

# MADISON CENTRAL SCHOOL DISTRICT

**PROJECT SAVE**  
**(Safe Schools Against Violence In Education)**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**  
**as required by 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, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safety 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 Madison 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 CONSIDERATION AND PLANNING GUIDELINES

### Purpose

The Madison Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan

### A. Identification of School Teams

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

|  |
|--|
| Board of Education Representative: J. Lavoie; Alternate: TBD                         |
| Administration Representative: J. Mitchell, L. Nichols, B. Latella                   |
| Teacher Representative: J. Burdick, M. Bruno, P. Perry                               |
| Parent Representative: K. Peavey   |
| Student Representative: M. Peavey  |
| School Safety Personnel: J. Angrisano (BOCES), W. Wilcox (Madison Co. Sheriff Dept.) |
| Other School Personnel: M. Brouillette, C. Post, L. Gallagher RN, J. Pieters-Hayduke |

## **B. Concept of Operations**

- The District-wide School Safety Plan shall be 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 plans.
- The Superintendent of Schools or his/her designee will serve as the District Chief Emergency Officer. Responsibilities include: facilitate safety training for school district personnel, ensure the school's building-level emergency response plan is up-to-date each year, make sure drills (evacuation and lock down) occur as per Education Law §807, and aid in policy development and decision-making for security technology.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- 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 involving County and State resource through established protocols.

## **C. Plan Review and Public Comment**

- 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.
- 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. A copy of the plan will be available at District Main Office.

## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

### A. 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 local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.

### B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include: **See Appendix 10 for general response guidelines.**

- School cancellation (prior to start of day)
- Early dismissal
- Evacuation
- Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

**See Appendix 10 and Appendix 11 for general response guidelines.**

Emergencies include, but are not limited to:

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Anthrax/Suspicious Mail           | Intruder                          |
| Bomb Threat                       | Lock-Out Procedures               |
| Building and/or Campus Evacuation | Medical Emergencies               |
| Building Collapse/Earthquake      | incl. Infectious Disease Response |
| Bus Accident                      | Missing Student                   |
| Crime Scene/Break-In              | Public Demonstration              |
| Drugs and Drug Dealers            | Sexual Assault                    |
| Emergency Numbers                 | Suicide                           |
| Fights                            | Weapons                           |
| Fire/Explosion                    | Weather                           |
| Gas Odor/Leak                     |                                   |
| Go Home Plan                      |                                   |
| Hazardous Material Exposure       |                                   |

### C. 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 confidential Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

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

The following functions are available to assist in the event of an emergency:

| Function                     | Role, skill, or assignment |
|------------------------------|----------------------------|
| School Nurse                 | First Aid/Medical          |
| CPR/ First Aid Trained staff | First Responders           |

|                                |                                       |
|--------------------------------|---------------------------------------|
| Head Custodian                 | Physical Plant                        |
| Transportation Supervisor      | Bus drivers                           |
| Counselors/School Psychologist | Crisis Team                           |
| Volunteer Staff                | Suspicious Object Identification Team |

**Additional District Resources Available for Use in an Emergency**

During an emergency, the District has the following resources available:

| <b>Equipment</b>                    | <b>Location</b>                        |
|-------------------------------------|--|
| Defibrillator                       | Internal and Fire Department – via 911 |
| Smoke ejectors                      | Fire department – via 911              |
| Emergency lighting                  | Each building                          |
| Portable fire extinguishers         | Building-wide and each bus             |
| Spill cleanup / absorbent materials | Custodial Dept.                        |
| First aid Supplies                  | Nurses Office                          |

**D. Procedures to coordinate the use of school resources during emergencies**

The District uses the Incident Command System model for emergency actions. For District-wide emergencies, the Chief Emergency Officer will be the Superintendent of Schools or his/her designee. In building-level emergencies, the Chief Emergency Officer or designee will act as the Incident Commander. 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 confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building Level Emergency Response Plans.

The Incident Command System for the District, and for individual buildings, is better defined in Appendix 8 of this plan.

**E. Annual multi-hazard school training for staff and students.**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Appendix 3.

**F. Staff development**

- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

- Provision for staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.
- School violence prevention and intervention training for all staff will be included annually in a superintendent's conference day.

