

Brookfield Central School District

| |
|---|
| <p style="text-align: center;">PROJECT SAVE (Safe Schools Against Violence In Education) DISTRICT-WIDE SCHOOL SAFETY PLAN as required by Commissioner's Regulation 155.17</p> |
|---|

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 plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, as well as from natural and manmade 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 prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Brookfield Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

Purpose

The Brookfield Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan

A. Concept of Operations

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. This District-wide School Safety Plan will guide the development and implementation of the Building-level emergency response plan. A Confidential copy of the Building-level plan will be maintained in the District Central Office.

This Plan has been developed using the New York State Education guidance document as

well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. 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, 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 actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

B. Plan Review and Public Comment

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment prior to its adoption. The District-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education in 2002.

While linked to the District-wide School Safety Plan, the building-level emergency response plan 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. The Building-level emergency response plan will be supplied to both local and State Police within 30 days of adoption.

This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1st of each year. A copy of the plan will be available at the District Central Office.

C. Identification of School Teams

The District has created a District-wide School Safety Team including the following persons:

| District-Wide Safety Team 2019-2020 Representative of: | Name |
|---|------------------------------|
| Board of Education Representative | Bernie Whitacre |
| Administration Representative | James Plows Jr, Carrie Smith |
| Teacher Representative | Dan Suydam |
| Parent Representative | Confidential |
| Student Representative | Confidential |

| | |
|-------------------------|--|
| School Nurse | Julie Jones |
| Head Custodian | Paul Kupris |
| School Safety Personnel | Michael Colangelo – Oneida Herkimer Madison BOCES |

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District 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 Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include: See Appendix 8 for general details.

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

The confidential Building-level Emergency Response Plan includes identification of specific procedures for each action depending upon the emergency. See Appendix 7 for general response protocols.

Emergencies include, but are not limited to:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Systems Failure
- Fire/Explosion
- Bomb Threat
- Medical Emergency

C. District resources and personnel available for use during an emergency

The District 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 Building-level Emergency Response Plans as deemed appropriate by the Incident Command Team. See Appendix 5.

Specific personnel and resources are identified in the confidential Building-level Emergency Response Plans. External resources are identified in Appendix 6.

| Equipment | Location |
|-------------------------------------|------------------------------|
| Defibrillator | Main Bldg/Athletics |
| Smoke Detectors | Fire Department – via 911 |
| Emergency Lighting | Main Bldg |
| Portable Fire Extinguishers | Main Bldg and each bus |
| Spill Cleanup / Absorbent Materials | Science Labs/Custodial Dept. |
| First Aid Supplies | Nurses Office |

The following functions are available to assist in the event of an emergency:

| Name | Role, skill, or assignment |
|---------------------------------------|-----------------------------------|
| School Nurse | Medical/First Aid |
| First Responders | First Aid |
| Head Custodian | Facilities |
| Bus Drivers | Transportation |
| Crisis Team | Post-Incident Response |
| Suspicious Object Identification Team | Volunteer Staff |

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

The District uses the Incident Command System model for emergency actions. For District-wide emergencies, the Incident Commander will be the 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 Building-level Emergency Response Plan.

Building-level Incident Command staff is identified in the Building-level Emergency Response Plans.

The Incident Command System for the District, and for individual buildings, is better defined in Appendix 5 of this plan.

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

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools, and 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 as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- Staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.
- School violence prevention and intervention training for all staff will be included annually in a superintendent's conference day or other appropriate time.
- School Administration will be responsible for implementing instructional staff development programs.
- School Administration will be responsible for non-instructional staff development with respect to school violence.
- 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

The District 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 – See Appendix 7 (see also District Code of Conduct).

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 in line with the Building-level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system that will dispatch the appropriate agency. Appendix 6 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 District 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.

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 District 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, prior to school opening or early dismissal. See appendix 9. Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

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. See Appendix 5 for the Brookfield Central School District Incident Command System.

District's local emergency management office information:

| | |
|---------------------------------------|--------------|
| Emergency Management Office | |
| Madison County Emergency Preparedness | 315-366-2289 |

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

In the event of a violent incident, the Superintendent 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 confidential Building-level Emergency Response Plan. Appendix 5 identifies the District Incident Command System. The District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational agencies within the District of a disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. 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 1.

D. Maintaining certain information about each educational agency located

in the school district

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

- School population (approximate)
- Number of staff (approximate)
- Transportation needs
- Contact information of key officials

The Superintendent or his/her designee will ensure that this information is current and accurate.

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 Brookfield Central School District utilizes identification badges, sign-in procedures, single point of building access, security cameras, reference checks and fingerprinting according to SAVE requirements for all staff. See appendix 4.

Policies and procedures, as appropriate; are maintained in the Min Building and are consistent with the confidential Building-level Plan.

