

Trumansburg Central School District

District Wide Safety Plan

*This plan has been developed in compliance with Education Law Section 2801-a and
Commissioner's Regulation Section 155.17*

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INTRODUCTION

Section A: General Considerations and Planning Guidelines

1. Identification of Teams
3. Concept of Operation
4. Plan Review and Public Comment

Section B: General Emergency Response Planning

1. Identification of sites of potential emergency.
 - a. Natural Disasters
 - b. Man-made Disasters
 - c. School Disasters
2. Location of potential sites
3. Actions in response to an emergency
4. Identification of District resources
5. District Resources
6. Chain of Command – See chart under appendix.
7. Coordination of resources and manpower during emergencies
 - a. Evening and Weekend Emergencies
8. Training for staff and students.
 - a. Drills
9. Review of components of the Emergency Response Plan
10. Drills – Training, Drills and Exercises

Section C: Responding to Threats and Acts of Violence

1. Policies and Procedures
2. Contact of Law Enforcement Officials
3. Identification of Responses to Emergencies.
 - a. Emergency School Closing
 - b. Early Dismissal
 - c. Evacuation
 - d. Evacuating to another Site
 - e. Shelter in place
 - f. Shelter (Community)
4. Emergencies - Types
 - a. Emergencies may include:
5. Standard Operating Procedures
6. Parental/Home Contact
7. Notifications
8. Notifications – Treatment for injury

Section D: Communication with Others

1. Communication needs
2. Media Announcements
3. Recovery
4. Mental Health Services
5. Post Emergency Report and Assessment
6. Advice and Assistance from Local Government Officials
7. Data Sheets for Buildings and Offices

Section E: Prevention and Intervention Strategies

1. School Building Security
2. Early Detection of Violent Behaviors

Section F: Chain of Command – District

Section G: School Action Plans and Protocols

1. Bomb Threat
2. Intruder on campus or in a building
3. Hazardous Chemical/Substance Spill
4. Non-School Hours Protocol

Appendix 1 – Fact Sheet – High School

Appendix 2 – Fact Sheet – Middle School

Appendix 3 – Fact Sheet – Elementary School

Appendix 4 – Fact Sheet – District Office

Appendix 5 – Fact Sheet – Bus/Maintenance Center

Appendix 6 – Direct Dial Numbers

Appendix 7 – Map Availability and Distribution

Appendix 8 – Emergency Team Decision - Flow Chart

INTRODUCTION

Section A: General Considerations and Planning Guidelines

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 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 plan is responsive to the needs of all 3 of our schools and the Transportation/Maintenance Center that all reside on a single campus setting. It is consistent with a detailed emergency response plan established at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and man-made disasters. To address these threats, the State of New York has enacted the 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 Trumansburg Central School District, supports the SAVE legislation, and intends to facilitate the planning process using members of the school, community, BOCES, law enforcement and state expertise. The Superintendent of Schools encourages and advocates on-going District cooperation and support of Project SAVE.

The TCSD District-wide School Safety Plan was developed pursuant to Education Law §2801-a. and 8 NYCRR §155.17. At the direction of the TCSD Board of Education, the Superintendent of the TCSD appointed a District-wide School Safety Team and charged it with the developing and maintaining the District's School Safety Plan.

A. Identification of Teams

The district has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the teachers, administrators, parent organizations; school safety personnel; and other district personnel. The members of the team are identified by their positions or affiliations as follows:

District Team

Michael McGuire, Superintendent
Kimberly Bell, Asst Superintendent for Business & Administration
Angela Gemignani, Director of Special Ed & Instructional Services
Joe Magliocca, Director of Facilities & Transportation
Jeanie Wiggins, Elementary Principal
Anthony Ouckama, ES Dean of Students
Josh Hunkele, Middle School Principal
Natalie Walters, MS Dean of Students
Jon Koeng, High School Principal
Robin McColley, HS Dean of Students
Bethany Ladd, ES Nurse
Sara Seifert, MS Nurse
Wendy Coolbaugh, HS Nurse
Tina Lincoln, District Clerk
_____ State Trooper
(or County/Village Law Enforcement)

Elementary Building Team

Jeanie Wiggins, Principal
Anthony Ouckama, Dean
Bethany Ladd, Nurse
Parent _____

Middle School Building Team

Josh Hunkele, Principal
Natalie Walters, Dean
Sara Seifert, Nurse
Parent _____

Secondary Building Team

Jon Koeng, Principal
Robin McColley, Dean
Wendy Coolbaugh, Nurse
Parent _____

B. Concept of Operation

The initial response to the emergency will be a gathering of information by the Superintendent of Schools in conjunction with the principals and members his/her Building Safety Teams for coordination of effort. Local, County and State Police agencies as well as Fire and Emergency Medical services will be called on to supplement efforts.

The building Principal is designated as the primary contact for each building. When the principals are away, the Dean of Students (MS/HS) or Guiding Teacher (ES) are the contact from the District Office and the building. The Director of Facilities is also a participant in the planning for and reaction to any threat to the buildings and or the campus. The individual school safety team membership is comprised of but not limited to the, principal, teachers, support staff, Shared Decision making teams/parents, maintenance personnel, and pupil personnel staff. Students are involved at the HS level when and where appropriate.

The Superintendent is identified as the person-in-charge and is expected to remain at the determined command site, normally the District Office. All communication is to be coordinated through the Superintendent’s office. The Principal is identified as the person-in-charge at the actual emergency site. He/she will remain in contact with the Superintendent throughout the emergency.

C. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this plan will be made available for public comment at least 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 must be formally adopted by the Board of Education. Full copies of the District-wide Emergency Response Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the district office. Building Crisis Plans shall be confidential and not subject to disclosure to the general public.

Section B: General Emergency Response Planning

The district safety plan will be updated continually. It is considered a 'living document' that will be modified based on the latest research, prudent safety steps and the needs of the school, its students and staff.

The plan is designed to ensure integration and coordination with emergency planning at local, county and state level.

