

*Pursuant to Commissioner's Regulation, Section 155.17 (c) (3), this plan was made available for public comment 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan will be formally adopted by the Board of Education at its regular meeting on August 25<sup>th</sup>.*

# **WESTHILL CENTRAL SCHOOL DISTRICT**



## **DISTRICT-WIDE SAFETY PLAN**

(Project S.A.V.E. - Schools against Violence in Education)

### Distribution List:

School Superintendent  
Assist. Superintendent for Curriculum & Instruction  
Assist. Superintendent for Business Administration  
Building Administrators  
Director of Facilities

**Revision:** August 25, 2025

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## INTRODUCTION

District-wide Safety 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(c). This plan shall be reviewed on an annual basis on or before September 1<sup>st</sup> of each year.

Board of Education Approval: In accordance with Board of Education policy 5681 School Safety Plans, the Board of Education appointed a district wide school safety team. The district-wide school safety team is comprised of representatives from administration, faculty, support staff, school safety personnel, OCM BOCES Health & Safety, and other individuals. The district-wide school safety team reviewed the school safety plan. The school safety plan provides standard procedures to guide staff and students of the Westhill Central 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 August 25, 2025. Building level plans will be submitted to the State Education Department on, or before October 1, 2025 as required by 8 NYCRR 155.17 School Safety Plans.

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 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.

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**INTRODUCTION - Continued**

Building Level Emergency Response 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(c)(2) and have been established for each instructional facilities as follows.

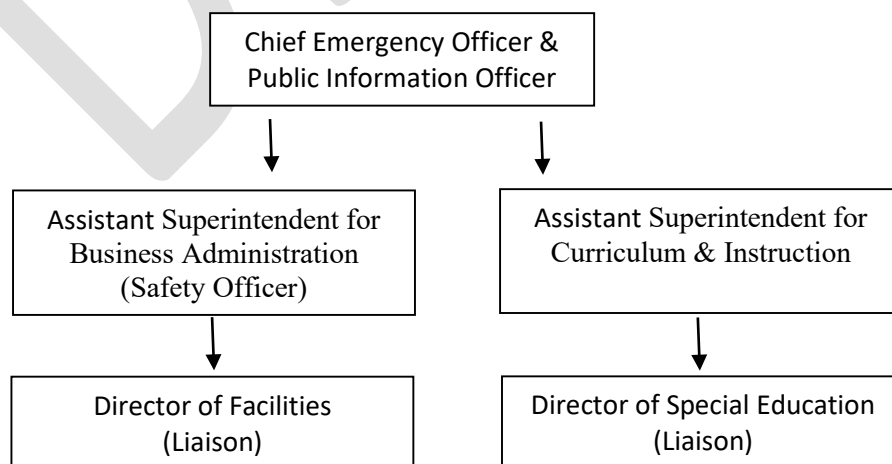
1. Walberta Park Elementary School: K – 1
2. Cherry Road Elementary School: 2 -4
3. Onondaga Hill Middle School: 5 – 8
4. Westhill High School: 9 - 12

District Chain of Command: The Superintendent is the Chief Emergency Officer also referred to as 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 Administration  
Assistant Superintendent for Curriculum & Instruction  
Director of Facilities

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

Incident Command Structure:



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**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(c)(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. CHIEF EMERGENCY OFFICER – Is the Superintendent or his designee. This person is the Incident Commander or the person in-charge of an incident NOT associated with a fire or police matter. In these incidents, the fire department or police department, respectfully, will be in-charge of the incident as the Incident Commander. The Chief Emergency Officer will represent Westhill School District at the command post in the event of an emergency.
- G. 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.
- H. 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.
- I. DISTRICT WIDE SCHOOL SAFETY TEAM – A District wide school safety 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.
- J. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- K. 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.

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**DEFINITIONS – Continued**

- L. 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.
- M. 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.
- N. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- O. EVACUATION to Assembly Areas or (Assembly Area) - Moving students for their protection inside a school building to a predetermined location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building until further instructions.
- P. 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.
- Q. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- R. HOLD IN-PLACE – An action to clear the hallways for various issues (medical or policy events) when expedient clearance of the hallways may be necessary. 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. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- T. INNER PERIMETER - The immediate area of containment around the incident site.
- U. 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.
- V. LOCKDOWN - 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.
- 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.

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**DEFINITIONS - Continued**

- 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. **REUNIFICATION AREA** – A predetermined location where parents or authorized persons can pick up students during an emergency.
- 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. **SECURE LOCKOUT**- 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.
- FF. **SERIOUS VIOLENT INCIDENT** – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “Lockdown” 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.
- GG. **SHELTER IN-PLACE** – 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, storms). Staff and students are 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.
- HH. **STAGING AREA** - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- 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.



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**DEFINITIONS - Continued**

- 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. **TRAUMA** – An emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.
- LL. **TRAUMA INFORMED** – An understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.
- MM. **TRAUMA INFORMED DRILLS** – means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-appropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.
- NN. **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.

**1. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION**

**A. MAPS AND FLOOR PLANS**

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Chemical Storage areas
3. Mechanical Storage areas
4. Kitchen area(s)
5. Mechanical rooms (HVAC, etc.)
6. 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:

<b>Walberta Park School:</b>	<b>grades K – 1</b>
<b>Cherry Road Elementary School:</b>	<b>grades 2 – 4</b>
<b>Onondaga Hill Middle School:</b>	<b>grades 5 – 8</b>
<b>Westhill High School:</b>	<b>grades 9 – 12</b>

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 urban minor arterial roads. A survey of vulnerability is included in each building level plan.

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**2. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv)**

**A. GENERAL EVACUATION**

Evacuations may be necessary in the event of fire, weather, and 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. Carbon monoxide (CO) Alarm
  - c. Intercom System
  - d. Verbal or Written Notification
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for 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 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 Assembly Area and remain there until further notice.
10. Teachers must take attendance once in the designated Assembly Area, and are to notify the Building Administrator if a student is not present.
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.

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**STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) – Cont'd**

12. Occasionally, there may be a need to relocate students from the Assembly Area to a predetermined Relocation Center. If evacuation is ordered beyond the Assembly Area, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Assembly Area will be made by the Incident Commander upon consultation with the Superintendent.
13. 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.
14. 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.
15. 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 STUDENTS WITH DISABILITIES, STAFF AND FACULTY**

In the event of an evacuation, special care must be taken to ensure that persons with disabilities are safely transported out of the building. Each Building Level Emergency Response Plan shall have a list of students with special needs 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 Assembly Area to assist with students with special needs 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.

**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 Assembly Area 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.

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**STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) – Cont'd**

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' Assembly Area. Faculty are to bring their class roster with them and maintain charge of their class in the Assembly Area 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.

**D. LOCKDOWN**

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

1. A Lockdown 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 Lockdown 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.

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**STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) – Cont'd**

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. SECURE LOCKOUT**

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

**F. 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.

**G. 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.

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**STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv) – Cont'd**

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.

**3. IDENTIFICATION OF APPROPRIATE RESPONSES TO EMERGENCIES - 155.17 (c)(1)(xv)**

**A. BOMB THREATS**

1. Anyone receiving a bomb threat will call the Building Administrator **and report to the Main Office.** The Building Administrator or designee will make the decision to call 9-1-1. The individual receiving the telephone threat should be present when calling 9-1-1 and/or assessing the threat to give firsthand information.
2. The Building Administrator or designee will notify the District Superintendent's Office.
3. The Building Administrator or designee will use the PA system to request the **BUILDING RESPONSE TEAM to report to the Main Office** to assess the threat.
4. When the Building Response Team is summoned, staff should **inspect their area** for any suspicious objects. TEACHERS will do a visual inspection of their room and report anything suspicious to the Building Administrator.  
**DO NOT TOUCH ANY SUSPICIOUS ITEM. LEAVE THE AREA AT ONCE AND REPORT THE LOCATION/DESCRIPTION OF ITEM TO PRINCIPAL!**
5. The Building Response Team (BRT) will inspect the restrooms, other unchecked areas, exits, hallways and the perimeter of the building. Suspicious objects are to be reported to the Building Administrator.
6. If no suspicious items are found, resume normal operations.

**If something suspicious is found, OR if the nature and content of the threat warrants evacuation:**

1. The Building Administrator or designee will order an evacuation, notify 9-1-1 Emergency Services and notify their Program Director. Building occupants will be notified to evacuate by an announcement over the PA system. Students and staff will be instructed to dress appropriately and proceed to their normal assembly points outside the building, at least 300 feet from the building, using the evacuation route posted for their room unless otherwise instructed.
2. Teachers shall take attendance cards and class lists and verify attendance after evacuation. Missing staff or students will be reported to an administrator.
3. Depending upon the nature of the threat and/or during inclement weather, the Building Response Team will assess inside evacuation areas, Evacuation Plan B or the off-campus shelter location.
4. **DO NOT RE-ENTER THE BUILDING. DO NOT LEAVE YOUR EVACUATION AREA.** The Building Administrator in concert with the on-site Incident Commander, if applicable, will notify staff when it is safe to reoccupy the building or give further instructions.

