

2019-2020

# District-Wide School Safety Plan

Elba Central School District

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*The purpose and tradition of Elba Central School District and its community is to empower and inspire our students to be continuous learners who are challenged to succeed.*



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## **GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **A. Purpose:**

The Elba Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Elba Central School District Board of Education, the Superintendent of Elba Central School District 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 Teams**

The Elba Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

*Edwin Alvord, Director of Buildings & Grounds*

*Pamela Pedro, Elementary School Secretary*

*Carol Bush, Elementary School Principal*

*Lisa Penna, District Treasurer*

*Kelly Carlie, Elementary School Counselor*

*Andrew Reeb, Director of Transportation*

*Lisa Crnkovich, Nutritional Services*

*Bonnie Reigle, Secondary School Secretary*

*Karen Cusmano, Athletic Director*

*Kevin Rombaut, teacher*

*Ned Dale, Superintendent*

*Gretchen Rosales, Jr./Sr. High School Principal,  
Safety Committee Chair*

*James Diehl, Genesee County Sheriff’s  
Department*

*Bill Schutt, Emergency Response*

*Michael Heale, Elba Fire Department*

*Joanne Soules, ECS Board of Education, parent*

*Laura Luft, community member*

*Laura Williams, teacher*

*Jennifer Manley, District Nurse*

### **C. Concept of Operations**

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The District's School Safety Plan was designed from information compiled from the Building-Level Response Plans. In the event of a school or district emergency, the District will adhere to the policies and procedures within the Emergency Response Plan. The Superintendent will activate the School Response Team. The members of the School Safety Team and those members indicated within the Emergency Response Plan will be the initial members to respond to the event. The District will call upon the resources of first-responders and other emergency personnel as appropriate to augment response. The TIG Team will be activated. Plans were designed with the input and collaboration of school representatives, community members, and law enforcement.

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

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), 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 School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Elba Central School District Office (located at 57 South Main Street, Elba, NY 14058). It can also be found on the District's webpage at ([www.elbacsd.org](http://www.elbacsd.org)) or by calling (585) 757-9967.

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police. Copies of the Emergency Response Plan, including appendices and annexes are distributed to members of the School Safety Team, the Elba Fire Department, Genesee County Sheriff's Office, NYS Police Troop A, Genesee County EMS, and the Town of Elba Supervisor/Highway Superintendent.

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## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies Program Initiatives**

The District engages in the following programs and activities to improve communication between students and staff, and reporting of potentially violent incidents, such as the establishment of:

- Non-violent conflict resolution training programs
- Extended day and other school safety programs
- Direct instruction of violence prevention and mental health awareness
- Professional Development for faculty and staff on multi-hazard training and violence prevention
- TIG Team implementation
- Youth-run programs, peer mentoring, adult mentoring programs
- Designating a mentor for students concerned with bullying or violence
- Awareness and intervention programs, designed by the Counseling Department
- District-sponsored community education seminars and informational programs at times that are convenient to parents and families

### **Training, Drills, and Exercises**

Administrators, staff, and students engage in policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. These drills and training include: early go-home drill; table top exercises; live drills; and Emergency Management Team exercises. These exercises are also completed with members of the Genesee County Sheriff's Department, New York State Troopers, and members of the Elba Fire

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Department. All staff members are trained on school security protocols and best practices. Members of the TIG Team (Trauma, Illness, and Grief) are trained to work cooperatively with the School Safety Team to coordinate support for training, drills, and exercises.

**Implementation of School Security** – The Elba Central School District has a comprehensive policy designed to provide school building security, including the use of security devices and other procedures. Some of these security measures include: outside monitors; hall monitors; visitor badge/sign-in procedures; video surveillance; a security audit; canine searches and random searches.

**Vital Educational Agency Information** – The District maintains copies of student/family census material (including contact and custodial information) in an electronic and hard-copy form. This Vital Educational Agency Information is maintained and updated regularly. In the event that an evacuation is necessary, the administration will have access to this information (electronically, if conditions allow) and in hard-copy form. This will be updated at the beginning of each school year or when personnel changes, and then on a regular basis.

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## **B. Early Detection of Potentially Violent Behaviors**

The District will use newsletters, parent meetings, Open House, letters sent home with students or in the mail, and the website to disseminate information regarding potentially concerning behaviors, which include the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district. To prepare for violent incidents and increase student safety, all staff members are trained annually during conference days to receive professional development on the identification of early warning signs in students, prevention strategies, and violence prevention instruction for all staff. The Safety Team will make recommendations based on relevant topics based on a needs-assessment model.

## **C. Hazard Identification**

Sites for potential emergency include: the primary and secondary school buildings, property adjacent to the schools, sidewalks, parking lots, school buses, athletic fields, and field trips.

# **SECTION III: RESPONSE**

## **A. Notification and Activation (Internal and External Communications)**

Any administrator, staff member, or concerned individual is responsible for contacting appropriate law enforcement officials in the event of a violent incident.

Emergency Response: The Genesee County Sheriff's Office will be contacted via 911; other responding entities will provide service as deemed appropriate.