The plan notes:

1. Identification of sites of potential emergencies
2. Appropriate responses to emergencies.
3. Description of arrangements for obtaining assistance from emergency services and government agencies.
4. Procedures to coordinate use of school district resources and manpower during emergencies.
5. Information sharing with all schools of an emergency.
6. School cancellations, early dismissal, evacuation and sheltering.
7. School building information.

While it is not always possible to have immediate outside assistance during serious emergency situations affecting the Trumansburg Central School District, it is necessary for the district to plan for and be able to carry out immediate responses during the incipient stage of an emergency. Further to be prepared to effectively coordinate resources with the larger community in the event of a widespread emergency will better prepare the school and community. To that end, planning sessions with local agencies will be held to develop and refine expectations from both the schools and the agencies.

1. Identification potential types of emergency

a. Natural Disasters

Analysis of common weather patterns that the highest likelihood of a natural disaster would be from a sudden winter storm. Severe thunderstorms with high winds have also been known to cause significant damage in our area. While there is low historical risk of a tornado, shifts in weather patterns could increase the probability of one occurring in this area.

There is a little perceived likelihood of damage from earthquake, hurricanes and flooding to the schools although such events in the surrounding community could impact the schools as a 'safe harbor' for the community. Conversations, understandings and agreements with the Red Cross are regular and in place.

b. Man-made Disasters

Each of the buildings within the Trumansburg Central School District has identified building-specific manmade disasters. Possible manmade disasters could include, but not limited to, plane crashes, toxic releases from highway accidents and chemical/hazardous material spills.

c. School Disasters

Acts of violence, fire, explosion, water line breaks, or toxic substance release could occur at any of the district's buildings. Therefore, procedures for handling these types of emergencies are included in the plan.

2. Location of potential sites

Location of each building (3 schools, the Transportation/Maintenance Center and District Office) in the Trumansburg Central School District is on a single campus setting. The address of the school district and all 5 buildings (3 schools, the Transportation/Maintenance center and the District Office) is – 100 Whig St., Trumansburg, NY 14886, 607-387-7551.

3. Actions in response to an emergency

Response to emergencies includes but is not limited to:

- Shelter-in-Place
- Hold-in-Place
- Lockout

- Lockdown/School delay or cancellation,
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and the moving of students and staff to safe sites (internal and external)
- **Communication to Parents/Guardians**
- Early Dismissal

Emergencies may include, but are not limited to:

- Threats of violence
- Hostage/Kidnapping
- Natural/Weather related
- Civil disturbance
- School Bus accident
- Gas/Water line break
- Intruder
- Explosion/bomb
- Hazardous material

4. Identification of District resources

In the event of an emergency in a school building, the principal and members of the building safety team will be gathered for problem identification and information sharing. Upon the completion, the Superintendent will be contacted by the principal or designee. The superintendent and principal will determine the next steps of the plan to be implemented. If the danger is of such a magnitude, the principal will immediately act in the perceived best interest to protect students and staff.

In order to ensure timely response, the Superintendent or designee may declare a school emergency, implementing the Emergency Response Plan. As soon as feasible, the Emergency Command Center (Superintendent's Office) will be placed in service, and the Emergency Response Team will report to this site or contact it through phone or two-way radio. The Superintendent or designee will remain in charge of all school activities until the conclusion of the emergency or until civil emergency authorities take command of the situation.

The district team is responsible to:

1. Take control once notified of the emergency.
2. Make decisions regarding the appropriate emergency response.
3. Order evacuation as needed.
4. Notify appropriate agencies for assistance.
5. Turn over control to appropriate outside agencies as required by law.
6. Perform testing of the Emergency Response Plan on an annual basis.

7. Meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the district.
8. Determine when and which educational agencies within the school district shall be notified of an emergency and the action to be taken.

Because no one person hold up action on implementing the Emergency Response plan, the Superintendent will designate a chain of command that will carry out the plan as intended.

5. District Resources

- a) On a daily basis, there are 25 available Full-Time bus drivers and 26 buses to transport students. This number can change due to field trips, repairs and athletic trips. The Director of Facilities/Transportation will know the number of buses actually available at any one time.
- b. Depending on need and the scope of the emergency, additional help may be sought from the following neighboring schools:
 - South Seneca School District
 - Watkins Glen School District
 - Odessa Montour School District
 - Ithaca City School District
- c. Depending on need and the scope of the emergency, additional help may be sought from the following sources:
 - Tompkins-Seneca-Tioga BOCES – Warren Rd., Ithaca, NY
 - Village of Trumansburg Volunteer Fire Department;
 - Village of Trumansburg Emergency Medical Services
 - Trumansburg Village Police Department
 - Town of Ulysses
 - Tompkins County Sheriff’s Department
 - New York State Police

6. Chain of Command – See chart under appendix

The chain of command is activated when the Superintendent or designee first becomes aware of the emergency. **The superintendent or superintendent's designee serve as the "chief emergency officer" for the district and responsible for coordinating communication between school staff and law enforcement and first responders.**

7. Coordination of resources and manpower during emergencies

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent or his designee will implement the Emergency Response Plan.

This person is responsible for contacting the appropriate staff and coordinating the general response. Individual members of the District Safety Team are responsible to contact various other including community emergency service agencies.

Members of the District team shall report to or maintain verbal contact with the Command Center. The Command Center is located at the Superintendent's Office or other suitable location if that office is unavailable.

The members of the district team will follow the procedures outlined in the appendix for the specific emergency.

In the case of an emergency, which involves the use of fire or police resources, the district team will yield command to the appropriate emergency authority, and shall work cooperatively with the on-site commander to ensure optimal response.

a. Evening and Weekend Emergencies

In the case of an emergency when an event is being held at one of the buildings, the responsible staff person shall immediately notify the custodian on site who will contact the superintendent of schools, the building principal or the Director of Facilities and Transportation to determine the need to initiate the Emergency Response process.

