

**PROJECT SAVE
(Safe Schools Against Violence in Education)**

DISTRICT-WIDE SCHOOL SAFETY PLAN

2019-2020 School Year

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 Morrisville-Eaton 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 Morrisville-Eaton 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 District-wide Teams including the following committees and persons:

District Safety Committee – Assistant Superintendent

The purpose of the committee is to meet at least three times a year to discuss ongoing or potential health and safety concerns. This forum not only gives voice to concerns but also serves to develop solutions and share information with faculty and staff. Members should include administrators/supervisors, union representation, nurse and building and grounds supervisor. The committee can be expanded to include student and parents if needed.

- Superintendent
- Secondary Principal
- Elementary Principal
- Secondary Nurse
- Elementary Nurse
- Transportation Director
- Buildings & Grounds Supervisor
- Kitchen Manager
- 1-2 Elementary Teachers
- 1-2 Secondary Teachers
- Oneida BOCES Safety Office Representative

District Safety Team – Assistant Superintendent

The purpose of the Safety Team is to develop and annually review a comprehensive District-Wide Safety Plan. The Team will meet each spring for this purpose. The Team shall consist of:

- District Safety Committee
- School Board Representative(s)
- PTO Representative(s)

Crisis Team – Superintendent

This team convenes to deal with the aftermath of an event such as a death of a student or staff member or other traumatic events. This team should be comprised of an administrators, counselors, and social workers. Also included should be staff that has a skill set in dealing with traumatic events. The team should meet at least three times a year to review the plan.

- Secondary Principal
- Elementary Principal
- Director of Special Education
- Secondary Nurse
- Elementary Nurse
- Psychologist
- Social Worker
- Guidance Counselor(s)
- MO BOCES pupil services staff

District Emergency Management Team – Superintendent

School administrators that develop and review safety plans in conjunction with the Oneida-Herkimer-Madison BOCES Safety Office and School Resource Officer if assigned. Plans should be reviewed at least annually.

- Assistant Superintendent
- Secondary Principal
- Elementary Principal
- Director of Special Education
- Transportation Director
- Buildings & Grounds Supervisor
- State Police Liaison
- Secretary to the Superintendent
- Oneida BOCES Safety Office Representative

Building Emergency Management Team - Helps review plans and assist during emergencies. This team should practice roles during drills and exercises such as fire drills, lockdowns and evacuation. Teams should be comprised of administrators, staff without student supervision or coverage possibilities. This can include clerical and other non-instructional members.

Elementary School – Elementary Principal

- Superintendent
- Assistant Superintendent
- Principal's Secretary
- Elementary Clerical Staff
- Elementary Nurse
- Buildings & Grounds Supervisor (or designee)
- Head Cleaner
- 1-2 Elementary Teachers
- Representative from SUNY-Morrisville PD
- Others will be included in the actual plan.

Middle/High School – Secondary Principal

- Superintendent
- Assistant Superintendent
- Dean of Students
- Guidance Counselor(s)
- Principal's Secretary
- Secondary Nurse
- Buildings & Grounds Supervisor
- Head Cleaner
- 1-2 Secondary Teachers
- Representative from Madison Co Sheriff's Dep't
- Others will be included in the actual plan.

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.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison 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 September 1 of each year. A copy of the plan will be available in the District Administrative Files.

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:

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

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

Emergencies include, but are not limited to:

Threats of Violence
Hostage/Kidnapping
Natural/Weather Related
Civil Disturbance
School Bus Accident
Gas Leak (Elementary)
Systems Failure
Fire/Explosion

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

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

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

The Incident Command System for the District, and for individual buildings, is better defined in Appendix 10 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 two hours of staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.
- ❑ School violence prevention and intervention training will be provided for all staff.

The Superintendent will be responsible for implementing instructional staff development programs.

The Assistant Superintendent for Finance and Support Services 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 and 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 Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system which will dispatch the appropriate agency. Appendix 11 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 Building Level Emergency Response Plans detail the appropriate response to such emergencies.

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 Building Level Emergency Response Plans.

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:

Emergency Management Office – Madison Co. Emergency Management office
North Court St. Wampsville, NY 315-366-2258

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

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 Building-level Safety Plans:

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

The Superintendent or his/her designee will ensure that this information is current and accurate.

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 has in place procedures for lockdown and evacuation details can be found in the building level plan.

