



Canandaigua City School

District Safety Plan

2023 – 2024

Explore - Enrich - Empower

The Canandaigua City School District is dedicated to creating enriched, world-class educational experiences that engage all learners, foster meaningful exploration, and empower our school community to have their voices heard.

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Canandaigua City School District District-Wide Safety Plan

Date of Board of Education Review: June 12, 2023

Date of Board of Education Adoption: July 27, 2023

The District-Wide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan on: April 20, 2023

CR §155.17(a)

The District-Wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education

30-day public comment period began on: May 24, 2023 and ended on July 13, 2023

CR §155.17(c)(3)

At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan.

Date of Public Hearing: June 12, 2023

CR §155.17(c)(3)

The District-Wide School Safety Plan must be posted on the district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption. CR §155.17(c)(3)

The date the District-Wide School Safety Plan was posted on District Website: July 27, 2023

URL of District-Wide School Safety Plan on District Website:

<https://www.canandaiguaschools.org/district/district-safety-plan>

URL was verified/checked to be sure the link is working: July 27, 2023

Section 1.0 General Information and Guidelines

1.1 Introduction

The purpose of this plan is to maximize the safety of every student, staff member and visitor of the Canandaigua City School District. This includes the District's campus, buildings, motor vehicle fleet and programs. In conjunction with each school's Building Level Emergency Response Plan, it is intended to offer guidance and direction to District personnel in a variety of emergency situations.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

1.2 Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The Building Level Emergency Response Plan (BLERP) is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the BLERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

1.3 Dissemination

All staff will receive a copy of the Building Level Emergency Response Plan within the first three (3) days

of the academic school year (or at time of hire) and will be trained in its application during the District Emergency Drill Day.

Parents can access the District-Wide Safety Plan on the District website at www.canandaiguaschools.org and at the District Office.

The District-Wide Safety Plan and each Building-Level Emergency Response Plan was shared with Canandaigua Police Department, Ontario County Sheriff's Department, and the New York State Police on July 27, 2023.

Response Agency Access to Building and District Plans

Blueprints and schematics are available through the Director of Facilities & Operations. Large-print copies have been provided to County and Local Police, Fire Department and County Emergency Planning Agency. District Office administrators have copies of all floor plans.

1.4 Summary of Laws

New York State Education law §2801-a (Project SAVE) and Commissioner's regulation 155.17 set standards for District-Wide Safety Plans. Both laws set minimum requirements of a District-Wide Safety Plan and Building Level Emergency Response Plans which include policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies.

Section 2.0

Risk Reduction, Prevention, Intervention

2.1 Prevention and Intervention Strategies

The primary components of District prevention strategies CR §155.17(c)(1)(iii) are as follows:

1. There exists a District and state-wide commitment to comprehensive character education stressing Civility, Accountability, Integrity, Compassion, Perseverance, and Healthy Living. According to the Dignity For All Students Act, or DASA, "it is the policy of the state to afford all students in public schools and environment free of discrimination and harassment." Decreasing and eliminating incidents of bullying or any behavior that is inconsistent with the school's educational mission is a major initiative of the District Character Education Committee.
2. Each Building Character Education Team, under the supervision of the principal, is charged with developing an initiative specifically aimed at identifying and reducing bullying. Emphasis should be given to creating a school-community culture in which bullying is not tolerated.
3. Building-level specialists (counselors, school psychologists, prevention specialists, etc.)

facilitate early identification of inappropriate behavior. There is a commitment to a parent/school partnership in all phases of school operations.

4. Safe Harbors of the Finger Lakes conducts personal safety lessons with UPK – 5 students.
5. The Academy and Middle School Peer Mediation Program is a process by which students who are having a problem meet together, with the aid of two trained student mediators, to attempt to resolve their conflict.
6. Anger Management programs at the Academy and Middle School have been established. Students who have had difficulty managing their anger may attend sessions to review triggers and reducers. This program is ongoing based on need.
7. Above the Influence is a program at the Middle School. The goal is to help teens stand up to negative pressures, or influences, and to make healthy, positive choices.
8. Sources of Strength is a program at the Academy. It is a best practice youth suicide prevention project designed to harness the power of peer social networks to change unhealthy norms and culture, ultimately preventing suicide, bullying, and substance abuse.
9. GSA is a school club that meets under the guidance of a school advisor intended to provide a safe and supportive environment for lesbian, gay, bisexual, transgender and queer (LGBTQ) with the goal of educating students and staff of the District on all types of diversity with the hope of teaching tolerance for all differences and creating a safer school environment.
10. The Canandaigua City Fire Department conducts safety lessons at the Primary and Elementary School. General fire safety lessons are presented to the Primary Students and at home fire safety planning is presented to third grade students.
11. The District participates in the Safe School Helpline 1-800-4-1-VOICE ext. 359 (www.safeschoolhelpline.com), an anonymous tip line where students, parents, staff and faculty can anonymously report information to school administration. This service is reviewed with students and faculty during assemblies and staff meetings each year.
12. District-wide support services including family services, psychological services, and counseling services are available.
13. Training for select staff, in student conduct issues including de-escalation skills and procedural issues are conducted based on perceived need during Superintendent's Conference Days, monthly faculty/staff meetings, and through GCN (Global Compliance Network) online tutorials.

