

# **UTICA CITY SCHOOL DISTRICT**



# **DISTRICT – WIDE SAFETY PLAN 2018-2019**

**PROJECT SAVE**

(Safe Schools against Violence in Education)

**DISTRICT-WIDE SCHOOL SAFETY PLAN  
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 variety of acts of violence, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Utica City School District (the district) supports the SAVE Legislation and intends to facilitate the planning and implementation process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

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

### **A. Purpose**

The Utica City Schools' District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17, Appendix 5. At the direction of the Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team.

### **B. Identification of District Team**

The district has created a District-wide School Safety Team which includes the following persons:

<b>Position</b>	<b>Name</b>
Board of Education Representatives	Donald Dawes, Louis LaPolla
Administration Representative	Michele A. Albanese
Teacher Representative	Marion Evans
Community Representative	Shane McGovern
Parent Representative	Mike Ferraro
Student Representative	Eh Ke Paw
District Chief Emergency Officer	John Syrotynski

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

The District-wide School Safety Plan shall be directly linked to the individual building-level emergency-response plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency-response plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the building-level emergency-response team.

Upon the activation of the school emergency-response team, the Superintendent of Schools or his designee will be notified and, where and when appropriate, local emergency officials will be notified.

Emergency response actions, including crisis response, may be supplemented by involving county and state resources through established protocols.

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

This plan shall be reviewed and maintained by the District-wide School Safety Team on an annual basis on or before July 1st of each year.

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans 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 will be formally **adopted by the Board of Education on May 1, 2018.**

While linked to the District-wide School Safety Plan, building-level emergency response-plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level emergency-response plans will be supplied to both local and NYS Police agencies within 30 days of adoption.

## **SECTION II: GENERAL EMERGENCY-RESPONSE PLANNING**

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

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 and the use of a risk-probability checklist. Appendix 2 of this plan includes the risk-probability checklist and the results of this evaluation.

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

The district has identified the following general response actions to emergencies. These actions include:

- School cancellation;
- Early dismissal;
- Evacuation;
- 2 hour delay;
- Shelter in place;
- Lockout;
- Lockdown;
- Hold in place;
- Use of School District Messenger.

The building-level emergency-response plans include identification of specific procedures for each action depending upon the emergency. Emergencies include, but are not limited to:

- Threats of violence;
- Hostage/Kidnapping;
- Natural Hazard/Weather-related;
- Civil disturbance;
- School bus accident;
- Gas leak;
- Systems failure;
- Fire/Explosion.

### **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 district incident command team (Appendix 7).

Specific personnel and resources are identified in the building-level emergency-response plans.

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

The district uses the incident-command-system model (Appendix 7) for emergency actions. For district-wide emergencies, the incident commander will be the Superintendent of Schools or his designee. In building-level emergencies, the administrator-in-charge 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**

The district will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools 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.

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 evaluations of these drills.

Training procedures and framework are included in Appendix 3.

## **F. Staff Development**

All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

Provision for two hours of staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.

At least one hour of school violence prevention and intervention training for all staff will be provided annually.

The Superintendent of Schools, will be responsible for implementing instructional staff development programs.

The Superintendent of Schools, will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix 3.

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

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

The district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in Appendix 4 of this document.

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

Law enforcement officials will be contacted by the incident commander in line with the building-level emergency-response plan (see Appendix 6) and will be requested based upon the “closest response agency” concept to ensure that response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate agency (see Appendix 8).

**C. Appropriate response to emergencies.**

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.

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

The district will contact appropriate parents, guardians, or persons in parental relation via media release, telephone contact (via school district messenger), or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the building-level emergency-response plans.

**SECTION IV: COMMUNICATION WITH OTHERS**

**A. Procedures for 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. District’s local emergency management office information:

<b>Emergency Management Office</b>	<b>Contact Name</b>	<b>Phone #</b>
Oneida Co. Emergency Services Office	Kevin Revere	315-765-2500

**B. 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.**

The district will rely on the advice of the local emergency management office listed above.

**C. A system for informing all educational agencies within the 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.

**D. Maintaining certain information about each educational agency located in the school district.**

Each building-level emergency-response plan will include the following:

- School population;
- Number of staff;
- Transportation needs;
- Business and home telephone numbers of key officials of each educational agency.