Superintendent will be responsible for implementing instructional staff development programs.

Superintendent will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix 3.

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

#### **A. 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. A listing of policies and their respective policy numbers are included in Appendix 4 of this document (see also District Code of Conduct.)

#### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials will be contacted by the Chief Emergency Officer (Superintendent or designee) in line with the confidential 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. In most cases, law enforcement agencies will be contacted through the 911 system which will dispatch the appropriate agency. Appendix 9 includes a table listing district buildings and closest response agencies with contact names and numbers for use in non-emergency situations.

#### **C. Appropriate response 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 confidential Building Level Emergency Response Plans detail the appropriate response to such emergencies. See Appendix 9 for general response agency listing.

#### **D. 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 person in parental relation 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 confidential Building Level Emergency Response Plans. See Appendix 12 for television and radio station listing.

## SECTION IV: COMMUNICATION WITH OTHERS

### **A. Procedures for 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. District's local emergency management office information:

|   |
|---|
| <b>Emergency Management Office</b>                                    |
| Emergency Management Office - Dan Degear, Wampsville, NY 315-366-2789 |

### **B. 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**

In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or their designee.

On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance

The District will rely on the advice of the local emergency management office listed above.

### **C. A system for informing all educational agencies within the 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. A list of these agencies and the contact information is located in Appendix 1.

### **D. Maintaining certain information about each educational agency located in the school district**

The following information concerning educational agencies located within the district is included with the confidential Building-level Safety Plans:

- School population
- Number of staff
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency  
Home telephone numbers will be maintained by the district office to maintain confidentiality.

The Superintendent or their designee will ensure that this information is current and accurate. See Appendix 1 for school enrollment and transportation information.

## SECTION V: PREVENTION AND INTERVENTION STRAGIES

### A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures

The District utilizes visitor sign-in and identification badges. Additionally, employment reference checks and fingerprinting are conducted according to SAVE requirements for all staff. Clerical staff (sign-in log) and staff (hall monitoring) receive annual violence prevention training. The following security measures are in place:

| Security measure         | Purpose   |
|--------------------------|---|
| Single Entry Point       | To control building access.                                 |
| Sign-in Procedure        | To identify and log visitors and purpose/location of visit. |
| Hall Monitoring          | General expectation of staff to monitor halls as needed.    |
| Fingerprinting           | Background checks for all new hires after July 1, 2001      |
| Staff and Visitor Badges | To identify staff and visitors in the school building       |
| Video Surveillance       | To provide additional monitoring capability                 |

Also see Appendix 6

### B. Policies and procedures for the dissemination of informative materials

The District recognizes that the most current data caution against profiling students that have the potential for violence. However, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behavior; maintain a team of qualified staff to evaluate threats and other potentially violent behaviors.

The District is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff. See Appendix 3.

### C. Prevention and Intervention Strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention such as:

|                                     |   |
|-------------------------------------|---|
| Ophelia's Girls                     | Informal Conflict Resolution                      |
| Character Education/ Second Step    | Dignity for All Students Act Training             |
| Elementary "Lunch Bunch" Counseling | M&M Mentoring                                     |
| Boy's Circle/Girl's Circle          | PBIS (Positive Behavior Intervention and Support) |
| Others based on District needs      |   |

Revised: 6-13, 6-14, 6-15, 6-16, 6-17, 6-18; 7  
6-19, 5-20

**D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents**

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District will continue to explore strategies and programs based on the District’s needs.

The campus referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the District Code of Conduct. Additionally, student counselors are available each day for students to share information where the source can remain confidential.

**E. Description of duties, hiring and screening process, and required training of hall monitors and other school personnel**

See Appendix 7

**SECTION VI: RECOVERY**

**A. Post-Incident Response**

The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the confidential Building-level Plan.

**B. Disaster Mental Health Services**

The Superintendent, or their designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan. During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.



