



Spencer-Van Etten Central School District
Together We Achieve...

Spencer-Van Etten District Wide School Safety Plan

**This plan has been developed in compliance with Education Law
Section 807 and 2801-a
and Commissioner's Regulation Section 155.17**

First Revision	10/03
Second Revision	05/06
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Table of Contents

TOPIC	PAGE #
GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	3
PREVENTION STRATEGIES	4
Early Detection of Potentially Violent Behaviors	4
Assistance during Emergencies	5
Identification of District Resources	7
• Procedures to Coordinate Use of School District Resources	7
School Building Safety	8
• Visitors/Intruders	8
Annual Multi-Hazard School Safety Training	9
Test Components of the Emergency Response Plan	9
Plans for Response to Specific Emergencies	10
• School Cancellation	10
• Early Dismissal	10
• Evacuation/Alternate Shelter Plan	11
• Evening and Weekend Emergencies	11
INTERVENTION STRATEGIES	12
Acts of Violence	13
Fight, Assault or Rape	13
Suicidal Threats	14
Responses to Emergencies	14
• Bomb Threats	14
• Civil Unrest – Riot	16
• Procedure of Orders of Protection	16
• Weapons	16
• Active Shooter, Armed Person	17
• Child Abduction from Bus Loading/Unloading Area or Outside of Building	17
• Child Abduction/Kidnapping/Hostage/Unauthorized Visitor in School Buildings/on School Premises	18
• Hazardous Materials Exposure	18
• Building Collapse	20
• Bus Accident Procedures	20
• Earthquake	21
• Explosion	21
• Falling Object	21
• Fire Alarm	22
• Flooding	22
• Gas Leak	22
• Medical Emergency Situation	22
• Storms/Tornadoes	23
• Tornadoes	23
• Utility Failure	23
Safety education with Students and Staff	24

Personnel Acting in School Security Capacity	24
Informing all Educational Agencies	25
Information about District	25
RECOVERY PHASE	25
• After each Emergency Event	25
Addendum	27
• Emergency Situation Response	27

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Spencer-Van Etten Central School District, District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Spencer-Van Etten Central School District Board of Education, the Superintendent of The Spencer-Van Etten 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. This plan will be reviewed on an annual basis.

Identification of School Teams

The Spencer-Van Etten 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 current members of the Spencer-Van Etten District-Wide School 2018-19 Safety Team and their positions or affiliations are as follows:

District Superintendent	Diahann Hesler
Chief Emergency Officer	Diahann Hesler
Director of Facilities, Emergency Mgt. Coordinator	Lance Cundy
Principal, Spencer-Van Etten Elementary School	Matt Stroup
Nurse, Spencer-Van Etten Elementary School	Tammy Martinez
Principal, Spencer-Van Etten Middle School	Brandon Foley
Nurse, Spencer-Van Etten Middle School	Donna Gulde
Principal, Spencer-Van Etten High School	Missy Jewell
Nurse, Spencer-Van Etten High School	Theresa Vallely
Transportation Supervisor	John Horvath
Secretary, Spencer-Van Etten Elementary School	Amy Bishop
Assistant Principal/Athletic Director	James Howey
Health and Safety Committee Union President	Amy Bishop
Guidance Counselor	Marjorie McKinery/Jordan Ashman
Parent	David Lanning
Public Information Coordinator	Jennifer Swayze
Food Service Director	Jerry Carr
Chief Information Officer	Jack Wiiki
Chief Financial Officer	Jane St. Amour-Bradley

Section 155.17(e)(f) of the Commissioner’s Regulations requires that superintendents not in a supervisory district are to notify the State Education Department as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building in the district. A superintendent of a school within a supervisory district is to notify the BOCES District Superintendent as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building. The BOCES District Superintendent is to notify the State Education Department of all school building closures not related to routine weather emergencies.

Prevention Strategies

Collaborative Arrangements with local/state law enforcement:

Administrative staff are expected to maintain collaborative relationships with the New York State Police, Tioga and Chemung County Sheriffs, and local police agency.

Police authorities should be consulted when the safety of staff, students, or the facilities is in jeopardy.

Non-Violent Conflict Resolution Training Programs:

Numerous types of training are available from a variety of sources, the implementation by all departments and programs to minimize the potential for violence. A sampling of the available resources includes:

- Training programs available through the New York State Police
- Programs available through the New York State.
- Abide by the Dignity for All Students Act
- BOCES trainings including Therapeutic Crisis Intervention (TCI)

Early Detection of Potentially Violent Behaviors

Building Emergency Teams shall receive regular training in response and management of emergency situations, post-incident response, event evaluation, and debriefing.

Personnel acting in security functions shall receive training in de-escalation, non-violent crisis intervention, and non-violent intervention strategies. Key staff members such as guidance counselors, the school administrators and the Nurse will respond to potentially harmful situations.

