

LYME CENTRAL SCHOOL DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

Commissioner's Regulation 155.17 requires the development of a district and building-specific school emergency response plan for each school building. The New York State School Safety Improvement Team has interpreted this as one plan per physical building where educational services are provided. BOCES classroom space within public school buildings should be included in the public school plan.

BACKGROUND

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 was developed in anticipation of the needs of all schools/buildings within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are potentially at risk of a wide variety of acts of violence and natural and technological disasters. This plan was developed in response to the various disasters, predicaments or emergencies that could potentially and unexpectedly impact the employees, students or surrounding community of the LCS school district.

INTRODUCTION

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. Schools stand at risk from a wide variety of acts of violence, natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

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

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Lyme Central School's District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The LCS District-wide Safety Plan is directly linked to the LCS Building-level Emergency Response Plan. The LCS District-wide School Safety Plan will guide the development and implementation of the Building-level Emergency Response Plan.

B. Identification of School Safety Teams

The Lyme Central School District has developed three emergency teams:

1. District-wide School Safety Team
2. Emergency Response Team
3. Post-incident Response Team

C. Concept of Operations

- This plan has been developed using the New York State Education guidance document
- The LCS District-wide School Safety Plan has been reviewed and revised *by some or all* members of the District-wide School Safety Team prior to public comment
- The initial response to all emergencies at school will be led by the LCS Administration, members of the LCS Emergency Response Team, and crisis-trained staff members
- Upon the activation of the LCS Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, as deemed necessary and appropriate, local/regional emergency officials will also be notified
- Emergency response actions, including Crisis Response, may be supplemented by County and State resources through existing protocols

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained on an annual basis by members of the District-wide School Safety Team. A copy of the plan will be available on the Lyme Central School District Website at www.lymecsd.org
- Pursuant to Commissioner’s Regulation 155.17 (e) (3), this plan will be made available for public comment in July of each school year and adopted by the Board of Education in August of each new school year. The LCS District-wide plan may be adopted by the Board of Education after at least one public hearing that allows for input of school personnel, parents, students and any other interested parties
- While District-wide School Safety Plans are public, the 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 LCS 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 safety plans will be supplied to the Watertown Sheriff’s Department and the New York State Police, within 30 days of adoption

SECTION II: RISK REDUCTION—Prevent and Mitigate

A. Designation of School Teams (315-649-2417)

1. The **District-wide School Safety Team** shall be comprised of:

Teacher	Deborah Wilkinson
Administrators	Cammy J. Morrison; Patricia Gibbons; Barry Davis
School Safety Personnel	William Rafferty
Community Member	Sherri Wilson
School Nurse	Justine Dowe
Parent	Stacey Linkroum
BOE Member(s)	Deanna Lothrop; Lynn Reichert

Other school personnel	Todd LaSage; Mike Gebo; Ariana Morrison; Heather Archuleta
Regional Safety Coordinator	Fred Hauck—Jefferson-Lewis BOCES

2. The **Emergency Response Team** consistent with the National Interagency Incident Management System (NIIMS) & Incident Command System (ICS) shall be comprised of:

Chief Emergency Officer(s): <i>Provides overall direction of response at school site; determines level of staffing; arranges safety training; Updates district and building safety plan with committees annually.</i>	Cammy J. Morrison/Patricia Gibbons
Incident Commander (s): <i>Communicates with local public safety responders; ensure drills occur; responsible for emergency/disaster operations and shall remain at the command post to observe and direct emergency operations.</i>	Barry Davis; Todd LaSage; William Rafferty
Agency Liaison(s): <i>Responsible for coordination with emergency agencies that provide services and resources.</i>	William Rafferty; Todd LaSage
Admin./Finance: <i>Provides financial tracking, procurement, and cost analysis related to the incident.</i>	Ariana Morrison; Heather Archuleta
Public Information Officers (PIO): <i>Communicates information with parents and community; media liaison; official spokesperson for school/district.</i>	Cammy J. Morrison/Patricia Gibbons
Safety Officer (s): <i>Ensures activities are conducted in safe manner; assures safety of personnel (staff; students; volunteers; and responders).</i>	Barry Davis; William Rafferty; Todd LaSage
Log/Scribe: <i>Responsible for documenting all activities of the command post; maintains all information/documents as necessary and requested by Incident Commanders</i>	Ariana Morrison; Heather Archuleta; Sherri Wilson

