

**NORTH COLONIE
CENTRAL SCHOOL DISTRICT**

EMERGENCY RESPONSE PLAN

2020-2021 School Year

**PROJECT S.A.V.E.
SAFE SCHOOLS AGAINST
VIOLENCE IN EDUCATION**

TABLE OF CONTENTS

Introduction

Section I: General Considerations and Planning Guidelines

- A. Purpose
- B. Identification of the School Safety Team
- C. Concept of Operations
- D. Plan Review and Public Comment

Section II: Risk Reduction/Prevention and Intervention

- A. Prevention/Intervention Strategies
 - 1. Program Initiatives
 - 2. Building Emergency Response Team Training
 - 3. Coordination with Emergency Officials
 - 4. Annual Multi-hazard Training for Staff and Students
- B. Identification of Sites of Potential Emergencies
- C. Early Detection of Potentially Violent Behaviors

Section III: Response

- A. Notification and Activation
(Internal and External Communications)
- B. Situational Responses

Section IV: Recovery (Post Incident)

- A. District Support for Buildings
- B. Disaster Mental Health Services

Appendix I: District-wide School Safety Team

Appendix II: School Buildings and Contact Information

INTRODUCTION

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

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

SECTION 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. PURPOSE

The North Colonie District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 151.17. At the direction of the North Colonie Central School District Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. IDENTIFICATION OF SCHOOL SAFETY TEAM

The Superintendent of Schools, or his/her designee, is the District's chief emergency officer, and is responsible for coordinating communication between school staff and law enforcement and first responders, and ensuring staff understand the district-level safety plan. The chief emergency officer is also responsible for ensuring the completion and yearly updating of building-level emergency response plans.

The School Safety Team includes representatives of the school board, teachers, administrators, parent organizations, and school safety personnel. The Members of the team for the 2020-2021 school year and their contact information is attached as Appendix I.

C. CONCEPT OF OPERATIONS

- The District-wide School Safety Plan provides a high-level overview of District safety procedures, and provides guidance in the development and implementation of individual Building-level Emergency Response Plans.
- The initial response to all emergencies at an individual school will be by the Building Emergency Response Team.
- Upon the activation of the Building Emergency Response Plan, the Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.

D. PLAN REVIEW AND PUBLIC COMMENT

- Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. The District-wide plan may be adopted by the Board of Education only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

- Building Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Building Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the District School Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

A. PREVENTION/INTERVENTION STRATEGIES

1. Program Initiatives.

A program geared to prevention is designed to not only decrease incidents of violence and bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of violence and bullying, as well as to their responsibility to become actively involved in the prevention of violence or bullying before overt acts occur. The components of such an effort involve the following:

- Following the principles and practices of “*Educating the Whole Child Engaging the Whole School: Guidelines and Resources for Social and Emotional Development and Learning (SEDL) in New York State* – Adopted by the Board of Regents July 18, 2011.” District curriculum will emphasize developing empathy, tolerance and respect for others. www.p12.nysed.gov/sss/sedl/SEDLguidelines.pdf and www.regents.nysed.gov/meetings/2011Meetings/June2011/611p12d1.pdf
- Learning about and identifying the early warning signs and precursor behaviors that may lead to violence or bullying.
- Gathering information about violence and bullying at school directly from students (through surveys and other mechanisms); analyzing and using the data gathered to assist in decision-making about programming and resource allocation.
- Establishing clear school wide and classroom rules about violence and bullying through a code of conduct developed in accordance with The Dignity Act and the revised regulations of the New York State Education Department, (CR 100.2(l)).
- Training adults in the school community to respond sensitively and consistently to bullying.
- Raising awareness among adults, through training, of the school experiences of marginalized student populations (as enumerated in the *Definitions* section above), social stigma in the school environment,

gender norms in the school environment, and strategies for disrupting bullying, intimidation, harassment or other forms of violence.

- Providing adequate supervision, particularly in less structured areas such as in the hallways, cafeteria, school bus and playground.
- Raising parental awareness and involvement in the prevention program and in addressing problems.
- Providing examples of positive behaviors that are age appropriate.
- Instituting policies and practices that create a positive school climate
- Using educational opportunities or curriculum, including, if applicable, the Individual Educational Program (IEP), to address the underlying causes and impact of bullying.

