

Horseheads Central School District

District-Wide School Safety Plan

Commissioner's Regulations 155.17

Revised and Updated – May 2002
Revised and Updated – May 2003
Revised and Updated – January 2004
Revised and Updated – June 2006
Revised and Updated – December 2006
Revised and Updated – July 2008
Revised and Updated – June 2010
Revised and Updated – June 2011
Revised and Updated – May 2012
Revised and Updated – May 2013
Revised and Updated – July 2014
Revised and Updated – June 2016
Revised and Updated – July 2017
Revised and Updated – June 2019
Revised and Updated – March 2020
Revised and Updated – June 2021
Revised and Updated – June 2022

**Horseheads District-Wide Safety Plan
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Legal Basis for Plan

The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. At the district level, the **District-Wide School Safety Plan** replaced the school emergency management plan that had been required for all districts. At the school building level, a **building-level emergency response plan** has been prepared for each school building. Together, these plans are intended to provide the means for the school district and all school buildings within the district to respond to acts of violence and other emergencies through prevention, intervention, emergency response, and management.

The District-Wide School Safety Plan is divided into four categories:

- General Emergency Response Planning
- Responding to Threats and Acts of Violence
- Communication with Others
- Prevention and Intervention Strategies

The Building-Level Emergency Response Plans are divided into three categories:

- Risk Reduction
- Response
- Recovery

NOTE: Dates, times, agenda, attendance sheets, and minutes of all meetings are on file in the Office of Human Resources.

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School districts are required to develop a district-wide safety plan designed to prevent or minimize the effects of 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 School Safety 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.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Horseheads Central School District-Wide School Safety Plan is developed and maintained pursuant to Commissioner's Regulation 8NYCRR§ 155.17.

B. Identification of Key Safety Personnel

- The District-Wide School Safety Committee shall be appointed by the Board of Education on an annual basis and consist of representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The District-Wide School Safety Team is responsible for reviewing the District-Wide School Safety Plan on an annual basis and presenting any suggested revisions to the Board of Education.
- Each building principal shall be responsible for appointing annually a building-level emergency response team (sometimes referred to as a school "safety team") that includes representatives from teacher, administrator and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, and local ambulance, fire officials or other emergency response agencies. Each building-level emergency response team is responsible for the designation of the building's emergency response team and development and annual review of the building-level emergency response plan, which shall be confidential.
- Emergency response teams shall include appropriate school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency.
- Post-incident response teams shall be designated by the building-level emergency response teams and consist of appropriate school personnel, medical personnel, mental health counselors and others who can assist the school communities in coping with the aftermath of a violent incident or emergency.

- The Superintendent of Schools designates the Director of Human Resources as the District's Chief Emergency Officer. The duties of the Chief Emergency Officer include, but are not limited to, coordinating communication between District staff and local emergency officials, ensuring that all staff receive appropriate annual training (including required training under Building-Level Emergency Response Plans), ensuring that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are reviewed annually and updated as needed by designated dates, ensuring that the District-Wide Safety Plan is coordinated with the Building-Level Emergency Response Plans, and ensuring that required drills are conducted.

C. Concept of Operations

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Emergency Response Team.
- Upon the activation of the Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- County and State resources through existing protocols may supplement efforts.

D. Plan Review and Public Comment

- This Plan shall be reviewed on an annual basis on or before June 1st by the District-Wide School Safety Team, with recommended revisions, if any, presented to the Board of Education for action before September 1st of each year.
- While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law and any other provision of law, in accordance with Educational Law Section 2801-a.
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption, but no later than October 15th of each year.

Section II: General Emergency Response Planning

KEY COMPONENTS

- The District-Wide School Safety Plan must be updated annually.
- The District-Wide School Safety Plan must be designed to ensure integration and coordination with emergency planning at municipal, county and state level.
- The District-Wide School Safety Plan must include:
 1. Identification of sites of potential emergencies.
 2. Identification of appropriate responses to implied or direct threats and acts of violence.
 3. Identification of appropriate prevention and intervention strategies.
 4. Identification of appropriate responses to emergencies.
 5. Description of arrangements for obtaining assistance from emergency services and government agencies.

6. Description of procedures to coordinate use of District resources and manpower during emergencies.
7. Identification of District resources for use in emergencies.
8. A system of informing all educational agencies, including private schools and pre-schools within the District, of an emergency.
9. Description of plans for dealing with school cancellations, early dismissal, evacuation and sheltering.
10. Information on school population, number of staff, transportation needs, and phone numbers of key officials (included in Building-Level Emergency Response Plans).
11. Policies and procedures for annual multi-hazard school safety training for staff and students, and for the conduct and review of drills to test Building-Level Emergency Response Plans.

ASSUMPTIONS

While it is not always possible to have immediate outside assistance during serious emergency situations affecting the Horseheads Central School District, it is necessary for the District to plan for, and be able to carry out, immediate responses during the first stage of an emergency and to be prepared to coordinate effectively resources with the larger community in the event of a more widespread emergency.

In keeping with the nationwide and county strategy of developing an integrated management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

A. Identification of Potential Emergencies

1. Analysis of Hazards:

a. Natural Disasters :

Analysis of weather patterns and previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds have also been known to cause significant damage in the area. While there is low historical risk of a tornado, shifts in weather patterns could increase the probability of one occurring in this area. There is a moderate likelihood of damage from earthquake, hurricane path storms, and flooding, though flooding is not likely to affect every school building in the Horseheads Central School District.

b. Manmade Disasters:

Each of the buildings within the Horseheads Central School District has area-specific potential manmade disasters indicated in the individual Building-Level Emergency Response Plans. Possible manmade disasters and subsequent emergency procedures could include, but not limited to, plane crashes, toxic releases from railway or highway accidents, chemical spills, natural gas leaks and the remote possibility of nuclear disaster.

c. School Disasters:

Acts of violence by students, teachers, other school personnel, and/or visitors; fire; explosion; water line breaks; or toxic substance release could occur at any of the District's buildings. Therefore, protocols and provisions for these types of disasters are included in the Plan.

2. Location of Potential Sites:

a. Location of each School Building in the Horseheads Central School District:

- Horseheads High School – 401 Fletcher St., Horseheads, 795-2500
- Horseheads Middle School – 950 Sing Sing Rd., Horseheads, 795-2520
- Big Flats Elementary School – 543 Maple St., Big Flats, 795-2550
- Center Street Elementary School – 812 Center St., Horseheads, 795-2580
- Gardner Road Elementary School – 541 Gardner Rd., Horseheads, 795-2540
- Ridge Road Elementary School – 112 Ridge Rd., Horseheads, 795-2480
- Horseheads Intermediate School – 952 Sing Sing Rd., Horseheads, 795-2490

b. Location of other offices, schools and buildings within the district:

- Athletic Office, 1 Raider Lane, Horseheads 739-5601 x4254
- Central Office (Superintendent, Business, Human Resources)
143 Hibbard Rd, Big Flats 739-5601 x4201
- Computer Services, 1 Raider Lane, Horseheads 739-5601 x4245
- Educational Support Center, 1 Raider Lane, Horseheads 739-5601 x4263
- Facilities Services Department, 507 Fletcher St, Horseheads 739-5601 x4401
- Food Service, Horseheads Middle School, Horseheads 739-6360
- Transportation Dept., 601 Sayre St., Horseheads 739-6338
- Montessori School, 23 Winters Rd., Big Flats 562-8754
- GST BOCES, 459 Philo Rd., Horseheads 739-3581
- St. Mary Our Mother School, 811 Westlake St., Horseheads 739-9157
- Student Services, 1 Raider Lane, Horseheads 739-5601 x4301
- Twin Tiers Christian Academy, 1811 N Chemung Rd, Breesport 739-3619

3. School Fact Sheets

Fact sheets for each of the schools, buildings, and offices within the Horseheads Central School District are provided in Appendix A.

