

# Worcester Central School

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## District-Wide School Safety Plan

For Public Information

**2018-2019**

**Board of Education Adoption: August 15, 2018**

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## **Purpose**

The Worcester Central School District (WCSD) District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the WCSD Board of Education, the Superintendent of the WCSD appointed a District-Wide Health, Safety and Wellness Team (HSWT) and charged it with the development and maintenance of the District-Wide School Safety Plan.

## **Identification of Team**

The WCSD is comprised in one school building, Therefore, the District-Wide HSWT membership also fulfills all requirements for the building-level team and is comprised of the following members:

Glenn Jaquish, Building Maintenance Mechanic II  
Christine Zaengle, School Nurse  
Edmund Shultis, Superintendent  
Timothy Gonzales, Executive Principal  
Jessie Westfall, Elementary Principal  
Kimberly Curran, Secondary Principal  
Jillian Hahn, Science Teacher  
Jennifer Kersmanc, Pre-Kindergarten Teacher (WTA Representative)  
Kyle Fabiano, Network Administrator  
Eric Haley, Transportation  
Margaret Nelson, Keyboard Specialist (WNTA Representative)  
Joseph Calleja, Cafeteria Manager  
Jill Thompson, Parent Representative  
Stacey Serdy, Board of Education Representative  
Richard Kersmanc, Fire Department/EMS Representative  
James Fedor, New York State Police  
Lisa Kwiatkowski, SBHC

## **Concept of Operations**

The initial response to all emergencies at the Worcester Central School will be by the District-Wide HSWT. Upon activation of the HSWT, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through established protocols.

## **Plan review and public comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. A copy of this plan shall be reviewed annually by the HSWT prior to adoption by the Board of Education not later than July 1 of each year and shall be kept on file in the District Office.

- Building-level emergency response 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 plans must be formally adopted by the Board of Education.
- Building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of building-level emergency response plans will be supplied to both local and State Police within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the HSWT. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education.

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

### **Prevention/Intervention Strategies**

- The building administrators will meet during the first two weeks of the school year, to inform students of their rights and responsibilities, the Code of Conduct and individual student rules and responsibilities where such written rules and responsibilities exist. Students will be informed during these sessions and/or during classroom presentations by teachers (depending on the development of the child) to report to responsible school representatives suspicion of threats to the health and safety of the school community. These opportunities will be made known through announcements about anonymous reporting procedures, classroom presentations on harassment and bullying and other presentations.
- The District has issued employee photograph identification badges that identify employees by name, function, and designation as a HSWT member.
- The school building has a single point of entry to which a staff member is assigned full-time, during school hours. Visitors are required to present photo identification and a driver's license; and a background check is performed via web-based service.
- The District maintains a Safety-Risk Management Team that meets at least quarterly to review district practices and procedures and identify potential risks.

### **Training and Drills**

- Teachers, staff and substitutes will receive annual training on school safety including emergency procedures, identification of potential student generated threats, school Code of Conduct and Maintenance of Public Order policies, and Right-to-Know information. This training shall include informing substitute staff of the district's procedures for emergency situations. Should Main Office personnel be absent, either a trained substitute or internal coverage must be arranged.
- Appropriate and necessary drills of all components of the building-level emergency management plan will be performed annually.
- All such exercises shall be under the direction of either the District Safety Officers or the building administrator.

### **Early Detection:**

- Prior to the opening of school, training will be provided on the early warning signs that faculty and staff should know as indicators of potential violence or disruptive behaviors. Included in this training will be an emphasis on procedures for recognizing persons with a weapon, protocols for lock downs, evacuations, and similar emergency situations, etc.
- The school counselors and social workers will be provided training as needed in assessing violent or potentially violent student behaviors. Where appropriate, Functional Behavior Assessment plans will be developed for special education students.
- The District shall annually notify parents about information on identification of early warning signs for those who may exhibit potential for violence or disruptive behaviors. The list will include information from materials printed by the New York State Center for School Safety.
- Students identified by faculty or staff in need of intervention are referred to school counselors or social workers. Both counselors and social worker groups have formal training through graduate work in de-escalation techniques.
- When suspicion demands, a referral to County mental health is made.

### **Hazard Identification**

As a single-building school district, the HSWT also serves as the hazard safety team and investigates patterns of reported injuries to faculty and staff and monitors the environmental, building and property needs related to school safety.

- This team meets not less than quarterly under the supervision of the Superintendent.
- This team meets all requirements of the RESCUE Regulation.
- Right-to-Know training is provided and is required of all employees annually.
- The school building has a single point of entry to which a staff member is assigned full-time, during school hours. Visitors are required to present photo identification and a driver's license; and a background check is performed via a web-based service.

