

# Hermon-DeKalb Central School District

## Building-Level Emergency Response Plan Summary

Commissioner's Regulations 155.17

### Introduction

In accordance with Education Law Section 2801 a. 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 provisions of law.

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. Schools 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 comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

### General Considerations and Planning Guidelines

#### A. Purpose

The Hermon-DeKalb Central School Building-Level School Emergency Response Plan was developed pursuant to Commissioner's Regulations 155.17. At the direction of the Hermon-DeKalb Central School District Board of Education, the Superintendent of Schools appointed a Building (District)-Level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

#### B. Identification of School Teams

The Hermon-DeKalb Central School has developed three emergency teams:

1. School Safety Team
2. School Emergency Response Team
3. Post-Incident Response Team

#### C. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the Building-Level School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment thirty days prior to its adoption. The plan must be formally adopted by the Board of Education.

- This plan is exempt from the Freedom of Information Law (FOIL) and only a summary document will be available for public review. Full copies of the plan will be supplied to both local and State Police.

### Plan Overview

The Building-Level Emergency Response Plan includes specific policies and procedures relative to the following areas:

- Evacuation of the school
- Sheltering
- Medical needs
- Transportation
- Emergency notification of person in parental relation
- Coordination of the Building-Level Emergency Response Plan with the statewide plan for disaster mental health services to ensure access to Federal, State, and local resources in the event of an incident.
- Secure and limited access to preserve evidence in the event of an incident.

**Hermon-DeKalb Central School  
District-Wide  
School Safety Plan**

**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 man-made disasters. To address these threats, the State of New York has enacted the Safety 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 Hermon-DeKalb Central School District (“District”) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

This plan covers the following buildings in the District:

Building Name	Address	Contact Name	Phone Number
HDCS Main Building	709 East DeKalb Road DeKalb Junction	Mark White	(315) 347-3442 (W) (315) 244-4898 (C)
HDCS Bus Garage	709 East DeKalb Road DeKalb Junction	Mark White	(315) 347-3442 (W) (315) 244-4898 (C)

**Section 1: General Considerations and Planning Guidelines**

**A. Purpose**

The Hermon-DeKalb Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Hermon-DeKalb Central School District Board of Education, the Superintendent appointed a district-wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

**B. Identification of School Teams**

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

<b>Name</b>	<b>Position</b>
Mark White	Superintendent
Megan Foster	PK-12 Principal
Christina Germano	Elementary Counselor
John Wilson	School Safety Personnel
Phil Snyder	Teacher
Jill Morrill	Nurse
PA from Gouverneur Health Clinic	School Physician
Richard Beaulieu	Head Driver
Marlene Parcell	Guidance Director
Andrew Gillie	School Psychologist
Renee Smith	Parent
Michael MacCue	BOE Member
Jamie Labarge	Assistant Principal

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

**D. Plan Review and Public Comment**

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner’s Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans 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.
- While linked to the District-wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under

Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

**Section II: 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. The following are identified as Building Risks:

<b>Building</b>	<b>Address</b>	<b>Internal Hazards</b>	<b>External Hazards</b>
HDCS Building and Bus Garage	709 East DeKalb Road DeKalb Junction		Railroad
HDCS Building and Bus Garage	709 East DeKalb Road DeKalb Junction		Route 11
HDCS Building and Bus Garage	709 East DeKalb Road DeKalb Junction		Fuel Tank
HDCS Building and Bus Garage	709 East DeKalb Road DeKalb Junction		Non-Profit Organic Run Off

**B. Actions in Response to an Emergency**

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 Response Plan includes identification of specific procedures for each action depending on the emergency.

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)

The District has Incident Specific Procedures for multi-hazard plans. These include

Incident Command System, and contacting local, state and federal agencies by dialing 911.

The district will notify parents, staff and students of any cancellations, early dismissal, evacuations, and sheltering through specific procedures outlined in the Building Level Plan. These procedures include the use of the radio, telephone, and television.

**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 Plan 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**

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be Mark White, Superintendent. 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 Principal, Megan Foster, 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 critiques of these drills.

