



# **WESTHILL CENTRAL SCHOOL DISTRICT**

## **DISTRICT-WIDE SAFETY PLAN**

**Revision: October 2016**

Westhill Central School District  
District-Wide Safety Plan

**Table of Contents**

INTRODUCTION.....	3
1. DEFINITIONS.....	5
2. POTENTIAL EMERGENCY SITES AND HAZARD ID.....	9
A. MAPS, FLOOR PLANS AND DISTRICT MAPS.....	9
B. SURVEY OF VULNERABILITY.....	9
3. STANDARD EMERGENCY RESPONSE PROCEDURES.....	9
A. GENERAL EVACUATION.....	9
B. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY.....	10
C. SHELTERING.....	11
D. LOCK-DOWN.....	12
E. LOCK-OUT.....	12
F. HOLD IN-PLACE.....	13
G. EARLY DISMISSAL.....	13
4. PREVENTION AND INTERVENTION STRATEGIES.....	14
A. SPECIAL EDUCATION PROGRAMS.....	14
5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS.....	15
A. INDICATION OF POTENTIALLY VIOLENT BEHAVIOR.....	15
B. INTERPRETATION OF WARNING SIGNS.....	15
6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS.....	16
A. PROGRAMS UTILIZED THROUGHOUT THE DISTRICT.....	16
7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE.....	16
A. PROCEDURES.....	18
8. RESPONDING TO ACTS OF VIOLENCE.....	18
A. RESPONDING TO ACTS OF VIOLENCE.....	18
B. POST INCIDENT RESPONSE TEAM.....	18
C. COUNSELING.....	18
9. PROTOCOLS FOR RESPONDING TO EMERGENCIES.....	19
A. GENERAL PROTOCOLS.....	19
B. HAZARD SPECIFIC RESPONSES (SEE BUILDING-LEVEL PLANS).....	19
10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY.....	20
A. SEQUENCE OF ACTIONS.....	20
11. COORDINATING USE OF RESOURCES IN AN EMERGENCY.....	20
A. RESOURCES AVAILABLE.....	20
B. STAGING AND TREATMENT AREAS.....	21
C. LOCATIONS OF THE INCIDENT COMMAND POST.....	21
E. PERSONNEL AT THE INCIDENT COMMAND POST.....	21
F. DUTIES OF THE SUPERINTENDENT.....	22
G. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR.....	22
G. DUTIES OF FACULTY AND STAFF.....	23
H. DUTIES OF THE CUSTODIANS.....	24
I. DUTIES OF THE SCHOOL NURSE.....	24
J. DUTIES OF THE DIRECTOR OF FACILITIES.....	25
K. DUTIES OF SECRETARIAL AND SUPPORT STAFF.....	25
L. DUTIES OF THE DISTRICT SPOKESPERSON.....	26
M. DUTIES OF TRANSPORTATION SUPERVISOR.....	27
N. DUTIES OF THE SCHOOL LUNCH DIRECTOR.....	27
12. INTER-AGENCY ADVISE AND ASSISTANCE.....	28
13. INTERNAL & EXTERNAL NOTIFICATIONS.....	28
A. WESTHILL SCHOOL DISTRICT SITES.....	28
B. PARENTS, GUARDIANS & COMMUNITY.....	28
C. STATE EDUCATION DEPARTMENT.....	28

Westhill Central School District  
District-Wide Safety Plan

14.	SCHOOL SAFETY PERSONNEL.....	29
	A.    ALL STAFF.....	29
15.	MULTI-HAZARD SCHOOL SAFETY TRAINING.....	29
	A.    TRAINING OF STAFF.....	29
16.	SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS.....	30
	A.    RESPONSIBILITIES OF THE DISTRICT.....	30
	B.    RESPONSIBILITIES WITH RESPECT TO STAFF.....	30
17.	EMERGENCY DRILLS AND EXERCISES.....	30
	A.    CONDUCT OF DRILLS.....	30
	B.    FIRE DRILLS.....	31
18.	PLAN DISTRIBUTION AND REVIEW.....	32
	A.    COPIES OF THE PLAN.....	32
19.	IMPLEMENTATION OF SCHOOL SECURITY.....	32
	A.    BASIC PROCEDURES.....	32
	B.    VISITOR PROCEDURES.....	32
	C.    STAFF RESPONSIBILITIES.....	33
20.	INDIVIDUAL BUILDING INFORMATION.....	33

APPENDICES

A.	Administrator Telephone Numbers.....	34
B.	Emergency Response Team.....	35
C.	Emergency/Agency Telephone Numbers.....	36
D.	Violent and Disruptive Incident Reporting (VADIR).....	38
E.	Bomb Threat Form.....	39
F.	Telephone Threat Information Sheet.....	40
G.	Threat Assessment Sheet.....	41
H.	Synopsis of Child Abuse Reporting in an Educational Setting.....	44
I.	Procedures: If students are missing during out of school activities.....	47
J.	Annual Written Instructions to Students and Staff.....	48
K.	Drill Notification.....	49
L.	Resources Available within the District.....	50
M.	Emergency Response “Gotta Go Bags” Check Form.....	51
N.	School Bus Fleet.....	52
O.	Maintenance Vehicle Fleet.....	54
P.	Non-Public Schools and Day Care Centers.....	55
Q.	Assisted Evacuation Plans for Students with Special Needs.....	56
R.	Assisted Evacuation for Students with Special Needs Form.....	57
S.	Survey of Vulnerability.....	58
T.	Red Cross Agreement.....	59

## INTRODUCTION

District-wide SAVE Plan: This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). This plan shall be reviewed on an annual basis on or before July 1<sup>st</sup> of each year.

Board of Education Approval: The Board of Education appointed a District-wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the Westhill School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. This plan was adopted by the Board of Education on November 14, 2016 and submitted to the State Education Department.

Scope of Plan: Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the District’s priorities are first the protection of life, then preservation of property, and restoration to normal activities. This Plan and the Building Level Emergency Response Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Level Emergency Response Plan in a manner that will minimize loss of life, personal injury and property damage.

Project SAVE requires that this Plan include policies and procedures on several prescribed topics. In some instances, only a general policy on a prescribed topic is described for the District as a whole. Specific emergency responses to various contingencies (i.e. bomb threats and dangerous persons), and the confidential procedures to implement such responses, are included within the Building-level Emergency Response Plans specific to each school.

Building-level Plans: Building-level Emergency Response Plans have been developed to comply with Project SAVE and updated NY Safe School initiatives to establish specific emergency response plans for each school building. These Building Level Emergency Response Plans provide detailed response procedures for each school building in the District. In contrast to this Plan, which is accessible to the public, the Building-level Plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building-level plans provide a confidential means to outline sensitive emergency procedures not included herein.

Westhill Central School District  
District-Wide Safety Plan

**INTRODUCTION** - Continued

Building-level Plans: - Continued

Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2) and have been established for each instructional facility as follows.

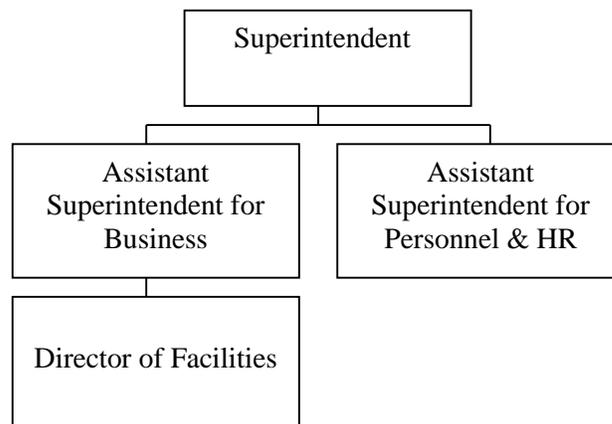
1. Westhill High School
2. Onondaga Hill Middle School
3. Cherry Road Elementary School
4. Walberta Park Elementary School

District Chain of Command: The Superintendent is the “Individual In Charge”. In his/her absence the responsibility will go to the next alternate person in charge as detailed below. When the Individual-In-Charge has been notified that an emergency exists, he/she will serve as “Incident Commander”, activating the appropriate procedures, directing the emergency response actions and serving as part of a unified command system with emergency responders. Administrative chain of command (person in charge) if the Superintendent is not available:

Assistant Superintendent for Business  
Assistant Superintendent for Personnel & Human Resources  
District Clerk/Public Relations

Command Post: If the crisis demands the necessity to establish a “Command Post”, the district Education Center will be used for this purpose.