B. Plans for Action in Response to an Emergency:

1. Emergency responses include, but are not limited to:

- School Cancellation,
- Emergency Dismissal,
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Sheltering (internal and external)

2. Emergencies (Protocols) include, but are not limited to:

- Implied & Direct Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Incident
- Gas Leak
- Incident/Injury Reporting
- Others as determined by the Building-Level School Safety Team
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Biological
- Radiological
- Epidemic
- Homeland Security Related Threat
- Fire
- Railroad incident

C. Identification of District Resources For Use During An Emergency:

In the event of an emergency in a school building, its Emergency Response Team will be initiated. Upon the initiation, the District Emergency Management Co-Coordinators (see chain of command page 10) will be contacted by an identified member of the Emergency Response Team. In the event of a medical emergency or when deemed necessary, 911 is to be called immediately.

In order to ensure timely response, the Superintendent, the Director of Facilities Services, the Director of Human Resources, or a building principal may declare a state of school emergency, immediately implementing the Building-Level Emergency Response Plan. As soon as feasible, the Emergency Command Center (Superintendent’s Office, or an alternate site depending upon the location of the emergency) will be placed in service, and the Emergency Management Co-Coordinators will report there. The Emergency Management’s Co-Coordinators will remain in charge of all school activities until the conclusion of the emergency or until civil emergency authorities take command of the situation.

The Emergency Management Co-Coordinators are responsible to:

- Take **full control** upon being notified of the emergency.
- Make immediate decisions regarding emergency response.
- Order activation of response.
- Notify appropriate agencies.
- Be prepared to turn over control to appropriate outside agencies as required by law.
- Submit post-emergency reports to the Health and Safety Coordinator for distribution as needed.
- Meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the district.
- Determine when and which educational agencies within the school district shall be notified of an emergency, and the action to be taken.

In the absence of the Superintendent, the Emergency Management Co-Coordinators will take responsibility for organizing emergency operations, according to the order listed in Figure 1.

1. District Resources

- a. On a daily basis, there are approximately 70-75 bus drivers and 74 buses to transport students.
- b. Additional resources are available from the following neighboring school districts:
 - Elmira Heights Central School District
 - Elmira City School District
 - Corning-Painted Post Area School District
- c. Additional resources will be available through the following local agencies:
 - GST BOCES – Philo Rd, Elmira, NY
 - Town and Country Fire Department, Horseheads
 - Horseheads Fire Department, Horseheads
 - Elmira City Fire Department, Elmira

- Chemung County Transit System, Elmira
- Horseheads Village Police
- Chemung County Sheriff's Department
- New York State Police Barracks, Horseheads and Big Flats
- Department of Environmental Conservation, Bath, NY
- Breesport Fire Department, Breesport
- Tompkins Corners Fire Department, Tompkins Corners
- Big Flats Fire Department, Big Flats

2. District Resources – Emergency Staff

a. District Incident Response Team

Members: School Resource Officer(s) and a representative from each department within the Facilities Dept.

Individuals in the district who are trained in CPR/First Aid/AEDs:

All physical education staff, coaching staff, and nursing staff are trained in CPR/First Aid/AEDs. Each individual building's safety plan lists all staff trained in CPR/First Aid/AEDs.

Note: Additional staff members will be trained as needed.

3. District Resources - Rolling Stock (district owned vehicles)

The district possesses the following vehicles (rolling stock).

Please see Appendix I for a complete list and description of each of the vehicles

4. District Resources - Other Equipment

- Generator – High School South
- Generator – High School North
- Generator - Middle School
- Generator – Ridge Road School
- Generator – Gardner Road School
- Generator – Big Flats School
- Generator – Center Street School
- Generator – Transportation
- Portable Generator, tow behind, stored in Maintenance area
- Portable Generator, Transportation
- Portable Generator, Honda, 5000 watts, stored in Maintenance area
- One Pancake style portable compressor
- One portable air compressor – MS Storage area
- The bus garage contains one (1) stationary air compressor
- Fueling Station – Transportation

2 Aerial lifts (Interior)

5. District Resources - Miscellaneous

- The maintenance shop and district technology classrooms possess an array of shop tools (saws, drill presses, lathes, planers, hand/power tools, etc.) to fabricate support items required in an emergency.
- The maintenance shop and each school building possesses an assortment of ladders (various sizes) to allow for access to areas above ceilings, the roof and other elevated locations
- The district possesses hand held film and electronic cameras, video cameras and associated AV equipment to record emergency incidents, as well as the response to emergencies.
- Each district building is connected to the local EMS via alarm systems.
- Video monitoring in all schools

Cafeteria:

- The High School and Middle School possess an updated “state of the art” Kitchen and cafeteria. The Kitchen contains fully modernized equipment that is capable of preparing a variety of food products and can be rapidly up scaled to serve large crowds.
- Kitchen storage currently stocked with an assortment of staple food products. Each school building is capable of feeding the student body and staff of the school. BOCES Food Service Management is located “on site” and has the ability to procure additional food if needed.
- Each district building is supplied via the local municipal water supply. Any disruption of this service will initiate Chemung County Emergency Services and/or Department of Health emergency water supply provisions
- There is an assortment of tables, chairs and associated items available for seating large masses of individuals

6. Communications

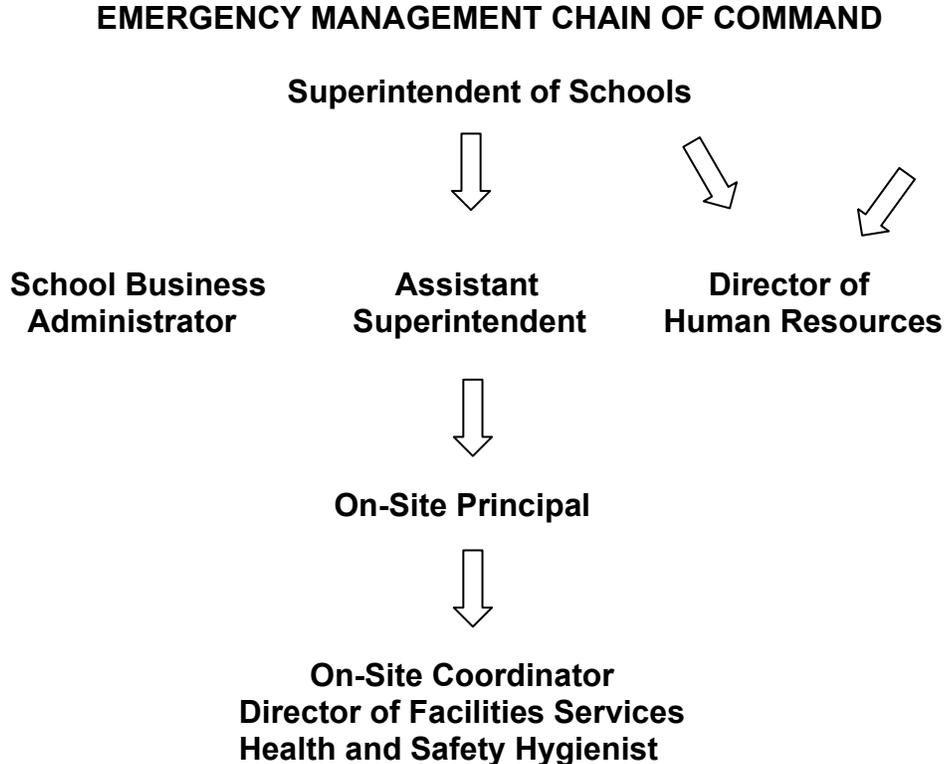
- Internal intercom in each classroom in the district
- Telephone with outside line in each classroom in the district (911)
- Main office in each District school building has a dedicated outside line
- Each school building possesses personal loudspeakers (“bull horn”) for communication when telephone is non-operational
- Each school building possesses two way radios or cell phones for building emergency response team for communication during an emergency
- Each school building main office possesses a fax machine
- Each classroom in the district possesses a television (with one closed circuit channel)
- Multiple computers in each school building in the district
- PA System in each building (for internal and outside announcements)
- Radio communication system between Transportation office and individual school buses