14. The District has a comprehensive drug, alcohol, and violence prevention program under the leadership of a Prevention Specialist at the Academy and Middle School. The Prevention Specialist collaborates with community resources to reduce high-risk behaviors.
15. Behavior Intervention Team meets regularly to assess threats and concerning behaviors, review risk-relevant data and uses tools and protocols to assess and maintain line-of-sight on subjects of concern.

The primary components of the District intervention strategy are as follows:

- Proactive, frequent parental contact.
 - Multiple referral options.
 - Progressive, reasonable consequences for violation of the school code.
 - Staff training in student intervention issues.
 - Appropriate administrative support levels.
 - Cooperative working relationships with outside agencies including the criminal justice system, social services, community agencies, BOCES and other Districts.
 - Cooperative working relationship with the health care community (Comprehensive Psychiatric Emergency Program, or C.P.E.P., local physicians).
16. The Alco-Sensor is an instrument that may be utilized by trained Canandaigua City School District staff members to ensure the health and safety of all students. The Alco-Sensor is a pocket-sized breath alcohol tester that offers a simple method of determining approximate blood alcohol levels. Use of the Alco-Sensor is intended to support the district's Code of Conduct and District Safety Plan as required through the SAVE legislation. The use of the device will assist in enhancing the school environment and maintaining school discipline.
 17. The DITEP (Drug Impairment Training for Education Professionals) process is conducted by trained Canandaigua City School District staff members to identify potentially chemically impaired students for the purpose of ensuring a safe learning environment. Drugs may alter a student's perception or behavior thus reducing their ability to function appropriately at school. The process of identifying suspected impaired students is based on the totality of information gathered through systematic evaluation and is not based on any one element alone. In cases of medical emergencies, the DITEP evaluation will be discontinued and the school will call emergency services. The use of DITEP staff members is intended to support the District's Code of Conduct and Safety Plan as required through the SAVE legislation.

2.2 Training, Drills, and Exercises

Training

The Canandaigua Police Department shall provide the necessary training considered by the CPD as needed to maintain the skills and knowledge of the SRO in his capacity as a Police Officer. Scheduling

of training and/or conferences during the school year shall be coordinated between the school administration and the police supervisor prior to attendance by the SRO at training.

Procedures for Annual Safety Training for Staff and Students

The District understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the District-Wide Safety Plan and Building Level Emergency Plan, the following training and exercise actions should occur.

The District submits certification to the NYSED that all district and school staff have undergone annual training components on violence prevention and mental health. New employees hired after the start of the school year receive training within 30 days of hire. All other school staff receive annual training by September 15.

All school staff, students, and others deemed appropriate by the school will receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Annual training
 - Review Building Level Emergency Response Plan with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the BLERP
 - Conduct student briefings on roles they perform during an emergency

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- 4 – Lockdown Drill – All Announced
- 8 – Evacuation/Fire Drills – All Announced

Bus drivers are scheduled to speak in every Primary and Elementary School classroom concerning safety and proper conduct procedures for the students on the buses.

“Tabletop Disaster Drills” will be conducted with State, County and Local emergency response agencies. These drills may involve a thorough critique of the entire District Safety Plan as well as planned responses by emergency response agencies. In addition, a review of potential emergency sites will be conducted throughout the year involving the District and the community. Upon completion of the drill, a review of the exercise will be conducted. Revisions to BLERP and District-Wide Safety Plans will be completed as needed.

Building Health and Safety Committees will conduct an annual review of their BLERP. In addition, they will evaluate building security and access procedures. Policies and procedures will be reviewed with receptionists at each facility annually.

District Health and Safety Committee will conduct an annual review of the District-Wide Safety Plan. In addition, they will evaluate District-wide building security and access procedures.

District-wide AED training drills will be completed for each building twice a year (October and February). In addition, training sessions for basic certification in CPR and AED's will be scheduled throughout the school year. Bi-annual (2 year) re-certifications will be scheduled as required.

AED and Naloxone Protocol

AED machines are located in all school and district occupied buildings. A map of locations is contained in the BLERP.

AED monthly inspections are conducted by each school building nurses office. The checklist is located in the appropriate nurses' offices. The Primary nurses inspect at District Office. The middle school nurses inspect at the Red House. The Academy nurses inspect at the Operations Center and the Canandaigua Academic and Career Center (CACCC). The monthly inspections for the AED machines dedicated to the athletic department are conducted by the athletic office. The checklist for these will be stored in the Athletic Office.