3. The **Post-incident Response Team** shall be comprised of:

Superintendent	Cammy J. Morrison
Administrator (s)	Barry Davis; Patricia Gibbons
School Nurse	Justine Dowe
School Doctor	Dr. Alfred Gianfagna
School Psychologist	Stacey Linkroum
Counselor	Rachel Vincent

Other School Personnel	William Rafferty; Todd LaSage; Sherri Wilson; Ariana Morrison; Heather Archuleta; Mike Gebo; Craig Orvis
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B. Prevention/Intervention Strategies

1. Strategies/Program Initiatives/ Training Drills:

The District, along with the District-wide Safety Team, will coordinate drills and/or safety exercises and trainings with local and county emergency response and preparedness officials as required by law or as deemed appropriate and necessary.

As required by law: Fire Drills/Lock Down Drills (Students and Staff) Right-to-Know (Staff); Blood-born Pathogens (Staff); DASA Training (Students and Staff); Sexual Harassment Training (Students and Staff); Bullying Prevention (Students and Staff).

- The LCSD conducts annual trainings for both staff and students in school safety issues
- Training will be planned by the Superintendent and Assistant Superintendent, in collaboration with at least some members of the District-wide School Safety Team
- Examples of trainings/drills may include but are not limited to: Fire Drills; Lock Down Drills; Lock Out, Evacuation, Early Dismissal (students) and Early Closing (students, faculty, and staff)

2. Implementation of School Security:

In the event of an incident/crime on school property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve evidence from being disturbed or destroyed:

- The initial scene security is the responsibility of the administrator/district safety team member (designee) in charge until relieved by law enforcement officials
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement and/or first responder agency
- Members of Administration and the District-wide Safety Team will work in consultation with the New York State Police, and local and/or regional first responders to assess safety needs of the building
- A staff member will remain stationed at the District's "Welcome Center" to limit access to the facility as deemed necessary and appropriate under the given circumstances
- The District's SRO (a retired police officer) is on school premises daily and would remain on site throughout any emergency situation
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons

3. Other Safety Measures Utilized by LCSD:

- Employee ID Badges—used to quickly, easily identify staff members

- Door Access System—to limit access to instructional locations and buildings
- Video Surveillance—to provide additional monitoring capability
- Sign-in Sheets—to monitor arrival and departure times of visitors
- Visitor Badges—to identify authorized visitors to staff and students
- Fingerprinting/Background Checks (employees/substitutes)
- Telephone System Upgrade—to enhance communication throughout district and buildings

4. **Equipment:**

- Automated External Defibrillators—located in the main lobby; nurses office; plus portable units located in main office
- Smoke Detectors—various locations on each floor
- Emergency Lighting—various locations on each floor
- Spill Clean-up/Absorbent Materials—cleaner carts; storage closets on each floor
- First Aid Supplies/PPE—cleaner carts; storage closets; Nurse’s office; Main and District Offices

C. Identification of Potential Emergencies

The District-wide Safety Team will continue to work collaboratively will the NYS Police and all other local and regional agencies to identify potential internal and external hazards that may warrant protective actions. Such hazards would likely result in the evacuation and sheltering of the school population. Confidential procedures are considered and discussed, developed, and practiced in coordination with the local and New York State Police Departments, Fire Departments and other first responders. Such procedures are detailed within the LCS Building-level Safety Plan.

