Waterville Central School District-wide School Safety Plan

Commissioner’s Regulation 155.17
PROJECT SAVE (Safe Schools Against Violence in Education)

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Introduction
Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide 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. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. Describe the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The district may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE.

The Waterville Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Waterville Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Waterville School District Board of Education, the Superintendent of the Waterville Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Waterville Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

<table>
<thead>
<tr>
<th>Members Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Chafee</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Tracy Leone</td>
<td>Business Official</td>
</tr>
<tr>
<td>Maureen Gray</td>
<td>MPS Principal</td>
</tr>
<tr>
<td>Nicholas Rauch</td>
<td>JSHS Principal</td>
</tr>
<tr>
<td>Anne Kane</td>
<td>JSHS Nurse/Parent</td>
</tr>
<tr>
<td>Eleanor Petrie</td>
<td>MPS Nurse</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Steve Turner</td>
<td>BOE Member</td>
</tr>
<tr>
<td>Mark Mowrey</td>
<td>BOE Member</td>
</tr>
<tr>
<td>Don Neff</td>
<td>Building &amp; Grounds Supervisor</td>
</tr>
<tr>
<td>Mary Blunt</td>
<td>Guidance Secretary</td>
</tr>
<tr>
<td>Ellen Plock</td>
<td>Science Teacher</td>
</tr>
<tr>
<td>Shannon VanShufflin</td>
<td>PE/Health Teacher</td>
</tr>
<tr>
<td>Jon Thummler</td>
<td>Teacher</td>
</tr>
<tr>
<td>Kim Mursch</td>
<td>Assistant Principal/Athletic Director</td>
</tr>
<tr>
<td>Patty Cerio</td>
<td>BOCES Safety Office</td>
</tr>
<tr>
<td>Jim Fister</td>
<td>Parent/School Resource Officer</td>
</tr>
<tr>
<td>Dave Poyer</td>
<td>Parent/Special Patrol Officer</td>
</tr>
</tbody>
</table>

C. Concept of Operations

- The District-wide School Safety Plan shall be used in conjunction with Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.

- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team.

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

D. Plan Review and Public Comment

- Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan was made available for public comment on July 27, 2019, prior to its adoption. The District-wide and building-level plans summary may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education by September 1st annually.

- The building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

- A URL (website link) will be provided for the NYS Education Department the District-wide School Safety Plan within 30 days of adoption. Building-level emergency
response plans will be supplied to both local and State Police within 30 days of the summary adoption.

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available at the District Office at Waterville Central School and on the District website within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures

See Appendix #5

B. Policies and procedures for the dissemination of informative materials

The District is committed to the use of the interpersonal violence prevention education package for all students & staff, when available. See Appendix #3

C. Prevention and intervention strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:
- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officials are adequately trained including being trained to de-escalate potentially violent situations,
- Non-violent conflict resolution training programs,
- Peer mediation programs and youth courts, and,
- Extended day and other school safety programs
- Use of security equipment (e.g. cameras, metal detectors, single point of entry access, hardened doors, safety glass, etc.)

D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District supports programs in the following areas:
- Youth-promoted programs,
- Peer mediation,
- Conflict resolution,
- Creating a team to address Character Education & Bullying in the School Building,
- School Improvement Teams,
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on identified needs

E. Description of duties, hiring and screening process, and required training of hall monitors and other school personnel

See Appendix #6
Section III: General Emergency Response Planning

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix #2 of this Plan includes the risk probability checklist and the results of this evaluation.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include:

- School cancellation (prior to start of day)
- Early dismissal
- Evacuation
- Sheltering

The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Systems Failure
- Fire/Explosion

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plan as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans.

D. Procedures to coordinate the use of school resources during emergencies

The District uses the Incident Command System model for emergency actions. For Building/District-wide emergencies, the initial Incident Commander will be the Superintendent of Schools or his/her designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan.
Building-level Incident Command staff are identified in the Building Level Emergency Response Plan.

The Incident Command Structure for the Waterville Central School District is better defined in Appendix #8 of this plan.

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues, emergency response training, components of violence prevention and mental health. Training will be coordinated by the Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Appendix #3.