### **Identification of Sites of Potential Emergencies**

The HSWT, through quarterly meetings and the annual review of the District-Wide Emergency Response Plan, identifies potential sites of emergencies and the internal and external hazards that may be present on District property and within District buildings.

## **Section III: Response**

### **Assignment of Responsibilities**

The District employs the Incident Command System model for emergency situations. Given that the District is comprised of a single school building, the Incident Commander for all emergencies is the Superintendent or his designee.

- The Incident Commander is authorized to activate such resources and personnel as appropriate to manage the incident and ensure the safety of students and staff.
- The Incident Commander is empowered to render decisions as necessary to enact response actions consistent with building-level response plans. Incident command staff and their roles are identified in building level response plans.
- On activation of a building response action, the HSWT shall meet to implement its plan for responding to the crisis. Law enforcement agencies in the county, and local fire departments have building floor plans, aerial plans, and maps of roads leading to the school buildings that indicate routes for emergency vehicles, assembly areas, and parent pickup locations.

### **Continuity of Operations**

- Upon activation of a building response action, the HSWT shall meet to implement its plan, consistent with established building-level response plans, for responding to the crisis. Building level response plans provide for the continuity of operations through the assignment of roles within such plans.
- Depending on the crisis to be managed, the Incident Commander may be replaced by a member of a local emergency response agency.
- Annual review of the District-Wide School Safety Plan and Building-Level Response Plans will include review of action supporting the continuity of operations.

### **Access to Floor Plans**

Law enforcement agencies in the county and local fire departments have building floor plans, aerial plans, and maps of roads leading to the school buildings that indicate routes for emergency vehicles, assembly areas, and parent pickup locations.

### **Notification and Activation**

- Students and parents are made aware of practice drills conducted for employees.
- The public address system, if operational, will be used to notify students of implementation or activation of a response plan.
- Employee runners, emergency signs, two-way radios, telephone communications between rooms, cell phones and bus radios are available for communication during response actions.
- Additionally, local media, NOAA Weather Radio and the Emergency Alert System (EAS) are available and employed as needed.

### **Hazard Guidelines**

The District-Wide School Safety Plan includes multi-hazard response plans for taking actions in response to the following types of emergencies:

- Threats of Violence
- Intruder
- Hostage-Taking/Kidnapping
- Explosives/Bomb Threat
- Natural/Weather Related Emergencies
  - Severe Storm
  - Severe Winter Storm

- Flood
- Fire
- Wildfire
- Earthquakes
- Lightning
- Tornadoes
- Hazardous Material
  - Accidental Release
  - Toxic Materials Present in School Laboratories or Other Classrooms
- Civil Disturbance
- School Bus Accident
- Mechanical/System Failures
  - Loss of Building/Structural Failure
  - Power Failure
  - Gas Leak/Carbon Monoxide
  - Water System Failure
  - Waste Water/Septic System Failure
- Medical Emergencies/Infectious Disease/Epidemic/Suicide/Infestation
- Other Emergencies
  - Suspicious Packages
  - Wildlife
  - Domestic Violence and Abuse
  - Cyber Attack

### **Evacuation Procedures**

- Evacuation procedures are reviewed with staff and students the first day of school each year.
- Not less than four (4) evacuation drills are performed within the first week of school each year. Not less than eight (8) evacuation drills are performed prior to December 1st of each year. Not less than twelve (12) evacuation drills will be performed each school year.
- All Building-Level Response Plans will be exercised not less than two (2) times each school year.
- A full, off-site evacuation drill will be performed each school year.
- Evacuation routes are clearly posted in every space within the school building. External evacuation routes are kept on each school bus and such routes are reviewed not less than two (2) times each school year.
- Internal and external sheltering sites are identified within Building-Level Response Plans.
- Procedures for addressing medical needs are identified within Building-Level Response Plans.
- Transportation procedures are identified within Building-Level Response Plans.
- Procedures for the emergency notification of persons in parental relation to the students are identified within Building-Level Response Plans.

### **Security of Crime Scene**

- The Superintendent or designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

## **Section IV: Recovery**

The District HSWT consists of personnel from all aspects of the school program as well as representatives from external agencies. The team is prepared to provide appropriate support and leadership during the recovery phase.

