



**HARPURSVILLE CENTRAL SCHOOL DISTRICT  
DISTRICT-WIDE SCHOOL SAFETY PLAN  
2023-2024**

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**HARPURSVILLE CENTRAL SCHOOL DISTRICT  
DISTRICT WIDE SCHOOL SAFETY PLAN  
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**HARPURSVILLECENTRAL SCHOOL DISTRICT  
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 the school district and each of its schools.

The development of this plan was performed through the use of the district's existing Emergency Management Plan, discussions with BOCES Health and Safety Personnel, the New York State and Broome County Police and the committee, as outlined in Section 1-8. Use of data developed from previous incidents which have occurred both in the district and at other districts has been critical in the formation of this plan.

The Harpursville School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

## SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### A. Purpose and District Chief Emergency Officer

The Harpursville School District School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Harpursville School District Board of Education, the Superintendent appointed a district-wide School Safety Team and charged it with the development and maintenance of the School Safety Plan. The Superintendent is designated the Chief Emergency School Officer.

The Chief Emergency Officer's duties shall include, but not be limited to:

- coordination of the communication between school staff, law enforcement, and other first responders;
- lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
- ensure staff understanding of the district-wide school safety plan;
- ensure the completion and yearly update of building-level emergency response plans for each school building;
- assist in the selection of security related technology and development of policies for the use of such technology;
- coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

### B. Identification of School Teams

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

| Positions                             | Name   |
|---------------------------------------|--|
| Board Of Education Representative     | Michelle Noyes, President  |
| Administration Representatives        | Heath Georgia,<br>Superintendent   |
| School Principals                     | Joseph McLaughlin, School Business Administrator<br>Donna Marsh, WAO Olmsted Principal<br>Kris Conrow, Jr. Sr. High School Principal |
| Teacher Representatives               | TBD  |
| Parent Organization Representative    | TBD  |
| School Safety Personnel               | April Demer, Ed Sakowsky School Resource<br>Officers/ Broome County District Attorney's  |
| Other School Personnel                | Office   |
| Local Law Enforcement Representatives | Ed Livermore, Facilities   |
| Local Fire Department Representative  | New York State Police, Trooper Shannon Hartz<br>Jeff Buckler, Chief, Harpursville Fire Department                                    |

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

- 1) The District-Wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. The District-Wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans. Certain staff members will serve on both teams to assist in this process.
- 2) In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The team is listed in Appendix 2.
- 3) 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.
- 4) Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.
- 5) The District must certify (via BEDS in October each year) to the commissioner that all staff received by September 15<sup>th</sup> each school year the annual training on emergency response plan & includes violence prevention and components on mental health.

Staff hired after the start of the school year shall receive training within 30 days of hire, or as part of the district's existing new hire training program, whichever is sooner.

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

- 1) This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before September 1st of each year.
- 2) 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 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.
- 3) 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.
- 4) Full copies of the School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption, but by October 1st. each year. Building-level Emergency Response Plans will be supplied to both local and State Police and the local fire department within 30 days of adoption.

Full copies of the District Wide School Safety Plan and any amendments will be submitted to the following organizations within 30 days of adoption:

| Organization                | Contact               | Address  |
|-----------------------------|-----------------------|--|
| Broome Co. Sherriff's Dept. | Sheriff Fred Akshar   | <a href="mailto:fakshar@co.broome.ny.us">fakshar@co.broome.ny.us</a>             |
| Harpursville Fire Dept.     | Chief Jeff Buckler    | Email: <a href="mailto:chief43@tds.net">chief43@tds.net</a>                      |
| NYS Police, Troop C         | Trooper Shannon Hartz | <a href="mailto:Shannon.hartz@troopers.ny.gov">Shannon.hartz@troopers.ny.gov</a> |

A copy of the District-Wide Plan will be available at the Harpursville Central School District Administrative Office, 54 Main Street, Harpursville, NY 13787. Harpursville School District Website address: <https://www.hcs.stier.org>

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

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

1} The district employs many methods of improving communication among students and between students and staff. The District's initiatives for prevention/intervention strategies are located in Appendix 1.

The District has policies and procedures for dissemination of informative materials regarding the early detection of potentially violent behaviors located in the Board of Education policies and Code of Conduct.

- a. Nonviolent Conflict Resolution Training Programs
  - b. Peer Counseling Programs
  - c. Extended Day and Other School Safety Programs
  - d. Establishing anonymous reporting mechanisms of school violence and bullying.
  - e. Mentor for students concerned with bullying or violence.
- 2) The district continues to explore programs and develop collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations.
- 3) The district uses many intervention strategies to avoid disruptive behavior.
- 4) The District's procedures for reporting school violence are located in the Code of Conduct.

**B. Hazard Identification**

The district has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and Law Enforcement Agencies. See Appendix 3.

**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 the building-level Emergency Response Plans.

**D. Procedures to Coordinate the Use of School District Resources During Emergencies**

- 1) The district uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be Superintendent of Schools or his/her designee.
- 2) In building-level emergencies, the building principal or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staff are identified in the Building-level Emergency Response Plans.

**E. Annual Multi-Hazard School Training for Staff and Students**

- 1) The district will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the building Principals or his or her designee, 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.
- 2} Drills and other exercises will be coordinated with local, county, and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

**F. Annual Staff Training on Response Plan, Violence Prevention and Mental Health**

Staff will be trained annually on building level emergency response plan response, violence prevention and components on mental health by September 15<sup>th</sup>. New staff hired after start of the school year will be trained within 30 days of hire.



