



***New York State Project SAVE  
District-Wide Safety Plan  
For  
Newcomb Central School District  
2020-2021 School Year***

**Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. New York State School 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, 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 each school district and its schools. The Warren-Washington-Saratoga-Hamilton-Essex BOCES, in coordination with the Newcomb Central School District, supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Newcomb Central School encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**Section I: General Considerations and Planning Guidelines**

**A. Purpose**

The Newcomb Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Newcomb Central School District Board of Education, the Superintendent of the Newcomb Central 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 School Teams**

The Newcomb Central School District has a District Emergency Response Team and Building Emergency Response Team. The initial response to all emergencies at an individual school will be by the Building Emergency Response Team and the District-Wide School Safety Team supports the building team in the event of an actual emergency.

### **C. Concept of Operations**

- The District-Wide School Safety Plan is linked to the Building-Level Emergency Response Plans for Newcomb Central School. The protocols reflected in the District-Wide School Safety Plan shall be used to guide the development and implementation of the individual Building-Level Emergency Response Plans.
- The development of the District-Wide Safety Plan was a collaborative effort involving members of the District Emergency Response Team, Building Emergency Response Teams, law enforcement officials, county emergency service coordinators, and the Capital Region BOCES Health Safety Risk Management Services. The plan was further developed utilizing the guidelines provided by the New York State Education Department.
- The Board of Education has appointed Clark Hults as the Chief Emergency Officer. The Chief Emergency Officer or designee is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring the staff's understanding of the district-level safety plan. The chief emergency officer or designee shall also be responsible for ensuring completion and yearly update of 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 Building Emergency Response Team. The Newcomb Central School District consists of the following facilities:
  - PK-12 Main School
  - Transportation Garage

All information pertaining to an emergency or violent incident shall be directed to either the Building Principal/Designee or the District Emergency Response Team.

- Upon the activation of the Building Emergency Response Team, the Superintendent of Schools or his/her designee and District Emergency Response Team shall be notified. When appropriate local emergency officials shall also be notified by calling **911**.
- County and State resources through existing established protocols may supplement emergency response efforts.

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

- This plan shall be reviewed and maintained by the District and Building Emergency Response Teams on an annual basis.

- When significant changes are made, pursuant to Commissioner's Regulation 155.17(e) (3), this plan will be made available for public comment 30 days prior to 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, 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 District-Wide School Safety Plan and Amendments must be submitted to the New York State Education Department upon adoption by the Board of Education.

## **Section II: Risk Reduction/Prevention and Intervention**

### **A. Prevention/Intervention Strategies**

#### ***Program Initiatives***

The Newcomb Central School District has offered and participated in programs and activities for improving communications among students and between students and staff, and reporting of potentially violent incidents, such as:

- School Wellness Programs
- Prevention and Intervention Programs
- Community Outreach and Hudson Headwaters Health Network
- Non-Violent Conflict Resolution Training Programs
- Student Mentoring Program
- Athletic Programs (Soccer, Basketball, Softball & Baseball)
- Youth and Government Programs
- Student Leadership Conference on Violence Prevention
- New York State Police Safe Schools Program concerned with bullying and violence prevention
- Internet Safety Training for Parents
- Established anonymous reporting mechanisms for school violence
- Essex County Sheriff's Department - DARE Program
- Sexual Harassment Training for Staff and Students
- Incident Command System (ICS) training for staff
- National Incident Management System (NIMS) training for emergency response team members
- Project SAVE Violence Prevention Training
- New York State Homeland Security for Schools training for staff
- New York State Project Save Guard training for staff

- Dignity For All Cyber Bullying Awareness
- Dignity For All Training
- New York State School Safety Guide
- Collaboration with New York State Police, Essex County Fire Prevention/Emergency Services Disaster Preparedness and Town of Newcomb Officials on Emergency Preparedness and Planning

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

The Newcomb Central School District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All drills required by the NYS Department of Education are satisfied annually. The district has established the following procedure(s) for annual multi-hazard school safety training for staff and students:

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15<sup>th</sup> of each school year, or within 30 days of hire, whichever is sooner.
- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation with **4** Building Lockdown/Security Drills annually.
- The District conducts **8** Fire Alarm Activation and Evacuation Drills annually.
- The District conducts **4** School Bus Safety and Evacuation Drills annually.
- Emergency Response Team members participate in simulated tabletop exercises annually to test the building-level safety plan components.
- The district has conducted drills and other training exercises to test components of the emergency response in coordination with the following agencies:
  - Essex County Office of Emergency Services
  - Essex County Sheriff's Department
  - Town of Newcomb Fire Department
  - New York State Police Troop B
  - Capital Region BOCES Health Safety Risk Management Service

Note: Directly following each test or drill a debriefing to evaluate the exercises and determine if changes to the emergency response plan is necessary. Notes taken during exercises and the debriefing shall be reviewed for evaluation purposes.

***Implementation of School Security***

The Newcomb Central School District has developed policies and procedures related to school building security, including the following:

- Past participation in the Essex County Sheriff's Department DARE Program
- In the last year security audits were conducted by local law enforcement, local fire department officials, insurance companies and BOCES risk management personnel

- All visitors who enter the building are directed to the Main Office to sign-in and receive a badge. Anyone found in the building without a badge is directed back to the Main Office to sign in.
- Secured front entrance with video surveillance and remote door access hardware.

Note: Policies and procedures are continually being evaluated and shaped by real life experiences, such as bomb threats, forced entry into the school building with vandalism and outburst of potentially violent behavior by students.

### ***Vital Educational Agency Information***

The Newcomb Central School District consists of eight education facilities, one administrative facility and a shared Maintenance/Transportation facility.

