highland Parkway
Buffalo, NY 14223
Phone: (716) 874-8401
Principal: Dean Johnson

ADMINISTRATION BLDG.

1500 Colvin Blvd.
Buffalo, NY 14223
Phone: (716) 874-8400

LONGFELLOW BUILDING

255 Myron Road
Buffalo, NY 14217
Family Support Center
Phone (716) 874-8510