All school employees will receive at least **two hours** of instruction on issues involving school safety within 30 days of hire. These may include, but are not limited to:

- | | |
|--|--------------------------|
| Warning signals for violence | Mentoring |
| De-Escalation training | Social skill development |
| Non-Violent conflict resolution | Character Education |
| Improving communication between students and staff | |

Contract(s) for staff will be made with qualified local agencies to provide annual school safety training staff. Annual Multi-Hazard Training for staff will include Right-to-Know training, Hazardous Material training, and training on Blood Borne Pathogens.

At the beginning of the school year student and staff handbooks are available to students and teachers. Components are reviewed at the beginning of the school year. Handbooks are reviewed and provided to teachers at the beginning of the school year. On conference days other required awareness and safety trainings are provided by the GST BOCES health and safety personnel. At other times special speakers are brought in for either staff or students. Parental participation is always welcome.

Assistance during Emergencies

The primary responsibility for obtaining assistance from emergency services and local government agencies during an emergency rests with the Administrative staff. A teacher or a staff member should speak with his/her immediate supervisor about obtaining assistance unless such emergency is so dire as not to allow the time to do so.

**** The contact for extreme emergencies is 911****

The following list of resources is meant to be a starting point, not a complete list.

FIRST LINE OF ASSISTANCE: Police 911 Dispatcher

Business Calls:	Tioga County Sheriff	(607) 687-1010
	Chemung County Sheriff	(607) 735-8600
	NYS Police (Horseheads)	(607) 739-8797
	NYS Police (Owego)	(607) 687-3961

The 911 dispatcher has a variety of services available such as police, fire response, rescue, emergency medical technicians, heavy rescue, auto extrication, communications, water rescue equipment, water pumps, and the like. The dispatcher also has contact with other emergency agencies on a priority telephone basis such as the Cornell Safety, and Inter-County disaster communications as well as direct links with medical services such as Cayuga Medical Center. There are few situations in which the 911 dispatcher cannot offer some assistance. The dispatcher's office is staffed 24 hours a day, all year.

***Other possibly important numbers for urgent, but not emergent situations are:**

Police and Fire	
NY State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sheriff	(607) 687-1010
Ambulance Service	911
New York State Police	(607) 687-3961
FBI	
(Albany Office)	(518) 465-7551
U.S. Secret Service	(315) 448-0304
Hospitals	
Robert Packer Hospital	(570) 888-6666
Arnot Ogden Medical Center	(607) 737-4100
Cayuga Medical Center	(607) 274-4011
United Health Services (Switchboard)	(607) 763-6000
St. Joseph's Hospital	(607) 733-6541
Other Emergency Services	
Child Abuse and Maltreatment	(800) 342-3720
New York State Electric and Gas	(607) 347-4131
Poison Control Center	(800) 222-1222
Tioga County Emergency Management Office	(607) 687-2023
Chemung County Emergency Management Office	(607) 737-2096
NY State Education Department	(518) 474-3901
Health Department	
Chemung County	(607) 737-2028
Tioga County	(607) 687-8600
Department of Mental Hygiene	
Chemung County	(607) 737-5501
Tioga County	(607) 687-4000
American Red Cross	
Chemung County	(607) 734-3317
Tioga County	(607) 689-0105
Transit Systems	
Chemung County	(607) 734-5211
NYS Department of Transportation- Hornell	(607) 324-8404

Complete and valid information is essential to the management of an emergency event. The best information outside of the school may be obtained from the following sources in order of reliability:

- The National Warning System (NAWAS)
- Emergency Alert System (EAS)
- Information available through the Sheriff's office
- New York State Police teletype information
- Media
- Individuals reporting information. (Validity of information varies. For example, a fire chief on the scene will probably have the best information available).

Identification of District Resources

During an emergency the following should be considered/consulted:

- District-Wide School Safety Plan (this document);
- School Building Safety Plan(s)
- Other community agencies
- Each school has emergency generators which provide power to run the boilers for heat, hot water, lighting and emergency lights and in the High School, kitchen facilities. This is an asset to the community and is listed as a resource with the local Red Cross agency.
- The District also has a fuel depot at the Bus Garage, 18-72 passenger, and 1-20 passenger school bus, 6 suburbans, 1 dump truck with plow, 2 pickup trucks with plows, 2 staff cars, tractors, UTV, portable emergency generator and a transport trailer.

Procedures to coordinate the use of School District Resources

In the event of an emergency or disaster, the Superintendent, principal or designee, depending on the nature and severity of the emergency or disaster, should immediately notify/do the following:

- Call 911 to activate the emergency law enforcement, fire, and medical response systems
- The District Superintendent or his/her designee should immediately notify the Director of Facilities (or Designee if the Director is not available).
- The decision to notify other emergency services shall be determined by the District Superintendent or designee.
- Establishment of Command Post: The Director of Facilities (or Designee if the Director is not available) notifies the District Superintendent, Principals and Transportation Supervisor as necessary to assemble at a specific location designated as a Command Post. Normally, this location will be the District Office, but an alternate location may be determined by the Director of Facilities if conditions so warrant.
- The Director of Facilities (or Designee, if the Director is not available) contacts all Maintenance Staff to report to an assigned location, and/or to remain on standby.