## SECTION 111: RESPONSE

### A. Notification and Activation (Internal & External Communication)

- 1) Policies and Procedures for Responding to Implied, or Direct Threats of Violence or Acts of Violence or Suicide by Students, Teachers, Other School Personnel and Visitors to the School
  - a. 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.
- 2) Appropriate Responses to Emergencies
  - a. 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.
- 3) Policies and Procedures for Contacting Appropriate law Enforcement Officials in the Event of a Violent Incident
  - a. law enforcement officials will be contacted by the Incident Commander in line with the Building-level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible.
- 4) 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 or Suicide
  - a. The district will contact appropriate parents, guardians or persons in parental relation to the student via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal.

Other conditions requiring notification such as notification for suicide are outlined in the building-level Emergency Response Plans. Principals or his or her designee or police will notify parents or guardians in the event of a student suicide.

### B. Types of Emergencies and Situational Responses

- 1) 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.

- a. Emergencies include, but are not limited to:

|                         |                       |
|-------------------------|-----------------------|
| Threats of Violence     | Intruder              |
| Hostage/Kidnapping      | Explosive/Bomb Threat |
| Natural/Weather Related | Hazardous Material    |
| Civil Disturbance       | Biological            |
| School Bus Accident     | Radiological          |

Gas Leak  
Epidemic  
Others as determined by the Building-level School Safety Team

### **C. Types of Emergencies**

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

The following types of procedure(s) are used by the District:

- a. Use of staff trained in de-escalation or other strategies to diffuse the situation
- b. Inform Building Principal of implied or direct threat
- c. Determine level of threat with Superintendent/Designee
- d. Contact appropriate law enforcement agency, if necessary
- e. Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team
- f. The district may also provide training and professional development to assist personnel, such as training in de-escalation or identification of early warning signs of potentially violent behavior.

#### **2) Acts of Violence**

The District's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school include zero-tolerance policies for school violence. The following types of procedure(s) are used by the district:

- a. If the situation warrants, isolate the immediate area and evacuate if appropriate
- b. Inform Building Principal/Superintendent
- c. Determine level of threat with Superintendent/Designee
- d. If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- e. Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

#### **3) Response Protocols**

The district has determined appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions, kidnappings and suicide. The following protocols are in place:

- a. Identification of decision makers
- b. Plans to safeguard students and staff
- c. Procedures to provide transportation, if necessary
- d. Procedures to notify parents
- e. Procedures to notify media
- f. Debriefing procedures

### **C. Types of Emergencies (continued)**

#### **4) Arrangements for Obtaining Emergency Assistance from local law Enforcement**

The district has made arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following are the types of arrangements used by the district:

- a. Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response
- b. Emergency responders will obtain access to locked buildings and grounds during emergencies via school issued key or force as necessary.

S) *Procedures for Obtaining Advice and Assistance from Local Government Officials*

The procedures for obtaining advice and assistance from local governments during countywide emergencies include the following:

- a. Superintendent/Designee in an emergency will contact the Broome County Executive, Emergency Management Coordinator and/or the highest-ranking local government official for obtaining advice and assistance, including officials responsible for implementing article 2-B of Executive Law.
- b. The district has identified resources for an emergency from the following agencies: Red Cross, Fire Department, Police Department, private industry, private individuals, religious organizations and other.
- c. Staff from the district have attended, and will continue to attend seminars and workshops concerning school safety.

6) *District Resources Available for Use in an Emergency*

- a. Building-level Emergency Response Plans include resources specific to the building, including: Student/Staff Information, Transportation Needs, Contact Personnel and their Telephone Numbers, AEDs, fire extinguishers, etc. as provided to the Harpursville District.
- b. District owned buses and other vehicles are available for use in an emergency to transport students, staff and visitors. In the event the district does not have enough vehicles, neighboring districts will be contacted for assistance.

7) *Early Detection of Potentially Violent Behavior & Interventions*

- a. Nonviolent Crisis Intervention
- b. Peer Mediation
- c. Conflict Resolution
- d. Kelso's Choices
- e. Anger Management
- f. Social Skills
- g. Lunch Bunch Program

### **C. Types of Emergencies {continued}**

#### **8) Procedures to Coordinate the Use of School/ District Resources and Manpower During Emergencies**

a. During an emergency, all district resources shall be available for use at the direction of the District Incident Commander or his/her designee.

b. The building principal will determine what is needed and will work with the staff member of the Building-level Emergency Response Team, charged with the responsibility of Operations.

c. Together, they will advise the District Safety Coordinator of their needs.

d. The District Safety Coordinator and District Incident Commander have the necessary authority to permit use of all district owned resources and the allocation of financial resources if necessary. This includes staff, vehicles, facilities, etc.

e. The Superintendent of Schools, or his/her designee, has the authority to also allocate the necessary resources including financial requirements.