Incident Command Structure:



Westhill Central School District  
District-Wide Safety Plan

**DEFINITIONS**

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING LEVEL EMERGENCY RESPONSE PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY/RESPONSE TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to 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.
- H. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, student, teacher, administrator, and parent organizations, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- J. EMERGENCY – 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.

Westhill Central School District  
District-Wide Safety Plan

**DEFINITIONS** - Continued

- K. EMERGENCY RESPONSE BAG “Gotta Go Bag” - A conspicuously marked carry bag maintained in the Building Administrator’s office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept in the Business Office, Facilities Planning and with each Building Administrator.
- L. EMERGENCY SERVICES ORGANIZATION – 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.
- M. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. EVACUATION – Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- O. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- P. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- Q. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- R. IN-PLACE SHELTERING – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- S. INNER PERIMETER - The immediate area of containment around the incident site.
- T. LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- U. LOCK-DOWN - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- V. LOCK-OUT- Allows no unauthorized personnel into the building. All exterior doors are locked and main entrance is monitored by administrators, security or school resource officer. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when incident is occurring outside school building, on or off school property.

Westhill Central School District  
District-Wide Safety Plan

**DEFINITIONS** - Continued

- W. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. NATURAL DISASTER - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. OUTER PERIMETER - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.
- AA. POST-INCIDENT RESPONSE TEAM – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.
- BB. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an Emergency.
- CC. SAFETY ZONE – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. SCHOOL CANCELLATION – 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.
- EE. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are 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.
- FF. SHELTERING – The emergency response of 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 (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students or held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- GG. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

Westhill Central School District  
District-Wide Safety Plan

**DEFINITIONS - Continued**

- HH. STUDENT RELEASE AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.
- II. TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- JJ. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order or instruction during or after the occurrence of a violent incident.

**2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION –  
155.17(e)(1)(I)**

a. MAPS AND FLOOR PLANS

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Phone jacks for outside lines
3. Chemical Storage areas
4. Mechanical Storage areas
5. Kitchen area(s)
6. Mechanical rooms (HVAC, etc.)
7. Fuel Storage tanks

The Building Level Emergency Response Plans will include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated, and are placed with appropriate agencies.

b. SURVEY OF VULNERABILITY

The buildings covered in this plan include:

1. Westhill High School
2. Onondaga Hill Middle School
3. Cherry Road Elementary School
4. Walberta Park Elementary School (including the District Office)

We have surveyed sources of potential emergencies within our school buildings, grounds and community locations. Site-maps and floor plans of our buildings have been provided to local police and law enforcement but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways or industries. A survey of vulnerability is included in each building level plan.

Westhill Central School District  
District-Wide Safety Plan

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii)**

**A. GENERAL EVACUATION**

Evacuations may be necessary in the event of fire, weather, other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

1. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
  - (a) Fire Alarm
  - (b) Intercom System
  - (c) Verbal or Written Notification
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Level Emergency Response Plan and included in the Emergency Response Bag “Gotta Go Bag”. Normal evacuation routes will also be posted in each room.
4. Teachers are to bring their Daily Attendance Records with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers may be asked to turn in their Attendance Roster to the Building Administrator for use at the emergency command post.
5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school’s intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
7. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
8. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.
9. All persons shall proceed to the designated Safety Zone and remain there until further notice.
10. Teachers must take attendance once in the designated Safety Zone, and are to notify the Building Administrator if a student is not present.

Westhill Central School District  
District-Wide Safety Plan

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - Continued**

**A. GENERAL EVACUATION - Continued**

11. Any time teachers have to relocate their class, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.
12. Occasionally, there may be a need to relocate students from the Safety Zone to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander upon consultation with the Superintendent.

Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign a Student Release Form and pick up their child at the designated reunification site.

13. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
14. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

**B. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY**

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Level Emergency Response Plan shall have a list of special needs students and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan is in the Building Level Emergency Response Plan. This plan should include every child or staff member who has limited mobility and will be reviewed as necessary (i.e.) when students and personnel change.
2. In case of an Emergency where evacuation or a long-term stay on-site is required, the Director of Special Education and designated staff will respond to the Relocation Center or to the designated Safety Zone to assist with special education students and staff who serve them.
3. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Special Education and or designated staff will act to facilitate the use of such groups.

Westhill Central School District  
District-Wide Safety Plan

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - Continued**

**C. SHELTERING**

Not all Emergencies will require building occupants to get out and go somewhere else. A **sheltering procedure** is appropriate for situations when it is necessary to hold students in an inside Safety Zone temporarily during an Emergency until things can be returned to normal or dismissal can be arranged. Protocols for a sheltering response for each school building are in the Building Level Emergency Response Plans. General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone. Faculty are to bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect through the local news media. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources in cooperation with the Incident Commander and request assistance from County Emergency Management Office, the American Red Cross and other agencies as appropriate
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - Continued**

**D. LOCK-DOWN**

A lock down procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. The response plan is also detailed in the Building Emergency Response Plan. General procedures are as follows:

1. A Lock-down procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff, i.e. dangerous intruder.
2. The Building Administrator or designee will apprise all building occupants of a Lock-down order using a plain language announcement. Students and staff shall remain in their classrooms or work-area until the Law enforcement officials and/or Building Administrator open the door.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
4. Building staff shall lock their doors and secure students out of the line of sight from the hallway.
5. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents and the media at the media reception area at a predetermined location.

**E. LOCK-OUT**

A lock-out procedure most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

1. The Building Administrator, or person-in-charge, will apprise all building occupants that lock-out procedures are being implemented using a plain language announcement.
2. The Building Administrator will contact local 9-1-1 emergency responders (if not first apprised by law enforcement) and notify the Superintendent.
3. Classroom instruction can continue.
4. Students/staff who are on the school grounds are to return to the school building
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.

**3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii) - Continued**

**F. LOCK-OUT (CONTINUED)**

6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
7. Modify normal dismissal procedures as appropriate.

**G. HOLD IN-PLACE**

A Hold In-Place procedure is most commonly used to clear hallways of students and staff in the event that emergency services or other situations require a quick response through the school. Teaching can still be conducted during this action. Staff and students will be informed Hold In-Place via the PA announcement. The following procedures will be followed:

1. Once notified of a Hold In-Place, staff will quickly scan the hallways for their students and bring them into the classrooms.
2. Students will quickly move to their classrooms and stay in place until further notice.
3. Staff will be notified via the PA to release students.

**H. EARLY DISMISSAL**

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent. Each Building Level Emergency Response Plan shall contain provisions on the development of a telephone tree or similar notification for communications with parents or guardians regarding the early dismissal. That information is detailed in the Building-level plans.

1. Early dismissal is available as a building evacuation option for Emergency situations as decided by the Superintendent or designee.
2. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
3. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
4. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the Emergency dictates will select alternate dismissal procedures and/or loading areas.

Westhill Central School District  
District-Wide Safety Plan

4. **PREVENTION AND INTERVENTION STRATEGIES**

The Westhill School District operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence. One such District-wide program is described below:

A. **SPECIAL EDUCATION PROGRAMS**

1. The programs serving students with emotional disabilities provide services include individual counseling, referrals for psychiatric evaluation and/or therapy delivered through private clinicians or the local hospital(s). Services provided by the district social worker and/or school psychologists meet with students and families and initiate or recommend behavior management programs in concert with outside agencies as appropriate. Special Education staff work with school counselors, administration, faculty and parents in addressing conflict issues and pursuing collaborative responses with students who are at risk for inappropriate or violent behavior.
2. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
3. The students are closely monitored by trained staff and any indication of violent behavior, e.g., rumor of weapons, is immediately followed up with the involvement of local law enforcement, social services, mental health services and parents.
4. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization. Follow-up occurs on the part of the school psychologist with providers of clinical psychological and/or psychiatric care.
5. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated. Mandated reporting expectations are honored, always involving the building administrator in concert with the school social worker, school nurse or school psychologist.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS –  
155.17 (e)(1)(xiii & v)**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. These concerns are identified and addressed in the Westhill School District Code of Conduct. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and or law enforcement officials.