7. Medical Supplies

- Each occupied building in the district possesses at least one Automated External Defibrillator (AED)
- There are additional AEDs for “portable use”
- Each District school building possesses an in-house health office
- Each District school building health office possesses emergency first aid supplies and bodily fluid clean up kit (at the minimum a first aid “jump bag”)
- Each maintenance department vehicle possesses an emergency first aid kit
- Each bus in the transportation department possesses an emergency first aid kit and a bodily fluid clean up kit.
- Classrooms with special needs students will have the emergency materials appropriate for those students therein.
- Each district school building, transportation department and maintenance department possess a hazardous material clean-up kit.

Figure 1: CHAIN OF COMMAND DURING EMERGENCY RESPONSE:

This chain of command is activated when the Superintendent is notified by the contact person of a building’s Emergency Response Team or if information becomes available to the Superintendent of Schools first.



Horseheads CSD District-Wide School Safety Plan
Head Cleaner

D. Procedures to Coordinate the School Resources and Manpower During Emergencies

Direction and Control:

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent, Assistant Superintendent, Director of Human Resources, Director of Facilities Services, or principal shall implement the Building-Level Emergency Response Plan.

The Emergency Management Co-Coordinator shall be responsible for contacting the appropriate community emergency service agencies if the responsible person at the immediate emergency site has not already contacted them.

Emergency Management Co-Coordinator shall report to the Command Center as appropriate. The Command Center is located at the Superintendent's Office. If, because of the emergency, the Command Center is not able to be located in the Superintendent's Office, a secondary site will be designated.

The Emergency Management Co-Coordinator shall follow the procedures outlined in the appendix for the specific emergency.

In the case of an emergency encompassing a wider area than just one school district location, the Emergency Management Co-Coordinator shall establish contact with the BOCES Superintendent, as a communication link with the County Emergency Management Office, and shall work in cooperation with the County Emergency Management Office.

In the case of an emergency which involves the use of fire or police resources, the Emergency Management Co-Coordinator shall yield command to the appropriate emergency authority, and shall work cooperatively with the on-site commander to ensure optimal response.

Evening and Weekend Emergencies

In the case of an emergency when an event is being held at one of the District's buildings, the responsible staff person shall immediately notify the custodian on site who will initiate the emergency response process. 911 shall be called immediately. As soon as feasible, the Emergency Management Co-Coordinator must be notified.

E. Annual Multi-Hazard School Training for Staff and Students.

1. All faculty and staff will receive appropriate training on an annual basis in emergency procedures as set forth in Building-Level Emergency Response Plans, which shall include components on violence prevention and mental health. Students and staff will participate annually in the type and number of drills as required by law. Special emphasis will be placed on training for the school secretary, custodial/maintenance staff, school nurse, and backup personnel.

2. Emergency Evacuation Drill (to offsite location) – At least once every other school year, a designated school will practice an emergency evacuation drill. When practicable, buses will practice emergency responses to the designated building to establish the response time for assembling buses to transport students and staff to a sheltering site.
3. Sheltering Drill – When appropriate, building principals shall direct students and staff to designated areas or remain in classrooms as appropriate. Designated assembly areas must be located on building maps available in Building-Level Emergency Response Plans.
4. Early Dismissal – Students will be released to their assigned buses when such buses are announced as available. **Dismissal will be 15 minutes earlier than the normal schedule.**
5. Transportation Department – In the event of the need for an emergency evacuation of a school, the Supervisor of Transportation or designee will notify all licensed bus drivers available at the Transportation site, plus all available licensed bus drivers in the maintenance department.
 - a. An emergency call chain of off-duty bus drivers will be activated by the Transportation Department in the event of an emergency evacuation of a school site.
6. The District will work in cooperation with the GST BOCES and the County Emergency Management Office to provide training for staff and faculty.
7. The District will present training for special emergency and/or safety situations. These trainings can be offered as classroom trainings, through the use of on-line trainings or through District-wide training. The District-Wide School Safety Team (working with the Health and Safety Officer) shall have responsibility to identify the needed training.

F. Review and Conduct of Drill and Other Exercises to Test Components of the Emergency Response Plan

1. At least bi-annually, each school within the District shall conduct an off-site evacuation preparation drill for all staff and students.
2. Other drill timelines will be established by each Building-Level Emergency Response Team and the Transportation Department: Sheltering and Early Dismissal.
3. The District will work with local law enforcement officials to utilize available tabletop exercises. Building-Level Emergency Response Teams will coordinate these exercises at their designated buildings.
4. The Superintendent and the members of the Emergency Management Team will conduct timed responses of staged emergency situations to determine strengths and weaknesses of the existing procedures.
5. An emergency call chain will be established by the Superintendent to notify all District components to communicate information and/or warnings in the event of an emergency. See Figure 2.
6. Each building shall use clear, incident specific language to alert all building occupants of a pending emergency. All teachers and staff will cease normal operations and follow instructions as established in the Building-Level Emergency Response Plan.

7. There may be times when it is necessary to **LOCKDOWN** a building. A lockdown is the most serious level of emergency. Any staff member may initiate a lockdown based upon an actual or imminent threat or violent act. In a lockdown situation, all students will remain in classrooms. Classroom doors are locked, students are instructed to remain out of view of doors and windows and teaching is suspended until the lockdown has ended. All outside activities are terminated.
8. A **LOCKOUT** is a response to an actual or potential threat from outside the school building. During a lockout, doors and windows are locked, instruction is continued as usual, and no one is allowed into the building. All outside activities are terminated.
9. A **HOLD IN PLACE** is a response to an emergency within or outside the building. It may be used in the event of a medical emergency where it is necessary to keep students in the classrooms. Classroom doors may be unlocked and students are instructed to remain in the classrooms until the hold-in-place has ended. Depending on the location and type of emergency, outside activities may be terminated.

G. Drills – Training, Drills and Exercises

The Horseheads Central School District will participate in the following annually:

1. All school personnel will receive access to the District-Wide School Safety Plan with updates.
2. All building personnel will receive training regarding the pertinent Building-Level Emergency Response Plan, its use and the role of each person in an emergency situation. The booklet of protocols will be reviewed.
3. The District will, at least once every school year, conduct one test of its emergency response procedures under each of its Building-Level Emergency Response Plans, including sheltering, lock-down, or early dismissal.
4. The Health and Safety Hygienist will meet on a quarterly basis with the Director of Human Resources to maintain lines of communication of safety needs.
5. Following all annual drills, there will be a debriefing session with involved staff, local law enforcement agents, local emergency response agents to improve response measures and communication.

Figure #2: Central Office Emergency Call Procedure

1. Notification given to the Superintendent's Office.
2. Superintendent's Administrative Assistant will call Central Office and the Community Information Specialist. They will report to the Command Center for further instructions and to activate the call procedure.
3. Calls are made to the following by the appropriate persons:
 - a. Superintendent's Administrative Assistant:
Board of Education Members, district schools, neighboring districts (if necessary according to emergency). Please note: the Administrative Assistant needs to have the phone free as much as possible to field incoming calls.
 - b. Director of Human Resources:

Student Services, Educational Support, Athletic Office, BOCES, Transportation (who will then activate emergency procedures and call chain to bus drivers, if necessary), Facilities, Food Service

c. Community Information Specialist:

Media, private schools, pre-kindergarten locations, after-school programs, District web site and social media.