The building-level school safety teams will ensure this information is current and accurate.

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES.**

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

The district is committed to the use of the interpersonal violence prevention education package for all students when available.

**B. Prevention and intervention strategies.**

The district continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

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;

- Nonviolent conflict-resolution training programs;
- Peer-mediation programs and youth courts;
- Extended-day and other school safety programs.

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

The district recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the district utilizes programs in the following areas:

- Youth-run programs (to include safe schools programs and afterschool programs);
- Peer mediation;
- Conflict resolution;
- Creating a forum or designating a mentor for students concerned with bullying or violence;
- Establishing anonymous reporting mechanisms for school violence;
- Student Bullying Boxes.

## APPENDICES

### Appendix 1

The following is a listing of all school buildings covered by the District-wide School Safety Plan with addresses of buildings and contact names and telephones numbers of building staff.

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone #</b>
<b>Albany Street Elementary School</b>	1151 Albany Street	Tania Kalavazoff, Principal	(315) 368-6501
		Secretary	(315) 368-6500
		Nurse	(315) 368-6502
		Custodian	(315) 368-6506
<b>Christopher Columbus Elementary School</b>	934 Armory Drive	Elizabeth Gerling, Principal	(315) 368-6522
		Secretary	(315) 368-6820
		Nurse	(315) 368-6523
		Custodian	(315) 368-6528
<b>Roscoe Conkling Elementary School</b>	1115 Mohawk Street	Mary Belden, Principal	(315) 368-6802
		Secretary	(315) 368-6815
		Nurse	(315) 368-6803
		Custodian	(315) 368-6811
<b>Administration Bldg.</b>	106 Memorial Parkway	Michele A. Albanese, School Business Official	(315) 792-2224
<b>Senator Donovan Middle School</b>	1701 Noyes Street	Ann Marie Palladino, Principal	(315) 368-6542
		Jennifer Dainotto, Assistant Principal	(315) 368-6544
		Secretary	(315) 368-6541
		Nurse	(315) 368-6552
		Custodian	(315) 368-6550

<b>General Herkimer Elementary School</b>	420 Keyes Road	Alicia D'Ambrosio, Principal	(315) 368-6601
		Secretary	(315) 368-6600
		Nurse	(315) 368-6602
		Custodian	(315) 368-6605
<b>John F. Hughes Elementary School</b>	24 Prospect Street	Michele LaGase, Principal	(315) 368-6621
		Secretary	(315) 368-6620
		Nurse	(315) 368-6623
		Custodian	(315) 368-6627
<b>Thomas Jefferson Elementary School</b>	190 Booth Street	Vanessa Rejrat, Principal	(315) 368-6701
		Secretary	(315) 368-6700
		Nurse	(315) 368-6702
		Custodian	(315) 368-6704
<b>Hugh R. Jones Elementary School</b>	2630 Remington Road	Alaine Canestrari, Principal	(315) 368-6741
		Secretary	(315) 368-6740
		Nurse	(315) 368-6746
		Custodian	(315) 368-6744
<b>John F. Kennedy Middle School</b>	500 Deerfield Drive East	Joshua Gifford, Principal	(315) 368-6642
		Will Smith, Assistant Principal	(315) 368-6688
		Secretary to the Principal	(315) 368-6641
		Main Office/Information	(315) 368-6641
		Nurse	(315) 368-6644
		Custodian	(315) 368-6652

<b>Kernan Elementary School</b>	929 York Street	Denise DiSpirito, Principal	(315) 368-6762
		Secretary	(315) 368-6760
		Nurse	(315) 368-6764
		Custodian	(315) 368-6766
<b>Dr. M. L. King, Jr., Elementary School</b>	211 Square Street	Kimberly VanDuren, Principal	(315) 368-6721
		Secretary	(315) 368-6720
		Nurse	(315) 368-6723
		Custodian	(315) 368-6727
<b>Thomas R. Proctor High School</b>	1203 Hilton Avenue	Steve Falchi, Principal	(315) 368-6449
		Glenn Broadbent, Assistant Principal	(315) 368-6282
		Ken Szczesniak, Assistant Principal	(315) 368-6412
		Ed Simpson, Assistant Principal	(315) 368-6413
		Maribeth Pedulla, Assistant Principal	(315) 368-6419
		Secretary to the Principal	(315) 368-6404
		Main Office – Information	(315) 368-6401
		Nurse	(315) 368-6433
		Head Custodian	(315) 368-6139
<b>Watson Williams Elementary School</b>	107 Elmwood Place	Cheryl Minor, Principal	(315) 368-6781 office (315) 941-8454 cell
		Secretary	(315) 368-6780
		Nurse	(315) 368-6782