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**IDENTIFICATION OF APPROPRIATE RESPONSES TO EMERGENCIES - 155.17 (c)(1)(xv) –  
Cont'd**

5. If early dismissal is initiated, the home districts will be contacted and instructed to pick their students up at the dismissal site or off-site shelter location. Attempts will be made to contact parents of young and severely disabled students.
6. The District Superintendent or designee will serve as public relations/media spokesperson. The Superintendent's Office will notify radio and TV stations as deemed necessary to inform parents.

**Non-Specific 'County-Wide' Threats:**

In the event of an external threat to another school or district, the Building Administrator may receive notice of a 'county-wide' threat either from the District Superintendent's Office or from the Director of Facilities. The Building Administrator will instruct staff to do a check or "sweep" of their rooms and follow the procedures above. Consideration may be given to "sweep" an inside shelter area first for use as a temporary staging area to house building occupants until the remainder of the building is cleared.

**B. HOSTAGE SITUATION**

If there is a hostage situation, all staff/students/visitors are to take refuge. Follow Lockdown Procedures. If the danger is confined, responding law enforcement agencies may recommend an orderly evacuation of certain sections/areas away from the danger.

**Response Action:**

- i. Identify hostage situation - first person on the scene.
- ii. Notify the Building Principal, who will announce or direct a lockdown.
- iii. Call 9-1-1 and follow their instructions.
- iv. Inform Superintendent and if available, District Security Personnel of the situation and the actions taken.
- v. Upon arrival of police officials, implement the following response actions as necessary:
  - i. Isolate area of building involved
  - ii. Notify parents and spouses
  - iii. Prepare official response in the event of media inquiries public information statements
- vi. The police will determine the termination of the emergency.

**C. INTRUDER**

If there is an intruder situation, all staff/students/visitors are to take refuge. Follow Lockdown Procedures. If the danger is confined, responding law enforcement agencies may recommend an orderly evacuation of certain sections/areas away from the danger.

- i. Identify intruder situation – first person on the scene.
- ii. Notify the Building Principal, who will announce or direct a lockdown.
- iii. Call 9-1-1 and follow their instruction for handling intruder(s) and ensuring safety of students and staff.
- iv. Inform Superintendent and if available, District Security Personnel of the situation and actions taken.
- v. Based on advice of and/or with police, confront the intruder.
- vi. Escort intruder out of the building with the assistance of law enforcement.
- vii. Police and Building Principal determine the termination of the contingency.

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**IDENTIFICATION OF APPROPRIATE RESPONSES TO EMERGENCIES - 155.17 (c)(1)(xv) –  
Cont'd**

**D. KIDNAPPED PERSON**

If there is a kidnapped person situation, all staff/students/visitors are to take refuge and follow Lockdown or Hold-In-Place Procedures. Attendance will be taken to verify missing persons and law enforcement agencies will be contacted to interview potential witnesses to gather information.

- i. Identify kidnapping incident – first person on the scene.
- ii. Notify Building Principal, who will announce or direct a lockdown or hold-in-place.
- iii. Take attendance and verify missing student(s).
- iv. Call 9-1-1, advise them of the situation and follow their instructions.
- v. Building Principal notifies the Superintendent and if available, Security Personnel.
- vi. In coordination with police, notify parents or spouses of individuals who are or could be kidnapped. Also, prepare an official response in the event of media inquiries.
- vii. Police and Building Principal determine the termination of the contingency.

**4. PREVENTION AND INTERVENTION STRATEGIES - 155.17 (c)(1)(iii)**

The Westhill Central School District operates a number of programs, some at the District and building level, which deal with school safety officers and other security personnel, nonviolent conflict resolution training, peer mediation, and other school safety programs. These programs have specialized components to reduce and eliminate the possibility of student violence. See Section 6 for a list of intervention programs and services currently available at the Westhill Central School District:

**A. STUDENT INTERVENTION PROGRAMS**

1. 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.
2. 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.
3. 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 staff/psychologists with providers of clinical psychological and/or psychiatric care.
4. 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. The programs serving students that 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 include social workers and/or school psychologists meeting with students and families as appropriate.



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**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS –155.17 (c)(1)(xii)**

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. 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.

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**6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (c)(1)(xvi)**

The Westhill Central 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 Central School District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise.

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

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:

1. 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;
  - 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.
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;
  - Ensure the student making the threat, if said student is on campus, to be immediately removed

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from the classroom and segregated into a secured area pending further investigation;

**RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (c)(1)(i) – Cont'd**

- 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 the Threat Assessment Report for use by administrators.
6. 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
7. 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 (c)(1)(ii)**

**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 Central School District has established a **Post-Incident Response Team** (formally the Crisis 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 is identified within the Building Level Emergency Response Plans and will be activated whenever an incident occurs.

**C. COUNSELING RESOURCES**

The following contacts are available to assist Westhill Central School District Students and Staff:

**Contact Community Services**

Monday-Friday; 8:30 am – 4:30 pm

Emergency Contacts:

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

Work – **251-1400 Ext. 116**

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

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Work – **251-1400 Ext. 122**

Youth Emergency Services: 463-1100 (24 hours/7 days)

**RESPONDING TO ACTS OF VIOLENCE – 155.17 (c)(1)(ii) – Cont’d**

**Suicide Hotline:** 988 or 315-251-0600 (Telephone Counseling)

Counseling Resources are outlined in the BLERP and additional mental health services are available through:

Onondaga County Department of Mental Health	315-435-3355
NY Project Hope Emotional Support Helpline	844-863-9314
Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Distress Helpline	800-985-5990
National Suicide Prevention Lifeline	800-273-TALK (8255)

**9. SITUATIONAL / MULTI- HAZARD RESPONSES - 155.17 (c)(1)(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. See Page 3 for definitions.

**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

**10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (c)(1)(iv)**

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The Westhill Central 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:

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**CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (c)(1)(iv) – Cont'd**

**A. SEQUENCE OF ACTIONS**

1. The first person who becomes aware of an emergency will call 911 if necessary, and 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 315-426-3272
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 (c)(1)(vii & viii)**

**A. RESOURCES AVAILABLE**

Resources are available in the event of an emergency, see Appendix D. The following resources are available in the event of an emergency:

Building Floor Plans .....	All
Buses .....	Transportation Center
Pick-up Trucks, Vans, Snowplows .....	Maintenance Center
Maintenance Tools & Equipment: .....	Maintenance Center

**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. LOCATIONS 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.

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**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – Cont'd**

**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 Administrator or designee for the involved building shall bring the school's "Gotta Go Bag" See Appendix J.
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.

**E. DUTIES OF THE SUPERINTENDENT 155.17 (C)(1)(XIX):**

1. The Superintendent is designated the **Chief Emergency Officer**. The Chief Emergency Officer or a designated administrator, will represent the Westhill Central School District as part of the staff at the Command Post. The Board of Education appointed Stephen Dunham as the Chief Emergency Officer on July 8, 2024.
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 personnel changes shall be sent to the Superintendent and included in the Emergency Response Bag/"Gotta Go Bag" at each site.
  - Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan by September 15<sup>th</sup> annually.

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**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – Cont'd**

- Ensure the conduct of required evacuation and lock-down drill in all district buildings as required by Education Law Section 807.
  - Ensure drills and trainings are conducted in a trauma informed, developmentally and age-appropriate manner.
  - Ensure students and staff are informed when a school is conducting a drill.
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 Administration and the Director of Facilities, 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.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Building Administrator or site supervisor's will make arrangements for creating maps or folders which will show the Assembly Area for each school and for determining pick-up of students at each school's designated Assembly Area and delivery of students at each school's designated Relocation Center.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.

**G. DUTIES OF FACULTY AND STAFF**

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 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.
2. 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.
3. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to the designated Assembly Area, avoiding any hazard zones.

**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – Cont'd**

4. 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. The contents of this bag are addressed in Appendix E but should also contain:
  - **Updated class rosters for each class using the room**
  - **Emergency evacuation (including assisted evacuation) plans**
  - **Names and telephone numbers of crisis team members**

And MAY contain:

  - A flashlight and spare batteries
  - Latex gloves
  - Pen and paper
  - Sign with the classroom teacher’s name in bold letters
  - Spare batteries for two-way radios
5. Special area teachers and non-instructional employees shall report to the designated Assembly Area and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Assembly Area 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 Assembly Areas or relocation sites.
7. 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 THE 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:



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**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – Cont'd**

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 Assembly area or at a Relocation Center away from the normal supplies at school.
2. Utilize available School Medical Emergency Response Team members in accordance with school's Building Level ERP.
3. 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.
4. In the event of an evacuation, the School Nurse shall be responsible for bringing medical information of students and medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
5. Provide collaborative support and assistance for Fire and Rescue Personnel.
6. Maintain a list of emergency medical conditions and needs for all students.
7. Carry out first aid in the assembly area, designated area, and/or the relocation center as needed.

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

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.

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**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – Cont'd**

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 Assembly Area if this area is activated.

**L. DUTIES OF THE DISTRICT SPOKESPERSON OR PUBLIC INFORMATION OFFICER (PIO)**

In addition to the Superintendent’s duties in letter E of this section, the Superintendent will be designated as the Spokesperson or the Public Information Officer (PIO) for the district. 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 Central 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 Central 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 Central 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.

Westhill Central School District  
District-wide Safety Plan

**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii & viii) – Cont'd**

6. 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.

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

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 predetermined re-location site(s) for each school. Ensure 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 serve as a hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.

**N. DUTIES OF SCHOOL LUNCH DIRECTOR OR DESIGNEE**

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.

