

**Project SAVE (Safe Schools Against Violence in Education)**  
**Watertown City School District (WCSD)**  
**District Safety Plan**

**SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES**

**Purpose**

The WCSD School Safety Plan is designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination with local and county resources in the event of such incidents or emergencies. This plan is consistent with the more detailed emergency response plans required at the school building level. The WCSD School Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

**A. Identification of District Safety Team**

2018-2019 Membership

Board of Education	Nancy Henry	
Administration	Patricia LaBarr, Superintendent Jason Ring, Assistant Superintendent for Personnel/Transportation Chad Fairchild, WHS Principal Michael Lennox, Starbuck Principal and Director of Physical Education, Health, and Athletics Thomas Nabinger, Case MS Principal Elizabeth Maurer, Wiley Principal Dan Mincer, Wiley Assistant Principal Janelle Dupee, Knickerbocker K-4 Principal Mia Barnes, North K-4 Assistant Principal, Massey Learning Center Terrance Gonseth, Sherman K-4 Principal Lisa Blank, STEM Coordinator	
Director of Facilities	Jason Compo	
Teacher(s)	Robin DeFranco - Case	Chad Kolb - Sherman/WHS
	Cheryl Morrow - Knickerbocker	Janelle Bova, Darren Burgess, Nancy Ruetten - Starbuck
	Jessica Blair - North	Lynne Hebert, Wiley
	Jaymilyn McMahon - Ohio	Susan Lauraine, WHS
Support Staff	Brenda Blount, WHS Jennifer Duffy, WHS Kara Mabee, District Office Leslie Overton, Knickerbocker Pete Simmons, WHS Aide Suzanne Stenard, WHS Administrative Assistant	
Student(s)	TBD annually in September	
Parent(s)	Leslie Overton - Sherman, Case, WHS Angela Trombley – Wiley, WHS	
Regional Safety	Fred Hauck, Jefferson-Lewis BOCES Health and Safety Coordinator	
Community	Scott McIntyre, Shane Ryan - WPD    Gary Ward, Retired WPD Guilfoyle Ambulance                  Watertown Fire Department Jefferson County Sheriff                Jefferson County Fire & Emergency Management	

## **B. Concept of Operations**

- The WCSD School Safety Plan is directly linked to the Building-level Emergency Response Plan. This WCSD School Safety Plan will guide the development and implementation of building-level emergency response plan. Copies of confidential building-level plans are maintained by the WCSD district office.
- This Plan has been developed using the New York State Education guidance document. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- In the event of an emergency or violent incident, appropriately crisis-trained staff members will provide the initial response.
- Upon the activation of the Crisis Response Team, the Superintendent of Schools or designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

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

- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment in June of each school year and approved in July of each new school year. The WCSD district-level plan may be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.
- While linked to the WCSD Safety Plan, Building Level Emergency 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 WCSD Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Level Emergency Plans will be supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the WCSD Emergency Response Team and reviewed on an annual basis and submitted to the Board of Education in July of each year. A copy of the plan will be available at the District Office.

## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

### A. Identification of sites of potential emergency

WCSD has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability/Vulnerability Assessment. Appendix 2 of this Plan includes the risk probability checklist/vulnerability assessment and the annual results of this evaluation.

### B. Actions in response to an emergency

WCSD has identified the following general response actions to emergency situations. These actions include: See Appendix 6 for general details

- School cancellation (prior to start of day)
- Early dismissal
- Hold-in-Place
- Shelter-in-Place
- Evacuation
- Lockout
- Lockdown

The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to: (See Appendix 2 for site-specific internal and external determinations.)

