

**JAMESVILLE-DEWITT
CENTRAL SCHOOL DISTRICT**

**COMPREHENSIVE
DISTRICT-WIDE SAFETY PLAN**

DISTRICT EMERGENCY MANAGEMENT

**2025-2026
Public Document**

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INTRODUCTION

Providing an orderly plan for dealing with an emergency is part of the responsibility of school officials for the management and overseeing of the District. Situations range from man-made problems such as fires and bomb threats to nature-made blizzards or floods. Emergencies range from highly dangerous, life-threatening situations to problems that are a mere inconvenience. Through careful planning, however, the effects of an emergency are mitigated, property damage is minimized and, most importantly, injury and death are avoided. Small problems remain small and do not escalate into catastrophes. Finally, situations are addressed in a way that results in a return to a safe school environment conducive to teaching and learning.

This manual is an aid to planning for contingencies. The word “contingency” is used here to cover all situations ranging from a disaster such as a raging fire or severe flood to an annoying problem such as a broken water line in a building. It is broader in meaning than either the words “disaster” or “emergency.” A contingency is a situation that occurs unexpectedly, has negative consequences, and must be dealt with. The guiding principle for contingency planning is protection of life first, then preservation of property, including restoration to normal activities. When appropriate, mandates which influence planning and decision making are included.

While an emergency situation may require on-the-spot decisions to respond to fast-changing developments during the emergency, there is a set of six procedures that are standard responses to any emergency situation in schools. These six procedures are: Administer first aid, summon expert help, follow the instructions of the expert, evacuate to a safe place, and take shelter inside the building and early dismissal. Obviously, all six procedures will not work for every emergency. Indeed, some of the procedures are part of the planned response to any school emergency.

Let us define each of these six procedures:

Administering First Aid:

First aid is usually defined as treatment that will protect the life and comfort of the victim until more expert help is secured.

Summoning Expert Help:

Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters, heart attack victims must be under proper medical care, etc.

Follow Instructions:

Once the expert help has arrived, those experts are usually “in charge.” At that time, the emergency procedure is to follow the instructions.

Evacuation to a Safe Place:

Many, but certainly not all, emergencies will require that the inhabitants of a building get out and go somewhere else. Evacuating students from the school may mean only going outside, away

from the building and waiting until the danger has passed. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building.

Early Dismissal:

Similar to evacuation, early dismissal or “go home” is merely a procedure for getting students out of the building and united with their families or with some responsible surrogates who have been designated by the parents/guardians/caregivers to care for the child.

The time it takes to activate an evacuation and/or Early Dismissal Plan, of not only public schools, but non-public schools is vital information in the coordination of emergency local, county and state planning.

These plans need to be accessible in all buildings to the Building Administrator, secretary and alternate persons who could take charge.

Take Shelter Inside the Building

This is the emergency response in situations where it is necessary to have students/staff remain in their classrooms or work areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.

Definitions:

Trauma: means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.

Trauma-informed: means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-informed drills: means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

Section 1: General Considerations and Planning

ADMINISTRATIVE PROCEDURES

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response have been prepared for various emergencies, e.g., civil disturbance, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the office of each Building Administrator, Building Nurse, and Building Head Custodian, as well as the office of the Superintendent, each Central Office Administrator, Superintendent of Building & Grounds, and the Transportation Supervisor.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

The Superintendent is the District's Chief Emergency Officer (CEO).

The Assistant Superintendent for Educational Services is the District's alternate Chief Emergency Officer.

The District Office serves as the Emergency Command Post.

The High School Office shall serve as the alternate Command Post; the transportation office can also serve this function, if necessary.

When an emergency is declared by the Superintendent, the members of the response team may be alerted to report to the Command Post.

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, (s)he will begin implementing the emergency plan by activating the chain of communication as follows:

- Superintendent
- Assistant Superintendent for Educational Services
- Business Administrator
- Assistant Superintendent for Curriculum, Instruction, and Equity
- Director of Facilities
- Transportation Supervisor

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: **Evacuation, Shelter-in-place, Hold-in-place, Lockdown, Secure Lockout, Early Dismissal, and School Cancellation.**

The decision to close school remains exclusively with the Superintendent. In case of absence or unavailability, the chain of command for emergency decisions is:

- Superintendent
- Assistant Superintendent for Educational Services
- Business Administrator
- Assistant Superintendent for Curriculum, Instruction, and Equity

The Superintendent shall provide these administrators with a list of websites and access codes to notify media in the event of an emergency.

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (BOCES) as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

In an emergency, ordinary rules of work hours, work sites, job descriptions and any other contractual provisions are subject to State, County, or School District directives.

Transportation staff members are expected to report to work when alerted of an emergency.

The Superintendent shall provide written information by September 15th of each school year to all students and staff about emergency procedures.

The Superintendent shall review and revise, as necessary, the Emergency Management Plan at least once each year.

EMERGENCY MANAGEMENT GENERAL PROCEDURES

A. General

A specific response or set of responses exists for all foreseeable emergencies. Each Teacher and Non-Instructional Staff Member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. If uncertainty exists, the Building Administrator should be notified.

A copy of the Emergency Management Plan is located in the office of each Building Administrator, each Building Nurse, each Building Head Custodian, each Central Office Administrator and the Director of Facilities and Transportation. Members of the Emergency Management team are required to provide acknowledgement that they have reviewed the plan within fifteen days of approval by the Board of Education. The Plan includes the response or set of responses for each emergency and should be referenced if any uncertainty exists as to appropriate response.

If the Superintendent, or in his/her absence a designee, as the District's Chief Emergency Officer, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post.

Each Command Post shall also be equipped with a telephone, emergency lighting, and emergency telephone numbers.

Staff members involved in the response shall continue their response actions until the emergencies have ended.

The Superintendent shall provide for at least twelve fire and emergency drills, four of which will be lockdown drills, and at least one early dismissal shall be held in each school building during each school year. Transportation and communication procedures shall be included in the drills. The sheltering drill and lockdown drill may occur at any time during the school day and should include participation by first responders such as the police department and the fire department. The early dismissal drill will begin fifteen (15) minutes prior to the end of the regular school day. Parents shall be notified from the Superintendent's office at least one week prior to an early dismissal.

B. Buildings

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occur. Since the safety and health of the students and staff are of prime importance the Emergency Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Emergency Plan.

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action.
3. Identification of sites of potential emergencies (inside and outside sources).
4. Identification of resources available (equipment, manpower, etc.).

5. Diagrams of all buildings/wings by floor.
6. Identification of exit routes and shelter areas.

The Building Administrator is responsible for monitoring the conditions of any school facility which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

C. Transportation Department

If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended.

The Transportation supervisor will maintain a current list of regular and substitute Bus Drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan.

Members of the transportation staff will be oriented to the emergency evacuation plan by the Director of Transportation.

D. Transportation Plan Details

1. All available drivers needed, will be notified by the Dispatcher and Supervisor to report in case of emergency, and to report to the Transportation Office. This will usually take approximately 1/2 to 3/4 of an hour.
2. Drivers reporting to the Transportation Office will be assigned a route. The Supervisor will notify the school Principals of the geographic area/school which should be dismissed first.
3. The Supervisor will assist in loading the students and giving the drivers last minute instructions before they depart on their routes.
4. Students who are outside the School District under District authorization, i.e., field trips, athletic events. BOCES will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates.

CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (e)(1)(vi)

New York State requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The District continually works with law enforcement to

develop a mutually satisfactory protocol for such reporting. Generally, the following procedures shall be followed by District personnel:

SEQUENCE OF ACTIONS-LIFE THREATENING EMERGENCY

1. The first person who becomes aware of a life threatening emergency should call 9-1-1.
2. If available, a second person shall notify the building administrator and the school nurse.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel and the Superintendent.
4. Further responses that are set forth in the Building Safety Plans should be implemented depending on the nature of the Emergency.

SEQUENCE OF ACTIONS-NON LIFE THREATENING EMERGENCY

5. The first person who becomes aware of a non life threatening emergency should notify the Building Administrator's Office.
6. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
7. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
 - A. Call 9-1-1
 - B. Call the Superintendent
8. The Reporting Guidelines that are set forth in the Building Safety Plans should be implemented depending on the nature of the Emergency.

PUBLIC INFORMATION

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall serve as District Spokesperson.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

The overall functions of the Spokesperson will be:

1. To provide correct information to the public, by telephone, electronic communication, media, or letter as appropriate, as to what is occurring and District response;
2. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
3. To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency; and

4. To organize the District response to parents.

All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.

The Spokesperson shall NOT provide speculative information or offer opinions with regards to:

1. Causes or motives for the incident
2. Extent of casualties or damage
3. Expected duration of the operation
4. Liability or responsibility for the incident
5. Tactical responses, operations or considerations

All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.

The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Safety Plan for information about, and reunification with, their children.

PLAN DISTRIBUTION AND REVIEW

A copy of this Plan shall be kept in the office of the Superintendent, Assistant Superintendent for Educational Services, School Business Administrator, Assistant Superintendent for Curriculum, Instruction, and Equity, Director of Facilities, Building Administrators, Building Nurses, and building Head Custodians. The public portion will be available on the district website.

Section 2: Prevention and Intervention Strategies

DISTRICT-WIDE AND SCHOOL SPECIFIC PREVENTION AND INTERVENTION MEASURES

In each building there are professional staff who spend substantial time working with students to support their social, emotional, and mental well-being. These service providers may include school counselors, social workers, psychologists, student assistance counselors, school nurses, and administrators. A goal of the district is to have all counselors and support staff trained on cultural responsiveness and trauma-informed approaches.

These professionals utilize the Behavior Intervention Monitoring Assessment System (BiMAS) universal screening tool to identify students who might be at risk or in need of further assessment and Progress Monitoring to monitor the effectiveness of system wide interventions.

Threat assessment processes and plans are utilized at each level when a student poses a threat, makes a threat, or if there is concern that a student may be about to act out violently. This document does not need to be completed for every threat made between students in the “heat-of-the-moment” such as during a fight. The Threat Assessment Process addresses the cases in which there is a concern about specific targeted violence.

Key personnel such as administrators, counselors, and other staff working with high needs students, are trained in Crisis Prevention Intervention Training (CPI). CPI Training is a nonviolent crisis intervention training. CPI is designed to teach best practices for managing difficult situations and disruptive behaviors. Staff are trained by certified instructors in CPI. Certifications are valid for two years. The focus of the training is on the development of verbal interventions as a means to de-escalate difficult situations and behaviors. Training is provided by two in-house staff members, currently an elementary counselor and a high school social worker. Trainers are trained and certified by the Crisis Prevention Institute. Every two years these certified instructors must recertify by taking a recertification course and provide a minimum of two trainings per year. Each year, staff from each building including school psychologists, special education teachers, teaching assistants, and aides receive training. The goal is to maintain a continuous level of new and renewal certifications. Moving forward, a limited number of individuals will be trained in the physical intervention component. These individuals include; building leaders, school psychologists, elementary student supervisors, assistant principals, 12:1:1 and 12:1 (3+1) teachers.

The partnership between the District and the Town of DeWitt Police Department provides a full-time School Resource Officer (SRO) or Special Patrol Officer (SPO) in each school building who is actively involved in both prevention and intervention. The SRO helps to train and educate school staff members and students on best safety practices during emergencies such as evacuation drills and lockdowns. The SRO assists with the development of building safety plans, serves as a liaison between schools and outside agencies, assists families who have general

questions about public safety, and completes regular building safety checks internally and externally.

In addition, there are programs and activities which help foster connections and communication between staff and students, including CPR training for high school students.

High School

The high school has a staff of five school counselors, a school psychologist and a School Social Worker/ADAPEP counselor (Alcohol Drug Awareness Prevention Education Program) all of whom see students and can respond to a crisis when necessary. The high school will house a school based mental health clinic for students. This clinic is staffed by our partners at Helio Health. The school has two school monitors to assist with supervision during the school day and a guard for supervision of evening activities.

Freshmen are introduced to concepts of non-violent conflict resolution during their freshman seminar program. Individuals can receive separate and personal attention with one of the school counselors, the school psychologist, or the student assistant counselor. Freshman seminar covers a number of other topics such as adjustment to high school, communication skills, and stress management. It also serves as a forum in which counselors form relationships with students from which they can address potential student issues.

During Sophomore year students typically take Health Class in which there are units on Mental Health (Anxiety, Depression, Suicide Prevention) and Substance Abuse. The ADAPEP counselor is part of delivering information in both of these units.