**12. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES – 155.17(c)(1)(v)**

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 Office for assistance as dictated by the situation, see Appendix B, "Emergency/Agency Telephone Numbers" for a listing.

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**13. INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(c)(1)(vi)**

In the event of an Emergency, the Superintendent of Schools will contact the following agencies as dictated by the situation:

New York State Police .....	911
Onondaga County Sheriff .....	911
Poison Control Center.....	1-800-222-1222
NYS DEC Spill Hotline.....	1-800 457-7362

**14. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (c)(1)(ix & x)**

**A. DUTIES OF THE SUPERINTENDENT**

Upon notification or declaration of a local or state emergency the Superintendent, or designee, will contact all the Westhill Central School District locations to communicate emergency information and instructions and shall act as the Public Information Officer for all emergency response agencies within the District, and shall address all news media. See Appendix C for more information.

**1. 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 Central School District (except routine snow days).

**2. NOTIFICATION OF OCM BOCES DISTRICT SUPERINTENDENT**

The Superintendent of Schools will be responsible for notifying the Office of the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services, at 1-315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

**B. PARENTS & GUARDIANS 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 or alternate contact information at which to contact parents in the event of early dismissal;
- Alternate plans and/or contacts for the child's welfare if neither parent can be informed of early dismissal or emergency dismissal; and
- Special students' needs: medical and other.

**C. 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 Central School District, and shall address all news media.

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**INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (c)(1)(ix & x) – Cont’d**

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 Central 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 Central School District response to parents as they inquire via telephone or in person at designated areas during emergencies.
- The names of any students released shall be communicated to the Command Post.

**15. SCHOOL SAFETY PERSONNEL – 155.17(c)(1)(xiv)(xvii)**

**A. ALL STAFF**

In addition to the assigned Safety/Security Personnel the Westhill Central 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:

1. 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
2. Supervise students under your charge and monitor behavior during the day
3. 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
4. Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
5. May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.

**16. MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(c)(1)(xiii)**

**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.

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**MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(c)(1)(xiii) – Cont'd**

2. Training for District staff is conducted throughout the school year. This training includes, but is not limited to Right-To-Know, Hazard Communication, Blood borne Pathogens, CPR and AED training, overview of the Westhill Central School District SAVE Plan and Code of Conduct. This training is conducted annually to ensure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Level Emergency Response Plans. The Westhill Central School District coordinates with the Onondaga Sheriff's Department, and the New York State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, CPR and First Aid, and mental health 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.

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

All staff shall receive annual training on the Emergency Response Plan and shall include, but not be limited to, School Violence Prevention and Mental Health. The training is available via the OCM BOCES website. After completing the training, the individual is required to fill out a form to receive credit. This training is mandated for all staff to be completed by September 15 of each year. New employees hired after the start of the school year shall receive training within thirty (30) days of such hire.

**A. RESPONSIBILITIES OF THE 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 1st 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 Central 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.

Westhill Central School District  
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**SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS – Cont’d**

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.

**18. EMERGENCY DRILLS AND EXERCISES – 155.17(c)(1)(xiv)**

**A. CONDUCT OF DRILLS**

The Westhill Central School District program sites will hold one annual early dismissal and sheltering drill as well as routine fire and lockdown 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. All drills will be conducted in a trauma informed, developmentally and age appropriate manner.

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 a one week notice to parents or guardians
  - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time.
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 Central 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 eight (8) fire drills and four (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 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 procedures 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 announcement 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 in Section 2.D. of this

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**EMERGENCY DRILLS AND EXERCISES – 155.17(c)(1)(xiv) – Cont’d**

Plan. All drills will be conducted in a trauma informed, developmentally and age appropriate manner.

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

1. See that doors are 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.

**19. PLAN DISTRIBUTION AND REVIEW**

**A. COPIES OF THE PLAN**

Copies of this Plan shall be kept in the office of the Superintendent, Assistant Superintendent for Curriculum & Instruction, Assistant Superintendent of Business Administration, Director of Facilities, and Building Administrators. This district safety plan is also posted on the district's website, <https://www.westhillschools.org/teacherpage.cfm?teacher=1103>.

**20. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi)**

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 include electronic security systems such as security cameras which have been upgraded to enhance school security around the exterior as well as the interior of the buildings.

**A. BASIC PROCEDURES**

1. All School District employees are required to wear an **employee badge** whenever they are in any the Westhill Central 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.



Westhill Central School District  
District-wide Safety Plan

**IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi) – Cont’d**

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.

**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.

**21. 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-1	School telephone 315-426-3200
Cherry Road Park School	– Grades 2-4	School telephone 315-426-3300
Onondaga Hill Middle School	– Grades 5-8	School telephone 315-426-3400
Westhill High School	– Grades 9-12	School telephone 315-426-3100

Westhill Central School District  
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**APPENDIX A**

Administrator Telephone Numbers/District-Wide School Safety Team

Chain of Command, Building Response Team

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>School Extension</u></b>
Superintendent	Stephen Dunham	315-426-3272
Asst. Superintendent of C & I	Jeremie Auge	315-426-3272
Asst. Superintendent for Business Admin	Steve Smith	315-426-3278
Director of Facilities	Eric Francisco	315-426-3396
WHS Principal	Daniel Dolan	315-426-3102
WHS Asst. Principal	Meghan Snell	315-426-3102
OHMS Principal	Kathryn Ta	315-426-3402
OHMS Asst. Principal	Meaghan Stanton	315-426-3402
CRS Principal	TBD	315-426-3302
WPS Principal	Beth Kramer	315-426-3202
Food Service Director	Jessica Milazzo	315-426-3153
Transportation Supervisor	Michele Rether	315-426-3030
Director of Special Education	Marietta Lachenauer	315-426-3280
Director of Athletics	Jennie Smarrelli	315-426-3102
Director of Information Technology	Katie Harmon	315-308-1846
Bus Driver	James Curry	315-426-3030
Bus Attendant	TBD	
School Board Member	TBD	
Parent Organization	TBD	

Westhill Central School District  
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**APPENDIX B**

**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	315-435-2525
<b><u>Fire Department</u></b>	911
<b>Non-Emergency Administrative Numbers:</b>	
Taunton Fire Department	315-468-1011
Onondaga Hill Fire Department	315-420-8884
Solvay Fire Department	315-468-1710
<b><u>Ambulance</u></b>	911
<b><u>NYS DEC</u></b>	
DEC Region 7 Onondaga County	315-426-7519
NYS DEC Hotline:	1-800 457-7362
<b><u>Police</u></b>	911
<b>Non-Emergency Administrative Numbers:</b>	
New York State Police (School Outreach)	315-366-6027 (Troop D)
New York State Police	911
Geddes Police Department – Chief Gillette	315-468-3283
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)	315-455-7061
National Grid (Electric)	1-800-867-5222
National Grid (Gas Service)	1-800-892-2345
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	315-464-5540
Crouse Irving Memorial	315-470-7111
University Community Campus	315-492-5011
St. Joseph's Hospital	315-448-5111

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**APPENDIX B (continued)**

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

**Radio Stations**

WSYR (570 AM)/WYYY (Y94)	315-472-9797
WHEN (620AM/106RM)	315-457-6110
WBBS (B104.7FM)	315-448-1047
WWHT	
WNTQ	315-421-9393
WSEN (FM92)/WFBL (1050 AM)	315-635-3971
WAER (FM88)	315-443-4021
WCNY (FM91.3)	315-453-2424
WRVO	
WTKW (FM 99.5)	315-472-9111
WJPZ (FM 89.1)	315-443-4689

**TV Stations**

WTVH (Channel 5)	315-425-5555
WIXT (Channel 9)	315-446-9999
WSTM (Channel 3)	315-477-9400

**Contact Community Services**

Monday-Friday; 8:30 am – 4:30 pm

Emergency Contact:

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

Work – **315-251-1400 Ext. 116**

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

Work – **315-251-1400 Ext. 122**

24-hour Counseling Line: 315-251-0600

Youth Emergency Services: 315-463-1100

## APPENDIX C

### ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF (Emergency Closing Procedures)

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 information shall include the following information:

1. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
2. Methods for disseminating information during an emergency (Radio/TV stations, etc.)
3. A source for additional information.

A decision to close the school for any reason originates with the superintendent, who notifies the administrators about 5:30 a.m. If there is doubt in your mind as to whether or not school will be in session, listen to the radio/TV stations listed below beginning at 6:00 a.m. Don't call; they will not give you the information over the phone; but listen to their news bulletins that always include emergency school closings. The District Office always makes the contact with the radio stations.

Items relative to closing school:

1. It should be understood that when school is cancelled due to inclement weather this automatically cancels all activities scheduled for our students on that day.
2. Upon return, we assume the schedule of the day missed.
3. During snow days, all main doors are locked. If you desire access to the building, telephone ahead of time to make arrangements.