F. Staff development

- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

- Provision for two hours of staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.

- At least one hour of school violence prevention and intervention training for all staff will be included annually in a superintendent’s conference day.

The Superintendent or his/her designee will be responsible for implementing instructional staff development programs.

The Superintendent, Business Administrator or his/her designee will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix #3.

SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, including suicide

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in Appendix #4 of this document (see also District Code of Conduct.)
B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate agency. Appendix #9 includes a listing of district buildings and the closest response agencies with contact names and numbers for use in non-emergency situations.

C. Appropriate response to emergencies

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plan details the appropriate response to such emergencies.

D. 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

The District will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plan.

SECTION V: COMMUNICATION WITH OTHERS

A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District’s local emergency management office information:

| Emergency Management Office -- Kevin Revere, Director | 315-765-2526 |

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

The District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational agencies within the District of a disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix #1.
D. Maintaining certain information about each educational agency located in the school district

The following information concerning educational agencies located within the district is included with the Building-level Safety Plans:

- School population
- Number of staff
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency

The Superintendent or his/her designee will ensure that this information is current and accurate.
Appendix 1

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephone numbers of building staff.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Address</th>
<th>Contact Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterville JSHS and District Office</td>
<td>381 Madison Street Waterville, NY 13480</td>
<td>Charles Chafee Superintendent</td>
<td>(315) 841-3915</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tracy Leone</td>
<td>(315) 841-3913</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nicholas Rauch</td>
<td>(315) 841-3842</td>
</tr>
<tr>
<td>Memorial Park School</td>
<td>145 E. Bacon Street Waterville, NY 13480</td>
<td>Maureen Gray Principal</td>
<td>(315) 841-3784</td>
</tr>
</tbody>
</table>

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within or adjacent to the District:

<table>
<thead>
<tr>
<th>Educational Agency</th>
<th>Address</th>
<th>Contact Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Blessings Pre-K Program</td>
<td>145 E. Bacon Street Waterville, NY 13480</td>
<td>Lisa Roach Director</td>
<td>(315) 269-1396</td>
</tr>
<tr>
<td>Head Start</td>
<td>145 E. Bacon Street Waterville, NY 13480</td>
<td>Toni Roma Coordinator</td>
<td>(315) 624-9930 Ext. 2251</td>
</tr>
<tr>
<td>OHM BOCES</td>
<td>145 E. Bacon Street Waterville, NY 13480</td>
<td>Ellen Mahanna Principal</td>
<td>(315) 793-8603</td>
</tr>
<tr>
<td></td>
<td>381 Madison Street Waterville, NY 13480</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In an emergency, the Superintendent or his/her designee will notify these agencies as appropriate:

Oneida-Herkimer-Madison BOCES:
Dr. Patricia Kilburn - District Superintendent            315-793-8560
Charlie Cowen - Assistant Superintendent                  315-793-8572
Chris Hill - Assistant Superintendent                     315-793-8644
Appendix 2

District-wide Risk Determination

Using the Risk Probability Checklist on p. 11, and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

- Winter storms and blizzards
- High winds
- Severe thunderstorms
- Hazardous materials
- Transportation accidents

In addition, the District recognizes that the school building has the potential for violent incidents, including:

- Hostage Situation
- Weapons Incident
- Kidnapping
- Intruder
- Threats of Violence

The District has determined that their buildings have the potential for additional emergency situations based upon its proximity to external hazards (dams, flood prone areas, industrial sites, etc.) or to internal hazards.