#### **9) Protective Action Options**

The district has plans for taking the following actions in response to an emergency where appropriate:

##### **a. School Cancellation**

- 1- Monitor any situation that may warrant a school cancellation
- 2- Make determination
- 3- Contact local media

##### **b. Early Dismissal**

- 1- Monitor situation
- 2- If conditions warrant, close school
- 3- Contact Transportation Supervisor to arrange transportation
- 4- Contact local media to inform parents of early dismissal
- 5- Set up an information center so that parents may make inquiries as to the situation
- 6- Retain appropriate district personnel until all students have been returned home

##### **c. Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- 1- Determine the level of threat
- 2- Contact Transportation Supervisor to arrange transportation
- 3- Clear all evacuation routes and sites prior to evacuation
- 4- Evacuate all staff and students to prearranged evacuation sites
- 5- Account for all student and staff population and report any missing staff or students to Building Principal
- 6- Make determination regarding early dismissal
- 7- If determination was made to dismiss early, contact local media to inform parents of early dismissal

**C. Types of Emergencies (continued)/ Evacuation Procedure continued**

- 8- Ensure adult supervision or continued school supervision/security
- 9- Set up an information center for parents inquiries regarding the situation
- 10- Retain appropriate district personnel until all students have been returned home

**d. Sheltering Sites (internal and external)**

- 1- Determine the level of threat
- 2- Determine location of sheltering depending on nature of incident
- 3- Account for all students and staff and report any missing staff or students to designee
- 4- Determine other occupants in the building
- 5- Make appropriate arrangements for human needs
- 6- Take appropriate safety precautions
- 7- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- 8- Retain appropriate district personnel until all students have been returned home

**e. Stay at Home/Remote Learning for Pandemic**

- 1- District Officials in consultation with local, county and state officials will determine the level of threat
- 2- District Officials shall initiate Navigate Prepared App
- 3- District Officials shall notify parents, students and staff of the situation and response and provide ongoing information at regularly scheduled update times
- 4- District Officials shall make appropriate arrangements for human needs
- 5- District Officials shall make appropriate arrangements for remote learning
- 6- District Officials shall take appropriate safety precautions regarding building and site access

**D. Security**

The following building security measures are taken in the Harpursville Central School:

- Signs are posted indicating all visitors must report to the main office to sign in and receive a badge.
- All staff have badges or uniform name tags.
- Substitutes receive badges when they sign in.
- All building entrances are locked after the beginning of the school day.
- In areas such as the loading dock, surveillance devices are monitored to allow entry to only those individuals needing entry to such areas.
- Local emergency responders have key/badge access.
- Security cameras are used on school buses and various locations in and outside of buildings.
- Search dogs are used as needed.
- Regents exams security follows the New York State guidelines.

- School Resource Officer (BC DA's Office) personnel are engaged as security for after school activities, as necessary.
- School Resource Officer, duties and responsibilities located in Appendix 4.
- Harpursville Staff "Badge Entry"
- Code of Conduct

1) **Crime Scene Security:** In the event of an incident/crime on school property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve evidence from being disturbed or destroyed:

- The initial scene security is charged with the Building Principal or designee until relieved by law enforcement officials. 10
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

2) **SRO:** School Resource Officer (SRO):

- Law Enforcement Officer to provide peace keeping services, implementing SAVE legislation and investigating violations of the law that disrupt the educational process.
- Law Related Advisor that provides guidance to students, parents, faculty and staff by acting as a link to support services available in the school and community.
- Law Related Educator: conducts presentations for student grades 9 through 12, parents and staff on various legal, safety and health issues.
- See Appendix 4

3) **Visitors:** Sign in procedures for visitors:

- Each school building has an assigned person to sign in and out all visitors and non-district workers at the main entry door/welcome center. Each visitor and non-district employee is provided a visitor badge for the duration of the time spent in the Harpursville School District Building.
- All doors except the main entrance door are locked during the school day.
- Visitor badges not returned at the end of the day are accounted for by the sign in personnel and the visitor is contacted for the badge.

4) Hall monitoring and/ or other school safety personnel

- All schools
  - Staff assigned to monitor lunch or corridors
  - Office personnel, all schools

**PURPOSE:** The front entry desk employee greets all school visitors, late (student) arrivals, and ensures monitoring of the main entrance to the school from 7:30 am to 3:30 p.m.

- Check visitors in and assign visitor badges.

- b. Checks badges are returned and visitors have signed out.
  - 1. Track daily and weekly visitors via visitor log.
- c. Issue tardy passes to all students who come into school late.
- d. Issue readmission passes for those students who come in from an absence.
- e. Look up all student ID numbers and phone numbers. Enter into the computer all tardy entries and call home or work to let parent or guardian know what time the student got to school.
- f. Keep track of all the dismissals and enter the return time into the computer.
- g. Confirm dismissals for students when they turn in their late slips.

3. Badges/ cards for students and staff:

- a. All students in grades 9 through 12 are provided a picture ID card.
- b. All staff members are provided a picture ID badge in all buildings and for all staff and faculty positions within the school district.

4. Lighting and Cameras

- a. Lighting has been provided around the perimeter of all school buildings.
- b. There are cameras for the HCSD inside and outside to monitor activity in parking lots as well as inside the school building.

**E. Anonymous Reporting**

The Harpursville School District uses the district website to provide a "Report Bullying Online Form" to allow any individual to report an incident. Once submitted, this form is routed to DASA Coordinators. The district will provide "Quick Tip" on its website as a means to other anonymous reporting.

**F. Code of Conduct**

A Code of Conduct for students has been developed in accordance with the Dignity for All Students (DASA) requirements. See Appendix 7.

## **SECTION IV: RECOVERY**

### **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. 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. The agencies to be contacted are listed in the Building Level Emergency Plans.

### **C. Maintaining Certain Information About Each Educational Agency Located in the School District**

1) Each Building level Emergency Response Plan will include the following information:

- a. School population;
- b. Number of staff;
- c. Transportation needs, and
- d. Business and home telephone numbers of key officials of each such educational agency.