#### Radio

WSYR 570 AM – Syracuse  
WAQX 95X/FM 93Q – Syracuse  
WHEN 620 AM /107.9 FM – Syracuse

#### Television

WSTM Channel 3 – NBC - Syracuse  
WTVH Channel 5 – CBS - Syracuse  
WSYR Channel 9 – ABC - Syracuse  
NEWS 10 Now Channel 10 - Syracuse

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**APPENDIX D**

**RESOURCES AVAILABLE WITHIN DISTRICT**

Mark the location of the following resources with an X:

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

Note:

WPS – Walberta Park

CRS – Cherry Rd School

OHMS – Onondaga Hill Middle School

WHS – Westhill High School

## **APPENDIX E**

### **EMERGENCY RESPONSE BAGS or “GOTTA GO BAGS”**

“Gotta Go Bags” are school emergency bags that are filled with supplies that may be needed in the event of an emergency. Emergencies may involve classrooms, or a whole school depending on the type and extent of the emergency. The emergency may be just an evacuation of the building to setting up operations for a longer duration (days to weeks). A minimum of two bags are in each school building; an office or administration bag is the school level gotta go bag and an emergency bag for the school nurse. Classroom teachers may have a specific gotta go bag or emergency folder as well.

#### **1. Office/Administration Emergency Response Gotta go Bag:**

- Updated class rosters for each classroom
- Emergency Phone Numbers (District as well as outside Resources)
- Pen and paper
- Parent Reunification forms or equivalent
- Emergency evacuation (including assisted evacuation) plans with room numbers on it (multiple (10) copies for responders)
- Names and telephone numbers of the Building Level School Safety Team Members and Post Incident Response Team members
- The Building Level Emergency Response plan or excerpts from it.
- Other forms or documents the school/district may require

#### **Gotta go bags can also contain optional items such as:**

- A flashlight and spare batteries
- Cell phone charging cords/adaptors
- Latex gloves
- Sign (or materials for making a sign) with the classroom teacher’s name in bold letters
- Two-way radios and Spare batteries

#### **2. School Nurse Gotta Go Bag:**

- Updated student attendance list
- Medical Team Phone numbers
- Medical information cards on each student (or students with medical needs)
- Daily medications to include Epi-Pens
- AED
- First Aid Kit/supplies
- Latex gloves

#### **3. Optional Classroom “gotta go bags” or emergency folders for teachers:**

- Updated class rosters/attendance lists for each classroom
- Books or coloring paper

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**APPENDIX F**

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

**School/Center Name**

**Contact Person**

Learn As You Grow, Solvay  
120 N. Orchard Rd.  
Solvay, New York 13209  
315-487-0821

Vicki Schlenker, Director

Parkview Junior Academy  
412 South Avery Ave  
Syracuse, NY 13219  
315-468-0117

Kimberly Kaiser, Principal

Peanut Butter Nursery  
126 S. Terry Rd  
Syracuse, NY 13219  
315-488-0284

Karen Delano & Jennifer Gilmartin



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**APPENDIX G**

**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)

DRAFT

Westhill Central School District  
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**APPENDIX H**

**SCHOOL PATROL OFFICER  
AGREEMENT**

This School Resource Officer (“SRO”) Agreement (this “**Agreement**”) is made as of \_\_\_\_\_, 2025 by and between the Town of Geddes Police Department, with offices located at 1000 Woods Rd, Solway, New York 13209 (hereinafter referred to as the “**Agency**”); and Westhill Central School District, with offices located at 400 Walberta Drive Syracuse, New York 13219 (hereinafter referred to as the “**School District**”).

**WHEREAS**, Article 5-G of the New York State’s General Municipal Law (“GML”), provides the authority for municipal corporations to enter into agreements for the performance between themselves, or one for the other, of their respective functions, powers and duties on a cooperative contract basis; and

**WHEREAS**, the School District and Agency are both municipal corporations, as that term is defined by GML § 119-n(a); and

**WHEREAS**, the School District and Agency have determined that it is in their mutual best interests to enter into this Agreement to provide for the assignment of an officer employed by the Agency to serve as School Resource Officer at the School District;

**NOW, THEREFORE**, the parties hereto hereby agree as follows:

**1. General Terms and Conditions.**

- a. The Agency and School District enter into this Agreement for the purpose of placing up to four Agency officers on site at the School District to serve as SRO. The Agency will assign the SRO to the School District according to a mutually agreeable schedule, in accordance with the terms set forth herein.
- b. The Agency agrees that services rendered under this Agreement will be in compliance with applicable Federal and State constitutional requirements, local laws, rules, regulations, including but not limited to, the New York State Worker’s Compensation Law, New York State Civil Service Law, New York State General Municipal Law, and applicable regulations of the Commissioner of Education.
- c. The SRO shall be subject to all other applicable personnel policies and practices of the Agency.

2. **Purpose.** The School District hereby agrees to secure the services of the Agency, and the Agency agrees to provide the service of an additional officer to serve in one (1) SRO position designated by mutual agreement of the Agency and the School District to be assigned as follows:

The Agency agrees to have one (1) SRO on site at the designated School District building(s) for eight (8) hours each day that school is in session during the school year. The specific hours shall be determined by the School District based upon the arrival and dismissal times of each building(s). The SRO shall be granted all legally required breaks (e.g. lunch when legally required).

3. **Term.** The term of this Agreement commences on agreement execution and expires on June 30, 2026.

This Agreement may be terminated upon thirty (30) days’ written notice to the other party at said party’s designated address. Any extension or renewal of said agreement shall be authorized by the School District Board of Education and the Agency.

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4. **Payment.**

- a. **SRO Compensation.** The Agency agrees to provide and to pay the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the Agency. The hourly rate shall be \_\_\_\_\_ dollars (\$\_.\_\_) per hour, less applicable withholdings and deductions, for hours worked during the school day. Additional hours worked over forty (40) hours in each week shall be compensated at an overtime rate of time and half, \_\_\_\_\_ dollars (\$\_.\_\_) per hour less applicable withholdings and deductions.
- b. **Agency Compensation.**
  - i. **Compensation for Services.** The School District shall pay to the Agency a total amount of \$ \_\_, \_\_.00 per School Resource Officer in consideration for the services set forth in this Agreement. Payment will be made in ten (10) equal monthly installments of \$ \_\_, \_\_. \_\_ per School Resource Officer beginning on September 1, 202x and ending on June 30, 202x. This compensation covers the salary, training, equipment and administrative fee for an individual School Resource Officer.
  - ii. **Invoices.** All payments owed by the School District to the Agency under the terms of this Agreement shall be made within thirty (30) days following School District's receipt of an invoice from the Agency.

5. **School District Duties.** In addition to any responsibilities of the School District set forth in this Agreement, the School District will:

- a. Confirm that the SRO has received all training required under the terms of this Agreement by obtaining a certificate evidencing the training requirement has been satisfied.
- b. Train staff annually regarding appropriate role of SRO in schools, and appropriate conditions under which SRO assistance may be requested.
- c. Review data collected by the Agency at least once each year pertaining to all school-based searches, seizures, citations, ticketing, arrests, use of force, interrogations, court referrals, disaggregated by location of arrest/school, charge, arresting agency, gender, age, race/ethnicity, disability and ESL status, and use such data to evaluate and revise policies to ensure the Agreement is carried out in a manner consistent with civil rights and anti-discrimination laws.
- d. To the extent permitted by law and/or School District policy, provide designated SRO with an office which includes access to a location for files and records that can be properly locked and secured.
- e. Access to other general office equipment such as fax machines, copy machines, etc.
- f. The School District acknowledges that the SRO may be required to attend, at the direction of the Agency, emergencies, special needs and training functions as deemed necessary by the Agency.

6. **Agency Duties**

- a. **General Obligations of the Agency.** The Agency will:
  - i. Train the SRO regarding their role in the School District prior to his/her placement in the School District. Such training should encourage the SRO to exercise discretion to minimize arrests for minor misbehaviors and use all available diversion programs and other alternatives to arrest. Such training may also include topical areas such as child and adolescent development and psychology; age-

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appropriate responses; cultural competence; restorative justice techniques; special accommodations for students with disabilities; practices proven to improve school climate; and challenges relative to lesbian, gay, bisexual, transgender and questioning students.

- ii. Collect data reflecting all school-based searches, seizures, citations, ticketing, arrests, use of force, interrogations, court referrals, and disaggregate the data by location of arrest/school, charge, arresting agency, gender, age, race/ethnicity, disability and ESL status. The Agency shall provide this data to the School District at least once each year during the term of this Agreement.
  - iii. Cooperate with the School District to implement the SRO Program with the least possible disruption to the educational process.
- b. **Duties of SRO.** The Agency shall provide the School District with an officer(s) capable of providing the following SRO services:
- i. Report directly to the Town of Geddes Police Department or his/her designee.
  - ii. Provide for the security and safety of all students, staff, and visitors, protect school property and maintain order in and around the school site.
  - iii. Attend Superintendent's hearings with students as requested by the School District.
  - iv. Provide intervention between students and/or staff using appropriate techniques to calm and control situations.
  - v. Under the supervision of the Town of Geddes Police Department or his/her designee, and in coordination with the School District's administration, investigate all crimes and incidents occurring on and in the vicinity of school grounds. Provide the appropriate documentation for such investigations.
  - vi. Report all violations of law, school rules, regulations or policies to the School District's administration.
  - vii. Enforce all governing New York State and federal laws, rules, and regulations and assist schools in meeting requirements mandated by New York State law.
  - viii. Act as liaison with police and other emergency personnel.
  - ix. Build relationships by being a liaison between the Town of Geddes Police Department and the School District.
  - x. Advise the School District's administration of any circumstances or situation that may create any potential harm to persons, or damage to, or loss of property.
  - xi. When feasible and requested to do so by School District's officials, and in a manner which does not infringe upon individuals' Constitutional rights, screen persons entering the building or school grounds.
  - xii. Become familiar with all hidden recesses in the building and check them periodically.
  - xiii. Maintain post integrity. Be highly visible and available at all times and refrain from unnecessary fraternization with other officers/employees of the School District.
  - xiv. Question any individual not having appropriate identification to ascertain his/her status.
  - xv. Develop and maintain a positive and open relationship with students, administrators, faculty, staff, and parents.
  - xvi. When requested, participate in meetings with school officials, parents or the School Board to assist in dispute resolution and/or in developing policy and procedures concerning school safety. Additionally, provide information to students and staff in regard to DWIs, weapons, sale of illegal drugs, etc.
  - xvii. Seize and store/dispose of any illegal substance or contraband seized by school officials as required/not required for evidence in prosecution.
  - xviii. Educate potential school-age victims in crime prevention and safety.
  - xix. Develop or expand crime prevention efforts for students.