B. Early Detection of Potentially Violent Behaviors

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, it 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 behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. The district may disseminate violence prevention information to parents, students and staff via newsletter, mailings, handouts or meetings as appropriate.

The Brookfield Central School District 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. See Appendix 3

C. Prevention and intervention strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- | | | |
|---------------------|----------------|--------------------------------------|
| Character Education | Safe Schools | Conflict Resolution/Anger Management |
| Counseling | Peer Mediation | Student Government |

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

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

E. Description of duties, hiring and screening process, and required training of hall monitors and other school personnel

See Appendix 4.

SECTION VI: RECOVERY

A. Post-Incident Response

The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the confidential Building-level Plans. District resources will be made available as needed depending upon the nature and magnitude of the event.

B. Disaster Mental Health Services

The Superintendent, or his/her 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 re-evaluate its current violence prevention and school safety activities and consider what the district can do to improve its plan.

APPENDICES

Appendix 1:

Listing of school building(s) covered by the District-wide School Safety Plan with address of building(s), contact name and telephone number for the main office. Home telephone numbers will be maintained in the building and district office.

| Building Name | Address | Contact Name | Telephone Number |
|---------------------------|--|---------------------|-------------------------|
| Brookfield Central School | 1910 Fairground Road Brookfield, NY 13314 | James Plows, Jr | 315-899-3323 |

Appendix 2:

District-wide Risk Determination

Using the Risk Probability Checklist on page 11 and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

High winds/winter storms and blizzards
Severe thunderstorms
Hazardous materials
Gas leak
Fire/Emergency
Evacuation
Medical Emergency
Earthquake

In addition, the District recognizes that the school building has the potential for violent incidents, including:

Hostage Situation
Kidnapping
Intruder
Threats of Violence
Bomb Threat
Civil Disturbance

| Site/situation | Comments |
|----------------|---|
| Main Building | Science Labs |
| Roadways | Fairground Road |
| Main Building | Boiler Room Food Preparation (Kitchen) |

RISK PROBABILITY CHECKLIST

| | YES | NO | COMMENT |
|---|----------|----------|---------|
| 1. Has you region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat | | X | |
| 2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake | X | | |
| 3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire | X | | |
| 4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire | X | | |
| 5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide | | X | |
| 6. Is you district located in a valley downstream from a man - made dam? Natural Hazard: Mudflow | | X | |
| 7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards | X | | |
| 8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards. | X | | |
| 9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms | | X | |
| 10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane | | X | |
| 11. Has you state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane | | X | |
| 12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods | | X | |
| 13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods | | X | |
| 14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado | | X | |
| 15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard | | X | |
| 16. Are there any factories, warehouses, or disposal areas near your community, which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials | | X | |
| 17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident | | X | |
| 18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident | | X | |
| 19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological Incident | | X | |
| 20. Are there any radioactive waste dumpsites in your state? Technological Hazard: Radiological Incident | | X | |
| 21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster | | X | |

Appendix 3:

Training, Drills, and Exercises

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including 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 early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.

When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. Drills will be evaluated by post-drill debriefing or written evaluation. Plans will be modified as a result of these evaluations. The following training, drills and/or exercises will be conducted in the 2017-2018 school year:

| Date | Description of drill or exercise |
|--------------------|---|
| Fall | "Go Home" drill – Students and Staff |
| As required by law | Fire & Lockdown Drills - Students and Staff |
| Annual | Right-to-Know - Staff |
| Annual | Violence Prevention - Staff |
| Annual | Blood-borne Pathogens - Staff |

I. Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent's Conference Day or as otherwise scheduled.