8. Training for staff and students.

In order to implement this plan effectively, faculty and staff will receive appropriate training in emergency procedures **before September 15th each school year**. Special emphasis will be placed on training for the school secretary, custodial/maintenance staff, school nurse, backup personnel, **and new staff**.

Trumansburg Central School District will periodically conduct a test of the Emergency Response plan for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Parents will be notified prior to such drills.

a. Drills

Upon notification of a drill, building principals will direct students and staff to designated safe areas. Such areas may be within the building or at other school buildings.

Transportation Department – In the event of the need for an emergency evacuation of a school, the Director of Facilities and Transportation or designee, will notify all bus drivers.

The school district will work in cooperation with the TST BOCES, local police authorities and the county Emergency Management Office to access training for staff.

9. Review of components of the Emergency Response Plan

Each year, the District Safety Team will meet prior to September 1, to discuss and designate school(s) for the emergency evacuation drill. Other drill timelines will be established at the time:

The District and Building teams will work with local law enforcement officials to utilize available resources and expertise to practice and plan for an emergency. As appropriate an assessment of the time and feasibility of such responses will be made to determine strengths and weaknesses of the existing procedures.

An emergency call chain will be developed by the Superintendent to notify all necessary personnel of information and/or warnings in the event of an emergency.

The District will establish an internal warning code to be used in all district buildings to alert all building occupants of an emergency. The PA will alert all teachers and staff to go to a 'lock-down' condition. Once this alert is received by staff, a cessation of all normal operations will occur. Staff will follow instructions as established in the Emergency Response Plan.

Internal Warning Code – There may be times when it is useful for a school office to alert select classroom teachers to potential danger, or when a classroom teacher wishes to communicate that there is a problem in the classroom to the main office. Such codes may be developed at by the building principals and safety team.

10. Drills – Training, Drills and Exercises

The Trumansburg Central School District will participate in the following:

Annually – All building personnel will receive safety training and the emergency plan indicating the role of adults in an emergency situation.

Annually – The District and Building Safety Team will conduct a building drill. Following the drills, there will be debriefing session with involved staff, local law enforcement agents, local emergency response agents to assess and where needed, improve response measures and communications.

Section C: Responding to Threats and Acts of Violence

1. Policies and Procedures

Policies for dealing with violent acts whether implied or direct are governed by the ***Trumansburg School Code of Conduct***. School policies and procedures will be activated and include law enforcement agencies when deemed necessary. Additional services of counseling and follow up actions may be available for the offending student and victims of the violence.

When dealing with an act of violence those causing the act fall under the ***School Code of Conduct*** which calls for the following:

Students – Students face discipline including suspension, Superintendent’s Hearing, and/or criminal charges being placed.

Teachers – Disciplinary actions will be followed in accordance with the articles of the Trumansburg Teachers’ Association contract and related provisions found under the Education Law, Regulations of the Commissioner of Education and local laws.

Staff – Disciplinary actions will be followed in accordance with relevant polices of the Board of Education, Civil Service Law and related provisions found under the Education Law, Regulations of the Commissioner of Education and local laws.

Visitors – All visitors are bound by the Board of Education policies as outlined in the ***School Code of Conduct***. Law enforcement agencies will be notified with criminal charges applied when necessary. Law enforcement regulations will determine the consequences of the incident.

2. Contact of Law Enforcement Officials

Law Enforcement Officials will be notified by the Building Principal or the Superintendent’s Office when deemed appropriate.

3. Identification of Responses to Emergencies.

a. Emergency School Closing

Schools are closed or delayed in opening only when the weather or other emergency makes it impossible or unsafe to hold school. If it is necessary to close or delay schools, parents, students and staff will be notified in the early morning on area radio and television stations.

b. Early Dismissal

Due to the fact that drivers are not readily available during the day, early dismissal is an option only in the most unusual circumstances. The Superintendent in consultation with the Supervisor of Transportation will determine the order of dismissal of schools.

Early dismissal should be used only if it is likely that all students will reach their homes safely. If a community-wide disaster is impending, it may be preferable to evacuate the students to a safe location where parents can pick them up. These locations could include a neighboring school, local churches, the Trumansburg Fire Department, the American Legion, the Ulysses Historical Society building and the Ulysses Philomathic Library.

The decision for early dismissal shall be announced by the Superintendent to the building principals and supervisors. The Principal shall facilitate and supervise the rapid loading of school buses.

c. Evacuation

It is appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, earthquakes, some violent acts, or when ordered by law enforcement officers because of dangerous activity in the area. The signal to evacuate the buildings shall be the regular PA announcement tone followed by the words **"go to lockdown status."** Specific verbal instructions will be given. Building-level Safety Plans will be activated immediately.

If an evacuation is to be ordered, all groups will evacuate the buildings as quickly as possible after all evacuation routes have been secured. Normal fire evacuation routes shall be used unless teachers are instructed otherwise. Staff are required to leave room doors open upon leaving.

Teachers will be required to bring their class lists with them, assemble and count their students at the designated assembly at least 75 feet away from the building. They will immediately notify the principal of any missing students.

No one is to reenter the building until an appropriate authority gives an all clear.

d. Evacuating to another Site

Depending on the scope of the emergency, and the projections of likely safe areas, designated gathering points for evacuated students and staff will be used. The principals will receive information as to the appropriate evacuation location and the (secured) route to get there.

e. Shelter in place

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Students will normally remain in their classrooms, but groups may be taken to such places as the gymnasium and/or cafeteria. In the case of high winds and tornadoes, these areas must not be used, and students should be prepared to move into the hallways marked for protective sheltering.

In case of such emergency, the principal shall give directions over the public address system. Teachers moving students from their classrooms must take their class lists and accompany their children to the designated area.

Staff will stay with the students until formally relieved of their duties by their supervisor.

f. Shelter (Community)

When the Red Cross requests use of a building designated as a community disaster shelter site, or when students from another school are evacuated to that site, the Superintendent will staff the Command Post (Superintendent's Office) to coordinate activities and assist in communication.

The Emergency Response team will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory and equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned assist in assuring appropriate maintenance of the facility.