**Building Risk Determination**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Internal Hazards</th>
<th>External Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterville JSHS</td>
<td>381 Madison Street</td>
<td>Natural Gas Leak</td>
<td>Propane Leak</td>
</tr>
<tr>
<td></td>
<td>Waterville, NY 13480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Park School</td>
<td>145 E. Bacon Street</td>
<td>Natural Gas Leak</td>
<td>Propane Leak</td>
</tr>
<tr>
<td></td>
<td>Waterville, NY 13480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RISK PROBABILITY CHECKLIST</td>
<td>YES</td>
<td>NO</td>
<td>DON’T KNOW</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----</td>
<td>----</td>
<td>------------</td>
</tr>
<tr>
<td>1. Has your region ever been short of water due to <strong>drought</strong> conditions? Natural Hazard: Drought and Extreme Heat</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you ever felt an <strong>earthquake</strong> tremor while in your community? Natural Hazard: Earthquake</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4. Have <strong>forest fires</strong> ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Do you live in a state having great or moderate risk from <strong>landslides</strong> occurring? Natural Hazard: Landslide</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7. Has your community ever experienced a <strong>winter storm</strong>? Natural Hazard: Winter Storms and Blizzards</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9. Is your community in an area visited by thirty or more <strong>thunderstorms</strong> per year? Natural Hazard: Severe Thunderstorms</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11. Has your state ever been crossed by the path of a <strong>hurricane</strong>? Natural Hazard: Hurricane</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>13. Have <strong>floods</strong> or <strong>flash floods</strong> ever affected your home or community? Natural Hazard: Floods and Flash Floods</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>14. Do <strong>tornadoes</strong> present a major or moderate risk to your region? Natural Hazard: Tornado</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15. Do you live in a western state that has been or might be affected by ash fall from a <strong>volcanic eruption</strong>? Natural Hazard: Volcanic Hazard</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other <strong>hazardous materials</strong>? Technological Hazard: Hazardous Materials</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>18. Have major <strong>transportation accidents</strong> ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>19. Is your district within a fifty-mile radius of a <strong>nuclear power facility</strong>? Technological Hazard: Radiological Incident</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>20. Are there any <strong>radioactive waste</strong> dump sites in your state? Technological Hazard: Radiological Incident</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Are there any man-made <strong>dams</strong> built along the river nearest your district? Technological Hazard: Dam Disaster</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 3

I. Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent’s Conference Day plans as follows:

### Instructional Staff

<table>
<thead>
<tr>
<th>School Year</th>
<th>Dates</th>
<th>Topic(s)</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>Sept. 3, 2019</td>
<td>Right To Know, Violence Prevention Update, Child Abuse Reporting, DASA Awareness, Mental Health, Sexual Harassment, Emergency Response training</td>
<td>1 hour</td>
</tr>
<tr>
<td></td>
<td>Sept. 3, 2019</td>
<td>Bullying Awareness</td>
<td>1/2 Hour</td>
</tr>
<tr>
<td></td>
<td>Sept. 2019 &amp; throughout year</td>
<td>CPR/AED/First Aid, Bloodborne Pathogen Training</td>
<td>2 Hours</td>
</tr>
<tr>
<td>Fall/Spring 2019-2020</td>
<td>Emer. Evac. / Lockdown/Early Go Home Drills, Emergency Response Team Training</td>
<td>1 Hour</td>
<td></td>
</tr>
<tr>
<td>Fall/Spring 2019-2020</td>
<td>Fire &amp; Lockdown Drills, Fire Prevention</td>
<td>8- Fall, 4-Spring 1 Day</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Instructional Staff

<table>
<thead>
<tr>
<th>School Year</th>
<th>Dates</th>
<th>Topic(s)</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>Sept. 3, 2019</td>
<td>Right To Know, Violence Prevention Update, Child Abuse Reporting, DASA Awareness, Mental Health, Sexual Harassment, Emergency Response training</td>
<td>1 Hour</td>
</tr>
<tr>
<td></td>
<td>Sept. 2019 &amp; throughout year</td>
<td>CPR/AED/First Aid, Bloodborne Pathogen Training</td>
<td>2 Hours</td>
</tr>
<tr>
<td>Fall/Spring 2019-2020</td>
<td>Emer. Evac. / Lockdown/Early Go Home Drills, Emergency Response Team Training</td>
<td>1 Hour</td>
<td></td>
</tr>
<tr>
<td>Fall/Spring 2019-2020</td>
<td>2-hour Mandated Bus Driver Refresher</td>
<td>2 hours</td>
<td></td>
</tr>
</tbody>
</table>
II. The annual “Go Home” Drill to be conducted on *November 19, 2019.*