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Gas, transformer leaks
- Systems Failure
- Fire/Explosion
- Campus 'Standing Pond'
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Medical Emergency
- Death

### C. District resources and personnel available during an emergency

WCSD has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the confidential Building-Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

#### Implementation of School Security

- The district may conduct a security review of the facility, as needed, with the assistance of local law enforcement and/or the **BOCES Risk Management Service**, to determine what security measures should be adopted. Measures to be considered include: hall monitors, visitor badge/sign-in procedures, video surveillance, resource officer, and reporting mechanisms.
- The following security measures are in place:

Security measure	Purpose
Employee ID Badges	To identify staff
Door Access System	To limit access to instructional buildings
Video Surveillance	To provide additional monitoring capability
Substitute Sign In	To identify authorized substitutes
Visitor Sign In	To identify visitors and purpose of visit
Visitor Badges	To identify authorized visitors to students and staff
Fingerprinting	Background checks on new hires after July 1, 2001

#### For the safety of students and staff, specifics have not been included.

- The following measures may be considered in the future, but have not been implemented at this time:

Security measure	Resolution
Visitor Entrances	Smart Schools Bond Act
Door Access Upgrade	Smart Schools Bond Act
Automatic Lockdown/Mass Notification	Smart Schools Bond Act
Telephone Network Replacement	Smart Schools Bond Act

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

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

<b>Equipment</b>	<b>Location</b>
Automated External Defibrillator( s) [AED]	Each school/floor
Smoke detectors	Each school/floor
Emergency lighting	Each school/floor
Portable fire extinguishers	Each school/floor. Each bus.
Spill cleanup/absorbent materials	Custodial Department
First aid Supplies	Each school –Nurse’s Office

### **D. Procedures to coordinate the use of school resources during emergencies**

The WCSD uses the Incident Command System (ICS) model for emergency actions. For campus emergencies, the Incident Commander will be the District Superintendent of Schools or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building-Level Emergency Response Plans.

The ICS for WCSD, and for individual buildings, is more fully defined in Appendix 4 of this plan.

### **E. Annual multi-hazard school training for staff and students.**

The WCSD will conduct annual training for both staff and students in school safety issues. Training will be planned by the Superintendent and the Assistant Superintendent of Personnel. The training may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post- incident evaluations of these drills.

Training procedures and framework are included in Appendix 3.

### **F. Staff development**

- All candidates applying for teacher certification will have completed two hours of training in the identification and reporting of suspected child abuse and maltreatment.
- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- All candidates applying for teacher certification as of December 31, 2013 will have completed 6 hours of DASA (Dignity for All Students) training in accordance with Article 2, Section 10-18 of the Education Law.
- Provision for two hours of staff development; cumulative throughout the year, with respect to school violence prevention, intervention, and response will be included in professional development plans.
- At least one hour of school violence prevention and intervention training, cumulative throughout the year, for all staff will be included annually in a superintendent's conference day or at other scheduled times.

Staff development resources and other related information are listed in Appendix 3.

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

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

WCSD has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in the WCSD Code of Conduct. See Appendix 7 for general details.

#### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials will be contacted by the Incident Commander (Superintendent of Schools/designee) in line with the Building-Level Emergency Response Plan. In most cases, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate agency. Appendix 5 includes a table listing the closest response agencies with contact names and numbers for use in non-emergency situations.

#### **C. Appropriate response to emergencies**

The WCSD recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. See Appendix 7 for general details.

#### **D. 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**

The WCSD will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the confidential Building-Level Emergency Response Plans. See Appendix 8 for general procedures.

## **SECTION IV: COMMUNICATION WITH OTHERS**

### **A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. The local emergency management office information:

Jefferson County Fire & Emergency Management (315) 786-2654

### **B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

The WCSD District will rely on the advice of the local emergency management office listed above.

### **C. A system for informing all educational facilities within the District of a disaster**

The WCSD will notify all educational facilities within the district as well as any adjacent to its boundaries in the case of a disaster that would affect any of these facilities. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix 9 and 10.

### **D. Maintaining certain information about each educational facility within the WCSD.**

The following information concerning educational agencies located within the district is included with the confidential Building-Level Safety Plans: See Appendix 1.