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- c. **Mutual Duties.** SRO shall not enforce school rules or policies: matters of school discipline shall be referred to the appropriate building principal. The SRO shall not detain or question students about their immigration status. The SRO shall abide by School District policies except to the extent that such policies conflict with the officer's responsibilities as a law enforcement officer or in a situation where life or property is in danger. All of the obligations of the Agency as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation, or membership in any other protected class.

7. **SRO Program Objectives.** The objectives of the SRO program are to:

- a. Provide a police presence at School District events in order to promote and provide an atmosphere of enhanced school safety for faculty, staff, students and school visitors.
- b. Provide a Law Enforcement resource to students, teachers, school administrators and parents, so as to:
  - i. Increase student awareness about personal safety, crime prevention, internet safety, conflict resolution, violence prevention, restorative justice, peer mediation, other related topics through formal and informal instructional strategies.
  - ii. Increase school faculty and staff awareness about policies and procedures for preventing/responding to incidents of violence and other threats to school safety.
- c. Facilitate crime prevention, Law Enforcement, and security consultation.
- d. Build lines of communication and promote positive attitudes between students and the Town of Geddes Police Department
- e. Proactively address problems and pressures as they relate to students before such problems manifest into socially and legally unacceptable behavior. These problems may involve the use of alcohol, drugs, tobacco, illegal and prohibited substances. They may also involve peer pressure and sexual activity.
- f. Provide a positive role model to the students.
- g. Provide education in law enforcement, as requested and appropriate.

8. **Qualifications of SRO.** All individuals performing SRO services under this Agreement shall be and remain at all times properly licensed and/or credentialed in accordance with applicable law to perform services in accordance with this Agreement. The SRO shall meet the following qualifications:

- a. Be a certified police officer of the State of New York with prior law enforcement experience;
- b. Have excellent communication skills;
- c. Be able to relate well to children of all ages; and
- d. Possess good coordinating and planning skills.

9. **Independent Contractor.** The Agency shall be providing services to the School District as an independent contractor, and any and all services performed by the SRO under this Agreement shall be performed in such capacity. The SRO shall not hold himself/herself out as, nor claim to be, an officer or employee of the School District, nor make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the School District, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The SRO shall not have, or hold himself/herself out as having the authority or power to bind or create liability for the

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School District by the SRO's acts or omissions. As the SRO's employer, the Agency shall comply with all Federal, State, and local laws rules and regulations. The Agency shall pay any applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over the Agency or its relationship with the School District. The Agency further agrees to indemnify and hold the School District harmless against any claim, cost, penalty, damage, or expense (including attorneys' fees) related to either parties nonpayment and/or underpayment of any such taxes or payments. These provisions shall survive any expiration, termination, or non-renewal of this Agreement. An SRO assigned to the School District is under the direct supervision of the command officers of the Town of Geddes Police Department. The School District shall have no ability to control the manner, means, details or methods by which the SRO, the Town of Geddes Police Department, or its agents perform services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

10. **Absences and Replacements.**

- a. **Absences.** In the event an assigned SRO is to be absent from work, the SRO shall notify the Principal in the building that they are assigned, as well as their Agency supervisor. The SRO will work with the Agency to secure another SRO in their absence to provide services under this Agreement to replace him/her.
- b. **Replacements and Removals.** In the event that the Superintendent of Schools and/or the Agency determine that the work of an SRO is unsatisfactory to either or both, then in that event the Superintendent and the Agency shall meet to seek agreement or corrective action. If the Superintendent of Schools and the Agency are unable to agree upon corrective action, then either upon written notice to the other may terminate the SRO's assignment at the School District. The Superintendent of Schools and the Agency shall thereafter meet to determine if a replacement SRO can be assigned to the school district together with modification of the terms of employment and supervision if appropriate.
  - i. Irrespective of the above provisions, the parties must comply with any applicable due process requirements under the New York State Civil Service Law prior to termination or reassignment of an SRO.
  - ii. In the event of the resignation, dismissal or reassignment of the SRO, or in case of long-term absences by the SRO, the Agency with agreement from the Superintendent of Schools, shall provide a temporary replacement for the SRO within thirty (30) days of receiving notice of such absence, dismissal, resignation or reassignment. As soon as practicable, the Agency and the School District shall find a suitable, permanent replacement for the School Resource Officer.

11. **Confidentiality.** The parties agree that all information exchanged is considered confidential and will be used only for the purpose outlined in the Agreement, unless otherwise required by law.

12. **Indemnification.**

- a. Except for any liability, damages, claims, demands, costs, judgments, fees, and attorneys' fees contributed to, caused by or resulting from the negligence or willful misconduct of the Agency, its officers, employees or agents, the School District shall indemnify and hold harmless the Agency, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the School District; and the School District shall provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of such acts or omissions and shall bear all other reasonable costs and expenses related thereto.

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- b. Except for any liability, damages, claims, demands, costs, judgments, fees, and attorneys' fees contributed to, caused by or resulting from the negligence or willful misconduct of the School District, its officers, employees or agents, the Agency shall indemnify and hold harmless the School District, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the Agency, the SRO, or third parties under the direction or control of the Agency; and the Agency shall provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of such acts or omissions and shall bear all other reasonable costs and expenses related thereto.
13. **Insurance.** The Town of Geddes Police Department maintains Excess General Liability and Automobile Liability Insurance with New York Municipal Insurance Reciprocal, at a limit of \$5,000,000 in excess of underlying General Liability (\$1,000,000/\$3,000,000) and Automobile Liability policies with limits of \$1,000,000 per occurrence. The School District and its officers, employees, and agents shall be named as Additional Insureds on a direct primary basis under the policy issued for these coverages. The Town of Geddes Police Department shall provide proof of statutory coverage in compliance with New York State Workers' Compensation Law and a copy of the applicable Additional Insured endorsement form evidencing the coverage outlined herein.
14. **Records Retention.** The parties agree that the Agency will maintain all records in connection with this Agreement for a period of four (4) years, and make such records available for audit by the New York State Department of Education and New York State Audit and Control upon request. Upon the School District's request for any such records, the Agency shall provide copies within a reasonable amount of time.
15. **Non-Appropriation.** Should funds become unavailable or should appropriate governing bodies fail to approve sufficient funds for completion of the services or programs set forth in this Agreement, the School District shall have the option to immediately terminate this Agreement upon providing written notice to the other party. In such event, the School District shall be under no further obligation to the Agency other than payment for cost actually incurred prior to termination and in no event will the Agency be responsible for any actual or consequential damages as a result of termination.
16. **Governing Law.** The Agreement shall be construed and interpreted in accordance with the laws of New York State.
17. **Assignment.** This Agreement may not be assigned by either party.
18. **Interpretation.** The language of all parts of this Agreement in all cases shall be construed as a whole, according to its fair meaning, and not strictly for or against any party, regardless of who drafted it.
19. **Waiver.** The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of such provisions or right. A waiver is effective only if in writing and signed and delivered by the waiving party.
20. **Applicability.** It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof. Any alterations, amendments, deletions, or waivers of the provisions in this Agreement shall be valid only when expressed in writing and duly signed by the parties.

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21. **New York Education Law Section 2-d Addenda**: The following addenda attached hereto shall be incorporated into the Agreement, and shall supersede any inconsistent provisions in the Agreement:

- Addendum A: Parents’ Bill of Rights for Data Privacy and Security
- Addendum B: Parents’ Bill of Rights – Supplemental Information Addendum
- Addendum C: Agency’s Data Security and Privacy Plan

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and year first above written.

**Town of Geddes**

**Westhill Central School District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



APPENDIX I

# Westhill Central School District's Public Employer Communicable Disease Plan



## Addendum to the District's Safety Plan

Date of board resolution to adopt plan: August 26, 2024

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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## Promulgation

This addendum to the Westhill Central School District's Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

In accordance with New York Education Law §2801-a(2)(m) and New York Labor Law §27-c, the Westhill Central School District has prepared the instant Public Health Emergency Communicable Disease Plan (the "Plan") to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This plan has been presented to all certified representatives of the District's employees, who were provided an opportunity to review the plan and make recommendations in accordance with the law. Specifically, this plan has been presented to:

- Westhill District Education Association
- Westhill Employees' Union
- Teamsters Local 317
- Westhill Administrators' Association

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

The District publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the "Authority"). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

**Record of Changes**

Date of Change	Description of Change	Implemented by

DRAFT

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## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law section 2801-a, as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential employees, facilitation of telecommuting for non-essential employees, provision of personal protective equipment (PPE), protocols to support contact tracing, and protocols for emergency housing.

