

SPENCERPORT CENTRAL SCHOOL DISTRICT S.A.V.E. PLAN



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SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Spencerport Central School District wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The Spencerport School District Board of Education, upon the recommendation of the Superintendent of Schools, appointed a district-wide Safe Schools Against Violence in Education team, and charged it with the development and maintenance of the district-wide School Safety Plan. That Committee appointment was made at the Board of Education meeting on December 12, 2000.

B. Identification of S.A.V.E. teams

The Spencerport School District has created a District wide School Safety Team consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

In accordance with the S.A.V.E. regulations, the district wide planning committee, appointed by the Board of Education, consists of the following personnel:

Constituency
Superintendent
Community representative
Campus Construction
Director of Facilities
School Nurse
Director of SIS
Town of Ogden Police
Executive Director of Operations and Special Projects
Director of Food Services
Spencerport Fire Department
Director of Transportation
Director of Security
Board of Education Member
Staff representative
Student representative

Building level safety teams may consist of faculty, staff, and students from the following groups: teacher(s), student(s), administrator(s), parent(s), security staff, school nurse, local emergency services, and others. The number of individuals on “each school committee will vary depending on the size and needs of the school.”

C. Concept of operations

The District Wide School Safety Plan shall be directly linked to the individual Building Emergency Response Plans for each school building. Protocols reflected in the District Wide School Safety Plan will guide the development and implementation of individual Building Emergency Response Plans.

In the event of an emergency or violent incident, the School Emergency Response Plan should guide the initial response to all emergencies at an individual school.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall be notified.

County and State resources through existing protocols may supplement efforts.

D. Plan review and public comment

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

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan shall be made available for public comment 30 days prior to its adoption. This means that the school board may adopt the district wide plan only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education. While linked to the District Wide School Safety Plan, Building Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law section 2801-a.

The plan was originally submitted to a Public Hearing on May 22, 2001. The plan was approved by the Board of Education on June 26, 2001. The plan was submitted to SED on June 27, 2001.

The plan was submitted to the Ogden Police Department, Ogden and Spencerport Emergency teams, Spencerport Fire Department, Monroe County Sheriff's Department, Monroe County Emergency Preparedness Department, and the NYS Police on June 30, 2001.

SECTION II: EMERGENCY RESPONSE PLANNING AND ACTION

A. Potential Emergency Sites: The sites listed below were identified by the planning team in consultation with participating school personnel and outside agency representatives.

External List

Internal List

B. Response Actions for Emergencies: Plans and actions in response to an emergency where appropriate, including but not limited to:

School cancellation, early dismissal, evacuation (before, during and after school hours, including security during evacuation and evacuation routes), lockdown, lockout, sheltering in place, (internal) and sheltering sites (external), and hold in place.

1. Involving law enforcement: Procedure for involving law enforcement for serious incidents.

The building administrator is the incident commander and has initial responsibility and authority for making the appropriate decisions in the interest of the safety of the building's occupants. In the absence of the building administrator his or her designee, (in the order stated in section entitled DESIGNATED EMERGENCY COORDINATORS and ALTERNATES) shall act with the same authority as the building administrator. Both the building administrator and designee will remain in authority until relieved by a higher authority.

It shall be incumbent upon the building administrator to notify alternates when the administrator leaves the building and the alternate becomes the acting authority.

All staff members are required to notify the building administrator (alternate or designee) of any emergency incident. The building administrator (alternate or designee) shall determine the seriousness of the situation and contact law enforcement and/or emergency agencies as the situation warrants. Exception to this will be granted for immediate life and death situations during which any staff member will be allowed to call 911 to report such an event. Immediately subsequent to the 911 notification, the reporting staff member will alert the building's administrator of the situation and the fact that 911 has been called. The administrator is encouraged to make a secondary call to 911 to ensure that all necessary information has been provided to them.

2. School Cancellation

See Policy 3510 and Regulation 3510R

3. Early Dismissal

See Policy 3510 and Regulation 3510R

4. Evacuation

School Building Posted Evacuation Routes

It should be noted that evacuations differ depending on the reason for the evacuation. Therefore, it is imperative that evacuees know why they are leaving a building to ensure a safe evacuation. These differences are further explained throughout and where appropriate in this document. Evacuation concerns should also include arranging to prevent those arriving at the evacuated building from entering.