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures for Responding to Implied and Direct Threats of Violence by Students, Teachers, Other School Personnel, and Visitors to the School

Policies for dealing with these violent acts whether implied or direct are governed by the **Code of Conduct**. In short, school policies and responses will be activated with law enforcement agencies involvement where necessary. Additional services of counseling and follow up actions may be available for the offending student and victims of the violence.

B. Zero Tolerance

Zero Tolerance policies will be used when dealing with acts of violence as outlined in the **Code of Conduct**.

Students – Students could face suspension, Superintendent’s Hearing, and/or criminal charges being placed.

Teachers – Disciplinary actions will be in accordance with the articles of the Horseheads Teachers’ Association Contract. Criminal charges will be made when necessary, in which case, the legal actions may override contract provisions.

Other Staff – Disciplinary actions will be in accordance with the articles of the appropriate unit’s contract. Criminal charges will be made when necessary, in which case, the legal actions may override contract provisions.

Visitors – All visitors are bound by the Board of Education policies as outlined in the **Code of Conduct**. Law enforcement agencies will be notified with criminal charges applied when necessary. Law enforcement regulations will determine the consequences of the incident.

C. Contact of Law Enforcement Officials in the Event of a Violent Incident

Law Enforcement Officials will be notified by the Building Principal or the Superintendent’s Office. The following agencies govern the schools in the Horseheads Central School District:

- High School – Horseheads Village Police – 911 or 739-5668

- Middle School – County Sheriff or State Troopers – 911
- Big Flats Elementary School – County Sheriff or State Troopers – 911
- Center Street Elem. School – Horseheads Village Police – 911 or 739-5668
- Gardner Road Elem. School – Horseheads Village Police – 911 or 739-5668
- Ridge Road Elem. School – Horseheads Village Police – 911 or 739-5668
- Intermediate School – County Sheriff or State Troopers – 911
- Local non-emergency/communication center – (607) 735-8600

D. External Potentially Hazardous Sites:

- Elmira-Corning Regional Airport/Airport Corporate Park
- RIMCO Plastics Corporation
- Proximity of the Rt. 17/I-86
- Norfolk Southern CSX Rail Road
- Griffith Oil Company
- Horseheads Industrial Center (Holding Point)

E. Identification of Responses to Emergencies, Including Protocols

1. EMERGENCY SCHOOL CLOSINGS

Schools are closed only when conditions make it impossible to have reasonable attendance or when the school or vehicles would not be able to operate safely. The school day is delayed when conditions improve by early morning. If it is necessary to close or delay schools, students and parents will be notified in the early morning on area radio, the District web site, and television stations. Staff will be notified through an automated call system.

2. EARLY DISMISSAL

Due to the fact that drivers are not readily available during the day, early dismissal is an option only in the most unusual circumstances. The Superintendent in consultation with the Supervisor of Transportation will determine the order of dismissal of schools. The District's Emergency Management Emergency Call Chain will be activated.

Early dismissal may be considered as an option in the following circumstances: Flood warning; severe windstorm, snowstorm, or tornado warning; fire; strategic alert; post disaster

Early dismissal should be used only if it is likely that all students will reach their homes safely and be reunited with a family member or other responsible person. If a community-wide disaster is impending, it may be preferable to evacuate the students to a safe location where parents can pick them up. (These locations are indicated in the Building-level Safety Plans.)

The decision for early dismissal shall be announced on the public address system, and any bus loading procedures that must be changed from normal routine will be announced. The Principal shall facilitate and supervise the rapid loading of school buses.

3. EVACUATION

It is appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, after earthquakes, violent acts, or when ordered by law enforcement officers because of dangerous activity in the area. The signal to evacuate the buildings shall be by engaging the fire alarm or through the PA system followed by specific verbal instructions. Building-Level Emergency Response Plans will be activated immediately.

When this command is given, all groups will evacuate the buildings as quickly as possible. Normal fire evacuation routes shall be used unless teachers are instructed otherwise.

Teachers will account for their students at the designated assembly at a safe distance away from the building. They will immediately notify the principal of any missing students.

No one is to reenter the building until an appropriate authority gives an all clear.

If a parent wishes to take a child home during an emergency, the parent must notify the appropriate school personnel and sign the Emergency Parent Sign Out form.

Evacuating to Another Site

Depending on the scope of the emergency, and the projections of likely safe areas, designated gathering points for evacuated students and staff will be activated and are indicated for each school building in the Building-Level Emergency Response Plan.

In the event of an evacuation, the clerical staff and the school nurse shall be responsible for taking class lists, medical information list, and sign-out forms to the evacuation site. The designated staff member shall be responsible for having parents sign Emergency Sign-Out forms to pick up their children from the evacuation site.

4. SHELTERING IN PLACE

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. Students will normally remain in their classrooms, but groups may be taken to such places as the gymnasium and/or cafeteria. In the case of high winds and tornadoes, these areas must not be used, and students should be prepared to move into the hallways designated for protective sheltering. These areas are delineated in the Building-Level Emergency Response Plans.

In case of such emergency, the principal shall give directions over the public address system. Teachers moving students from their classrooms must take their class lists and accompany their children to the designated area.

Staff will stay with the students until formally relieved of their duties by their supervisor.

In the instance of extended sheltering-in-place, the Emergency Management Co-coordinators shall notify the County Emergency Management Office (737-2096), and shall seek a Declaration of Emergency from the County Executive so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources to site.

The Shelter Manager will then assume coordinating responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

5. SHELTER (Community)

When the Red Cross requests use of a building designated as a community disaster shelter site, such as the Middle School/Intermediate complex, during an emergency, or when students from another school are evacuated to that site, the Emergency Management Co- Coordinators and as many members of the Emergency Management Committee as needed, will staff the Command Post (Superintendent's Office) to coordinate activities and assist in communication.

The Emergency Management Co- Coordinators (or designees) will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory and equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

6. PROTOCOLS AND STANDARD OPERATING PROCEDURES

The following protocols and standard operating procedures for specific emergencies are included in all Building-Level Emergency Response Plans and given to all district employees. All employees are to be familiar with the protocols and their individual responsibility during an emergency. (See Appendix H)

Protocols and Standard Operating Procedures include areas such as:

- Aircraft Crash
- Air Raid/Emergency Procedures
- Armed Person, Hostage or Terrorist Activities
- Elementary Schools – Armed and Dangerous Person Plan
- Bomb Threats (Bomb Threat Checklist)
- Bus Incident and School Bus Accident, Emergency and Follow up Inform.
- Chemical Incident

- Command Post Operations
- Civil Disobedience and /or Student Disorder
- Earthquake
- Emergency Transportation/Early Dismissal Operations
- Emergency Report Form
- Evacuation Location Summary
- Explosion/Fire Operations
- Feeding Operations
- Fire/Building Evacuation Operations
- Fire Drill Operations
- Flash Flood
- Flood
- Food Poisoning or Other Mass Illnesses
- General Emergency Procedures/Air Raid (Sheltering)
- Hazardous Material Spill Off School Premises
- Homeland Security Related Threats, Terrorist Activities
- Incident/Injury Reporting
- Injury at Athletic Event
- Mail Opening Procedure
- Notification of Emergency
- Off Site Evacuation Operations
- Radiological Emergency
- Receipt of Suspicious Letter/Package; Possible bioterroristic threat
- Shelter in Place Operations
- Suspicious Letter/Package "Checklist"
- Receipt of Anthrax Threat/Discovery of Powder or Suspicious Material Procedure (Potential Anthrax Threat)
- Tornado, Severe Windstorm, Thunderstorm
- Utility Failure
- Winter Storm

F. Policies and Procedures to Contact Parents, Guardians or Persons in Parental Relation to the Students in the Event of a Violent Incident or an Early Dismissal

NOTIFICATION OF EMERGENCY

1. Whenever the Plan calls for the Emergency Management Co-Coordinators to be contacted or to make a communication, if they are not immediately available, the person receiving the call indicating the emergency shall notify the next person in the chain of command.
2. To facilitate rapid communication and response, the person taking the original call shall make detailed notes of the substance of the call to the Emergency Management Co-Coordinators, and shall relay that information to the person eventually acting on the call.