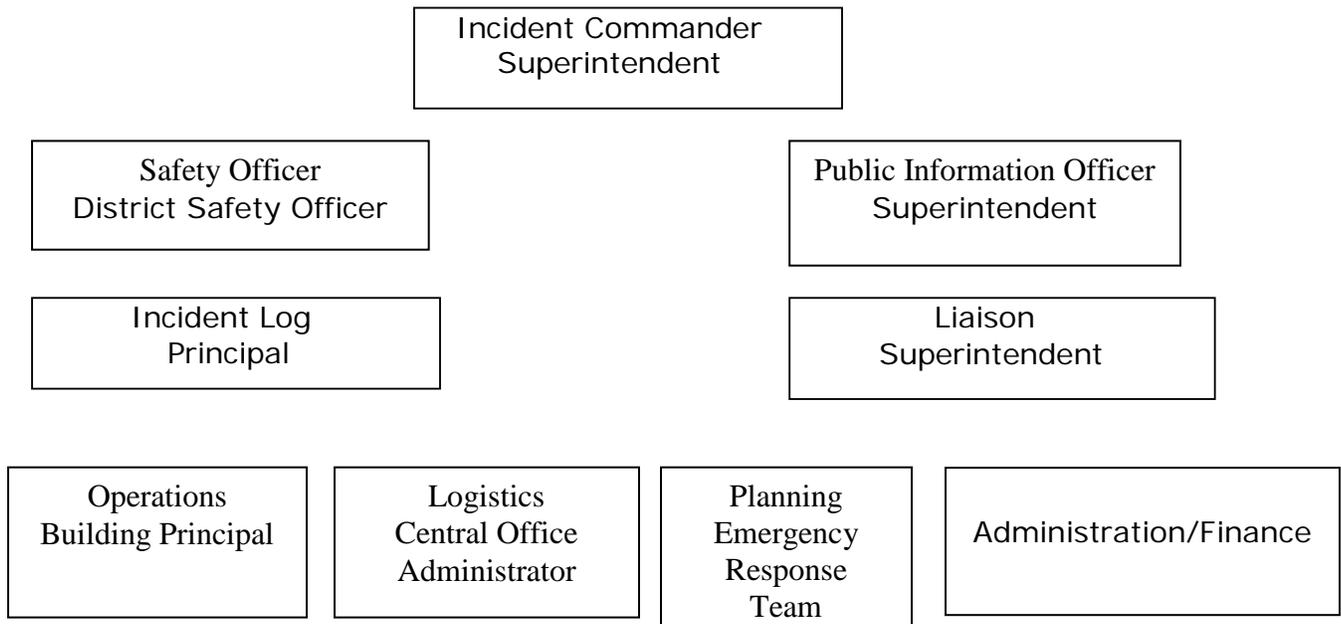
II. The annual "Go Home" Drill will be conducted as determined by the District Superintendent in consultation with the superintendents of schools.

Appendix 4:

The District does not utilize any school safety personnel.

Appendix 5

Brookfield Central School District Incident Command



Incident Commander – Responsible for the direction of the District response in a District-wide emergency (Superintendent) or the building response in a building-level emergency (Building Administrator).

Public Information Officer – Complies and releases information to the news media.

Safety Officer – 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 – 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 – Responsible for directing the implementation of action plans and strategies for incident resolution.

Logistics – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.

Planning/Intelligence – 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 – Responsible for all cost and financial matters related to the incident.

Appendix 6:

Brookfield Central School District Closest Response Agencies

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

| Agency | Telephone Nos. | Contact Person |
|-----------------------------------|---|-----------------------|
| ALL EMERGENCIES | 911 | |
| Madison County Emergency Services | 315-366-2289 | |
| Local Fire Department | | |
| Oneida County Sheriff | 911 or 315-337-3710 | Dispatcher |
| Ambulance – AMCARE | 315-339-5600 | Dispatcher |
| National Grid (electric and gas) | 800-642-4272 Power Outage 800-867-5222 Gas Emergency 800 - 892-2345 | |
| Child Abuse and Maltreatment | 800-342-3720 | |
| Poison Control Center | 800-222-1222 | |
| Crisis Services | 315-732-6228 | |

Appendix 7:

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 Plan. 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

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/Designee.
- Contact appropriate law enforcement agency, if necessary.
- 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/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.

APPENDIX 8:

Protective Action Options

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

School cancellation prior to opening

Early dismissal

Shelter-in-place

Hold-in-place

Evacuate

Lockout

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 Transportation 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.

Evacuation (before, during and after school hours, including security during evacuation and evacuation routs)

Determine the level of threat.

Contact Transportation 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 Superintendent.

Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.

Ensure adult supervision or continued school supervision/security.

Set up an information center where parents may make inquiries.

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

Sheltering/Lockdown (internal and external)

Determine the level of threat.

Determine location of sheltering depending on nature of incident if threat not imminent.

Initiate building lockdown procedure if threat imminent e.g. close/lock doors Account for all students and staff. Report any missing staff or students to Superintendent.

Determine other occupants in the building.

Make appropriate arrangements for human needs. Take appropriate safety precautions. Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties. Retain appropriate district personnel until all students have been returned home.

APPENDIX 9:

Notification and Activation (Internal and External Communications)

In the event of a violent incident, the Superintendent 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 confidential Building-level Emergency Response Plan.

In the event of a disaster or an act of violence, the BOCES District Superintendent of Schools, or their designee, will be notified as appropriate.

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).

Where practicable, phone trees will be implemented using the information provided on students' emergency contact cards. In the event of certain large-scale emergencies, the NOAA weather radio emergency alert system may be used.

MEDIA INFORMATION

TV

Channel 2
Channel 3
Channel 9
Channel 10
Channel 11

FM Radio

WLZW 98.7
WFRG 104.3
WKRL 100.0
WOUR 96.9
WSKS 97.9
WTKW 99.5
WBGK 99.7
WODZ 96.1
WZUN 102.1
WBUG 101.1
WUMX 102.5

AM Radio

WIBX 950

ONLINE

www.Uticaod.com
District Website