Students in each class year meet at least annually with their school counselor (frequently more often!) to discuss a range of adolescent issues. Students can initiate meetings in many ways, including an online appointment scheduler, email, and in-person in the counseling office. Counselors also initiate student meetings as a result of the counselor's knowledge of the student, counselor observations of students, and as a result of teacher or parent concerns about a student. Social and emotional health is a part of every meeting with school counselors, social workers and psychologists. The Counselors and Social Worker and Psychologist regularly address many concerns with students, including:

- Drug and alcohol use
- Interpersonal Relationships (with other students, teachers, parents, coaches)
- Conflict mediation
- Suicidal ideation and crises
- Family issues, including conflict within the family
- Disordered eating
- Self-harm
- Motivation

- Depression
- Trauma
- Anxiety
- Academic struggles and progress
- Organizational skills
- Time management
- Sexual identity
- Personal Choices
- Fostering a community that appreciates diversity and inclusion
- Referrals to outside agencies

The School Counseling Team works with administrators, teachers, and the School Resource Officer as needed to support students in their high school experience. The Team consults with other counselors, school psychologists, administrators about students. The Team members act as liaisons with Child Protective Services, Booth House, and other outside agencies. The District shall not rely on the SRO to provide counseling or other functions performed by a trained mental health provider, such as a school counselor, social worker, or psychologist.

Mediation to resolve conflict can be done by any of the counseling staff. The high school partners with the Onondaga County School-based Initiatives program titled “Promise Zone.” The Promise Zone provides restorative justice alternatives for the school. In appropriate circumstances students involved in the legal system may be assigned to Youth Courts through the DeWitt Town Court. Training is provided under the Dignity for All Students Act to foster positive and respectful behavior.

Open student forums are offered at which administrators and counselors are present and where students can voice concerns about the school community.

Middle School

The middle school has a staff of four school counselors, two school psychologists and one Alcohol Drug Awareness-Prevention Education Program (ADA-PEP) counselor. The middle school houses a school based mental health clinic for students. This clinic is staffed by our partners at Helio Health. The middle school partners with the Onondaga County School-based Initiatives program titled “Promise Zone.” The Promise Zone provides restorative justice alternatives for the school.

The school currently sponsors numerous programs for prevention and intervention. Among them are individual and group counseling, mediation services, Project Adventure, lunch groups, social skill groups, grade level seminars, Project SAVE provided by the Town of DeWitt Police Department, and Student Government. There are grade level initiatives throughout the middle

school that involve all students. Grades five and six use the *Five Keys* and the *Positivity Project*, while seventh and eighth grade initiatives include social and emotional initiatives offered through clubs and afterschool groups.

Elementary Schools

Each elementary school has a school counselor or social worker and a school psychologist. The elementary schools partner with the Onondaga County School-based Initiatives program titled “Promise Zone.” The Promise Zone provides restorative justice alternatives for each elementary school.

The elementary schools use many strategies to enhance students’ emotional experiences. These include: social skills training, the Second Step Program, individual and group counseling, Responsive Classroom, and character education initiatives. Each school partners with the McMahon-Ryan Child Advocacy Center to include their High Five program. High Five! is a unique, child abuse prevention program, specifically designed to meet the needs of children in grades Pre-K through 5.

PREVENTION AND INTERVENTION OF POTENTIALLY VIOLENT BEHAVIOR

In each building the transfer of information regarding potentially violent behavior, including threats by students against themselves and information provided via the BiMAS, takes a specific path depending on the structure of the faculty and the building’s safety plan. Each building utilizes an age appropriate threat assessment protocol when a student’s words or actions are seen as a threat of serious bodily harm to another student or adult in the school. A building administrator works with relevant staff members to gather and process information to determine the level of the threat and response. With a less serious threat, an administrator would be consulted who, along with the counseling staff, would decide if other members of the school community needed to be notified.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS, 155.17 (e)(1)(xiii & v)

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator and may reach out to previous teachers or teachers of siblings. After group consultation, school personnel should contact parents, counselors, and or law enforcement officials.

Indications of potential violent behavior include the following:

- Has engaged in violent behavior in the past. Violent behavior as defined by the District's Code of Conduct.
- Has tantrums or uncontrollable angry outbursts.
- Continues exhibiting antisocial behaviors that began at an early age.
- Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
- Often engages in name-calling, cursing, or abusive language.
- Has brought a weapon or threatened to bring a weapon to school.
- Consistently makes violent threats when angry.
- Has a substance abuse problem.
- Is frequently truant or has been suspended from school multiple times.
- Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
- Has few or no close friends despite having lived in the area for some time.
- Is abusive to animals.
- Has too little familial supervision given the student's age and maturity level.
- Has been a victim of abuse or been neglected by parents/ guardians.
- Has repeatedly witnessed domestic abuse or other forms of violence.
- Has experienced trauma or loss in his/her home or community.
- Pays no attention to the feelings or rights of others.
- Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
- Intimidates others, or is a victim of intimidation by others.
- Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
- Reflects excessive anger in writing projects.
- Is involved in a gang or antisocial group.
- Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
- Expresses sadistic, violent, prejudicial, or intolerant attitudes.
- Has threatened or actually attempted suicide or acts of self-mutilation.
- Uses social media to express thoughts of violence.

The fact that a student exhibits the behaviors above does not necessarily mean that student is violent. Therefore everyone concerned must take precautions that students are not needlessly stigmatized.

IMPLEMENTATION OF SCHOOL SECURITY – 155.17(e)(1)(xii)

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

A. BASIC PROCEDURES

General access to buildings shall be limited to a clearly identified central access. All entrances shall be locked and secured while classes are in session.

B. VISITOR PROCEDURES

Families and the community should feel welcomed in our schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Administrator, or designee, is responsible for all persons in the building and on school grounds. In light of today's security concerns, building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors must present themselves at the main door camera, ring the doorbell, state their reason for visiting the school, prior to being granted access by school personnel.
4. Protocols specifically designed for deliveries will be followed at all times.
5. All visitors are required to report to the main entrance or office and sign a guest book and obtain a visitor's pass to be worn at all times while in the building or on school grounds. Visitors must state their destination. Guest books shall be maintained for two years.
6. If a staff member observes a visitor, including a vendor, who is not known to them, the staff member shall request that person to identify themselves. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building or immediately call law enforcement based upon a threat assessment.
7. Visitors attending school functions after school hours that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.
8. All visitors are expected to abide by the rules for public conduct while on school property as outlined in the District Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
9. The Building Administrator is responsible to enforce the District Code of Conduct as applied to visitors.

C. STAFF RESPONSIBILITIES

1. All staff wear photo identification.
2. All staff should be aware of conditions in and around the building and report anything unusual to supervisors.
3. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
4. Staff should close windows and doors when leaving classrooms.
5. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately call law enforcement and report their presence to the Building Administrator immediately.

PLANNED UPGRADES TO FACILITIES TO ENHANCE SECURITY

Beginning in the 2023-24 school year and throughout the 2024-25 school year the district will enhance security by:

1. installing a new IP Paging system in all buildings,
2. installing and/or upgrading access controls on exterior doors at all buildings,
3. continuing to install interior access controls in all buildings,
4. expanding camera coverage of interior and exterior spaces in all buildings,
5. enhancing communication capabilities as necessary to ensure cell coverage and radio availability in an emergency situation,
6. adding additional safety related enhancements which will strengthen the physical security of buildings,
7. adding additional safety related enhancements which may be used in emergency situations,
8. adding additional wayfinding for interior and exterior spaces,
9. developing additional protocols for access to buildings,
10. providing additional threat assessment training to identify warning signs of students and staff,
11. utilizing consultant services to test the preparedness of staff and students in emergency situations.

Some of this work will continue into the 2025-2026 school year.

Section 3: Training

TRAINING EXERCISES AND DRILLS

Training programs can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.

Training can entail short briefings or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

The training program should be coordinated with other School District's programs. Emergency management programs are available from a variety of sources including the local emergency management office and the National Weather Service.

Training will be:

1. Provided for school staff who have been assigned specific roles and areas of responsibilities in the Emergency Plan;
2. Conducted annually or more frequently as necessary to insure school staff and students understand emergency procedures and include any changes to school plans;
3. Coordinated with local emergency service providers to receive information on policies and procedures from the emergency services community.
4. Provided for all staff to prevent and respond to violence and mental health concerns.
5. Provided for key personnel on how to set up and implement school based and district wide teams to identify and assess potential threats, as well as how to respond to such incidents or concerns.

Provision will be made for new employees hired after the start of the school year to receive such training within 30 days.

The School District will, in cooperation with local emergency management officials, conduct annual exercises or drills to test the emergency plan. These exercises must specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

SCHOOL SAFETY PERSONNEL – 155.17(e)(1)(xviii)

ALL STAFF

In addition to the assigned Safety/Security Personnel, District training will be provided to instructional, clerical, custodial and other support staff, where safety procedures for violence prevention and intervention strategies will be reviewed. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

1. General Duties of all staff would include:
 - a. Inform the administration in a timely manner of problems and potential problems.
 - b. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
 - c. Supervise students under your charge and monitor behavior during the day
 - d. Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property.
 - e. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
 - f. Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
 - g. Working with Building Administrators and school counselors to present problems of truancy and work on solutions
 - h. May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.
2. School Safety Personnel
 - a. School Resource Officer
 - i. Training for the School Resource Officer is provided by the Town of DeWitt Police Department and the School District.
 - ii. The SRO may be required by the police department to attend monthly training and briefing sessions. These sessions will be held at the direction of the Department Operations Commander. Briefing Sessions will be conducted to provide for the exchange of information between the department and the school liaison.
 - iii. The School District and the Police Department shall schedule training for the SRO in Board of Education Policies, regulations and procedures, including the Code of Conduct for students and others and the programs and practices of the School District regarding student discipline.
 - iv. The School Resource Officer Memorandum of Understanding with the Town of DeWitt Police Department is available in Appendix V.
 - b. Training for school safety personnel employed by the district, including Guard and Hall Monitors is provided by the District.

MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(e)(1)(xiv)

1. RESPONSIBILITIES OF THE DISTRICT

- a. All Building Administrators and Program Supervisors will perform the following tasks with respect to training for staff and students.**
 - i. Review the Building Safety Plan for their particular building with their staff no later than September 15th of each academic year. Any revisions to the Plan will be disseminated to staff at the beginning of each school year.**
 - ii. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.**
 - iii. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by the District.**
 - iv. Prepare education, training, and drills required to assure effective operation of the plan.**

2. RESPONSIBILITIES WITH RESPECT TO STAFF

- a. The following tasks shall be performed by the Building Administrators with respect to staff training. Specifically:**
 - i. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.**
 - ii. Cross-train staff and volunteers so the plan or part of the plan does not become non-functional if one person is absent.**
 - iii. Require emergency preparedness training for all students and staff.**
 - iv. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.**
 - v. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.**

3. TRAINING OF STAFF

- a. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Level Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.**
 - i. Training for District staff is conducted throughout the school year. This training includes, but is not limited to Right-To-Know, Hazard Communication, Blood borne Pathogens, CPR and AED training, Allergy Management, preventing and responding to violence and mental health issues, and overview of the District Safety Plan and Code of Conduct. This training is conducted annually to insure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Safety Plans. The District coordinates with local police,**

the Onondaga County Sheriff's Office, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, CPR and first Aid courses, as well as additional incident specific programs.

- ii. Other agencies participating in this Plan (e.g., police, fire, EMS) conduct appropriate training as required.
- iii. Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

EMERGENCY DRILLS AND EXERCISES – 155.17(e)(1)(xv)

1. CONDUCT OF DRILLS

Instructional sites within the District will practice all standard emergency response procedures (see Section 4). Periodic exercises and drills will ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

- 1. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations.
- 2. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
- 3. Emergency services agencies and the District will cooperatively conduct meetings to discuss the District/Building Safety Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.
- 4. The goal in providing training and conducting drills is to practice and prepare, not to scare.
 - a. Drills will be conducted in a trauma-informed, developmentally, and age appropriate manner,
 - b. drills and training will not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency,
 - c. students and staff will be informed when the school is conducting a drill

d. families will be notified regarding drills.

2. EVACUATION

A total of twelve (12) evacuation drills shall be conducted each year, with eight (8) occurring before December 31 and four completed after January 1. At least one (1) of the twelve (12) drills shall be held during one of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a students lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school. The Building Administrator, or designee, shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Evacuation drills must be taken seriously at all times. From the time the emergency notification system is activated until occupants are back in the building, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures.

1. See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
2. Take a class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
 - Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
 - Be sure that staff and students know alternate escape routes from the classroom.

3. BUS EMERGENCY DRILLS (see also Administrative Regulations 8212R.2)

1. A minimum of three (3) emergency drills are to be held on each school bus during the school year. The first drill is to be conducted during the first week of the fall term, the second between November 1st and December 31st, and the third between March 1st and April 30th. Students who ordinarily walk to school shall also be included in the drills.
2. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioners' Regulations and shall include, but will not be limited to, the following:

3. Safe boarding and exiting procedures
4. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
5. Orderly conduct as bus passengers.

