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***New York State Project SAVE
District-Wide Safety Plan For
Newcomb Central School District
2026-2027 School Year***

Last Reviewed: June, 2026

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, declared state disaster emergencies involving a communicable disease or local public health emergency declaration, and other 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-Wide School Safety Team which serves as the Building-Level 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.

The Newcomb School District has created a district-wide school safety team appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel, including bus drivers and monitors. The members of the team by title are as follows:

- Superintendent
- Director of Curriculum and Instruction
- School Nurse
- Head Custodian
- Transportation Supervisor
- Teacher organization member
- Parent member
- Board of Education member

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 are used to guide the development and implementation of the individual Building-Level Emergency Response Plan.
- 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 plan will be reviewed and updated by the District-Wide Safety Team in June and will be posted on the district's website for a thirty day public comment period. The plan is posted for public comment on _____ and approved by the Board of Education on _____ .
- The Board of Education has appointed Christian Fisher 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, ensuring that the required evacuation and lockdown drills are completed and that school staff and

the district are properly trained in the emergency response plan.

- 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 consist 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 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, 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 Plan 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.**

- The District-wide School Safety Plan is posted on the district's website as

requested by the New York State Education Department. Building-level Emergency Response Plans are supplied to both local and State Police within 30 days of adoption.

- 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, no later than September 1 annually.

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
- 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 bullying
- Sexual Harassment Training for Staff
- Incident Command System (ICS) training for staff
- National Incident Management System (NIMS) training for emergency response team members
- Project SAVE Violence Prevention Training
- 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

B. ***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 receive this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.
- Drills and training are conducted in a trauma-informed, developmentally and age-appropriate manner. Students and staff are informed when a school is conducting a drill and drills occur after annual training in emergency procedures has been provided to students and staff. Drills will be completed on different days of the week and during different times of the school day.
- Drills and training do not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. Training exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency will not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. In addition, such exercises will not include students without written consent from parents or persons in parental relation.
- Parents and those within parental relation will be provided notice when drills will be conducted within one week before each drill. Drill notifications to parents and guardians will be communicated using parent email groups.

Drills

- 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.
- Drill procedures are reviewed and debriefing is carried out with the emergency response team/safety team after drills. Follow-up to drill responses are communicated to staff at faculty meetings.
- Six (6) evacuation drills and two (2) lockdown drills to be conducted by

December 31 each school year.

- Two (2) evacuation drills and two (2) lockdown drills to be conducted between January 1 and the end of the school year.
- 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 Occupational Health & Safety 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.

C. *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.
- In accordance with Project SAVE, after July 1, 2001, all full and part-time employees go through a screening process including a background check and finger-printing.

Newcomb Central School has considered, pursuant to Alyssa's Law, and will continue to evaluate and review, the installation of silent panic alarm systems in the school that directly alerts authorities during emergencies.

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.

D. *Vital Educational Agency Information*

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

E. 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.

F. Extreme Risk Protection Orders ("Red Flag Law")

Extreme risk protection orders are court orders that restrict the ability of a person, who is judged likely to engage in conduct that would result in serious physical harm to him/herself or others, to purchase or possess firearms, rifles or shotguns, or attempt to do so. BOE 8130.1 states that any person, including but not limited to district staff, students, parents, and community members who have reason to believe, either personally or through information received by others, that a currently-enrolled or recently-enrolled student is likely to engage in conduct that would result in serious physical harm to him/herself or others, they are encouraged to report their concerns to the Superintendent of Schools or his/her designee. The Superintendent will contact the State Police and/or school attorney, and a determination regarding the appropriateness of petitioning the court will be made to best protect the school from violence.

G. Workplace Violence

The District has adopted and implemented a Workplace Violence Prevention program in alignment with the expansion of Section 27-b of the Labor Law to elementary and secondary public education facilities that was signed into law in September 2023. As such the District has adopted a workplace violence policy statement, conducted a workplace risk evaluation, developed a written plan, training program and incident reporting process.