School Building Security

School Building security is outlined in the School Building Safety Plans.

The District has no hall monitors or safety personnel assigned. Each staff member is responsible for monitoring activities in and around the school property. They receive annual training in the proper ways to perform these duties. Visitors to the school buildings are required to report to the main office to sign a register and receive a visitor ID badge. The office personnel in each school has received training to perform this function.

All new school employees are screened by utilizing the fingerprint background procedures outlined by NYS Education Law. The school checks references for each applicant and each applicant goes through an extensive interview process.

All staff/faculty members are to wear district ID badges.

Visitors/Intruders

Every staff member is responsible for the safety of students and the school. Therefore, it is essential that every adult in our schools follow procedures that will ensure the safety of everyone. This includes clear identification of our SVE employees (by means of a photo identification tag) and visitors (visitor badges) to our buildings on a daily basis.

- Authorized

Visitors, while welcome in school for their contributions to the education of children, are only to remain in school for purposes directly related to their authorized visit. All visitors must follow the procedures established by the building. This includes signing in and noting time when entering the building, wearing an identification tag/badge during their visit, and signing out and noting time when leaving. This includes the following: substitute teachers, family members, students not enrolled in our district, volunteers, maintenance workers, contractors, and vendors. A visitor who enters or remains in a school without authorization may be considered an intruder. If such determination is made, all necessary precautions and actions should be taken. The visitor registry shall be supervised by office staff members who have a clear view of the entryway and path to the school office either in person or through the use of cameras. Each school safety team shall be responsible for establishing this procedure and determining the person(s) responsible for this task. Any group using a district facility will submit a building use form. The individual submitting the building use form will be responsible for reviewing the visitor and safety procedure with their group.

- Unauthorized

An assessment of all unauthorized visitors can be made immediately by any school staff member if it is determined that a visitor is unauthorized. After approaching an unauthorized visitor, the following emergency actions should be taken:

1. Alert main office or designee by any means available

2. Await further instructions from the person in charge of the building or the designee. The person in charge of the building will determine additional actions, which may include “Lockdown” procedure (designed by each school).

Annual Multi-Hazard School Safety Training

The District continues its obligation to ensure that all staff receive the required annual Right-to-Know, Hazard Communication, and Blood borne Pathogen (Exposure Control) training.

As required by Commissioner's Regulations, the District will implement required violence prevention education and mental health training as part of the Superintendent's Conference Day activities each year. This training will also be provided to new employees within 30 days of hire.

The District also has annual fire safety training as required by section Chapter 4 Section 406 of New York State Fire Code. Arson and fire prevention training are conducted in compliance with Section 808 of Education Law. Bus drivers conduct bus evacuation drills with students.

At the beginning of the school year, at a general staff meeting, all staff will be given a chance to go over procedures for all the mandatory drills and procedures.

Once a year the district safety committee shall convene for a day and review the plan, talk about new ideas for training and do table top drills for the major emergencies.

Test Components of the Emergency Response Plan

Every school year, Spencer-Van Etten Central School District will conduct Emergency Drills according to New York State Regulations. Currently we conduct at least:

- 8 Evacuation Drills
- 4 Lockdown Drills
- Lockout Drills
- Shelter-In-Place Drills
- Hold-In-Place Drills

Early Dismissal Drill

Pupils will be released to their assigned buses when such buses are announced as available. **Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal plan drill.** Parents or guardians shall be notified in writing at least one week prior to such drills.

Transportation and communication procedures shall be included in the test.

The Superintendent or Designee shall file a post emergency report with the Superintendent and the BOCES Superintendent within five days.

Plans for Response to Specific Emergencies

School Cancellation

School occasionally must close down operations because of severe weather or unanticipated emergencies. The decision to cancel school is made by the District Superintendent or designee. When school is cancelled because of emergency conditions, the following will occur:

1. The Superintendent will notify the Principals, Transportation Supervisor, Director of Facilities, Director of Food Service and Public Information Coordinator.
2. These persons will begin any telephone contacts they have arranged with their staff in their department. (Each person mentioned will designate an alternate to be called in the event that (s)he is unavailable.)
3. The Superintendent or designee will notify the appropriate radio stations and television channels. Information will be posted on district webpage; district social media accounts and the SchoolMessenger Rapid Call system will be implemented.

Early Dismissal

In the face of an emergency situation occurring during the school day, the following procedures are to be followed:

1. The Superintendent or his/her designee makes or approves a "go home" decision.
2. Wherever necessary and advisable, an announcement is made on the radio stations, television channels, district social media accounts and website. The SchoolMessenger Rapid Call system will be implemented as identified in the section above.
3. Sufficient school personnel will remain until all students have safely dismissed and arrived home safely.