Training is provided by Jefferson-Lewis BOCES as required. These trainings may include Two Hour Violence Prevention and Intervention, Incident Command System, Red Cross Shelter Management, Searching for Suspicious Packages, Bullying, Sexual Harassment, and fire safety. In addition, the New York State Police may provide Violence Intervention Training. Training on Right-to-Know is offered annually as is training on the Code of Conduct. Staff is instructed in fire drill and emergency drill procedures at the beginning of each school year.

### **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, building security, and dissemination of information. 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.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. These may include, but are not limited to, lock-down, search, evacuation, or contacting 911. Specific steps are outlined in the Building Plans. The Incident Commander will monitor the incident, adjust their response as appropriate during the incident, and work to protect students and staff.

The District will deal with disciplinary matters on a case-by-case basis utilizing the Code of Conduct and other district policies.

**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, and will be requested based upon the “closet response agency” concept to ensure that the response to the incident is as rapid as possible.

**C. Appropriate response to emergencies**

The District recognizes the 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.

The District has developed specific procedures for responding to emergencies. Lockdowns, evacuation and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building-Level Plans.

**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 to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-Level Emergency Response Plans.

## Section IV: Communication with Others

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

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

### **B. Procedures for obtaining advice and assistance from local government officials including the County officials responsible for implementation of Article 2-B of the Executive Law**

The Incident Commander, based on the actual 2-B situation, will contact the emergency management office for guidance by calling 911.

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

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

The District will use the Incident Command System and follow the related protocols. The District has developed relationships with the local police, fire and emergency management personnel. The Incident Commander will contact 911 to obtain assistance or advice.

The District will notify parents, staff and students of any cancellations, early dismissals, evacuation, and sheltering through specific procedures outlined in the Building-Level Plans. These procedures include the use of radio, telephone and television.

### **D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:**

Each Building-Level Emergency Response Plan will include the following information:

- School Population: 443
- Number of Staff: 84
- Transportation Needs: Bus Garage Phone 315-347-3672
- Business and home telephone numbers of key officials of each such educational agency.

Currently students from Hermon DeKalb Central District are transported to the following schools:

Potsdam Central School, 29 Leroy Street, Potsdam, NY 13676 (315) 265-2000

Heuvelton Central School, 87 Washington Street, Heuvelton, NY 13654 (315) 344-2414

Kennedy Elementary School, 802 Park Street, Ogdensburg, NY 13669 (315) 393-4264

OFA, 1100 State Street, Ogdensburg, NY 13669 (315) 393-0900

Northwest Tech, 1000 Park Street, Ogdensburg, NY 13669 (315)393-4570

Edwards-Knox Central School, 2512 County Route 24, Hermon, NY 13652 (315)562-2477

Staff and student phone numbers are available as part of the Building-Level Plan.

## **Section V: Prevention and Intervention Strategies**

### **A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures.**

The District has a variety of policies and procedures regarding school violence. Examples include visitor sign-in, alarm system, visitor name tags, staff and student name tags, all building doors locked by 8:05 a.m. and student sign-out. The district also utilizes cameras throughout the building. Alarms are also on doors to alert staff to a door being ajar.

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

The District is committed to the use of the interpersonal violence prevention education package for grades PreK-12, when available. The school is committed to the use of programs to improve social emotional skills of students. In addition, the following programs visit the school to health classes about violence prevention: CAVA, Stop DWI, State Police, Substance Abuse Council, Planned Parenthood, local lawyers, and Renewal House. These programs offered at various grade levels. Parents are informed of these offerings by newsletters, permission slips and mailings. Other information is available through the Code of Conduct and Student Handbook.

### **C. 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 in de-escalate potentially violent situations.
- Non-violent conflict resolution training programs
- Peer mediation programs and youth courts, and Extended day and other school safety programs

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

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. The District is exploring programs in the following areas:

- Youth-run programs
- Peer mediation
- Conflict resolution

- Creating a forum or designating a mentor for student concerned with bullying and violence
- Establishing anonymous reporting mechanisms for school violence
- Others based on district need
- Bullying
- Sexual Harassment
- Violence Intervention Training
- Right-to-Know Training

Training is coordinated through the superintendent and the principals.