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 Superintendent/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	Extreme Heat	Loss of Facilities
Carbon Monoxide	Heating System Failures	School Bus Accidents
Civil Disturbances	Hostage/Kidnappings	Severe Weather
Crimes Against Persons	Incidents-Off Site	Threats of Violence
Earthquakes	Incidents-On Site	Toxic Exposure
Electrical System Failures	Intruders	Water Emergencies
Anonymous Threats		

- 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
    - Lockdown
    - Secure Lockout
    - Shelter
    - Evacuate /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 Emergency Response Team of the incident
- Community/parent notification
- Shelter or student release procedures
- Aftermath and recovery

Section IV Responding to Acts of Violence: Implied or Direct Threats

The school refers to its Crisis Response Plan and Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan which provides further guidance on the district's 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 Superintendent/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 district's 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 secure lockout procedures and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, shelter, 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 the 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 shelter procedures.

Section V: Recovery

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.
-

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 Essex County Mental Health Services, 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.

Section VI: Declared State of Emergency Involving a Communicable Disease

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the Governor declares a state disaster emergency involving a communicable disease. The legislation (S.8617-B / A.10832) amended subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared state disaster emergency involving a communicable disease that are "substantially consistent" with the provisions of section 27-c of the Labor Law. A technical chapter amendment (S.01295 / A.009980) to the legislation became effective February 16, 2021 (Chapter 30 of the Laws of 2021).

As per section 27-c of the Labor Law, the operations plan must include, but is not limited to:

A. A list and description of the types of positions considered essential in the event of a State-ordered reduction of in-person workforce. For this purpose, essential is defined as required to be physically present at a work site to perform his or her job. Such designation

may be changed at any time at the sole discretion of the employer.

B. A description of protocols the employer will follow in order for nonessential employees to telecommute including, but not limited to, facilitating, or requesting the procurement, distribution, downloading, and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and may include devices.

C. A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation and at worksites.

D. Protocols the employer will implement to procure personal protective equipment (PPE), defined as equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and

   disposable gowns and aprons and, for essential employees, a quantity sufficient to provide PPE to each essential employee to meet his or her tasks and needs during any given work shift. A plan for storage of equipment and access to equipment must be included.

E. Protocols in the event an employee is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law regarding sick leave or health information privacy and must include detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment. The protocols must also 3 describe the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

F. Protocols for documenting hours and work locations, including off-site visits, for essential employees. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.

G. Protocols for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

H. Protocols for implementing any other requirements determined by the Department of Health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

The employer must consider and respond to recommendations received from the recognized or certified representatives of the employer's employees in writing, within a reasonable timeframe. A copy of the final version of the plan shall be published in a clear and conspicuous location, and in the employee handbook, and in a location accessible on either the employer's website or on the internet accessible by employees. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations

regarding the content of the plan. "Retaliatory action" is defined as the discharge, suspension, demotion, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

The Public Employer Health Emergency Plan for Newcomb Central School District can be found in Appendix A.

Section VII: Emergency Remote Instruction

Beginning with the 2023-2024 school year, all public schools, boards of cooperative educational services (BOCES), and county vocational education and extension boards must include plans for

remote instruction. The emergency remote instruction plan describes how children will be educated if a school or schools must close under emergency conditions. The Newcomb Central School Emergency Remote Instruction Plan will outline methods that will ensure the availability of devices, internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities. The remote instruction plan will be reviewed annually by district and building-level emergency response teams, adopted annually by the Board of Education and submitted to the New York State Education Department.

The Emergency Remote Instruction Plan for Newcomb Central School District can be found in Appendix B.