5. Lockdown

Lockdowns may be announced by public address system, two-way radio, telephone, or runner depending on which is most appropriate for the given situation.

A procedure used when there is an immediate and imminent threat to the building population. School staff, students as well as building visitors are quickly secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. Those in areas which cannot be made secure may move to the nearest securable area if time allows for such. This allows the school to secure the students, staff and any innocent bystanders in a place safe from immediate danger. Further instructions may include closing of blinds or shades, (in general if the threat is inside the blinds are left open and if the threat is outside the blinds are closed) turning out of lights or duck and cover type responses. Efforts should be made to remain quiet to be unnoticeable to any threatening person(s), (no unnecessary conversation). If those seeking a safe area determine that they cannot lock the door to the room they are in and they cannot safely move to another location, they should consider barricading entry ways with desks and other items if the situation warrants such. Those outside are instructed to seek shelter in another building. Emergency Level is most often used when an armed person is a threat inside a building.

6. Lockout

Allows no unauthorized personnel into the building. All exterior doors and ground floor windows are locked, and the main entrance is monitored. Post signs on exterior doors advising arriving visitors that the building is in lockout and that no one will be allowed access to the building during such time. Make certain the signs indicate a name and or number to call for information and further instruction. Consider announcing to those in the building to not open doors or windows to anyone attempting to enter the building. This procedure allows the school to continue with the normal school day, but curtails outside

activity. Most commonly used when an incident is occurring outside a school building, on or off school property but close enough to the school to be a concern. A police situation in the neighborhood would be once such example of when to execute a lockout.

7. Area of Refuge

Any building having a properly approved Area of Refuge to be used to provide refuge during times of emergencies for students having temporary or permanent disabilities shall display signage both inside and outside said room or area windows indicating it is such a room or area. It shall be the building principal's or administrator's responsibility to make the local fire department and other emergency response organizations aware of the locations of such rooms and areas and their purpose. It shall also be the building principal's or administrator's responsibility to notify those students having a need for such room or area of its existence and location within the building, appropriate times to use such room or area and any procedures relative to such use of said room or area. Information relative to Areas of Refuge should also be included in the Building Emergency Response Plan, (BERP).

8. Sheltering in place

Sheltering in place is a procedure whereby the school population is moved to a single (or multiple) location(s) in the school, (or to another building) that has been cleared and sanitized. Most often used during bomb threats and weather emergencies. When outside air is contaminated (chemical, biological or radiological) sheltering in place may require the need to remain in place and to shut windows and turn off HVAC systems to minimize the influx of outside air.

8 a) Sheltering Sites, District Owned:

8 b) Sheltering Sites, Non-District Owned:

8 c) Sheltering Capacities:

9. Hold in Place:

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

10. Self Defense

The Spencerport Central School District recognizes that in times of life and death situations it remains the right of every individual to resort to whatever means are necessary to survive such situation. Each individual must decide whether to offer resistance to such a threat and to what level should such resistance rise. Resistance choices to consider may include throwing of heavy objects at a threat, using items normally found in a school setting in defense of one's self, physical hand-to-hand defense against a threat or fleeing an area about to be breached by a threat to another area, be it out of the building or into another secure location. It is important to always weigh the merits of your decision to actively resist a threat as such decision affects not only oneself but possibly that of students and others. In most situations active resistance is considered a last resort.

11. Procedures for Responding to Specific Emergencies

a) CRISIS COMMUNICATION PLAN

1. General guidelines

- a When a crisis happens, the principal shall notify 911 and the

Superintendent.

- b The superintendent shall notify assistant superintendents and the public information office.
- c The public information office, in coordination with the Superintendent, shall communicate written messages to the news media. The superintendent or designee shall be the district spokesperson.
- d School building liaisons shall communicate through a district office contact person.
- e School building liaisons
 - High School: Principal's Secretary
 - Cosgrove: Principal's Secretary
 - Bernabi: Principal's Secretary
 - Canal View: Principal's Secretary
 - Munn: Principal's Secretary
 - Taylor: Principal's Secretary
 - Transportation: Departmental Secretary

2. Media Staging Areas

In a non-emergency situation, the following areas should be made available for the news media.