### Scope

This plan was developed exclusively for and is applicable to Westhill Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use the Centers for Disease Control (CDC) Guidance for Keeping Workplaces, Schools, Homes and Commercial Establishments Safe, until and unless it has been superseded by other guidance.<sup>1</sup> The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the NYS Department of Health, or Onondaga County Health Department.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed with the Coronavirus pandemic in mind but will be adapted to

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<sup>1</sup> As of the initial publication of these protocols, this document could be found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

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other infectious disease outbreaks as needed and/or required by the law. The District publishes these protocols based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the protocols may be updated over time. The District will comply with all applicable local, State, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these protocols, the District will comply with the Authority.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Superintendent of Schools of the Westhill Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan's implementation may be supported by additional personnel, at the discretion of the Superintendent. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws, or regulations, as needed. A copy of the final version of this plan must be published in a clear and conspicuous location, in the employee handbook and on the District's website.

The Superintendent of Westhill Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Schools of the Westhill Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

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## Mission Essential Workers

When confronting events that disrupt normal operations, the Westhill Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Westhill Central School District

Essential workers must be physically present on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site in the event of a state-ordered reduction of in-person workforce for the continued operation of each essential function, along with justification for their categorization. Note that there are employees who may be essential for only part of the year or during certain requirements. To the extent these exist, the District has outlined them below; however, individuals may be deemed essential as circumstances dictate and the below list is not exhaustive.

Essential Function	Description of position/title	Justification of consideration for position/title being essential
Office of the Superintendent	<ul style="list-style-type: none"><li>• Superintendent of Schools</li><li>• Asst Sup't for Curriculum &amp; Instruction</li><li>• Secretary to the Superintendent</li></ul>	Decision-making and oversight of the educational program.
School Building Management	<ul style="list-style-type: none"><li>• Building Principals</li><li>• Building Secretary</li></ul>	Accountable for delivery of the educational program and the health & safety of the school building's staff and students.
Information Technology	<ul style="list-style-type: none"><li>• Director of Educational Technology</li><li>• Network Administrator(s)</li></ul>	Facilitate remote instruction.  IT staff member provide support in setting up hardware and software, network management, and help desk support.
Medical	<ul style="list-style-type: none"><li>• School Nurse(s)</li></ul>	Communication and coordination with the Dept of Health
Business Office	<ul style="list-style-type: none"><li>• Asst Sup't for Business Admin</li><li>• Payroll</li><li>• A/P</li><li>• Human Resources</li><li>• District Treasurer</li></ul>	Process(es): payroll & benefits, order entry, accounts payable, deposits, etc.
Mtce & Custodial	<ul style="list-style-type: none"><li>• Supv of Bldgs &amp; Grounds</li><li>• Custodial &amp; mtce staff</li><li>• Grounds</li></ul>	Health and safety
Food Service	<ul style="list-style-type: none"><li>• Director of Food Service</li><li>• Food Service Worker(s)</li></ul>	Preparation and delivery of school breakfast(s) and lunch(es) to pre-qualified students.
Transportation	<ul style="list-style-type: none"><li>• Transportation Supervisor</li><li>• Dispatcher</li><li>• Bus driver</li><li>• Bus attendant (if necessary)</li></ul>	Assist in the delivery of instructional materials and school breakfast(s) and lunch(es) to pre-qualified students.

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The Superintendent will have full discretion to deem any employee essential, and access to building and grounds as necessary. This chart and determinations can be used as a guideline for any future communicable disease outbreaks.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on school transportation. Below is a description of how the District will, to the extent possible, (1) stagger work shifts of essential employees and contractors in order to reduce overcrowding on school transportation systems and at worksites, and (2) enable all non-essential employees and contractors to telecommute including, but not limited to: facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications: As practicable, the District shall transfer office phone lines to non-essential employees' cell phones. To the extent any employee has administrative support to answer phone lines, this will be maintained through the use of transferring lines as well.

Building principals will generally be responsible for the accountability of staff performing remote duties.

Distribution and installation of devices or technology (including downloading and installation of any software, data, office laptops or cell phones) shall be coordinated by and through the director of educational technology to:

1. Manage the district's work order system to triage outages and issues;
2. Provide prior approval and inventory of instructional software;
3. Provide support and training for remote instruction;
4. Prepare employees to work remotely before a disease is recognized – i.e., setting up capability during initial onboarding and working with existing staff to update capabilities.

### Procurement

The District will abide by all state requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.



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### Staggered Shifts

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Westhill Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Upon designation of a disease under these protocols, within five (5) business days the immediate supervisor of each essential employee and/or contractor shall determine the hours during which each essential employee and contractor must be present and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within these hours and locations. Following this identification for all employees and contractors, the supervisor must submit the list of hours and locations required to the Superintendent of Schools (or their identified designee) for their review.

Upon receipt of the list of hours and locations for each employee and contractor, the Superintendent or their designee will, in turn, review the list and promulgate precise hours for each employee and contractor, adjusting hours as possible to reduce an influx of employees and contractors arriving at similar times to similar locations. The goal of the Superintendent or their designee's oversight is to stagger work shifts and locations to reduce overcrowding. The Superintendent or their designee must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent/their designee, the Superintendent or their designee will provide a list of approved information to the immediate supervisor of each essential worker or contractor, and will keep such list in the business office for purposes of implementation of the remainder of these protocols, including disinfection and contact tracing.

### Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. The identification of PPE shall be determined based on the nature of the communicable disease at hand and may include:

- Face masks (i.e., disposable surgical masks)
- Fit tested respirator masks (N-95 or cartridge style)
- Face shields
- Gloves

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- Disposable gowns and aprons
- Eye protection
- Sneeze guards

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
  - a. PPE is assigned to staff based on job duty, special need or as assigned by supervisor or physician request.
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months. *(or will be supplied periodically through their supervisor as needed/requested).*
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
    - i. PPE will be procured primarily by the buildings and grounds department or other department(s) as recommended in guidance set forth by the CDC, NYS DOH or Onondaga County DOH.
    - ii. Procurement quantities will be based on recommendations from agencies mentioned above.
    - iii. District will secure multiple vendors for each product so that a constant supply can be maintained during time of high need and limited availability.
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a central location in a manner which will prevent degradation
  - b. Each building will have a designated person(s) responsible for maintaining a limited supply of PPE that's available for immediate distribution.
  - c. The supply of PPE will be monitored to ensure integrity and to track usage rates
    - i. All requests for distribution of PPE are completed through the district's work order management system which tracks shipments to buildings and also help monitor inventory levels.
    - ii. The District will continuously monitor the physical inventory of all PPE and cleaning related products.
    - iii. Minimum quantity thresholds are currently being developed for purposes of replenishment; thresholds are based on the usage trends created during the first several months of school activity.
4. Deployment of available PPE:
  - a. Available quantities and descriptions for use are provided as follows:

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PPE Description	Deployment Purpose	Quantity
N-95 Masks	Available to school nurses (requires fit test)	25
Surgical Masks	Available to all school staff and students	500
Face shields/gowns	Available to special education staff	75

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease. These protocols are aimed to prevent the spread or contraction of the Disease in the workplace. They specifically detail the actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the Disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. The Superintendent of Schools, will be responsible for ensuring these protocols are followed. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency they must, as soon as practicable, notify their immediate supervisor regarding the exposure. Their immediate supervisor will, in turn, report the exposure to the Superintendent of Schools, or their designee. They must not be present at the worksite after their notification of exposure and until cleared by a medical professional in accordance with any CDC, State or County Department of Health guidelines.
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing per current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC, New York State Department of Health, and Onondaga County Health Department guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. As with all exposed employees, they must, as soon as practicable, notify their immediate supervisor regarding the exposure. Their immediate supervisor will, in turn, report the exposure to the Superintendent of Schools.

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- a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
  - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC, New York State Department of Health, and Onondaga County Health Department public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time they exhibit symptoms, refer to item B below.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency, they must disclose they are experiencing a symptom to their immediate supervisor, who shall, in turn, notify the Superintendent of Schools, or their designee, who will ensure these protocols are followed.
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They must immediately disclose they are experiencing a symptom to their immediate supervisor, remove themselves from the workplace (or be removed with assistance from medical personnel, if necessary), and be instructed to remain home and contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC, State or County Department of Health public health guidance and have consulted with a healthcare provider.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC, New York State Department of Health, and Onondaga County Health Department guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC, New York State Department of Health, and Onondaga County Health Department public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted. The District will work with the local and State Health Department, as applicable, and their school physician to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite.

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Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

- a. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.
- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC, New York State Department of Health, and Onondaga County Health Department public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. Building Custodians are responsible for cleaning common areas; these areas should be addressed on a daily basis – but more frequently as function and events warrant.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, at a minimum, surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface, and access to those areas will be prevented until such disinfection has occurred.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### *Disinfection*

The Superintendent of Schools shall assemble a disinfection team to be charged with the disinfection of worksites and common areas during the time covered under these Protocols. The disinfection team will be comprised of the following individuals: supervisor of buildings and grounds, custodian II, custodian I and custodial worker I. Should a member of the disinfection team request additional protective material, the Superintendent of Schools should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

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Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into these Protocols unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase air circulation in the area.
3. Waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas.
5. Individuals, without close or proximate contact with the person suspected or confirmed to have the Disease, can return to the area and resume school activities immediately after cleaning and disinfection.