Appendix A

Public Employer Health Emergency Plan for

Newcomb Central School District

February 11, 2021

This plan has been developed by Newcomb Central School District's Safety Committee in accordance with NYS legislation S8617B/A10832

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Newcomb Teachers Association and Newcomb Central School District's non-instructional staff SRP Unit as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.--

As the authorized official of Newcomb Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:	
By: Christian M. Fisher	Signature: _____
Title: Superintendent of Schools	

Record of Changes

Date of Change	Description of Change	Implemented by
May, 2022	Language added to describe student check-ins during remote operations. Language added regarding obtaining substitute staffing.	Hilary Hofstein
5/9/2022	NCS Safety Committee met to review the proposed language changes to the District-Wide Safety Plan in collaboration with our Safety Specialist.	NCS Safety Committee and Hilary Hofstein
6/12/2023	Review done by the safety team.	NCS Safety Committee and Hilary Hofstein
6/5/2024	Review done by the safety team.	Hilary Hofstein
5/19/2026	The Safety Committee reviewed the plan and provided necessary updates. The Transportation Functional Annex was added	

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Newcomb Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
    - After using the restroom
    - After returning from a public outing
    - After touching/disposing of garbage
    - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Newcomb Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees, families, parents and guardians as well as contractors of Newcomb Central School District shall be notified by our school phone messaging system, ConnectEd, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Town of Newcomb, Newcomb Rescue Squad, parents and guardians will be notified of pertinent operational changes by way of telephone or if phones are down, in person. Other interested parties, such as

vendors, will be notified by phone and/or email as necessary. The Superintendent or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Newcomb Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Newcomb Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Newcomb Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Newcomb Central School District

The Newcomb Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

The mission essential functions for Newcomb Central School District have been identified as:

Essential Function	Description
Food Service	Prepare meals for in-person and remote students.
Transportation	Distribute meals to students who are learning remotely.
Administrative Operations	Supervise essential operations of the district, provide updates to stakeholders, and establish response plans.
Business Operations	Process invoices, payments, and payroll.
Information Technology	Provides hardware and software to all remote individuals. Maintains the network and phone system.
Maintenance	Maintain the operability of the buildings and grounds
Cleaning & Disinfection	Clean and disinfect the buildings and grounds to maintain a healthy environment.

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Food Service	• Kitchen Manager • Kitchen Helper	The district's Kitchen Manager and Kitchen Helper are essential for preparing meals in accordance with Child Nutrition for all students in the district.
Transportation	• Transportation Supervisor • Bus Drivers	The Transportation Supervisor is responsible for providing meals to all students who are learning remotely. Bus drivers are needed to assist with delivering meals.
Administrative Operations	• Superintendent • Director of Curriculum and Instruction • Superintendent's Secretary	The district Superintendent will continue to manage all organizational systems and safety. The Director of Curriculum and Instruction will oversee the curriculum, instruction and assessment of remote learners. The Superintendent's Secretary will continue to assist the administrative team.
Business Operations	• District Treasurer	The district Treasurer will continue to manage all district business operations.
Information Technology	• Technology Coordinator	The district's Technology Coordinator provides support with setting up hardware and software, managing the network and providing ongoing support for all students and staff members who are working on site as well as those who are working remotely.
Maintenance Cleaning & Disinfecting	• Head Custodian • Custodians	The Head Custodian will continue to maintain a clean and safe school building and school grounds throughout the closure or hybrid period. Custodians will assist with following through with cleaning and disinfecting protocols in the school building.

In the event substitute staffing is needed, the district will attempt to obtain staffing through WSWHE BOCES Substitute Teacher Registry or through collaboration with our partners in the True North Consortium. In the event that teaching substitutes are not available, current teaching staff will provide coverage.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
    1. Internet capable laptop
    2. Necessary peripherals
    3. Access to VPN and/or secure network drives
    4. Access to software and databases necessary to perform their duties
    5. A solution for telephone communications
        1. Note that phone lines may need to be forwarded to off-site staff

If deemed necessary, essential employees of Newcomb Central School District may be required to conduct their work-related duties and responsibilities remotely. These employees include the teaching faculty, teaching assistants and staff. These individuals would be required to check in with students each period of the school day. The Superintendent, Superintendent's Designee and/or District Treasurer will approve and/or oversee work assignments. The Technology Coordinator will be responsible to maintain equipment accountability as well as be available to support students and staff members with troubleshooting technical issues.