Section 4: Standard Emergency Response Procedures-155.17 (e)(1)(ii)

GUIDELINES FOR SPECIFIC EMERGENCY RESPONSE PROTOCOLS AND MULTI-HAZARD RESPONSES 155.17 (e)(1)(xiv),(xv (xvi)

1. GENERAL PROTOCOLS: The Building Safety Plans contain specific procedures for each Standard Emergency Response Procedure outlined in this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate, one or more of the following responses will be carried out:
 - a. EVACUATION - Takes place in the event of fire, bomb threat, or other emergency which requires students and staff to leave the building immediately.
 - b. SHELTERING/HOLDING IN PLACE - May be used in the event of an emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated Safety Zone or other designated area). Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
 - c. LOCKDOWN – May be used in the event of a dangerous intruder, violence, civil disturbance or other Emergency during which movement about the building would endanger the safety of staff and students.
 - d. SECURE LOCKOUT- May be used in the event of notification that a dangerous person or condition may be a credible threat to the security of the building. All exterior doors are locked and monitored by administrators or other assigned staff.
 - e. EARLY DISMISSAL-An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes.

2. EVACUATION

Evacuation may be necessary in the event of fire, weather, and other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

- a. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
 1. Fire Alarm
 2. Intercom System
 3. Verbal or Written Notification
- b. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.

- c. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Safety Plan and included in the Emergency Response Bag “Gotta Go Bag”. Normal evacuation routes will also be posted in each room.
- d. Teachers are to bring their class roster with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site.
- e. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school’s intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
- f. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
- g. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
- h. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.
- i. All persons shall proceed to the designated Safety Zone and remain there until further notice.
- j. Teachers must take attendance once in the designated Safety Zone, and are to notify the Building Administrator if a student is not present.
- k. Any time teachers have to relocate their class, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.
 - i. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander.
 - ii. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles) unless previously authorized by a parent). A parent or a pre-arranged surrogate may sign an Emergency Sign Out Form and pick up their child at the designated reunification site.
- l. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand, the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
- m. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

3. EVACUATION OF STUDENTS WITH DISABILITIES, STAFF AND FACULTY

In the event of an evacuation, special care must be taken to ensure that persons with disabilities are safely transported out of the building. Each Building Safety Plan shall have a list of students with special needs and the persons who have been designated to assist them.

- i. An Assisted Evacuation Plan is in the Building Level Safety Plan. This plan should include every child or staff member who has temporary or permanent limited mobility and will be reviewed as necessary (i.e.) when students and personnel change.
- ii. In case of an Emergency where evacuation or a long-term stay on-site is required, the Director of Pupil Personnel Services and designated staff will respond to the designated Safety Zone to assist with special education students and staff who serve them.
- iii. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Pupil Personnel Services and or designated staff will act to facilitate the use of such groups.

4. SHELTERING AND HOLDING IN PLACE

Not all emergencies will require building occupants to get out and go somewhere else. A **shelter-in-place procedure** is appropriate for situations when it is necessary to hold students in an inside Safety Zone temporarily during an emergency until things can be returned to normal or dismissal can be arranged. A **hold-in-place procedure** is appropriate for situations when it is necessary to limit movement of students and staff while dealing with short term emergencies. Protocols for a shelter-in-place response and a hold-in-place response for each school building are in the Building Safety Plans. General procedures are as follows:

- a. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
- b. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.
- c. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone for a shelter-in-place or remain in the classroom or cafeteria for a hold-in-place. Classroom teachers should take attendance. Faculty should bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.

- d. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
- e. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
- f. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
- g. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources and request assistance from the County Emergency Management Office, the American Red Cross and other agencies as appropriate.
- h. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

5. LOCK-DOWN

A lock down procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. Protocols for a Lockdown response for each school building are in the Building Safety Plans. General procedures are as follows:

- i. A lock-down procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff, i.e. dangerous intruder.
- ii. The Building Administrator will apprise all building occupants of a lock-down order using a plain language announcement. Students and staff shall remain in their classrooms or work-area until the Building Administrator and/or law enforcement officials open the door.
- iii. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
- iv. Building staff shall lock their doors and secure students out of the line of sight.
- v. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents at a predetermined location.

6. SECURE LOCK-OUT

A lock-out procedure is most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

- i. The Building Administrator, or person-in-charge, will apprise all building occupants that lock-out procedures are being implemented using a plain language announcement.
- ii. The Building Administrator will contact local 9-1-1 emergency responders (if not first apprised by law enforcement) and notify the Superintendent.
- iii. If the emergency dictates, building staff should close and lock windows.
- iv. Students/staff who are on the school grounds will be immediately summoned to return to the school building.
- v. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
- vi. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
- vii. Modify normal dismissal procedures as appropriate.

7. EARLY DISMISSAL

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent. Each Building Safety Plan shall contain provisions on the process to be used for communication with parents or guardians regarding the early dismissal. That information is detailed in the Building-level plans.

- i. Early dismissal is available as a building evacuation option for Emergency situations as decided by the Superintendent.
- ii. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
- iii. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
- iv. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator, as the Emergency dictates, will select alternate dismissal procedures and/or loading areas.

GUIDELINES FOR RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE IN SCHOOLS

The District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the District

administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

1. The following procedures are separated into several sections in order to reflect various ways threats may be received.

- i. Via Phone Call

1. Immediately report the threat and its origin to a parent or school staff member;
 2. Fill out telephone threat information sheet;
 3. Try to prolong conversation as long as caller will talk;
 4. Obtain as much information as possible;
 5. Listen for characteristics of caller and background noise
 6. Maintain evidence of the threat if possible

- ii. Via email, text. Social media, or other electronic means

1. Notify building administrator and describe situation as soon as possible
 2. Building administrator – notify superintendent and police
 3. Building administrator – implement response action
 4. Building administrator/head custodian -upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate
 5. Building administrator – keep superintendent informed
 6. Superintendent – informs other building administrators

- iii. Threatening Situation in Building or on School Grounds

1. First person on scene – survey situation.
 2. Direct students to the nearest safe place to the greatest extent possible.
 3. Notify the building administrator and describe the situation as soon as possible.
 4. Building administrator – notify superintendent and School Resource Officer or call 911
 5. Building administrator – implement response action.
 6. Building administrator/head custodian- upon arrival of SRO and/or police, advise of the situation and follow instructions. Be prepared to evacuate
 7. Building administrator – keep superintendent informed
 8. Superintendent – informs other building administrators

- iv. Unidentified or Unauthorized Visitor

1. Approach anyone without a “Visitor” ID Tag

2. Escort person to the main office to sign in and receive “Visitor” ID Tag
3. If they refuse and are uncooperative, remain in proximity
4. Notify building administrator and describe situation as soon as possible
5. Building administrator – notify superintendent and police
6. Building administrator – implement response action
7. Building administrator/head custodian- upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate.
8. Building administrator – keep superintendent informed
9. Superintendent – informs other building administrators

v. Threatening Situation on a School Bus

1. Driver and/or attendant will assess the situation
2. Driver to radio base identifying a code red breakdown and indicating if assistance is needed
3. Dispatch will call 911, follow their directions, and supply any information they may need
4. Dispatch will notify Superintendent and Building Principal
5. Driver will proceed to school building or designated location, stopping as soon as they pull onto school property (driver will not pull up to main entrance of building)
6. All students will be held on the bus until otherwise directed by an administrator or law enforcement.
7. Driver will cooperate with law enforcement and complete any necessary statements or documentation needed.

2. The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence.

- a. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - i. Assume the threat is serious;
 - ii. Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and
 - iii. Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
- b. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - i. Assume threat is serious;

- ii. Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
 - iii. Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
- c. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - i. Assume threat is serious;
 - ii. Immediately report the threat to a school administrator/designee; and
 - iii. Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
- d. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - i. Assume threat is serious;
 - ii. Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - iii. Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
 - iv. Require that the school staff member, student or parent provide immediate written statements regarding the information received
- e. Factors to consider when determining whether a threat is credible are listed in Appendix "G," for use by administrators.
- f. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
- g. If it is agreed that the threat is credible:
 - i. The administrator will immediately consult with appropriate law enforcement
 - ii. The school administrator shall take appropriate action in accordance with the given instructions
- h. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary. Which may include consultation with the crisis intervention team.

SCHOOL BUS BREAKDOWN/ACCIDENT

The instructions which follow are suggested procedures to be followed by the Bus Driver in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

Mechanical Breakdown

1. Bring the bus to a stop in a safe location.
2. Activate four-way hazard lights.
3. Determine the nature and extent of breakdown.
4. Call the transportation department for help by two-way radio. Give as much information as possible:
 - a. Location
 - b. Symptoms of problem
 - c. Assistance needed
 - d. Number of students on bus
5. Protect the scene and display the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Move students to a safe location away from the bus only if there is an imminent danger.
8. Send for help if the radio is unusable.
9. No student should leave the scene until authorized by police or a school official.

Accident

1. Keep calm; don't panic. Reassure students that they will be alright.
2. Activate four-way hazard lights.
3. Make radio contact with transportation department if possible, giving the following:
 - a. Exact location
 - b. Number of vehicles involved and extent of damage
 - c. Nature and number of injuries (either vehicle)
 - d. Assistance needed (police, medical, fire)
 - e. Number of students on bus
4. Call the appropriate law enforcement agency if the transportation department cannot be reached or if there is need for immediate assistance.
5. Make sure students are taken care of properly.
6. Protect the scene - properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.
 - a. **Students should not be moved unless there is an imminent danger.**
8. Make a list of all students on the bus at the time of accident, include name, age, seat location, position, seat belt use, injuries, nature of injury
9. Move students to a safe location, away from the bus if necessary.
10. Send for help if the radio is unusable.
11. Assist others who may be injured who were involved in the accident.

Accident - Transportation Staff

1. Notify:

- a. Police (911)
- b. Building Principal
- c. School Nurse's Office during school hours

2. Transportation Supervisor or Head Mechanic may direct replacement buses to remove students from the bus **only after instructed to do so by Emergency Personnel on the scene.**
3. A transportation accident notification form with information about the accident will be distributed to each child to inform parents of the accident.
4. If the accident occurs on the way to school or during the school day, all students should be brought to school, after the police/rescue personnel have authorized the students to leave the scene of the accident. They should be directed to one location where the school nurse should assess each student. Parents of any student with injury or suspected injury will be notified.
5. If the accident occurs as a bus is delivering students home from school, a bus will deliver the students home after the police/rescue personnel have authorized the students to leave the scene of the accident.
6. If the accident occurs on a field trip during an evening or weekend, the student supervisor on the bus and the transportation department representative will develop the strategy to notify the parents of each student. The student supervisor and bus driver should each have a roster of students on the bus with parent emergency contact information.
7. After 4:00 weekends or holidays call: Transportation supervisor, head mechanic
 - a. Notify:
 - i. Superintendent/Business Administrator (315-445-8300) and
 - ii. Building Principal.
 - iii. If neither can be reached, then School Nurse - those with injuries

Additional Useful Procedures at Accident Site:

1. Do not move injured persons unless absolutely necessary, and only after the extent of injuries have been determined by thorough examination by a qualified person. Exceptions to this would be, if a life threatening situation should exist, such as fire in the vehicle, then move the person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Assist persons who have stopped breathing first, then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
4. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the student.

Reporting Accident

1. Department of Transportation Part 722 (Reporting of Accident):
 - a. 722.1 "Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by

telephone or telegraph.”

b. 722.1 “No work shall be performed and no passenger will be transported in the vehicle until it is released by D.O.T.”

2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:

- a. Section 600 - Leaving scene of an incident without reporting:
 - i. “Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his / her license and insurance identification card for such vehicle...then he/she shall report the same as soon as physically able to the nearest police station or judicial officer.”
- b. Section 601 - Leaving scene of injury to certain animals without reporting:
 - i. “Any person operating a motor vehicle which shall strike and injure any horse, dog or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if none of these has been located, then to a police officer of a nearby community).”
- c. Section 605 - Report required upon accident:
 - i. “Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars (\$600.00) is sustained, shall, within ten (10) days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.”
- d. State Education Department:
 - i. Definition of school bus per Section 142 of Article 1, Title 1 of Vehicle and Traffic Law: “School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers or other persons acting in a supervisory capacity to or from school or school activities.”
 - e. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.
 - f. Forms - For Reporting Accident
 - i. MV-104 (3/80) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
 - ii. MV-104f (6/81) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.

Emergency Drills on Buses

1. The drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by the Board of Education. Pupils attending public and non-public school who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31 and the third, between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with the regulation.