3. It shall be the responsibility of the person taking the original call to continue through the chain of command until someone is reached who is empowered to take whatever action is necessary.

NOTIFICATION REGARDING MEDICAL TREATMENT

1. It is the legal responsibility of the School Nurse to notify the parent of any medical treatment. However, in cases of multiple emergencies where the school nurse's first duty must be to provide assistance to students, the Principal shall delegate the notification responsibility to another staff member or shall provide the notification.

NOTIFICATION REGARDING INJURY OR DEATH OF A STUDENT OR STAFF MEMBER

1. In the event of injury or death of Horseheads Central School District students or staff, next of kin shall be notified as soon as possible. Responsibility for notification: Superintendent. If the Superintendent is not available, the Director of Human Resources shall provide notification.
2. The choice of telephone or in person notification shall be made based on likely availability of parent, timeliness, and likelihood of rumor reaching parents before official notification.
3. If telephone notification is made, the caller shall make sure the parent has someone with her/him, or should offer to call a friend or relative to provide immediate support. Caller should factually indicate the nature of the event which caused the injury or death, and the current status and location of the injured or deceased student.
4. "I am sorry it happened" is the phrase recommended by grief experts.

Section IV: Communication with Others

A. Arrangements for Obtaining Assistance from Emergency Service Organizations and Local Government Agencies.

1. At the initiation of the event, the Emergency Co-Coordinators will activate the Call Chain outline in Figure 2.
2. Methods of communication among and between buildings in the district can include, but not limited to personal contact, telephone, FAX, email, or cell phone.
3. Each Building-Level Emergency Response Plan will outline an Emergency Call Chain for staff and faculty notification if the incident should happen before or after school hours.
4. Internal communication systems will be designed by each Building-Level Emergency Response Team and be incorporated in the Building-Level Emergency Response Plan.
5. Community Notification of Emergencies:

- a. Messages regarding school early dismissal, sheltering in place or evacuation of a school will be sent through various means, including the media, District web site and the automated call system.
 - b. The BOCES Superintendent will be contacted as soon as feasible regarding any of these actions. If the problem encompasses more than the Horseheads Central School District, communications to the emergency management office and to the media may also be issued through the BOCES Superintendent.
 - c. Other Communication Equipment:
 - NOAA Weather Radio with tone activated receiver
 - Manually tuned, battery powered AM-FM commercial radio receiver at the command post to be used to monitor emergency broadcast system announcements
 - Maintenance garage UHF system with base
 - District radio link among neighboring districts
 - Smart phone alerts
6. External Communications:
The Community Information Specialist or Superintendent shall issue all public communications, prepare news releases, and brief the media as appropriate. When appropriate, the Information Specialist will coordinate activities with the county emergency public information officer. **No Horseheads Central School District employee will provide information to the media during or after an emergency unless specifically authorized to do so.**
7. Media Announcements:
Media will not be given information regarding injuries or deaths until families have been notified and the Superintendent or Director of Human Resources has authorized release of information.
8. Recovery:
After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all Horseheads Central School District staff with appropriate credentials in post trauma debriefing and any community volunteers with appropriate credentials will be assigned to debrief all staff members and students who have been directly involved with or impacted by the emergency. Establishing the debriefing sessions shall be the responsibility of the Emergency Management Co- Coordinators.
For critical situations that require the utilization of community mental health resources, the Emergency Management Co-Coordinators will be responsible for contacting the appropriate county mental health agency:
 - Chemung County Mental Hygiene Services
425 Pennsylvania Ave., Elmira, NY 14904
(607) 737-5501

- Crisis Intervention Program 737-5369

9. Recovery – District Support in Buildings

The following description is the plan of the District resources that will support the Emergency Response Teams and the Post-Incident Response Teams:

- All school psychologists and social work personnel will be activated to assist in emotional support for students and staff.
- The Chairperson of the Council of Churches will be contacted to provide on-site emotional support.
- An automated system to assist each building to procure substitutes as needed.
- The Superintendent and members of Central Office will be on site to provide assistance to the Principal or Central Command Leader.
- The Health and Safety Manager will be on site to provide any additional emergency support if needed.

10. Disaster Mental Health Services

The district will provide the following Mental Health Resources in the event of crisis:

- The Council of Churches will be notified to provide spiritual and emotional support for staff.
- The Employee Assistance Program will be notified to provide assistance from Clinical Associates of the Southern Tier.
- The district will have all district psychologists and social work personnel to provide emotional support to students and staff.
- Request assistance from neighboring districts if necessary.
- Debriefing sessions will be provided for students, staff and parents.

11. Post Emergency Report and Assessment

The Emergency Management Committee shall meet as soon as feasible after an emergency to assess the emergency responses and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation. The Emergency Management Co-Coordinator shall file a post emergency report with the BOCES Superintendent within five days after the event. The Emergency Management Co-coordinators as mandated by the SAVE regulations will complete all reports.

B. Obtaining Advice and Assistance from Local Government Officials (Including the county or village officials responsible for implementation of Article 2-B of the Executive Law)

The members of the District-Wide School Safety Team will meet with county and village offices as needed to review plans and assistance procedures.

A list shall be maintained of all copyholders of the plan. The plan shall be evaluated and updated after each drill and not later than September 1st of each year. All changes other

than those in names and phone numbers of personnel shall be listed on the Plan Modification Record Form (see Appendix G), and shall be forwarded to all copy holders of the plan and the State Education Department of New York State.

C. A System for Informing All Educational Agencies Within the Horseheads Central School District

See Figure 2 – Emergency Call Chain

D. Fact Sheets for All Buildings and Offices in the Horseheads Central School District

Each school and office within the Horseheads Central School District will complete and maintain a fact sheet of information: See Appendix A

Fact Sheets will include, but not limited to the following information:

- Name of the school or office
- Address of the school or office
- Telephone and FAX numbers
- Name of Principal
- Total Population
- Number of Staff
- Transportation needs
- Law Enforcement Agency Governance
- Fire and Rescue Agency Governance

Section V: Prevention and Intervention Strategies

A. School Building Security

The following security measures have been implemented:

1. In all buildings, security doors have been installed to isolate areas and corridors of the school from public access during outside of school hour activities.- These areas will be used as secured areas in the event of a sheltering emergency.
2. All schools have security provisions allowing visual access to the front door and lobby area from the main office personnel for screening purposes.
3. Security systems have been installed in all of the buildings to provide on-going visual access to hallways and building traffic areas.
4. Security cameras are regularly evaluated for optimum use and security.
5. Continued use of the District's Health and Safety Officer to evaluate the effectiveness of security measures.
6. Continued use of the District's Safety Committee to monitor health and safety measures in the district.
7. Use of identification badges for all employees and visitors.
8. All classroom doors will be closed and locked when students are in the classrooms.