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the District, and as such are not provided with paid leave time by the District unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by Westhill Central School District to support contact tracing within the organization and may be shared with local public health officials. The use of electronic “Work-Logs” will be employed to document work-hours and activities during scheduled work shifts while working remotely or on specific projects. These logs will be shared or managed by principals and supervisors periodically. The logs will be used as the basis (1) to perform contact tracing for exposed employees and contractors, (2) to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable

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disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Westhill Central School District's essential operations.

The District will work with its locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Westhill Central School District will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs. The Superintendent of Schools, or his designee, will coordinate this.

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Addendum "B": Daily Cleaning/Disinfection Log



**Westhill**CSD

**DAILY CLEANING /DISINFECTION LOG**

**Date:**

**Building:**

**\*Any issues, or concerns are to be reported to your Supervisor immediately.**

AREA/ROOM NUMBER BEING DISINFECTED	TIME SERVICED	*DAILY DISINFECTION COMPLETED	CUSTODIAL EMPLOYEE NAME	CUSTODIAL EMPLOYEE INITIALS	COMMENTS

**\*NEW YORK STATE (NYS) REQUIRES REGULAR DAILY CLEANING AND DISINFECTION OF CLASSROOMS, OFFICES, CORRIDORS, CAFETERIAS, GYMS, STAIRCASES, MULTIPURPOSE ROOMS & COMMOM SPACES.**

**\*DAILY CLEANING AND DISINFECTION WILL INCLUDE: ALL HIGH- TOUCH SURFACES: CLASSROOM DESKS**

**& CHAIRS, CONFERENCE TABLES, DRINKING FOUNTAINS, DOOR HANDLES AND PUSH PLATES, LIGHT**

**SWITCHES, RESTROOM FIXTURES, PARTITIONS AND HARDWARE, BUTTONS ON VENDING MACHINES**

**AND ELEVATORS, GYM PADDING, PHYSICAL THERAPY EQUIPMENT**

**\*ALL LOGS MUST BE FILED INSIDE THE CUSTODIAN II's OFFICE**

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**Addendum “C”: References**

Below is a comparison of New York Labor Law section 27 to the December 3 State Education Department (SED) Memorandum. Portions of requirements in the Labor Law but not SED guidance are identified below in **bold**. Portions of requirements in the SED guidance but not the Labor Law are identified below in *italics*.

The locations of the requirements within the Protocols are identified in the third column.

Labor Law requirements	SED explanations	Reference in plan
A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.	A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. <i>Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.</i>	“Mission Essential Workers”
A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.	A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.	“Reducing Risk Through Remote Work and Staggered Shifts”
A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in	A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to	“Staggered Shifts”

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order to reduce overcrowding on public transportation systems and at worksites.	reduce overcrowding on public transportation and at worksites.	
A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment <b>to prevent degradation and permit immediate access in the event of an emergency declaration.</b>	Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.	“Personal Protective Equipment”
A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. <b>Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.</b>	<p>Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:</p> <ul style="list-style-type: none"> <li>-Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and</li> <li>-The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.</li> </ul>	“Staff Exposures, Cleaning, and Disinfection”

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<p>A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available <b>to certain employees and contractors on that basis.</b></p>	<p>Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.</p>	<p>“Documentation of Work Hours and Locations”</p>
<p>A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.</p>	<p>Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.</p>	<p>“Housing for Essential Employees”</p>

## APPENDIX J

# Emergency Remote Instruction Plan

## Introduction

The Westhill Central School District developed the following Emergency Remote Instruction Plan to address the instruction of students if there are extenuating circumstances preventing students and staff from physically attending school. The Emergency Remote Instruction Plan meets the requirements of New York State Commissioner's Regulations for inclusion in the 2023-2024 District-Wide School Safety plan.

Beginning with the 2023-2024 school year, all public-school districts and boards of cooperative educational services (BOCES) must develop a plan that addresses six different regulatory components related to how they will provide remote instruction under emergency conditions. These Emergency Remote Instruction Plans (ERI Plans) will serve to ensure that there is a common understanding about remote instruction amongst district or BOCES staff, teachers, families, and students. ERI Plans must include the methods by which districts and BOCES will ensure the availability of devices and internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities, should an emergency require the district or BOCES to transition to remote instruction.

## REMOTE INSTRUCTION

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

## Westhill Central School District Emergency Closure Remote Learning

## Plan Procedures to ensure that devices are made available

The District has in inventory or deployed at a minimum one mobile computing device per student at all times. This device is located either in a cart in the student's primary classroom or assigned to the student depending on grade level. Devices assigned to students can regularly be transported to and from school by the student. Devices assigned to carts would be sent home with students in the event of a need. For

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students who are unable to take home a device, the district will provide devices centrally or via the school.

Information regarding a "take-home" event or centralized deployment would be shared via the district's website, ParentSquare, and email.

Devices will be repaired or replaced through a variety of methods including via the normal repair process at the student's home school, drop-off events and if conditions require; the use of touch-free lockers for drop-off and pickup.

### Procedures to ensure internet connectivity

The district provides mobile hotspots/mifis for students who have expressed a need for internet access at home. The district also maintains partnerships with local government and community organizations and allows for the connection of district devices to their networks.

### Expectations for synchronous and asynchronous instruction Terms:

**Asynchronous Learning (AL):** Learning experiences that the student would be expected to engage in that will not involve live, real-time interaction with the teacher. Asynchronous learning experiences may take the form of a pre-recorded video of the teacher providing direct instruction, a video of another teacher (WCSD or otherwise) teaching a skill, a link to an article for a student to read and respond to, a math or science problem set to solved or investigated. Materials would be submitted to the teacher or staff member for feedback.

**Synchronous Learning (SL):** Learning experiences that involve live, real-time interaction with the teacher. Synchronous learning may be used, among other things, for large groups, small groups, and/or individualized direct instruction, collaborative discussions, writing conferences, intervention services, student assistance, and community building/social-emotional learning experiences.

**Personalized Coaching/Tutoring (PC):** Learning experiences in which a teacher takes the opportunity to check in with students that may not have engaged synchronously for instruction. This is an opportunity for teachers and staff to conduct mental health check-ins, provide diagnostic and progress monitoring assessments to determine growth, and provide personalized tutoring for students to address any opportunity gaps as it relates to students meeting grade-level standards.

In the case of needing to utilize remote education due to a health crisis or any exceptional disaster, the following expectations will go forth for remote education:

#### K - 2:

With the understanding that screen time can have detrimental effects on a child, students in kindergarten through grade 2 would be expected to have synchronous learning during the AM, each day except Wednesdays. On Wednesdays, teachers and staff would engage in professional learning in the morning, but ensure that there are asynchronous items available for each student via Google Classroom. During the afternoon, teachers will have a list of students that they will check in on and provide personalized tutoring or instruction for students. Students will be engaged in asynchronous instruction, which could be a combination of grade-level work packets and/or items that are found on Google Classroom.

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Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Remote (SL)	Remote (SL)	Remote (AL)	Remote (SL)	Remote (SL)
PM	Remote (AL/PC)	Remote (AL/PC)	Remote (AL/PC)	Remote (AL/PC)	Remote (AL/PC)

### 3 - 6:

Students in grades 3-6 would be expected to engage in synchronous learning for 75% of the school day, with  $\frac{1}{4}$  of the school day being asynchronous. This provides opportunities for students to have time away from the screen, as well as allows teachers to provide personalized coaching/tutoring for students to address opportunity gaps with students not yet meeting grade-level standards. During this time, teachers and staff would assist with also check-in with students that may have been absent from synchronous learning or addressing any mental health needs.

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
$\frac{3}{4}$ Day	Remote (SL)	Remote (SL)	Remote (AL)	Remote (SL)	Remote (SL)
$\frac{1}{4}$ Day	Remote (AL/PC)	Remote (AL/PC)	Remote (AL/PC)	Remote (AL/PC)	Remote (AL/PC)

### 7 - 12:

Students in grades 7 - 12 would follow their schedule with the majority of their day being engaged synchronously. There could be time during the classroom schedule in which teachers can/may provide asynchronous work, but it would not be more than  $\frac{1}{2}$  of any classroom period. On Wednesdays, teachers have the option of providing  $\frac{1}{4}$  instruction, while using the other  $\frac{3}{4}$  of the classroom to provide tutoring or personalized check-ins with students to ensure positive mental health and to assist with bridging the opportunity gaps for students not yet meeting grade-level/subject-level standards.

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	Remote (SL)	Remote (SL)	Remote (SL/AL/PC)	Remote (SL)	Remote (SL)

Teachers will all utilize the WCSD adopted teaching and learning framework and guidance.

In the case of needing to utilize remote education due to a health crisis or any exceptional disaster, the following expectations will go forth for remote education as it pertains to students without access or limited access to technology:

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- All students would receive one device to engage with instruction
- Upon request, students would receive a MIFI device to ensure connectivity to the internet
- Students with broken devices would continue to be able to access all assignments on Google Classroom. All work would be available via paper and would be accepted for credit just as electronically submitted assignments.
- Home school assistants and parent liaisons at both the school and district-level will assist with the delivery and drop off of materials. Together, social workers, school counselors, and related service providers will assist with attendance and the continuous delivery of service for students with individualized education plans.