ANAPHYLAXIS EMERGENCY PROTOCOL

If a student or adult in the building is exhibiting symptoms of potential anaphylaxis, the following procedure should be followed:

IF THE SCHOOL NURSE IS AVAILABLE:

1. Bring the student/adult to the Nurse's Office. Do not send the individual to the health office alone without an adult. Stay with the individual because the nurse will need your help.
2. If the student is too compromised to bring to the nurse's office, call the school nurse. Tell the school nurse the student's NAME and tell the nurse to "BRING THE EPI-PEN."
3. The school nurse will take over the care of the individual, including assessment and administration of the Epi-pen if needed. The school nurse may ask you to:
 - CALL 911 and tell the ambulance to bring Epinephrine. Stay on the phone line & answer questions until the operator tells you to hang up.
 - Notify an administrator. Get help from other adults.

- Have a staff member meet the ambulance so EMTs can be brought to the student's location as soon as possible.
- Suggest the ambulance take the child to the Pediatric Emergency Room at Upstate Medical Center University Hospital.
- Arrange for an appropriate staff person/administrator to call the parent so the parent may come to school or meet the ambulance at the emergency room.
- Appropriate staff members who know the child should accompany the student to the hospital if the parent is not available to do so.

IF THE SCHOOL NURSE IS NOT AVAILABLE AND YOU HAVE BEEN TRAINED TO ADMINISTER AN EPI-PEN:

1. DO NOT HESITATE TO ADMINISTER EPI-PEN! Waiting too long will endanger the student's life if the student is experiencing anaphylaxis.
2. Get help from other adults while you stay with the child.
3. Have an adult CALL 911 and follow the above steps regarding calling 911.

IF THE SCHOOL NURSE IF NOT AVAILABLE AND YOU ARE NOT TRAINED TO ADMINISTER AN EPI-PEN: CALL 911 IMMEDIATELY and follow directions of the 911 Operator. Get help from other adults to follow the steps above.

POOL MANAGEMENT PROCEDURES

Organization and Management of the Pool (under the direct supervision of the Jamesville-DeWitt School District)

A. Chain of Command

- Superintendent of Schools
- Building Principal
- Director of Health, Physical Education and Athletics
- Pool Director
- Teacher/Coaches
- Lifeguard
- Responsible Person

B. General Job Duties – School District Personnel

It is everyone's responsibility to provide the safest possible swimming environment for our students and pool users.

While duties and responsibilities are assigned within this document, EVERYONE with contact with the pool has the RESPONSIBILITY to speak up when a potentially dangerous or immediate danger exists.

1. Maintenance Staff

General duties:

- a) Inspect the pool area each morning prior to use.
 - Door self-locking mechanism should be functioning properly.
 - Pool lights are working properly and providing adequate illumination.
 - Pool main drain grates are in place and must be clearly visible.
 - The pool filters, pumps and chemical testing unit should be checked to determine proper functioning.
- b) Test chlorine and pH levels three times per day and record results on the Health Department form. This is to be sent to the Health Department on the last day of each month.
- c) Inspect the pool at the end of the day when closing the building. Monitor bather use to determine pool vacuuming schedule.

Chemical Storage and Handling:

- a) Always keep chemicals in their original containers and labeled.
- b) Chemical dispensing crocks are to be clearly labeled.
- c) Follow instructions on the chemical container.
- d) Never mix any chemicals with chlorine products – dangerous chlorine gas will develop immediately.
- e) Know your chemicals and what to respond to in case of an accident such as spilling or splashing in the eyes.
- f) New chemical deliveries are to be immediately put away.

2. Teachers

General overview: It is the teachers' responsibility to prevent a drowning, spinal cord injury or serious accident from happening while maintaining a safe aquatic

learning environment.

Specific duties:

- a) At the beginning of each day assure that all safety equipment is in place and in good working order. This includes telephone, First Aid Kit, Rescue Buoys (2), Backboard with head immobilizer and Guard Chair.
- b) Supervise use of the pool and activities in and around the pool to prevent a drowning, spinal injury or serious accident.
- c) Supervise and direct the responsible person or lifeguard to ensure maximum coverage during teaching situations.
- d) Strictly enforce the Diving Safety Plan:

No recreational diving from the springboard is permitted. Springboard diving is only permitted when the student or athlete is receiving formal instructions and is under DIRECT supervision of the teacher or coach.

The use of the starting blocks is strictly prohibited in recreational swim periods. The starting blocks are ONLY to be used by the competitive swim team members while under the DIRECT supervision of the coach.

3. Teacher Aides (Responsible Person)

General overview: Assist the teacher in providing a safe aquatic environment.

Specific duties:

- a) Be familiar with the pool rules and class regulations.
- b) At the beginning of each new class unit, ask the teacher for information that will help you observe the students.
- c) Know how to use the telephone to call **911**

4. Lifeguard

To ensure the safety of all patrons at all times. Under NO circumstances should a secondary duty such as answering the telephone, talking with other staff or getting out equipment, etc. **EVER** take the place of the **PRIMARY DUTY**.

5. Pool Director

General Overview: The pool director is responsible for the management and oversight of the facilities and programs associated with the pool.

Specific Duties:

- a) Ensures all health and safety requirements are met
- b) Ensures all staff and supervisors are appropriately certified
- c) Reviews condition of facility on a regular basis and communicates any concerns to appropriate district personnel
- d) Oversees and monitors pool activities, checking for adequate supervision, use of facility and equipment, and safety

6. Outside Providers

- Head Supervisor
- Lifeguard
- Coach(es)

C. Emergency Actions

1. Lifeguard (LG) reaction to an in water emergency – one long blast of whistle and effects a rescue. Responsible person (RP) helps to clear the water and moves the remaining swimmers to safety. Once that is accomplished, assist the lifeguard.
2. Lifeguard (LG) assesses the condition of the victim.
DOES THE VICTIM NEED MEDICAL ATTENTION?
The RP calls 911.

EMERGENCY 911 INFORMATION

- a. This is (name of caller).
- b. I had a (type of accident).
- c. We are at the Jamesville-DeWitt Middle School located on Randall Road in the town of DeWitt.
- d. The condition of the victim. State of consciousness, condition of breathing and heartbeat, severe bleeding, shock, etc.
- e. Please send (Rescue Squad, Fire Department, Police)
- f. The entrance to the pool is on the south side of the building across from the tennis courts.
- g. Someone will direct you from the front of the school

DO NOT HANG UP UNTIL DIRECTED TO DO SO BY THE DISPATCHER.

EMERGENCY PHONE NUMBERS

Andy Eldridge, Principal	315-445-8360
Fred Wheeler, Athletic Director	315-445-8345
Paul Valentino, Pool Director	315-445-8360

3. The RP calls the front office to activate the emergency plan.
 - a. The front office notifies the nurse, building administrator, district administrator and pool director
 - b. Office personnel are designed to direct the rescue squad to the back parking lot.
 - c. The pool director calls the Health Department before going to the pool.
4. The RP brings the First Aid equipment to the Lifeguard.
5. The RP assists the Lifeguard until the nurse or other trained personnel arrive.
6. The remaining students are escorted to the locker rooms by additional teachers that respond to the accident.
7. A written report of the accident is to be completed within the first hour after a serious accident. The pool director will conduct a de-briefing and will issue a written report to the Health Department within 7 working days. (see Appendices for forms).
8. The Onondaga County Health Department is to be notified within 24 hours for any accidents which:
 - a. result in a death
 - b. require resuscitation
 - c. require referral to a hospital
 - d. are bather illness associated with water quality

D. Emergency Plan – Related procedures

Emergency Equipment

1. 2 Rescue tubes
2. 2 Reaching poles
3. 2 Ring buoys

4. 1 Backboard with head immobilizer
5. 1 – 24 unit First Aid kit including a pocket mask
6. 1 Telephone

This equipment is to be present and in working order in order to use the pool.

Epileptic Seizures:

Epileptic seizures that occur in the water are a life-threatening situation and the Emergency Action Plan should be activated. An Epileptic seizure that occurs on land is normally a life-threatened situation. Follow the normal accident procedures. DO NOT allow the victim to re-enter the water until they are cleared to do so by medical personnel.

Chlorine Leak:

Chlorine leaks are potentially deadly situations. The pool and the school should be evacuated, up wind.

Incident Log:

An Incident Log Book will be kept in the pool office. Any accident that requires first aid should be recorded into the book. This includes, but is not limited to, an accident that:

1. Results in a death
2. Requires resuscitation
3. Any bather related illnesses (see Appendix A)

Safety Regulations

1. Swimming is allowed ONLY when a LIFEGUARD IS ON DUTY.
2. The maximum capacity is 135 bathers.
3. Pollution of the swimming pool is prohibited: urinating, discharge of fecal matter, expectorating or blowing the nose is prohibited.
4. Glass containers are prohibited from the pool and locker room areas.
5. Persons with open cuts, sores and rashes will not be allowed in the pool area.
6. A shower is required before entering the pool.
7. Conduct that endangers the safety of one's self or other pool users is strictly prohibited, such as horseplay, dunking or throwing people in the pool.

8. There is no smoking in the building.
9. The use of alcohol and other drugs is prohibited in the pool area.
10. Diving is NOT permitted unless under the direct supervision of an instructor.

Safety Drills

The teachers, swim coaches, teacher aides, school nurse and building principals will conduct at least one safety drill each year. If possible, the DeWitt Fire and Rescue unit should be included in the drill. Each year the staff will be required to review this document and to acknowledge in writing that they understand their role in preventing and responding to emergencies in the pool area. This sign log sheet will be kept in the First Aid and Emergency Logbook.

REMOTE INSTRUCTION PLAN

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;

All schools in the district are 1:1 computing environments so students have access to an assigned computer or computing device. Each building is responsible for assigning and maintaining an inventory of their devices.

2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;

Students without reliable access to the internet will be provided with a hot spot or other equitable device that provides access from the school district. The district will assign and maintain an inventory of these devices.

3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;

In a remote instructional model, synchronous direct instruction will be provided in core content areas as well as specials and electives. As above, all instruction will continue to be aligned to the New York State Learning Standards.

In grades K-4, schedules will be adjusted to balance live, direct instruction from classroom teachers via screen time and independent work time. Therefore, time allotments for K-4 virtual direct instruction are shorter than we would use for in-person direct instruction.

Student schedules in grades 5-12 will reflect modified master schedules, so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously. Remote instruction will occur as follows:

K-4 Monday through Friday

- Direct instruction online with teachers, 2.5 hours/day
 - ELA: 1 hours/day
 - Math: .75 hours/day
 - Morning Meeting: .25 hours/day
 - Special areas: .5 hours/day
- Student independent work, teacher office hours and extra help daily

Grades 5-8 Monday through Friday

- Direct instruction online with teachers based on student schedules (7:45 a.m.-2:50 p.m.)
- Students can receive extra help and work with teachers individually and in small groups as they do when learning in-person, by identifying times that they are available for this.

Grades 9-12 Monday through Friday

- Direct instruction online with teachers based on student schedules (7:45 a.m.-2:30 p.m.)
- 4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;

The district will work with the family to make a determination if remote instruction by digital technology is not appropriate. When remote instruction by digital technology is not appropriate, teachers will assemble and the district will deliver instructional materials on a weekly basis.

5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education;

To ensure a Free Appropriate Public Education (FAPE) for students with disabilities, students will be provided instruction and related services in accordance with their Individualized Education Programs (IEP). All students receiving related services shall receive Teletherapy by their assigned provider via Zoom and in agreement with the ratio, frequency and duration identified on the students current IEP. Related service providers shall document each session and will continue to progress monitor students IEP goals during remote instruction.

Students receiving special education programming, i.e. Resource Room, Consultant Teacher Direct, and Special Class shall receive synchronous instruction via Zoom or through the district's identified format of synchronous instruction. Students with disabilities shall be provided access to their education in accordance to NYSED and in alignment to all students throughout the district. Special Education Teachers in collaboration with their general education partners will ensure each student's individual needs are met, specially designed instruction is provided and all students have access to the general education curriculum. NYSAA students shall receive their instruction by their special education teacher via Zoom and in accordance with their IEP. Progress monitoring of students IEP goals and benchmarks shall occur throughout remote instruction by their assigned special education teacher(s).

6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

	High School	Middle School	Elementary Schools
Estimated daily instructional hours	5.5	5.5	5.5

Section 5: Coordinating the Use of District Resources in an Emergency - 155.17 (e)(1)(ix & x)

RESOURCES AVAILABLE

The following resources are available in the event of an emergency:

Resource	Location
Telephones	All
Zoned Emergency Response System	All
Portable Radios	All
Public Address System	All except transportation and maintenance
First Aid Supplies	All
Fire Extinguishers	All
Electrical Generators, built in	Middle School
Water Supply-Fire Emergency	All
Food Storage	All
Vehicle Fuel Storage	Transportation
Heating Fuel Storage	Transportation
Flashlights and Batteries	All
District Maps of area and roads	Transportation
Building Floor plans	All
Buses	Transportation
Other vehicles	Transportation
Maintenance tools and equipment	Transportation

STAGING AND TREATMENT AREAS

Staging and treatment areas will vary depending on the location of the emergency. Administrators, supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

LOCATION OF THE INCIDENT COMMAND POST

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Safety Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter. Whenever possible, the Command Post should have the availability of land-line telephone communications.

