

SAUGERTIES CENTRAL SCHOOL DISTRICT

DISTRICT- WIDE SCHOOL SAFETY PLAN

2018-19

Introduction

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

The Saugerties Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools, who serves as the Chief Emergency Officer, encourages and advocates on-going agency-wide cooperation with and support for Project SAVE. The Chief Emergency Officer is responsible for ensuring this plan is updated annually, that its contents are understood by staff, and coordinates with first responders.

Section I: General Considerations and Planning Guidelines

Purpose

The Saugerties CSD District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Saugerties CSD Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development, maintenance, and update of the District-Wide School Safety Plan. As per the amendments to 155.17, the District-Wide School Safety Plan supersedes the agency's Emergency Management/Disaster Preparedness Plan.

Identification of School Teams

Saugerties CSD 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 members of the team for 2018-2019 are:

Larry Mautone	Interim Superintendent
TBD	Saugerties Business Manager
Don Dieckmann	Principal – GDM
Tom Averill	Principal-Senior and Junior High School
Dan Erceg	Assistant Principal – High School
Ginger Vail	Assistant Principal – Junior High School
Tony Pilatich	School Counselor – High School

Jennifer Tyler-Zicot	Librarian-Saugerties JHS
Rob Thomann	Saugerties BOE President
Joseph Sinagra	Saugerties PD
Travis Winchell	Saugerties PD (SRO)
Melina Glover	Teacher – Mt. Marion
Mark Perpetua	Teacher – High School
Susan Carter	School Nurse – High School
Sherri Danza	School Nurse – GDM
JoAnn Longendyke	Teaching Assistant – Riccardi
Cathy Davis	T.A./Union Rep – High School
Xea Kirkland	Student Rep – High School
Jenn Denier	Parent Rep - GDM & High School
Ann Hoffstatter	Parent Rep – High School
Larry Swart	Transportation
Randy Ricks	Facilities – District Wide
Rocco German	Technology & Network Coordinator
Mike LaTourette	Facilities – District Wide
Travis Kratochvil	Facilities - GDM
Michael O'Rourke	Risk Management – Ulster BOCES

Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plan 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.

Emergency response efforts may be supplemented by County and State resources through existing protocols.

Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. The annual review will be completed on or before July 1 of each year. A copy of the plan will be available at the Hildebrandt Building, Saugerties CSD, 310 Washington Avenue Extension, Saugerties, NY 12477.

Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its original adoption. Public hearings will be held pursuant to plan updates. 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. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence or reduce the impact, of such emergency if it does occur.

Prevention/Intervention Strategies

Program Initiatives

- The following programs and activities are available to building administrators for improving communication among students and between students and staff and the reporting of potentially violent incidents:
 - Too Good for Drugs
 - 6 C’s of Character
 - Olweus Bully Prevention Program
 - Bucketfilling
 - RCPC Clinic
 - Monthly Character Trait (e.g. Respect, Kindness, Honesty)
 - Kindness Campaign/Committee
 - Redirect Room

- Student and Staff access and/or referral to school support staff (School/Guidance Counselors, School Social Workers, School Psychologists)
- Positive Behavior Intervention and Support (PBIS)

Training, Drills, and Exercises

- The Saugerties CSD shall arrange to provide annual multi-hazard school training for staff and students at each educational site. Such training shall include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and Superintendent of Schools. Training, as required by the Dignity for All Students Act, is provided for all those holding, or applying for, a professional license or certificate (e.g. administrators, supervisors, teachers). This training is provided via the Ulster BOCES DASA COSER. Staff received annual training on the building-level emergency response plan(s), violence prevention and mental health.
- The Saugerties CSD annually performs twelve (12) fire & emergency drills at each of its school buildings which are timed and documented for review prior to the annual Fire Safety Inspection. Eight (8) of the twelve (12) drills are evacuation drills, four (4) of which are via a secondary means of egress. The remaining drills are lockdown drills or other emergency drills. In addition, the Saugerties CSD participates in the annual Go-Home Early Drill and practices at least one Sheltering Drill per building per school year. The efficacy of these drills is assessed annually by building administrators and teaching staff. Participation in the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service, is also required.
- For the 2018-2019 school year, the Saugerties CSD will continue to use a School Resource Officer stationed at the district's Junior-Senior High School. Working relationships with county and state police regarding the implementation of school safety and security are well established, including methods of crime scene preservation.