# APPENDICES

## Appendix 1:

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephones numbers of building staff.

| <b>Building Name</b>  | <b>Address</b>    | <b>Contact Name</b> | <b>Telephone Number</b> |
|---|-------------------|---------------------|-------------------------|
| Madison CSD   | 7303 State Rt. 20 | Superintendent      | 315-893-1878            |
| <b>Enrollment and Transportation</b>  |                   |                     |                         |
| <b>484 students/80 staff</b><br><b>10 Buses</b><br><b>2 Handicapped Bus</b><br><b>1 Suburban vehicles</b><br><b>1 Van</b> |                   |                     |                         |

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within the District:

| <b>Educational Agency</b> | <b>Address</b> | <b>Contact Name</b> | <b>Telephone Number</b> |
|---------------------------|----------------|---------------------|-------------------------|
|                           |                |                     |                         |
|                           |                |                     |                         |
|                           |                |                     |                         |
|                           |                |                     |                         |

In an emergency, the Superintendent or his designee will notify these agencies as appropriate.

### EDUCATIONAL AGENCIES

|                               |                            |                           |
|-------------------------------|----------------------------|---------------------------|
| <b>Mr. Scott Budlemann</b>    | <b>(BOCES)</b>             | <b>361-5510</b>           |
| <b>Dr. Ravo Root</b>          | <b>(Camden)</b>            | <b>245-4075</b>           |
| <b>Mr. Shawn Bissetta</b>     | <b>(Canastota)</b>         | <b>697-2025 Ext. 6302</b> |
| <b>Mr. William Dowsland</b>   | <b>(Hamilton)</b>          | <b>824-6300</b>           |
| <b>Mr. Gregory Molloy</b>     | <b>(Morrisville-Eaton)</b> | <b>684-9300</b>           |
| <b>Ms. Mary-Margaret Zehr</b> | <b>(Oneida)</b>            | <b>363-2550</b>           |
| <b>Mr. Peter Blake</b>        | <b>(Rome)</b>              | <b>334-7434</b>           |
| <b>Ms. Cynthia Stocker</b>    | <b>(Stockbridge)</b>       | <b>495-4400</b>           |
| <b>Ms. Martha Group</b>       | <b>(VVS)</b>               | <b>829-2520</b>           |

Home telephone numbers are maintained in the district office.

## **Appendix 2:**

### **District-wide Risk Determination**

Using the Risk Probability Checklist on p. 13, and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

- Winter storms and blizzards
- High winds
- Severe thunderstorms
- Hazardous materials
- Transportation accidents

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In addition, the District recognizes that every school building has the potential for violent incidents, including:

- Hostage Situation
- Weapons Incident
- Kidnapping
- Intruder
- Threats of Violence
- Bomb Threat

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The District has determined that the following buildings have the potential for additional emergency situations based upon their proximity to external hazards (dams, flood prone areas, industrial sites, etc.) or to internal hazards.

#### **Building Risk Determination**

| <b>Building</b> | <b>Address</b> | <b>Internal Hazards</b> | <b>External Hazards</b>  |
|-----------------|----------------|-------------------------|--------------------------|
| Madison CSD     | Rt. 20         | Science storage         | Rt. 20<br>Transportation |
|                 |                | Kitchen                 | Bus fuel storage         |
|                 |                |                         | Propane Gas              |

#### **RISK PROBABILITY CHECKLIST**

|  | <b>YES</b> | <b>NO</b> | <b>COMMENT</b> |
|--|------------|-----------|----------------|
|--|------------|-----------|----------------|