4. Emergencies - Types

Emergencies may include:

- Aircraft Crash
- Air Raid/Emergency Procedures
- Armed Person, Hostage or Terrorist Activities
- Bomb Threats

- Student Threats to self (including suicide) and/or others
- Bus Accident
- Chemical Accident
- Civil Disobedience; Student Disorder
- Explosion/Fire
- Flash Flood
- Flood
- Food Poisoning or Other Mass Illnesses
- Hazardous Material Spill Off School Premises
- Injury at Athletic Event
- Radiological Emergency
- Receipt of Suspicious Letter/Package
- Bio-terrorist threat
- Tornado, Severe Windstorm, Thunderstorm
- Utility Failure
- Winter Snow/Ice Storm

5. Standard Operating Procedures

The following standard operating procedures for specific emergencies are part of the Building Safety Plans. All employees, through their immediate supervisor, will be familiar with personal responsibilities during an emergency. Standard responses to a threat include:

- Duck and Cover
- Command Post
- Emergency Transportation – Early Dismissal
- Feeding
- Fire/Building Evacuation
- Notification of Emergency
- Notification Regarding Medical Treatment
- Notification Regarding Injury or Death of Student/Staff
- Off-Site Evacuation
- Shelter In Place

6. Parental/Home Contact

Timely and accurate notification to parents and the community at large can ensure the responsible dissemination of accurate information relative to any unplanned or unusual activity taking place in our schools. With the widespread use of cell phones and other electronic communication devices, it is likely that information about such an event will reach the community very quickly and will often be incomplete or inaccurate.

For incidences involving individual or several students, the parents of all students involved will 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 will be notified of the circumstances of the incident as soon as possible.

This notification may be made utilizing the **School Messenger** mass communication system, through a building level parent e-mail list or phone tree, or by a letter written by the affected building's principal and reviewed by the district administration. The letter will be electronically or hardcopy mailed or sent home as soon as possible following the incident or threat.

The **Superintendent of Schools** or the **Director of Information** will serve as the primary emergency public information officer during most emergencies. The overall functions of a public information officer will be to present a positive, competent image of the school district while providing accurate information to the public regarding any unplanned event that may result in a change in the regular school day schedule (e.g., cancellation, early dismissal, etc...) or any event that may cause undue panic and concern and result in a problematic rush to the school by parents and media.

If there is a police presence, release of information should be coordinated with the ranking police official. The public information officer for the police agency and the Superintendent will act as a liaison to the media and coordinate press conferences and media deadlines. If appropriate, an announcement to media may be made that only one person / office will be releasing information.

Confidentiality and privacy issues regarding the identity of juveniles and their involvement in a particular situation must be closely monitored to prevent unauthorized disclosure of information.

The school district and police have an obligation to keep the media aware of significant developments as long as the investigative/action plan is not compromised or parents/students are not unnecessarily alarmed.

If an arrest results from the situation, the police agency should coordinate this announcement through the office of the Superintendent of Schools so necessary steps can be taken by the school to prepare the faculty, students and parents.

In the event of injury or death of Trumansburg Central School District students or staff, next of kin shall be notified as soon as possible. Responsibility for notification rests with the Superintendent or his designee.

7. Notifications

1. Whenever the Plan calls for the Emergency Response team to be contacted or to make a communication, the chain of command shall be used to determine who is next in charge and what actions steps are to be taken if the identified person is not available.
2. To facilitate rapid communication and response, the person taking the original call or threat shall make detailed notes of the substance of the call for the Emergency Response team, and shall relay that information to the person eventually acting on the call.
3. It shall be the responsibility of the person taking the original call or threat to continue through the chain of command until someone is reached who is empowered to take whatever action is necessary.

8. Notifications – Treatment for injury

- a. It is the responsibility of the school nurse to notify the parent of any medical treatment or serious injury. However, in cases of multiple emergencies where the school nurse's first duty must be to provide assistance to students, the Principal shall delegate the notification responsibility to another staff member or shall provide the notification.

Section D: Communication with Others

4. Communication needs

At the initiation of the threatening event, the Superintendent or designee activates the plan and notify the safety team as described. Notifications to various police, fire and emergency/safety organizations will be made.

- a. Methods of communication within and between buildings in the district can include, but not limited to personal contact, PA, telephone, 2-way radio, fax, email, text, or cell phone.
- b. Messages regarding school early dismissal, sheltering in place or evacuation of a school will be sent to the broadcast media through the Superintendent's office. The media will be notified by telephone and/or any other available means.
- c. Depending on the seriousness of the emergency, the BOCES Superintendent will be contacted as soon as feasible regarding any of these actions.
- d. Superintendent or his designee will issue all internal and external communications, prepare news releases, and brief the media as appropriate. No employee should

provide information to the media during or after an emergency unless specifically authorized to do so.

b. Media Announcements

Media will be given information regarding injuries or deaths in a timely fashion and when appropriate through the Superintendent's Office,

c. Recovery

After any emergency which has resulted in the serious injury or death of a student or staff member, school pupil service staff will be used to help with post trauma counseling. Planning and establishing the debriefing sessions will be the responsibility of the principal and members of the staff. Needed and appropriate alterations in the safety plans will be implemented based upon the debriefing sessions.

For critical situations that require the utilization of community mental health resources, the Emergency Response team will be responsible for contacting the appropriate county mental health agency for assistance, guidance and trained personnel, as needed.

The following description is the plan of the district resources that will support the schools and those dealing with post trauma symptoms.

Those coordinating include school psychologists, guidance counselors, and social workers to assist in emotional support for students and staff. The school may enlist the support of local agencies, BOCES, emergency rescue staff, church leaders and other human resources for on-site support. The Superintendent and needed members of District Office will provide assistance to the principal as warranted.

