

**Downsville Central School District**  
Emergency Management  
Comprehensive District Wide Safety Plan

Revised July 2023

# TABLE OF CONTENTS

Introduction	3
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## Section I: General Considerations and Planning Guidelines

A. Purpose	4
B. Identification of School Teams	4
C. Concept of Operations	4
D. Plan Review and Public Comment	5

## Section II: Prevention and Intervention Strategies

A. Dissemination of informative materials	5
B. Prevention and intervention strategies	5
C. Improving internal communication	5

## Section III: General Emergency Response Planning

A. Identification of sites of potential emergency	6
B. Actions in response to an emergency	6
C. District resources and personnel available	7
D. Procedures for coordination of district resources	7
E. Annual staff and student training	7
F. Implementation of school security	7

## Section IV: Responding to Threats and Acts of Violence

A. Policies for responding to implied or direct threats	8
B. Appropriate responses to emergencies	8
C. Contacting law enforcement agencies	8
D. Contacting persons in parental relation	8
E. Protective action options	8

## Section V: Communication with others

A. Obtaining assistance during emergencies	9
B. Obtaining advice from local government officials	9
C. Informing other educational agencies	9
D. Maintaining information about educational agencies	9

## **Section VI: Recovery**

<b>A. District support for buildings</b>	<b>9</b>
<b>B. Disaster mental health services</b>	<b>10</b>

## **Appendices**

<b>Appendix 1: District Safety Committee</b>	<b>12</b>
<b>Appendix 2: Building and population data</b>	<b>13</b>
<b>Appendix 3: Policies dealing with violence</b>	<b>14</b>
<b>Appendix 4: Identification of potential emergencies</b>	<b>16</b>
<b>Appendix 5: Protective action options</b>	<b>17</b>
<b>Appendix 6: Response Protocol for specific events</b>	<b>19</b>
<b>Appendix 7: Adoption of plan</b>	<b>22</b>
<b>Appendix 8: Drill and Training Dates</b>	<b>23</b>

**DOWNSVILLE CENTRAL SCHOOL**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**  
**PROJECT SAVE**  
**(Safe Schools Against Violence in Education)**  
**Commissioner's Regulation 155.17**

## **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Downsville Central School herein referred to as "district" supports the SAVE Legislation. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **A. Purpose**

The Downsville Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. Upon the recommendation of the Superintendent of Schools, the Board of Education 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 Downsville Central School district has created a District-wide School Safety Team including the following positions: representatives of the school board, administration, teachers, buildings and grounds, and other school personnel.

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

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response will be by the School Emergency Response Team.

- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Post-incident Response may be supplemented by County and State resources through existing protocols.

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

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans must be formally adopted by the Board of Education after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.
- While linked to the District-wide School Safety Plan, Building level 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 District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

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

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

The district is committed to the use of the interpersonal violence prevention education package for grades kindergarten through twelve, when available and where applicable.

Pamphlets and violence prevention information is distributed to staff members through email at various times during the year. Violence prevention brochures are made available to parents during open houses. Students are offered materials in interpersonal violence prevention via their home school districts as well as annual discussions during one period or more of class time in some subject areas.

#### **B. Prevention and intervention strategies**

The district continues to develop and investigate various strategies regarding violence prevention and intervention as addressed in the Professional Development Plan. Such strategies include annual training in violence prevention, intervention and identification techniques at Superintendent Conference Days, Project SAVE training for all staff members and other topics as may be defined during the year.

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

The district recognizes that communication is a vital key in the prevention and intervention of violence in schools. As such, the district continues to develop and investigate various strategies regarding violence prevention and intervention. To that end, the district maintains or is exploring programs in the following areas:

- Non-violent conflict resolution training programs
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Youth run programs
- Establishing anonymous reporting mechanisms for school violence
- Others based on identified need

Additionally, the district will cooperate and support the initiatives of communication enacted by its component districts in an effort to provide consistent programs and initiatives to students attending district-run courses

## **SECTION III: GENERAL EMERGENCY RESPONSE PLANNING**

### **A. Identification of sites of potential emergency**

The District has established the identification of potential sites and the internal and/or external hazards that may be present in them. These are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies.