The District currently utilizes

- Single point of entry
- Visitor sign in procedures

B. Policies and procedures for the dissemination of informative materials

The District is committed to the use of the interpersonal violence prevention education package for all students, when available. See Appendix 3

C. Prevention and intervention strategies

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

- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations
- Extended day and other school safety programs

D. Strategies for improving communication among students and between students, parents 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 is exploring programs in the following areas:

- Youth-run programs,
- Creating a forum or designating a mentor for students concerned with bullying or violence,
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on District's need
- Distribution of information to parents and students via handouts, student handbooks and code of conduct.

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

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.

Building Name	Address	Contact Name	Telephone Number
Edward R. Andrews Elementary	55 Eaton St Morrisville, NY 13408	Elementary Principal	315-684-9288
Morrisville-Eaton Middle/ High School	5061 Fearon Road Morrisville, NY 13408	Middle/High Principal	315-684-9121

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

Educational Agency	Address	Contact Name	Telephone Number
Head Start (MVCAA)	9882 River Road Utica, NY 13502	Toni Noma	315-624-9930 ext 2251
Children's Center (SUNY Morrisville)	Bailey Hall, PO Box 901, Morrisville, NY 13408	Jennifer Britton	315-684-6400

In an emergency, the Morrisville-Eaton District Office will notify these agencies as appropriate.

Appendix 2:

District-wide Risk Determination

Using the Risk Probability Checklist, 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
- Tornado
- Fire
- And any other natural disaster

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

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

Building	Address	Internal Hazards	External Hazards
Middle/High School		Chemistry Storage Room	
Middle/High School		Shop Class	
Elementary and High		Boiler Rooms	
Elementary School			Natural Gas Line

RISK PROBABILITY CHECKLIST

	YES	NO	DON'T KNOW
1. Has you region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat	x		
2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake	x		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		x	
4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		x	
5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide		x	
6. Is you district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		x	
7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards	x		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.	x		
9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms		x	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		x	
11. Has you state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane	x		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods	x		
13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods	x		
14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado	x		
15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard		x	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials	x		
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	x		
18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident		x	
19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological Incident		x	
20. Are there any radioactive waste dump sites in your state? Technological Hazard: Radiological Incident		x	
21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster		x	

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

School Year	Dates	Topic(s)	Time Allotted
2019-2020	As needed	Hold in Place	
	6 in the fall and 2 in the spring	Fire Drill	
	Spring as scheduled by M-O BOCES	Go home Early	
	1 per year	Shelter in Place	
	2/ Fall; 2/ Spring	Lock down	

Non-Instructional Staff

School Year	Dates	Topic(s)	Time Allotted
2019-2020	Same as listed above	Lockdown	
		Fire Drill	
		Go Home Early	

- II. The annual “Go Home” Drill will be conducted in the spring unless otherwise determined by the District Superintendent in consultation with the superintendents of schools.

Appendix 4:

The Morrisville-Eaton School District policies related to school violence and emergency planning are included in this appendix.

District policy 5100

SUPPORT OPERATIONS 5100
DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL EMERGENCY RESPONSE PLANS

I. Policy

- A. As required by State law, the Board of Education has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the District, and reviews and updates those plans annually by September 1st of each succeeding year.

The Superintendent shall designate a Chief Emergency Officer. The designation shall be in writing and shall be made on an annual basis no later than July 31 of each school year. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District-Wide School Safety Plan

- A. Safety Team The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel to develop a comprehensive District-Wide Safety Plan.
- B. The District-Wide Safety Plan shall include at a minimum all the elements required by Commissioner's Regulation s 155.17(c)(1).
- C. Review and Update
 - 1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team.
 - 2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board. The Board may adopt the District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption.

III. Building-Level Emergency Response Plan

A. Response Team

- 1. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include but not be limited to representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.
- 2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1).

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 15th of each year.