In order to implement this program the Superintendent has established a district-wide Dignity for All Committee, comprised of teachers, counselors, administrators, students and parents to work with school-level teams to assist the administration in developing and implementing specific procedures on early identification of bullying and other preventive strategies. In addition, the program will include reporting, investigating, remedying and tracking allegations of bullying.

2. Building Emergency Response Team Training.

All Building Emergency Response Teams will receive annual training from the Town of Colonie Police. Safety and emergency procedures for buildings with school monitors and other personnel are reviewed and assignments adjusted as needed. A schedule of assignments is maintained in each building. Substitutes for monitors are briefed by the principal or his/her designee and a detailed assignment sheet is provided to substitutes in order to maintain supervision throughout the building and grounds.

3. Coordination with Emergency Officials.

There is a review and practice of all emergency drills throughout the year. Local fire and police agencies are invited to attend and comment on fire and lockdown drills. The Building Emergency Response Team regularly reviews and updates emergency procedures (e.g. fire evacuation routes and procedures, lockdown drill procedures, evacuation procedures and alternate sites.) Emergency resource contact information is provided in each building's plan.

4. Annual Multi-hazard Training for Staff and Students.

Procedures for fire, shelter, bus, lockout, and lockdown drills are reviewed annually with staff and practiced regularly throughout the year. There will be at least twelve (12) fire and emergency drills held throughout the year. Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lock-down drills. Drills shall be conducted at different times of the school day. Eight (8) of those drills are to be held between September 1 and December 31.

B. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

Potential internal and external hazards at each school have been identified in each building plan.

C. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

The District will implement policies for the early detection of potentially violent behaviors, as outlined in the Handbook of Students' Rights and Responsibilities.

SECTION III: RESPONSE

A. NOTIFICATION AND ACTIVATION (Internal and External Communications)

Internal communications are primarily accomplished via the public address system which can be accessed in the main office of each building or at the high school in either main or hall offices. In the event no power exists, those buildings with stand by generators will provide power for PA systems and all other building personnel are assigned emergency areas and can alert occupants of their area of any instructions. Faculty members are assigned supervision throughout the building and can be utilized as needed. At the high school, designated personnel possess walkie-talkies and are in communication with the main offices or hall offices. Building principals and designated personnel possess cell telephones which are linked to all administrators throughout the district.

In the event of an emergency, the Building Response Team shall be responsible for notifying the Chief Emergency Officer. If appropriate, the Chief Emergency Officer will contact law enforcement agencies. The Chief Emergency Officer will notify all Building Principals within the District of an actual or impending disaster or act of violence.

In the event of an emergency, parents, guardians or persons in parental relation will be contacted as per the protocols set forth in the Building-level Emergency Response plan.

B. SITUATIONAL RESPONSES

Multi-Hazard Response

Each building plan contains procedures for responding to emergencies that include the following situations:

- Threats/Acts of Violence Against Others
- Threats/Acts of Violence Against Self (including suicide)
- Hostage/Kidnapping
- Intruder
- Explosive/Bomb Threat
- And others as determined by the School Safety Team

Each situational response includes procedures describing who will respond, the actions that must be taken, when/if to contact law enforcement, and when to contact parents and/or guardians of students.

Arrangements and Procedures for Obtaining Advice and Emergency Assistance from Local Government Officials

The Chief Emergency Officer is responsible for contacting 911 or dispatch to obtain fire or EMS response. The Chief Emergency Officer is responsible for contacting the emergency management coordinator and/or the highest-ranking local-government official for obtaining advice and assistance.

The District has identified the following community resources for an emergency:

- Colonie Police Department
- Colonie Fire Department
- Colonie Emergency Medical Services
- American Red Cross
- Town of Colonie

District Resources Available for Use in an Emergency

The District has identified the following resources available for us in an emergency:

- School Nurses
- Additional Facilities
- Buses
- School Psychologists
- Social Workers
- Administrators
- Staff members

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

In the event of an emergency, the Chief Emergency Officer, in consultation with the Building Response Team, shall identify District and Community resources which will be used in response. It shall be the responsibility of the Chief Emergency Officer to make decisions regarding the use of manpower, and the assignment of staff members to provide assistance during an emergency.