**A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR**

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/ guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

**B. INTERPRETATION OF WARNING SIGNS**

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. Therefore everyone concerned must take precautions that students are not needlessly stigmatized.

**6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (e)(1)(xvii & v)**

The Westhill School District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community need. The Westhill School District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise. The following is a list of intervention programs and services currently available at the Westhill School District.

**A. PROGRAMS UTILIZED THROUGHOUT THE DISTRICT**

Conflict Resolution	School Social Worker (Coordinator)
Banana Splits	School Social Worker (Coordinator) (Children of parents who are separated meet and discuss issues)
Student Council (K-12)	Extra-Comp. Position (Coordinator)
Bully Prevention (K-6)	Various School Personnel (Coordinator)
Anger Management Groups	School Social Worker and School Psychologist (Coordinator)
Individual counseling (9-12)	School Social Worker and School Psychologist (Coordinator)
Crisis and Response Program	School Social Worker and School Psychologist (Coordinator)

In addition, the Shoulder to Shoulder Mentoring Program grew out of the need to help prepare our new teachers by providing support and helping them have a successful start. Over the next several years the District will be losing many veteran teachers and we will be recruiting many new ones. The program is designed to help these new teachers understand the many facets of our particular district and serve as a treasure trove of resources for them to tap into.

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (e)(1)(iii)**

The District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the District administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

**A. PROCEDURES**

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

Any student, upon receiving information that a person is threatening to commit an act of violence, shall:

- Assume the threat is serious;
- Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and

Westhill Central School District  
District-Wide Safety Plan

- Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.

Westhill Central School District  
District-Wide Safety Plan

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE –  
155.17 (e)(1)(iii) - Continued**

A. PROCEDURES - Continued

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
  
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school administrator/designee; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
  
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
  - Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
  - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received
  
5. Factors to consider when determining whether a threat is credible are listed in Appendix “G,” which contains a threat-assessment flow chart for use by administrators.
  
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.

Westhill Central School District  
District-Wide Safety Plan

**7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE –  
155.17 (e)(1)(iii) - Continued**

A. PROCEDURES - Continued

7. If it is agreed that the threat is credible:
  - The administrator will immediately consult with appropriate law enforcement
  - The school administrator shall take appropriate action in accordance with the given instructions
  - The administrator will activate student release if necessary
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

**8. RESPONDING TO ACTS OF VIOLENCE - 155.17 (e)(1)(iv)**

A. RESPONDING TO ACTS OF VIOLENCE

When an “act of violence” (as defined herein) occurs the incident command system otherwise known as the building response team will follow the protocols established in the Building Level Plan. These include: determining the level of the threat; monitoring the situation; initiate emergency responses as appropriate; contact law enforcement.

B. POST INCIDENT RESPONSE TEAM

1. The Westhill School District has established a **Post Incident Response Team** comprised of an Administrative Team Leader, School Nurse, School Social Worker, and others who will assist the school community in coping with the aftermath of an Emergency or Serious Violent Incident.
2. The Post Incident Response Team will be activated whenever an incident occurs.

C. COUNSELING

Additional post-incident response assistance is available, if necessary, through the Onondaga County Department of Emergency Management, (315) 591-9150, the Onondaga County Fire and Emergency Management /Public Safety Dept. (315) 591-9142. Additionally, the Onondaga County Department of Mental Health Student Assistance Program can be reached at (315) 349-3591.

Westhill Central School District  
District-Wide Safety Plan

**9. EMERGENCY RESPONSE PROTOCOLS - 155.17 (e)(1)(xvi)  
SITUATIONAL / MULTI- HAZARD RESPONSES - 155.17 (e)(1)(xiv),(xv)**

**A. GENERAL PROTOCOLS**

The Building Level Emergency Response Plans contains specific procedures for each Standard Emergency Responses outlined in Section 3 of this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate one or more of the following responses will be carried out in the “SHELL” acronym:

1. SHELTERING - May be used in the event of an Emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated Safety Zone or other designated area. Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
2. HOLD IN-PLACE – May be used in the event that the hallways have to be cleared for a short period of time. Such as an ambulance gurney or K-9 units have a need to go through the hallways quickly.
3. EVACUATION - Takes place in the event of fire, bomb threat, or other emergency which requires students and staff to leave the building immediately.
4. LOCKDOWN – May be used in the event of a dangerous intruder, violence, civil disturbance or other Emergency during which movement about the building would endanger the safety of staff and students.
5. LOCKOUT- May be used in the event of notification that a dangerous person or condition may be a credible threat to the security of the building. All exterior doors are locked and monitored by administrators or designated staff.

**B. HAZARD SPECIFIC RESPONSES**

Confidential procedures for specific emergencies are provided within the Building-level Emergency Response Plans for various contingencies including:

1. Assaults and Fights
2. Biological Agent or Poisonous Substance Threat
3. Bomb Threats
4. Dangerous and/or Armed Persons
5. Fire Alarms
6. Hazardous Material Spill In The Building
7. Hazardous Material Spill Off-Site
8. Medical Needs and Automated External Defibrillators
9. Nuclear Emergency
10. Severe Storm
11. System Failure (loss of power, heat, water, sewer, gas leak, structural)
12. Threats of Violence – Implied or Direct

Westhill Central School District  
District-Wide Safety Plan

**10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (e)(1)(vi)**

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The Westhill District continually works with law enforcement to develop a mutually satisfactory protocol for such reporting. Until a formal protocol is developed, the following procedures shall be followed by District personnel:

A. SEQUENCE OF ACTIONS.

1. The first person who becomes aware of an emergency should notify the Building Administrator's Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
  - Call 911
  - Call the Superintendent, or designee at 315-426-3218
4. The Reporting Guidelines that are set forth in the Building Level Emergency Response Plans should be implemented depending on the nature of the Emergency.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (e)(1)(ix & x)**

A. RESOURCES AVAILABLE

The following resources are available in the event of an emergency:

<u>RESOURCE</u>	<u>LOCATION</u>
Telephone System .....	All
Zoned Fire Alarm System .....	All
Radio Station/Portable Radios .....	Transportation Center Maintenance Center Elementary Schools
Public Address System.....	All except: Maintenance Transportation Center
First Aid Supplies.....	All
Fire Extinguishers.....	All
Emergency Generators, Built-in.....	All
Water Supply – Fire .....	All
Food Storage .....	All
Vehicle Fuel Storage.....	Transportation Ctr. (Gasoline & Diesel)
Heating Fuel Storage (#2 heating oil)	Middle School
Flashlights, Batteries .....	All

Westhill Central School District  
District-Wide Safety Plan

RESOURCES AVAILABLE: (CONTINUED)

Maps (School District Area and Roads).....	Transportation Center Maintenance Center
Building Floor Plans .....	All
Buses .....	Transportation Center
Pick-up Trucks, Vans, Snowplows .....	Maintenance Center
Maintenance Tools & Equipment: .....	Maintenance Center
Portable Electrical Generator	
Portable Water/Mud Pump	
Portable Welder	
Portable Lifts	

B. STAGING AND TREATMENT AREAS

Staging and treatment areas will vary depending on the location of the emergency. Administrators, Supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

C. LOCATION OF THE INCIDENT COMMAND POST

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Level Emergency Response Plans, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter. Whenever possible, the Command Post should have the availability of land-line telephone communications.