PERSONNEL AT THE INCIDENT COMMAND POST

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Superintendent and the Building Administrator or Site Supervisor. The Superintendent shall be designated the Incident Commander, or the Building Administrator in his/her absence until law enforcement or emergency services personnel arrive.
2. The Director of Facilities. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school secretary for the involved building shall bring the school's Emergency Response Bag.
4. The Building Level Emergency Response Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

DUTIES OF THE SUPERINTENDENT

The Superintendent, or Chief Emergency Officer, will represent the District as part of the staff at the Command Post.

The Superintendent or designee will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He or she will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students.

The Superintendent or designee shall also be responsible for:

1. Mobilizing District personnel and resources as necessary
2. Designating a staff member to organize the District's response as parents or guardians inquire either via telephone or in person as to the health and safety of their children
3. Providing information as District Spokesperson with the approval of the Incident Commander
4. Performing other duties as assigned by the Incident Commander
5. Maintaining an updated list of radio and television station telephone numbers for use in an emergency
6. Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies
7. Directing that each Building Administrator review the Building Level Emergency Response Plan for his or her school to update any personnel changes.

The Superintendent, or designee will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Business Administrator and the Director of Facilities where appropriate.

DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this Plan and the Building Safety Plan for your school prior to each school year.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining pick-up of students and handicapped passengers at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

DUTIES OF FACULTY AND STAFF

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
2. All District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
3. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
4. Building Administrators will designate staff to bring the Emergency Response/“Gotta-Go Bag” for all emergencies. This bag will go with each Building Administrator for all evacuations (inside, outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. This bag should minimally contain:
 - (1) A flashlight and spare batteries
 - (2) Updated class rosters for each class using the room
 - (3) Emergency evacuation (including assisted evacuation) plans
 - (4) Latex gloves
 - (5) Pen and paper
 - (6) Names and telephone numbers of crisis team members
 - (7) List of assigned roles for school personnel and division personnel
 - (8) Laminated sign with the classroom teacher’s name in bold letters
 - (9) Spare batteries for two-way radios
5. Special area teachers and non-instructional employees shall report to the designated Safety Zone and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Safety Zone or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Safety Zones or relocation sites.
7. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

DUTIES OF CUSTODIANS

The custodial staff shall follow the direction of the Director of Facilities, the Building Administrator or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
3. Provide support and be alert to the needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the Safety Zone and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

DUTIES OF THE DIRECTOR OF FACILITIES

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Mobilize maintenance and be prepared to share blueprints for any and all school buildings with police or Emergency officials whenever needed.
3. The Director of Facilities will also set up:
 - a. A system for sharing blueprints of our buildings if needed during an Emergency
 - b. A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties after an Emergency.
4. Ensure radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted.

Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency personnel.

5. Recommend a plan and process for resuming normal school operations. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible.

DUTIES OF SECRETARIAL AND SUPPORT STAFF

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining the radio and/or phone contact and alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an “office” in the Safety Zone if this area is activated.

DUTIES OF THE SPOKESPERSON

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall serve as District Spokesperson.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

The overall functions of the Spokesperson will be:

1. To provide correct information to the public, by telephone, electronic communication, media, or letter as appropriate, as to what is occurring and District response;
2. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
3. To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
4. To organize the District response to parents; and
5. All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
6. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
 - a. Causes or motives for the incident

- b. Extent of casualties or damage
- c. Expected duration of the operation
- d. Liability or responsibility for the incident
- e. Tactical responses, operations or considerations

7. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
8. The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Safety Plan for information about, and reunification with, their children.

DUTIES OF THE SUPERVISOR OF TRANSPORTATION:

In the event of an Emergency, the Supervisor of Transportation will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.
2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the predetermined relocation site(s) for each school. Ensure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center may serve as a hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.
7. The Supervisor of Transportation and law enforcement may declare at any time during an Emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Transportation Supervisor or law enforcement official stops the Code Silence.

DUTIES OF SCHOOL LUNCH DIRECTOR

In the event of an Emergency, the School Lunch Director shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.

2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their building to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurse, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.
6. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(e)(1)(xvii, viii)

In an Emergency, the Superintendent of Schools will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact the Onondaga County Emergency Management Center for assistance. Appendix C contains the names and the phone numbers of other agencies, which may be contacted as appropriate.

INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (e)(1)(xvii, xix & xi)

A. DISTRICT SITES

Upon notification or declaration of an emergency the Superintendent, or designee, will contact all District sites/schools to communicate emergency information and instructions.

B. PARENTS, GUARDIANS AND COMMUNITY

1. Parental Notification

At the start of the school year or when students enroll the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans for the child's welfare if neither parent can be informed of early dismissal; and
- Special students' needs: medical and other

2. Parental and Community Notification

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

- The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize the District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

C. STATE EDUCATION DEPARTMENT

The Superintendent will be responsible for notifying The New York State Education Department, and the OCM BOCES District Superintendent, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

Section 6: Reporting Violent Incidents

The Commissioner of Education has established a Uniform Violent Incident Reporting System whereby all public school districts are required to file an annual report concerning violent and disruptive incidents that occurred on school property during the prior school year. The district is required to report the following information:

- The type of offenders
- If any offender is a student, the age and grade of the student
- The location where the incident occurred
- The type of incident
- Whether the incident occurred during or outside of regular school hours
- Where the incident involves a weapon, whether the weapon was a firearm, knife or other weapon
- The actions taken by the school in response to the incident, including when the incident was reported to law enforcement officials and whether disciplinary action was taken against the offender
- Any student discipline or referral action taken against a student/offender, including, but not limited to, an out-of-school suspension, an involuntary transfer to an alternative placement, an in-school suspension, a referral for community service, a referral for counseling, or a referral to the juvenile justice system, along with the duration of such action.
- The nature of the victim, including the victim's age and grade where appropriate school districts and Boards of Cooperative Educational Services will also be required, in a form prescribed by the Commissioner, to include a summary of such information in their report cards.

The report will be filed as specified by the Commissioner of Education.

Section 7: Cardiac Emergency Response Plan Information

On July 25, 2025, Governor Hochul signed, “Desha’s Law,” requiring school districts to adopt “Cardiac Emergency Response Plans.” Consistent with the requirements of the law:

- The school district’s AEDs are clearly marked, accessible, and maintained consistent with guidelines set by the American Heart Association or other nationally recognized authority.
- Annual school safety training for students and staff will include information about sudden cardiac arrest.

The Confidential Building Level Emergency Response Plans contain more details including:

- AED locations
- Who will respond during a sudden cardiac arrest, or other life threatening emergency
- Procedures for the incident
- Consideration of how to integrate with local emergency responders

Building Level Emergency Response Plans will include the Cardiac Emergency Response Annex.

APPENDICES

<u>APPENDIX</u>	<u>TITLE</u>
A	Administrators' Telephone Numbers
B	Emergency Response Team
C	Emergency/Agency Telephone Numbers
D	Drill Notification
E	Bomb Threat Form
F	School Incident Report Form
G	Threat Assessment Response Systems Flow Chart
H	Telephone Threat Information Sheet
I	Missing Student Procedures- off campus
J	Procedures for Cleaning Up Body Fluid Spills
K	Non-public Schools and Day Care Centers
L	Assisted Evacuation Plans for Students with Special Needs
M	Pool Facility Safety Checklist
N	Transportation Accident Notification Form
O	Evacuation Sites
P	District Needs / Building Profile
Q	Resources Available Within District
R	School Bus Fleet Inventory
S	Maintenance Vehicles Inventory
T	Staff Qualified to Administer First Aid
U	Communicable Disease Plan
V	School Resource Officer MOU
W	Town of DeWitt Police Department Use of Force Policy
X	Town of DeWitt Police Department Searches Policy
Y	Dignity for All Students Act (DASA) Protocol and Processes

APPENDIX A

Administrative Staff Listing and Telephone Numbers

<i>Name</i>	<i>Title</i>	<i>Building</i>	<i>Office Phone</i>
Darcy Woodcock	Superintendent	High School	315-445-8304
Peter Reyes	Asst. Supt. for Educational Services	High School	315-445-8300
Nate Franz	Asst. Supt. for Curriculum, Instruction and Equity	High School	315-445-8300
Brian Bartlett	School Business Administrator	High School	315-445-8209
Jason Crawford	Director of Facilities	Transportation/Maint. Center	315-445-8312
Jennifer Capria	Director of Transportation	Transportation Center	315-445-8388
Rita Vedsted	School Lunch Manager	High School	315-445-5286
Marcy Baker	Principal, Jamesville Elementary	Jamesville Elem.	315-445-8460
Victoria Lee	Principal, Moses-DeWitt Elementary	Moses-DeWitt Elem.	315-445-8370
Ashley Carducci	Principal, Tecumseh Elementary	Tecumseh Elem.	315-455-8320
Andy Eldridge	Principal, Jamesville DeWitt Middle	Middle School	315-445-8360
Kerri McKee	Asst. Principal, Jamesville DeWitt Middle	Middle School	315-445-2360
Mia Woolery	Asst. Principal, Jamesville DeWitt Middle School	Middle School	315-445-2360
Greg Lawson	Principal, Jamesville-DeWitt High School	High School	315-445-8340
David Nylen	Asst. Principal, Jamesville-DeWitt High School	High School	315-445-8340
Maria De Jesus	Asst. Principal, Jamesville-DeWitt High School	High School	315-445-8340

APPENDIX B
EMERGENCY RESPONSE TEAM

Darcy Woodcock	Superintendent	High School/District Office	315-445-8304
Peter Reyes	Asst. Supt. for Educational Services	High School/District Office	315-445-8300
Nate Franz	Asst. Supt. for Curriculum, Instruction and Equity	High School/District Office	315-445-8300
Brian Bartlett	School Business Administrator	High School/District Office	315-445-8209
Jason Crawford	Director of Facilities	Transportation/Maint. Center	315-445-8312
Jennifer Capria	Director of Transportation	Transportation Center	315-445-8388
Rita Vedsted	School Lunch Manager	High School	315-445-5286
Marcy Baker	Principal, Jamesville Elementary	Jamesville Elem.	315-445-8460
Victoria Lee	Principal, Moses-DeWitt Elementary	Moses-DeWitt Elem.	315-445-8370
Ashley Carducci	Principal, Tecumseh Elementary	Tecumseh Elem.	315-455-8320
Andy Eldridge	Principal, Jamesville DeWitt Middle	Middle School	315-445-8360
Kerri McKee	Asst. Principal, Jamesville DeWitt Middle	Middle School	315-445-2360
Mia Woolery	Asst. Principal, Jamesville DeWitt Middle School	Middle School	315-445-2360
Greg Lawson	Principal, Jamesville-DeWitt High School	High School	315-445-8340
David Nylen	Asst. Principal, Jamesville-DeWitt High School	High School	315-445-8340
Maria De Jesus	Asst. Principal, Jamesville-DeWitt High School	High School	315-445-8340

APPENDIX C

EMERGENCY/AGENCY TELEPHONE NUMBER

<u>Agency</u>	<u>Phone</u>
<u>County Emergency Management Office</u> Onondaga County	315-435-2525
<u>Fire Department</u> Non-Emergency Administrative Numbers: DeWitt Fire Department	911 315-446-3195
<u>Ambulance</u>	911
<u>Police</u> Non-Emergency Administrative Numbers: DeWitt Police Department (Administration) New York State Police (School Outreach) Onondaga County Sheriff's Department	911 315-449-3640 315-366-6000 (Troop D-Brian Deroche) 315-435-2111
<u>Health Department</u> Onondaga County Health Department	315-435-3233
<u>Highway Department</u> Onondaga County Highway Department Town of DeWitt Highway Department Dept. of Envir. Consrv. (DEC Region 7 Onon.)	315-469-1664 315-437-8331 315-426-7400
<u>Other Agencies/Utility Providers</u> Poison Control Center Onondaga County Water Authority (OCWA) National Grid American Red Cross of Syracuse	1-800-222-1222 315-455-7061 1-800-867-5222 gas emergency 1-800-892-2345 315-234-2200
<u>State Education Department</u> Facilities Planning	518-474-3906
<u>Hospitals</u> University Hospital Crouse Irving Memorial	315-464-5540 315-470-7111

Community General
St. Joseph's Hospital

315-492-5011
315-448-5111

APPENDIX D

EARLY DISMISSAL DRILL NOTIFICATION

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be sent via the district's mass notification system, Parent Square.

TO: Parent or Guardian of _____

ADDRESS: _____

SUBJECT: Early Dismissal

The Jamesville-DeWitt Central School District has scheduled its annual test of the Early Dismissal Plan for _____ (date).