III. During the 2019-2020 school year, the following drills and exercises are scheduled to be conducted:

- Emergency Evacuation Drill
- Emergency Lockdown Drills
- Routine Fire Drills
- Bus Emergency Evacuation Drills
Appendix 4

DISTRICT POLICIES RELATED TO SCHOOL VIOLENCE AND EMERGENCY PLANNING

Policy Numbers:

#1011 Code of Conduct
#5001 District-wide Safety and Building Level Response Plans
#5002 Emergency Closings
#5100 Automated External Defibrillation (AED)
#6501 Staff Health & Safety
#6502 Infection Control Program
#7061 Child Abuse & Neglect Maltreatment
#7200 Reporting Possible Child Abuse or Maltreatment
#7201 Child Abuse in an Educational Setting
#7600 Providing a Safe Public School
Appendix 5

Policies regarding building security, school safety officers, and dissemination of informative materials

Policy Numbers:

#1010  Community Use of School Facilities
#1010.1 Community Use of School Facilities
#1010.2 Community Use of School Facilities
#1010.3 Community Use of School Facilities
#1011  Code of Conduct
#1018  Use of bus by Community Groups
#1029  Public Access to Records
#1029.1 Public Access to School District Records
#1029.2 Request to Inspect Specific Records
#1031  Dissemination of Sex Offender Information
#5001  District-wide Safety and Building Level Response Plans
#5002  Emergency Closings
#5004  Pesticide Alternatives & Notification
#6501  Staff Health & Safety
#6502  Infection Control Program
#7200  Reporting Possible Child Abuse or Maltreatment
#7201  Child Abuse in an Educational Setting
#8301  Parent-Teacher Conferences
Appendix 6

Description of duties, hiring and screening process, and required training of other school safety personnel.

**Administration** - It is the duty of the Administration to screen and recommend candidates for employment in the Waterville Central School District by reviewing qualifications, *including required Certifications, Violence Prevention Training, Child Abuse Training, and Fingerprint Clearance*, checking work and related references and conducting interviews to assess fitness for employment.

**Records Access Officer** - It will be the responsibility of the Records Access Officer to train and maintain training to oversee the Fingerprinting process of all candidates for employment in the Waterville Central School District.
Appendix 7

Identification of local and state law enforcement agencies where building-level plans are filed.

New York State Police
Main Street
Waterville, NY 13840
(315) 841-8872

Oneida County Sheriff
Main Street
Waterville, NY 13840
(315) 841-8500

Waterville Fire Dept.
Main Street
Waterville, NY 13840
(315) 841-4521
(315) 725-7012  John Wright (Chief)
(315) 412-4363  Aaron Barnes (Deputy Chief)

Central Oneida County Volunteer Ambulance Corp. **
7769 Route 20
Sangerfield, NY 13455
(315) 841-4400

**O’Falls and Waterville recently merged into COVAC**
Appendix 8

A. Waterville Central School District Incident Command

- **Incident Commander** – Responsible for the direction of the District response in a District-wide emergency (Superintendent/Business Administrator) or the building response in a building-level emergency (Building Principal).

- **Public Information Officer** – Complies and releases information to the news media.

- **Emergency Response Team** – Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.

- **K-6 & 7-12 Principals** – Represents the District by serving as the BOCES program contact and other school districts that may be involved in the incident, as well as providing direction for the Crisis Management Team.

- **Business Administrator** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.

- **Transportation Services** – Responsible for directing the implementation of Transportation plans and strategies for incident resolution regarding transportation.

- **Health Service** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident Health resolution.

- **Buildings & Grounds** – Responsible for collecting, evaluating and disseminating the information needed to support Emergency Agencies in responding to an incident.