Evacuation/Alternate Shelter Plan

1. The Superintendent or Designee makes the decision to evacuate the school.
2. The Superintendent or Designee notifies the Director of Facilities, with the Transportation Director as an alternate if the Director of Facilities is not available, Director of Food Service and building administrators of the need to evacuate.
3. Staff and students will evacuate the buildings to assigned evacuation destinations at the sound of the fire alarm or per instructions. Staff members are responsible for accounting for all students.
4. The Superintendent (or Designee) sends maintenance personnel to each location to be evacuated to inform staff members of the evacuation plan. Building Administrator (or designee) will check that all students are accounted for prior to and again upon arrival at evacuation site. Building Administrator or Designee will report by cell phone to the Superintendent or Designee regarding the accountability of staff and students. The building administrator or designee will secure the "Emergency Bag" before evacuation.
5. The Superintendent or Designee in conjunction with Building Administrators arranges for the relocation of staff and students following building plans.
6. The Superintendent or Designee contacts Transportation Supervisor to arrange transportation or give special instructions.
7. The Transportation Supervisor contacts any bus drivers who are off campus and will instruct them to report to the appropriate location.
8. The Superintendent or Designee establishes a command post with the Administrator in charge.
9. The Superintendent or Designee will establish a media/information center.

Evening and Weekend Emergencies

In the case of an emergency when an event is being held at Spencer-Van Etten CSD, the responsible staff person shall immediately take the appropriate action. (Chain of command in the following order: Administrator on site, Maintenance personnel on site, Chaperone) As soon as feasible, the Principal and the Superintendent must be notified.

All school district personnel supervising events shall have access to a copy of District and Building Level Safety Plans.

Intervention Strategies

Any threat to the safety and well-being of students and/or staff will be treated seriously. Threats involving bodily injury will be considered in the context of the *Code of Conduct*.

Law Enforcement: Violent Incident

The primary responsibility for contacting law enforcement regarding threats or acts of violence rests with the Administrative staff. Staff should contact law enforcement only when it is not possible for an administrator to do so. In the event that a staff member contacts law enforcement, he/she should notify his/her immediate supervisor. Students should report a violent incident to the nearest adult.

Please keep the following guidelines in operation when responding to a violent act:

- Inform all staff members of the basic details of the incident and continue to keep them informed (if the violent act effects a large population of faculty/students). Establish a mechanism for all staff to continue to give you feedback throughout the entire process.
- SchoolMessenger will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impact a significant number of students (includes general information about the incident).
- In violent incidents necessitating building evacuation with emergency evacuation plan, parents will be notified via mass media and SchoolMessenger All Call.
- In the event of a violent incident involving the entire building, students should not be allowed to use phones unless authorized by a building administrator.
- Parents/guardians of students involved and/or impacted by a violent act will be contacted.
- Information regarding student records and families are to be treated in a confidential manner. A breach of confidentiality will result in disciplinary action.

Note: If Student Discipline is needed, refer to the S-VE Student Conduct and Discipline Manual.

Possible contacts include but are not limited to the following:

New York State Police	911
Chemung County Sheriff	(607) 737-2987
Tioga County Sherriff	(607) 687-1010

Acts of Violence

Any act of violence is to be considered in the context of the *Code of Conduct*. Please refer to the *Code of Conduct* for additional information about the consequences of violent behavior. If the act of violence is so egregious as to require action(s) beyond that/those found in the *Code of Conduct*, then the following responses should occur:

1. A staff member should report the incident to his/her immediate supervisor.
2. An Administrator should report the threat to the Superintendent or designee, who will decide whether or not to involve the local authorities and/or emergency personnel.

Possible contacts include but are not limited to the following:

New York State Police	911
Chemung County Sheriff	(607) 737-2987
Tioga County Sherriff	(607) 687-1010

3. Other actions include but are not limited to the following:

- Employ appropriate building lock down procedures
- Notify the Director of Facilities
- Assure that all students are accounted for
- Prepare a command post
- Determine locations of all staff and students
- Allow the perpetrator(s) to escape out of and away from the building
- Avoid reckless/imprudent actions: keep a distance, do not make quick moves, do not force the issue mentally or physically.

Fight, Assault or Rape

Immediate Actions

- Call for administrative assistance. The administrator shall notify the Superintendent and/or make determination if law enforcement or other agencies should be contacted.
- Building Principal will determine if a Hold-In-Place is necessary.
- Notify the building nurse.
- Enlist help to control onlookers. Isolate.
- Clear the area of students.
- Remain in visual contact of altercation encouraging those involved to cease. Secure area as a possible crime scene.
- Remove objects that might increase danger to participants.
- Obtain names of those involved.
- Await assistance from administrative staff.
- Treat life-threatening injuries only (airway, bleeding, and circulation). Do not alter physical condition of victim and surroundings (to protect evidence).
- Call the parent, spouse or other individual on the student's or employee's emergency information card, after consultation with law enforcement.
- Accompany the victim to the hospital, if appropriate.