D. PERSONNEL AT THE INCIDENT COMMAND POST

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Building Administrator or Site Supervisor, or in his or her absence, a designated staff person. He or she shall be designated the Incident Commander until law enforcement or emergency services personnel arrive. He or she shall bring the Emergency Response Bag for the affected school.
2. The Director of Facilities, or in his or her absence, a designated member of the Maintenance and Operations staff. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school secretary for the involved building shall bring the school's Emergency Response Bag.
4. The School Safety Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

Westhill Central School District  
District-Wide Safety Plan

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - Continued**

**E. DUTIES OF THE SUPERINTENDENT:**

1. The Superintendent, or a designated administrator, will represent the Westhill School District as part of the staff at the Command Post.
2. The Superintendent or designee will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He or she will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students
3. The Superintendent or designee shall also be responsible for:
  - Mobilizing District personnel and resources as necessary
  - Designating a staff member to organize the District's response as parents or guardians inquire either via telephone or in person as to the health and safety of their children
  - Providing information to District Spokesperson with the approval of the Incident Commander
  - Performing other duties as assigned by the Incident Commander
  - Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list has been provided to selected administrators
  - Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies
  - Directing that each Building Administrator review the Building Level Emergency Response Plan for his or her school to update any personnel changes.
  - A copy of any changes shall be sent to the Superintendent for inclusion in the Emergency Response Bag/"Gotta Go Bag" at each site, with copies provided to emergency response agencies.
4. The Superintendent, or designee will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Assistant Superintendent for Business, the Director of Facilities, and the District Spokesperson, where appropriate.
5. If an evacuation is ordered and off-site location sheltering is initiated, the Superintendent or designee may request Education Center Office personnel to report to the relocation site to help assist with the arrival of students from the building affected by the emergency.

**F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR**

1. Review this Plan and the Building Level Emergency Response Plan for your school prior to each school year with the Building Administrator.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.

Westhill Central School District  
District-Wide Safety Plan

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - Continued**

F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR (CONTINUED)

3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Work with the Building Administrator or site supervisor who will make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining pick-up of students and handicapped passengers at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

G. DUTIES OF FACULTY AND STAFF - Continued

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside
2. Help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
3. All District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
4. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
5. Building Administrators will designate staff to bring the Emergency Response/"Gotta-Go Bag" for all emergencies. This bag will go with each Building Administrator for all evacuations (inside, outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. This bag should minimally contain:
  - A flashlight and spare batteries
  - Updated class rosters for each class using the room
  - Emergency evacuation (including assisted evacuation) plans
  - Latex gloves
  - Pen and paper
  - Names and telephone numbers of crisis team members
  - List of assigned roles for school personnel and division personnel
  - Laminated sign with the classroom teacher's name in bold letters
  - Spare batteries for two-way radios
6. Special area teachers and non-instructional employees shall report to the designated Safety Zone and help where needed to chaperone or supervise students.

Westhill Central School District  
District-Wide Safety Plan

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - Continued**

G. DUTIES OF FACULTY AND STAFF - Continued

7. Upon arrival at the designated Safety Zone or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Safety Zones or relocation site.
8. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

H. DUTIES OF CUSTODIANS

The custodial staff shall follow the direction of the Director of Facilities, the Building Administrator or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
3. Provide support and be alert to needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

I. DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the Safety Zone and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - Continued**

**J. DUTIES OF THE DIRECTOR OF FACILITIES**

In the event of an Emergency, the Director of Facilities will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Be prepared to share blueprints for any and all school buildings to police or Emergency officials whenever needed.
3. The Director of Facilities will also set up:
  - (a) A system for retrieving blueprints of our buildings during an Emergency.
  - (b) A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties.
  - (c) A procedure for the assignment and use of, powered equipment, trucks, and other heavy equipment from the District to assist as part of any Emergency.
  - (d) Radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted.
4. Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency personnel.

**K. DUTIES OF SECRETARIAL AND SUPPORT STAFF**

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an "office" in the Safety Zone if this area is activated.

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - Continued**

L. DUTIES OF THE SPOKESPERSON

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the Westhill School District is responding to it. The School District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall assign a person to serve as District Spokesperson and Spokesperson for the Incident Commander.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson will be:
  - Fact Sheet as needed.
  - To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and District response;
  - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
  - To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
  - To organize the Westhill School District response to parents; and
  - To provide for rumor control by keeping a TV set or radio tuned to a news station in Command Center only (not in classrooms and/or public places). The Spokesperson shall verify ALL facts heard and provide updates as appropriate.
2. The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the Incident Commander.
3. All news releases and public statements on behalf of the Westhill School District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
4. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
  - Causes or motives for the incident
  - Extent of casualties or damage
  - Expected duration of the operation
  - Liability or responsibility for the incident
  - Tactical responses, operations or considerations
5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
4. The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Level Emergency Response Plan for information about, and reunification with, their children.

Westhill Central School District  
District-Wide Safety Plan

**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x) - Continued**

**M. DUTIES OF THE SUPERVISOR OF TRANSPORTATION:**

In the event of an Emergency, the Supervisor of Transportation will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.
2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the pre-determined re-location site(s) for each school. Insure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center will function often serve as hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.
7. The Supervisor of Transportation and law enforcement may declare at any time during an Emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Transportation Supervisor or law enforcement official stops the Code Silence.

**N. DUTIES OF SCHOOL LUNCH DIRECTOR**

In the event of an Emergency, the School Lunch Director shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their building to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurse, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.
6. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

Westhill Central School District  
District-Wide Safety Plan

**12. INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(e)(1)(xvii, viii)**

In an Emergency, an appropriate responsible staff member will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact local governmental agencies such as the Highway Department or the Onondaga County Emergency Management Center for assistance, or Onondaga County Fire and Emergency Management/Public safety Department. as dictated by the situation, see Appendix B, “Emergency/Agency Telephone Numbers” for a listing.

**13. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (e)(1)(xvii, xix & xi)**

**A. DISTRICT SITES**

Upon notification or declaration of an emergency the Superintendent, or designee, will contact all the Westhill School District locations to communicate emergency information and instructions.

**B. PARENTS, GUARDIANS AND COMMUNITY**

**1. Parental Notification**

At the start of the school year or when students enroll the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans for the child’s welfare if neither parent can be informed of early dismissal; and
- Special students’ needs: medical and other.

**2. Parental and Community Notification**

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the Westhill School District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

- The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize The Westhill School District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

**C. STATE EDUCATION DEPARTMENT**

The Superintendent will be responsible for notifying The New York State Education Department, as soon as possible whenever the emergency plan results in the closing of a school building within The Westhill School District (except routine snow days).

Westhill Central School District  
District-Wide Safety Plan

**14. SCHOOL SAFETY PERSONNEL – 155.17(e)(1)(xviii)**

**A. ALL STAFF**

In addition to the assigned Safety/Security Personnel the Westhill School District training has been provided to instructional, clerical, custodial and other support staff, where we review safety procedures for violence prevention and intervention strategies. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Working with Building Administrators and guidance counselors to present problems of truancy and work on solutions
- May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.

**15. MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(e)(1)(xiv)**

**A. TRAINING OF STAFF**

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Level Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
2. Training for District staff is conducted throughout the school year. This training includes, but is not limited to Right-To-Know, Hazard Communication, Bloodborne Pathogens, CPR and AED training, overview of The Westhill School District SAVE Plan and Code of Conduct. This training is conducted annually to insure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Level Emergency Response Plans. The Westhill School District coordinates with the Geddes Police Department, the Onondaga County Sheriff's Department, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, CPR and first Aid courses, as well as additional incident specific programs.
3. Other agencies participating in this Plan (e.g., police, fire, EMS) conduct appropriate training as required.
4. Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

Westhill Central School District  
District-Wide Safety Plan

**16. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS**

**A. RESPONSIBILITIES OF THE WESTHILL SCHOOL DISTRICT**

All Building Administrators and Program Supervisors will perform the following tasks with respect to training for staff and students.

1. Review District Safety Plan and the Building Level Emergency Response Plan for their particular building with their staff no later than October 1<sup>st</sup> of each academic year. Any revisions to the Plan will be distributed to staff at the beginning of each school year.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by The Westhill School District.
4. Prepare education, training, and drills required to assure effective operation of the plan.

**B. RESPONSIBILITIES WITH RESPECT TO STAFF**

The following tasks shall be performed by the Building Administrators with respect to staff training. Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff and volunteers so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

**17. EMERGENCY DRILLS AND EXERCISES – 155.17(e)(1)(xv)**

**A. CONDUCT OF DRILLS**

The Westhill School District program sites will hold one annual early dismissal and sheltering drill as well as routine fire drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

1. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:
  - Conducted at least once every school year;
  - Inclusive of transportation and communication procedures; and;
  - Held with at least one week's notice to parents or guardians
  - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time.