All staff members will be provided with a district device which includes an internet capable laptop or chromebook, charger and access to online platforms necessary to conduct business. Online platforms may include, but are not limited to, access to School Tool, Google Classroom, Google Meet, Webex/Webex Events, educational resources, instructional programs, business office platforms etc. Office staff will be given access to VPN and or/secure network drives.

The main office phone line will be forwarded off-site to the Secretary to the Superintendent.

During remote work operations the district will check-in with students in multiple ways including through communications with the school nurse, direct emails from the Superintendent and the Director of Curriculum and Instruction, and day-to-day interactions with teaching staff.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Newcomb Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Position:	Explanation of Staggered Shift:
Superintendent & Director of Curriculum and Instruction	In an effort to limit any potential exposure and to ensure that there is coverage should the Superintendent become compromised, the Superintendent and the Deputy Superintendent will report to the building on altering days or at alternate times. A mutually agreed upon schedule will be devised that works for both parties.
Transportation Supervisor and Head Custodian	In an effort to limit any potential exposure and to ensure that there is coverage to deliver the meal program, the Transportation Supervisor and the Head Custodian will have a 15-minute staggered arrival to the building to pick up meals to deliver to the students.

District Treasurer, Superintendent and Superintendent's Secretary	In an effort to limit any potential exposure and to ensure that there is coverage should the District Treasurer become compromised, the Superintendent and District Treasurer will report to the building on altering days or at alternate times. The Superintendent's Secretary will provide backup for the District Treasurer should the District Treasurer become compromised. A mutually agreed upon schedule that works for all parties will be devised and approved by the Superintendent.

Kitchen Manager and Kitchen Helper	In an effort to limit any potential exposure and to ensure that there is coverage, the Kitchen Manager and Kitchen Helper will report to the building at different times to prepare meals. A mutually agreed upon schedule that works for all parties will be devised and approved by the Superintendent.

Head Custodian and Custodians	In an effort to limit any potential exposure and to ensure that there is coverage, custodians may work a different shift or an alternating shift depending on the needs of the district in terms of cleaning and disinfecting. A mutually agreed upon schedule that works for all parties will be devised by the Head Custodian and approved by the Superintendent.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
    a) As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
    b) Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
    a) PPE must be stored in a manner which will prevent degradation
    b) Employees and contractors must have immediate access to PPE in the event of an emergency
    c) The supply of PPE must be monitored to ensure integrity and to track usage rates

PPE necessary for a Health Emergency may include surgical face masks, N95 respirators, face shields, gowns, and gloves. Additionally, cleaning, and disinfecting supplies may be needed. One face shield per essential worker is needed as these can be reused with cleaning/disinfection.

At least two pieces of each required type of PPE will be provided to each essential employee and contractor during any given work shift for at least six months. An exception is that one face shield per essential employee will be provided as it can be reused with cleaning/disinfection.

The essential workers/job duties that may require PPE, cleaning and disinfecting supplies include food preparation, transportation, health personnel, administration, business office, information technology, and custodial staff. Dependent upon the circumstances (i.e., if the school is closed), some essential workers may be working remotely (i.e., health office), but the projected PPE stockpile needs will reflect the possibility of all such employees working on-site.

N95 respirators may likely be necessary for health personnel, and possibly transportation. Fit testing, training and medical clearance is available through Capital Region BOCES or Essex County Health Department.

Launderable, reusable cloth face coverings may be substituted for disposable surgical masks for certain workers and for certain duties. However, health personnel are likely to need surgical masks if interfacing with students on-site (when cloth face coverings are not sufficient).

We will keep a minimum of 8 weeks' worth of supplies stockpiled.

The school nurse/head custodian and business office will collaborate on monitoring and purchasing/maintaining the stock on hand, respectively.

Storage of PPE:

- **Health Office**
- **Designated isolation Room**
- **Basement storeroom**

The school nurse will have easy and immediate access to these supplies. Essential workers will also have access to the supplies but are expected to notify the school nurse and/or the head custodian if supplies are utilized so that they can monitor for supply replenishment. There will be logs kept in each of the storage areas (health office, isolation room, basement storeroom) whereby usage of any materials is logged and reviewable by the school nurse, the head custodian, and/ or administration/business office as needed.