The District participates in an Opioid Overdose Prevention program provided by Ontario County Public Health. Naloxone kits are placed with each AED machine. Any remaining stock is located in the school nurse's office. Each school nurse is trained pursuant to section 3309 of Public Health Law. Monthly inspections are performed by nurses and athletic office.

Special Training Procedures Regarding Bus Transportation

A school bus driver's first priority is the safety of the children on the bus. Bus drivers conduct evacuation drills three (3) times during the school year, the first being held in the first week of school. The reason and importance of the drills are explained to the students at the beginning of each drill.

Together with the teacher, drivers conduct one in-classroom session for grades K through 5 focusing on proper bus behavior, making good decisions, showing respect for the bus driver and other students, proper procedures for entering and exiting the bus, and crossing the road at school and at home. This bus safety lesson will occur during National Transportation Safety Week.

Bus drivers are required to attend a two-hour refresher course twice during the year covering a variety of topics such as: bullying, dealing with unruly students, teaching respect and healthy lifestyles, administering first aid and CPR, and handling emergency procedures.

Procedures for Review and Conduct of Drills to Test Components of the Plan

Each year, the District will conduct at least one (1) test of the emergency response procedures for each student-occupied facility. Each year a review, involving emergency response agencies, will be conducted to evaluate the various aspects of the District-Wide Safety Plan and emergency procedures outlined therein. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. A review of potential emergencies and the response by the emergency agencies, with emphasis on existing and potential hazards that affect the entire school District, will be conducted.

2.3 Implementation of School Security

Visitor Access

All entrances to the District buildings are locked during normal business hours. The building receptionist at each main entrance will greet persons entering, identify them, scan the visitor's identification into the Raptor system, have them sign in on a visitor's log and issue a visitor's pass. The receptionist then notifies the individual to be seen and directs the visitor to the correct location, as appropriate.

District staff and faculty are issued photo identification badges that provide entry to rooms and restrict entry to the buildings during other than normal hours. Photo identification is required to be worn at all times unless it interferes with teaching of students. Building principals will enforce this provision. Individuals found without a District identification badge or a visitor's badge will be asked for identification, questioned as to their purpose, and taken to the main office.

Video Surveillance

The District security system constantly monitors access to the facilities during other than normal hours and denies access to unauthorized individuals. Cameras located inside and outside of District buildings are recording daily.

Remote Lockdown Capabilities

Assistant Superintendent for Personnel and Director of Facilities and Operations can lock down all inside and outside doors through the District security system. All Building Principals can lock down all inside and outside doors with badge access.

2.4 Vital Educational Agency Information

Canandaigua City School District maintains certain information about each school building within the District including, but not limited to: school populations, transportation need and emergency telephone numbers of key personnel. In addition, similar information on other district departments as well as the assistance that those departments could provide in the event of an emergency is also maintained at the District level. A list of data and contacts will be updated and made available to key personnel (including all Principals) but is not available to the general public.

2.5 Early Detection and Violent Behaviors

- Building Emergency Response Teams, Post Incident Response Teams, and Behavior Intervention Team will be introduced at the first faculty meeting of each year. Current procedures for referring students will be outlined.
- Building counselors shall establish referral procedures.
- All students shall be encouraged to "tell an adult" about any potential act of violence.
- Students will be encouraged to utilize the Safe Schools Help Line
 - 1-800-4-1-VOICE ext. 359
 - 1-800-418-6423 ext. 359

- www.safeschoolhelpline.com

2.6 Hazard Identification

The list of sites of potential emergencies include all school buildings, playground areas, properties adjacent to schools, on and off-site athletic fields, buses and off-site field trip locations. These hazards, and how to handle each issue, will be documented in each BLERP.

Responding to Implied or Direct Threats by Students, Staff, and Visitors

All threats of violence against any person or property are considered serious. Such threats shall be immediately reported to a supervisor or administrator, who shall immediately contact the SRO who will lead an investigation. The very act of a threat shall be cause for discipline against a student or staff member and immediate removal of a visitor. All threats of violence will be reviewed by the Behavior Intervention Team. Violators will be subject to criminal prosecution upon consultation with District administrators, police investigators, and the District Attorney's office.

A threat of imminent violence will result in immediate removal from school facilities. Assistance from law enforcement officials may be sought.