- The HSWT will support each other to implement the district's established School-Wide Safety Plan, including the preparation of faculty and staff following a traumatic incident, service to students and families and the monitoring of students during the days following a traumatic incident.
- If needed, counselors from other school districts, local clergy, and county agency counseling personnel may be accessed by pairing those providers with district staff. Additional resources, available in the event of an act of violence, include County Probation, Social Service, Mental Health, and Health Departments. Such agencies shall be contacted by the Superintendent, or his designee, should assistance be needed.
- Following every incident of trauma to students and staff, the HSWT will meet to debrief and evaluate actions and reactions and to identify improvements to the plan as needed.
- The HSWT serves as the post-incident response team, under the direction of the Superintendent and addresses the post-incident effects on human needs. This can include counseling students and adults and monitoring behaviors of both groups. The HSWT will determine the need for the continuation of services provided by additional social workers, school counselors and county agency personnel.

*APPENDIX 1*

## Safety, Health & Wellness Team Members

<b>NAME</b>	<b>POSITION</b>	<b>BUSINESS</b>	
Edmund Shultis	Interim Superintendent	(607) 397-8785	
Timothy Gonzales	Executive Principal	(607) 397-8785	
Kimberlea Curran	Secondary Principal	(607) 397-8785	
Jessie Westfall	Elementary Principal	(607) 397-8785	
Kyle Fabiano	Network administrator	(607) 397-8785	
James Fedor	New York State Police		
Jillian Hahn	(Science) Teacher	(607) 397-8785	
Glenn Jaquish	Maintenance Mechanic	(607) 397-8785	
Richard Kersmanc	Fire Department/EMS		
Jennifer Kersmanc	Teacher (WTA Representative)	(607) 397-8785	
Eric Haley	Transportation	(607) 397-8873	
Margaret Nelson	Secretary (WNTA Representative)	(607) 397-8785	
Christine Zaengle	School Nurse	(607) 397-8785	
Stacey Serdy	Board Member	(607) 397-8785	
Jill Thompson	Parent		
Joe Calleja	Cafeteria Manager	(607)397-8785	
Lisa Kwiatkowski	SBHC	(607)397-8785	

## Safety-Risk Management Team

<b>NAME</b>	<b>POSITION</b>	<b>BUSINESS</b>	
Edmund Shultis	Interim Superintendent	(607) 397-8785	
Timothy Gonzales	Executive Principal	(607) 397-8785	
Kimberlea Curran	Secondary Principal	(607) 397-8785	
Jessie Westfall	Elementary Principal	(607) 397-8785	
Glenn Jaquish	Maintenance Mechanic II	(607) 397-8785	
Eric Haley	Transportation	(607) 397-8873	
Christine Zaengle	School Nurse	(607) 397-8785	

**APPENDIX 2**

**Local Resource Contact Information**

<b>NAME</b>	<b>POSITION</b>	<b>BUSINESS</b>	
Edmund Shultis	Superintendent	(607) 397-8785	
Timothy Gonzales	Executive Principal	(607) 397-8785	
Kimberlea Curran	Secondary Principal	(607) 397-8785	
Jessie Westfall	Elementary Principal	(607) 397-8785	
Glenn Jaquish	Maintenance Mechanic	(607) 397-8785	
Eric Haley	Transportation	(607) 397-8873	
Christine Zaengle	School Nurse	(607) 397-8785	
Fire Department		Emergency – 911 (607) 397-8032	
St. Joseph’s Catholic Church		(607) 397-9373 Fax: (607) 397-7732	
Roger Butler	Town of Worcester Highway Department	(607) 397-9467	
New York State Police		Emergency: 911 Troop C HQ: (607) 561-7400 Oneonta Station: (607) 432-3211	
Otsego County Sherriff		Emergency – 911 (607) 547-4271	
Otsego County Office of Emergency Services		(607) 547-4226 (607) 547-4227 (607) 547-4328 24-Hour: (607) 547-5351	
Otsego County Health Department		(607) 547-4230 24-Hour: (607) 547-1697	
Otsego County Department of Social Services		(607) 547-4355	
Otsego County Department of Mental Health		(607) 547-2343	
Otsego County Department of Chemical Dependency		(607) 431-1033 (607) 547-1607	
Hospital - Fox		(607) 432-2000	
Hospital - Bassett		(607) 547-3456	
Media			
Radio Stations			
WGY, WRGB, WNYT, WTEN, WRVE, WFLY		(518) 207-2900	
WDOS, WSRK, WZOZ, WSKG FM		(607) 432-1030 (607) 729-0100	
TV Stations			
WBNG		(607) 729-8965	
WKTV		(315) 793-3475	
WRGB		(518) 346-6666	
WTEN		(518) 436-4822	
WNYT		(800) 999-9698	
Newspapers			
The Daily Star		(607) 432-1000	
The Times Journal		(518) 234-2515	