- School population
- Number of staff
- Transportation needs, and
- Business telephone numbers of key officials of each such educational facility



## **SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

### **A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures**

The WCSD utilizes visitor identification passes, reference checks and fingerprinting according to SAVE requirements for all staff. All instructional buildings have a single point of entry and video-surveillance is being implemented in all instructional buildings. Each instructional building will maintain their respective security policies and procedures, as appropriate, and may be found in the confidential Building-level Plan.

### **B. Policies and procedures for the dissemination of informative materials**

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, the data also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behavior, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. Violence prevention information may be disseminated to parents, students or staff via newsletter, handbooks, mailings/handouts or meetings as appropriate. WCSD is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff.

### **C. Prevention and intervention strategies**

The WCSD currently provides, but is not limited to, the following programs to improve communication and increase violence prevention and intervention:

- Character Education and Anti-Bullying
- Conflict Resolution
- Counseling
- Crisis Prevention Intervention
- Dignity for All Students Act (DASA) training
- FBA/BIP -Functional Behavior Assessments/Behavior Intervention Plan
- Peer Mediation and Adult/Peer Mediation
- Student Support Group

#### **D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents**

- The WCSD recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, WCSD will continue to explore programs based on program needs.
- The district referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the WCSD Code of Conduct. Additionally, student counselors and/or school social workers are available each day for students to share information where the source can remain confidential.

### **SECTION VI: RECOVERY**

#### **A. Post-Incident Response**

The Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-level Plan.

#### **B. Disaster Mental Health Services**

The Superintendent of Schools, or designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan. During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

## APPENDICES

### APPENDIX 1

Listing of all school buildings covered by the WCSD school safety plan with names of buildings, contact names and telephones numbers of building staff. Home telephone numbers are maintained in District Office for confidential reasons.

<b>Building Name</b>	<b>Contact Name</b>	<b>Telephone Number</b>
<b>District Office</b>	Main Number Patricia LaBarr, Superintendent Stacey Eger, Assistant Superintendent Jason Ring, Assistant Superintendent Sybil Pugh, Secretary to the Superintendent Dale Morrow, Business Manager	315-785-3700 315-785-3704 315-785-3707 315-785-3719 315-785-3705 315-785-3714
<b>Elementary Schools K-4</b> Knickerbocker North Ohio Sherman Starbuck	<b>Principal</b> Janelle Dupee Sandra Cain Mark Taylor Terrance Gonseth Mike Lennox	315-785-3740 315-785-3750 315-785-3755 315-785-3760 315-785-3765
Wiley Intermediate 5-6	Elizabeth Maurer	315-785-3780
Case Middle 7-8	Thomas Nabinger	315-785-3870
Watertown High 9-12	Chad Fairchild	315-785-3800
Learning Center Massey	Mia Barnes	315-786-5078
Bus Garage	Charmaine Regelman, Transportation Director	315-782-3580
Maintenance	Jason Compo, Building and Grounds Supervisor	315-785-3770
Food Service Dept.	Colleen Rielly, Food Service Program Supervisor	315-785-3717

**APPENDIX 2**  
**WCSD Risk Determination**

Using the Building/Campus Vulnerability Assessment worksheet, as well as recommendations of local law enforcement and emergency response personnel, the WCSD has determined that the following risks apply to all district buildings:

All of our schools will continue to have exposure to typical threats/hazards such as listed below:

<b>Threat and Hazard Type</b>	<b>Possibilities</b>
Natural Hazards:	<ul style="list-style-type: none"> <li>• Earthquakes</li> <li>• Tornadoes</li> <li>• Lightning</li> <li>• Severe wind</li> <li>• Hurricanes</li> <li>• Floods</li> <li>• Wildfires</li> <li>• Extreme temperatures</li> <li>• Landslides or mudslides</li> <li>• Winter precipitation</li> <li>• Wildlife</li> </ul>
Technological Hazards:	<ul style="list-style-type: none"> <li>• Explosions or accidental release of toxins from industrial plants</li> <li>• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills</li> <li>• Hazardous materials releases from major highways or railroads</li> <li>• Radiological releases from nuclear power stations</li> <li>• Dam failure</li> <li>• Power failure</li> <li>• Water failure</li> </ul>
Biological Hazards:	<ul style="list-style-type: none"> <li>• Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis</li> <li>• Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i></li> <li>• Toxic materials present in school laboratories</li> </ul>
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Active shooters</li> <li>• Criminal threats or actions</li> <li>• Gang violence</li> <li>• Bomb threats</li> <li>• Domestic violence and abuse</li> <li>• Cyber attacks</li> <li>• Suicide</li> </ul>

Incidents such as weather-related can, at times, be predicted but others are not. Our Emergency Response Plans are designed to provide flexibility for responses.