IV. Implementation and Training

A. The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.

B. All district and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan. This safety training shall include components of violence prevention and mental health. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

C. The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

D. The District shall, at least once every school year, conduct one test of its emergency procedures.

Appendix 5:

- (I) Section 155.17 of the Regulations of the Commissioner of Education, available at http://www.p12.nysed.gov/facplan/Laws_Regs/8NYCRR155.htm
- (II) Executive Law 2-B, available at <http://www.dhSES.ny.gov/laws-policies/documents/Exec-Law-Art-2B-2018.pdf>

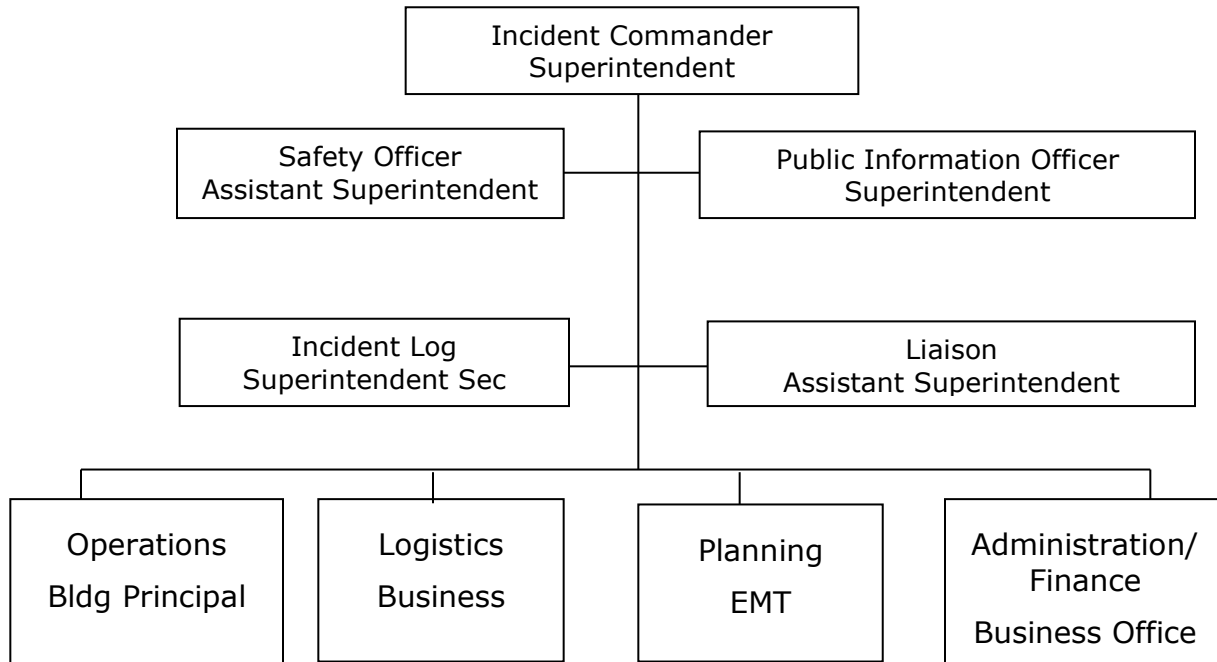
Appendix 6:

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

Local NYS Police Morrisville barracks
Morrisville State Campus Police
Madison County Sheriff

Appendix 7:

Morrisville-Eaton School District Incident Command



- Incident Commander** – 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 8:

Morrisville-Eaton

School District

Closest Response Agencies

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

Agency - Address:	Name – Title:	Phone Number:
New York State Police, Morrisville		315-684-9550
New York State Police, Oneida		315-366-6000
Morrisville Campus Police	Enrico D’Alessandro	315-684-6410
Madison County Sheriff’s Dept.		315-366-2318
F.B.I. Utica		315-732-2157
Fire Departments		911
Smithfield FD		315-684-3220
Morrisville FD		315-684-3214
Eaton FD		315-684-3817
West Eaton FD		315-684-3946
Madison County Fire Control Center		315-363-2090
Ambulance Agencies		911
SEVAC (Morrisville)		315-684-9342
WEVAC (West Eaton)		315-684-7287
Madison County Highway Dept.	Paul Greenwood	315-684-3161/315-366-2221
Town of Eaton	Larry Phillips	315-684-3118/315-727-5446
Town of Smithfield	Dan Davis	315-684-3627/315-569-3453
NY State DOT		315-684-3671
Town of Fenner DOT		315-655-8404
Village of Morrisville DOT		315-684-3776
NYSEG	Electric	1-800-572-1131
NYSEG	Gas	1-800-572-1121
Windstream	Phone	1-315-413-7476
Frontier	Phone	1-800-921-8102
Town of Smithfield Dog Control	Sheila Garrett	315-495-6179

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