The School Library shall serve for the High School, Canal View, Cosgrove, & Taylor Schools. The School Cafeteria shall serve for the Bernabi and Munn Schools.

In an emergency situation, the Administration Building room 15 and or 17 shall serve. Back-up facilities may be sought at the

Ogden Town Hall or other community areas as directed by the Ogden/Spencerport emergency team.

11a) Media Contact Information

b) IMPLIED, DIRECT OR INDIRECT THREATS

OF VIOLENCE BY STUDENTS, STAFF AND VISITORS-Policy 3411

Anyone issuing an implied, direct or indirect threat, (when a firearm is not involved or threatened) is required to be escorted by a staff member to the building administrator, (see section II B 8 c 2 if a firearm is involved). The building administrator shall evaluate the seriousness of the threat and follow up with necessary actions including but not limited to the following:

For threats by Students

- 1) Document all threats
- 2) Disciplinary action as outlined in the district's Code of Conduct-board policy 7310
- 3) Referral to counseling and student history
- 4) Law enforcement involvement
- 5) Superintendent's hearing and possible suspension.

For threats by Staf:

- 1) Document all threats
- 2) Disciplinary action as outlined in the district's Code of Conduct-board policy.
- 3) Law enforcement involvement
- 4) SED sanctions

For threats by Visitors

- 1) Document all threats
- 2) Law enforcement involvement
- 3) District sanctions

For threats by unidentified sources such as phone or unsigned notes

- 1) Document all threats
- 2) Law enforcement involvement

c) ACTS OF VIOLENCE: Within buildings, on the grounds, or on the school buses

- 1) Student fight
- 2) Armed Person
- 4) Abduction
- 5) Intrusions:
- 6) Bomb Threats

d) Severe weather

e) Civil disturbance

f) School bus accident

g) Gas leak

h) Chemical spill

i) Fire/explosion

j) Biological threat

k) Radiological threat

l) Epidemic/Pandemic

C. DISTRICT RESOURCES - WHICH MIGHT BE USED IN AN EMERGENCY

- 1. VOLUNTEER STAFF TRAINED FOR BOMB THREAT SEARCHES**
- 2. EMERGENCY SUPPLIES AND EQUIPMENT INVENTORY**
- 3. FACILITIES VEHICLE INVENTORY**
- 4. FACILITIES EQUIPMENT INVENTORY**
- 5. EMERGENCY BUS AVAILABILITY TIME TABLE**
- 6. SCHOOL EVACUATION BUS NEEDS**
- 7. RED PHONE LOCATIONS AND NUMBERS**
- 8. FUEL INVENTORY**
- 9. CAFATERIA CAPACITY**
- 10. DISTRICT OWNED GENERATORS**
- 11. DISTRICT RADIOS BY BUILDING**
- 12. FREQUENCIES LIST**
- 13. DISTRICT AEDS AND THEIR LOCATIONS**

D. PROCEDURES FOR EMERGENCY COORDINATION

1. DISTRICT EMERGENCY COORDINATOR

The **District Emergency Coordinator** shall be the Superintendent of Schools or his/her designee, (see page 39 for Designated Emergency Coordinators and Alternates). When the District Emergency Coordinator has been notified that an emergency exists, he/she shall activate the Plan, determine the Command Post location, and direct the operation.

All members of the Emergency Planning Committee shall assemble at the Command Post and implement the emergency response as directed by the District Emergency Coordinator. The Emergency Planning Committee shall have district authority to assign such other personnel as deemed necessary to meet the needs of the situation. The Emergency Planning Committee shall remain at the Command Post until the Emergency Coordinator has determined that the emergency is over, or it is unsafe, or no longer necessary to remain. Members of the Emergency Planning Committee can be found on page 40.

Under the Unified Command System, cooperate with all local authorities, ambulance and emergency agencies. The District will utilize the National Incident Management System, (NIMS) in dealing with emergencies. See Appendix O for a summarization of the NIMS.