Implementation of School Security

- The Saugerties CSD uses the following security procedures in its school buildings:
 - a) Securing those exterior doors not routinely used for student or staff entrance.
 - b) To the extent possible, limiting entrance to the main door of each school building.
 - c) Requiring all visitors to sign in at the main office of each school building.
 - d) Use of video surveillance cameras.
 - e) Other security measures as deemed appropriate by the Board of Education and the Superintendent of Schools (e.g. security guards).

Vital Educational Agency Information

- Each individual educational program within the Saugerties CSD collects and maintains vital educational

information, i.e. student enrollment, number of staff, etc. (see chart below). Transportation needs are assessed by the Transportation Department in conjunction with agency administrators. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the agency and local component school districts.

Location	Contact Person	Phone Number	Enrollment	Number of Staff
Saugerties JSHS	Thomas Averill	(845) 247-6652	1,200	219
Cahill Elementary	Dawn Scannapieco	(845) 247-6802	299	85
Morse Elementary	Donald Dieckmann	(845) 247-6962	355	65
Mt. Marion Elementary	Carole Kelder	(845) 247-6922	328	80
Riccardi Elementary	Susan Osterhoudt	(845) 247-6872	325	69

Name	Position	Mobile Phone	Office Number
Larry Mautone	Interim Superintendent	(845) 389-3913	(845) 247-6502
TBD	Business Manager		(845) 247-6520
Randy Ricks	Maintenance	(845) 399-0191	(845) 247-6528
Thomas Averill	Principal-HS & JHS	(845) 389-1076	(845) 247-6652
Dawn Scannapieco	Principal-Cahill	(518) 249-7635	(845) 247-6802
Donald Dieckmann	Principal-Morse	(518) 466-3370	(845) 247-6962
Carole Kelder	Principal-Mt. Marion	(845) 332-6701	(845) 247-6922
Susan Osterhoudt	Principal-Riccardi	(845) 532-9963	(845) 247-6872
Travis Winchell	SRO	(518) 821-6551	

Early Detection of Potentially Violent Behaviors

- The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for Saugerties CSD instructional staff. These professionals, among other duties, support at risk students to ensure successful adjustment to class by providing them with conflict resolution skills and appropriate communication strategies.

Where a student is deemed by an appropriate staff member to require attention in this area the school principal, teacher representatives, school counselor, and/or the CSE Chairperson shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to another. Parents will be notified and family court may also be contacted. If concerns are raised about a student's mental health, parents and school district personnel shall be contacted.

Hazard Assessment

- Each Saugerties CSD educational site is evaluated annually by the Risk Management Department from Ulster BOCES for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, and biological contamination. The next assessment will be performed in October 2018. The results of the assessment will be sent to the district in the standard report format.

Potential Emergency Sites

- JSHS: Kiwanis Ice Arena
- Cahill Elementary: St. Mary's
- Morse Elementary: Blue Mountain Reformed Church
- Mt. Marion Elementary: Mt. Marion Park Circle
- Riccardi Elementary: Glasco Fire House

Section III: Response

Notification and Activation (Internal and External Communications)

- In the event of a violent incident, either implied or direct, Saugerties CSD shall utilize the county's 911 system to contact available law enforcement personnel.
- In the event of an emergency or disaster that may impact school facilities or programs, Saugerties CSD will use the following means to communicate with all educational facilities within the district:

Telephone/Cell Phone

Fax/Email

Radio Systems

Local Media (e.g. WPDH, WBNR, WDST)

www.saugerties.k12.ny.us

Auto-Dialer System

- In the event of an early dismissal, other event that warrants such action, persons in parental relation shall be notified via the local media and/or the use of telephone chains.