|   |          |          |                               |
|---|----------|----------|-------------------------------|
| 1. Has your region ever been short of water due to <b>drought</b> conditions? Natural Hazard: Drought and Extreme Heat  | <b>X</b> |          |                               |
| 2. Have you ever felt an <b>earthquake</b> tremor while in your community? Natural Hazard: Earthquake   | <b>X</b> |          |                               |
| 3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire   |          | <b>X</b> |                               |
| 4. Have <b>forest fires</b> ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire   |          | <b>X</b> |                               |
| 5. Do you live in a state having great or moderate risk from <b>landslides</b> occurring? Natural Hazard: Landslide   |          | <b>X</b> |                               |
| 6. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow   |          | <b>X</b> |                               |
| 7. Has your community ever experienced a <b>winter storm</b> ? Natural Hazard: Winter Storms and Blizzards  | <b>X</b> |          |                               |
| 8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.   |          | <b>X</b> |                               |
| 9. Is your community in an area visited by thirty or more <b>thunderstorms</b> per year? Natural Hazard: Severe Thunderstorms   |          | <b>X</b> |                               |
| 10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane  | <b>X</b> |          |                               |
| 11. Has your state ever been crossed by the path of a <b>hurricane</b> ? Natural Hazard: Hurricane  | <b>X</b> |          |                               |
| 12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods  |          | <b>X</b> |                               |
| 13. Have <b>floods</b> or <b>flash floods</b> ever affected your home or community? Natural Hazard: Floods and Flash Floods   |          | <b>X</b> |                               |
| 14. Do <b>tornadoes</b> present a major or moderate risk to your region? Natural Hazard: Tornado  |          | <b>X</b> |                               |
| 15. Do you live in a western state that has been or might be affected by ashfall from a <b>volcanic eruption</b> ? Natural Hazard: Volcanic Hazard  |          | <b>X</b> |                               |
| 16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other <b>hazardous materials</b> ? Technological Hazard: Hazardous Materials |          | <b>X</b> |                               |
| 17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident   | <b>X</b> |          |                               |
| 18. Have major <b>transportation accidents</b> ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident   |          | <b>X</b> | <b>Route 20 and Route 12B</b> |
| 19. Is your district within a fifty-mile radius of a <b>nuclear power facility</b> ? Technological Hazard: Radiological Incident  |          | <b>X</b> |                               |
| 20. Are there any <b>radioactive waste</b> dump sites in your state? Technological Hazard: Radiological Incident  |          | <b>X</b> |                               |
| 21. Are there any man-made <b>dams</b> built along the river nearest your district? Technological Hazard: Dam Disaster  |          | <b>X</b> |                               |

## Appendix 3:

- I. Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent’s Conference Day plans as follows:

### **Instructional Staff**

| <b>School Year</b> | <b>Dates</b>         | <b>Topic(s)</b>                    |
|--------------------|----------------------|------------------------------------|
| 2020 – 2021        | Superintendents Day  | Mental Health/ Violence Prevention |
| 2020 – 2021        | Annual               | Right-to-Know                      |
| 2020 – 2021        | Annual by Sept. 15th | Emergency Preparedness             |
|                    |                      |                                    |

### **Non-Instructional Staff**

| <b>School Year</b> | <b>Dates</b>         | <b>Topic(s)</b>                    |
|--------------------|----------------------|------------------------------------|
| 2020 – 2021        | Annual by Sept. 15th | Mental Health/ Violence Prevention |
| 2020 – 2021        | Annual               | Right-to-Know                      |
| 2020 – 2021        | Annual by Sept. 15th | Emergency Preparedness             |
|                    |                      |                                    |

- II. The annual “Go Home” Drill will be conducted on day before spring vacation unless otherwise determined by the District Superintendent in consultation with the superintendents of schools.
- III. During the 2020 – 2021 school year, the following drills and exercises will be conducted:

### **Training, Drills, and Exercises**

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.

When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2019-2020 school year:

| <b>Date</b>        | <b>Description of drill or exercise</b>    |
|--------------------|--|
| Spring             | “Go Home” drill – Students and Staff       |
| As required by law | 8 Fire Drills- Students and Staff          |
| As required by law | 4 Lockdown Drills – Students and Staff     |
| Annual             | Emergency Response Training – All Staff    |
| Annual             | Bus Evacuation Drills – Students and Staff |
| As needed          | Tabletop exercises - Staff                 |
|                    |  |

## **Appendix 4:**

The Madison Central School District policies related to school violence and emergency planning are included in this appendix.

1. Code of Conduct
2. School Vandalism (5013)
3. Loss & Destruction of District Property (5014)
4. Fire Safety (5015)
5. School Emergency Management Plan (5016)
6. Bus Conduct (5044)
7. Bus Accidents (5048)

## **Appendix 5:**

Insert regulation references here

- 155.17
- Executive Law 2-B
- Other

## **Appendix 6:**

Insert policy (or policy number) regarding building security, school safety officers, and dissemination of informative materials here.