PPE Amounts to Have Available on Site:

Department	# Workers	N95 masks	Surgical masks	Gowns	Face shield	Gloves
Health Office	2: 1 FT/ 1 sub	80/worker (2/shift x5 shifts/wk x 8 wk min)	80/worker (2/shift x 5 shifts/wk x 8 wk min)	80/worker	#2: (1/worker) Can be reused	480/worker (or hand size) 2 pr/shift (#4) x 5 shifts/wk x 24 wk)
Food Service	2		160 (80/worker)		#2 (1/worker)	480/worker (or hand size)

						2 pr/shift (#4) x 5 shifts/wk x 24 wk
Transportation	2		160 (80/worker)		# 2 (1/worker)	160/worker (or hand size) 2 pr (#4)/shift x 5 shifts/wk x 8 wk
Admin	2		160 (80/worker)		# 2 (1/worker)	
Business Office	2		160 (80/worker)		# 2 (1/worker)	
Information Technology	1		80		# 1	160/worker 2 pr(#4)/shift x 5 shifts/wk x 8 wk
Custodial	5		400 (80/worker)		# 5 (1/worker)	400/worker (5 pr(#10)/shift x 5 shifts/wk x 8 wk)

Cleaning/Disinfecting Materials to Have on Hand:

Item	**Manufacturer**	**Mfr. Contact info**	**Stockpile Quantity**
Lysol cleaner disinfectant			
Lemon Quat	National Chemical Laboratories. Order through WB Mason	National Chemical Laboratories, Inc 401 N 10th St, Philadelphia, PA 19123 1-800-628-2436	3 case per 6 weeks
Clorox bleach & Clorox Clean Up	Order through WB Mason	Mfd, for Clorox Professional Products Company 1221 Broadway, Oakland CA 94612	2 case per 6 weeks
Lysol spray			

Fortress spray	National Chemical Laboratories. Order through WB Mason	National Chemical Laboratories, Inc 401 N 10th St, Philadelphia, PA 19123 1-800-628-2436	3 case per 6 weeks
Advistate-D spray disinfectant cleaner	National Chemical Laboratories, Inc - order through WB Mason	National Chemical Laboratories, Inc 401 N 10th St, Philadelphia, PA 19123 1-800-628-2436	3 case per 6 weeks
Lysol wipes	Distributed by Reckitt Benckiser. Order through WB Mason	Reckitt Benckiser, Parsippany, NJ 07054-0224 1-800-228-4722	3 case per 6 months
PDI Sani-Cloth wipes	Professional Disposables International, Inc. Order through McKesson (formerly Moore Medical)	Professional Disposables International, Inc TWO Nice-Pak Park, Orangeberg, NY 10962 1-800-999-6423	3 case per 6 weeks
PAWS Hand Wipes	Safetec of America, Inc		
Purell hand sanitizer	Gojo Industries, Inc. Order through WB Mason		

Suppliers for PPE include:

Supplier	**Contract/Acc't #**	**Phone**	**Fax**	**Web/email**	**Address**
William V. Mac Gill & Co	Customer # 12852-100	800-323-2841	800-727-3433	macgill@macgill.com	1000 N. Lombard Rd, Lombard, IL 60148
McKesson Medical Supplies	Acc't # 58727657	833-343-2700			9954 Mayland Dr Suite 5176, Henrico,VA 23233
School Nurse Supply	Customer # NYNE28	800-485-2737	800-485-2738	customerservice@ schoolnursesupply.com	PO Box 68968, Schaumburg, IL 60168

AEDSuperstore		800-421-3586		aedsuperstore.com	1800 US Hwy 51N, Woodruff, WI 54568-9558
School Health		866-323-5465	800-235-1305	orders@SchoolHealth.com	5600 Apollo Drive, Rolling Meadows, IL 60008
WSWHE BOCES	151001	518-746-3344	518-756-3309	jburdick@wswheboces.org	10 LaCrosse St. Suite 6 Hudson Falls, NY 12839

Only district approved chemicals will be used. At no time will students be allowed to use cleaners or disinfectants.