## Appendix 2

### District-wide Risk Determination

Using the risk probability checklist on p.15 and the recommendations of local law enforcement and emergency-response personnel, the district has determined that the following risks apply to all district buildings:

- Winter storms and blizzards;
- High winds;
- Severe thunderstorms;
- Hazardous materials;
- Transportation accidents.

In addition, the district recognizes that every school building has the potential for violent incidents, including:

- Hostage situation;
- Weapons incident;
- Kidnapping;
- Intruder;
- Threats of violence.

The district has determined that the following buildings have the potential for additional emergencies based upon their proximity to external hazards (dams, flood-prone areas, industrial sites, etc.) or to internal hazards.

#### Building Risk Determination

<b>Building</b>	<b>Address</b>	<b>Internal Hazards</b>	<b>External Hazards</b>

## Utica City School District RISK PROBABILITY CHECKLIST

	YES	NO
Has your region ever been short of water due to <b>drought</b> conditions? Natural Hazard: Drought and Extreme Heat		<b>X</b>
Have you ever felt an <b>earthquake</b> tremor while in your community? Natural Hazard: Earthquake		<b>X</b>
Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		<b>X</b>
Have <b>forest fires</b> ever occurred within a 25-mile radius of your district? Natural Hazard: Forest Fire		<b>X</b>
Do you live in a state having great or moderate risk from <b>landslides</b> occurring? Natural Hazard: Landslide		<b>X</b>
Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		<b>X</b>
Has your community ever experienced a <b>winter storm</b> ? Natural Hazard: Winter Storms and Blizzards	<b>X</b>	
Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.	<b>X</b>	
Is your community in an area visited by thirty or more <b>thunderstorms</b> per year? Natural Hazard: Severe Thunderstorms	<b>X</b>	
Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		<b>X</b>
Has your state ever been crossed by the path of a <b>hurricane</b> ? Natural Hazard: Hurricane	<b>X</b>	
Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods	<b>X</b>	
Have <b>floods</b> or <b>flash floods</b> ever affected your home or community? Natural Hazard: Floods and Flash Floods		<b>X</b>
Do <b>tornadoes</b> present a major or moderate risk to your region? Natural Hazard: Tornado	<b>X</b>	
Do you live in a western state that has been or might be affected by ash fall from a <b>volcanic eruption</b> ? Natural Hazard: Volcanic Hazard		<b>X</b>
Are there any factories, warehouses, or disposal areas near your community that produce or use toxic chemicals or other <b>hazardous materials</b> ? Technological Hazard: Hazardous Materials		<b>X</b>
Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	<b>X</b>	
Have major <b>transportation accidents</b> ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident	<b>X</b>	
Is your district within a fifty-mile radius of a <b>nuclear power facility</b> ? Technological Hazard: Radiological Incident		<b>X</b>
Are there any <b>radioactive waste</b> dump sites in your state? Technological Hazard: Radiological Incident		<b>X</b>
Are there any man-made <b>dams</b> built along the river nearest your district? Technological Hazard: Dam Disaster		<b>X</b>

### **Appendix 3**

Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Building-level staff meetings, Professional Development meetings, and Superintendent's Conference Days.

The annual "Go-Home Drill" will be conducted on November 20, 2018 unless otherwise determined by the Superintendent of Schools.

During the 2018-19 school year, the following drills and exercises will be conducted:

- 8 Fire drills at each school;
- 4 Lockdown drills per school;
- Two hour delay.

## **Appendix 4**

### Code of Conduct

## Appendix 5

### COMMISSIONER'S REGULATION

#### **155.17 School Safety Plans.**

(a) 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 for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter, a comprehensive district-wide school safety plan and building-level emergency response 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 emergency response team, as such terms are defined in subdivision (b) 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. Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

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

(5) 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) Lock-down means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lock-down will only end upon physical release from the room or secured area by law enforcement.

(11) Building-level emergency response 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 (c)(2) of this section.