Suicidal Threats

Standard Procedure:

1. When a staff member hears a threat or concerning statement about a student wanting to harm themselves and there is no pre-existing plan for that student*, they will make direct contact with the building administrator and/or one of the following people:
 - a. Elementary School – Thomas Anderson, Kristen Cooke, or Tracy Palombizio
 - b. Middle School – Thomas Anderson, Kristen Eddy, Dan Craven or Lara Rogan
 - c. High School – Thomas Anderson, Marjorie McKinery, Jordan Ashman, or Judy Cady
2. If no counselor is available in the building, the staff member/principal will contact another counselor from a different building.
3. The student's parents will be contacted by a counselor before the student goes home. If the parent cannot be reached, emergency contacts will be used. Additional safety precautions or resources will be utilized as needed.
4. Counselor will document the event and share with building administration, along with the school psychologist.

*It is important to note the difference between behavior vs. suicidality. If student statements of suicide are behavioral, a behavior plan to address this concern will be created. The counselor conducting the assessment will make the determination if a behavioral plan is warranted.

Responses to Emergencies

Bomb Threats

When a threat is received, the person answering the call should utilize the NYSP Bomb Threat Instruction Card, found by each phone and write down any responses. They should immediately contact the following people in order:

1. Building Principal – who will contact
 - Appropriate law enforcement agency (911) (When a drill, make call to 911 and inform them we are confirming a scheduled bomb drill)
 - Building custodians, so they can scan the exiting areas that students and staff will be using. Any suspicious objects should be reported to the administrator.
 - Make announcement to staff and students to report to classrooms:
 - ✓ Open windows only if suspicious object is observed, notify office and follow evacuation procedures.
 - ✓ Take attendance and wait for further instructions from an administrator or Supervisor.
2. Secretary will contact the following in order:
 - Contact Superintendent of Schools at District Office (x3400 or (607) 589-7103). If specific school only, Superintendent to contact other schools to alert principals and staff. Superintendent or Designee will:
 - ✓ Contact other schools immediately if the threat is district wide.

- ✓ Respond to scene to command and coordinate
- ✓ Be spokesperson for district.

In Superintendent's absence- Director of Instructional Support; in their absence respective building Principal will assume responsibilities.

- Contact Director of Facilities (x3430 or (607) 589-7130).
 - ✓ Director of Facilities is to report to scene to coordinate search with search team.
- Contact Director of Transportation (x3660 or (607) 589-7160).
 - ✓ Arrange for transportation of students and/or help transport students to safe locations if necessary
 - ✓ Report to scene and assist with search

Bomb Threat Guidelines NYS School Safety Guide

General

- A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.
- Administrator or designee will call 911 and will determine if an Evacuation or Hold-in-Place is necessary.
- During regents testing or state assessments, all testing areas are to be searched and secured at the end of each day, from day one when area is set up, and not opened before the next day when test proctors arrive.

School Employee and Community Agency Involvement

- Schools may form teams of volunteers from administration, faculty, staff and community agencies to assist in sweeping buildings or grounds for anything that looks out of place.
- School employees who volunteer to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation (HVAC).

Receiving Bomb Threats

Written Threats

- Contact Police (911).
- Immediately notify the school building Principal.
- Handling of a written bomb threat should be kept to an absolute minimum since it may be used as evidence in a criminal investigation.

A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

Telephone or Other Verbal Threats

- Contact Police (911).
- Immediately notify the school building Principal.
- The NYSP Bomb Threat Instruction Card located next to the telephone, should be followed.

Suspicious Packages

- Contact Police (911).
- Immediately notify the school building Principal.
- Follow building level plan.

Bomb Threats on Buses

- Call 911 District Office and the Director of Transportation.
- Dispatcher inquires about:
 - Location
 - Number of students
 - Any immediately visible suspicious packages
- Inform District Office of action taken.
- SchoolMessenger will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impact a significant number of students (includes general information about the incident).

Civil Unrest - Riot

- ISOLATE the action by calling a Lockdown if the threat is on school property.
- Notify building Principal.
- Call the police 911 and the Superintendent. Describe the event as accurately as possible including the approximate number of people involved, the presence of weapons and other pertinent information.

Procedure for Orders of Protection

An order of protection is a legal court order authorized by a judge, which restricts the amount or degree or proximity of contact allowed between specific individuals.

Any Order of Protection must be filed with the building Principal.

It is the responsibility of the Principal to immediately inform all staff (including secretarial and bus aides) whom NEED TO KNOW in order to protect the individual named in the Order of Protection. The Principal will also notify law enforcement of the presence of an individual prohibited from entering the premises.

Note: "Need to Know" would be those staff members who have contact with the protected individual.

Weapons

If it is ascertained by school personnel that a weapon(s) has been brought onto the campus, the following emergency actions will be taken:

Immediate Actions

- Principal or designee calls 911 and alerts Superintendent

Note: In this emergency situation, when law enforcement officials arrive, their authority supersedes school building/district authority.

- Await further instructions from the Person in Charge of Building or designee, which may include “Lock Down” procedures within building safety plans.