B. Dissemination of Informative Materials for Early Detection of Potentially Violent Behaviors

The following areas have been outlined by the District-Wide School Safety Team as proactive measures to detect and/or to deter potential violent behaviors:

1. Use of online resources to telecast programs and information regarding violent behavior.
2. Staff Development and In-Service programs will be used to offer programs and training in detecting and/or deterring violent behaviors.
3. The District Website will be used to disseminate information to parents and staff members.
4. Therapeutic Crisis Intervention Training will be offered to all appropriate staff members in the district.
5. Specialists will be used to offer assistance for training for detecting and/or deterring violent behavior.
6. Area emergency management and crisis intervention specialists will be utilized to present training programs for staff members.
7. Mandatory training will take place for new hires in detecting and/or deterring violent behaviors.
8. Building-Level Emergency Response Teams will be urged to utilize Staff Development Days as forums to discuss and train for detecting and/or deterring violent behavior.
9. District Administrators in Curriculum and Staff Development will be utilized to plan for and design district-wide Staff Development programs.

C. Prevention and Intervention Strategies

In addition to the areas outlined in Section V. A., there will other steps to be taken for collaboration and proactive measures.

1. The Director of Facilities and Health and Safety Officer will meet with administrators to maintain updated information and feedback when needed.
2. The Director of Facilities and Health and Safety Officer will meet with local law enforcement officials to conduct ongoing review of the District-Wide School Safety Plan at District Safety Team meetings.
3. At the school level:
 - a. All schools will include a program of Character Education as part of the school's curriculum.
 - b. Various agencies may be used to promote conflict resolution, bullying education and peer mediation programs.

D. Strategies for Improving Communication Among Students and Between Students and Staff – Reporting of Potentially Violent Incidents

Horseheads CSD District-Wide School Safety Plan

- Staff Development programs will be instituted to help staff members open communication with students
- Safe Schools Line – confidential; available 24 hours a day: (607) 795-2044 or 1-800-305-4984
- Providing School Resource Officer(s) to monitor student activities and serve as a contact person for students
- Anonymous reporting mechanisms have been instituted to report concerns about school violence or safety

E. Description of Duties, Hiring and Screening Process, and Required Training of Hall Monitors and Other Safety Personnel

- All new employees must meet with the Director of Human Resources for an orientation.
- In addition, all certified and non-certified staff must attend safety training as designated annually by the district.
- All district employees, including per diem substitutes, shall undergo fingerprint screening.
- All staff members and visitors must have visible identification badges.
- Screening procedures as outlined by applicable law will be followed for all regular and/or substitute personnel.

Appendices:

Appendix A – Fact Sheet

A.1 – Individual Fact Sheets containing confidential student and employee information for each department, building or school are kept in a confidential file.

Appendix B - List of Emergency Telephone Numbers

Appendix C - Emergency County Telephone Directory

Appendix D - School Bus Accident Emergency Follow-up Information

Appendix E - Incident Report Form

Appendix F - Release of Student Under Emergency Conditions

Appendix G – Plan Modification Record

Appendix H – Confidential Protocols

Appendix I – List of District Rolling Stock

Appendix J – Pandemic Flu Plan

Appendix A

FACT SHEET

Name of School (or Office): _____

Address of School(or Office): _____

Telephone #: _____ FAX #: _____

Name of Principal: _____

Total Population: _____ # of Classrooms: _____ # of Staff: _____

Transportation Needs: _____

Law Enforcement Agency to contact and telephone number: _____

Fire and Rescue Agency to contact and telephone number: _____

Indicate any special needs for students or staff when evacuating the building:

Indicate any special transportation needs for students or staff:

**Horseheads Central School District
EMERGENCY TELEPHONE LIST**

DISTRICT-WIDE

Superintendent Thomas J. Douglas	x4200 x4201 C (607) 738-4414
Assistant Superintendent Anthony Gill	x4247 x4263 C (607) 329-0421
Director of Human Resources Caitlin DeFilippo	x4214 x4211 C (607) 481-1874
Director of Facilities Michael Coghlan	x4400 x4401 C (607) 425-3770
Head Cleaner Danny Austin	x4404 C (607) 857-9247
Health and Safety Specialist Antony Stager (BOCES)	x4403 C (607) 738-3552
Working Foreman (Night) Tim Reed	C (607) 481-1686

SITE SPECIFIC

Horseheads High School Principal Kris Earl	x1600 x1601 C (607) 426-4973
Horseheads Middle School Principal Ronald Holloway	x3640 x3641 C (607) 742-0924
Horseheads Intermediate School Principal Michael Bostwick	x3620 x3261 C (607) 259-2080
Big Flats Elementary Principal Elizabeth Scaptura	x5600 x5601 H (607) 767-6503 C (607) 742-4577

Horseheads CSD District-Wide School Safety Plan

Center Street Elementary Principal Patricia Sotero	x2600 x2601 C (607) 351-1870 (607) 227-1038
Gardner Road Elementary Principal Patrick Patterson	x6600 x6601 C (607) 200-4112
Ridge Road Elementary Principal Anne-Marie Bailey	x7600 x7601 H (607) 796-2293 C (607) 426-1516
School Lunch Director Joe Kilmer	x3671 x3670 C (607) 661-7295
School Lunch Manager Robert Cole	x3671 x3670
Transportation Supervisor Richard Micelotta	x4500 x4501 H (607) 732-6283 C (607) 331-4616

Appendix C

Emergency Phone Numbers

DIAL 911 TO REPORT AN EMERGENCY or 9-911 based on location from where call is made

A. Fire Departments

Big Flats	(ALARM)	(607) 739-8444 (607) 562-3063
Horseheads	(ALARM)	(607) 739-3813 (607) 739-5045
Town and Country	(ALARM)	(607) 739-3813 (607) 739-7134
Breesport		(607) 739-5411
Tompkins Corners		(607) 739-7415

B. Law Enforcement Agencies

Horseheads Village Police	(607) 739-5668
Chemung County Sheriff's Department	(607) 737-2987
New York State Police/Horseheads Barracks	(607) 739-8796

C. Village and Town Governments

Village of Horseheads	(607) 739-5666
Town of Horseheads	(607) 739-8783
Town of Big Flats	(607) 562-8443
Village of Millport	(607) 739-0703
Town of Veteran	(607) 739-1476
Town of Erin	(607) 739-9396

D. American Red Cross

(607) 734-3317

E. CHEMTREC

Chemical Information (call only in emergency) 800-424-9300
800-262-8200

F. Chemung County Emergency Management

Emergency Management Office (607) 737-2096
(607) 732-4225

G. Chemung County Executive

County Executive (607) 737-2912

H. Chemung County Health Department

(607) 737-2028

- I. Chemung County Highway/Department of Public Works**
 - Garage & Night Number (607) 739-3898
 - Office (607) 739-3896

- J. Chemung County Transit System** (607) 734-5211

- H. Chemung County Environmental Health** (607) 737-2019
 - For Nuclear & Hazardous Materials Accidents

- I. Department of Environmental Conservation** (585)226-2466
 - Regional Office

Appendix D

School Bus Accident Emergency Follow-up Information

DISPATCHER

- Get all important information from driver – location, injuries, fire, damage, etc.
- Complete the Dispatch Accident/Incident form and give a copy to the Transportation Secretary and Safety Examiner.
- Notify the proper police agency.
- Call a tow truck if necessary.
- Keep unnecessary chatter off the radio and listen for news from the scene.
- Prepare to cover the bus run or send a spare bus.

After the Safety Examiner has returned to the office:

- The Safety Examiner will provide you with a student seating chart. Look up the student's parent phone number and notify them of the accident.

SECRETARY

- Notify the Superintendent's Secretary, the School Business Official, the Community Information Specialist, and the Transportation Supervisor that an accident has occurred.
- Give the Safety Examiner the camera, extra batteries, a blank DMV-104F accident form, and a blank seating chart form to take to the scene.

