

Windham Ashland Jewett  
Central School

**District Safety Plan**

5411 State Route 23, Main Street, Windham, New York 12496

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# Windham-Ashland-Jewett Central School District District Crisis Response Plan

## Commissioner's Regulation 155.17 Project 14

### **INTRODUCTION**

Expeditious emergencies and violent incidents in school districts are critical issues that must be addressed in an effective manner. Districts are required to develop a District 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 Plan is responsive to the needs of the district. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies in the school district.

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

### **GENERAL CONSIDERATIONS**

#### **Purpose**

The WAJ Central School District School Safety Plan was developed to comply with Commissioner's Regulation 155.17. At the direction of the WAJ Central School District Board of Education, the Superintendent of WAJ Central School District appointed a Crisis Response Team and charged it with the development and maintenance of the District School Safety Plan.

## **Identification of School Teams**

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

**John Wiktorko, Superintendent**  
**Lara McAneny, Assistant Superintendent**  
**Anthony Taibi, Principal (DASA Coordinator)**  
**Nicole Baldner, Elementary Guidance Counselor (DASA Coordinator)**  
**Michael Pellettier, 7-12 Guidance Counselor (DASA Coordinator)**  
**Jason Post, Custodian**  
**John Mattice, Director of Facilities and Operations**  
**Nate Hoyt, Math/Technology Teacher**  
**Sandra Miller, CSE Chairperson**  
**Megan Wilkey-Ashline, School Psychologist**  
**Kevin Mattice, Transportation Supervisor**  
**Darcy Rossignol, Social Worker**  
**Karen VanValkenburgh, Superintendent's Secretary**  
**Amy Moore, Math Teacher**  
**Christine Thorington, Building Secretary**  
**Gabrielle Gonzalez, School Nurse**  
**Catherine Aplin, Guidance / CSE Secretary**

The District Crisis Response Team developed the District School Safety Plan with input from appropriate school employees, i.e. transportation and food services staff, union leaders, etc.

## **Concept of Operations**

The District Plan was developed through extensive analysis of the local environment, emergency potential, and available resources. The plan has been developed to address the specific needs of the WAJ Central School District and the community.

In the event of an emergency or violent incident, the initial response to all emergencies will be by the School Emergency Response Team. The Principal is responsible for notifying the Superintendent or the highest-ranking person in the chain of command of any necessary Building-level plan activation. This notification shall be accomplished through the use of telephone or the district's radios.

Upon the activation of the School Emergency Response Team the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.

County and State resources supplement the school district's emergency action planning in a number of ways.

- State and local law enforcement provide building reviews and employee training.
- Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing building-level emergencies.
- A protocol exists for the school district to use certain facilities for sheltering during times for emergencies.
- A protocol exists for the use of county mental health resources during post incident response.

## **Plan Review and Public Comment**

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

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

This plan shall be reviewed periodically during the year and maintained by the District School Safety Team. The required annual review shall be completed on or before July 1<sup>st</sup> of each year after its adoption by the Board of Education.

## **RISK REDUCTION, PREVENTION & INTERVENTION**

### **Facilities Initiatives**

**The District has attempted to enhance the security of its facilities through a number of initiatives, including the following:**

- The school has developed a visitor sign-in procedure and requires the use of visitor ID badges.
- The school has developed a double point of access for visitors at the building, with buzzer access systems to certain areas of the school building.
- The school uses an assigned parking system for faculty and staff.
- The District has installed enhanced electronic security equipment.
- The School District conducts sweeps with law enforcement including the use of canine units.
- The elimination of receptacles and certain building features which could be used to hide or obscure weapons or devices.
- The District has installed surveillance equipment on school buses.

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

The District has established policies and procedures for annual multi-hazard. School safety training for employees and students. Training includes:

- An annual review of the Building-level emergency guides and general employee awareness training for building employees conducted by each principal
- The annual early go home drill to test evacuation and sheltering procedures.
- Each school building conducts fire drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing employees and students with emergency procedures.
- The Building-level tabletop exercise with cooperation with members of local emergency services.

The District shall conduct drills and other exercises to test and evaluate the effectiveness of the District emergency response plan. Building principal will forward a schedule of planned emergency drills to the Superintendent by September 1<sup>st</sup> of each school year. The principal will be required to complete a minimum number of student drills as follows:

### **Fire Drills: 8 by December 31; 4 by June 30; 2 (Summer School)**

- The District shall conduct tabletop exercises with the building-level safety teams to test the components of the emergency response plan. The narratives, sequence of events and messaging for each exercise shall be developed by select members of the District Safety Team, Emergency Management consultants, and local emergency services. A controller, evaluator and simulator shall conduct each tabletop exercise. The evaluator shall document the suggestions and necessary enhancements of the plan noted during the evaluation.

