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# District-Wide Safety Plan

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**MISSION**  
To cultivate the

**BEST**  
in personal growth and

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**VISION**  
Providing the **BEST** in Educational opportunities by...

...Expanding our home school community partnerships...

...Sustaining a culture that supports the intellectual and developmental needs of ALL...

...Being comitted to excellence in education and exceeding expectations...

...Building a safe, dynamic learning enviroment where all are **Valued** and Respected

**VALUES**  
**JE**  
**EAGLES** are...

...Ethical in all their behaviors...  
...Accepting of ALL...

...Just and Caring...

...Global Thinkers...  
...Learners **FIRST**...

...Excellent in all that they do...

...  
**SELF**  
**LESS**

Adopted by the Board of Education:  
July 8, 2020

## Table of Contents

<b>Section I: General Considerations and Planning Guidelines</b>	<b>Page #</b>
Introduction	2
Purpose	2
Identification of Teams	2-3
Concept of Operations	3
Chief Emergency Officer	3
Plan Review and Public Comment	4
<b>Section II: Prevention, Risk Reduction, and Intervention</b>	<b>Page #</b>
Purpose	4
Training	4-5
Drills and Exercises	5
Implementation of School Security	5-6
Early Detection Potentially Violent Behavior	6
Hazard Identification	6
<b>Section III: Response</b>	<b>Page #</b>
Notification	6-7
Situational Response	7
Response to Acts of Violence	7
Acts of Violence	7
Response Protocols	7
Arrangements and Procedures for Obtaining Emergency Assistance from Local Government	8
District Resources Available for Use in an Emergency	8
Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies	8
Protective Action Options	8
<b>Section IV: Recovery</b>	<b>Page #</b>
District Support for Buildings	8
Mental Health Services	8

## **Section I: General Considerations and Planning Guidelines**

### ***Introduction***

Districts are at risk to experience a wide-variety of natural emergencies and violent incidences. To address these threats, New York State enacted the *Safe Schools against Violence in Education* (SAVE) law. Under this law, all schools are required to develop a district-wide safety plan to prevent or minimize the effects of any emergency or violent incident and to facilitate the coordination of district, local, and county resources.

### ***Purpose***

The Jordan-Elbridge District-wide Safety Plan was developed pursuant to the Commissioner's Regulation 155.17. At the direction of the board of education, the superintendent charged the district's health and wellness committee with the development and maintenance of the district-wide safety plan and the oversight of the more-detailed, building-specific plans.

### ***Identification of Teams***

Members of the district's health and wellness committee and their positions or affiliations are as follows:

<b>Member's Name</b>	<b>Position/Affiliation</b>
Mr. James Froio	Superintendent
Ms. Janice Schue	Assistant Superintendent
Mrs. Karen Guerrette	Board of Education President
Mr. Tim Siddall	School Resource Officer
Mr. Vinny Smith	Director of Facilities/Community Member
Dr. William Childres	Board of Education Member/Parent
Mr. RJ Hartwell	Administration/Parent
Mrs. Theresa Bondgren	Teacher/Community Member
Mr. Daniel Avery	Teacher
Mrs. Mary Jo Davis	Community Member
TBD	Student
TBD	Student

At the direction of the superintendent, building administration will convene building emergency response teams (BERTs) charged with the maintenance of a detailed, facility-specific safety plan. Members of the BERTs and their positions or affiliations are as follows:

### **Elbridge Elementary**

<b>Member's Name</b>	<b>Position/Affiliation</b>
Mrs. Brooke Bastian	Principal/Parent/Community Member
Mrs. Nikki Bloodgood	School Counselor
Mr. Ed McIlroy	School Resource Officer
Mr. Vinny Smith	Director of Facilities/Community Member
Mrs. Dawn Willenborg	Psychologist
Mr. Robert McIntyre	Guidance Counselor
Mrs. Donna Bennett	Teacher/Parent
Mrs. Ginger Smith	School Nurse
Mr. James Best	Faculty Representative
Sgt. Amy Catanesy	Law Enforcement Representative
Mr. Paul Czarnecki	Fire Department Representative

### **Middle School**

<b>Member's Name</b>	<b>Position/Affiliation</b>
Mr. Dave Shafer	Principal/Community Member
Mr. Dennis Burlingame	School Resource Officer
Mr. Vinny Smith	Director of Facilities/Community Member
Ms. Abbey Morgans	Psychologist
Mrs. Meghan Fedigan	Counselor
Mrs. Kerry Brogan	Social Worker
Mr. Scott Sauro	Parent Representative
Mr. Andrew Marinelli	Faculty Representative
Sgt. Amy Catanesy	Law Enforcement Representative
Mr. Doug Milton	Fire Department Representative