Situational Responses

Multi-Hazard Response Protocols

- The Saugerties CSD has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

Hazard Category	Type
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak
Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see **Appendix A** for an outline of the sequential response action for each emergency situation.

Responses to Acts of Violence: Implied or Direct Threats

- Students and staff of the Saugerties CSD are expected to abide by normal standards of civility as outlined in the Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. This includes direct/implied threats of suicide or self-harm by a student. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, Superintendent of Schools, those in parental relation) based on the nature of the threat.
- The Saugerties Central School District Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide Safety Plan.

Acts of Violence

- Any act of violence against another, by a student, staff member or visitor, will be not be tolerated by the Saugerties CSD. In the event of such an incident the building administrator or his/her designee shall notify the Superintendent of Schools and law enforcement, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

Arrangements for Obtaining Emergency Assistance from Local Government

- When appropriate, the Saugerties CSD will make use of the following local government agencies during emergencies:

Fire, Police, Medical	911
Central Hudson (Gas Odors)	800-942-8274
Congressional Offices	845-331-4466
Department of Environmental Conservation	845-256-3000
Family Court	845-340-3600
Poison Control Center	800-336-6997
Ulster County American Red Cross	845-338-7020
Ulster County District Attorney	845-340-3315
Ulster County Emergency Management	845-331-7000
Ulster County Health Department	845-340-3010
Ulster County Highway/Bridge Department	845-340-3100
Ulster County Mental Health Services	845-340-4000
Ulster County Safety Office	845-340-3410

Procedures for Obtaining Advice and Assistance from Local Government Officials

- When deemed appropriate, the Superintendent of Schools or his/or designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation.

District Resources Available for Use in an Emergency

- Each Saugerties CSD facility is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, food/water, fire extinguishers, flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, adhesives, hardware) are located in the maintenance shop at the Hildebrandt Building and on the four utility trucks. Each Saugerties CSD facility can serve as a sheltering site, if required, during most emergencies.
- The Saugerties CSD Transportation Department maintains a fleet of four 4x4 utility trucks, two one-ton dump trucks, two tractors/loaders, one box truck, one 15-person bus. Via shared services the district also has access to vehicles and equipment from the Town and Village of Saugerties and the Ulster County DPW.

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

- The use of manpower and resources during an emergency shall be coordinated at each facility by the building administrator with direction from the Superintendent of Schools or his/her designee. The coordination of manpower may be further broken down into internal departments or divisions.

- An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level Safety Plan.

Protective Action Options

(a) School Cancellation or Delay

The cancellation or delay of the Saugerties CSD educational programs shall take place pursuant to action taken by the superintendent or deputy superintendent of schools.

(b) Early dismissal

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending storm). The decision to dismiss school early shall be made by the Superintendent of Schools or his/her designee. Transportation is then notified to contact component school districts to send their buses to pick up students at the designated time. Persons in parental relation are notified via the local media and/or telephone chains.

(c) Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the Saugerties CSD administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

(d) Sheltering

Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). Plain language should be used to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

Each school has food in stock in the kitchen pantries. In addition, there is food in the walk in coolers and freezers at the Junior-Senior High School.

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged. Sheltering sites have been established at the previously identified locations.

(e) Terrorist Threats & Activities

In the event of terrorist threats or activities, building administrators shall be instructed by the Superintendent of Schools or his/her designee to follow the recommended actions outlined in the NYS Homeland Security System for Schools (**see Appendix B**). The actions recommended are based on the level of alert declared by the state and federal governments.

Section IV: Recovery

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The Saugerties CSD administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

- A. The Saugerties CSD will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The agency will also assist these teams by interfacing with relevant regulatory agencies and the media.
- B. The Saugerties CSD district office, under the direction of the Superintendent of Schools, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.