1. Visitors to the School (1016)
2. Visitors to the School – Board Members (1017)

## **Appendix 7:**

Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

Administration- It is the duty of the Administration to screen and recommend candidates for employment in the Madison Central School by reviewing qualifications, checking work and related references and conducting interviews to assess fitness for employment.

Superintendent's Secretary- It will be the responsibility of the Records Access Officer to train and maintain training to oversee the Fingerprinting process of all candidates for employment in the Madison Central School.

Fingerprinting- Fingerprinting and associated criminal background checks conducted as required, for all employees hired after July 1, 2001, according to Project SAVE.

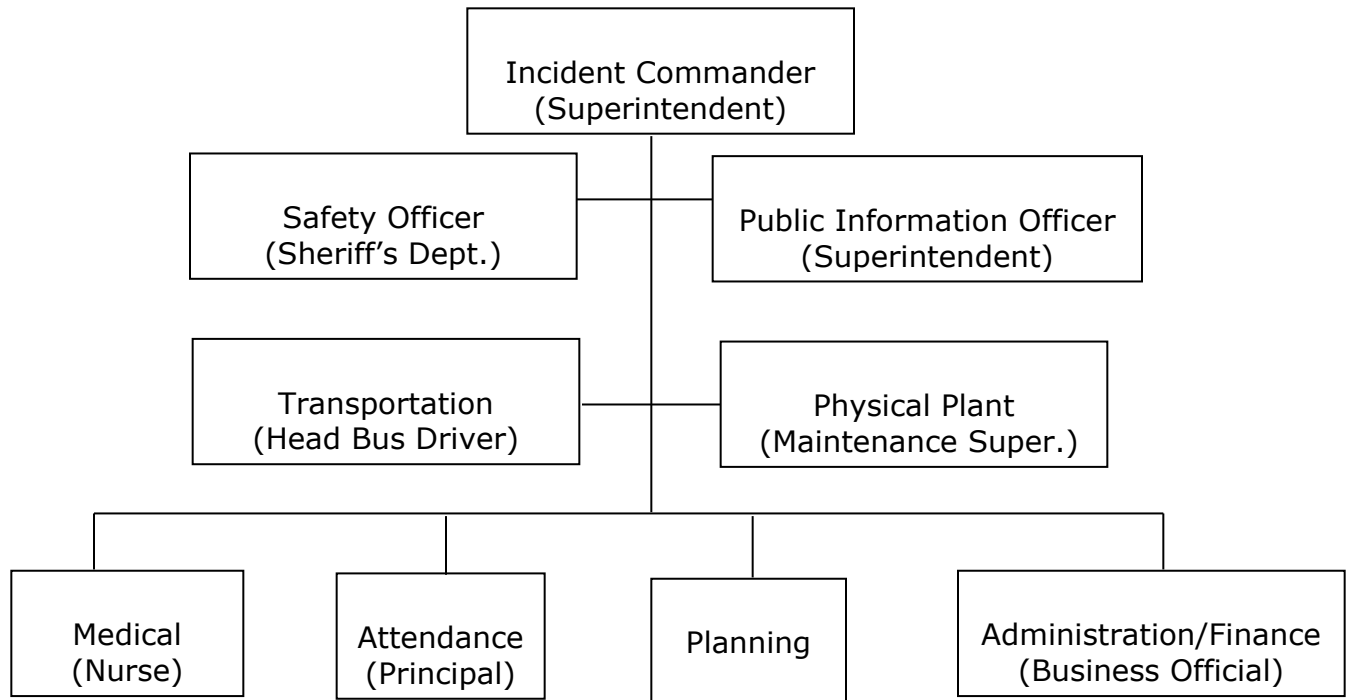
Clerical Staff- Clerical staff require school visitors to sign visitor log and assign visitor identification badge. Clerical staff also sign out school visitors and collect returned visitor badges.

School Staff- All school staff are expected to monitor hallways and ensure visitors are properly identified.