**17. EMERGENCY DRILLS AND EXERCISES – 155.17(e)(1)(xv) (continued)**

**A. CONDUCT OF DRILLS (CONTINUED)**

2. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
3. Emergency services agencies and the Westhill School District will cooperatively conduct meetings to discuss the Building Level Emergency Response Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include “tabletop exercises” where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.

**B. FIRE DRILLS**

A total of twelve drills consisting of (8) fire drills and (4) lock down drills, shall be conducted each year, with eight (8) of any combination occurring before December 31<sup>st</sup>. At least one (1) of the eight (8) fire drills shall be held during one of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a students lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school. The Building Administrator, or designee, shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the porcedures to be followed in the event of an emergency. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. All drills must be taken seriously at all times. From the time the alarm sounds or the anouncement until occupants are back in the building or released, there should be no talking during these drills. More information on lockdown procedures can be found on page 10.

In buildings where students are housed, teachers shall implement the following procedures during fire drills:

1. See that doors unlocked, and lights are out before leaving their classroom (if safe to do so).
2. Take class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
  - (a) Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
  - (b) Be sure students know alternate escape routes from the classroom.

**18. PLAN DISTRIBUTION AND REVIEW**

A. COPIES OF THE PLAN

A copy of this Plan shall be kept in the office of the Superintendent, Assistant Superintendent for Personnel and Human Resources, the Business Administrator, Director of Facilities, Building Administrators, Building Nurses, and building Head Custodians. The Plan will be reviewed annually.

**19. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(e)(1)(xii)**

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

A. BASIC PROCEDURES

1. All School District employees are required to wear an **employee badge** whenever they are in any the Westhill School District facilities, except as exempted for specific safety reasons. This includes all shifts and all levels of employment.
2. When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear identification badges.
3. General access to buildings shall be limited to a clearly identified central access. All entrances, except for the main access, shall be locked and secured while classes are in session.

B. VISITOR PROCEDURES

New York State law makes it a misdemeanor for anyone except parent/guardians of children in school to be on school grounds or in school buildings unless on official business. Parent/guardians are always welcome to visit, but must report to the office to obtain permission. All others may visit the school after securing permission. Arrangements for the visit of a resource person should be cleared with the curriculum leader or the principal. There is a large sign for visitors to report to the main office on both of the front corridors.

Visitors should adhere to the following procedure:

1. All visitors to the school are required to report to the main office immediately upon entrance.
2. Visitors are to sign in and show proper ID (driver's license) to receive a visitor's pass, which must be worn while in the building. If the visitor is unknown to office personnel or an administrator, identification showing proof of name will be required and scanned through the Raptor System prior to allowing the person to remain in the building. **Visitors without proper ID will be asked to leave the building.**
3. Visitors are to sign out and return the pass to the office before leaving the building.
4. When parents arrive to pick up a child, they are to report to the attendance office to sign out the student. Students are to be picked up by parents in the main office. Parents are not to go to the classroom to pick up a child.
5. Visitations to classrooms for any purpose require permission from a principal in advance in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.
6. All school-building personnel have the responsibility and authority to question visitors regarding their reasons for being in the building. They may ask the visitor to report to the office if they determine the reason is not legitimate.

Westhill Central School District  
District-Wide Safety Plan

**19. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(e)(1)(xii)**

**C. STAFF RESPONSIBILITIES**

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately place the building on lockdown and call law enforcement and report their presence to the Building Administrator immediately, if possible. The Building Level Emergency Response Plans contain detailed procedures for dealing with armed or dangerous persons.

**20. INDIVIDUAL BUILDING INFORMATION**

Each Building Level Emergency Response Plan contains maps and floor plans of the buildings, and information on the number of staff and students in that school.

Walberta Park School – Grades K-2	School telephone 426-3200
Cherry Road Park School – Grades 3-4	School telephone 426-3300
Onondaga Hill Middle School – Grades 5-8	School telephone 426-3400
Westhill High School – Grades 9-12	School telephone 426-3100

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX A**

Chain of Command, Building Response Team

<b>Title</b>	<b>Name</b>	<b>School Phone</b>
Superintendent	Casey Barduhn	426-3272
Asst. Superintendent	Steve Smith	426-3278
Director of Facilities	Ed Wittkowski	426-3396
WHS Principal	Lee Roscoe	426-3102
WHS Asst. Principal	Marietta Lachenauer	426-3102
OHMS Principal	Mark Bednarski	426-3402
OHMS Asst. Principal	Jennie Smarelli	426-3402
CRS Principal	Maureen Mulderig	426-3302
WPS Principal	Beth Kramer	426-3202
Food Service Dir.	Richard Gunther	426-3153
Trans. Supervisor.	Jeri Burke	426-3030
Dir. Of Technology	Deric Tallman	952-5263
CSE Chair	Kathlene Hunter	426-3280
Dir. Of Athletics	Jennie Smarelli	426-3102

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX B**

**EMERGENCY/AGENCY TELEPHONE NUMBERS**

<u>Agency</u>	<u>Phone</u>
<u>County Emergency Management Office</u>	
Onondaga County/Emergency Management Office	435-2525
<u>Fire Department</u>	911
Non-Emergency Administrative Numbers:	
Taunton Fire Department	468-1011
Onondaga Hill Fire Department	420-8884
Solvay Fire Department	468-1710
<u>Ambulance</u>	911
<u>NYS DEC</u>	
DEC Region 7 Onondaga County	(315) 426-7519
<u>Police</u>	911
Non-Emergency Administrative Numbers:	
New York State Police (School Outreach)	315-366-6027 (Troop D)
New York State Police	911
Geddes Police Department – Chief Gillette	468-3283
Onondaga County Sheriff’s Department	315-435-3036
<u>Health Department</u>	
Onondaga County Health Department	(315) 435-3252
<u>Highway Department</u>	
Onondaga Highway Department	(315) 435-3205
<u>Other Agencies/Utility Providers</u>	
Poison Control Center	1-800-222-1222
Onondaga County Water Authority (OCWA)	455-7061
Niagara Mohawk	592-0114
NYS Electric & Gas (NYSEG)	607-756-2816
America Red Cross of Central New York	315-234-2200
Department of Transportation	315-428-4351 (Regional Director)
Department of Transportation	315-422-7984 (nights and weekends)
<u>State Education Department</u>	
Bureau of Educational Management Services	518-474-7770
Facilities Planning	518-474-3906
<u>Hospitals</u>	
University Medical Hospital	464-5540
Crouse Irving Memorial	470-7111
University Community Campus	492-5011
St. Joseph’s Hospital	448-5111

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX C**

**EMERGENCY/AGENCY TELEPHONE NUMBERS**

<b><u>Agency</u></b>	<b><u>Phone</u></b>
<b><u>County Emergency Management Office</u></b>	
Onondaga County/Emergency Management Office	435-2525
<b><u>Fire Department</u></b>	911
Non-Emergency Administrative Numbers:	
Taunton Fire Department	468-1011
Onondaga Hill Fire Department	420-8884
Solvay Fire Department	468-1710
<b><u>Ambulance</u></b>	911
<b><u>NYS DEC</u></b>	
DEC Region 7 Onondaga County	(315) 426-7519
<b><u>Police</u></b>	911
Non-Emergency Administrative Numbers:	
New York State Police (School Outreach)	315-366-6027 (Troop D)
New York State Police	911
Geddes Police Department – Chief Gillette	468-3283
Onondaga County Sheriff’s Department	315-435-3036
<b><u>Health Department</u></b>	
Onondaga County Health Department	(315) 435-3252
<b><u>Highway Department</u></b>	
Onondaga Highway Department	(315) 435-3205
<b><u>Other Agencies/Utility Providers</u></b>	
Poison Control Center	1-800-222-1222
Onondaga County Water Authority (OCWA)	455-7061
Niagara Mohawk	592-0114
NYS Electric & Gas (NYSEG)	607-756-2816
America Red Cross of Central New York	315-234-2200
Department of Transportation	315-428-4351 (Regional Director)
Department of Transportation	315-422-7984 (nights and weekends)
<b><u>State Education Department</u></b>	
Bureau of Educational Management Services	518-474-7770
Facilities Planning	518-474-3906
<b><u>Hospitals</u></b>	
University Medical Hospital	464-5540
Crouse Irving Memorial	470-7111
University Community Campus	492-5011
St. Joseph’s Hospital	448-5111