- Topics for training will include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

In the execution of their duties faculty, aides and monitors shall have responsibility for:

- Monitoring halls, lavatories, lockers, and similar areas, assuring orderly passage of students and pre-emptive intervention in potentially disruptive situations.
- Observation of the general property, including the immediate outside area/perimeter of the building with an obligation to report suspicious activity to district or building administration.
- Overseeing study halls, cafeterias, or other areas of student assemblage with the goal of assisting to maintain an orderly, safe environment.

### **School Safety Personnel**

School safety personnel have a critical role in violence prevention. The following represents a description of the responsibilities of school safety personnel in the District. The Building principal or his/her designee shall serve as the School Safety Representative as follows:

- Monitor hallways, entranceways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as a building liaison in communicating building level safety issues or concerns.
  - Represent District Health and Safety Committee.
  - Serve on School Response Team.
  - Attend school safety meetings and be a resource on school safety and security issues for building employees.
  - Develop plans and strategies for building security, crime and violence prevention, safety planning and employee training.
  - Participate in school incident investigations.
  - Respond to all school emergencies as part of the building's Emergency Response Plan.
  - Coordinate annual school safety multi-hazard training for students and employees. Multi-hazard training shall include crisis intervention, emergency response and management.
  - Employees and students shall receive annual training and drill practice on protocols for bomb threats, evacuation, sheltering, lock-down, relocate to hallway, fire emergency, bus drills and appropriate violence prevention strategies.
  - Designate procedure for informing substitute teaching and non-teaching employees of school safety protocols.
- Comply and encourage compliance with all school safety and security policies and procedures established by the Board of Education.



- Attend professional development activities on school safety and violence prevention.

All school safety personnel shall be provided with training on violence prevention and school safety. All training courses shall receive prior approval from the Superintendent.

## **Hiring and Screening of School Personnel**

The following hiring and screening practices are followed for the hiring of all personnel:

### Fingerprinting and Criminal Background Checks

For all employees hired by the School District, the District completes a fingerprinting and criminal background check prior to appointment. Employees include any person receiving compensation for work from the School District; any employee of a contracted service provider involved in direct student contact; any worker assigned to a school under a public assistance employment program (includes part-time employees and substitutes).

### Reference Checks

References are thoroughly checked prior to extending an employment offer.

- Reference check forms are used for instructional, non-instructional and transportation personnel.
- Reference checks are completed and reviewed by both the hiring supervisor and the administrator in charge of the program area.
- Prior to making a job offer to a prospective employee, the following mandatory questions are asked during reference checks with immediate and/or past supervisors:
  - a. Do you have knowledge of any violations of safety or security by (prospective employee) related to students, employees or others?
  - b. Why did (prospective employee) leave your employment? Or do you know why (prospective employee) is leaving your employment?
  - c. Would you rehire (prospective employee)? If no, why not?

**Early Detection of Potentially Violent Behaviors**

The district has implemented policies and procedures related to the early detection of potentially violent behaviors. The school principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors to employees and parents each school year. (Appendix 6). In addition, employees shall receive training on the districts Code-of-Conduct and awareness training on violent behaviors, to be conducted or coordinated by the Superintendent.

**Hazard Identification**

The following sites have the potential for internal and external emergency situations.

Windham Ashland Jewett Central School	Employees	Students	Buses
Telephone: 518-734-3400	80	292	15
Principal: Anthony Taibi			

The buildings and grounds associated with each of these facilities have the potential for a district or building-level emergency or incident.

The following facilities that are within the proximity of the Windham-Ashland-Jewett Central School District have been identified as having a potential for presenting emergencies that could affect the district:

- Route 23 traffic
- Gas stations
- The school and town fuel storage systems
- Water treatment plant
- GNH Lumber
- Helicopter traffic
- Bataviakill stream at rear of property

## **RESPONSE**

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

In cases of a serious violent incident the district would use the procedure listed below to meet the requirements for notification and activation. A serious violent incident is an incident of violent criminal conduct that is or appears to be, life threatening and warrants the evacuation of students and employees because of an imminent threat to their safety or health, including but not limited to; the use of 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; riot; hostage-taking or kidnapping.

**Communication Systems are:**

**Internal:**

1. Teachers and building employees.....Public address system
2. Students . . . . . Public address system and verbally from supervising teachers.
3. Superintendent of Schools . . . . . Phone by Principal's Secretary.
4. Buildings and Grounds. . . . . Phone or radio by Principal's Secretary
5. Board of Education . . . . . Phone or E-mail

**External:**

1. State Police/Greene County Sheriff . . . .911
2. Rescue Squad . . . . .911
3. Windham Fire Department . . . . . .911(Direct to specific entrance)
4. Parents. . . . . By phone whenever possible; mass direction via radio to neutral location; Efforts by Windham Police Department to keep parents from removing students is paramount.
5. News Media . . . . .Superintendent of Schools

The Superintendent of Schools shall be responsible for conveying emergency information within the WAJ Central School District. The Superintendent shall take appropriate steps to secure the following information about the educational agency within the district: number of students, number of employees, transportation requirements associated with the evacuation of the facility; and the business and home telephone numbers of key officials. The Superintendent shall update this information at least annually. Each such agency shall report material changes to such data to the Superintendent of Schools in writing, within 7 days of such change.