Students will be released fifteen (15) minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill.

Thank you.

Principal

APPENDIX E

BOMB THREAT FORM

Date: _____ Time: _____

Name of Recipient:

Address of Recipient:

Telephone Number of Recipient:

Exact Words of Person Placing Call:

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

APPENDIX F

SCHOOL INCIDENT REPORT FORM

Type of Incident:

Location:

Date and Time:

Person Reporting Incident:

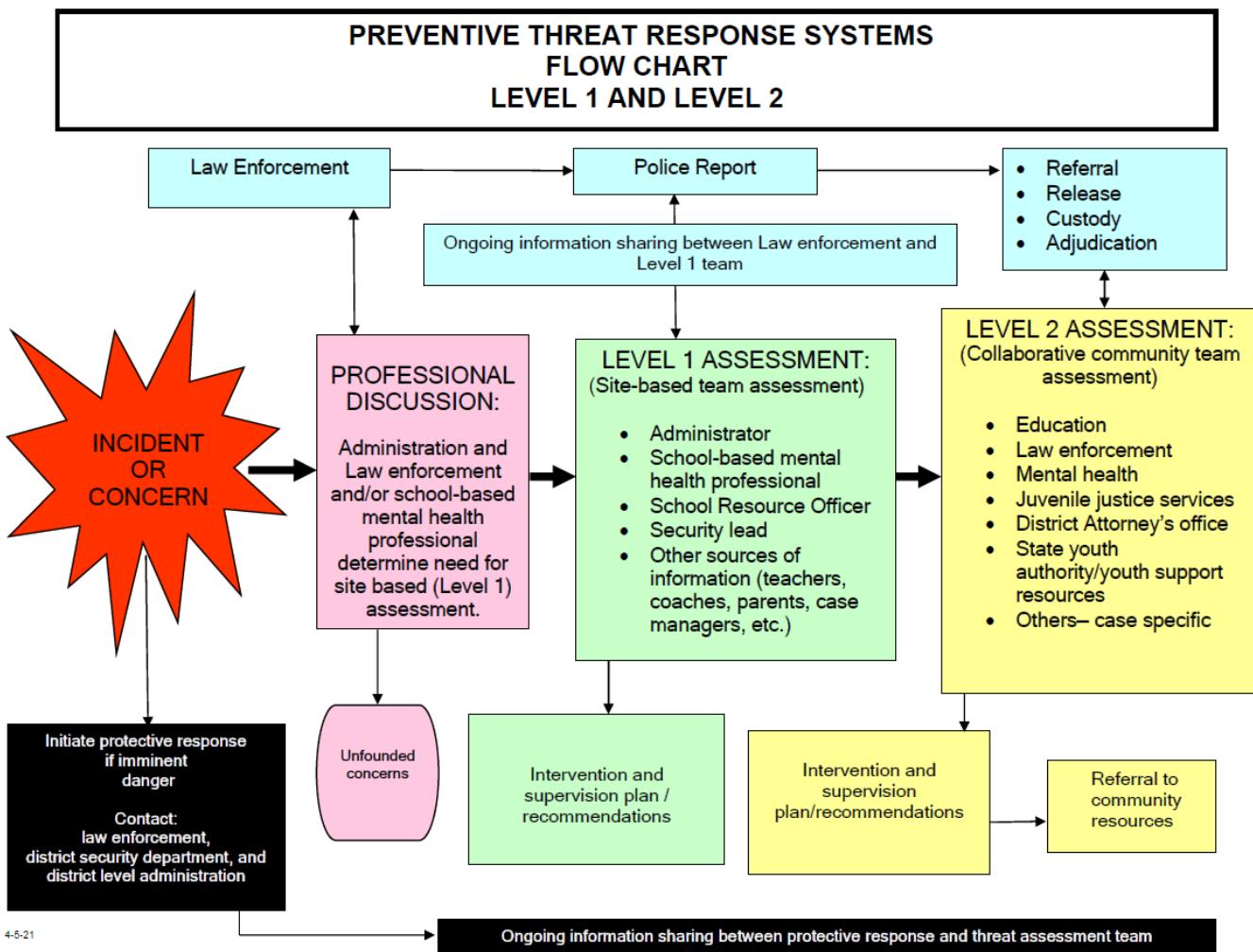
Command Post Manned By:

Type of Response:	Sheltering	YES	NO	Early Dismissal	YES	NO
	Evacuation	YES	NO	School Cancellation	YES	NO

NOTIFICATIONS:	PHONE #	YES	NO	TIME
Superintendent	315-445-8304	_____	_____	_____
Business Administrator	315-445-8209	_____	_____	_____
Director of Transportation	315-445-8388	_____	_____	_____
Director of Facilities	315-445-8312	_____	_____	_____
Supervisor of Food Service	315-445-5286	_____	_____	_____
Principals				
Jamesville Elementary	315-445-8460	_____	_____	_____
Moses-DeWitt Elementary	315-445-8370	_____	_____	_____
Tecumseh Elementary	315-445-8320	_____	_____	_____
Jamesville-DeWitt Middle School	315-445-8360	_____	_____	_____
Jamesville-DeWitt High School	315-445-8340	_____	_____	_____
Fire Department	911	_____	_____	_____
Police (Local)	911	_____	_____	_____
Police (State)	911	_____	_____	_____
County Disaster Preparedness Director	315-435-2525	_____	_____	_____
Onondaga County Health Department	315-435-3233	_____	_____	_____
American Red Cross	315-234-2200	_____	_____	_____
Hospitals				
Upstate	315-464-5540	_____	_____	_____
Community General	315-492-5011	_____	_____	_____
St. Joseph's	315-448-5111	_____	_____	_____
Crouse Irving	315-470-7111	_____	_____	_____
Media				

SUPERINTENDENT: _____
Signature

APPENDIX G



APPENDIX H

TELEPHONE THREAT INFORMATION SHEET

DESCRIPTION OF SUBJECT'S VOICE:

Male: _____

Female: _____

Unknown: _____

Young: _____ Middle-Aged: _____ Old: _____

Tone of Voice: _____

Accent: _____

Background noise: _____

Is the voice familiar? _____

If so, who did it sound like? _____

Time suspect hung up: _____ a.m. / p.m. _____

REMARKS: _____

APPENDIX I

PROCEDURES IF STUDENTS ARE MISSING DURING OUT-OF-SCHOOL ACTIVITIES

Students on field trips must always be in the sight of staff and under their supervision. Student emergency information forms should be taken on all field trips in the event phone numbers and other pertinent information are needed.

1. In the event a student runs away or is missing, staff will look for them and continue to do so until they are found or, it becomes unsafe for the staff to continue to search.
2. In the event a student is missing and appears to be in any danger, police, parents and administration will be notified immediately.
3. In the event a student is missing due to running away or being lost in a reasonably safe area (museum, park) for more than $\frac{1}{2}$ hour, program administration and police must be called, and parents notified. The superintendent and assistant superintendent should be notified as soon as possible.
4. In the event a student is missing due to running away or being lost, a responsible adult must stay in the area until the matter is resolved. Missing students must never be left at any location even if assumed safe.
5. Immediately following an event where a student or students were missing due to running away or being lost, a complete report of the incident will be prepared for the superintendent and assistant superintendent. A staff meeting will be held in the affected program for the purpose of preventing future incidents by review of procedures.

APPENDIX J

PROCEDURES FOR CLEANING UP BODY FLUID SPILLS

These procedures must be used to clean up all spills involving: vomitus, blood, feces, urine, semen or vaginal secretions.

1. PUT ON PROTECTIVE GLOVES

Wear disposable gloves. If unanticipated contact occurs immediately wash affected areas with soap and water.

2. CLEAN UP

For small spills, use paper towels to wipe up then use clean paper towels with soap and water. For larger spills, apply an absorbent material (i.e. Discard, Quaff) until absorbed then vacuum or sweep up all material. Place all waste in a plastic bag and seal.

3. DISINFECT AREA

For hard surfaces such as floors use a clean mop and disinfectant. Shampoo carpets, rugs and cloth furniture with disinfectant.

4. BAG DIRTY MATERIALS

Place all disposable items in a plastic bag, remove gloves and seal. Note: Clothing and other non-disposable items should be rinsed in a disinfectant solution and placed in a plastic bag to be sent home.

5. DISPOSE OF DIRTY MATERIALS

Place all bags of disposable waste in another bag (double bag), secure and dispose of immediately in a dumpster located outside the building. Dispose of dirty water down the drain.

6. CLEAN EQUIPMENT

Rinse broom, dustpan, mop bucket or other equipment in disinfectant solution then rinse thoroughly with hot water. Soak used mops in fresh disinfectant solution then rinse thoroughly. Disinfectant solution should be promptly disposed of down the drain.

7. WASH HANDS

Wash hands with soap and water. Bar soap is acceptable.

APPROVED DISINFECTANTS

The disinfectant must be able to kill bacteria, fungi, viruses and tuberculosis causing organisms. The following disinfectants are registered by the United States Environmental Protection Agency (EPA) for use in schools:

3M #10 Quaternary Disinfectant
Quest
DMQ Disinfectant and Neutralizer
Household Bleach (1 part bleach to 10 parts water)

DO NOT USE AEROSOL SPRAYS

APPENDIX K

NON-PUBLIC SCHOOLS AND DAY CARE CENTERS

<u>School / Center Name</u>	<u>Phone #</u>
Bishop Ludden Junior Senior High School	315-468-2591
Blessed Sacrament	315-463-1261
BOCES Onondaga-Cortland-Madison	315-433-2600
BOCES Thompson Road	315-433-2600
Cathedral Academy at Pompei	315-428-8548
Christian Brothers Academy	315-446-5960
Early Childhood Center / Temple	315-445-0049
Elmcrest Children's Center	315-446-6250
Faith Heritage	315-469-7777
Hebrew Day	315-446-1900
Holy Cross	315-446-4890
Holy Family	315-487-8515
Immaculate Conception	315-637-3961
Ihsan School of Excellence	315-472-5040
Kasson Road	315-492-0081
Library, Community Library of DeWitt and Jmsvle-	315-446-3578
Little Lukes	315-701-1107
Manlius Pebble Hill	315-446-2452
May Memorial Unitarian Society	315-446-8920
Montessori School of Syracuse	315-449-9033
Parkview Junior Academy	315-468-0117
St. Matthew's	315-437-1339
St. Rose of Lima	315-458-6036
SU Day Care Center	315-443-4482
Syracuse Academy of Science	315-248-8997
Town of DeWitt YES Day Care	315-446-9250
Temple Adath-Rothchild Early Childhood Center	315-445-0049
The New School	315-475-6453

APPENDIX L

ASSISTED EVACUATION PLANS STUDENTS WITH SPECIAL NEEDS

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency. These forms can be obtained from the District Office.

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the Building Administrator not be designated as the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stairwell out of the flow of traffic (remember that the stairwells are designed to retard the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

APPENDIX L

Continued

ASSISTED EVACUATION PLAN FOR STUDENTS WITH SPECIAL NEEDS

Name of Child: _____
Building: _____

Teacher and Room: _____

Reason child needs assistant: _____

Assistance to be given _____

Person responsible: _____

Alternate person responsible: _____

Alternate person responsible: _____

Special arrangements needed as assembly area: _____

Other pertinent information: _____

Attach a copy of the student's class schedule and out-of-classroom services.

Signature of person who prepared plan

Date

Copies on file: Principal
District Office
Substitute information folder
Nurse
Classroom/homeroom teacher
District Emergency Response Plan

Circulate information to all special area or class teachers. Copy of the plan should be kept with the class attendance roster.

Update plan annually by October 1st (review this document).

APPENDIX M
POOL FACILITY SAFETY CHECKLIST

	YES	NO	DATE OF ACTION TAKEN	SAFETY CHECK	ACTION NEEDED
DECK					
Safety equipment in good repair					
Rescue tubes & straps in good repair					
Backboards with head immobilizers & straps readily accessible					
First aid station clean; first aid equipment & supplies accessible & well stocked					
Telephones working properly					
Deck not slippery and in good repair					
Deck clear of patron's belongings					
All equipment used by patrons stored properly if not in use					
Lifeguard stands clean & in good order					
Clear of standing water					
Clear of glass objects					
POOL					
Ladders secured properly					
Ladder handles clean and rust free					
Steps not slippery & in good repair					
Ramp not slippery & in good repair					
Drain covers secured properly					
Drain covers clean					
Suction at drains not excessive					
Lifelines & buoys in order					

Water clarity satisfactory					
Water color satisfactory					
Pool free of debris					

APPENDIX N

TRANSPORTATION ACCIDENT NOTIFICATION FORM

JAMESVILLE-DeWITT CENTRAL SCHOOL DISTRICT

BUS # _____ DATE _____

This is to inform you that your child was on the above bus when it was involved in a minor accident/incident.