**APPENDIX C (continued)**

**EMERGENCY/AGENCY TELEPHONE NUMBERS (Continued)**

**Radio Stations**

WSYR (570 AM)/WYYY (Y94)	472-9797
WHEN (620AM/106RM)	457-6110
WBBS (B104.7FM)	448-1047
WWHT	
WNTQ	421-9393
WSEN (FM92)/WFBL (1050 AM)	635-3971
WAER (FM88)	443-4021
WCNY (FM91.3)	453-2424
WRVO	
WTKW (FM 99.5)	633-0047
WJPZ (FM 89.1)	443-4689

**TV Stations**

WTVH (Channel 5)	425-5555
WIXT (Channel 9)	446-9999
WSTM (Channel 3)	477-9400

**Contact Community Services**

Monday-Friday; 8:30 am – 4:30 pm

Emergency Contact:

**Cheryl Giarrusso**, Director of Telephone Services:

Work – **251-1400 Ext. 116**

**Susan VanCamp**, Director of School Based Services

Work – **251-1400 Ext. 122**

24-hour Counseling Line: 251-0600

Youth Emergency Services: 463-1100

## **APPENDIX D**

### **Violent and Disruptive Incident Reporting (VADIR)**

A “violent or disruptive incident” in a school setting is defined under section 100.2 of the NYS Education law and relates specifically to such activities that occur on the property of the school district, board of cooperative educational services or county vocational education and extension boards. Specific reporting requirements are linked to any and all “violent” incidents that occur on “School Property” which means “in or within any building, structure, athletic field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus ...”

**For the most current version of the VADIR Forms go to**

**<http://www.p12.nysed.gov/irs/vadir/>**

**APPENDIX E**

**BOMB THREAT**

Response Action:

**Threat Call Check List**

Don't hang up phone (use another phone to call police)

Record the exact words used by the caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ask:

What time is it set for?

Where is it? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
Why are you doing this? \_\_\_\_\_  
Who are you? \_\_\_\_\_

Voice on the phone:

Man    Woman    Child    Intoxicated    Speech Impediment    Accent  
 Other \_\_\_\_\_

Background noise:

Music    Children    Talking    Airplane    Traffic    Typing    Machines  
 Other \_\_\_\_\_

***Don't hang up the phone!*** (Use another phone to call 911.) If the caller hangs up, immediately trace call by dialing \*57.

Call 911 to report bomb threat.

Person receiving the call, immediately notify authorities and give above information. Then notify the Person in Charge and alert the superintendent's office and district security personnel.

Date \_\_\_\_\_ Time of Call \_\_\_\_\_

Call Received By \_\_\_\_\_

Distribute copies immediately to: Building Principal, Superintendent's Office, and Public Relations Office.

**APPENDIX F**

**TELEPHONE THREAT INFORMATION SHEET**

**DESCRIPTION OF SUBJECT'S VOICE:**

Male \_\_\_\_\_ Female \_\_\_\_\_

Young \_\_\_\_\_ Middle-Aged \_\_\_\_\_ Old \_\_\_\_\_

Tone of Voice

Accent

Background Noise

Is voice familiar?

If so, who did it sound like?

Time suspect hung up: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

**REMARKS:**

**APPENDIX G**

**THREAT ASSESSMENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.  
Location/Building: \_\_\_\_\_  
Name of Threat-maker: \_\_\_\_\_  Male  Female   
Relationship to school/recipient:  
\_\_\_\_\_

Exact Words of threat:  
\_\_\_\_\_  
\_\_\_\_\_

How the threat-maker appeared (physically and emotionally):  
\_\_\_\_\_  
\_\_\_\_\_

Names/Actions of others directly involved:  
\_\_\_\_\_  
\_\_\_\_\_

When incident occurred:  
\_\_\_\_\_

Where incident occurred:  
\_\_\_\_\_

Name(s) of potential victims:  
\_\_\_\_\_

Physical conduct that would substantiate intent to follow through on the threat (tone of voice, actions):  
\_\_\_\_\_  
\_\_\_\_\_

Events prior to incident:  
\_\_\_\_\_  
\_\_\_\_\_

---

**APPENDIX G (continued)**

**THREAT ASSESSMENT REPORT FORM – page two**

Any history leading up to the incident:

---

---

What event(s) triggered the incident:

---

---

Names/Positions of responding staff:

---

---

Consequences or impact of incident:

---

---

---

Conclusion of incident:

---

Status of threat-maker:

---

Steps taken to ensure the threat will not be carried out:

---

---

---

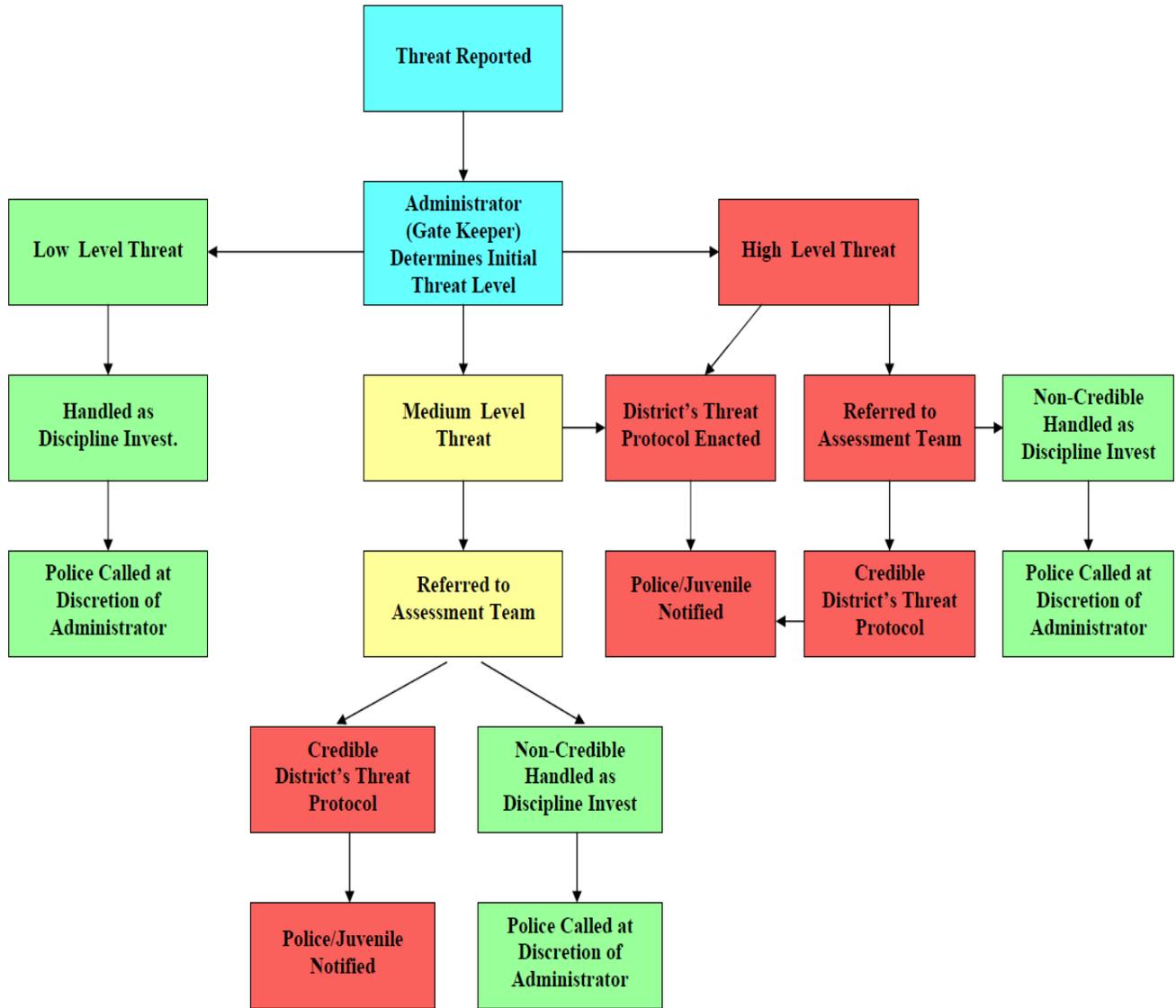
Person Completing Form:

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**Forward Completed Form to Building Administrator Immediately**

**APPENDIX G (CONTINUED)**

**THREAT ASSESSMENT AND FLOW CHART**



## APPENDIX H

### Synopsis of Child Abuse Reporting in an Educational Setting Sect, 1128 Article 23B of Ed Law

#### DEFINITIONS

- (1) Child Abuse refers to any of the following acts committed in an educational setting:
  - Intentionally or recklessly inflicting physical injury, serious physical injury or death
  - Intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death
  - Any child sexual abuse
  - The commission or attempted commission against a child of the crime of disseminating indecent materials
- (2) A child is a student under the age of 21 who is enrolled in a school district within this state, other than a school district within a city having a population of over one million or more.
- (3) Employee and volunteer refer to individuals who provide service to a school or school district with or without compensation.
- (4) Educational setting refers to the property of the school district, board of cooperative educational services or county vocational education, extension boards, vehicles provided by the district for student transportation purposes, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

#### DUTIES: Direct Care Staff

Immediately, in any case where an oral or written allegation of child abuse in an educational setting is made to a teacher, school nurse, school guidance counselor, school psychologist, school social worker, school administrator, school board member or other school personnel required to hold a teaching or administrative license or certificate:

- (a) Promptly complete the attached "Child Abuse In An Educational Setting Confidential Report Of Allegation" reporting form filling in all required fields.
- (b) Promptly "personally deliver" a copy of this report to the school administrator of the school in which the child abuse allegedly occurred.
- (c) In any case where it is alleged that a child was abused in a school or school district, other than the one he or she attends, the report of such allegations should be promptly forwarded to the superintendents of the school where the student attends as well as the school district where the abuse allegedly occurred.
- (d) Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in Article 23-B "Child Abuse in an Educational Setting" shall have immunity from civil liability which might otherwise result by reason of such actions.

#### CONFIDENTIALITY

Records, reports, other written materials, and photographs taken concerning a reported allegation of child abuse in an educational setting shall be confidential and shall not be redisclosed except to law enforcement authorities involved in an investigation or pursuant to a court ordered subpoena.

**APPENDIX H - Continued**

**DUTIES: School Administrators/Superintendents**

Immediately, upon receipt written report alleging child abuse in an educational setting where there is a reasonable suspicion to believe that an act of child abuse has occurred:

- (1) Where the subject child has made the allegations:
  - (a) promptly notify the parent of such child that an allegation of child abuse in an educational setting has been made and provide them with a written statement of parental rights and responsibilities
  - (b) where a school administrator receives a written report promptly provide a copy of the report to the superintendent
  - (c) Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
- (2) Where the parent of the child has made the allegation:
  - (a) promptly provide the parent with a written statement of parental rights and responsibilities
  - (b) where a school administrator receives a written report promptly provide a copy of the report to the superintendent
  - (c) Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
- (3) Where a person other than the subject child or the parent of a subject child has made the allegation:
  - (a) promptly notify the parent of such child that an allegation of child abuse in an educational setting has been made and provide them with a written statement of parental rights and responsibilities
  - (b) ascertain from the person making such a report the source and basis for such allegations
  - (c) where a school administrator receives a written report promptly provide a copy of the report to the superintendent
  - (d) Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
- (4) Any school administrator or superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in Article 23-B “Child Abuse in an Educational Setting” shall have immunity from civil liability which might otherwise result by reason of such actions.

**ADDITIONAL DUTIES: School Superintendents**

- (1) Where the superintendent has forwarded a Child Abuse in an Educational Setting report to law enforcement, he or she shall refer such report to the commissioner where the employee or volunteer alleged to have committed the act of child abuse in an educational setting holds certification or license.
- (2) A report which is made and does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as such school, or school district, as the case may be, determines

**APPENDIX H – Continued**

**NOTIFYING PARENTS**

Dear \_\_\_\_\_,

\_\_\_\_\_  
Today's Date

When it has been determined that reasonable suspicion exists concerning a reported allegation of child abuse in an educational setting, the building administrator must promptly notify the parents and forward a copy of the report to the superintendent and to appropriate law enforcement authorities. I am writing to inform you that such an allegation has been made concerning \_\_\_\_\_ and that \_\_\_\_\_ School District is following all regulations in compliance with New York State law.

Because a reasonable suspicion does exist action has been taken to ensure the safety of your child as well as the other students and we will keep you informed of the status of this investigation.

Please call me with any questions or concerns that you have.

Respectfully,

\_\_\_\_\_  
Administrator

## **APPENDIX I**

### **PROCEDURES IF STUDENTS ARE MISSING DURING OUT-OF-SCHOOL ACTIVITIES**

Students on field trips must always be in the sight of staff and under their supervision. Student emergency information forms should be taken on all fieldtrips in the event phone numbers and other pertinent information are needed.

1. In the event a student runs away or is missing, staff will look for them and continue to do so until they are found or, it becomes unsafe for the staff to continue to search.
2. In the event a student is missing and appears to be in any danger, police, parents and administration will be notified immediately.
3. In the event a student is missing due to running away or being lost in a reasonably safe area (museum, park) for more than ½ hour, program administration and police must be called, and parents notified. The superintendent and assistant superintendent should be notified as soon as possible.
4. In the event a student is missing due to running away or being lost, a responsible adult must stay in the area until the matter is resolved. Missing students must never be left at any location even if assumed safe.
5. Immediately following an event where a student or students were missing due to running away or being lost, a complete report of the incident will be prepared for the superintendent and assistant superintendent. A staff meeting will be held in the affected program for the purpose of preventing future incidents by review of procedures.

## **APPENDIX J**

### **ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF**

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by any of the following methods:

1. School district newsletter mailed to all district residents.
2. Special mailing to students' homes.
3. Handout for students to carry home.

At a minimum, written instructions shall include the following information:

1. Identify alarm warning system.
2. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
3. Name of District Emergency Coordinator, and the names and roles of the members of the Emergency Response Team.
4. Methods for disseminating information during an emergency.
5. A source for additional information.

**APPENDIX K**

**DRILL NOTIFICATION**

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the student's last address of record. Where possible, enrolled siblings will be included on one notice.

**TO:** Parent or Guardian of: \_\_\_\_\_

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SUBJECT:** Early Dismissal

The Westhill School District has scheduled its annual test of the Early Dismissal Plan for \_\_\_\_\_.  
(Date)

Students will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

Principal

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX L**

**RESOURCES AVAILABLE WITHIN DISTRICT**

Mark the location of the following resources with an X:

<b>Resources</b>	<b>Building</b>					
Telephone System						
Zoned Fire Alarm System						
Public Address System						
Nurses' Office/ and First Aid Supplies						
Public Bus Route						
Potable Water						
Fire Extinguisher						
Electric Generator						
Battery Backup System						
Water Supply--Fire Hydrants						
Food Storage:						
Eye Wash Device						
Blankets, Cots						
Gasoline Fuel Storage						
Emergency Two Way Radio						
Flashlights						
Batteries						
Maps—School Dist. Area						
Bull Horns						
Building Floor Plans						
Kitchen, Cooking and Eating Utensils						
Gotta Go Bags						

Note:

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX M**

**Gotta Go Bags**

Gotta Go Bags are school emergency bags that are filled with supplies that you may need to have or take with you in an emergency. A minimum of two bags should be kept in each building. The bags should be kept in different locations in the school in the event that one location is not accessible. It is also a good idea to keep a bag at an outside location such as, in an evacuation site.

There are school level gotta go bags and district level gotta go bags. The bag should be updated periodically, to make any necessary changes or replacements.

The following is a list of basic items schools and districts may need to include in the bags.