2) The building-level School Safety Teams will insure that this information is current and accurate.

3) Vital Education Agency Information and Building Contact information are available in **Building Emergency Plans**.

### **D. Crisis Response Assistance**

1) Crisis response for incidents requiring the assistance of counselors will use in-house psychologists, counselors and social workers to assist.



**Appendix 1:**  
**Strategies for student intervention:**

**RISK REDUCTION/PREVENTION AND INTERVENTION**

**The District-Wide School Safety Plan provides the framework for the Building-Level Emergency Response Plan.**

**The District continues to develop and investigate effective programs and strategies with all stakeholders. Existing strategies include:**

- Building Planning Teams Character Education
- Dignity for All Students Act (DASA)
- Drug Free/Weapon Free/Tobacco Free School Zone
- Fire Safety Programs
- Kelso's Choices
- Mentor Program
- Morning Programs
- New Student Breakfasts
- Non-Violent Crisis Intervention
- OLWEUS Bullying Prevention Program
- Peer Tutoring
- Positive Postcards
- Response to Intervention (RTI) Teams
- Responsive Classroom
- Rock On Cafe
- School Resource Officer
- Special Assemblies/Pep Rallies
- Student Leadership Teams
- Suicide Prevention Education
- Technology Curriculum w/ Digital Citizenship

**Appendix 2:**  
**Harpursville School Emergency Response Team**

| <b>CHAIN OF COMMAND</b>                                  |   |
|--|---|
| <b>Role</b>  | <b>Name/Title</b>   |
| <b>Chief Emergency Officer<br/>Incident Commander(s)</b> | Heath Georgia, Superintendent<br>Joshua Quick, CSE/CPSE Chair & Athletic Director<br>Joseph McLaughlin, School Business<br>Administrator/Transportation   |
| <b>Deputy Incident Commander(s)</b>                      | April Demer/Ed Sakowsky, School Resource Officer<br>Joshua Quick, CSE/CPSE Chair & Athletic Director<br>Joseph McLaughlin, School Business<br>Administrator/Transportation                                    |
| <b>Operations</b>  | April Demer/Ed Sakowsky, School Resource Officer<br>Joseph McLaughlin, School Business<br>Administrator/Transportation<br>Ed Livermore, Director of Facilities<br>Craig Johnson, Head Maintenance Mechanic    |
| <b>Logistics</b>   | Betsy Jacobs, Manager of 2 <sup>nd</sup> shift maintenance<br>Donna Marsh, Elementary Principal<br>Kristine Conrow, Jr. Sr. High Principal<br>Director of Instruction<br>Ed Livermore, Director of Facilities |
| <b>Planning and Intel</b>                                | Donna Marsh, Elementary Principal<br>Kristine Conrow, Jr. Sr. High Principal<br>Director of Instruction<br>Ed Livermore, Director of Facilities<br>Craig Johnson, Head Maintenance Mechanic                   |
| <b>Administration/Finance</b>                            | Joseph McLaughlin, School Business<br>Administrator/Transportation  |
| <b>Public Information</b>                                | Heath Georgia, Superintendent   |
| <b>Safety Officer<br/>Log/Scribe</b>                     | April Demer/Ed Sakowsky, School Resource Officer<br>Tabby Rhodes, Assistant to the Superintendent   |

**Appendix 3:**  
**Building Risk Determination**

| POTENTIAL SITE              | LOCATION or ADDRESS           | HAZARD   |
|-----------------------------|-------------------------------|--|
| Route 88                    | West of School Building       | Transportation<br>Accident/Hazardous Spill<br>or Gas Release |
| Susquehanna River           | North East of School Building | Potential for flooding                                       |
| Rail Road                   |                               | Train Accident - Release of<br>Chemical or Poisonous Gas     |
| Binghamton Regional Airport | Airport Rd. Binghamton        | Airplane Crash - Release of<br>Chemicals                     |
| High Tension lines          | East Maine Rd., Johnson City  | Transportation / Fire  |
| Chemistry Lab               | (Internal Hazard) - 2nd Floor | Chemical Release or Fire                                     |
|                             |                               |  |

**Weather Hazards**

| # | Hazard   | Chance for Occurrence  |
|---|--|--|
| 1 | Extreme Heat above 95 degrees F - difficulty keeping people cool | Usually July through September<br>several different times per year |
| 2 | Droughts   | Rare   |
| 3 | Earthquakes  | low  |
| 4 | Brush Fires  | low  |
| 5 | Thunderstorms  | Medium   |
| 6 | Winter Storms/Blizzards  | Medium   |
| 7 | Hurricane Winds  | Low  |
| 8 | Flooding due Hurricanes  | Medium   |
| 9 | Tornadoes  | Low  |

## **Appendix4**

District Attorney's Office/DA Investigator- School Resource Officer

### Goals and Objectives:

- To foster educational programs and activities that will increase student knowledge of and respect for the law and the function of law enforcement agencies;
- To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and serious assaults;
- To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances, or in such cases that the student's emotional state may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school. Assist in conflict resolution efforts;
- Work to prevent juvenile delinquency through close contact and positive relationships with students. The DA INVESTIGATOR shall conduct security inspections as permitted by law to deter criminal or delinquent activities. The DA INVESTIGATOR should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies.
- Build working relationships with the school's staff as well as with student and parent groups.
- Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.
- To encourage the DA INVESTIGATOR to provide safety, security, and traffic control at schools when deemed necessary for the safety and protection of students and the general public.