4. Mental Health Services

In the event of crisis, the district may seek the help of any and all available community resources, such as:

- a. Mental Health professionals
- b. The Council of Churches
- c. District psychologists and social work personnel

5. Post Emergency Report and Assessment

The superintendent will meet to assess the emergency responses and the effectiveness of the plan. The plan shall be modified as necessary based on the

evaluation. The Superintendent and the members of the Emergency Response team will complete all necessary reports to local and state officials.

6. Advice and Assistance from Local Government Officials

The members of the District Safety Team will meet with county and village office to review plans and seek assistance with appropriate procedures.

A list shall be maintained of all copyholders of the plan. The plan shall be evaluated and modified as needed after each use. The plan shall be re-published to all those in need whenever appropriate.

7. Data Sheets for Buildings and Offices

Each school and office within the Trumansburg Central School District will complete and maintain a fact sheet of information: See Appendix A

Fact Sheets will include, but not limited to the following information:

- Name of the school or office
- Address of the school or office
- Telephone and fax numbers
- Name of Principal
- Total Population
- Number of Staff
- Transportation needs

Section E: Prevention and Intervention Strategies

1. School Building Security

The Building Safety team will decide on the need to lock doors and limit access to the building.

- a. Signage will ask all visitors to report to the main offices upon entrance to the buildings
- b. Continue with the use of the BOCES Health and Safety Officer to evaluate the effectiveness of security measures.
- c. Consider the use of identification badges for employees.

2. Early Detection of Violent Behaviors

Research shows that proactive measures to detect and/or to deter potential violent behaviors are valuable in avoiding the violent behavior. The district will:

- a. Use resources to gain information regarding violent behavior.
- b. Provide programs and training in detecting and/or deterring violent behaviors. Crisis intervention training will be offered to all appropriate staff members in the district.
- c. The district website will be used to disseminate information to parents and staff members.
- d. Use area human resource agencies, colleges and university specialists to assist with training for detecting and/or deterring violent behavior.
- e. Use emergency management and crisis intervention specialists in training programs for staff members.
- f. Provide training for new employees in detecting and/or deterring violent behaviors.
- g. Use the BOCES Health and Safety Officer to assist administrators and supervisors with the latest information on school safety information.
- h. Use local law enforcement agencies to provide training and assistance with the development of strategies to deter violent behavior.
- i. Encourage individual schools to use various programs to help students control anger and resolve problems in non-violent ways. These include Peer Mediation, mentoring, Big Friend-Little Friend, STEP and the like.
- j. Make Character Education a part of the school's curriculum.
- k. Work with student organizations to establish methodologies to engage students in the resolution of problems.
- l. Develop programs that help staff members open communication with students.
- m. Training will be initiated for all substitute personnel on the plan.

Section F: Chain of Command – District

The Superintendent or Superintendent's designee serve as the "Chief Emergency Officer" for the district and responsible for coordinating communication between school staff and law enforcement and first responders.

1. Michael McGuire, Superintendent of Schools - Ext. 4421
2. Kimberly Bell, Asst Supt for Business/Administration - Ext. 4456
3. Joe Magliocca, Transportation Supervisor - Ext. 5493
4. Angela Gemignani, Director of Special Education and Instructional Services - Ext. 4821

Back-up Personnel

For Michael McGuire	is	Kimberly Bell	@ Ext. 4456
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For Kimberly Bell	is	Jon Koeng	@ Ext. 3434
For Jon Koeng	is	Jeanie Wiggins	@ Ext. 2433 or radio
For Jeanie Wiggins	is	Josh Hunkele	@ Ext. 3431 or radio
For Josh Hunkele	is	Joe Magliocca	@ Ext. 5493 or radio

NOTE: It is the responsibility of each administrator and supervisor to be sure a backup person is familiar with this plan and capable of filling in as needed.

Section G: School Action Plans and Protocols

1. Bomb Threat

The receiver of the bomb threat should (try to) get all information possible from the caller. A form for assistance with this task is located by the phone.

Receiver of the bomb threat notifies the principal of the building who in turn notifies the Superintendent (or designee).

- In the absence of the principal, the receiver should contact the Superintendent or another administrator.
- The principal will remain in the office (with the Emergency Response Plan) to receive further directions. The principal’s office will be designated as the Command Center. If warranted, the Superintendent’s (or designee’s) office will be used as a back-up location.

The principal will have this Emergency Response Plan (including building room maps, locker assignments and spare room keys) and all other security materials. Appendix 1 identifies those who have sets of the building maps.

Superintendent (or designee) contacts:

- T'burg Police (387-6505 or 275-6993); NOTE: T'burg Police are 'in charge' and other agencies will take direction from them.

T'burg Police will contact:

- Tompkins Sheriff (272- 2444) and the State Police (273-4671).

In the event that the police cannot be reached a "911" call will be made.

The Superintendent notifies Kimberly Bell (4456), who in turn notifies:

Tina Lincoln - 4427	Joe Magliocca – 5493	Angela Gemignani – 4821
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Angela Gemignani alerts other principals and Beth Krause to stand by.

Jon Koeng – 3434	Josh Hunkele – 3431	Jeanie Wiggins – 2433	Beth Krause - 2818
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Joe Magliocca will contact the T'burg Fire department (273-7288) for notification purposes.

- Only as requested, will the TFD will be asked to come to the campus for assistance. Joe Magliocca will then initiate a safety-screening search of the buses.

The principal will initiate (with available staff) a visual search of the hallways of the building for any unusual object. Nothing should be touched. If something out-of-the-norm is found, the staff member will directly report it to the principal. Once a hallway is secured, the principal will be notified by those doing the search.

The principal will utilize "public address" system to inform all staff, to **lockdown** the building.

Halls and bathrooms are to be cleared of students. Students in the cafeteria, gym, auditorium, and other non-classroom areas or outside should remain where they are, with the adult(s) in charge.

- a. Classroom staff should
 - i. Lock and close their doors;
 - ii. Keep students away from windows and doors.
 - iii. Initiate a visual search for any unusual object. If something out-of-the-norm is found, this information should be directly reported to the principal.