SECTION III: GENERAL EMERGENCY RESPONSE PLANNING

The Lyme Central School 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 BOCES Health and Safety Coordinator; local volunteer fire departments; the Watertown Sheriff’s Department, and the NY State Police.

A. Assignment of Responsibilities

- The Building-level Emergency Response Team will respond utilizing a chain of command consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS)
- In the event of an emergency, the response team may adapt NDMS ICS principals based on the needs of the incident

B. Continuity of Operations

- In the event of an emergency, the administrator in charge or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency
- After relinquishing command, the administrator in charge or his/her designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency
- The school has an established chain of command to ensure continuity of operations

C. Notification, Activation and Communication

- The report of an incident or a hazard's development will be reported to the administrator in charge or his/her designee as soon as possible following its detection
- The building will utilize both internal and external communications in emergencies
 - Telephone District radio system (portables)
 - Intercom Emergency Alert System (EAS)
 - Local Media Bus radio system
 - Weather Radio Parent Square
 - Other as Appropriate
 - WWNYTV—Watertown—315-788-3800
 - Froggy 97—Watertown—315-788-9797
 - The Border—Watertown—315-755-1067
 - Board of Education Members
- The following information concerning educational agencies, businesses and municipalities located within the district is included within the confidential Building-level Safety Plans:
 - School population
 - Number of staff
 - Transportation needs
 - Business telephone numbers of key officials
 - List of local first responder agencies
- In the event of an emergency, the administrator, his/her designee, or any staff member with knowledge of the emergency, will inform and as deemed appropriate will seek input/advice from local emergency responders, the Watertown Sheriff's Office and the NY State Police Department notify all building occupants to take the appropriate protective action
- The District will notify all educational facilities or businesses within the District, or County (as deemed necessary and appropriate) as well as any private homes if adjacent to its boundaries in the case of a disaster that could potentially negatively impact those buildings or individuals. The Chief Emergency Officers in collaboration with the Incident Commanders will determine the extent of notification necessary and delegate delivery of the information accordingly. The following are potential contacts:
 - Jeff-Lewis BOCES, Watertown—315-779-7000
 - General Brown Central School—315-779-2300

- Thousand Islands Central School—315-686-5594
- Town of Lyme Village Offices—315-649-2788
- Three Mile Bay **Volunteer Fire** Department—315-777-7420
- Chaumont **Fire** Department—315-686-3720
- Watertown **Police** Department—315-782-2233
- NY **State Police**—315-782-2112
- Guilfoyle **Ambulance**—315-788-8105
- National Grid—800-642-4272
- Poison Control—800-222-1222
- Red Cross (Jeff-Lewis Chapter)—315-782-4410
- **ALL EMERGENCIES—911**

- Further district notification procedures will be addressed as outlined in the district-wide plan

D. General Response Actions

- **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 bus supervisor to arrange for transportation of students
 - Contact local media to inform parents of early dismissal
 - Set up an information center (typically main or district office) to address parent inquiries
 - Retain appropriate district personnel until all students have been returned home safely
- **Hold-in-place—*limit movement of students and staff during short-term emergencies***
 - Identify area of building needing such response
 - Clear area affected
 - Contact needed departments and possible outside agencies
- **Shelter-in-place—*shelter students and staff inside the building***
 - Determine the level of threat
 - Determine the location of sheltering depending on nature of incident and if threat is/is not imminent
 - Account for all students and staff, and report any missing staff or students to the principal or other administrator
 - Identify other occupants in the building
 - Make appropriate arrangements for human needs
 - Take appropriate safety precautions
 - Establish a command center for sharing (as appropriate) information or current status of the situation to parents, etc.
 - Retain appropriate district personnel until all students have been safely returned home
- **Evacuation—*before, during and after school hours, including security during evacuation and evacuation routes—evacuate students and staff from the building***
 - Determine the level of threat
 - Contact bus supervisor to arrange transportation