### Duties and Responsibilities:

- **To protect lives and property for the citizens and public school students of the District;**
- **To enforce Federal, State and Local criminal laws and ordinances;**
- **To investigate criminal activity committed on or adjacent to school property;**
- **To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;**
- **To act as an instructor for specialized, short-term programs at the assigned school when invited to do so by the principal or designee.**
- **To be available for conferences with students, parents, faculty members, and administrators in order to assist them with issues of law enforcement or crime prevention.**
- **To carry out the Goals and Objectives set forth above;**

- Become familiar with all community agencies which offer assistance such as mental health clinics, drug treatment centers, for youth and their families and share information with district officials.
- Maintain detailed and accurate records of the operation of the DA INVESTIGATOR program and make them available to district officials.
- The DA INVESTIGATOR shall not act as a school disciplinarian. District officials are responsible for routine school discipline matters. However, if the principal believes an incident is a violation of the law, the principal may contact the DA INVESTIGATOR, and the DA INVESTIGATOR shall then determine whether law enforcement action is appropriate. The school resource officer shall not be used for regularly assigned lunchroom duties, hall monitoring, bus duties or other monitoring activities.

## **Appendix 5**

District Resources and equipment in event of an emergency:

- Transportation vehicles
  - o 17 full-size buses (3 wheelchair buses)
  - o 2 small buses
  - o 3 other vehicles (mini-van/suburban)
- 2 pickup trucks w/ plow
- 1 salt/plow vehicle (retro-fitted bus)
- 2 John Deere tractor/loader
- 1 Kubota Tractor/Loader
- 1 brush/sweeper
- 1 Kubota side by side UTV

**Updated:** July 2023

**By:** Joseph McLaughlin

## **Appendix 6**

### **EMERGENCY NUMBERS**

|                                     |                 |
|-------------------------------------|-----------------|
| <i>Ambulance, Fire, Police.....</i> | <i>911</i>      |
| <i>American Red Cross.....</i>      | <i>785-7207</i> |

#### **Broome County**

|   |                 |
|---|-----------------|
| <b>Disaster Preparedness.....</b>                 | <b>778-2170</b> |
| <b>Emergency Medical Services.....</b>            | <b>778-2184</b> |
| <b>Patrick Dewing, Director.....</b>              | <b>778-1178</b> |
| <b>Jason Garnar, Broome County Executive.....</b> | <b>778-2109</b> |
| <b>Health Department.....</b>                     | <b>778-2802</b> |
| <b>Environmental Management Services.....</b>     | <b>778-2114</b> |

#### **Highway Departments**

|   |                 |
|---|-----------------|
| <b>Broome County.....</b>                               | <b>648-4173</b> |
| <i>Susan Brown, Director of Highway.....</i>            | <i>778-2228</i> |
| <i>Mark Quail, Assistant Supervisor.....</i>            | <i>648-2062</i> |
| <b>Colesville</b>                                       |                 |
| <i>Jim Bulger.....</i>                                  | <i>427-0508</i> |
| <i>Glenn Winsor, Town Supervisor.....</i>               | <i>222-5454</i> |
| <b>New York State Department of Transportation.....</b> | <b>721-8116</b> |
| <i>John Williams</i>                                    |                 |

#### **Hospitals**

|                                 |                 |
|---------------------------------|-----------------|
| <b>Binghamton General .....</b> | <b>762-2200</b> |
| <b>Lourdes.....</b>             | <b>798-5111</b> |
| <b>Wilson Memorial.....</b>     | <b>763-6000</b> |

#### **Police Departments**

|                                   |                 |
|-----------------------------------|-----------------|
| <i>Broome County Sheriff.....</i> | <i>778-1911</i> |
| <i>New York State Police.....</i> | <i>775-1241</i> |

#### **Fire Departments**

|                                    |                 |
|------------------------------------|-----------------|
| <i>Harpursville Fire .....</i>     | <i>693-1454</i> |
| <i>Jeff Buckler, Chief</i>         |                 |
| <i>Stephen Winsor, Asst. Chief</i> |                 |

#### **Support Agencies**

|  |                             |
|--|-----------------------------|
| <b>Social Services Register (Child Abuse Hotline).....</b> | <b>1-800-342-3720 Toxic</b> |
| <b>Substance Control (after 4pm 1-800-457-7362).....</b>   | <b>775-2545 ext 119/120</b> |
| <b>Alternatives Counseling Center.....</b>                 | <b>722-1836</b>             |
| <b>Broome County Mental Health Services</b>                | <b>778-2351</b>             |
| <b>Mental Health Association of Southern Tier.....</b>     | <b>778-1152</b>             |

## **APPENDIX7**

The District's Code of Conduct is found on the school district website. For your convenience, the following hyperlink will take you to this document: <https://www.hcs.stier.org/DistrictBoardPolicies.aspx>



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## **Commissioner's Regulation 155.17**

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### **Appendix 8:**

§ 155.17 School safety plans.

(a) Development of school emergency management plans. Each board of education of a school district, other than a school district in a city having a population of more than one million inhabitants, and each board of cooperative educational services shall prepare by October 1, 1990, and shall update by October 1st of each succeeding school year, a school emergency management plan as prescribed in this section to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and State levels, which plan, and any amendments thereto, shall remain in effect until the adoption of a comprehensive multi-hazard, district-wide school safety plan and building-level school plans pursuant to subdivisions (b) and (e) of this section, at which time it shall be superseded by such plans. A copy of the plan shall be available in each school district for inspection by the public and shall be made available to the commissioner upon request.