We will inform all educational agencies within the school district of a disaster or emergency situation by means of:

- Telephone
- Email

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- Emergency responders
  - PA system

In the event of an emergency or impending emergency, the Superintendent will notify all principals/designees of facilities within the district of the impending emergency and to take appropriate action. This includes notifying the administrative teams in the:

- Elba Elementary School
- Elba Jr./Sr. High School
- Elba District Office
- Elba Bus Garage

Parents, guardians, or persons in parental relation to students will be contacted in the event of an emergency by the administrative team by:

- SchoolMessenger System (via telephone)
- Website
- Email
- Local media
- Emergency Alert Broadcast System

## **B. Situational Responses Multi-Hazard Response**

Describe the district's multi-hazard response plans for taking actions in an emergency that may include the following situations:

Actions - Included in the building-level safety plans are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). Functional Annexes (specific information and direction) provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended. These protocols are updated annually and are included in the confidential ERP. These guidelines include but are not limited to:

1. Shelter-In-Place: A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an

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extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

2. **Hold-In-Place:** If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.
3. **Evacuation:** should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.
4. **Lockout:** This annex describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.
5. **Lockdown:** This annex describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

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

The Elba CSD uses the following types of procedure(s)

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Initiate lockdown/lockout.

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- Contact appropriate law enforcement agency, if necessary.
  - Discipline or legal action, as appropriate.
  - Monitor situation, adjust response as appropriate.

### **Arrangements for Obtaining Emergency Assistance from Local Government**

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

### **Procedures for Obtaining Advice and Assistance from Local Government Officials**

- The district has identified resources for an emergency from the following agencies: Elba Fire Department, Elba Fireman's Recreation Hall, and local churches.

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

- Facilities for sheltering and buses for transportation
- Maintenance trucks for material transport
- Maintenance machines for moving items/transport as necessary
- Emergency response equipment, including first aid supplies, barriers, emergency response kits, barriers, temporary shelter
- Food for temporary sheltering
- Technology as appropriate (cell phones, landline phones, fax machines, walkie-talkies)
- Cots, blankets, etc. as available

### **Protective Action Options**

The following actions will be considered in response to an emergency where appropriate. Only the Superintendent/designee will communicate with local media.

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Early dismissal-for situations that warrant sending students home safely prior to the end of the regular school day (see Weather Related). Arrange for transportation, contact local media and parent notification system. Retain appropriate district personnel until all students have been returned home.

Evacuation (before, during and after school hours, including security during evacuation/evacuation routes) After determining the level of threat, contact Transportation Director to arrange transportation. Clear all evacuation routes and sites prior to evacuation. Evacuate all staff and students to pre-arranged evacuation sites. Account for all student and staff population. Report any missing staff or students to Building Principal.

Sheltering/Lock Out (internal & external) – Determine the level of threat. Determine location of sheltering depending on nature of incident. Account for all students and staff. Report any missing staff or students to designee. Determine other occupants in the building. Make appropriate arrangements for human needs. Take appropriate safety precautions. Establish a public information officer to provide information. Retain appropriate district personnel until all students have been returned home.

School cancellation: (See Weather Related) When situations warrant the safety of the students to remain at home.

Lock Down: During situations of hostile criminal act or where students/staff must be safely secured, provisions shall be in place to secure the building and occupants. Implement “Security of a Crime Scene Procedures” to protect any area from disturbance where a potential crime has been committed.

Weather Related-The transportation supervisor shall investigate road conditions and shall contact the dispatcher town, county and state highway departments and the New York State Police for reports on road conditions and report conditions and recommendations to the Superintendent. The Superintendent shall make the decision to close. The Superintendent or his/her designee shall contact the Transportation Supervisor and the Building Administrators to advise them of that decision and the time for dismissal. The Superintendent or other designees shall contact the radio/television

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stations on the emergency list as soon as it is possible. SchoolMessenger will be activated. Cancellation: If the school remains closed or closes early because of hazardous road/weather conditions, there shall be NO activities sponsored by the school in any of the school facilities.

(BOCES), Private, or Parochial Transportation – If the district closed because of hazardous conditions of roads, students who live in the district will not be transported to BOCES/private/parochial school.

## **SECTION IV: RECOVERY**

A. District Support for Buildings • How the District resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected schools. The Post Incident Response is intended for initiating and establishing crisis intervention to affected employees/students. After an incident the school teams shall meet and review the following:

- Establish documents
- Assess changes needed to the ERP
- Consider additional training or resources
- Evaluate the current violence prevention/school safety activities
- Provide appropriate counseling services
- Assemble TIG team
- Maintenance/repair to Transportation Systems or Custodial Staff
- Establish meeting times with staff, students, families, public meeting and or other methods to communicate
- Superintendent will communicate with media
- Provide for communal support and/or grief

B. Disaster Mental Health Services

- The district office will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected

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school(s). The TIG Team, counselors and school psychologists will be an integral part of this evaluation.

- The district will evaluate the response in the recovery and assess violence prevention and school safety activities and what the school can do to improve its plan.