If an individual(s) fires a weapon(s) in your area, take the following actions:

- Call 911 if phone available; otherwise notify principal immediately who will call 911 and Superintendent. If possible alert the main office.
- Call a “Lock Down” and follow procedure
- Secure your classrooms as per building plans. (Law Enforcement Personnel will want to see into each room) *Note: In an emergency when law enforcement is called to the school, School Personnel Authority is superseded by law enforcement when they are on site. However, Principal should still be the person to relay information.*

Active Shooter/Armed Person

- First responsible person aware of event will:
 - Call a lockdown
 - Call 911
 - Notify Principal
 - Building Principal or designee will:
 - Notify principals of other buildings.
 - Notify Superintendent or Designee if not already notified.
 - Be available to meet law enforcement personnel.

After students are all sent home:

- Bring together the crisis team with crisis plan – SchoolMessenger will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impacts a significant number of students (includes general information about the incident).

Child Abduction from Bus Loading/Unloading Area or Outside of Building

- Notify Transportation Department immediately and write down description of suspected abductor, make, model and license plate number of car, if observed. Take a picture of the vehicle if possible.
- Do not endanger yourself or other students by trying to stop abduction.
- Notify Principal and Superintendent as soon as possible.

Child Abduction/ Kidnapping/Hostage/ Unauthorized Visitor in School Buildings or on School Premises

- If you see an unauthorized adult approach a student, move to the area calmly and ask “May I help you...” Ask suspected abductor if he/she has written permission to take child.
- If there is opportunity, indicate that the student must be signed out at office. Escort person to office.

If abduction is already in progress, do not attempt to interfere.

- First responsible person aware of event will:
 - Call a lockdown
 - Call 911
 - Notify Principal
- Building Principal or designee will:
 - Notify Principals of other buildings
 - Notify Superintendent or Designee if not already notified
 - Be available to meet law enforcement personnel
- If in position to see it or able to move to see it, get the license plate number of car of suspected abductor. Take a picture if possible.
- Do not shout so that abductor can hear— he/she may be armed and you may endanger the lives of others.
- As soon as possible, if observed-write a description of suspected abductor and make, model and license plate number of car.

When a student is taken forcibly from school (Weapons may or may not be involved):

- Administrator will call 911 and Superintendent immediately. Person or persons who witnessed the student’s removal should immediately document any pertinent information including description of individual, a car license number, description of car, and any other specific details..
- Information is to be reported immediately to administration via the nearest telephone. Do not use intercom system to relay information. The administration will be in contact with parent(s), the police, and Superintendent of Schools.

Hazardous Materials Exposure

Immediate Actions

If a letter, package, or container claiming to be infected with anthrax or any other hazardous material is received, or a phone call saying there is a hazardous material present at your location, **YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE.** This is accomplished by the following:

1. Immediately isolate the threat by not moving the letter, package, or container from its original location.
2. Move people away from the immediate area and do not allow ANYONE to touch or move the threat.

3. Close doors and windows to the area and lock the room if possible to avoid others accidentally contacting the threat. Those individuals originally present when the threat was discovered should remain nearby and not in contact with uninvolved individuals. They will not receive an additional exposure if the threat remains undisturbed.
4. Notify your building Principal.
5. Building Principal or designee will call 911.
6. Notify Superintendent.

Chemical Accidents

- If you witness a hazardous materials accident, spill or leak, notify your building Principal.
- Building Principal will notify 911.
- Principal notifies the Superintendent.

If you are **outside** when hazardous materials spill:

- Move away from the spill. Move upstream, uphill, and upwind; hazardous materials can be transported quickly by air and water.
- Don't touch or step in spilled material.

If you are **inside** when hazardous materials spill:

- Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or a similar thick tape.
- Close as many internal doors as possible.
- If local authorities warn of an explosion, close all shades and drapes. Stay away from the windows to prevent injury from flying glass.
- Turn off all ventilation systems or go to 100 percent recirculation so that no outside air is drawn into the building.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced.

Immediate Actions

1. Principal or designee will call 911, the Superintendent, and the Director of Facilities to report as much accurate information as possible.
2. Director of Facilities or Designee will shut off HVAC systems.
3. Immediately escort all exposed patients for medical assistance. Any exposure to hazardous materials must be checked out by competent emergency services. Bring material, name, or container as directed. Consult MSDS Data Sheet for treatment.
4. If directed by fire personnel, evacuate as directed.
5. Supervise and account for all students within your assignment.
6. Remain with the students if alternate shelter plan is in effect. Reassure students and direct them in an orderly manner. (See Alternate Shelter Plan)

7. Await instructions for possible Emergency Evacuation Plan. Do not re-enter building for any reason.
8. If fire personnel say that no Evacuation is necessary, keep students and personnel away from the event site.

More information: New York State Health Department Bureau of Communicable Disease Control:
(518) 473-4439 Poison Control Center (800) 222-1222

Building Collapse

Immediate Actions-

1. Seek immediate shelter either in room or hallway. Get under desks or tables.
2. Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
3. Evacuate building to predetermined locations when collapse has subsided. Do not wait for directions to do so. Communications will probably be disrupted. Get away from building. Use pre-planned evacuation routes if possible.
4. In evacuating, avoid electrical panels, wires, and electrical fixtures.
5. Do not return to building under any circumstances.
6. Notify the 911-dispatcher and the Director of Facilities of the event in any way possible—fire alarm box, telephone.
7. Set up a Command Post in a visible and secure location.
8. Each staff member should account for students who were being supervised during the time of the collapse.
9. Continue to follow evacuation procedures.