(b) Development of school safety plans. Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year, a district-wide school safety plan and building-level school safety plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a district-wide school safety team and a building-level school safety team, as such terms are defined in subdivision (c) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. A school district having only one school building shall develop a single building-level school safety plan, which shall also fulfill all requirements for development of a district-wide plan to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and State levels. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

(c) Definitions. As used in this section:

(1) *Educational agencies* means public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of students with disabilities as defined in section 200.1(d) of this Title, and public and private schools for the education of preschool children with disabilities.

(2) *Superintendent* means a superintendent of schools or a district superintendent

of schools, as appropriate.

(3) *Disaster* means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.

(4) *Emergency* means a situation, including but not limited to a disaster, that requires immediate action,

## **Appendix 8: Commissioner's Regulation 155.17**

occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

(S) *Emergency services organization* means a public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.

(6) *School cancellation* means a determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

(7) *Early dismissal* means returning students to their homes or other appropriate locations before the end of the school day.

(8) *Evacuation* means moving students for their protection from a school building to a predetermined location in response to an emergency.

(9) *Sheltering* means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

(10) *Building-level school safety plan* means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents prescribed in paragraph (e)(2) of this section.

(11) *Building-level school safety team* means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education, the chancellor in the case of New York City, or other governing body. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

(12) *District-wide school safety plan* means a comprehensive, multi-hazard school safety plan that covers all school buildings of the school district, BOCES or county vocational education and extension board, that addresses crisis intervention, emergency response and management at the district level and has the contents prescribed in paragraph (e)(l) of this section.

(13) *District-wide school safety team* means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

(14) *Emergency response team* means a building-specific team designated by the building-level school safety team that includes appropriate school personnel, local law enforcement officials, and representatives from local, regional and/or State emergency response agencies and assists the school community in responding to a serious violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such emergency response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(15) *Post-incident response team* means a building-specific team designated by the building-level school safety team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such post-incident response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

## **Appendix 8: Commissioner's Regulation 155.17**

## Appendix 8: Commissioner's Regulation 155.17

(16) *School safety plan* means a district-wide school safety plan or a building-level school safety plan.

(17) *Serious violent incident* means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their

safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

(d) School emergency management plans. A school emergency management plan shall be designed to prevent or minimize the effects of emergencies and to coordinate the use of resources, and shall include, but not be limited to:

- (1) the identification of sites of potential emergency;
- (2) the identification of appropriate responses to emergencies;
- (3) a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- (4) a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- (5) the identification of district resources which may be available for use during an emergency;
- (6) in the case of a school district, a system for informing all educational agencies within such school district of an emergency;
- (7) a description of plans for taking the following actions in response to an emergency where appropriate:
  - (i) school cancellation;
  - (ii) early dismissal;
  - (iii) evacuation;
  - (iv) sheltering; and
- (8) in the case of a school district, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency; and
- (9) the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law.

(e) School safety plans. District-wide school safety plans and building-level school safety plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

(1) District-wide school safety plans. A district-wide school safety plan shall be developed by the district-wide school safety team and shall include, but not be limited to:

- (i) the identification of sites of potential emergency;
- (ii) except in a school district in a city having a population of more than one million inhabitants, a description of plans for taking the following actions in response to an emergency where appropriate:

- (a) school cancellation;
- (b) early dismissal;

**(b) Appendix 8: Commissioner's Regulation 155.17**

- (c) evacuation;
- (d) sheltering;
- (iii) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school;
- (iv) policies and procedures for responding to acts of violence by students, teachers, other

school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;

(v) appropriate prevention and intervention strategies, such as:

(a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

(b) nonviolent conflict resolution training programs;

(c) peer mediation programs and youth courts; and

(d) extended day and other school safety programs;

(vi) policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;

(vii) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations

(c) and local governmental agencies;

(d) (viii) except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;

(ix) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

(x) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

(xi) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

(xii) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

(xiii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

(xiv) policies and procedures for annual multi-hazard school safety training for staff and

## **Appendix 8: Commissioner's Regulation 155.17**

students;

(xv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

(xvi) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

(xvii) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence

and establishing anonymous reporting mechanisms for school violence;

(xviii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

(xix) in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster; and

(xx) in the case of a school district, except in a school district in a city having more than one million inhabitants, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

(2) School emergency response plan. A school emergency response plan shall be developed by the building-level school safety team and shall include the following elements:

(i) policies and procedures for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident or other emergency which may occur before, during or after school hours, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student;

(ii) designation of an emergency response team, other appropriate incident response teams, and a post-incident response team;

(iii) procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;

(iv) establishment of internal and external communication systems in emergencies;

(v) definition of the chain of command in a manner consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS);

(vi) coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident;

(vii) procedures for an annual review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials; and

(viii) policies and procedures for securing and restricting access to the crime scene

## **Appendix 8: Commissioner's Regulation 155.17**

in order to preserve evidence in cases of violent crime on school property

(3) Each board of education, chancellor or other governing body shall make each district- wide and building-level school safety plan available for public comment at least 30 days prior to its adoption, provided that only a summary of each building-level emergency response plan shall be made available for public comment. Such district-wide and building-level plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide comprehensive safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption. A copy of each building-level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

(4) The commissioner may grant a waiver of the requirements of Education Law section 2801-a, this subdivision and subdivision (b) of this section to any school district or board of cooperative services or county vocational education and extension board for a period of up to two years from July 24, 2000 upon a finding by the commissioner that such district had adopted a comprehensive school safety plan on or before November 1, 2000 which is in substantial compliance with the requirements of Education Law section 2801-a.