## **Situational Responses- Multi-Hazard Responses and Response Protocols**

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

In the event of an act of violence or implied or direct threat, the District shall follow the following protocol:

- Follow the classroom emergency procedures as directed by the Principal.
- Use of employees trained in de-escalation or other strategies to diffuse the situation.
- Inform Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate include the possible use of the Emergency Response Team.

### **Acts of Violence:**

In the event of serious acts of violence, district personnel shall follow the following protocol:

- Follow the classroom emergency procedures as directed by the Principal
- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Principal/Superintendent.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures.

## **Response Protocols**

The WAJ Central School District has a comprehensive multi-hazard Emergency Response Plan. This plan is updated annually. Copies of the plan are available in Principal's Office as well as in the Superintendent's Office and the Business Office. Elements of the plan include:

- Chain of Command
- Other Relevant Parties
- Emergency Planning Committee
- Emergency Telephone Numbers
- Telephone Tree
- First Aid List
- Fleet List
- A list of hazardous incidents and a response plan for each (e.g. bomb threat, hostage, intruder, natural disaster, structural failure, et. al.)

### **Chain of Command:**

**John Wiktorko**  
**Anthony Taibi**

**Superintendent**  
**Principal**

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

The School District Administration shall use the following process in making arrangements for obtaining assistance during emergencies from Emergency Services Organizations and Local Government Agencies.

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

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

The School Administration shall use the following protocol for obtaining advice and assistance from local government officials including the county or city officials:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, private industry, private individuals, religious organizations and others).

## **District Resources Available in an Emergency**

The WAJ Central School District has created a comprehensive list of resources available during an emergency, including facilities, bulk petroleum, buses and trucks. This list will be found in Appendix 2.

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

The District shall use the following procedure to coordinate the use of school district resources and manpower during emergencies.

- The Principal shall contact the Superintendent or the District Safety Team and request the necessary manpower or resources
- The Superintendent of Schools, or the highest-ranking person in the chain of command shall assess the request and allocate personnel and resources as necessary.

## **Protective Action Options**

The WAJ Central School District shall follow the following protocols in assessing the appropriate protective action option. The decision to cancel school, to dismiss early, shelter in place or evacuate shall be made in cooperation with state and local emergency responders as appropriate.

### **School cancellation**

1. Monitor any situation that may warrant a school cancellation-Superintendent/District Team
2. Make determination- Superintendent
3. Contact local media.

### **School delay**

1. Monitor any situation that may warrant school delay- Building Administrators/Superintendent /District Team.
2. If conditions warrant, delay opening of school.
3. Contact Transportation Supervisor to coordinate transportation issues.
4. Contact local media to inform parents of delayed opening.
5. Set up information center so that parents may make inquiries as to situation.
6. Provide for safety and security of employees and students who do come to school.

### **Early dismissal Monitor situation- Superintendent/District Team**

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

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

1. Determine the level of threat – Superintendent.
2. Contact Transportation Supervisor to arrange transportation – Superintendent or Designee.
3. Clear all evacuation routes and sites prior to evacuation.
4. Evacuate all employees and students to pre-arranged evacuation sites.
5. Account for all student and employee population. Report any missing employees or students to Principal.
6. Make determination regarding early dismissal – Superintendent or Designee.
7. If determination was made to dismiss early, contact local media to inform parents of early dismissal.
8. Ensure adult supervision or continued school supervision/security.
9. Set up information center so that parents may make inquiries as to the situation.
10. Retain appropriate district personnel until all students have been returned home.



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

1. Determine the level of threat – Superintendent/Incident Commander/Designee.
2. Determine location of sheltering depending on nature of incident.
3. Account for all students and employees. Report any missing employees 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.

## **RECOVERY**

### **District Support for Buildings**

The WAJ Central School District Team will support the Emergency Response Team and the Crisis/Post-Incident Response Teams in affected schools. The Superintendent in consultation with the team may choose to activate ONC Crisis Intervention Team by contacting the ONC District Superintendent. See Appendix 5.

### **Disaster Mental Health Services**

The District Office shall assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams in the affected schools. The Superintendent or his/her designee may activate the ONC Crisis Intervention Team or gain additional resources from the Albany/Greene County Department of Mental Health, as the situation requires.