

District School Safety Plan Cassadaga Valley CSD 5935 Route 60 Sinclairville, NY 14782

Plan Review and Updates

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP annually and update it by July 1st as needed.

Each update or change to the plan shall be recorded in the following table.

Revision/Update/ Amendment	Name	Date
Original Adoption	District-Wide School Safety Plan	07/2001
Revised	District-Wide School Safety Plan	07/2002
Revised	District-Wide School Safety Plan	05/2003
Revised	District-Wide School Safety Plan	09/2009
Revised	District-Wide School Safety Plan	01/2011
Revised	District-Wide School Safety Plan	09/2011
Revised	District-Wide School Safety Plan	09/2016

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 are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

The purpose of the school Emergency Response Plan (ERP) is to help school officials identify and respond to potential emergencies by assigning responsibilities and duties of the school employees, students, families, and community stakeholders. It is important to develop, maintain, train and exercise ERPs in order to respond quickly before, during and after an incident. A well developed and practiced ERP provides parents/guardians and the community reassurance that the school has established guidelines and procedures to respond to threats and hazards efficiently and effectively. Using this suggested planning format assists schools in meeting legislative mandates contained in 8 NYCRR Section 155.17 and provides the use of best practice to improve outcomes following emergency situations.

The Cassadaga Valley Central School District supports the SAVE Legislation, and intends to engage in a 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 Cassadaga Valley District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Cassadaga Valley School District Board of Education, the Superintendent of Cassadaga Valley School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of District Wide School Safety Team

The Cassadaga Valley School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations as established at the board meeting on October 15, 2019 are as follows:

Chuck Leichner	Superintendent
Joelle Woodward	School Business Administrator
Tom Zanghi	Director of Facilities
Marcy Sweetman	Director of Curriculum and Instruction
Scot Stutzman	MHS Principal
Josh Gilevski	Elementary Principal
Christopher Rusco	K-12 Assistant Principal
Rebecca Donnelly	Director of Special Education
Steve Helwig	CVFA Union President, MHS Teacher
Bob Main	Board Member
Dan Pavlock	Board Member

C. Concept of Operations

The Cassadaga Valley District-wide School Safety Plan is the foundation for each Building-level Emergency Response Plans created for both the MHS and Sinclairville Elementary. Protocols reflected in the District-wide directly guided the development and implementation of each individual Building-level Emergency Response Plans.

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. The Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. The Superintendent of Schools or his/her designee will determine the appropriate process for notification of students, staff, district residents.

D. Plan Review and Public Comment

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

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Cassadaga Valley Central School District.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

Program Initiatives

Cassadaga Valley School District has implemented programs and activities for improving communication among students and between students and staff members. Additionally, Cassadaga Valley has placed an emphasis on reporting potentially violent and violent incidents. Some of these programs include

- Non-violent conflict resolution training programs,
- Peer mediation programs and youth courts,
- Extended day and other school safety programs, 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

Training, Drills and Exercises

The policies and procedures for the annual multi-hazard safety training for students and staff are as follows:

Emergency Awareness Program – this program is designed to provide a plan of action for the faculty or staff member who first discovers or is notified of the critical incident. This training will have participants able to recognize a critical incident requiring immediate action and how to respond to it.

Early Go-Home Drill – the district will schedule at least one early go-home drill annually.

The procedures the district will use for the review and conduct of drills and other exercises to test the components of the emergency response plan are as follows:

The district will conduct annual drills that test the components of this emergency plans and will conduct some in conjunction with local law enforcement agencies.

The district will be entering into a collaborative agreement with the Chautauqua County Sheriff's Office to hire a School Resource Officer who will ensure that school safety officers and other personal are adequately trained.

Implementation of School Security

- The policies and procedures related to school building security are as follows:
- One main entrance that is locked at all time
- The main entrance is equipped with video surveillance cameras
- Visitor badge and sign in procedure for all visitors
- Employment of School Resource Officer who is stationed at the MHS but is available in all buildings in the district

Vital Educational Agency Information

Information for each educational agency in the district for the 2019-2020 school year are as follows:

Cassadaga Valley Middle-High School Building

Number of Students and Staff: 434 Students, 52 Staff

Number of Buses Needed to Evacuate: 13

Superintendent: Chuck Leichner

Principal: Scot Stutzman

Assistant Principal: Christopher Rusco

Sinclairville Elementary Building

Number of Students and Staff: 412 Students, 43 Staff

Number of Buses Needed to Evacuate: 10

Principal: Joshua Gilevski

Assistant Principal: Christopher Rusco

B. Early Detection of Potentially Violent Behaviors

The district will implement policies and procedures that disseminate information regarding the early detection of potentially violent behavior. The district employs school social workers, counselors, a School Resource Officer, and psychologists who assist the district in identifying early warning signs in students and early intervention/prevention strategies. Designated personnel play a key role in prevention programs.

C. Hazard Identification

Sites of potential emergency or external hazards will be identified by the assessment with local Police, Fire and Highway Departments.

SECTION III: RESPONSE

A. Notification and Activation

Contacting Law Enforcement Officials

School personnel are likely to be the first on the scene of an incident in a school setting. Any staff person or faculty in a building that sees or is aware of an emergency shall activate the Emergency Response Plan. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). The Incident Coordinators will contact local authorities through “911”. Staff will seek guidance and direction from the school district and emergency responders. (establish list of local law enforcement agencies)

Contacting Other District Buildings

In the event of a disaster or act of violence, the building Incident Commanders will notify the other school building of the incident. Methods of communication that will be used are district phones, cellular phones and/or email.