- **Food Service/Support Operations** – Responsible for all food needs and matters related to providing support needs to carry out emergency response plans.
Appendix 9

Waterville Central School District

Closest Response Agencies

In an emergency, dial 9-911. They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

<table>
<thead>
<tr>
<th>Building</th>
<th>Law Enforcement</th>
<th>Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterville CSD</td>
<td>Contact: NYS Police</td>
<td>Contact: Waterville Fire Dept.</td>
</tr>
<tr>
<td></td>
<td>Phone #: (315) 841-8872</td>
<td>Phone #: (315) 841-4521</td>
</tr>
</tbody>
</table>

|              | Contact: Oneida Co. Sheriff | Contact: John Wright – Chief |
|              | Phone #: (315) 841-8500     | Phone #: (315) 725-7012    |

|              | Contact: DEC – Matt Marko   | Contact: Aaron Barnes – Dep. Chief |
|              | Phone #: (315) 426-7403     | Phone #: (315) 412-4363    |

|              | Contact: Oriskany Falls Fire Dept. | Contact: Andrew Ecker – Chief |
|              | Phone #:                           | Phone #: (315) 725-4532    |

|              | Contact: Deansboro Fire Dept.     | Phone #: (315) 841-8888    |

|              | Contact: Chris Steinman – Chief  | Phone #: (315) 368-3706    |

|              | Contact: North Brookfield Fire Dept. | Phone #: (315) 861-2931 |

|              | Contact:                           | Phone #:                  |

|              | Contact:                           | Phone #:                  |
# APPENDIX 10

*Waterville CSD*

## 1. EMPLOYEE WORKPLACE VIOLENCE PREVENTION

**Purpose**: To identify safety/security measures and procedures implemented by the school district and school buildings to minimize the potential for employee assaults and homicides in the workplace.

## 2. RISK DETERMINATION

The District and each building will determine those factors or situations that might place employees at risk of occupational assaults or homicides, including but not limited to:

- working in public settings
- working late night or early morning hours
- exchanging money with the public
- working alone or in small numbers
- uncontrolled access to the workplace
- areas of previous security problems

The following is a listing of identified concerns and safety/security measures by location:

<table>
<thead>
<tr>
<th>Location/Building</th>
<th>Safety/Security Concern</th>
<th>Safety/Security Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Buildings</td>
<td>Unauthorized Access</td>
<td>Single Point of Entry and/or Access Control Systems</td>
</tr>
<tr>
<td>Educational Buildings</td>
<td>Unauthorized Access</td>
<td>Visitor Identification</td>
</tr>
<tr>
<td>Educational Buildings</td>
<td>Intruder/Hostage</td>
<td>Building Response Plans</td>
</tr>
<tr>
<td>Educational Buildings</td>
<td>Threats or Acts of Violence</td>
<td>Building Response Plans</td>
</tr>
<tr>
<td>Educational Buildings</td>
<td>Aggressive Behavior</td>
<td>Student Referral System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Resource Officer (SRO)</td>
</tr>
<tr>
<td>All Buildings</td>
<td>Pre-Employment Screening</td>
<td>Fingerprinting/ Background Checks (all new employees)</td>
</tr>
<tr>
<td>All Buildings</td>
<td>Bomb Threat</td>
<td>Response Plans</td>
</tr>
<tr>
<td>All Buildings</td>
<td>Handling Money</td>
<td>High Visibility/ School Safe/Frequent (daily) cash deposits</td>
</tr>
<tr>
<td>All Buildings</td>
<td>Working Alone (early morning/late night)</td>
<td>Building Entrances Secured – Two employees scheduled, if possible.</td>
</tr>
<tr>
<td>Areas of previous security problems</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
3. ACTIONS IN RESPONSE TO EMERGENCIES

The District has identified the following general response actions to emergency situations that apply to staff and students. These actions include:

- School cancellation (prior to start of day)
- Early dismissal
- Evacuation
- Shelter in Place
- Hold in Place
- Lockout
- Lockdown

Additionally, the confidential Building-level Emergency Response Plans include specific procedures for each action depending upon the emergency. Emergencies include, but are not limited to:

- Evacuation
- Shelter in Place
- Hold in Place
- Lockout
- Lockdown
- Threats or Acts of Violence
- Hostage/Kidnapping
- Bomb Threat
- Medical Emergency

Training: Staff will be instructed annually on the location, content and availability of the plan including district/building emergency procedures and security measures.

Plan Review: The Employee Workplace Violence Plan will be reviewed annually in conjunction with the district-wide emergency response plan (SAVE) review.

BOE Approved – August 27, 2019