While determining the level of response, school districts evaluate risk based on probability. The totals are not based on specific numbering (i.e. 1-10) but more of an indicator of risk. The higher the number would indicate the areas that need to be addressed initially and then progress through the listings.

The WCSD has identified the following general response actions to emergency situations. These actions include: See Appendix 6 for general details.

- School cancellation (prior to start of day)
- Early dismissal
- Hold-in-Place
- Shelter-in-Place
- Evacuation
- Lockout
- Lockdown

## Building/Campus Vulnerability Assessment Worksheet

**(Probability x Risk) x Preparedness = Total Score**

**District Name**                      Watertown City School  
**Building Name**                     District Wide Evaluation

Event	Probability How likely or easy for this to happen				Risk If this should happen/ how bad will it be					Preparedness How ready are we for this situation			Total
	High	Med	Low	None	Life Threat	Health Safety	High Disrupt	Mod Disrupt	Low Disrupt	Poor	Fair	Good	
Score	3	2	1	0	5	4	3	2	1	3	2	1	
<b>Building Access Vehicle</b> (proximity of parking, pickup, drop-off, delivery)		X						X			X		6
<b>Building Access-Pedestrian</b> (tracking visitor, parent, vendor, Accessibility, door/window access)		X						X				X	5
<b>Mail Delivery</b> (building access, opening procedures, Pkg. identification)			X						X			X	3
<b>Food Supply</b> (access to food supply, delivery, preparation process, worker background)			X						X			X	3
<b>Water Supply</b> (incoming lines protected, wells, water delivery)				X					X			X	2
<b>HVAC</b> (outside access, Operability)			X						X			X	3

Event	Probability How likely or easy for this to happen				Risk If this should happen/ how bad will it be					Preparedness How ready are we for this situation			Total
	High	Med	Low	None	Life Threat	Health Safety	High Disrupt	Mod Disrupt	Low Disrupt	Poor	Fair	Good	
Score	3	2	1	0	5	4	3	2	1	3	2	1	
<b>Boiler/Steam</b> Accessibility, maintenance			X						X			X	3
<b>Chemical Storage</b> (chemistry, pool/cleaning supplies; accessibility, Proximity to students, containers)			X						X			X	3
<b>Special events</b> (security, accessibility, monitoring, maximum attendance)			X					X				X	3
<b>Communications</b> (Accessibility of incoming lines, hard lines to each room, backup system, cell, 2-way, walkie-talkies, stand alone radio system, building to building capabilities, contact with buses, first responders,, etc.)		X					X					X	6
<b>Transportation</b> (reliability, bus to bus/bus to school communication, bus to 9-1-1, driver on-call availability, ability to move student population, back up system, etc.)				X		X						X	5

### Building Proximity

**Assess building/campus vulnerability based on distance from the following:**

	None = greater than 20 miles	Very Low = 15-20 miles	Low = 10-15 miles	Medium= 5-10 miles	High= 1-5 miles	Very High= Less than 1 mile	Total
Score	0	1	2	3	4	5	
Railway	X						0
Expressway					X		4
Pipeline (oil/gas)	X						0
Navigable Waterway					X		4
Nuclear Power Plant	X						0
Chemical Production/ Storage				X			3
Fuel Depot/ Storage	X						0
Propane Dispensing/ Storage	X						0
Major Airport	X						0
International Border	X						0

**Total:**

<b>Vulnerability Assessment information gathered by:</b>	
<b>Name of School Official, Title of School Official</b> Jason Compo, Facility Director	<b>Date:</b> 05/9/2018
<b>Fred Hauck, Health and Safety Coordinator</b> Jefferson Lewis BOCES	<b>Date:</b> 5/09/2018



### APPENDIX 3

- I. Violence prevention, intervention, and response staff development programs for instructional and support staff will be included in Superintendent's Conference Day plans or as otherwise scheduled. Emergency steps and procedures will be reviewed with instructional and support staff at least annually.
  