### Plan for Students with Disabilities

**Special Education Teacher who provide direct/indirect consultant services:**

It is the Case Manager's responsibility to create individualized distance learning plans for each student on their caseload in collaboration with parent(s) or guardian(s).

- Determine the tool for home collaboration with parent
- Determine parents' preferred activities for engaging their child at home.
- Review the current IEP goals and make a determination about the level of direct instruction.
- Document using Distance Learning Plan form. Case manager will upload Distance

Learning Plan to Google Drive and share through Google with all providers who work directly with the student or provide therapy. Case Manager will upload Distance Learning Plan to Frontline IEP's Document Repository. Document parent contact in "Attendance Actions" in PowerSchool.

### Sample Distance Learning Planning Forms

<b>Part I</b>	
<b>Student Snapshot</b>	<b>Grades 7-12 ONLY, List Current Regents Courses</b>
<b>Student Name:</b> <b>Student ID:</b> <b>Date of Meeting this plan was developed:</b>	
The supports, accommodations, consultation, and services outlined below must capture student access to academic materials and how students will be assisted to <b><u>make continued progress to their aligned IEP Goals and/or Objectives</u></b>	



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**Part II**

Ability to access distance learning including preferred types of activities and mode of access: **Example:**

- *Mom is willing to participate in zoom meetings when they are scheduled.*
- *Mom and has access to technology*
- *Mom cell phone and access to iphone to connect to internet access*
- *Mom has computer with internet access*

**Part III**

Detail accommodations and other supports that are necessary to access the academic materials being made available during this time:

**Example:**

- *Texts/emails/Google meetings to consult with parents regarding daily schedule*
- *Weekly Google meets to demonstrate exercises and activities with parent and student*
- *YouTube videos of letter formation & other fine motor tasks*
- *Materials are copied from WCSD learn and have been mailed out.*
- *Links to websites for movement breaks to integrate into daily activities*

**Part IV**

Schedule of special educator/related service provider direct instruction:

**Example:**

- *M/W/F video conference with Google Meet through Google Classroom (½ -1 hour)- as needed and accepted by the student.*
- *Google Meetings: M-F 12 pm – 2 pm*

**Part V**

Schedule of teacher-parent consultation:

**Example:**

- *Monday - 10:00 am-10:30 am - weekly communication with Student's mother to ensure that parent, teacher and student are on the same page with assignment completion and expectations.*

**Part VI**

Description of how progress toward goals will be tracked:

**Example:**

- *Student will be progress monitored on his IEP goals through data collection based on work samples from his Google Classroom assignments. Individual assignments will be created and analyzed to target all of Student's IEP goals. Weekly Progress will be shared with parent*

## **Part VII**

List of other activities/supports that will be provided:

### ***Example:***

- *In addition to targeted individualized instruction on Google Classroom, other materials and supports will be accessible to student through WCSD's virtual academy. Student support groups have also been created to offer social opportunities for students to interact and support each other once per week (Wednesday from 1:00 pm-2:00 pm).*

## **Teaching Assistants & Paraprofessionals**

Teaching assistants and paraprofessionals will be asked to conduct phone check-ins with families of the students in the classroom they support. If there are more than one support staff member assigned to the class, the staff will split the class list and call the assigned families.

Building administration will provide the contact information to teaching assistants and paraprofessionals via email. A script will be provided by the special education department to guide the phone discussion. The extent of the communication will be to check-in with students and families, survey access to online learning opportunities and obtain email addresses for electronic communication. A summary sheet will be completed by the TA or Paraprofessional and sent back to the building Principal via email.

## **Related Services**

**Many disability-related modifications and services may be effectively provided online.**

**These may include: extensions of time for assignments, videos with accurate captioning or embedded sign language interpreting, accessible reading materials, and many speech or language services through video conferencing.**

1. Each WCSD therapist will be responsible for the review of each student's IEP, program modifications/accommodations and goals to determine a therapy plan.
2. In preparation for the provision of services, related services staff will contact families to ensure they have a clear understanding of parent accessibility in order to receive tele-practice related services. Information obtained will include parents preferred mode of communication and document on *Tele-practice Student Accessibility Form*.
3. Each WCSD therapist will be responsible for arranging schedules to attempt to provide therapy services using the methods outlined (*see chart below*).
4. Tele-practice therapy or counseling sessions that are provided will be documented in Frontline using the Setting, 'Tele-practice'. The therapist will complete the remaining information on the RS Log as they would for a face to face session.
5. If a student is scheduled for a tele-practice session and the session does not occur, it will be marked as an absence, student not available or provider not available, depending on the

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reason for the missed session. Technology mishaps will be marked as SNA if it is on the student's end and PNA if it is on the therapist's end.

6. Complete applicable parts of the *Distance Learning Plan Form* to document the plan for tele-therapy for each student.

7. Upload completed Distance Learning Plan into the Document Repository in Frontline.

8. In reference to the provision of tele-practice sessions please reference, *Tele-practice Guidelines for Providers* document.

Related Service	Delivery Methods
Speech/Language Therapy	Video-conference, phone conference, packets based on student's speech/language delay, recorded lessons, virtual office hours
Occupational Therapy	Video-conference, phone conference, packets based on student's occupational performance deficit, recorded lessons, virtual office hours
Physical Therapy	Video-conference, phone conference, packets based on student's motor delay, recorded lessons, virtual office hours
Teacher of the Deaf	Classroom Dojo, Emails, ASL websites, Interactive reading logs, SAT word quizzes/activities, videos with comprehension questions: Did You Know That? , Link with YouTube videos in ASL, Parents-readings related to hearing loss , functioning technology and supplies at home (hearing aid batteries), Google lessons with classroom teachers, Videos and media with closed captions, Google classroom times set up communicating via ASL, texting
Teacher of the Visually Impaired	Packets in braille, Google for students currently using CCTV, tele-conferences, Teamviewer app - allows students to share the view of their Braille Note Touch Plus screen with TVI teacher so she can see what the student is doing and also assist with navigating new sites that are unfamiliar to the student, Google drive folder that was previously established with students' classroom teachers where assignments will be uploaded
Music Therapy	Video-conference, phone conference, packets, recorded lessons, virtual office hours

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Counseling	Video-conference, phone conference, recorded lessons, virtual office hours
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## [Committee on Special Education \(CSE\)](#)

### **Committee on Preschool Special Education (CPSE) Meetings**

The Director of Special Education will coordinate with parents a mutually agreed upon time to hold CSE/CPSE meetings (i.e. Annual Review, Program Review, Initial Eligibility or Re- Evaluations).

- Parents may elect to receive all materials electronically and will be asked to provide an email address for electronic communication from the Department of Special Education. Electronic communication will include, but is not limited to: meeting notices, procedural safeguards, finalized IEPs, progress notes and other supporting documents.
- All CSE/CPSE Meetings will have a Video Meeting ID, URL Link, mobile number option and password for call-in purposes that will be embedded in the CSE Meeting notice that is generated in the Frontline IEP system.
- Parents will be engaged in CSE/CPSE meetings by choosing one of the three options below:
  - Telephone Conference- CSE chairperson calls parent via phone using their contact number listed in Powerschool. All other CSE members participate through Video Meeting Code.
  - Video/Tele-Conference- Parent dials into Tele-Conference phone call using phone number and access code provided in Meeting Notice.
  - Video-Conference- Parent joins video conferences using URL Link
- ADs will open drafts documents in the Frontline system in order for teachers and providers to update Present Levels of Performance, Annual Goals and other required IEP sections.
- ADs will schedule all meetings with the Video Conferencing information noted above.
- After meeting Prior Written Notices (PWNs) and finalized IEPs will be sent electronically if the parent/guardian email address is on file. Annual Review Meetings
- Parents and an IEP Team will conduct Annual Review meetings through

## [Reevaluations](#)

- A reevaluation of each child with a disability must be conducted at least every three years, unless the parents and the public agency agree that a reevaluation is unnecessary. However, when appropriate, any re-evaluation may be conducted through a review of existing evaluation data, and this review may occur without a meeting and without obtaining parental consent, unless it is determined that additional assessments are needed.
- If all evaluations to determine continued eligibility were completed prior to the

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closure of schools: The Department of Special Education will schedule a date and time to hold the Comprehensive Reevaluation Meeting. These meetings will occur via tele- conference or video-conference.

- If evaluations to determine continued eligibility were not complete prior to closure of schools:
  - The CSE or CPSE Determination Meeting may be delayed per agreement with the parent. This will allow for the assessment(s) and observation(s) to be appropriately completed, as the information gathered through the evaluation process will be used by the CSE or CPSE to help inform decision making regarding a student's eligibility for services.

### Initial Eligibility Determination

- If all evaluations to determine initial eligibility were completed prior to the closure of schools: The Department of Special Education will schedule a date and time to hold the Initial Eligibility Determination Meeting. These meetings will occur via tele-conference or video-conference.
- If evaluations to determine initial eligibility were not complete prior to closure of schools:
  - The CSE or CPSE Initial Determination Meeting may be delayed per agreement with the parent. This will allow for the assessment(s) and observation(s) to be appropriately completed, as the information gathered through the evaluation process will be used by the CSE or CPSE to help inform decision making regarding a student's eligibility for services.