Middle High School 716-962-8581
Sinclairville Elementary 716-962-5195

Contacting Parents/Guardians

In the event of a disaster or act of violence, the Superintendent of Schools will notify parents and guardians. Methods of communication that will be used will be the district all-call system, social media, the district website, local radio and television stations.

B. Situational Responses

a. Multi-Hazard Response

The district and building teams will consider responses to multi-hazard situations such as:

- Threats of Violence Intruder
- Hostage/Kidnapping Explosive/Bomb Threat
- Natural/Weather Related Hazardous Material
- Civil Disturbance Biological
- School Bus Accident Radiological
- Gas Leak Epidemic

Others as determined by the District-Wide School Safety Team

The Cassadaga Valley Central School emergency operations plan uses an “action guide” to provide guidance for personnel in an emergency situation. The lplan aids in the resolution of events by structuring levels of potential responses, each

designed to address a corresponding level of threat. The Incident Command System concept means that all agencies and organizations having responsibility and authority at an incident will contribute to the process of determining overall response objective, selecting response strategies, ensuring joint application of tactical activities, and maximizing the use of available resources. The Incident Coordinator determined the level of threat and sets proper response actions into motion.

General response options are:

School Cancellation	Shelter-In-Place
Early Dismissal	Lockdown
Evacuation	Relocation

b. Responses to Acts of Violence: Implied or Direct Threats

The building principal will be immediately notified of any implied or direct threat of violence. The principal will determine the level of threat and response per the Emergency Operation Plan.

c. Acts of Violence

Procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school are found in the School Building and District Action Guides. The Action Guides will guide in determining the level of threat and the appropriate response to that threat.

d. Response Protocols

This emergency operations plan uses an “all hazards” approach, allowing it to be effective in any emergency situation. An “all hazards” approach calls for an initial response based on the threat posed by the event, not the event itself. This is possible because many events, though widely different in nature, create similar risks to lives and property. As such, planning for potential levels of threat is often more effective than planning for the multitude of situations that could conceivably happen. Once an initial protective action has been taken, more detailed strategies and plans for resolving a particular situation can be implemented. The faculty/staff action guides identify the decision makers. The action guides list the initial actions and general response options. Building principals and the district public information contact will notify parents and local media of an emergency situation. Any event requiring the emergency team to be called into action will be followed by a team debriefing of the situation.

e. Procedures for Obtaining Emergency Assistance from Local Government

Local fire chiefs and police supervisors are included on district and building teams. They are available for advice and assistance as team members and as first responders. A countywide emergency that could affect the school district would be directed by the Chautauqua County Emergency Management Office, located in Mayville, NY, phone 716-753-4341.

Local resources that could be used in an emergency include:

Ellicott Police Department
Gerry, Stockton, Cassadaga, Sinclairville, Lily Dale Volunteer Fire Departments
Chautauqua County Red Cross
Gerry, Cassadaga, Stockton, Charlotte and Sinclairville Highway Departments
Chautauqua County Department of Public Facilities
Chautauqua County Sheriff Department
New York State Police Department
Neighboring School Transportation Departments
NYS Department of Environmental Conservation
Chautauqua County Emergency Services

f. Procedures for Obtaining Advice and Assistance from Local Government Officials

Local fire chiefs and police supervisors are included on district and building teams. They are available for advice and assistance as team members and as first responders. A countywide emergency that could affect the school district would be directed by the Chautauqua County Emergency Management Office, located in Mayville, NY 661-7343.

Local resources that could be used in an emergency include:

Chautauqua County Sheriff's Department
New York State Police Department
Gerry, Sinclairville, Cassadaga and Stockton Volunteer Fire Department
Park United Methodist Church
Charlotte, Cassadaga, Sinclairville Highway/Public Works Department
Chautauqua County Department of Public Facilities
Neighboring School Transportation Departments

g. District Resources Available for Use in an Emergency

Telephone System
Zoned Fire Alarm
Public Address System
Social Media/Website
First Aid Supplies
Transportation System
Potable Water
Fire Extinguishers
Electric Generators
Water Supply – Fire
Food Storage

Eye Wash Device
Blankets, Cots
Candles/Flashlights
Building Floor Plans

The Building School Nurses will keep a list of staff qualified to administer first aid in the Building Team Emergency Responses.

h. Procedures to Coordinate the Use of School District Resourced and Manpower During Emergencies

The District Incident Commander will coordinate the use of school district resources and manpower during emergencies. The Incident Commander will designate duties to the Incident Management Team as needed to meet the level of threat.

i. Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate:

School Cancellation
Early Dismissal
Evacuation
Sheltering

Are listed on the “Action Guide- General Response Option.” (see appendix)

SECTION IV: RECOVERY

A. District Support for Buildings

District resources will support the Emergency Response Teams and Post-Incident Response Teams in the affected school(s) as follows:

B. Disaster Mental Health Services

The District office will assist in the coordination of Disaster Mental Health resources in support of the Post Incident Response Teams as follows:

A contract list of support and grief counselors will be maintained at the Middle/High School Office.

Mental Health resources will be accessed through the Chautauqua County Department of Mental Health:

Patricia Brinkman, Director
Chautauqua County Department of Mental Hygiene
Hall R. Clothier Bldg. 1st Floor
7 North Erie Street

Mayville, NY 14757
(716) 753-4104

*As part of the incident review process, the district will reevaluate the current violence prevention and school safety activities and what the school can do to improve its plan.