Appendix 4 lists the district's sites and the potential emergencies at each site.

### **B. Actions in response to an emergency**

#### **Multi-Hazard Response**

The district has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as determined by the Building-level School Safety Team	

Specific response protocols for Hostage/Kidnapping, Intruder and Bomb Threats are included in this Plan in Appendix 6.

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

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

Specific personnel and resources are identified in Appendix 5 of the Building-level Emergency Response Plans.

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

The district uses the Incident Command System model for emergency actions. For district-wide and building-level emergencies the Incident Commander will be the Superintendent of Buildings & Grounds or his designee.

In building-level emergencies, the administrator in charge or his/her designee will act as the initial Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staff are identified in the Building-level Emergency Response Plans.

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

The district will conduct annual training for both staff and students in school safety issues. District level training will be coordinated by the DCMO BOCES and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students. Appendix 8 will include specific training dates at the various district sites.

Building level training will be coordinated by the Building level Emergency Response Teams.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans may be revised as a result of these drills.

### **F. Implementation of School Security**

The following building security measures are taken at the district;

- Signs are posted indicating that parents and visitors must report to the main office/desk to sign in
- Staff are trained to challenge suspicious persons encountered in buildings
- Building Entrance security is maintained throughout the day
- Two way radios are used by key personnel as needed.
- The services of canines to randomly search for drugs and/or weapons is available as needed

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

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

The district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document and further detailed in the district's Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero tolerance policy toward acts of school violence and decided that such a policy is not appropriate at this time.

### **B. Response Protocols**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. These plans were developed with, but not restricted to the following protocols:

<ul style="list-style-type: none"><li>• Identification of decision makers</li></ul>	<ul style="list-style-type: none"><li>• Procedures to notify parents</li></ul>
<ul style="list-style-type: none"><li>• Plans to safeguard students and staff</li></ul>	<ul style="list-style-type: none"><li>• Procedures to notify media</li></ul>
<ul style="list-style-type: none"><li>• Procedures for transportation, if necessary</li></ul>	<ul style="list-style-type: none"><li>• Debriefing procedures</li></ul>

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

The district recognizes the importance of law enforcement involvement as quickly as possible at the outset of violent incidents. Law enforcement officials will be contacted at the direction of the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as timely as possible. Law enforcement agencies are contacted by dialing 911.

### **D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The district will contact appropriate districts, parents, guardians or persons in parental relation to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

### **E. Protective Action Options**

The District recognizes that appropriate response to emergencies varies greatly. School cancellation, early dismissal, evacuation and sheltering are the protective action options that the Building-Level School Safety



Teams, in cooperation with local emergency responders, have included in the Building-Level Emergency Response Plans. Appendix 6 describes the Protective Action Options.

## **SECTION V: COMMUNICATION WITH OTHERS**

### **A. Obtaining assistance during emergencies from emergency services organizations and local government agencies**

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

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

The Incident Commander will contact the Delaware County Emergency Services Department in accordance with Article 2-B of the Executive Law- Disaster Preparedness for advice and assistance as required during an emergency.

### **C. A system for informing all educational agencies within a school district of a disaster**

The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone.

### **D. The district will maintain certain information about each educational agency located in the school district**

At a minimum, each Building-level Emergency Response Plan will include the following information:

- School population
- Number of staff,
- Transportation needs, and
- Telephone numbers of key officials of each such educational agency

Appendix 1 includes information as noted above.

## **Section VI- Recovery**

### **A. District Support for Buildings**

All the district's manpower and resources will be available to one of our sites that has endured an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a District goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident crisis response critique, the notes from the Incident Command Team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

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

The district understands how an emergency can have a major effect on the well being of students, staff and the community at large. The district will coordinate resources with Delaware County Mental Health Services and the Post-incident Crisis Response Team.