### **High School**

<b>Member's Name</b>	<b>Position/Affiliation</b>
Mr. Mark Schermerhorn	Principal
Mr. Dan Stadtmiller	Assistant Principal/Athletic Director
Mr. Tim Siddall	School Resource Officer
Mr. Vinny Smith	Director of Facilities/Community Member
Mr. Abbey Morgans	Psychologist
Mrs. Kim MacDonald	Counselor
Mrs. Jamie Susino	Counselor
Miss Laurie Spencer	Counselor
Mr. Dan Bondgren	Parent Representative/Community Member
Mr. Daniel Avery	Faculty Representative
Mrs. Theresa Bondgren	Faculty Representative
Sgt. Amy Catanesy	Law Enforcement Representative
Mr. Doug Milton	Fire Department Representative

### ***Concept of Operations***

General protocols in the district-wide school safety plan served as guides for the development of the building safety plans. Key internal and external stakeholders were involved in the development of the district-wide plan. The Jordan-Elbridge Central School District is an integral part of the community and, as such, it was important for all stakeholders to have a voice in the process.

In the event of an emergency or violent incident, administration will activate the corresponding safety plan procedure, notify the superintendent or his/her designee, and contact local emergency officials as appropriate. Building and district response efforts will be supplemented by county and state resources as warranted.

### ***Chief Emergency Officer***

The District will annually appoint a chief emergency officer at the board of education's reorganization meeting. The responsibilities of the chief emergency officer are to include:

- Coordinating communication between school staff and first responders
- Ensuring understanding of the district-wide safety plan
- Ensuring completion and of building-level plans
- Ensuring the amendment of all plans as needed

### ***Plan Review and Public Comment***

Pursuant to the Commissioner's Regulation 155.17, the district-wide safety plan will be made available for public comment 30 days prior to it being placed on a board-of-education's agenda as an action item. Copies of the district-wide school safety plan and any subsequent amendments will be submitted to the New York State Education Department within 30 days of adoption and posted to the district's website.

The district health and wellness committee will periodically review the district-wide safety plan and make adjustments as needed. A formal review will occur on or before July 1 of each year.

## **Section II: Prevention, Risk Reduction, and Intervention**

### ***Purpose***

Initiatives that improve the culture and climate of the district are important. Preventive efforts are always the preferred mechanism. However, risk reduction measures are necessary. Thus, the building-wide safety plans outline the prevention, risk reduction and intervention efforts that are in place at each facility. These efforts include but are not limited to:

#### **JE High School**

- School Resource Officer presentations
- No-Bullying and DASA instruction
- Individual and small group counseling services
- Behavioral supports
- Mock DWI/Distracted Driving presentation
- Health class instruction
- Instructional Support Team interventions

#### **JE Middle School**

- School Resource Officer presentations
- No-Bullying and DASA instruction
- Individual and small group counseling services
- Behavioral supports
- Instructional Support Team interventions

#### **Elbridge Elementary School**

- School Resource Officer presentations
- No-Bullying and DASA instruction
- PBIS (Positive Behavior Interventions and Supports) program
- Second Steps program
- Individual and small group counseling services
- Instructional Support Team interventions
- Monthly newsletters highlighting news, events, and points of pride

### ***Training***

Prior to the end of October, the District will provide an annual *Right to Know and Emergency Response training*. The *emergency response* component of this training is to include information on violence prevention and mental health. All staff are to sign the attendance roster to certify their participation.

(Note: New employees hired after the district’s annual training are to be provided said information within 30 days of the date of their hire. Building-level administration or operational supervisors are to ensure the provision of this training.)

***Drills and Exercises***

The emergency chief officer is to ensure that each building conducts drills and exercises to test the components of their respective plan. The use of tabletop exercises, in coordination with local emergency response and preparedness officials, may be considered when live drills are impractical or not sufficient to meet training goals.

Safety drills are conducted for a number of response protocols including Shelter-In-Place; Hold-In Place; Evacuation; Lockout; and Lockdown. The lockdown drills, both announced and unannounced, may utilize local law enforcement personnel. Additionally, fire, natural gas and bomb threats requiring alternate site evacuations are to occur annually and may take the form of staff only drills. The emergency back-up generators and lighting are also be tested on an annual basis. Early dismissal drills are also held. Transportation and communication procedures are a part of such drills, and parents and guardians receive prior written notification.

<b>Drill Type</b>
8 evacuation drills (4 must use secondary egress)
4 lockdown drills
Total: 12 (8 between 9/1-12/31 and 4 between 1/1-6/30)

***Implementation of School Security***

Routine Precautions by all Staff

Staff members are expected to immediately report any information or observation regarding potential threats to the security of the school community.

Note: Staff members should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential.

Limited Access

Each school is tasked with implementing a limited-access policy while tailoring it to the specific needs of the facility. Generally, such a policy means that the fewest exterior doors possible remain unlocked during the school day. Any door that needs to be unlocked during a portion of the school day is to be monitored in some fashion. All entrances are to be secured shortly after the start of the instructional day. A visitor access control system is to be used at the primary entrances of each building. A keyless entry system that limits access to authorized personnel is in place at each building.