(12) Building-level emergency response 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 emergency response team is responsible for the designation of the emergency response team and the development of the building-level emergency response plan and its required components. The building-level emergency response 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, fire officials or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

(13) 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 (c)(1) of this section.

(14) 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, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

(15) Emergency response team means a building-specific team designated by the building-level emergency response team that is comprised of school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or State emergency response agencies and assists the school community in responding to a 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.

(16) Post-incident response team means a building-specific team designated by the building-level emergency response 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 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.

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

(18) 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.

(c) District-wide school safety plans and building-level emergency response plans. District-wide school safety plans and building-level emergency response plans shall be designed to prevent or minimize the effects of 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) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

(ii) 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;

(iii) 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;

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

(v) 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 and local governmental agencies;

(vi) 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;

(vii) 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;

(viii) 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;

(ix) 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;

- (x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- (xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- (xii) 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;
- (xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- (xiv) 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;
- (xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- (xvi) 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;
- (xvii) 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;
- (xviii) 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
- (xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

- (a) coordination of the communication between school staff, law enforcement, and other first responders;
- (b) 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;
- (c) ensure staff understanding of the district-wide school safety plan;
- (d) ensure the completion and yearly update of building-level emergency response plans for each school building;
- (e) assist in the selection of security related technology and development of procedures for the use of such technology;
- (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

(2) Building-level emergency response plan. A building-level emergency response plan shall be developed by the building-level emergency response team, shall be kept confidential, including but not limited to the floor plans, blueprints, schematics or other maps of the immediate surrounding area, and shall not be disclosed except to authorized department or school staff, and law enforcement officers, and shall include the following elements:

- (i) policies and procedures for the response to emergency situations, such as those requiring evacuation, sheltering, and lock-down, which shall include, at a minimum, the description of plans of action for evacuation, sheltering, lock-down, 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) 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 Incident Management System (NIMS)/Incident Command System (ICS);
- (vi) coordination of the building-level emergency response 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 of the building-level emergency response plan and the conduct of drills and other exercises to test components of the building-level

emergency response plan, including the use of tabletop exercises, in coordination with local, county, and State emergency responders and preparedness officials;

(viii) policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property;

(ix) 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.

(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide 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 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. Each board of education, chancellor or other governing body or officer shall ensure that a copy of each building-level emergency response plan and any amendments thereto, is filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption, but no later than October 15, 2016 and each subsequent October 15th thereafter. 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) Fire and emergency 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 response procedures under each of its building-level emergency response plans, including sheltering, lock-down, 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.

(i) 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.

(j) 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.

(k) 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.

