

Project SAVE District-Wide Plan

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**Project Save
(Safe Schools Against Violence In Education)
Tupper Lake Central School
District-Wide
School Safety Plan
Commissioner’s Regulation 155.17**

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Tupper Lake Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations And Planning Guidelines

Purpose

The Tupper Lake Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. The Board of Education appointed a District-wide School Safety Team and charged it with the development of the District-wide School Safety Plan.

Identification of School Teams

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

Name	Organization	Title
Ricky Provost	Franklin County Emergency Services	Director
Kevin Mulverhill	Franklin County Sherriff	Director
	New York State Trooper	Outreach Coordinator
Carolyn Merrihew	School District	Principal – LPQ
Garry Lanthier	School District	Business Manager
Kelly Wight	School District	Director of Spec. Prog.
Kevin McClear	School District	Transportation
Kevin Willette	School District	Lead Cleaner – MHS
Matt Southwick	School District	Principal – MHS
Pat Demers	School District	Lead Cleaner – LPQ

Pierre St. Pierre	School District	Bldgs. & Grounds
Russ Bartlett	School District	Dean of Students - MHS
Seth McGowan	School District	Superintendent
Tim Robillard	School District	Driver/Cleaner
Eric Proulx	Tupper Lake Police Department	Sergeant
Sean Stradley	Tupper Lake Police Department	Sergeant
Tom Fee	Tupper Lake Police Department	Chief
Mark Picerno	Tupper Lake Volunteer Fire Department	Chief
Melissa Perham	Tupper Lake Volunteer Rescue Squad	Member
Stuart Burnett	Tupper Lake Volunteer Rescue Squad	Chief

Concept of Operations

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

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

Emergency response actions including Crisis Response may be supplemented by Village, County and State resources through existing protocols.

Plan Review and Public Comment

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

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-wide School Safety Plan, Building level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

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

Section II: General Emergency Response Planning

Identification Of Sites Of Potential Emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the Fire Department and law enforcement agencies.

Identified sites are: HS Chemistry Lab; HS proximity to State Route 3; Elementary school proximity to Sunmount Developmental Center. (See building plans)

Actions In Response To An Emergency.

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering and lockdown/lockout procedures. The Building level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- | | |
|---|-----------------------|
| Threats of Violence | Intruder |
| Hostage/Kidnapping | Explosive/Bomb Threat |
| Natural/Weather Related | Hazardous Material |
| Civil Disturbance | Biological |
| School Bus Accident | Radiological |
| Gas Leak | Epidemic |
| Others as determined by the Building-level School Safety Team | |

District Resources And Personnel Available For Use During An Emergency.

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans.

Procedures To Coordinate The Use Of School District Resources During Emergencies.

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be Superintendent of Schools.

In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. As time permits these decisions should be made after consulting with the Superintendent of Schools. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. Building-level Incident Command staff are identified in the Building Level Emergency Response Plans.

Annual Multi-Hazard School Training For Staff And Students.

The District conducts annual training for both staff and students in school safety issues at the beginning of each school year. Training will be coordinated by the Superintendent and will include classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students and violence prevention training.

Drills and other exercises may be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will continue be revised in response to post-incident critiques

of these annual drills. Violence Prevention Training will be offered to staff annually. Local police and fire departments will continue to be involved in the drills.

Staff Development.

Elements of school safety including violence prevention and anti-bullying strategies are included in the yearly updates to the Professional Development Plan (PDP).

Training and Hiring.

The district does not currently employ hall monitors or other safety personnel. Teachers and support staff have a visible presence in the hallways of our school buildings.

Section III: Responding To Threats And Acts Of Violence

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence. (see also district Code of Conduct.) Specific policies include: 6150, Alcohol, drugs and other substances; 6151, Drug free workplace; 7310, Student conduct and discipline; 7311, Loss or destruction of school property; 7330, Searches and interrogations; 7350, Corporal punishment; 7360, Dangerous weapons in school; 7530, Child abuse; 7531, Sexual harassment; 7532, Notification of release of sexual offenders.

The normal procedures to respond to implied or direct threats of violence will be:

- ✓ Use of staff trained in de-escalation or other strategies to diffuse the situation
- ✓ Inform building principal
- ✓ Determine level of threat – consult Administrative Regulation 7330, Calling police agencies to investigate potential acts of school violence
- ✓ Monitor and adjust as necessary

Policies And Procedures For Contacting Appropriate Law Enforcement Officials In The Event Of A Violent Incident

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. Administrative Regulation 7330, Calling police agencies to investigate potential acts of school violence was developed jointly by the school district, local and state police.

Appropriate Responses To Emergencies.

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies.

Policies And Procedures To Contact Parents, Guardians Or Persons In Parental Relation To The Students In The Event Of A Violent Incident Or An Early Dismissal

The District will contact appropriate parents, guardians or persons in parental relation to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

Section IV: Communication With Others

Obtaining Assistance During Emergencies From Emergency Services Organizations And Local Government Agencies.