After the Safety Examiner has returned to the office:

- Confirm the accident scene is cleared and call the Superintendent's Secretary. She will relay information to all relevant staff.
- Assist Dispatch with looking up student's parent phone numbers and notification of the accident.
- Immediately call our Insurance Company to notify them of the accident.
- Notify the Building Administration and School Nurse of the bus accident and give the names of the students on the bus and if they were taken to a hospital.
- Call the police agency to obtain a copy of the police report. (Will need to complete DMV-104F).

- If applicable, type and mail the DMV-104F form. (Note: If a person was killed or injured or damages exceed \$1,000.00, the DMV-104F form must be completed and filed with the DMV, SED, and DOT within 10 days of the accident. Failure to file the form within 10 days is a misdemeanor.)

SUPERVISOR OR SERVICE MANAGER

- Call dispatch to notify them when the scene is all clear.
- If there was a death or injury of an employee or passenger, or if the accident was caused by mechanical failure, regardless of whether or not anyone was injured, immediately call DOT, Central Dispatch at 585-753-7780 and notify them of the accident.

SUPERVISOR / SAFETY EXAMINER

- Take the copy of the Dispatch Accident/Incident form, the camera, extra batteries, a blank DMV-104F accident form and a blank seating chart form to the scene of the accident.
- Take a mechanic or someone else with you to assist at the scene.

At the scene:

- Check the driver and children for injuries.
- Call Dispatch to tell them if we need to cover run, send a spare bus, or call a tow truck.
- Fill out the seating chart, including names, DOB, grade, school.
- Collect information (names, address, DOB, vehicle and insurance) from any other drivers involved.
- Take pictures of all damage.
- If students need to be taken to a hospital, collect the names of the students and which hospital they will be taken to.

After returning to the office:

- Give Dispatch the completed student seating chart.
- If applicable, complete a pencil copy of the DMV-104F form and give it to the secretary to type and mail. (Note: If a person was killed or injured or damages exceed \$1,000.00, the DMV-104F form must be completed and filed with the DMV, SED, and DOT within 10 days of the accident. Failure to file the form within 10 days is a misdemeanor.)
- Give the Secretary all the completed forms, information compiled, and pictures taken for the file.
- When required, obtain a copy of the police Accident Information form.

MECHANIC

- Go to the scene with the Safety Examiner.
- Assist the Safety Examiner with pictures and contacting dispatch.

ADDITIONAL INFORMATION

- All transportation staff will be on “stand by” until dismissed by the Transportation Supervisor or person in charge.
- What to do if the accident occurs outside of normal dispatch hours?
Call 911 and the phone numbers on the bus card.

- **Injured Students**

If students are injured and they seek medical attention, they must file their medical bills with their parent’s auto insurance. We can provide them with our insurance information and the two companies will figure it out. If there is a third insurance company involved, our insurance company will work through this also.

Any student who is injured or requires medical care is not covered by District insurance. NYS is a “No Fault” state so the Parent’s auto insurance would cover the injured student.

In NYS the law specifically provides that if your child is injured on a school bus, No-Fault benefits must be paid by the child’s parent auto insurer. The law further provides that they should only file a No-Fault claim with the district’s insurance carrier if they do not have auto insurance. The only exception to this rule is if they are the driver or an employee of the District.

While the District cannot guarantee what might happen with each particular insurance carrier, because the accident involved no negligence on the part of the parents, it should not affect their rates or coverage.

No-Fault Process. The parent should contact their auto insurer to report the bus accident and file a No-Fault Application. The parent’s agent will provide them with a No-Fault form. They will have a 3 day response time.

The Transportation Department must notify the building administration and building nurses of any bus accident with injured students. The School Nurse will assess the well-being of all students involved in a bus accident upon entering the building.

The Pupil Benefits Plan, Inc. does not cover an auto accident.

- **Injured Drivers / District Employees**

The injured employee must notify the Transportation Supervisor immediately. The employee must phone or email the District’s Benefit Specialist as soon as possible after the incident. The employee must complete the HCSA Accident/Incident/Injury form and give it to the Transportation Secretary who will copy and forward the form to the Benefits Specialist. The Benefits Specialist must receive the form no later than three days following the incident. (See the Districts Incident/Injury reporting procedure) Employees are covered under workers compensation not auto insurance.

- LIST OF HOSPITALS AND PHONE NUMBERS:

Arnot Ogden Medical Center (607) 737-4100
600 Roe Ave
Elmira, NY 14901

Corning Hospital (607) 937-7200
One Guthrie Drive
Corning, NY 14830

Robert Packer Hospital 1-717-888-6666
One Guthrie Square
Sayre, PA

Schuyler Hospital (607) 535-7121
220 Steuben St
Montour Falls, NY

St. Joseph's Hospital (607) 733-6541
555 E Market St
Elmira, NY 14901

Ithaca Hospital (607) 274-4011
101 Dates Dr
Ithaca, NY 14850

Appendix E

Incident Report Form

Horseheads Central School District Incident/Injury Reporting Procedure

State Law and District Policy require that all accidents/incidents and injuries be reported.

It is important to fill out the form completely and accurately – many regulatory agencies typically declare that “what is not written down does not exist”.

Please follow the following guidelines upon the occurrence of an incident/accident/injury:

1. The injured employee should notify the Benefits Specialist either by phone (x4203) or email that he/she has been injured and a report is forthcoming as soon as possible after the incident.
 2. The employee must notify the employee’s immediate supervisor or school principal (i.e. the person to whom the employee reports) immediately.
 - a. Please note that **BOCES employees** should notify the appropriate Horseheads supervisor/principal of the incident/accident/injury. However, BOCES employees must then notify the appropriate BOCES supervisor and complete the accompanying BOCES paperwork.
3. The employee should complete the provided Horseheads Central School District accident/incident/injury form and send to the district benefits specialist no later than twenty-four hours (24) following the incident. If the employee is not able to complete it, it can be done by the employee’s supervisor, the nurse or other designated individual.
4. In some instances, the incident is a minor event with no injury or physician’s visit. A report should still be completed, leaving the space provided for physician’s information blank. If circumstances change where the employee decides to visit the physician, the Benefits Specialist must be notified as soon as possible. This is to ensure proper reporting to the insurance company that the incident/accident/injury did subsequently require a physician’s visit.

If there are any questions, comments or if assistance is required with the forms, please do not hesitate to contact the Benefits Specialist (x4203 or by e-mail) or Health and Safety Hygienist (x4403 or by e-mail). Thank you very much for your assistance with this matter.

Appendix F

Release of Student under Emergency Conditions

Emergency Student Release Procedures

In the event of an emergency that requires students to be picked up by an adult, the following procedures will be followed:

1. Students will remain in designated areas with adult supervision.
2. Student pick up will be through the entrance as designated by the Principal or designee. No parents or guardians will be permitted into the building through any other entrance. Upon entering the building, they will be directed to an appropriate area as designated by the Principal or designee.
3. Staff members will collect student names from parents and guardians and will make appropriate contact with the student or the student's teacher and will have the student report to the designated holding area.
4. The adult will sign the student out on their student log sheet.
5. The student will be united with the parent or guardian and then directed out of the school via exit designated by the Building Safety Team.
6. For High School Students ONLY: In the event that students are permitted to drive or ride with other students, the adult supervisor will sign them out on the student log sheet.

Students Not Located In a Classroom:

1. Students may not be in classrooms at the time of an emergency. Students should remain with a staff member for the dismissal procedures.