- Clear all evacuation routes and sites prior to evacuation
 - Account for all student and staff and report any missing students or staff to the principal or another administrator
 - Make a determination regarding early dismissal; Contact local media to inform parents of early dismissal if implemented; Send out Parent Square notification
 - Ensure adult supervision or continued school supervision/security
 - Establish a command center for sharing (as appropriate) information or current status of the situation to parents, etc.
 - Retain appropriate district personnel until all students have been safely returned home
- **Lockout**—*Secure school buildings and grounds that pose an imminent concern outside of the school*
 - Determine level of threat
 - Secure building entry locations
 - Initiate limited controlled access/departure of staff and outside agencies
 - Move outside activities to inside
- **Lockdown**—(internal and external)—*Secure school buildings and grounds that pose an imminent concern outside of the school*
 - Determine the level of threat
 - Determine location of sheltering depending on nature of the incident and if threat is/is not imminent
 - Initiate building Lockdown procedures (close/lock doors, etc.)
 - Account for all students and staff; Report any missing staff or students to the principal or other administrator
 - Identify other occupants in the building
 - Make appropriate arrangements for human needs
 - Take appropriate safety precautions
 - Establish a public information center to provide information and current status of the situation to parents, other impacted or potentially impacted school districts and other inquiring parties
 - Retain appropriate district personnel until all students have been safely returned home

E. Situational Responses-Multi-Hazard

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	*Epidemic/Pandemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Death of Staff Member or Student	
Others as determined by the Building-level School Safety Team	

*Detailed COVID-19 Pandemic response plan located at the below link
<https://sites.google.com/lymecsd.org/lcsreopeningportal/home>

F. Annual Multi-hazard Training for School Staff and Students

The Lyme Central School District will conduct annual training for both staff and students in school health and safety issues. Training will be planned by the Superintendent and the Assistant Superintendent. The training may consist of videos, 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 providers and preparedness officials to the extent possible. Existing plans will be revised in response to the post-incident evaluations of these drills.

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:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Inform Superintendent and other Administrators of implied or direct threat
- Determine level of threat
- Contact appropriate law enforcement agency/first responders
- Monitor situation; adjust response as appropriate, including the possible use of the Emergency Response Team

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

- Determine level of threat
- If the situation warrants, isolate the immediate area and evacuate if possible/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 safety plan. The following protocols are provided as examples:

- Identification of individuals in charge of making decisions
- Plans to safeguard students and staff
- Procedures to provide transportation, if and as necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

G. Staff Development

- All candidates applying for teacher certification will have completed two hours of training in the identification and reporting of suspected child abuse and maltreatment
- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention
- All candidates applying for teacher certification as of December 31, 2013 will have completed 6 hours of DASA (Dignity for All Students) training in accordance with Article 2, Section 10-18 of the Education Law
- Two hours of staff development, cumulative throughout the year, with respect to school violence prevention, intervention and response will be included in professional development plans

- At least one hour of school violence prevention and intervention training for all staff, cumulative throughout the year, will be included annually in a superintendent's conference day or at other scheduled times, such as during a faculty meeting

H. District Resources and Personnel Available During an Emergency

The LCSD is committed to ensuring that all resources will be available for use during an emergency. These resources will be utilized in line with the confidential Building level Emergency Response Plan as deemed appropriate by the Incident Command Team.

The Lyme Central School District will use the Incident Command System model for emergency actions. Details regarding duties of personnel is located on page 3 of this plan.