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. See Building specific plans, Appendix 5 for emergency contacts and phone numbers.

Procedures For Obtaining Advice And Assistance From Local Government Officials Including The County Or City Officials Responsible For Implementation Of Article 2-B Of The Executive Law.

The Superintendent of Schools or his/her designee shall be the contact person for issues related to Article 2-B of the Executive Law which deals with the use of public buildings in the case of a state of emergency. See Building specific plans, Appendix 5 for emergency contacts and phone numbers.

A System For Informing All Educational Agencies Within A School District Of A Disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. See Building specific plans, Appendix 5 for emergency contacts and phone numbers.

A system of maintaining certain information about each school building located in the school district.

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

- ✓ School population
- ✓ Number of staff,
- ✓ Transportation needs, and
- ✓ Business and home telephone numbers of key officials of each such educational agency

The Building Level School Safety Teams will insure that this information is current and accurate.

Section V: Prevention And Intervention Strategies

Policies And Procedures Related To School Building Security, Including, Where Applicable, The Use Of School Safety Officers And Or/Security Devices Or Procedures.

Specific policies include: the Code of Conduct and 6150, Alcohol, drugs and other substances; 6151, Drug free workplace; 7310, Student conduct and discipline; 7311, Loss or destruction of school property; 7330, Searches and interrogations; 7350, Corporal punishment; 7360, Dangerous weapons in school; 7530, Child abuse; 7531, Sexual harassment; 7532, Notification of release of sexual offenders.

- ✓ Except for the main entrances, all school building doors remain locked during the school day.
- ✓ Main entrances will be locked immediately following student arrival.
- ✓ A sign at each entrance requires all visitors to report to the school office.
- ✓ Security cameras and entry key-pads are installed at both buildings.

Policies And Procedures For The Dissemination Of Informative Materials.

The District is committed to the use of the interpersonal violence prevention education package for grades pre-kindergarten through twelve, when available.

Prevention And Intervention Strategies.

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- ✓ Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations,
- ✓ Non-violent conflict resolution training programs,
- ✓ Peer mediation programs and youth courts, and
- ✓ Extended day and other school safety programs
- ✓ See Something, Say Something

Strategies For Improving Communication Among Students And Between Students And Staff And Reporting Of Potentially Violent Incidents.

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

- ✓ Youth Activities Council
- ✓ NSBHS Counselor
- ✓ School Psychologist
- ✓ School Counselor
- ✓ NorthStar Mental Health Services Counselor
- ✓ *Social Worker (recommendation of the group)
- ✓ Stop H8 Program
- ✓ Relationship Survey of Students

Early Detection Of Potential Violent Behavior.

1. There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. Teachers should be given a checklist of these signs that can be used to signal a student that may need help. The

more signs a student exhibits, the more likely he/she may need intervention. The early warning signs include:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being a victim of violence
- Feelings of being picked on
- Low school interest and poor academic performance
- Expression of violence in writings and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug use
- Affiliation with gangs
- Inappropriate access/use of firearms
- Serious threats of violence

The above comes from the United States Department of Education's "Early Warning, Timely Response" document. This information will be available for all staff relating to early identification of potentially violent behaviors.

2. Information will be available to parents/guardians on how to identify potentially violent behaviors.
3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
4. Interpersonal violence prevention education package will be taught as appropriate.

Appendices

Appendix 1: Listing Of School Buildings In The District

Building Name	Address	Contact Name	Telephone Number
LP Quinn	294 Hosley Avenue	Carolyn Merrihew	518-359-2981
Middle/High School	25 Chaney Avenue	Matt Southwick	518-359-3322
Civic Center	Santa Clara Avenue	Tim Clark	518-359-2531

Additional information regarding contacts, school populations, number of staff, students and transportation needs can be found in the building level plans. We would be happy to send full copies to the department.

Appendix 2: Locations of Safety Plan Document

Identification of local and state law enforcement agencies where building-level plans are filed.

- ✓ Tupper Lake Police Department
- ✓ Tupper Lake Rescue Squad
- ✓ NY State Police – Tupper Lake Substation
- ✓ Tupper Lake Fire Department
- ✓ Franklin County Emergency Management
- ✓ At School with Administrators, Lead Custodians, Lead Bus Driver, and Athletic Director

Appendix 3: Incident Command System

Incident Command System

Position & Description

Incident Commander (IC)	Responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations.
Safety Officer	Ensures that all activities are conducted in as safe manner as possible under the circumstances which exist. The safety officer can enact emergency authority and override the decision of the IC.
Deputy Incident Commander	Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.
Operations	Manages/directs the response to the incident.
Logistics	Provides facilities, services, personnel, equipment and materials to support the incident.
Planning & Intel.	Collects, evaluates and documents information about the development of the incident.
Admin./Finance	Provides financial tracking, procurement, and cost analysis related to the incident.
Public Information Officer (PIO)	Acts as the official spokesperson for the district.
Agency Liaison	Contact person for responding agencies.
Log/Scribe	Documents all activities of the Command Post. Maintains all information/documents of the ICT.