If your child should complain of an injury, have it checked immediately and report this to the school principal or nurse as soon as possible.

If you have any questions, please contact your school principal.

Transportation 1/97

JAMESVILLE-DeWITT CENTRAL SCHOOL DISTRICT

BUS # _____ DATE _____

This is to inform you that your child was on the above bus when it was involved in a minor accident/incident.

If your child should complain of an injury, have it checked immediately and report this to the school principal or nurse as soon as possible.

If you have any questions, please contact your school principal.

Transportation 1/97

JAMESVILLE-DeWITT CENTRAL SCHOOL DISTRICT

BUS # _____ DATE _____

This is to inform you that your child was on the above bus when it was involved in a minor accident/incident.

If your child should complain of an injury, have it checked immediately and report this to the school principal or nurse as soon as possible.

If you have any questions, please contact your school principal.

Transportation 1/97

APPENDIX Q

EVACUATION SITES

<u>Building Name</u>	<u>Evacuation Site</u>	<u>Phone Number</u>
Jamesville Elementary	Jamesville Fire Station	315-492-2872
Moses DeWitt Elementary	Holy Cross	315-446-0473
Tecumseh Elementary	First Universalist Church	315-446-5940
Jamesville-DeWitt Middle	Christian Brothers Academy /Temple Adath	315-446-5960
Jamesville-DeWitt High	J-D Middle School	315-445-8360

APPENDIX P

DISTRICT NEEDS / BUILDING PROFILE

SCHOOL NAME: **Jamesville Elementary** Grades: **K – 4: 320**
Number of Staff: **60**

Principal: **Marcy Baker** Phone # **315-445-8460**
Nurse: **Stacey Piscitell** Phone # **315-445-8462**

Class Time: **9:00 a.m. - 3:15 p.m.**

Transportation Needs: **2** (# of buses)

SPECIAL TRANSPORTATION NEEDS:

Wheelchair Buses **1**

SCHOOL NAME: **Moses DeWitt Elementary** Grades: **K – 4: 250**
Number of Staff: **55**

Principal: **Victoria Lee** Phone # **315-445-8370**
Nurse: **Kimberly Kalil** Phone # **315-445-8371**

Class Time: **9:00 a.m. - 3:15 p.m.**

Transportation Needs: **7** (# of buses)

SPECIAL TRANSPORTATION NEEDS:

Wheelchair Buses **0**

APPENDIX P

DISTRICT NEEDS / BUILDING PROFILE

SCHOOL NAME: **Tecumseh Elementary** Grades: **K – 4: 360**
Number of Staff: **65**

Principal **Ashley Carducci** Phone # **315-445-8320**

Nurse: **Dorothy Darcy** Phone # **315-445-8328**

Class Time: **9:00 a.m. - 3:15 p.m.**

Transportation Needs: **8** (# of buses)

SPECIAL TRANSPORTATION NEEDS:

Wheelchair Buses **1**

SCHOOL NAME: **Jamesville-DeWitt Middle School** Grades: **5 – 8: 780**
Number of Staff: **145**

Principal: **Andy Eldridge** Phone # **315-445-8360**

Nurse: **Nancy Trendowski** Phone # **315-445-8358**

Class Time: **8:00 a.m. - 2:45 p.m.**

Transportation Needs: **24** (# of buses)

SPECIAL TRANSPORTATION NEEDS:

Wheelchair Buses **2**

APPENDIX P

DISTRICT NEEDS / BUILDING PROFILE

SCHOOL NAME: **Jamesville-DeWitt High School** Grades: **9 – 12:** **900**
Number of Staff: **160**

Principal: **Greg Lawson** Phone # **315-445-8340**

Nurse: **Heather Cavalluzzi** Phone # **315-445-8329**

Class Time: **7:40 a.m. - 2:20 p.m.**

Transportation Needs: **25** (# of buses)

SPECIAL TRANSPORTATION NEEDS:

Wheelchair Buses **1**

APPENDIX Q

RESOURCES AVAILABLE WITHIN THE DISTRICT					
Resources	District Office	High School	Middle School	Elem School	Bus Garage
Telephone System	X	X	X	X	X
Zoned Fire Alarm System	X	X	X	X	X
Public Address System	X	X	X	X	X
Nurses' Office/ and First Aid Supplies	X	X	X	X	X
Public Bus Route	-	-	X	X	-
Potable Water	-	-	-	-	-
Fire Extinguisher	X	X	X	X	X
Electric Generator	-	-	-	-	-
Battery Backup System	X	X	X	X	X
Water Supply/ Fire Hydrants	-	-	-	-	-
Food Storage	-	X	X	X	X
Eye Wash Device	-	X	X	X	X
Blankets, Cots	-	X	X	X	-
Gasoline Fuel Storage	-	-	-	-	-
Emergency 2-Way Radio	-	-	-	-	X
Candles, Flashlights, Batteries	X	X	X	X	X
Maps-School Dist. Area	X	X	X	X	X
Bull Horns		X	X	X	X
Building Floor Plans	X	X	X	X	X
Kitchen, Cooking and					

Eating Utensils	X	X	X	X	X
Walkie Talkies	X	X	X	X	X

APPENDIX R

SCHOOL BUS FLEET INVENTORY, updated July 2024

WC= Wheelchair C=children A=adults

Bus #	Year	Capacity	Miles	Radio
231	2014	65C/43A	115,591	Yes
232	2014	65C/43A	127,145	Yes
233	2014	65C/43A	107,689	Yes
237	2015	65C/43A	92,482	Yes
240	2016	65C/43A	87,596	Yes
241	2016	65C/43A	88,665	Yes
242	2016	66C/44A	83,783	Yes
243	2016	66C/44A	95,408	Yes
244	2018	66C/44A	85,230	Yes
245	2018	66C/44A	87,339	Yes
246	2017	42C/30A/1WC	97,445	Yes
247	2016	18C/12A/1WC	71,511	Yes
248	2018	65C/43A	82,853	Yes
249	2018	65C/43A	106,677	Yes

250	2017	66C/44A	82,796	Yes
251	2017	66C/44A	81,642	Yes
252	2019	66C/44A	68,535	Yes
253	2019	66C/43A	61,857	Yes
254	2019	65C/43A	69,977	Yes
Bus #	Year	Capacity	Miles	Radio
255	2019	65C/43A	72,035	Yes
256	2020	65C/43A	53,003	Yes
257	2020	65C/43A	43,051	Yes
258	2018	66C/44A	64,967	Yes
259	2018	66C/44A	61,667	Yes
260	2018	65C/43A	55,147	Yes
261	2020	30C/21A	63,248	Yes
262	2020	65C/43A	41,973	Yes
263	2020	65C/43A	38,434	Yes
264	2020	65C/43A	30,037	Yes
265	2022	65C/44A	30,590	Yes

266	2022	66C/44A	25,993	Yes
267	2022	66C/44A	29,305	Yes
268	2020	66C/44A	30,302	Yes
269	2018	66C/44A	39,983	Yes
270	2018	65C/44A	29,462	Yes
271	2024	65C/44A	14,133	Yes
272	2024	65C/44A	11,254	Yes
273	2024	65C/44A	14,133	Yes
274	2023	7	10,054	Yes
275	2023	7	6,269	Yes
276	2023	65C/44A	7,697	Yes
277	2023	65C/44A	3,707	Yes
278	2023	65C/44A	6,439	Yes
279	2023	48C/32A2WC	6,554	Yes
280	2024	65C	10,351	Yes
281	2024	65C	8,785	Yes
282	2024	65C	8,441	Yes

283	2025	48/2WC	10,318	Yes
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***Not for transportation of a student

APPENDIX S

MAINTENANCE VEHICLES INVENTORY-updated July 2024

Vehicle #	Make	Year	Description	Notes
M1	Chevy	2017	Pick Up w/Plow	Custodians
M 3	Chevy	2019	Pick Up w/Plow	Maintenance
M 4	Chevrolet	2011	Pick Up w/Plow	Maintenance
M 5	Isuzu	2017	Box Truck w/Liftgate	
M 6	Chevrolet	2011	Pick Up w/Plow	Grounds
M7	Ford	2015	Pick up w/Plow	Used as service truck
M8	Chevy	2016	Pick up w/Plow	Grounds
M9	GMC	2023	Pick up w/plow	Maintenance
M10	GMC	2024	Pick up w/plow	grounds
M19	John Deere	2024	field car	grounds
M31	John Deere	2008	backhoe tractor	
M33	John Deere	2023	544 Loader	snow removal
M38	Chevy	2015	Van	Pony
M 42		1999	Trailer	Transporting grounds equipment
M 44	BWise	2018	Trailer	Transporting grounds equipment
M 45		2006	Trailer	Transporting grounds equipment

M99	Western Star	2022	Wing Plow Truck	Dump truck
239	Chevy	2015	Express Bus	Express Bus converted to maintenance vehicle

APPENDIX T

STAFF QUALIFIED TO ADMINISTER FIRST AID

In case of injury during any emergency, the Building Administrator and/or Non-Instructional Supervisor shall have made available to all faculty members and non-instructional staff the names of persons who are currently trained and certified in the provision of first aid and/or CPR.

Faculty and Staff Certified in First Aid and/or CPR (by building) *** CPR only**

<u>Building Name</u>		<u>Phone #</u>	<u>Person</u>
Jamesville Elementary School	315-445-8460		Stacey Piscitell, Nurse
	PE Teacher, Coach		Dennis Boice
	Head Custodian		Michael Hepp*
Moses DeWitt Elementary School	315-445-8370		Kimberly Kalil, Nurse
	Custodian		Perry Roberts*
	PE Teacher, Coach		Jacob Graves
	Head Custodian		Daryl Baker*
Tecumseh Elementary	315-445-8230		Dorothy Darcy
	Custodian		Kyle Roberts*
	Custodian		Alex Thornton*
	PE Teacher		Elyssa Rosenbaum
	Aide/Coach		Jalique Hunley
	AIS Teacher/Coach		Rebecca Trevisani
Jamesville-DeWitt Middle School	315-445-8360		Nancy Trendowski, Nurse
	Music Teacher, Coach		Justin Bird
	PE Teacher, Coach		Ryan Dera
	Lifeguard		TBA
	5 th Grade Teacher, Coach		Melissa Quinn
	Custodian		Jim Connors*
	Custodian		Dan Darling*
	Health Teacher, Coach		Patricia Ferris
	Custodian		Greg Rupert*
	Custodian		Brian Myers*
	Head Custodian		Joe Czornij*
	PE Teacher, Coach		Rebecca Peter
	Health/PE Teacher		Audra Sixberry
	5 th Grade Teacher, Coach		Kurt Sweeney

PE Teacher	Amanda Valentino
PE Teacher, Coach	Paul Valentino
Teacher, Coach	Joe Corridori
Teacher, Coach	John Barlow
Teacher, Coach	Kristen Panzetta
Teacher, Coach	Tracy Parker
Teacher/Coach	Denise Stillitano
Counselor/Coach	Daniel Rechtorovic
Substitute Teacher/Coach	Dennis Ski
Jamesville-DeWitt High School	315-445-8340
Nurse	Heather Cavalluzzi, Nurse
PE Teacher, Coach	Melissa McCarthy
Math Teacher, Coach	Jamie Archer
Athletic Director	Charles Clinton
PE Teacher, Coach	Fred Wheeler
Math Teacher	Jeff Ike
District-level Computer Assistant, Coach	Michael Klemperer
Social Studies Teacher, Coach	Paul Krause
Teacher Assistant, Coach	Dan Law
Social Studies Teacher, Coach	Hayley Nies
PE Teacher, Coach	Eric Ormond
Science Teacher, Coach	Emily Rowles
Counselor/Coach	Yong Sul
Counselor/Coach	Denise Becher
Counselor/Coach	Theresa Goad
Promise Zone/Coach	Will Hartley
TA/Coach	James Jones
Science Teacher/Coach	Margaret McBurney
SS Teacher/Coach	Parker Noble
Science Teacher/Coach	Stephanie O'Rourke
TA/Coach	Nancy Raicht
Counselor/Coach	Sabrina Scott
ENL Teacher/Coach	Serena Wadsworth
Music Teacher/Coach	Kristine Wisnieski
PE Teacher/Coach	Eric Toyama
Custodian	Paul LeBlanc
Custodian	Michael Ligner*
Custodian	Michael Van Auken*
Custodian	Hoa Tram*
Custodian	Jeremy LaFramboise*
Custodian	Floyd Spinner*
Custodian	Matt Baldwin

APPENDIX U **COMMUNICABLE DISEASE PLAN**

This Appendix U to our Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs K and I of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, {insert district name} (the “District”) has prepared the instant Public Health Emergency Communicable Disease Plan (the “Plan”) to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This Plan has been developed with the input of the Jamesville-DeWitt:

- Faculty Association
- Administrators Association
- Food Service Unit
- Clerical and Aide Unit
- Mechanics Unit
- Maintenance Unit
- Transportation Unit
- Custodial Unit

as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

A copy of the final version of this plan will be published in a clear and conspicuous location and shall be included in The District Safety Plan.