## **Appendix 8:**

### Madison Central School District Incident Command



- ❑ **Incident Commander/Chief Emergency Officer** – Responsible for the direction of the District response in a District-wide emergency (Superintendent) or the building response in a building-level emergency (Building Administrator).
- ❑ **Public Information Officer** – Complies and releases information to the news media.
- ❑ **Safety Officer** – Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- ❑ **Liaison** – Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
- ❑ **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- ❑ **Operations** – Responsible for directing the implementation of action plans and strategies for incident resolution.
- ❑ **Logistics** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.
- ❑ **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- ❑ **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## Appendix 9:

### Madison Central School District

#### Closest Response Agencies

**In an emergency, dial 911.** They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

| <b>Building</b>                     | <b>Law Enforcement</b>                         | <b>Fire</b>  |
|-------------------------------------|--|--|
| Madison CSD                         | Contact: Sheriff Dept.                         | Contact: Madison Fire Dept.                          |
|                                     | Phone #: 315-366-2318                          | Phone #: 315-893-1893                                |
|                                     | Contact: NY State Police                       |  |
|                                     | Phone #: 315-684-9550<br>(Morrisville)         |  |
| <b>NYS Electric and Gas (NYSEG)</b> |  |  |
| NATURAL GAS ODOR or<br>EMERGENCY    | Contact: GENERAL INFO                          |  |
|                                     | Phone #: 1-800-572-1111                        |  |
| <b>Madison Town Supervisor</b>      |  |  |
|                                     | Contact: Ron Bono<br>cell - 315-263-8655       |  |
|                                     | Town Clerk<br>Phone #: 315-893- 7020           |  |
| <b>Augusta Town Supervisor</b>      |  |  |
|                                     | Contact: Sue Collins                           |  |
|                                     | Phone #: 315-843-4811                          |  |
| <b>Propane Service</b>              |  |  |
|                                     | Contact: Center State<br>Propane               |  |
|                                     | Phone #: 315-841-4044                          |  |
| <b>Town Road Commissioners</b>      |  |  |
| Town of Madison                     | Contact: Roy Kirley                            | Home #: 315-893-7114                                 |
|                                     | Phone #: 315-893-1814                          | Cell Phone #: 315-723-7114                           |
| Town of Augusta                     | Contact: Phil Eaton                            |  |
|                                     | Phone #: 315-843-4811                          | Cell Phone #: 315-269-5335                           |
| <b>County Road Commissioners</b>    |  |  |
| Madison County                      | Contact: Joseph Wisinski<br>(Days)             | Contact: Rick Durant<br>Operations Mgr.              |
|                                     | Phone #: 315-366-2221                          | Phone #: Cell - 315-264-3668                         |
| Oneida County                       | Contact: Mark Laramie<br>Phone #: 315-793-6213 | Contact: Rob Colluccio<br>(midnights - Nov. - April) |
|                                     |  | Phone #: 315-793-6224<br>Cell #: 315-525-5540        |
| <b>Poison Control</b>               |  |  |
|                                     | Contact: General Info                          |  |
|                                     | Phone #: 1-800-222-1222                        |  |

## **APPENDIX 10:**

### **Protective Action Options**

The following actions will be considered in the event of an emergency as appropriate:

- School cancellation prior to opening
- Early dismissal
- Evacuation
- Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

### **School cancellation**

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.

### **Early dismissal**

- Monitor situation
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to the Superintendent.
- Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- Ensure adult supervision or continued school supervision/security.
- Set up an information center where parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **Sheltering sites (internal and external)**

- Determine the level of threat.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to the Superintendent.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

## **APPENDIX 11:**

### **Responses to Acts of Violence: Implied or Direct Threats**

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Superintendent of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, including the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

### **Acts of Violence**

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure, and contact law enforcement.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the confidential Building-level Plans. The following protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## **APPENDIX 12:**

### **Notification and Activation (Internal and External Communications)**

In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.

In the event of a disaster or an act of violence, the BOCES District Superintendent, or his designee, will be notified as appropriate.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television stations and the district website.

Where practicable, Blackboard Connect will be used to contact staff and parents using the contact information provided on the Student Information System.

In the event of certain large-scale weather emergencies, the NOAA weather radio emergency alert system may be used to obtain information.

Below are various media outlets the district may use for emergency communications.

#### **TV Stations**

**WSTM-TV & WTVH**

**WIXT-TV/ WUTR-TV**

**WKTV**

**YNN**

#### **Newspaper**

**Utica O.D. - Website**