**School Level Supplies:**

- |                                                                         |                                                                          |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Student register with parent emergency numbers | <input type="checkbox"/> Student tracking forms - carbonless system      |
| <input type="checkbox"/> List of students with custody limitations      | where the teacher/employee can record the                                |
| <input type="checkbox"/> Teacher/Employee roster                        | students with them.                                                      |
| <input type="checkbox"/> Teacher schedules                              | <input type="checkbox"/> Index cards and note pads                       |
| <input type="checkbox"/> School emergency plan                          | <input type="checkbox"/> Other forms or documents the school may require |
| <input type="checkbox"/> Building floor plans - Not the blueprints, the | <input type="checkbox"/> Flashlights and batteries                       |
| internal layout with rooms numbered.                                    | <input type="checkbox"/> Duct tape                                       |
| (10 copies - to give to agencies responding                             | <input type="checkbox"/> AM/FM radio                                     |
| to an incident.)                                                        | <input type="checkbox"/> Blanket                                         |
| <input type="checkbox"/> Exterior school grounds maps - 5 copies        | <input type="checkbox"/> Cups, plastic containers and a water source     |
| <input type="checkbox"/> Map of local area                              | <input type="checkbox"/> Towels                                          |
| <input type="checkbox"/> Cellular phones - consider battery             | <input type="checkbox"/> Utility knife                                   |
| charging/power adapters                                                 | <input type="checkbox"/> Screwdriver                                     |
| <input type="checkbox"/> Emergency phone numbers                        | <input type="checkbox"/> Pliers                                          |
| <input type="checkbox"/> Bull horn(s)                                   | <input type="checkbox"/> Plastic bags                                    |
| <input type="checkbox"/> Portable radios                                | _____                                                                    |
| <input type="checkbox"/> Master keys to building - 2 sets, minimum      | _____                                                                    |
| <input type="checkbox"/> Pens and pencils                               | _____                                                                    |
| <input type="checkbox"/> First aid supplies                             | _____                                                                    |

Things you may need that won't be stored in the gotta go bag:

- Student medications
- Teacher/Employee daily attendance record
- Student daily attendance record

**District Level Supplies:**

- |                                                                   |                                                                              |
|-------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> First aid supplies                       | <input type="checkbox"/> Parent reunification forms                          |
| <input type="checkbox"/> Blankets                                 | <input type="checkbox"/> Computer (desk or laptop) and printer               |
| <input type="checkbox"/> Building floor plans - multiple sets for | <input type="checkbox"/> Material to make signs for directing parents to the |
| each building                                                     | reunification center                                                         |
| <input type="checkbox"/> District emergency plans                 | _____                                                                        |

Keep in mind that personnel from other schools may be able to assist you in evacuating the building.

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX N**

**SCHOOL BUS FLEET INVENTORY**

<b>Client Vehicle</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Body Type</b>	<b>Seating Cap</b>
6	2013	Chevrolet	Bus	PSPS	22
7	2014	IC	IC-Corp 3102	PSPS	66
8	2014	IC	IC-Corp 3102	PSPS	66
9	2014	IC	IC-Corp 3102	PSPS	66
14	2016	IC	CESB	PSPS	66
15	2016	IC	CESB	PSPS	66
16	2016	IC	CESB	PSPS	66
1	2013	International	Bus	PSPS	56
10	2015	IC	CESB	PSPS	66
109	2004	FREIGHTLINER	THOMAS 66 PASS	PSPS	66
11	2015	IC	CESB	OTHSB	36
113	2005	Thomas	Bus	OTHSB	66
114	2005	Freightliner	Thomas 30 Pass Bus	OTHSB	30
118	2007	Freightliner	Thomas 66 Pass Bus	OTHSB	66
119	2007	Freightliner	Thomas 66 Pass Bus	OTHSB	66
12	2015	Chevrolet	CG33503	PSPS	22
120	2007	Freightliner	Thomas 66/43 Pass	OTHSB	44
121	2007	Freightliner	Thomas 310TS	OTHSB	43
122	2007	Freightliner	Thomas 310TS	OTHSB	43
123	2007	Freightliner	Thomas 310TS	OTHSB	43
124	2008	GMC	Thomas Bus/Van	PSPS	22
125	2008	Freightliner	Thomas 60 Pass Bus	OTHSB	60
126	2008	Freightliner	Thomas 60 Pass Bus	OTHSB	60
127	2008	Freightliner	Thomas 60 Pass Bus	OTHSB	60
128	2007	Chevrolet	Corbiel Wheel Chair	OTHSB	15
129	2009	Freightliner	Thomas 310TS	OTHSB	44
13	2015	Chev	CG33503	PSPS	22
130	2009	Freightliner	Thomas 310TS	OTHSB	44
131	2009	Freightliner	Thomas 310TS	OTHSB	44
132	2010	Freightliner	Thomas 310TS	OTHSB	35
133	2009	Freightliner	Thomas 161TS	OTHSB	35
134	2010	Freightliner	Thomas 310TS	OTHSB	35
135	2010	Thomas	Bus	OTHSB	44
136	2011	IC	Bus	OTHSB	18
137	2009	Bluebird	Bus	OTHSB	14
138	2009	Bluebird	Bus	OTHSB	14

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX N (continued)**

**SCHOOL BUS FLEET INVENTORY (continued)**

<b>Client Vehicle</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Body Type</b>	<b>Seating Cap</b>
139	2012	IC	CESB Bus #139	OTHSB	44
140	2012	IC	CESB Bus #140	OTHSB	44
141	2012	IC	CESB Bus #141	OTHSB	44
142	2003	International	Bus	PSPS	65
2	2014	IC	60 pass (wheelchair)	OTHSB	60
3	2013	Chev	Bus	PSPS	22
4	2013	Transtech	Bus	OTHSB	22

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX O**

**MAINTENANCE VEHICLE INVENTORY**

<b>Client Vehicle</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Body Type</b>	<b>Seating Cap</b>
51	1995	Hood	Trailer	T	
G1	2007	International	Viking 7400	TK	
G2	2001	Ford	F350	PU	
G3	2005	FORD	F450	PU	
G5	2012	Dodge	Student Caravan Subn	VAN	
G6	2008	Ford	F350	PU	
G7	2011	FORD	F350	PU	
G8	2011	Ford	F450	PU	
M115	2005	Chrysler	Town & Country Van	VAN	7
M116	2005	Chrysler	Town & Country Van	VAN	7
M5	2009	Ford	E350 Super Duty	MAIL VAN	
TC1	2006	Ford	F250	PU	

Westhill Central School District  
District-Wide Safety Plan

**APPENDIX P**

**NON-PUBLIC SCHOOLS AND DAY CARE CENTERS**

School/Center Name

Phone Number

Contact Person

## **APPENDIX Q**

### **ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS**

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency. These forms can be obtained from the Education Center.

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the Building Administrator not be designated as the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stairwell out of the flow of traffic. (Remember that the stairwells are designed to slow the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

**APPENDIX R**

**ASSISTED EVACUATION PLAN FOR STUDENTS WITH SPECIAL NEEDS FORM**

Name of Child \_\_\_\_\_

Building \_\_\_\_\_

Teacher and Room \_\_\_\_\_

Reason child needs assistance \_\_\_\_\_

Assistance to be given \_\_\_\_\_

Person responsible \_\_\_\_\_

Alternate person responsible \_\_\_\_\_

Alternate person responsible \_\_\_\_\_

Special arrangements needed at assembly area \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Attach copy of student's class schedule and out-of-classroom services.

\_\_\_\_\_  
Signature of person who prepared plan

\_\_\_\_\_  
Date

- Copies on file: Principal  
District Office  
Substitute information folder  
Nurse  
Classroom/homeroom teacher  
District Emergency Response Plan

Circulate information to all special area or class teachers. Copy of plan should be kept with class attendance roster.

**Update plan annually by October 1 (and document this review).**

**APPENDIX S**

**SURVEY OF VULNERABILITY**

<b><u>Site of Vulnerability within District Limits</u></b>	<b><u>Potential Hazard</u></b>	
Fueling Stations: Corner Terry Rd & West Genesee St.	Fire/Explosion	Walberta/Cherry Rd
Fueling Station: Corner Fay Rd & Onondaga Blvd.	Fire/Explosion	High School
Fueling Station: Corner Onondaga Blvd.& Velasko Rd.	Fire/Explosion	High School
Fueling Station: Corner Velasko Rd & McDonald Rd	Fire/Explosion	Onondaga Hill Middle
Fueling Station: Westhill Trans. Center, 4501 Onondaga Blvd.	Fire/Explosion	High School

**APPENDIX T**

**RED CROSS AGREEMENT**

Agreements have been made between the American Red Cross and the Westhill School District in the event of an emergency.

(On file in Superintendent's Office)