8 CRR-NY 155.17  
Current through January 20, 2018

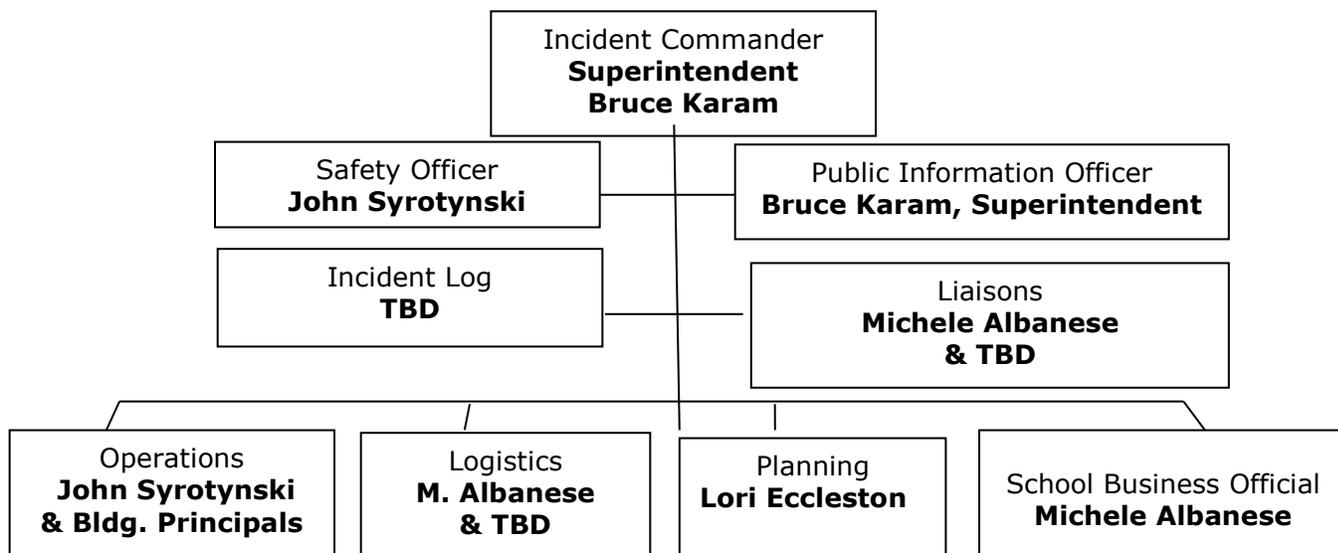
**Appendix 6**

Building-level Emergency-Response Plans  
(Filed with New York State Police and Utica Police Department)

(Classified Information)

## Appendix 7

### Utica City School District Incident Command Team



**Incident Commander** – Responsible for the direction of the district response in a district-wide emergency (Superintendent) or the building response in a building-level emergency (building administrator).

**Public Information Officer** – Compiles and releases information to the news media.

**Safety Officer** – Monitors the district response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.

**Liaison** – Represents the district by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.

**Incident Log** – Keeps a written log of all incident events and updates appropriate command-post personnel on significant developments.

**Operations** – Responsible for directing the implementation of action plans and strategies for incident resolution.

**Logistics** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.

**Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope, and seriousness of an incident and to plan a response.

**Administration/Finance** – Responsible for all cost and financial matters related to the incident.

**Appendix 8**  
**Utica City School District**

**Emergency Telephone Numbers**

Utica Police Department	“9” 911	735-3301
Utica Fire Department	“9” 911	Non-emergency: 731-2000 Administration: 724-5151
Ambulance: Kunkle Utica Fire Department	“9” 911	797-4111 724-5151
Utilities: National Grid		General: 1-800-642-4272 Power Outage: 1-800-867-5222 Gas emergency: 1-800-892-2345
Poison Control Center		1-800-222-1222
St. Elizabeth Hospital		Emergency room: 798-8111 General info: 798-8100
Faxton-St. Luke’s Health Care		Emergency room: 624-6112 General info: 624-6000
Oneida Co. Emergency Services		765-2527
NYS Police	“9” 911	736-0121 366-6000
Oneida Co. Sheriff	“9” 911	798-5862

**UTICA CITY SCHOOL DISTRICT  
Health & Safety Response Form**

**(THIS FORM IS NOT TO BE USED TO REPORT CAPITAL PROJECT CONSTRUCTION CONCERNS)**

Name: \_\_\_\_\_ School/Building: \_\_\_\_\_

Date: \_\_\_\_\_

School/Building concern for students' and/or staff welfare: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Initiator of request should keep a copy for their records and forward a copy to the Health & Safety Representative for their school/building and submit request to the appropriate person listed below:***

Requested action referred to (depending upon action needed):

- |                                                  | <u>Date/Action Taken</u> |
|--------------------------------------------------|--------------------------|
| <input type="checkbox"/> Head Custodian          | _____                    |
| <i>or</i>                                        |                          |
| <input type="checkbox"/> Administrator/Principal | _____                    |

***If situation is unable to be resolved at the school/building level, please submit form to:***

Step 1 Buildings & Grounds Department \_\_\_\_\_

***Problem should be rectified within a reasonable amount of time (Step 1). If not, school/building will be notified (Step 2) and the request is then to be submitted to the Chairs/District Health & Safety Committee (Step 3) by the Building Health & Safety Representative/Committee.***

Step 2 The Building Health & Safety Committee \_\_\_\_\_

Step 3 Chairs/District Health & Safety Committee \_\_\_\_\_

Step 4 Superintendent of Schools \_\_\_\_\_

<p>Resolution:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature: _____ Date: _____</p>
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**NOTE:**

**At the level resolved**, copies of the form should then be submitted to:

- Chairs/District Health & Safety Committee
- Superintendent of Schools
- Buildings & Grounds Department
- Building Administrator or Principal
- Building Health & Safety Committee or Representative
- District Union Representatives
- Initiator of Request (see Name listed above)