Bus Accident Procedures-

1. Bus driver or emergency personnel contacts Transportation Department:
2. Director of transportation assesses seriousness of incident and initiates the following procedures as deemed necessary.
 - Superintendent's office shall be called: Superintendent notifies building Principal.
 - Building Principal alerts the appropriate health professional(s) assigned to the building.
 - In loco parentis will be exercised at accident site by Director of Transportation or other administrator present, including signing of appropriate release forms.
 - If the bus continues to school, students will be kept in one area until the appropriate health professional has assessed each student.
 - If the students are transported to the hospital emergency room, the Transportation Department contacts the Superintendent, and the appropriate district personnel will provide the hospital emergency room with medical information.
 - Students in the hospital emergency room will be transported home or to school by parent or parent designee. Parents of all students on the affected bus will be

instructed in person, by telephone, or by a note home, to call their child's physician for possible further follow up.

- Driver should have names and addresses of all persons involved and all witnesses. Some witness may leave before law enforcement arrives.
- Drivers should have in their possession, seating charts with their students listed on them.
- Depending on the law enforcement agency investigating an accident, the police may request the driver to collect and have in their possession every student's name, their address, and phone number to give to a law enforcement officer at the site of the accident.
- At no time will a parent or legal guardian be allowed on the bus until the proper authorities have completed their work at the site.

Earthquake

Immediate Actions-

1. Seek IMMEDIATE shelter either in a room or hallway. Get under desks or tables.
2. Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
3. In halls, stairways, or other areas where no cover is available,
 - move to an interior wall
 - kneel with your back to wall
 - place your head close to knees
 - cover the sides of your head with your elbows and
 - clasp your hands firmly behind your neck

In laboratories, extinguish all burners if possible before taking cover. Stay clear of hazardous chemicals that may spill.

4. Evacuate building to predetermined site when earthquake is over. Get away from building. Use pre-planned evacuation routes if possible.
5. In evacuating follow building off-site evacuation procedures.

Explosion

Immediate Actions

1. Pull fire alarm and evacuate building to at least 300 ft. according to plan.
2. Principal calls 911, Superintendent and the Director of Facilities.
3. Evacuate building according to set procedures.

Falling Object

In this class of events is included: plane crash, missiles, and natural bodies such as meteorites, man-made commercial or military objects.

Immediate Actions

1. Take necessary shelter.
2. Notify your building administrator and Director of Facilities
3. Call 911 and follow procedures for Shelter-in-Place.

Fire Alarm

Immediate Actions-

1. If you notice smoke or fire in your building, pull alarm. Notify building administrator immediately who will call 911, Superintendent and the SVE Director of Facilities Cell. Administrators will meet Fire Department with information.
2. When school fire alarm is sounded, follow evacuation procedures
3. Doors and windows must be closed to prevent the spread of smoke and gases during evacuation.

Flooding

Immediate Actions

1. Contact Principal for flooding in your building and evacuate students per the evacuation plan.
2. Principal or designee notifies the Director of Facilities.
3. Await instructions for alternate evacuation sites or the activation of the Emergency evacuation plan. If the PA system is nonfunctional, a messenger will be sent.
4. Deactivate any electrical equipment that is in danger of being inundated by the flooding, if it is still safe to do so.
5. Await the Principal or designee's report to evacuate. Follow evacuation procedures.
6. Avoid electrical equipment or objects that may fall. Do not drink school water unless you are told it is safe to do so.

Gas Leak

The odor of natural gas may indicate a leak in the building, which may cause an explosion.

Immediate Actions

2. For a gas leak in your area, evacuate students and send designated runner to notify administration. Principal or designee will call 911, the Superintendent, the Director of Facilities, and the Director of Transportation.
3. After receiving warning, staff and students will follow evacuation procedures.
4. Do not open windows or attempt to ventilate the building, as this may pollute a larger area or may cause the risk of explosion.

Medical Emergency Situation

A medical emergency includes infectious diseases, biological contamination, mass casualty accidents, a death at school, environmental emergencies, drug use, or other medically-related information that might impact the school population.

In the event of a pandemic, the school district will work closely with the county health department and emergency management officials and follow their recommendations.

Immediate Actions

In the event that an emergency involves life-threatening circumstances: call 911, the school nurse and the Principal need to be notified immediately.

- Principal will call the Superintendent.
- The school nurse will evaluate the student(s) condition and will do the following:
 - Call 911 if deemed necessary.
 - Contact the student(s) parents.
- If the medical emergency is an infectious disease outbreak, the school nurse will function as a member of the school district's medical team.

Storms/Tornadoes

Storms include: snowstorms, ice storms, windstorms, heavy rainstorms, thunderstorms, hail-storms and hurricanes.

The Superintendent makes the decision to open, delay opening, or close schools. School employees and students will be notified by the website, social media and SchoolMessenger of the district's plans.