- iv. Remain in the locked classroom with the students until further directions are received

Tina Lincoln will direct the switchboard operator to hold calls going into and out of the impacted building to allow efficient and direct communication. No information will be released except by the Superintendent (or designee), only.

Joe Magliocca will contact the Maintenance and Custodial staff to survey and secure the building perimeter.

- a. After this has been done, Joe Magliocca will radio Kimberly Bell with the findings of the external survey. The Maintenance staff will proceed with a larger campus wide security check. They will radio Joe Magliocca once this has been completed. The Maintenance staff will remain on campus security with a focus on possible evacuation routes for the threatened building.
- b. Joe Magliocca will proceed to the impacted building and begin a visual search for any unusual object in the gymnasium and auditorium. Joe Magliocca will contact the principal once this has been completed.

Superintendent (or designee) will make the decision on the evacuation, and select the evacuation (internal or external) site.

- **NOTE:** According to police authorities urgent evacuation is **NOT** normally needed.
- Evacuation sites can include gymnasiums, auditoriums, another building, athletic fields or buses. An external evacuation site and routes to it must be secured before anyone is to move to the area.

Once the evacuation is authorized the custodian and Mr. Magliocca will lock all doors to the threatened building. No public access will be allowed.

Once all sites have been secured, the principal will be notified when to begin the evacuation of the building.

- Through the "PA", the principal will announce the evacuation (location and time) in a prescribed, orderly manner.
- Staff should take attendance information and leave the door **open, yet locked**. Students should take with them only those possessions that they brought to class.
- No student is allowed to leave to go to a locker.
- Staff should move students to the evacuation site and remain there for further instructions.

Maintenance/custodial staff (along with any staff volunteers) will assist police in a room-by-room search. The principal should remain in the main office to receive information.

Once searched, the room door will be closed.

If needed, access to the impacted building (or the campus in general) will be controlled by the district personnel, police or the Trumansburg fire department as warranted.

Superintendent (or designee) upon advice from the police will determine when the school can be reoccupied.

Public communication about the bomb threat will come from the Superintendent (or designee) as soon as possible after the conclusion of the incident

- A letter will be sent home (and mailed later) with the students to explain the event.
- The staff will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due the needs of the law enforcement agencies and their pending investigation.
- Any information sought by the media will be directed to and given out through the Superintendent (or designee).
- The district may decide to make a monetary award for information leading to the arrest and conviction of those responsible for the bomb threat. Those apprehended will be subject to school discipline and will be turned over to law enforcement officials for committing a criminal offense.
- The District Superintendent and the State Education Department will be notified of the bomb threat.

This plan is designed as a 'work in progress and should be examined after each use for areas of weakness and ways to improve it.

2. Intruder on campus or in a building

The staff member will make the main office aware of a stranger in the building or on campus. If the main office is unavailable, the staff member will notify (in order) the superintendent @ 421, assistant superintendent for business and administration @ 456 or the pupil personnel director @ 401 who will then take charge of the situation.

The administrator in charge will investigate the situation and determine the extent of the threat.

- If deemed appropriate, the administrator in charge will signal staff, through the use of the "PA" to **lockdown** the building.
 - Halls and bathrooms are to be cleared of students.
 - Students in the cafeteria, gym, auditorium, and other non-classroom areas or outside should remain where they are, with the adult(s) in charge.
- i. Classroom staff should
1. Lock and close their doors;
 2. Keep students away from windows and doors.

Directions will be given from the main office through the PA system or by "runners" should the main office be unavailable.

The principal will notify the superintendent, business official or PPS director.

The district office contact is responsible to contact the authorities for assistance.

Trumansburg Police	387-6505 or 275-6993
Tompkins County. Sheriff	272-2444
State Police	273-4671

All public communication will come from district office contact.

3. Suicide Threat

Definition:

A threat, implied or expressed to take one's own life.

Comment:

Our objective in such a situation is to keep the person from committing the act, OR if he or she has already hurt himself/herself, to get medical assistance as soon as possible. Handling suicide threats requires the utmost sincerity, empathy and tact. The longer we delay the act, the more likely is it is that the person will be rescued and receive the professional help they need.

Initial Notification:

The staff member will make the main office aware of the threat. If the main office is unavailable, the staff member will notify (in order) the Superintendent @ 4421, Assistant Superintendent for Business and Administration @ 4456 or the Director of Facilities/Transportation @ 5493 who will then take charge of the situation.

- ***If a Weapon is involved – initiate appropriate Lockdown level***
- ***If no weapon or threat to others – stay with suicidal student - Take direction from Police***

Standard Response Steps

- ***Do not leave suicidal student alone.***
- ***Do not jeopardize your personal safety.***
- ***If a firearm or other weapon is involved – follow that protocol which may include a Lockdown or other protective action to safeguard the school population.***

- Call 911.
- Notify School Nurse
- Notify Counselor to respond if scene is safe.
- **Notify the Superintendent or District Office**
- Actively engage the student in conversation -try to calm the student and others.
- If possible, remove any dangerous instruments from the student and immediate surroundings
- Evacuate other students quietly, if possible.
- Notify student's parents/ guardians by phone or in person as soon as possible.
- Appoint a staff member to handle arriving parents.
- Escort Police to the scene (if required) and stay out of the view of the student.
- Isolate the situation.
- Support parent/guardian in decision-making and/or documentation of counseling plan.
- Secure parent/guardian permission to share information with treatment provider to further assist student.
- Notify referral source to ensure that follow through has taken place.
- Document incident ASAP for building administrator.

4. Threats of Violence – Direct or In-Direct – Threat Assessment Protocol

Definition

A threat of violence is an expression of intention to do harm. This intention may be expressed through direct communication (verbal, written, electronic) or may be indirect and implied by other behaviors or communications. It may be transient, that is able to be explained and resolved or it may be substantive, that is a threat that expresses a continued desire to do harm.