Staff Photo Identification Badges

All Jordan-Elbridge School District employees are issued photo identification (proximity) badges which are to be worn at all times while on school district property.

Visitors to Schools

The building safety plans include details specific to procedures to process visitors. Should an unannounced visitor, without proper identification, appear in any area, staff are to approach the subject, inquire as to his or her business and contact the school’s main office.

### Student Sign-Out Procedures

Schools are to be diligent in ensuring that only those persons authorized to sign-out students are allowed to do so. Staff members may require a photo ID if the requesting party is unknown to them. Staff members may also contact a parent or guardian to provide confirmation.

### Video Surveillance

All schools use digital video surveillance to assist in monitoring, deterring and recording activity in high use areas, as well as areas of chronic concern or perceived vulnerability.

### Fire Alarm

A fire detection alarm linked to a central monitoring station is in service at each school. These alarms and fire response procedures are tested per the regulations of the state education department.

### Mass Communication System

The district utilizes School Messenger and Remind to make emergency notifications to the school community.

### School Resource Officer

The district employs school resource officers.

### Random Drug Sniffing Canine Search

The district occasionally conducts canine searches.

### Vital Educational Agency Information

The district maintains the following information specific to each building:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials

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

The district recognizes the importance of early intervention to diffuse conflicts and potentially violent incidents. Informative materials regarding the early detection of potentially violent behaviors are made available to the school community. Students, parents, and staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence as warranted.

### ***Hazard Identification***

The list of potential emergency sites include: all school buildings, playground areas, properties adjacent to schools, on-site athletic fields, off-site athletic fields, buses, and off-site field trips. Each BERT is to assess their respective facility, identify any unique hazards and include action items in their building-level safety plan on an annual basis.

## **Section III: Response**

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

Incident commanders are authorized to initiate contact with the appropriate law enforcement officials in the event of a violent incident. The district will utilize School Messenger to contact parents, guardians or

persons in parental relation to the students in the event of an early dismissal or a violent incident inclusive of a suicide threat. In certain instances, the district will also use local media and/or post information on the district's website.

### ***Situational Responses***

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

In the event of a catastrophic emergency, the evacuation of the building and the preservation of life is the only consideration. There are many variables that could impact the manner in which administration and the BERT take action. These variables could include: time of day, weather, age of students, and location of students, anticipated arrival time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified as are standard response procedures in each building-level safety plan.

During the initial response to any emergency at the building level, the principal is designated as the incident commander. As such, the principal will provide leadership, organize activities and disseminate information with the assistance of the BERT; if the principal is unavailable or not on site, the designated alternate will act in his or her absence.

In some instances, administration will be seek assistance from outside emergency responders to resolve a given situation. In said instance, the immediate objective will be to contain and manage the incident until the emergency responders arrive on scene.

Note: Each building-level safety plan includes procedures and actions to be implemented in the event of the occurrence of a hazardous event.

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

The district's policies and procedures for responding to implied or direct threats by students, teachers, staff and visitors are included in the building-level safety plans and may take the following forms:

- Deployment of staff trained in de-escalation techniques
- Communication of an implied or direct threat to proper authorities
- Assessment of threat level
- Involvement of appropriate law enforcement agency
- Activation of BERT

### ***Acts of Violence***

The district's policies and procedures for responding to acts of violence by students, teachers, staff and visitors to the school are included in the building-level safety plans and may take the following forms:

- Assessment of threat level by superintendent or his/her designee
- Isolation of the immediate area
- Evacuation
- Initiation of lockdown
- Involvement of appropriate law enforcement agencies.
- Activation of BERT

### ***Response Protocols***

The district's range of responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings, are included in the building-level safety plans and may take the following forms:

- Identification of decision-makers
- Plans to safeguard students and staff



- Procedures to provide transportation
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

***Arrangements and Procedures for Obtaining Emergency Assistance from Local Government***

Assistance from emergency services organizations and local government agencies will occur by contacting 9-1-1. Additional support can be obtained by contacting the New York State Police, the Onondaga County Sheriff's Office, the Jordan Police Department., the Jordan and Elbridge Fire Departments, the town Supervisor, the village supervisor, the OCM BOCES Safety Office, and/or the Onondaga County Emergency Services Office.

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

Resources available during an emergency include all district facilities, buses, and vehicles.

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

The district will use the incident command system to coordinate the deployment of resources and manpower during emergencies.

***Protective Action Options***

Procedures specific to school cancellations, early dismissals, evacuations, and sheltering are detailed in the building-wide safety plans.

**Section IV: Recovery**

***District Support for Buildings***

The principal will communicate needs to the superintendent who will take action accordingly.

***Mental Health Services***

The principal will communicate mental health service needs to the superintendent who will take action accordingly.