Staff Exposures, Cleaning, and Disinfection

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet of that person):
   1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
      a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
      b. The School Physician or RN must be notified immediately. Information will be shared with the School Superintendent as appropriate. The school will collaborate with the local health department as indicated.
      c. The School Physician or RN will be responsible for ensuring that the employee remains home until cleared to return.
      d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.

In the event that State or Federal authorities designate that critical essential employees may be permitted to continue work following potential exposure, either remotely or provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. The School Superintendent of Schools will be the decision-maker in these situations and will be responsible for ensuring that any additional precautionary protocols are followed.

1. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
2. In-person interactions with the subject employee or contractor will be limited as much as possible.
3. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.

4. If at any time they exhibit symptoms, refer to item B below.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
   1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their health provider.
   2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their health provider.
   3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
   4. Newcomb Central School District may require sick employees to provide a negative test result for the disease in question or other documentation as determined by the CDC or other Public Health agency prior to returning to work.
   5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications, any other symptoms have resolved, and they either have an alternate, specific diagnosis from a healthcare provider or a negative diagnostic COVID-19 test result. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
   6. The School Physician or RN must be informed in these circumstances and is responsible, in collaboration with the School Superintendent, for ensuring these protocols are followed.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    c. See the section on Cleaning and Disinfection for additional information on that subject.

1. Identification of potential employee and contractor exposures will be conducted as requested by, and in collaboration with, the local health department.
2. The School Physician or RN must be notified in these circumstances and will be responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas.
Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
    a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
    b. The Custodial Staff is responsible for cleaning common areas and do so three times daily:
        1. 9AM - 11AM
        2. 11AM - 1PM
        3. 1PM - 3PM

    c. As appropriate, areas will also be cleaned/disinfected in the evening, per CDC/other public health agency guidance.

Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
Soiled surfaces will be cleaned with soap and water before being disinfected.
Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Newcomb Central School District is committed to reducing the burden on our employees and contractors.

The district will follow all Federal/State regulations and guidance regarding employee leave when addressing such situations and determine how they interplay with paid time off benefits available under the employer's paid leave policies and contracts.
Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Newcomb Central School District, and as such are not provided with paid leave time by Newcomb Central School District, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Newcomb Central School District to support contact tracing within the organization and may be shared with local public health officials.

Methods that may be employed to track hours and locations include:

Paper sign-in and sign-out logs

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Newcomb Central School District's essential operations.

If such a need arises, Newcomb Central School District may coordinate with:

- North Country Morrisonville of the Northeastern Chapter of Red Cross at 518-561-7280
- Queensbury Office of the Northeastern Chapter of Red Cross at 518-792-6545
- Essex County Department of Emergency Management at 518-873-3900
- Local lodging establishments such as :
    - the Hoot Owl Lodge - 518-582-3556
    - the Inn at Santanoni -518-582-4851
    - the Pilot's House - 518-582-2583

Appendix B

Emergency Remote Instruction Plan

for

Newcomb Central School

Following the COVID-19 pandemic, school districts in New York are required to have a plan for how children will be educated if a school or schools must close under emergency conditions. These Emergency Remote Instruction Plans (ERI Plans) are included as part of the district-wide school safety plan, which is reviewed annually by district and building-level emergency response teams, adopted annually by the Board of Education and submitted to the New York State Education Department.

Communication and Engagement

To help inform our Emergency Remote Instruction Plan, the district completes an annual Student Digital Resources data collection report to better understand the level of access students have to devices (e.g., laptop, Chromebook, cell phone) and the Internet. Newcomb Central School requests that the parents and guardians of enrolled students complete the New York State Digital Resources Family Questionnaire.

The purpose of this survey is to ensure that, to the extent possible; students can access the Internet and receive remote instruction, if necessary, under emergency conditions. This survey is conducted on an annual basis. Students and families may update their access information at any time by contacting the student's school. It is our goal that this plan is aligned with the information provided by families in the Student Digital Resources data collection.