I. Evacuation-- Internal and external evacuation before, during and after school hours (including security during evacuation)

- Immediately upon hearing the fire alarm or other method of notification to evacuate, all faculty, students, staff and visitors shall evacuate the building via the pre-arranged evacuation route which is posted by the doorway in each room or as directed
- If an exit is blocked, the alternate route posted in the room shall be used. Elevators shall not be used during an evacuation
- Sheltering sites – Designated internal and external sheltering sites have been identified and are part of the confidential Building-Level Plan
- Transportation – if applicable, transportation will be provided by the district's fleet of vehicles
- Emergency notification will be made to all persons in parental relation to the students via the Parent Square Notification System and the District Website
- Persons in parental relation to the students will be notified through the Parent Square System, and local media outlets as deemed appropriate
- Additional methods may be implemented as determined by the school building safety team
- Public Information Officers or other designated members of the District-wide School Safety Team will provide a written statement, which teachers may use to announce the event to students
- In the event of a death of a staff member or student, the District Grief Response Plan will be used as a source of reference with guidance for the specific incident

SECTION IV: PREVENTION AND INTERVENTION

A. Policies and Procedures—Building Security

The LCSD has purchased and is waiting for the installation of a new, upgraded door security, and PA system. The District has visitor identification procedures in place. Reference checks and fingerprinting are completed for all staff according to the SAVE requirements. All locations within the District have a single point of entrance for all visitors. Video surveillance equipment is located throughout the building and at various locations on district property. Detailed information is found in the confidential Building-level school Safety Plan.

B. Policies and Procedures—Dissemination of Informative Materials

The LCSD recognizes that the most current data caution against profiling students who have the potential for violence. That being said, the data also acknowledges the need to identify youth at risk in order to provide the necessary support services to all students, beginning at an early age. As such, the district will maintain resources on the early detection of potentially violent behavior, and continue to provide training to a team of qualified staff to evaluate threats and other potentially violent behaviors. Violence prevention information will be disseminated to parents, students and staff as deemed appropriate. Violence prevention information may be disseminated via school newsletters; handbooks; mailings and handouts; during meetings; on the website or Facebook pages. Annual Violence Prevention training is conducted for all instructional and support staff.

C. Strategies

The LCSD currently provides, but is not limited to, the following programs to enhance communication and increase violence prevention, intervention awareness:

- Character Education and Anti-Bullying Programs/Curricula
- Individual/Group Counseling and Associated Activities
- Dignity for All Students Act (DASA) Training
- PIVOT Services

SECTION V: RECOVERY

A. Post-Incident Response

The Post-Incident Team is comprised of designated staff members and district support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event (earthquake, suicide, fire, sudden death, etc.) Details are found within the Confidential Building-level Plan.

B. Activation of the Post-Incident Response Team

In response to notification of an emergency or disaster, sudden death, suicide, etc., the administrator in charge or his/her designee should immediately notify the Superintendent and/or designee and immediate Supervisor, and assemble the Post-incident Response Team to help plan the response and prepare for the following day. Plans should include:

- The Gymnasium or Cafeteria will likely be established as a crisis center on campus where Post-Incident Response Team members will be available to meet with students
- Members of the post-incident response team will contact the Jefferson County Public Health Services, Psychological Services and Mental Health Services to secure additional assistance

- Mental health resources and personnel will be available and utilized as deemed appropriate
- The Jefferson-Lewis BOCES District Superintendent, along with the Superintendents from neighboring districts, will be notified regarding the situation
- As part of the plan, Public Information Officers will promptly begin sharing factual information with staff, students, parents, and community, as soon as practicable
- Members of the District-wide School Safety Team will begin planning staff meetings or other communications as soon as possible to share information
- Parent Square will be utilized as a tool for designated Post-Incident Response Team members to promptly and consistently share additional information regarding the incident, how to facilitate classroom discussions and how to respond to students' questions and needs
- Public Information Officers or other designated members of the District-wide School Safety Team will provide a written statement, which teachers may use to announce the event to students
- In the event of a death of a staff member or student, the District Grief Response Plan will be used as a source of reference with guidance for the specific incident

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. For a detailed description of the Communicable Disease – Pandemic Plan, please visit the District's reopening plan.

To view the current SCHOOL RESOURCE/SAFETY OFFICER AGREEMENT click on the link below:

https://drive.google.com/file/d/1U2cqgsM3guPcOIW52_4VyFsyVn1ep_e3/view?usp=sharing