- II. An annual Evacuation Drill to Stage I/Stage II designated locations will be conducted by the end of April unless otherwise determined by the Superintendent of Schools in consultation with the BOCES District Superintendent.
  
- III. During each school year, the following exercise will be conducted:

At least once a year a tabletop drill for each instructional building will be implemented involving representatives from instructional and support staff.

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations that may include those that are weather- related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including Stage I and/or Stage II evacuation drills; live drill; and Emergency Management Team exercise.

Drill or exercise facilitators will evaluate the response and determine if modifications to the plan are necessary. Evaluations may be conducted through post-drill debriefing or written evaluation summaries.

When appropriate, and at the discretion of the District-wide Safety Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted annually.

<b>Date</b>	<b>Description of training, drill or exercise</b>
Spring/Fall	Stage I and/or Stage II Evacuation Drills on- site and off-site
As required by law	Fire drills/Lockdown drills - Students and Staff
Annually	Right-to-Know- Staff
Annually	Blood-home Pathogens - Staff
Annually	DASA Training - Students and Staff
Annually	Tabletop Exercises- Staff

## APPENDIX 4

### WCSD District Incident Command

- **Incident Commander - Superintendent of Schools**
  - Responsible for the direction of the District response in a campus-wide emergency or the building response in a building-level emergency.
- **Emergency Coordinator and Logistics -Building and Grounds Supervisor**
  - Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution and carrying out decisions of the Incident Commander.
- **Public Information Officer - Superintendent of Schools**
  - Compiles and releases information to the news media.
- **Safety Officer- WCSD SRO**
  - Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison – Assistant Superintendent for Personnel / Building and Grounds Supervisor**
  - Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
  - **Incident Log-** Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations - Assistant Superintendent for Instruction**
  - Responsible for directing the principals to implement action plans and strategies for incident resolution. [Principals are direct contact for their staff.]
- **Planning/Intelligence- Crisis Response Team**
  - Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance -Business Manager**
  - Responsible for all cost and financial matters related to the incident.

## APPENDIX 5

### WCSD

#### Closest Response Agencies

In an emergency, dial 911. They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

#### EMERGENCY TELEPHONE NUMBERS

Agency	Telephone Number
<b>ALL EMERGENCIES</b>	<b>911</b>
Watertown <b>P</b> olice Department	315-782-2233
Watertown <b>F</b> ire Department	315-785-7800
New York <b>S</b> tate <b>P</b> olice	315-782-2112
DPW	315-785-7842
Guilfoyle Ambulance	315-788-8105
Jefferson County Emergency Services	315-786-2654
Jefferson County Highway Department	315-782-9176
Jefferson County <b>S</b> heriff	315-788-1441
National Grid	800-642-4272
Poison Control	800-222-1222
Red Cross (Jeff-Lewis Chapter)	315-782-4410
Watertown Highway Superintendent	315-782-2781

## APPENDIX 6

### **Protective Action Options**

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

- School cancellation prior to opening
- Early dismissal
- Hold-in-Place
- Evacuation
- Lockout
- Shelter-in-Place
- Lockdown

### **School cancellation**

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media

### **Early dismissal**

- Monitor situation
- If conditions warrant, close school
- Contact Bus Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries
- Retain appropriate district personnel until all students have been returned home

### **Hold-in-Place** *Limit movement of students and staff during short-term emergencies.*

- Identify area of building needing such response
- Clear area affected
- Contact needed departments and possible outside agencies