DISTRICT EMERGENCY COORDINATOR DUTIES

1. Take FULL CONTROL upon being notified of an emergency.
2. Make immediate decisions regarding emergency response.
3. Determine and order activation of the appropriate response, (including all or any part of the Emergency Planning Committee team).
4. Notify appropriate agencies. See Communication with Others
 - Be prepared to give:
 - Nature of the Emergency.
 - Address of the building(s) involved
 - Type of Assistance Required.
 - Number of Affected Persons.
 - Any Other Pertinent Information.
5. Be prepared to turn over control to proper authorized outside agencies.
6. Submit post-emergency reports.
7. Perform testing of the Emergency Management Plan on an annual basis.
8. Meet with local government and emergency service organization officials
 - To develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the school district. These procedures shall then be incorporated into the district's Emergency Management Plan.
9. Determine when and which educational agencies located within the school district shall be notified of an emergency and the action to be taken.

2.

DESIGNATED EMERGENCY COORDINATORS AND ALTERNATES

District Wide Emergency Coordinator
Designee 1st Alternate 2nd Alternate

HIGH SCHOOL Emergency Coordinator	CANAL VIEW Emergency Coordinator
Designee 1st Alternate 2nd Alternate 3rd Alternate 4 th Alternate	Designee 1st Alternate

COSGROVE Emergency Coordinator	MUNN Emergency Coordinator
Designee 1st Alternate 2nd Alternate	Designee 1st Alternate

BERNABI Emergency Coordinator	TAYLOR Emergency Coordinator
Designee 1st Alternate	Designee 1st Alternate

TRANSPORTATION Emergency Coordinator	PUBLIC INFORMATION Officer
Designee 1st Alternate 2nd Alternate 3rd Alternate	Designee 1st Alternate

3. EMERGENCY OPERATIONS GROUP, (*Emergency Planning Committee*)

The Emergency Planning Committee shall develop and annually update the school emergency plan in compliance with the Commissioner of Education's Regulation 155.17. During an emergency, the committee shall function as an operations group under the command of the district's Emergency Coordinator.

4. FACILITIES EMERGENCY STAFFING

E. MULTI-HAZARD TRAINING - FOR STAFF AND STUDENTS, INCLUDING THE STRATEGIES FOR IMPLEMENTING TRAINING RELATED TO MULTI-HAZARDS

The district shall annually review with staff and students, their role in implementing the emergency plan.

F. EMERGENCY PLAN DRILLS - TO TEST COMPONENTS OF THE PLAN. POLICY 3510, P 8212

Each year, the Superintendent shall conduct at least one test of the emergency response procedures for each student occupied facility. All tests shall be conducted in cooperation with local and county emergency management officials to the extent possible.

Each new school year, prior to November 1st, every student occupied building shall conduct a minimum of one lockdown drill with staff and the student body present and participating. Additionally, three more drills will be so conducted by the following dates:

1. One additional drill prior to the end of the new school year
2. One additional drill prior to the beginning of Winter break
3. One additional drill prior to the beginning of Spring break.

It is the responsibility of each student occupied building Principal to ensure that such drills are conducted within the above established dates. Any such drills will be documented and reviewed by the building's safety team. Drill dates shall be provided to and maintained by the district security director. These three additional drills may be any of the following types:

1. Lockdowns
2. Lockouts
3. Table-Top Drill
4. School Building Drill
5. District-wide Drill
6. School/Governmental Drill
7. An actual emergency documented and operated within the plan.

G. CONTACTING PARENTS - REGARDING SERIOUS INCIDENTS

For incidents involving individual or several students, the parents of all students involved shall be notified as soon as possible by the building administrator regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy, all parents shall be notified of the circumstances

of the incident as soon as possible. When appropriate, parents may be notified via the news media. Radio Station WHAM, 1180 AM will always be the lead source for Spencerport Schools Emergency Information. Connect Ed is also an option currently available to the district to share important information with parents.

H. PRESERVING THE CRIME SCENE - FOR THE PRESERVATION OF EVIDENCE

Prior to the arrival of law enforcement representatives, the building administrator shall make every effort to restrict access to the crime scene in order to preserve evidence. Upon arrival of law enforcement officials, they shall take over this responsibility with the full support of the building administrator.

SECTION III: COMMUNICATION WITH OTHERS

Description of the means of obtaining assistance during emergencies from emergency services organization and local government agencies.