### **B. Hazard Identification**

The identification of sites of potential emergencies are located in the *Maps & Diagrams* section of each Building-level Emergency Response Plan. The location of potential hazards, such as: chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented on a building and facility diagram. Potential off-site hazards are identified in the County/Town Hazard Assessment in each of the plans.

## **Section III: Response**

### **A. Notification and Activation of Internal and External Communications**

- The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in each Building-level Emergency Response Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the Incident Command Center. Emergency services will be requested through the 911 system.
- In the event of an emergency; staff, students and visitors will be contacted in one or more of the following manners:
  - ✓ Telephone (land line and cellular)
  - ✓ Intercom
  - ✓ Runner with verbal message
  - ✓ Automated Notification System
  - ✓ District Radio System
  - ✓ Regional Repeater Base Station
  - ✓ Email
  - ✓ Radio
- The district has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Superintendent/Principal cannot be reached, the District Emergency Response Team will be contacted.

- Procedures for School Cancellation/Early Dismissal and Community Notification protocol for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal are outlined in each Building-Level Emergency Response Plan. This includes using local media in some instances as well as an Automated Notification System. Buildings may also use a phone tree with emergency contact information provided by student’s parents/legal guardians.

**B. Situational Responses**

- The district has developed multi-hazard response plans. These guidelines are present in the Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan. The emergencies addressed in the plan include: (but are not limited to)

Active Shooters	Energy Supply Losses	Loss of Transportation
Air Pollution	Epidemics	Mass Casualties
Anthrax/Biological Threats	Explosions	Medical Emergencies
Aviation Crashes	Fire and Alarm Activations	Natural Gas or Propane Leaks
Biological Threats	Flooding	Public Health Threats
Bomb/Explosive Threats	Hazardous Materials	Radiological Threats
Building Structural Failures	Heating System Failures	School Bus Accidents
Carbon Monoxide	Hostage/Kidnappings	Severe Weather
Civil Disturbances	Incidents-Off Site	Threats of Violence
Crimes Against Persons	Incidents-On Site	Toxic Exposure
Earthquakes	Intruders	Water Emergencies
Electrical System Failures	Loss of Facilities	

- Others as determined by the Building Emergency Response Teams
- In addition to having plans to address the emergencies, our plans also include procedures that would be used during an emergency. These procedures include, but are not limited to:
  - Hold in Place
  - Lockdown
  - Lockout
  - Shelter in Place
  - Fire Drills
  - Evacuation/Relocation

The guidelines provide basic instructions for responding to any given incidents, such as:

- Contacting emergency response agencies
- Moving occupants from an area of danger to an area of safety
- Assembling the emergency response team and implementing the incident command system
- Notifying school administrators and the District Emergency Response Team of the incident
- Community/parent notification
- Sheltering or student release procedures
- Aftermath and recovery

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

The Crisis Response Plan and Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to implied or direct threats of violence by students including to themselves, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
- The use of staff trained in de-escalation or other strategies to diffuse the situation.
- Informing the Building Principal of implied or direct threat.
- Determining the level of threat with the District Emergency Response Team.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's response as appropriate, and include possible implementation of District Emergency Response Team.

### ***Acts of Violence***

Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Determine the level of threat with the District Emergency Response Team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform the Building Principal and District Emergency Response Team.
- If necessary, initiate lockdown or lockout procedures and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures.

**Note: The Newcomb Central School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.**

**Response Protocols**

The Incident Command System, Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the district's policies and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers (incident command team).
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

**Arrangements for Obtaining Emergency Assistance from Local Government**

A section on Emergency Communications in each Building-Level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the district:

- The Superintendent or his or her designee in an emergency will contact the Regional Emergency Dispatch Center by calling 911. The dispatcher will determine the appropriate services needed by the school.
- The Superintendent or his or her designee contacts highest-ranking City and or Town officials to provide notification and/or request assistance.

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

The district will utilize procedures outlined in Emergency Communications and the Incident Command System sections in the Building-Level Emergency Response Plans 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 types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies: Essex County Office of Emergency Services, Adirondack Chapter of the American Red Cross, New York State Police, Essex County Public Health Department, Essex County Sheriff's Department, and Capital Region BOCES Health Safety Risk Management Services.

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

- A District & Building Resources and Supply Inventory is located in each Building-Level Emergency Response Plan which identifies the district resources, which may be available during an emergency: such as available facilities, blankets, cots, food supply,



communications equipment, fire extinguishers, first aid supplies, flashlights, bull horn, district vehicles and buses.

***Procedures to Coordinate the Use of School District Resources and Personnel during Emergencies***

- Each Building-Level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and personnel during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

***Protective Action Options***

- Each Building-Level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

**Section IV: Recovery**

**A. District Support for Buildings**

- Each Building-Level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at Newcomb Central School District. The District's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment. Additionally, members of the Post-Incident Response Team will be provided with sufficient manpower to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.

**B. Disaster Mental Health Services**

- The Administrative branch of the Post-Incident Response Team (Crisis Response Team) will work through the School Psychologist, Guidance Director, and School Nurse to coordinate disaster mental health resources through the County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.
- A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluate the district's plan for possible revisions.
- **References : While linked to the District-Wide School Safety Plan, References 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.**

**Reference 1:** The listing of all school buildings covered by the District-Wide School Safety Plan with addresses of building, and contact names and telephone numbers for building staff is located in each Building-Level Emergency Response Plan.

**Reference 2:** Included in each Building-Level Response Plan is a table identifying the local and state law enforcement agencies that have received copies of the Building-Level Response Plans.

**Reference 3:** Administrative Regulation 483.2: School Safety and Security

**Reference 4:** Administrative Regulation 473.2: Bus Accident Regulation

Revised: July 1, 2016 as per NYS Education Law Sections 2801-a and 807.