# APPENDICES

## Appendix 1:

### District Safety Committee

Robert Rhinehart	Superintendent	Downsville Central School
Lynne VanValkenburg	Building Principal	Downsville Central School
Tim Maguire	Business Manager	Downsville Central School
Ryan Vogler	Supt. B&G	Downsville Central School
Burton Reed	Assistant Principal	Downsville Central School
Gerry Ordmandy	Transportation Director	Downsville Central School
Corin Bonsick	School Psychologist	Downsville Central School

### Appendix 2

**School buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephones numbers for building staff**

Building Name	Address	Contact Name	Telephone Number
Downsville Central School	14784 St. Hwy 30 Downsville, NY 13755	Lynne VanValkenburg, Principal	(607) 363-2100

**Population Statistics**

Building Name	Number of Staff	Number of Students
Downsville Central School	80	220

## Appendix 2:

### Policies dealing with violence on school property

Policy	Description	Page Number
3120	Emergency Information	12
3250	School Visitors	12
4701	Fire Drills	12
8410	Security	13
8420	Safety	13

#### **3120 EMERGENCY INFORMATION**

In case of school emergency, the Superintendent shall contact the local media to keep the community informed.

Adopted: 12/13/93

Amended: 5/24/99

#### **3250 SCHOOL VISITORS**

Visitors are required to obtain appropriate authorization for school visits from the Superintendent. Upon entering any building, any visitor must report to the office. Visits must not interfere with the instructional process or the regular work of employees.

Adopted: 12/13/93

Reaffirmed: 1999

#### **4701 FIRE DRILLS**

The School Board directs the administration to provide instruction in fire and arson prevention for all students according to State Law and Regulations.

See the School District Safety Manual for details.

Amended: 2/27/95

Reaffirmed: 1999

## **8410 Security**

One School Board objective is to maintain a safe educational environment. Inadequate security poses the possibility of vandalism and threatens the safety and well being of students, staff, and anyone else on school ground. The Superintendent has the primary responsibility for developing and implementing necessary security measures. This is done in coordination with the Superintendent of Buildings and Grounds.

Procedures for locking rooms and distributing keys shall be decided by the Superintendent. Students should not be given keys unless employed by the district.

All visitors must report to the Superintendent's or Principal's Office before being permitted into the building. Anyone not having legitimate business will be asked to leave. See also Visitors to School Penal Law Sec. 140.10, 240.35

Adopted: 10/24/94

Amended: 3/22/99

Reaffirmed: 2000

## **8420 SAFETY**

It is the responsibility of the Superintendent to establish and carry out written safety regulations which:

1. Identify staff members responsible for effective administration of the safety regulations;
2. Provide staff time and other necessary resources for effective administration of the regulations;
3. Establish periodic reviews to insure compliance with laws and regulations;
4. Provide for an on-going process for review of safety and security concerns of students, staff, and affected public; and
5. Provide for periodic reports to the School Board regarding school district safety and security.

Adopted: 10/24/94

Reaffirmed: 2000

**Appendix 4:**  
**Sites and potential emergencies**

Site	Hazards
Downsville Central School 14784 St. Hwy 30 Downsville, NY 13755	Science Classrooms, Chemical store room, Wood Shop, Boiler Room, Home Ec. Classroom, Kitchen, Bus Garage, State Route 30, State Route 206, Playground, Parking area, Underground Fuel Oil Storage, Underground Propane Storage, Woods and fields around campus



## Appendix 5:

### PROTECTIVE ACTION OPTIONS

#### A. Definitions of Protective Action Options

**Early Dismissal** meets the need to return students to their home schools, home and family as rapidly as possible.

**Evacuation** to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

**Sheltering** may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For Weather related (tornado, hurricane, severe storm etc.) internal sheltering, areas within the buildings are used. These areas include rooms and halls without glass windows, doors, or skylights. Gymnasiums, cafeterias and other spaces with wide free span roofs are NOT used. When evacuation from one of our buildings is deemed appropriate, but early dismissal is not, sheltering in other buildings on campus is used.