A. OUTSIDE AGENCIES CONTACT NUMBERS

Agency
Spencerport Fire Department
Gates Volunteer Ambulance Svc.
Ogden Police Department
Ogden Town Supervisor
Spencerport Village Mayor
Monroe County Sheriff Department
American Red Cross Monroe County Chapter
Monroe County Water Authority
Monroe County Health Department
Monroe County Office of Emergency
Rochester Gas & Electric
Spencerport Electric
Lifeline Poison Control Center
Park Ridge Hospital
Lakeside Memorial Hospital
Wegman's Brockport Food Market 24 hours
National Weather Service (www.nws.noaa.gov)
Office of Emergency Communications
Animal Nuisance

**B. OTHER EDUCATIONAL AGENCIES
IN DISTRICT BOUNDARIES**

Name & Address of Facility
BOCES II 3599 Big Ridge Road Spencerport NY 14559
WE-MO-CO Occ. & Educational Center 3589 Big Ridge Road Spencerport NY 14559

**C. OTHER EDUCATIONAL AGENCIES
BACK-UP RESOURCES**

Name & Address of Facility
Brockport Central Schools
Churchville Chili School Dist.
BOCES II
Hilton Central Schools
Gates-Chili Central Schools

D. PROCEDURES FOR RECEIVING ASSISTANCE FROM GOVERNMENT OFFICIALS INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW.

By contacting 911, the system for coordinating the delivery of assistance from both the county and local agencies shall be activated.

E. INFORMING OTHER EDUCATIONAL AGENCIES OF A DISASTER.

The school superintendent or his/her designee shall notify all educational agencies within district boundaries of any emergency situation that may affect their operation.

E. SCHOOL DISTRICT EMERGENCY INFORMATION (By Building)

SECTION IV: PREVENTION AND INTERVENTION STRATEGIES - POLICY 3410 & 8213

All staff personnel are required to actively participate in measures outlined by the administration for providing school safety and security. These include:

A. SCHOOL SECURITY MEASURES

1. All staff and visitors to wear ID Badges at all times while on property and at school-sponsored functions off school property - POLICY 3210. Visitors shall also be required to sign in upon entering a building during normal school hours.

2. Exterior doors are locked on schedule in school buildings.
3. Limiting access for all persons to a minimum number of entrances.
4. Being cognizant of strangers in the building and stopping visitors who have not properly registered or are not wearing proper ID badges or displaying a proper visitor pass.
5. Providing adequate lighting in all areas.
6. Reducing and controlling auto traffic flow on campus.
7. Controlling pedestrian traffic in buildings with doors to force visitors into main offices or to a staffed "greeter" station.
8. During closed hours the buildings are under electronic intrusion alarm connected to a central station. Up-to-date call out lists are maintained for response to any fire or security alarm.
10. Video surveillance camera systems where installed shall be used as needed for the furtherance of the safety and protection of the building's occupants and its contents.
11. Access control systems where installed will be used to restrict entry into buildings to those having a valid right to do so. Building administrators will assist in determining who shall have such rights at their building and to what degree the rights shall extend.

B. DISSEMINATING INFORMATION AND EARLY DETECTION OF VIOLENT BEHAVIORS

Each school year at staff conference days and selected faculty meetings, the Director of Student Services, in conjunction with school counselors, will disseminate information, resources, and materials regarding the early detection of potentially violent behaviors.

All school staff members will have training on the identification of family, community, and environmental factors, which contribute to violent behaviors.

The Family Support Center will make available to family/guardians, students and other persons deemed appropriate informative materials regarding the early detection of potentially violent behaviors.

1. Administrators, counselors and staff share pertinent intake information regarding specific students.
2. Selected staff personnel meet systematically with probation, juvenile officers, and social service staff.
3. Principals and assistants meet with other appropriate staff after an incident to discuss strategy.

C. THREAT ASSESSMENT TEAM

Principals, as necessary shall call together a Threat Assessment Team to review information relative to a particular student whose behavior may be cause for concern regarding the safety of that student or others. The team, at the principal's discretion, may include school district employees believed to have information regarding the particular student as well as law enforcement and mental health agencies who work with the school. Members of the school district may include administrators, teachers, school attorneys, school security officials, school psychologists and school mental health workers. The goal of the team shall be to share available information, ideas and professional input to assist the principal in arriving at the best possible course of action for the betterment of the student as well as the protection of all students.

D. PREVENTION AND INTERVENTION STRATEGIES

Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained; including trained to de-escalate potentially serious situations.