### **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)** *Evacuate students and staff from the building.*

- Determine the level of threat
- Contact Bus Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Account for all student and staff population. Report any missing staff or students to the principal/program administrator
- Make determination regarding early dismissal; Contact local media to inform parents of early dismissal if implemented
- Ensure adult supervision or continued school supervision/security
- Establish a public information center to provide information and current status of the situation to

parents, affected school districts and other inquiring parties

- Retain appropriate district personnel until all students have been returned home

**Lockout**    *Secure school buildings and grounds that pose an imminent concern outside of the school.*

- Determine level of threat
- Secure building entry locations
- Initiate limited controlled access/departure of staff and outside agencies
- Move outside activities to inside

**Shelter-in-Place**    *Shelter students and staff inside the building.*

- Determine the level of threat
- Determine location of sheltering depending on nature of incident and if threat not imminent
- Account for all students and staff. Report any missing staff or students to the principal/ program administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information center to provide information and current status of the situation to parents, affected school districts and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

**Lockdown (internal and external)**    *Secure school buildings and grounds that pose an imminent concern outside of the school.*

- Determine the level of threat
- Determine location of sheltering depending on nature of incident and if threat not imminent
- Initiate building Lockdown procedure e.g., close/lock doors if threat imminent
- Account for all students and staff. Report any missing staff or students to the principal/ program administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information center to provide information and current status of the situation to parents, affected school districts and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

## APPENDIX 7

### **Responses to Acts of Violence: Implied or Direct Threats**

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Superintendent of implied or direct threat.
- Determine level of threat with Superintendent of Schools/Designee.
- Contact appropriate law enforcement agency when appropriate.
- Monitor situation; adjust response as appropriate, including the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

### **Acts of Violence**

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- Determine level of threat with Superintendent of Schools/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure, and contact law enforcement.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the confidential Building-level Plans. The following protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## APPENDIX 8

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

In the event of a violent incident, the Superintendent of Schools/Designee will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent of Schools will notify all educational facilities within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication. (TAP App)

In the event of a disaster or an act of violence, the WCSD Superintendent, or his/her designee, will be notified as appropriate. In the event of certain weather emergencies, the NOAA weather radio emergency alert system may be used to receive information.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s), the WCSD automated calling service and possibly the WCSD website. Where practicable, phone trees may be implemented using the information provided on students' emergency contact cards.

TV STATION/RADIO/	PHONE#
WWNY TV 7- Watertown	315-788-3800
WWTI TV 5- Watertown	315-785-8850
WSTM TV 3- Syracuse	315-477-9400
Spectrum News	315-234-1010
Froggy 97- Watertown	315-788-9797
Z93 Radio - Watertown	315-782-9300
The Border- Watertown	315-755-1067
Watertown Daily Times- Watertown	315-782-1000

## **APPENDIX 9**

### **EMERGENCY NOTIFICATION PROCEDURE**

#### **GENERAL EMERGENCY NOTIFICATION**

The WCSD will maintain a listing of all educational facilities within its school district boundaries as well as those outside of the district to which WCSD students are transported.

The WCSD Superintendent of Schools, when notified of a local or State emergency, may utilize telephone, e-mail, fax or other available media to notify all educational facilities to which WCSD students are transported. See Appendix 10.

#### **WCSD EMERGENCY NOTIFICATION**

In the event of an emergency or other significant event impacting the WCSD District, information will be communicated to the Central Office by the affected building as soon as possible.

The information, via appropriate communication media, will be directed to the WCSD Office.

The District Office staff will provide information to be distributed to students/parents and staff regarding the event.



## APPENDIX 10

### LOCAL EDUCATIONAL AGENCIES

Jeff-Lewis BOCES, Watertown	315-779-7000
Carthage Central School	315-493-0510
Copenhagen Central School	315-688-4411
General Brown School District	315-779-2300
Immaculate Heart Central High School	315-788-4670
Indian River Central School District	315-642-3441
Sackets Harbor Central School	315-646-3575
South Jefferson Central School District	315-583-6104