The district has also developed a plan for communicating all necessary information should a school or schools need to close. The district will use existing internal and external communications channels to notify staff, students, and families/caregivers about remote learning schedules with as much advance notice as possible. This communication will include information about how computing devices (e.g., computers, hot spots, etc.) are being disseminated to students and families who need them. When the school needs to close and move to remote instruction, the district will notify staff, students, and family/caregivers by the Blackboard ConnectEd phone messaging system, through parent email groups and notifications will be posted on the district website. In addition, students and staff receive information through Google Classroom and Hangouts.

The school will communicate with students when to bring home school computing devices as needed. In Grades 3 – 12, students have access to a Chromebook. In Pre-K – Grade 2, students have access to an iPad.

The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including through Google Classrooms, student email, or via phone.

Device, Internet and Platform Access

To support remote learning, the district will make computer devices available to all students and families who need them. If the need for remote instruction is anticipated, the district will direct students and staff to bring school computing devices home. The district will use information from the Student Digital Resources survey to determine if additional accommodations are needed for student access to the internet. If additional technology resources are needed, the district will either deliver device to student homes or coordinate a time that the family can pick up computing resources.

To the extent possible, the district will also support students and families with accessing the Internet at home. Where that is not possible, the district will work with community partners to secure Wi-Fi access points for students and families so that they may participate in remote learning. Community organizations and local public spaces to ensure students have access to Wi-Fi access points are located at the back school parking lot.

There will be those students in our community for whom remote learning through digital technology is not appropriate or possible. For these students, the district will assess each student's individual needs and whether in-person learning is an option. Other methods that will be considered include instruction by phone and/or the delivery of hard-copy materials to the student's home.

The district will also take steps to ensure that school staff members have the necessary tools, i.e., computing devices and Internet access, to deliver emergency remote instruction from their place of residence. Teachers will use school computing devices and have access to Wi-Fi to deliver remote instruction.

To ensure high-quality remote learning experiences, the district has standardized the use of a single online learning platform, Google Classroom, to the extent possible, and developed a common, coordinated set of guidelines for teachers to follow when using the platform with students. Students will bring home computing devices. Where students may not have adequate internet service, the district will work with the family to provide access.

Teaching and Learning

Our district has developed an emergency remote instruction plan that would support all students. When a remote learning model is necessary, certain groups of students will be

prioritized for in-person learning to the greatest extent possible, depending on the nature of the emergency. This includes, but is not limited to, special education students, English language learners, and students with technology or connectivity needs.

Acknowledging that the typical content in each grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Instruction will focus on "core" subject areas; however, elective courses will continue to be offered in a remote learning environment. All instruction will continue to be aligned to the New York State Learning Standards.

Virtual learning schedules have been developed by grade level. If an emergency requires the district to move to virtual learning, these schedules will be shared with students and families in accordance with the communication strategies outlined earlier in this plan. Students will be given opportunities to engage with teachers and classmates through live instruction, question and answer periods with teachers and group work (i.e., synchronous learning). Teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis. Supplementing this time will be self-guided projects, readings and other age-appropriate assignments that can be completed by the students remotely (i.e., asynchronous learning).

Based on the learning model we have developed, Grade 3 – 12 teachers will follow the 9-period schedule to meet and instruct students.

Synchronous learning in Grades 3-12 will be 100% of a class period. Asynchronous learning will be an option if circumstances arise that do not support 100% synchronous learning. Asynchronous learning will be up to a maximum of 50% if used.

In grades K-2, synchronous learning varies with these age groups. Synchronous learning will take place with classroom teachers to carry out age appropriate instruction. If a student needs more independent one on one instruction, the teacher will provide it. Hands on manipulatives and academic materials will be distributed to students as needed.

The district recognizes that there will be students for whom remote instruction via digital technology is not appropriate. In an emergency, as the district is assessing which students need devices or access to the Internet, the district will also assess which students may require additional support. Depending on the nature of the emergency, this may involve some level of in-person instruction for these students either at a school building within the district or at a community location, as appropriate. These decisions will be made in partnership with local health officials and emergency personnel, as applicable. Other instructional methods that will be considered include instruction by phone and/or the delivery of hard-copy materials to the student's home.