Current and possible future programs may include:

1. Training of school staff for violence prevention and intervention to de-escalate potentially violent incidents, per Part 57-2 and 100.2(dd) of the SED regulations.
2. School counselors, psychologists, and nurses trained in suicide prevention (under development) share strategies and training throughout the group.
3. Developmental Assets Program. (Future planning and development.)
4. Notification of Release of Sex Offenders Policy 7560
5. Counseling, psychology, and social worker support.
6. Addendum in staff handbook with warning signs (under development)
7. Administrator's responsibility to notify other departments, staff, teachers, as necessary of current students with problems. (i.e., Transportation)
8. "Implementing Early Warning, Timely Response" an action guide
9. Warning signs "bookmark" card
10. Cornerstone, school newspapers and Suburban News vehicles for information dissemination.

11. Bullying and Hazing Training

E. OTHER ANNUAL STAFF TRAINING - FOR STAFF AND STUDENTS

1. Infection Control Program; Blood borne Pathogens
2. Safety Plan for the Spencerport High School Swimming Pool
3. Chemical Hygiene Plan
4. CPR/ First Aid Training
5. Fire Extinguisher Training
6. Bus Driver Safety Training
7. Emergency Preparedness Drills, i.e. Fire Drills
8. Lock-out/Tag-out Program
9. Food Service safety
10. Food Allergy Network
11. Right-to-Know Program and Training
12. Aids Prevention Instruction Curriculum
13. K-6 Annual Bus Student Safety Training
14. Bus Emergency Drills for Students three times annually
15. Bomb search and procedure Training
16. Electronic Partition Door Training

F. STRATEGIES FOR IMPROVING COMMUNICATION AMONG STUDENTS AND BETWEEN STUDENTS AND STAFF

1. Student Newsletter articles
2. CORNERSTONE publication articles
3. Character Education Curriculum as required by SED
4. Each school to develop effective strategies for their own grade levels and organization
5. Training regarding social responsibility vs. tattletale for all students
6. Conflict resolution training programs for staff and students
7. Peer mediator programs are in existence at each of the schools
8. Conflict resolution is being taught as part of the DARE Program at 5th grade level.

9. Bully proofing strategies are being taught as part of the DARE Program in 3rd and 4th grades.

G. STATEWIDE, COUNTY AND LOCAL EMERGENCY PLANS:

As the initial plan is developed, and annually as the plan is updated, the chairperson of the planning committee shall submit a draft of the plan to the Monroe County Emergency Management Coordinator for review to insure compatibility with the county plan and statewide plan. SCSD is a member of the Ogden-Spencerport Emergency Management Team. SCSD Emergency Preparedness Manual is in the hands of the Ogden-Spencerport Emergency Management Team. Ogden-Spencerport Emergency Preparedness Manual is in the hands of SCSD. SCSD Emergency Preparedness Manual is in the hands of the Monroe County Emergency Management Department. Individual School Emergency Plans shall be distributed to the above agencies.

SECTION V: APPENDIX

A. EMERGENCY AGENCY ACCESS TO FLOOR PLANS - SCHEMATICS OF DISTRICT BUILDINGS.

Each year as the plan is updated, and at any time significant changes occur, the Director of Facilities will provide schematic floor plans of interior and exterior areas to the local fire chief, police department and county emergency management coordinator for each respective facility road maps showing district buildings shall also be provided. The schematics shall include a numbering system for every building exit and critical outside area (under development) (HVAC ports and main utility connections to be added). A copy of the Emergency Preparedness Plan is on file with Spencerport Fire Department and Ogden/Spencerport Emergency Preparedness Team and the Monroe County Emergency Preparedness Department.

B. DESCRIPTION OF INTERNAL AND EXTERNAL COMMUNICATION SYSTEMS

Internal:

1. Two-way P.A. System communication is provided from all school classrooms to the main office.
2. Key administrators have two-way radios within the High School.
3. Facilities staff has two-way radios on the common frequency.

4. Transportation Department Office and all buses have two-way radios.
5. The telephone system links all buildings and offices throughout the district.

External:

1. The 911 system directly links all phones to the County Emergency Management Office.
2. Key administrators have cell phones for external and internal use.
3. Fire and burglary alarms are linked directly to a central alarm station.
4. Lock Boxes are installed for fire department key access to each of the buildings.