Protective Action Options

In response to an emergency, the Chief Emergency Officer may take the following protective actions, using the following protocol:

School Cancellation

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

Early Dismissal

- Monitor situation
- If conditions warrant, close school
- Contact Director of Transportation to arrange transportation
- Contact local media.
- If appropriate, set up an information center so that parents may make inquiries as to the situation.
- Retain appropriate District staff until all students have been returned home.

Evacuation

- Determine the level of threat
- Contact Director of Transportation to arrange transportation.
- If appropriate, set up an information center so that parents may make inquiries as to the situation.
- Clear all evacuation routes prior to evacuation.
- Evacuate all students and staff to pre-arranged evacuation sites.
- Account for all student and staff members. Report any missing persons to the Building Principal or Supervisor.
- Make determination regarding early dismissal.
- If determination was made to dismiss early, contact local media.
- Ensure adult supervision or continued school supervision/security.
- Retain appropriate District staff until all students have been returned home.

Sheltering

- Determine the level of threat.
- Determine the location of sheltering, depending on the nature of the incident.
- Account for all students and staff. Report any missing persons to the Building Principal or Supervisor.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate District staff until all students have been returned home.

SECTION IV: RECOVERY (POST INCIDENT)

A. DISTRICT SUPPORT FOR BUILDINGS

Each building has a Crisis Team that will deal with post incident details as outlined in the Procedural Guides for School Crisis manual. The Building or District Emergency Response Team(s) will oversee all post incident activities.

Depending on the type and scope of the emergency, district resources will be available and dispatched to the emergency site; including but not limited to: psychologists, counselors, nurses, administrators, food, vehicles, clerical support, maintenance/custodial services, buses and other district vehicles, substitute teachers/staff.

B. DISASTER MENTAL HEALTH SERVICES

In the event of an emergency, the Superintendent of Schools may determine that the assistance of Disaster Mental Health Resources is appropriate. In that event, the Superintendent shall coordinate with the Post-Incident Response Teams of the affected school(s) to implement such support.

Appendix I

District-wide School Safety Team

Member	Role	Telephone
Pennie Grinnell	Board of Education Representative	(518) 785-8591
Sari VanSleet	Teacher Representative	(518) 785-0222
D. Joseph Corr	Administrator Representative	(518) 785-8591
Angela Wood	Parent Organization Representative	(518) 785-8591
Jenna Bongermino	School Safety Personnel Representative	(518) 785-8591
Brianna Pierce	School Safety Personnel Representative	(518) 785-5511

Appendix II

School Buildings and Contact Information

Building	Address	Main Office Telephone	Contact Person	Extension
Blue Creek Elementary School	100 Clinton Rd. Latham, NY 12110	518-785-7451	Annette Trapini (Principal)	4402
Boght Hills Elementary School	38 Dunsbach Ferry Rd. Latham, NY 12110	518-785-0222	Marcus Puccioni (Principal)	4302
Forts Ferry Elementary School	95 Forts Ferry Rd. Latham, NY 12110	518-785-9203	Candace Lobdell (Principal)	3902
Latham Ridge Elementary School	6 Mercer Ave. Latham, NY 12110	518-785-3211	Aaron Thiell (Principal)	3802
Loudonville Elementary School	349 Osborne Rd. Loudonville, NY 12211	518-434-1960	Abbey North (Principal)	4102
Southgate Elementary School	30 Southgate Rd. Loudonville, NY 12211	518-785-6607	Jerri Lynne Dedrick (Principal)	4202
Shaker Junior High School	475 Watervliet-Shaker Rd. Latham, NY 12110	518-785-1341	Davis Chamberlain (Principal)	4503
Shaker High School	445 Watervliet-Shaker Rd. Latham, NY 12110	518-785-5511	Richard Murphy (Principal)	3360