Important Information:

1. Important information will be provided to students and staff via the public address system.
2. Students may be permitted, at the discretion of Building Administration, to use cell phones to contact parents or guardians regarding the emergency and dismissal procedures.

Appendix G

Plan Modification Record

Revised and Updated – May 2002
Revised and Updated – May 2003
Revised and Updated – January 2004
Revised and Updated – June 2006
Revised and Updated – December 2006
Revised and Updated – July 2008
Revised and Updated – June 2010
Revised and Updated – May 2012
Revised and Updated – May 2013
Revised and Updated – July, 2014
Revised and Updated – June 2016
Revised and Updated – July 2017
Revised and Updated – June 2019
Revised and Updated – March 2020
Revised and Updated – June 2021

Appendix H

Confidential Protocols

Note: Please see corresponding Horseheads Central School District Building-Level Emergency Response Plans for confidential emergency response/action protocols

Public Employer Communicable Disease Plan

Horseheads Central School District

Date of approved plan: _____

This Appendix “I” to our Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs K and I 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.

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, Horseheads Central School District (the “District”) has prepared the instant Public Health Emergency Communicable Disease Plan (the “Plan”) to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This Plan has been developed with the input of the District Safety Committee which is comprised of various stakeholders including school administrators, school resource officers, school nurses, the Superintendent of Schools, the Assistant Superintendent of Schools, the Director of Facilities, the Director of Human Resources, Benefits Specialists, facilities staff members, and a member of the Board of Education 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.

A copy of the final version of this plan will be published in a clear and conspicuous location and shall be included in The District Safety Plan.

The District publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

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► Planning Assumptions

The health and safety of our employees and contractors are crucial to maintaining our mission-essential operations. The fundamentals of reducing the spread of communicable diseases include, but are not limited to:

- 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.
- Practicing social distancing, when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately.
- 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 applicable guidance should also be considered, which may be published by the New York State Department of Health (“NYSDOH”), and/or local public health departments.

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

- The health and safety of our students, 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 expect 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 who is required to be physically present at a worksite to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor who is not required to be physically present at a worksite to perform their job.

► Concept of Operations

In executing this plan, all employees and applicable contractors of the District shall be notified by emails and/or texts with additional information and updates provided on a regular basis, as information and updates become available. The Superintendent and other designated administrators will be notified of pertinent operational changes by way of written notification via email and/or texts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent, or their designee, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the District, or their designee, 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 the conclusion of the public health emergency, as determined by the applicable governmental agency, the Superintendent of the District, or their designee, will direct the resumption of normal operations or operations with modifications as necessary.

► Essential Functions

When confronting events that disrupt normal operations, the 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 and applicable supervision of those services;
3. Provide any services required by law;
4. Sustain critical operations and maintenance; and
5. Uphold the core values and mission of the District.

Essential functions are prioritized according to a number of factors, which includes but is not limited to:

- The time needed and the priority of each essential function;
- Interdependency of a function to other functions; and/or
- How vital the function is to the ongoing operations and mission of the District. ▼

Essential Positions

Each essential function identified above requires positions on-site to effectively operate. Each employee of the Horseheads Central School District qualifies as an essential employee, and as such each employee is required to be physically present at the worksite to perform his or her job. Such designation may be changed at any time in the sole discretion of the Horseheads Central School District.

► Reducing Risk Through Remote Work & Staggered Shifts

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

Remote Work Protocols

In executing this plan, in the event that the the Superintendent, or his or her designee, identifies any employees as non-essential, those employees will be notified and authorized to work remotely, as needed working remotely requires:

1. Identification by the Superintendent or his or her designee of the staff who will be authorized to work remotely;
2. Approval and assignment of remote work and related schedules;
3. Remote work logs to track work progress and troubleshoot issues that arise;
4. Equipping staff for remote work, which may include but is not limited to:
 - a. Internet-capable laptop;
 - b. Necessary peripherals;
 - c. Access to VPN and/or secure network drives;
 - d. Access to software and databases necessary to perform their duties;
 - e. A solution for telephone communications
 - Note that phone lines may need to be forwarded to off-site staff

In order to implement remote work, supervisors will approve staff requests for technology and account for any equipment that is used in remote work.

Staggered Shifts

Implementing staggered shifts may be needed for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will determine whether opportunities for staff to work outside core business hours as a strategy of limiting exposure is possible. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
2. Approval and assignment of changed work hours; and
3. Communication with applicable parties.

District administration and supervisors will approve any change in work hours.

► Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of the communicable disease is important to supporting the health and safety of our employees and contractors. PPE that may be needed can include but is not limited to:

- Masks;
- Face shields;

- Gloves; and/or
- Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there may be a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. Protocols for providing PPE include the following:

1. Identification of the need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. At least two pieces of each required type of PPE shall be obtained for each essential employee and contractor during any given work shift for at least six months.
 - b. Examples of available PPE include face masks, gloves, and gowns, thermometers.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE shall be stored in a manner that will prevent degradation.
 - b. Employees and contractors have immediate access to PPE in the event of an emergency and will be available in classrooms and office spaces.
 - c. An eight-week supply of PPE will be monitored by Facilities to ensure integrity and track usage rates.
 - d. PPE supplies will be stored and cared for by Facilities.
4. PPE Supplies and Cleaning Supplies will be procured from district-approved vendors.

► Staff Exposures, Cleaning, and Disinfection

Staff Exposures

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

- A. If employees are exposed to a known case of communicable disease that is the subject of the public health emergency (and deemed as a “close contact” with someone who is confirmed infected and it is determined the “close contact” isolate/quarantine, as determined by the local public health department):
 1. Close contacts shall remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current applicable NYSDOH/public health guidance for the communicable disease in question.
 - a. As determined by the Superintendent, or his or her designee, these employees will be permitted to work remotely during this period of time if they are not ill, if such duties are capable of being performed remotely.
 2. As authorized by law and applicable government agencies, essential employees may continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees, and our constituency/public. These essential employees will only continue work when specifically directed to do so by the employee’s Supervisor and the Superintendent of School, or his or her designee after an analysis of worksite environment.
 - a. 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.
 - b. In-person interactions with the subject employee will be limited as much as possible.

- c. Work areas in which the subject employee is present will be disinfected according to the current NYSDOH/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Superintendent or his or her designee shall ensure these protocols are followed.
- B. If an employee exhibits symptoms of the Disease that is the subject of the public health emergency, the Superintendent or his or her designee:
- 1. Employees 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 physician.
 - 2. Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/local public health department guidance and/or have consulted with a healthcare provider, as applicable.
 - 4. The District will follow all directives of the NYSDOH/local public health department for return to work protocols.
- C. If an employee 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 by the subject employee or contractor will be closed off in accordance with applicable NYSDOH/local public health department guidance.
 - a. NYSDOH and other local public health department guidance will be considered before cleaning, disinfecting, and reoccupying of those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
 - 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.
 - 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the communicable disease in question, the Superintendent or his or her designee will inform all contacts of their possible exposure.
Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed individuals.

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

Cleaning and Disinfecting

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

- 1. School Staff including facilities staff and school monitors

2. Employees and contractors will clean their own workspaces at the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high-touch areas and areas that are accessible to the public/constituents will be disinfected frequently.
 - b. Facilities staff and monitors shall be responsible for cleaning common areas daily.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Soiled surfaces will be cleaned with soap and water before being disinfected.
5. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
6. Staff will follow instructions for 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 the District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the District, and as such are not provided with paid leave time by the District unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document the work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits.

This information may be used by the District to support contact tracing within the organization and may be shared with local public health officials.

► 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 the District essential operations.

If such a need arises, as determined by the Superintendent, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Superintendent or his or her designee will coordinate with the Chemung County Emergency Management Office to help identify and arrange for these housing needs.