Faculty and staff were provided training in carrying out appropriate synchronous instruction by WSWHE BOCES Instructional School Support Service. Teachers will be provided with technology

and opportunity to collaborate with faculty staff on remote learning best practices. The district will provide needed training as appropriate.

Support Services

Based on the learning model we have developed, students with disabilities and/or an Individualized Education Plans will continue to receive support services in accordance with their individualized education plans (IEP) should remote learning become necessary. It is the expectation that all service providers (e.g., teachers, paraprofessionals, related service providers) will sign-on to the remote learning platform to support students as needed. This will include large classroom settings in the remote learning environment, as well as the use of breakout rooms or one-on-one virtual meetings as necessary.

Special education and related services will be provided in accordance with students' individualized education plans to ensure the continued provision of a free appropriate public education. Service providers have all been trained to continue service and worked with families in anticipation of remote learning.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.

- If remote learning should occur for any extended period, the district will provide meals, provide training for teachers on signs/symptoms to look for to identify students in distress and communicate to students, staff and families/caregivers mental health resources and call line information.
- Teachers will document students' logs of asynchronous, synchronous, one on one instruction and attempts to instruct.
- Meetings will take place remotely with all providers including Essex County and will be school directed.
- The district ensures there is an understanding of the provision of services consistent with the recommendations on/individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources. The CPSE chairperson or CSE chairperson, as well as case managers will ensure such understanding.
- The district has coordinated with special education teachers, support staff, and service providers to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment. The Superintendent will check on the quality of service and will review student logs. The Superintendent will reach out to families to follow up with instruction.
- The district ensures access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students. The district will provide assistive technology through school computing devices.

Funding Requirements

The estimated number of instructional hours the district would claim for state aid purposes for each day spend in remote instruction due to emergency conditions is outlined below.

The district estimates that:

- High School and Middle School students will be provided with 6.5 hours of instructional time per day.
- Kindergarten and Elementary School students will be provided with 6.5 hours of instructional time per day.

Cardiac Emergency Response Annex

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.
Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in school building, on school grounds, or at athletic events

1. Ensure scene safety

a. Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)

a. Follow 911 emergency dispatcher’s instructions.

b. *Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.

3. CPR by CPR/AED certified school personnel

a. Check for breathing- if none or person gasping begin CPR immediately.

4. Defibrillation by CPR/AED certified school personnel

a. Use an AED to restore the heart to its normal rhythm.

1. EMS assumes lead upon arrival.

• If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
• Be prepared to download the school's AED data onto flash drive to provide to EMS to give to the emergency department's physician.
2. School administration or designee notifies
• parent/guardian or staff member's emergency contact in accordance with district policy.
3. Document
• In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.
4. Hold a post event debriefing

Transportation Functional Annex

Suggested content.

Customize the Annex to meet the needs of your school.

Include additional relevant information.

This annex is used to facilitate an emergency evacuation from a school when transportation is necessary

GOAL	To develop a plan of action regarding resources and steps that will be necessary to evacuate the school building or campus
OBJECTIVE(S)	● To establish who to contact during an emergency ● How to contact ● Establish What resources will be necessary to evacuate ● Communicate procedures to all building staff as cooperation will be needed for this plan to be effective

COURSES OF ACTION

Who is Responsible	Action	Due Date	Follow Up Required
Building Admin	Identify the emergency and recognize the need to evacuate the campus or keep buses off of the school campus based on the timing of the event		
Building Admin/	Determine safe routes to report to the campus or an area to stage until it is safe to enter the campus (based on timing of the emergency)		

transportation			
Building Admin/ transportation	Determine the number of buses and type of transportation that will be needed to safety evacuate all (this should be updated quarterly)		
Building Admin/ transportation	Determine method of communications (radio/cell etc)		
Building Admin	Establish protocol for staff and parental communication		
Transportation	Develop a call in system for transportation personnel should the emergency occur during non-regular transportation staff hours		
Building Admin	Identify off-site shelter location		