(f) Use of school property. Each board of education and board of cooperative educational services shall cooperate with appropriate State, county and city agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. School districts and boards of cooperative educational services are required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives.

(g) Communication liaisons.

(1) Except in a school district in a city having a population of more than one million inhabitants, each district superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.

(2) The superintendent of schools in the Cities of Buffalo, Rochester, Syracuse and Yonkers, during a local or State emergency, shall act as the chief communication liaison for all educational agencies located within the city district.

## **Appendix 8: Commissioner's Regulation 155.17**

h) Reporting. Each superintendent shall notify the commissioner as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. School districts within a supervisory district shall provide such notification through the district superintendent, who shall be responsible for notifying the commissioner. Such information need not be provided for routine snow emergency days.

(i) Instruction. Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action

to provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

(j) Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

(1) Parents or persons in parental relation shall be notified at least one week prior to the drill.

(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

(3) The provisions of section 175.5(a) of this Title regarding the length of school day for State aid purposes shall not apply to school days in which less than the minimum number of hours is conducted because of an early dismissal pursuant to this subdivision.

(k) Reports by educational agencies. Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

(l) Nothing contained in subdivision (a) or (c) of this section shall prevent an educational agency from using, in part or in total, an emergency management plan previously developed in cooperation with a county or other municipality as the emergency management plan required in this section until the adoption of school safety plans as required by subdivision (b) of this section; provided, however, that all applicable requirements of this section shall be met.

(m) Commissioner of Education. The Commissioner of Education or his or her designee may order emergency response actions by individual school districts in the event that the local officials are unable or unwilling to take action deemed to be appropriate by State and/or county emergency personnel in accordance with county or State emergency preparedness plans or directives.

**Historical Note** Sec. filed Dec. 23, 1997; renum. 155.21, new added by renum. 155.13, filed Sept. 21, 1999; amds. filed: Nov. 14, 2000 as emergency measure; Feb. 9, 2001 as emergency measure; March 23, 2001 as emergency measure; April 27, 2001 eff. May 17, 2001.

## **Appendix 8:**

### **Education Law 408.b**

\*S 408-b Submitting plans and specifications of school buildings with local fire and law enforcement officials. The appropriate authorities for each public and private school building in the state shall submit the most current plans and specifications for each school building under their responsibility to the fire and law enforcement officials in the city, towns or village where the school building is located. The commissioner may adopt such rules and regulations as are necessary and appropriate to implement the provisions of this section to facilitate its purpose of providing quick and easy access to and passage through school buildings should it be necessary for fire or law enforcement reasons. Such regulations shall authorize submittal of simplified plans showing access and passage ways for older schools where original plans or blue prints may not exist or where the school authorities can justify a claim of hardship in meeting the requirements of this section.

\*NB Effective March 19, 2001



**Appendix 9:**  
**Continuation of Operations Plan**



**Public Employer Health Emergency Plan**  
**Harpursville Central**  
**School District**

Approval date:

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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# Public Health Emergencies - Communicable Disease

## Purpose, Scope, and Situation Overview

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. This law was amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to Harpursville Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have assembled this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency. The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- 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.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- 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 guidance which may be published by the CDC, the State Department of Health, or County health officials.

### **Prevention/Mitigation**

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

### **Protection/Preparedness**

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

### **Response**

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

### **Prevention/Mitigation:**

- We will work closely with the Broome County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza to: Broome County Department of Health
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including Cover Your Cough and Handwashing Materials.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

### **(1) Essential Positions/Titles**

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** - a list of positions/titles considered essential **(could not work remotely)** in the event of a state-ordered reduction of in-person workforce.
2. **Description** - brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.

| Title                             | Description  | Justification  |
|-----------------------------------|--|--|
| Superintendent                    | administration   | Certain administrative job functions may require the administrative team to be onsite                                      |
| Business Administrator            | administration   | Certain administrative job functions may require the administrative team to be onsite                                      |
| High School Principal             | administration   | Certain administrative job functions may require the administrative team to be onsite                                      |
| Elementary Principal              | administration   | Certain administrative job functions may require the administrative team to be onsite                                      |
| Director of Special Education     | administration   | Certain administrative job functions may require the administrative team to be onsite                                      |
| Director of Curriculum            | administration   | Certain administrative job functions may require the administrative team to be onsite                                      |
| Bus Driver                        | Bus Driver   | For potential delivery of food to children in the Community  |
| Director of Facilities and Safety | oversees all functions of buildings and safety protocols districtwide  | onsite management districtwide facilities/safety protocol  |
| custodians                        | oversight of buildings, cleaning, sanitizing, and maintenance  | onsite work is required to maintain building safety  |
| Maintenance                       | Responsible for performing variety of skilled mechanical, maintenance, repair and construction related tasks | Performs variety of skilled mechanical work, repair and construction related tasks in connection with building maintenance |
| Food Service Helper               | prepare and serve food   | While shutdown, it may be necessary to deliver meals to our students   |
| Cook                              | Prepares the menu and oversees the preparation of food. They also help prepare and serve the food            | While shutdown, it may be necessary to deliver meals to our students   |