#### B. Introduction

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the District Superintendent and/or Director of Facilities
- Activate the Building-level Emergency Response Team

#### C. Procedures of Protective Action Options

##### School Cancellation

- Monitor the situation - by the District Superintendent/Incident Commander or Designee
- Make Determination -by the District Superintendent/Incident Commander or Designee
- Contact the local media

##### Early Dismissal

- Monitor the situation - by the District Superintendent/Incident Commander or Designee
- If conditions warrant, close school- by the District Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

## **Evacuations (before, during and after school hours)**

- Determine the level of threat-by the District Superintendent/Incident Commander or Designee
- Contact the transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to insure that staff, students and visitors have been safely evacuated
- Establish a command post
- All non-instructional staff shall report to the command post for direction and duties
- Account for all student and staff population. Report any missing staff or students to the Building/Program Administrator
- Make determination regarding early dismissal- by the District Superintendent/Incident Commander or Designee
- If determination was made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center so that parents may make inquiries as to the situation
- Student/visitor driver's identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

## **Sheltering sites (internal and external)**

- Determine the level of threat- by the District Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on nature of incident
- Contact the transportation Supervisor to arrange transportation to external site- if needed
- Transport by foot or vehicle to external sheltering site- if needed
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, visitors have been safely evacuated
- Establish a command post
- Account for all students and staff. Report any missing staff to or students to the Building/Program Administrator
- 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
- If persons in parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

## Appendix 6:

### Response Protocols to Specific Incidents

#### BOMB THREAT

##### Response Action:

1. Upon receipt of a bomb threat by telephone:
  - a. Ask the following questions (refer to **Bomb Threat Information Sheet**):
    - \* Where, specifically, is bomb located?
    - \* When, exactly, is bomb set to go off?
    - \* What materials are in the bomb?
    - \* What does the bomb look like?
    - \* Why is caller doing this?
    - \* Who is caller?
  - b. Write down answers to the above.
  - c. Describe the caller's voice:
    - \* Was it male or female?
    - \* Was it young or old?
    - \* Was the voice disguised or have an accent?
    - \* Describe any background noises.
2. Notify building administrator.
3. Notify police and superintendent - building administrator.
4. Notify staff and students to evacuate the building - building administrator. **DO NOT MENTION "BOMB SCARE!"**.
  - a. Use public address system, NOT the fire alarm.
  - b. Set a guard at each entrance of the building to prevent people from re-entering the building.

5. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Turn control of building over to them - building administrator.
  - a. Arrange with police to have medical assistance stand by in the event that a device is found.

Recovery Action:

1. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

**HOSTAGE**

Response Action:

1. Identify hostage situation - first person on the scene.
2. Notify the building administrator.
3. Immediately notify police of the situation and follow their instructions - building administrator.
4. Inform superintendent of situation and actions taken -building administrator.
5. Upon arrival of police officials, implement the following response actions as necessary:
  - \* isolate area of building involved
  - \* notify parents or spouse
  - \* public information statements
6. The police will determine the termination of the emergency.

## **INTRUDER**

### **Response Action:**

1. Identify the intruder - first person on the scene.
2. Notify the building administrator.
3. Advise police of situation and follow their instruction for handling intruder(s) and ensuring safety of students and staff - building administrator.
4. Based on advise of police, confront the intruder - building administrator.
5. Escort intruder out of the building - building administrator.
6. If intruder refuses to leave, maintain surveillance and summon police - building administrator.
7. Police or building administrator to determine the termination of the contingency.

## **KIDNAPPED PERSON**

### **Response Action:**

1. Identify kidnapping incident - first person on the scene.
2. Notify building administrator.
3. Immediately notify the police. Advise them of the situation and follow their instructions - building administrator.
4. Notify the superintendent - building administrator.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquires.
6. Police to determine the termination of emergency.

### **Pre-plan Action:**

Develop attendance procedures to account for pupils and for unscheduled releases during school.

## **Appendix 7:**

### **Adoption of Plan**

Date of District-wide School Safety Team appointment by Board of Education resolution:

Date of public hearing by Board of Education:

Date of adoption by Board of Education of District-wide School Safety Plan:

Minutes of committee meetings, Board of Education meetings and appropriate resolutions are kept by the District Board of Education Clerk.

## Appendix 3:

### Training modules at the Downsville Central School- 2023-2024

Fire Drills: \_\_\_\_\_

Lockdown Drills: \_\_\_\_\_

Bus Drills: \_\_\_\_\_

Early Dismissal Drill: \_\_\_\_\_

Right to Know: \_\_\_\_\_

Incident Command Training: \_\_\_\_\_

Evacuation Drill: \_\_\_\_\_

Hold in Place Drill: \_\_\_\_\_