The District publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent

will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.



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Planning Assumptions

The health and safety of our employees and contractors are crucial to maintaining our mission-essential operations. The fundamentals of reducing the spread of communicable diseases include, but are not limited to:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables and countertops, etc.
- Practicing social distancing, when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other applicable guidance should also be considered, which may be published by the New York State Department of Health (“NYSDOH”), and/or local public health departments.

The following assumptions have been made in the development of this plan:

- The health and safety of our students, employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expect us to maintain a level of mission-essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the Governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor who is required to be physically present at a worksite to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor who is not required to be physically present at a worksite to perform their job.

Concept of Operations

In executing this plan, all employees and applicable contractors of the District shall be notified by emails and/or texts with additional information and updates provided on a regular basis, as information and updates become available. Superintendents and other designated administrators will be notified of pertinent operational changes by way of written notification via email and/or texts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent, or their designee, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the District, or their designee, will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes, as necessary.

Upon the conclusion of the public health emergency, as determined by the applicable governmental agency, the Superintendent of the District, or their designee, will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the District is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency;
2. Provide vital services and applicable supervision of those services;
3. Provide any services required by law;
4. Sustain critical operations and maintenance; and
5. Uphold the core values and mission of the District.

Essential functions are prioritized according to a number of factors, which includes but is not limited to:

- The time needed and the priority of each essential function;
- Interdependency of a function to other functions; and/or
- How vital the function is to the ongoing operations and mission of the District. ■

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The essential functions for the District have been identified as:

Essential Function	Description/Justification	Priority
--------------------	---------------------------	----------

Administration and Business Operations	Provide leadership and guidance in all aspects of operations Maintain business functions and meet reporting requirements	1
Food Service	Provide meals as needed, meet reporting requirements	1
Transportation	Transport students and materials	1
Custodial and maintenance services	Clean, repair, and maintain facilities and other assets	1
Technology	Provide resources and support to maintain continuity of instruction	1

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these may be conducted remotely, as determined by the Superintendent or their designee, and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
<i>Administration and Business Operations</i>	<ul style="list-style-type: none"> • <i>Superintendent</i> • <i>Assistant Superintendents</i> • <i>Business Official</i> • <i>Director of Technology</i> • <i>Payroll Clerk, Treasurer, Accounts payable/receivable</i> • <i>Principals, Asst. Principals, Director/Asst. Dir. of PPS</i> 	<ul style="list-style-type: none"> • <i>Ensures central point of communication and leadership, the safety of facilities and continuity of District operations</i> • <i>Ensures supervision and oversight of District operations and hardcopy business functions</i> • <i>Management of facilities, instruction, instructional tools and access to same</i>
<i>Food Service</i>	<ul style="list-style-type: none"> • <i>Food Service Manager</i> • <i>Cooks</i> • <i>Food Service Workers</i> 	<ul style="list-style-type: none"> • <i>Preparation of meals and oversight of food service operations</i>

<i>Transportation</i>	<ul style="list-style-type: none"> ● <i>Director of Transportation</i> ● <i>Dispatcher</i> ● <i>Bus Drivers</i> ● <i>Bus Aides</i> ● <i>Mechanics</i> 	<ul style="list-style-type: none"> ● <i>Coordination of necessary travel, meals and/or other needed services</i>
<i>Custodial and Maintenance Services</i>	<ul style="list-style-type: none"> ● <i>Director of Facilities</i> ● <i>Custodians</i> ● <i>Maintenance</i> 	<ul style="list-style-type: none"> ● <i>Cleaning and maintenance of facilities as necessary</i>
<i>Technology</i>	<ul style="list-style-type: none"> ● <i>Director of Technology</i> ● <i>District Technology Support Staff</i> 	<ul style="list-style-type: none"> ● <i>Ensures ongoing support and maintenance of instructional technology, communications, and other information systems</i>

Reducing Risk through Remote Work & Staggered Shifts

By assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at worksites.

Remote Work Protocols

In executing this plan, those employees identified by the Superintendent, or their designee, as non-essential will be notified and authorized to work remotely, as needed. Working remotely requires:

1. Identification by the Superintendent or their designee of the staff who will be authorized to work remotely;
2. Approval and assignment of remote work and related schedules;
3. Remote work logs to track work progress and troubleshoot issues that arise;
4. Equipping staff for remote work, which may include but is not limited to:
 - a. Internet-capable laptop;
 - b. Necessary peripherals;
 - c. Access to VPN and/or secure network drives;
 - d. Access to software and databases necessary to perform their duties;
 - e. A solution for telephone communications
 - Note that phone lines may need to be forwarded to off-site staff

Staggered Shifts

Implementing staggered shifts may be needed for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will determine whether opportunities for staff to work

outside core business hours as a strategy of limiting exposure is possible. Regardless of changes in start and end times of shifts, the District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
2. Approval and assignment of changed work hours; and
3. Communication with applicable parties.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of communicable disease is important to supporting the health and safety of our employees and contractors. PPE that may be needed can include but is not limited to:

- Masks;
- Face shields;
- Gloves; and/or
- Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there may be a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. Protocols for providing PPE include the following:

1. Identification of the need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. At least two pieces of each required type of PPE shall be obtained for each essential employee and contractor during any given work shift for at least six months.
 - b. Examples of available PPE include face masks, gloves, and gowns, thermometers.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE shall be stored in a manner that will prevent degradation.
 - b. Employees and contractors have immediate access to PPE in the event of an emergency and will be available in classrooms and office spaces.
 - c. An eight-week supply of PPE will be monitored by Facilities to ensure integrity and track usage rates.
4. PPE Suppliers
 - a. Personal Protective Equipment is procured from the following vendors:
 - i. WB Mason
 - ii. James A. Doherty
 - iii. McKesson
 - iv. Others as needed
 - b. Cleaning supplies are procured from the following vendors:
 - i. Grainger
 - ii. Hill & Markes
 - iii. Maintenance Products & Equipment
 - iv. Others as needed

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following NYSDOH guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (and deemed as a “close contact” with someone who is confirmed infected and it is determined the “close contact” isolate/quarantine, as determined by the local public health department):
 1. Close contacts shall remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current applicable NYSDOH/public health guidance for the communicable disease in question.
 - a. As determined by the Superintendent, or their designee, these employees will be permitted to work remotely during this period of time if they are not ill, if such duties are capable of being performed remotely.
 2. As authorized by law and applicable government agencies, essential employees may continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to the current NYSDOH/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Superintendent or his/her designee shall ensure these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the Disease that is the subject of the public health emergency, the Superintendent or their designee will require:
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/local public health department guidance and/or have consulted with a healthcare provider, as applicable.
 4. The District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for

sick leave, or return to work unless there is a recommendation from the NYSDOH/public health officials to do so.

5. Persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications or in accordance with other NYSDOH/local public health department guidance.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied by the subject employee or contractor will be closed off in accordance with applicable NYSDOH/local public health department guidance.
 - a. NYSDOH and other local public health department guidance will be considered before cleaning, disinfecting, and reoccupying of those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the communicable disease in question, the Superintendent or their designee will inform all contacts of their possible exposure.
Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed individuals.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow the NYSDOH/local public health department recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

Cleaning and Disinfecting

NYSDOH/local public health department guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
2. Soiled surfaces will be cleaned with soap and water before being disinfected.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. Staff will follow instructions for cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the District, and as such are not provided with paid leave time by the District unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document the work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits.

This information may be used by the District to support contact tracing within the organization and may be shared with local public health officials. During a public health emergency, the District may consider the use of electronic “work logs” to document work hours and activities during scheduled work shifts and while working remotely or on specific projects. These logs will be shared or managed by their supervisors periodically.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the District essential operations.

If such a need arises, as determined by the Superintendent, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Superintendent or their designee will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs.

APPENDIX V

School Resource Officer Memorandum of Agreement

APPENDIX W
Town of DeWitt PD Use of Force Policy

APPENDIX X
Town of DeWitt PD Searches Policy

APPENDIX Y Dignity for All Students Act (DASA) Protocol and Processes

The Dignity for All Students Act seeks to afford all students in public schools an environment free of discrimination and harassment, foster civility, and prevent and prohibit conduct inconsistent with a school's educational mission. The Act protects all students attending public schools in New York state by prohibiting harassment and bullying by employees or students on school property or at a school function.

School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of harassment, bullying, and/or discrimination shall promptly orally notify the Dignity Act Coordinator not later than one school day after such employee witnesses or receives a report of harassment, bullying, and/or discrimination. ([Dignity Act Reporting Requirements](#)) Such conduct shall include, **but is not limited to**, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

A written report must be completed within two school days after receiving an oral report. The written report must be filed with the District Dignity Act Coordinator.

Action Steps and Forms	Checklist	Resources and Considerations
Immediate Crisis Support	<ul style="list-style-type: none">• Ensure safety and well-being of person(s) impacted. This may include staff check-ins, referral to outside counseling, coming to and from school, attending classes and moving around building, places where contact is unavoidable, academic accommodations, contact info for external supports.• Assess the situation for the physical and emotional safety of those who are responding to the incident, witnesses to the incident, the broader school community• Ensure that there will be no retaliation against any individual who reports or assists in the investigation• Prepare yourself to prioritize a healing/centered, trauma-informed, strengths-based, racial equity/antiracism approach to information gathering and problem-solving. (See Seven Guiding Principles of TRHT)	<ul style="list-style-type: none">• Acknowledge the impact of bias on the person(s) at whom the bias incident was directed. In many cases, this will include African American/Black people, people of color, members of indigenous communities, LGBTQIA+ people, religious groups, and others from historically oppressed backgrounds• Responding to Racial Injustice with a Trauma-Informed Approach.• Focus on the impact, not the intent of the person(s) who caused harm• Be aware of the impact of unconscious bias on decision making

Receiving Incidents and Complaints <u>J-D DASA Report Form</u>	<ul style="list-style-type: none"> • Complete DASA Report Form • Email electronic copy to District Dignity Act Coordinator • Contact parents of all students involved in mistreatment • Identify investigation team, considering identities and nature of the mistreatment 	District Dignity Act Coordinator Nate Franz (nfranz@jd.cnyric.org)
Incident Investigation <u>Interview Form</u>	<ul style="list-style-type: none"> • Interview target(s) separately, and away from the alleged offender • Interview the student or adult accused of any reported mistreatment • Interview any witnesses to any reported mistreatment • Collect objective evidence from recording devices, or sources of cyberbullying • Upload all interview forms and evidence in shared incident folder • Communicate with persons in parental relation to the student offender of a reported mistreatment 	Interviews and other methods of information gathering may cause harm when not conducted in an appropriate manner. Before gathering any information, review the following resources: <ul style="list-style-type: none"> • Trauma-Informed Interviewing Techniques • Defining Restorative • Consider potential areas of bias and plan to address those concerns proactively
Determine if a Report is Verified as a Material Incident	<ul style="list-style-type: none"> • Review definitions of harassment and bullying • Meet with District Dignity Act Coordinator to make final determination 	Training from New York State Center for School Safety - Slides 29-34
Safety/Support Planning <u>Target Student Action Plan</u> <u>Strategies for Working with Students who Bully</u>	<ul style="list-style-type: none"> • Consult with individuals and families of students who have been harmed by incidents of bias on their own safety and support planning to the extent desired • Offer educational opportunities for safety and support planning that address the impact of the actions. • Prioritize non-punitive remedial measures, unless there is a risk to health or safety and/or this is a repeated violation with intent to cause harm and previous educational opportunities and remedial measures have not been effective. 	
Communication	<ul style="list-style-type: none"> • Provide written communication of the outcome to all parties that 	<i>Sample communication</i>

	include that the investigation is completed, details of the findings and final determination, a list of actions taken and measure employed to prevent a recurrence of misconduct or harassment.	
Reflection and Improvement	<ul style="list-style-type: none"> • Meet with all Dignity Act Coordinators to review incident and process • Determine the need for educational opportunities for students, staff and/or parents and community members to prevent this action from occurring in the future. • Recommend improvements or changes to district policies and procedures, if applicable. 	<i>Reflection Questions</i>

Definitions

Material Incident: A single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or employee.

Harassment and Bullying: The creation of a hostile environment by conducting or by threats, intimidation, or abuse, including cyberbullying, that:

- Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or
- Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student.

Discrimination: Discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Sexual Orientation: Actual or perceived heterosexuality, homosexuality or bisexuality.

Gender: Actual or perceived sex and shall include a person's gender identity or expression.