Immediate Actions

1. If the district receives a weather alert, the Superintendent and Director of Facilities will notify administrators of situation immediately.
2. Either shelter in place or evacuation procedures may be implemented.

If situation has already progressed to a danger point, continue with following plan:

- If confinement to the building time will exceed the normal departure schedule, plan for an emergency feeding schedule
- For all grade levels, the principal and essential staff will remain at school until all students are safely released and all clear is given from the transportation department
- The Superintendent or Superintendent's designee will notify media of extended plan for public and parental information.

Tornadoes

- If you're riding on a small bus and there is no shelter nearby, get out and lie flat in the nearest ditch, ravine, or culvert. Use your hands to shield your head.
- If you're on a larger bus, sit on the floor and hold onto the seat. If a substantial building is immediately available, get out and go to the structure.
- Don't try to run away from a tornado in a school bus or other vehicle. Cars and trucks are no match for these swift, erratic storms.

Utility Failure

The Maintenance Department will make every attempt to provide each building in the district has alternate sources of power to provide light and communication during a crisis. They will work with local utility companies to restore utilities as quickly as possible.

In buildings where available, the alternate sources of power, such as generators and batteries, should be tested at least every month. If a building should lose electrical power,

heat, water pressure or telephone service, take the following steps:

Immediate Actions of the Facilities Department

1. Determine the extent of the problem. Is it local or widespread?
2. Determine as best as you can how long the problem will last.
3. Determine if classes can continue without the specific utility
4. Notify administration/Superintendent.
5. Determine need for evacuation or Emergency evacuation plan.
6. If fire alarm is inoperable, institute Fire Watch (Building Administrator or designee conducts a walk-through inspection of all affected areas every 30 minutes to detect fire. A written report is kept).

Safety Education with Students and Staff

Spencer Van Etten Central School has a Prevention Program that improves communication between staff and students and addresses violence prevention through classroom implemented activities and programs. S-VE safety education includes the following:

- Character Education Programs
- Access to social-emotional supports
- Safety
- Tolerance
- Diversity
- Violence Prevention
- Bullying
- Others based on district needs

A pupil personnel team meets regularly to discuss students and families at risk. Dignity for All Students Act will be implemented. Anonymous reporting procedures are included in handbook and available in all buildings.

The annual Student/Parent Handbook and website shall communicate to parents and students, the following:

- Code of Conduct (Including public conduct on school property)
- Parent-School Communication avenues
- Student Support Services Contacts

Personnel Acting in a School Security Capacity

All school staff are fingerprinted, and their references are checked to the best of the district's ability. Hallway monitoring is done by all school staff whether it be teaching or support staff. They have all been trained in student supervision. They are all given a copy of student handbook and Code of Conduct.

Informing All Educational Agencies

Depending upon the nature and extent of the disaster/emergency, the decision will be made by the Superintendent (in collaboration with the Director of Facilities if a Command Post is established) to inform the following:

1. Transportation Supervisor
2. Spencer-Van Etten Elementary School
3. Spencer-Van Etten Middle School
4. Spencer-Van Etten High School
5. GST BOCES

The District will notify the North Spencer Christian Academy of emergencies or potential circumstances that could affect their school (607) 589-6366.

Information about District

	Staff	Students	Buses/Suburbans
<i>Transportation</i>	<i>12 drivers 2 monitors 2 mechanics</i>		<i>19/5</i>
<i>S-VE Elementary</i>	<i>70*</i>	<i>366*</i>	
<i>S-VE Middle School</i>	<i>59</i>	<i>268</i>	
<i>S-VE High School</i>	<i>58</i>	<i>303</i>	
•* <u>Additional staff and students from Franziska Racker Centers.</u>			

RECOVERY PHASE

After Each Emergency Event:

- SchoolMessenger will be utilized to communicate information to families, students and staff.
- A faculty meeting will be scheduled to discuss the event and recommended procedures.
- A fact sheet will be distributed to staff at this time.
- The safety team and crisis team will convene to debrief, review, plan and determine next steps.
- A written statement of events for documentation purposes will be completed and shared with the Superintendent. See Addendum. This document will be completed by the first responder, building principal and or any other participants in the emergency response.

Staff, students and families will be referred to supports as needed:

MENTAL HEALTH RESOURCES AND CONTACT INFORMATION	
EAP Counselor for staff (Dorothy Caldwell)	(607) 734-3014
Tioga County Mental Health Children's Services (Hotline)	(607) 687-4000
Tioga County (Hotline after hours)	(607) 687-1010
Chemung County Children's Services	(607) 737-5582
Chemung County 24 hr. Hotline	(607) 737-5369

Addendum:

Emergency Situation Response

<u>Emergency Situation Response</u>						
Name		Date		Location		Time
Type of Event	Shelter in Place	Hold In Place	Evacuation	Lockout	Lockdown	
Reason:						
People you contacted in reaction to this event.	Name					
	title					
	via text, email, or phone					
<p>Describe the facts of the event in the space below. Continue on back if needed. Once completed, please forward the original of this report to the district office and maintain a copy for your own records.</p>						