Comment

Having acknowledged that the recognition and early intervention into potentially violent situations is critical, it shall be the policy of the Trumansburg Central School District to deal with all threatening situations and circumstances in a serious and deliberate manner. In addition to reporting and investigating direct threats, **all staff are also responsible for relaying to their respective school administration information about any student behaviors or communications that imply or suggest that a dangerous or threatening situation is possible.**

It has been found that most school attackers did not threaten their targets directly. Therefore while it is important to respond to all students who actually **make** threats it is also important that we identify and address those persons who may **pose** a threat as evidenced by their behaviors that indicate intent, planning, or preparation for an attack.

NOTE: The appropriate Law Enforcement Agency shall be contacted immediately if upon initial assessment the direct or implied threat of violence appears to be of a serious and/or very serious and imminent nature. The Police may be contacted at any time for their advice and assistance regarding any level of threat. Direct threats to personal safety may well constitute a violation of law and the student making the threat may be eligible for prosecution. Prosecution in Criminal or Family Court provides yet another opportunity for intervention

Depending on the imminent nature of any direct or indirect substantive threat, the following procedures may be implemented by the District:

- Immediate deployment of staff trained in de-escalation or conflict resolution techniques to attempt to diffuse the situation – as identified in each Threat Assessment Team.
- Inform the Building Principal or designee of implied or direct threat or troubling behaviors or communications.
- The Building Principal or designee may then initiate a threat assessment inquiry to attempt to determine the level and viability of the threat. This determination may be accomplished with the input and assistance of members of the Building Threat Assessment team including other building or District level administrators, the respective instructional and counseling team, security personnel and others as deemed appropriate. If appropriate, Law Enforcement and Community Mental Health officials may also become involved as part of the Threat Assessment Team.
- Each building’s Emergency Planning Summary lists several ad hoc members of their respective School Safety Teams. Among these members are individuals who comprise the Building’s Threat Assessment Team. These members may be consulted at any time during a threat assessment inquiry. The following is a partial list of personnel and organizations who also may be consulted as deemed appropriate:
 - Law Enforcement
 - Community Counseling / Mental Health Providers
 - District Disciplinary Authority
- Depending on the nature of the threat, and if time permits, this inquiry would also involve interviewing potential witnesses, persons with knowledge as well as the actual parties involved. Some factors to consider when evaluating the level and viability of threat include, but are not limited to:
 - Specificity of threat to a person or persons

- Reference to a specific means or weapon
- Realistic aspect to threat
- Specific reason or justification
- History of student(s) involved
- Known access to weapons or means
- Propensity for violence

5. Hazardous Chemical/Substance Spill

The principal (or other administrator) notifies the District office (superintendent or business official or PPS director) of the situation. If warranted, the decision to evacuate the building will be done so by sounding the fire alarm. Before an evacuation is conducted, all routes out of the building must be determined to be safe and away from the spill area.

The district office contact is responsible to contact Joe Magliocca (X-5493) for assistance. Others to be contacted depending on need may include:

Trumansburg Police	387-6505 or 275-6993
Tompkins County. Sheriff	272-2444
State Police	273-4671
David Pitcher (TST BOCES)	257-1551
D E C	1-800-457-7362

District office notifies Transportation Department (Ext 417) of situation and the potential of using the buses as a 'safe harbor.' Jeff Burns will contact the T'burg Fire department (273-7288) for notification purposes.

Only as requested, will the TFD will be asked to come to the campus for assistance.

Depending on weather, the principal may move staff and students to closest building for shelter after alerting the other principal. Should the threat be district wide (and depending on weather), the district office person in charge will decide if staff and students should be moved to the bus garage for loading on the buses.

All public communication will come from district office contact.

6. Non-School Hours Protocol.

In the event that some type of threat is detected, noticed or received, either after regular school hours or prior to the beginning of the school day, these steps should be followed.

The staff member noticing/receiving the threat notifies the principal of the building who in turn notifies the Superintendent (or designee):

Michael McGuire – Supt.	387-7551
Jon Koeng – HS	387-3434
Jeanie Wiggins – ES	387-2433

Josh Hunkele – MS	387-3431
Joe Magliocca	387-5493

- In the absence of the building’s principal, the receiver should contact the Superintendent and then Joe Magliocca.
- Superintendent (or designee) contacts:

Trumansburg Police	387-6505 or 275-6993
Tompkins County. Sheriff	272-2444
State Police	273-4671

- NOTE: T'burg Police are 'in charge' and other agencies will take direction from them.
- If the building’s principal, Superintendent or Joe Magliocca are unable to be reached, the staff member is to contact:

Trumansburg Police	387-6505 or 275-6993
Tompkins County. Sheriff	272-2444
State Police	273-4671

Appendix 1 – Fact Sheet – High School

FACT SHEET - HS

Name of School: Charles O. Dickerson High School

Address of School: 100 Whig St., Trumansburg NY, 14886

Telephone - (607) 387-7551 X- 431

Fax – NONE

Name of Principal – Jon Koeng

Email – jkoeng@tburg.k12.ny.us

Total Population: 2016-2017 - 320

Number of Classrooms: - 40

Number of Staff: - 46

Transportation Needs: - NONE

Law Enforcement Agency to Contact and telephone number:

- **Trumansburg Police Department – (607) 387-6505**
- **Tompkins County Sheriff’s Department – (607) 272-2444**
- **Seneca County Sheriff’s Department – (315) 539-9241**
- **NY State Police – (607) 273-4671**

Fire and Rescue Agency to contact and telephone number:

- **Trumansburg Fire Department – 911**
- **Trumansburg Emergency Rescue - 911**

Special needs for students or staff when evacuating the building

- **NONE**

Appendix 2 – Fact Sheet – Middle School

FACT SHEET - MS

Name of School: Russell I. Doig Middle School

Address of School: 100 Whig St., Trumansburg NY, 14886

Telephone - (607) 387-7551 X- 422

Fax – NONE

Name of Principal – Josh Hunkele

Email jhunkele@tburgk.k12.ny.us

Total Population: 2016-2017 - 300 students

Number of Classrooms: - 35

Number of Staff: - 50

Transportation Needs: - NONE

Law Enforcement Agency to Contact and telephone number:

- **Trumansburg Police Department – (607) 387-6505**
- **Tompkins County Sheriff’s Department – (607) 272-2444**
- **Seneca County Sheriff’s Department – (315) 539-9241**
- **NY State Police – (607) 273-4671**

Fire and Rescue Agency to contact and telephone number:

- **Trumansburg Fire Department – 911**
- **Trumansburg Emergency Rescue - 911**

Special needs for students or staff when evacuating the building

- **4 story building with a single, non-emergency use elevator**

Appendix 3 – Fact Sheet – Elementary School

FACT SHEET

Name of School: Trumansburg Elementary School

Address of School: 100 Whig St., Trumansburg NY, 14886

Telephone - (607) 387-7551 X- 423

Fax – NONE

Name of Principal – Jean Wiggins

Email – jwiggins@tburg.k12.ny.us

Total Population: 2016-2017 - 520

Number of Classrooms: - 37

Number of Staff: - 62

Transportation Needs: - NONE

Law Enforcement Agency to Contact and telephone number:

- **Trumansburg Police Department – (607) 387-6505**
- **Tompkins County Sheriff’s Department – (607) 272-2444**
- **Seneca County Sheriff’s Department – (315) 539-9241**
- **NY State Police – (607) 273-4671**

Fire and Rescue Agency to contact and telephone number:

- **Trumansburg Fire Department – 911**
- **Trumansburg Emergency Rescue - 911**

Special needs for students or staff when evacuating the building

- **Primary wing has stairs with a single, non-emergency use elevator**

Appendix 4 – Fact Sheet – District Office

FACT SHEET

Name of School: Trumansburg Central School – District Office

Address of School: 100 Whig St., Trumansburg NY, 14886

Telephone - (607) 387-7551 X- 4421

Fax – (607) 387-2807

Name of Supervisor – Michael McGuire

Email – mmcquire@tburg.k12.ny.us

Total Population: 2016-2017 - 7

Number of Offices: - 7

Number of Staff: - 7

Transportation Needs: - NONE

Law Enforcement Agency to Contact and telephone number:

- **Trumansburg Police Department – (607) 387-6505**
- **Tompkins County Sheriff’s Department – (607) 272-2444**
- **Seneca County Sheriff’s Department – (315) 539-9241**
- **NY State Police – (607) 273-4671**

Fire and Rescue Agency to contact and telephone number:

- **Trumansburg Fire Department – 911**
- **Trumansburg Emergency Rescue – 911**

Special needs for students or staff when evacuating the building

- **NONE**

Appendix 5 – Fact Sheet – Bus/Maintenance Center

FACT SHEET

Name of School: Transportation and Maintenance Center

Address of School: 100 Whig St., Trumansburg NY, 14886

Telephone - (607) 387-7551 X-

Fax – (607) 387- 2868

Name of Supervisor – Joe Magliocca

Email – jmagliocca@tburg.k12.ny.us

Total Population: 2016-2017

Number of Rooms: - 12

Number of Staff: - 8

Transportation Needs: - NONE

Law Enforcement Agency to Contact and telephone number:

- **Trumansburg Police Department – (607) 387-6505**
- **Tompkins County Sheriff’s Department – (607) 272-2444**
- **Seneca County Sheriff’s Department – (315) 539-9241**
- **NY State Police – (607) 273-4671**

Fire and Rescue Agency to contact and telephone number:

- **Trumansburg Fire Department – 911**
- **Trumansburg Emergency Rescue - 911**

Special needs for students or staff when evacuating the building

- **NONE**

Appendix 6 - Direct Dial Numbers

Building	Name	TITLE	D.I.D.= 387-
DO	Main Number		387-7551
DO	Michael McGuire	Superintendent	387-7551 ext 4421
DO	Kimberly Bell	Asst Supt for Bus/Admin	387-7551 ext 4456
DO	Angela Gemignani	Director of Special Ed/Instructional Services	387-7551 ext 4821
DO	Tina Lincoln	Superintendent Secretary/ BOE Clerk	387-7551 ext. 4427
DO	Nahla Minges	Administrative Assistant	387-7551
DO	Terry Welch	Secretary for Special Education	4429
DO	Fax Number		2807
ES		Main Number	2815
ES	Jean Wiggins	Principal	2816
ES	Chris Harding-Grosfelt	Guidance	2817
ES	Karen White	Psychologist	2841
ES	Bethany Ladd	Health/Nurse	2819
MS		Main Number	2825
MS		Library	2826
MS	Sara Seifert	Nurse	2827
MS	Jenny Mayo	Guidance	2828
MS	Josh Hunkele	Principal	3431
MS	Natalie Walters	Dean of Students	1458
HS		Main Number	2835
HS	Jon Koeng	Principal	2842
HS	Robin McColley	Dean of Students	2836
HS	Jason Hodge	Athletics	3426
HS	Wendy Coolbaugh	Nurse	3445
HS	Neil Clifford	Library	2839
Maintenance	Joe Magliocca	Supt of Bldgs. and Grounds	5493
Bus Garage	Joe Magliocca	Transportation Supervisor	5493

Appendix 7 – Map Availability and Distribution

Building Map Availability and Distribution Listing

11" x 17" Building Room maps (November 2002) printed and distributed as follows:

- Building Principal – 4 copies (set)
- Kimberly Bell – 2 copies (set)
- Angela Gemignani – 2 copies (set)
- Joe Magliocca – 2 copies (set)
- Michael McGuire – 4 copies (set)
- Joe Magliocca – 4 copies (set)
- T'burg Fire Dept – 2 copies (set)
- T'burg Police Dept. – 2 copies (set)
- Tompkins County Sheriff – 2 copies (set)
- NYS Police – 2 copies (set)

Appendix 8 – Emergency Team Decision - Flow Chart

The Superintendent or Superintendent's designee serve as the "Chief Emergency Officer" for the district and responsible for coordinating communication between school staff and law enforcement and first responders.