## **(2) Protocols Allowing Non-Essential Employees to Telecommute**

### **Ensure Digital Equity for Employees**

- **Mobile Device Assessments:**
  - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
  - Conduct a cost analysis of technology device needs
- **Internet Access Assessments:**
  - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
  - Conduct a cost analysis of Internet access needs
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

### **Technology & Connectivity for Students - Mandatory Requirements:**

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

### **Mobile Devices Delivery:**

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
  - Identify students' technology needs to include adaptive technologies
  - Use the Asset Tracking Management System procedures to check out all mobile devices

- If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- c Providing Multiple Ways for Students to Learn

Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

### **(3) Staggering Work Shifts of Essential Employees - Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, Harpursville is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

### **(4) Obtaining and Storing Personal Protective Equipment (PPE)**

#### **PPE & Face Covering Availability:**

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Teach and reinforce use of face coverings among all staff.

## PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible. PPE is stored in designated private locked areas with limited access.

| Disposable Face Covering Supplies |                            |                                |                               |                               |  |
|-----------------------------------|----------------------------|--------------------------------|-------------------------------|-------------------------------|--|
| Group                             | Quantity per 100 per Group | 12 Week Supply 100% Attendance | 12 Week Supply 50% Attendance | 12 Week Supply 25% Attendance | Assumptions  |
| Students                          | 100 Masks per Week         | 1200                           | 600                           | 300                           | 1 Disposable Mask per Week per Student (supplements parent provided) |
| Teachers/Staff                    | 500                        | 6000                           | 3000                          | 1500                          | 5 Disposable Masks per Week per Teacher                              |
| Nurse/Health Staff                | 1000                       | 12,000                         | 6000                          | 3000                          | 10 Disposable Masks per Week per School Nurse                        |

| PPE for High Intensity Contact with Students |                           |                |                        |
|--|---------------------------|----------------|------------------------|
| Item   | 1 Week Supply for 1 Staff | 12 Week Supply | Assumptions            |
| Disposable Nitrile Gloves                    | 10                        | 120            | 10 per Week per Staff  |
| Disposable Gowns                             | 10                        | 120            | 10 per Week per Staff  |
| Eye Protection                               | 2                         | n/a            | 2 Re-usable per Staff  |
| Face Shields                                 | 2                         | n/a            | 2 Re-usable per Staff  |
| Waste Disposal Medium                        | 1                         | n/a            | 1 Unit per Staff Total |
| N-95 Respirators*                            | 10                        | 120            | 10 per Week per Staff  |

**\*Note:** N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure.



## (5) Preventing Spread, Contact Tracing and Disinfection

### Confirmed COVID-19 Case Requirements & Protocols

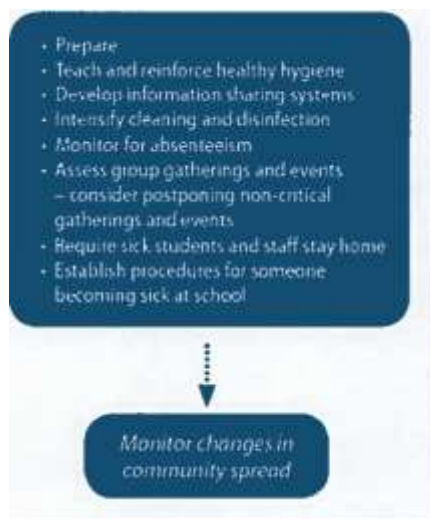
Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:

### School Decision Tree

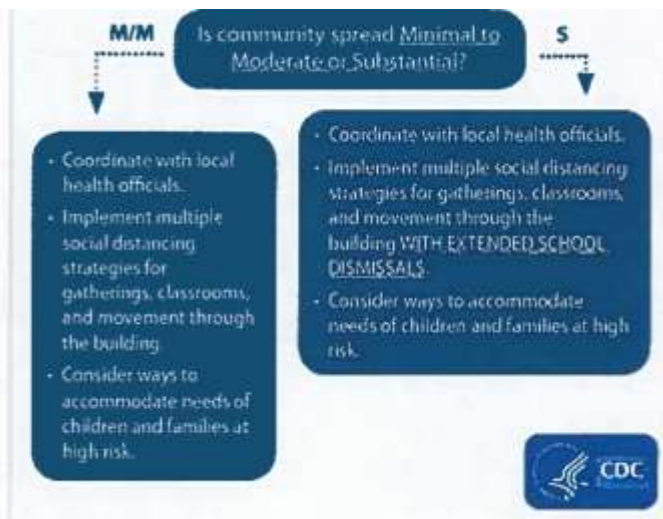
#### All Schools Regardless of Community Spread



#### No Community Spread



#### Minimal to Moderate OR Substantial Community Spread



### CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area, where applicable. All outside air dampeners run at least 20% or above.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

### **Return to School After Illness:**

Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

### **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

**Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.

**Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration.

**(6) Documenting Precise Hours/Work Locations of Essential Workers**

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

Harpursville currently uses a badge-in/badge out process for each building. In addition, each building has a sign-in/sign-out book. All employees have access to a Covid-19 check in app to track daily health and location.

This information may be used by Harpursville to support contact tracing within the organization and may be shared with local public health officials.

### **(7) Emergency Housing for Essential Employees**

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. If deemed necessary, school districts will work closely with Office of Emergency Management and DOH to help identify and arrange for these housing needs.

### **Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our traditional process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.