2.7 Emergency Service Organizations and Local Government Agencies

Canandaigua City School District has established collaborative relationships with vital local and state organizations to maximize resources. School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building and maintaining relationships and community engagement are vital to building a safer school community. CR §155.17(c)(1)(v)

Office	Non-Emergency	Emergency
Canandaigua City Police	396-5035	911
Ontario County Sheriff	394-4560	911
NY State Police	398-3200	398-4100
Canandaigua Fire Department	396-5050	911
Canandaigua Emergency Squad	394-5860	911
Canandaigua City Manager	396-5000	
Canandaigua DPW	396-5060	
Ontario County Fire Coordinator	396-4310	
Ontario County Public Health	396-4343	
Ontario County Probation	396-4222	

2.8 School Resource Officers (SROs)

The position of School Resource Officer is the result of the Municipal Cooperation Agreement between the city of Canandaigua and the Canandaigua City School District.

The SROs shall be sworn City Police Officers employed by the City.
Day-to-day responsibilities:

- The SRO shall act as educator, counselor, and police officer.
- The SRO shall coordinate all his/her activities with the principal and will seek advice, guidance, and permission from the school administration prior to enacting any program within the school.
- When appropriate and authorized by the Police Supervisor, the SRO may keep the school Principal and Superintendent of School informed of the nature of an investigation of any alleged criminal activities involving students, employees, teachers, or third parties that have allegedly occurred on school grounds.
- Investigations involving possible infractions of the District’s Code of Conduct and the imposition of discipline are the responsibility of the school and district administration. While the SRO may act as a resource to school administration during an investigation, the SRO may not directly question students or assign discipline. The roles of the SRO are listed in the contract between the Canandaigua Police Department and Canandaigua City School District.
- Per NYS Education Department Guideline 155.17, Canandaigua City School District has an MOU with the police department stating that the police department delegates school discipline to CCSD.
- School Officials may conduct searches of student’s property and person as permitted by New York State Law. The SRO should not become involved in administrative searches unless specifically requested by the school to provide security, protection or for the handling of contraband.
- Administrative searches must be at the direction and control of the school principal. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes of have school staff act as their agent.

Section 3.0 Preparedness

3.1 Chief Emergency Officer

Each school year, Canandaigua City School District appoints a Chief Emergency Officer. The designated Chief Emergency Officer is responsible for:

- coordination of the communication between school staff, law enforcement, and other first responders;
- lead the efforts of the district-wide school safety team in the completion and yearly update of the District-Wide School Safety Plan and the coordination of the District-Wide plan with the Building Level Emergency Response Plans;
- ensure staff understanding of the District–Wide School Safety Plan;
- ensure the completion and yearly update of Building Level Emergency Response Plans for each school building;
- assist in the selection of security related technology and development of procedures for the use of such technology;
- coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- ensure the completion and yearly update of Building Level Emergency Response Plans by the dates designated by the commissioner.

Name: Brian Nolan
Assistant Superintendent of Personnel
Email: Nolanb@canandaiguaschools.org
Phone number: 585-396-3720

3.2 District Wide School Safety Team

The District-wide school safety team is appointed by the Board of Education each year. The district-wide school safety team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The District-Wide School Safety Team was appointed by the Board of Education on: July 7, 2022- CR §155.17(b)(14)

District Wide School Safety Team (as of 7-1-2023)

John Polimeni – Member, Board of Education	Brian Nolan – Asst. Spt. Pers. & Support Services
Jill Cross – Nurse, Elementary	Mary Casella – Nurse, Primary
Lorraine Ryan – Nurse, Middle School	Marcia Jewell – Nurse, Academy
Mike McClain – Dir. Facilities & Operations	Kelly Smith – Nurse, Middle School
Vince Delforte – School Resource Officer	Seth Clearman – Director of Transportation
Frank Magnera – Fire Chief	Darrin Bartolotta – School Resource Officer
Eric Jordan – Academy Asst. Principal	Ben Cramer – Fire Department
Vernon Tenney – Coordinator of Support Services	Anne Ceddia – Middle School Asst. Principal
	Lindsay Lazenby – Pri-Elem Asst. Principal

3.3 Emergency Operations Group

During an emergency, the Emergency Operations Group shall function under the command of the Superintendent of Schools and the District’s Chief Emergency Officer. The District’s Chief Emergency Officer will be designated at a Board of Education meeting annually. Under normal circumstances, the District’s Chief Emergency Officer will be the Assistant Superintendent for Personnel.

3.4 Central Office Management Team

The Central Office Management Team includes the Superintendent and all Assistant Superintendents. This group may be activated to provide assistance to any building in need.

3.5 Command Post

During an emergency, the Superintendent or Chief Emergency Officer may activate the Emergency Operations Group when necessary, and they will meet at a designated location. In addition to the Emergency Operations Group, the Superintendent may summon extended Cabinet members and resources to report to this location. This designated location will be referred to as the Command Post although the exact location may vary depending on the type and extend of the event.

Section 4.0

General Response Procedures

General Response Actions for Emergencies

Subsequent sections of this District-Wide School Safety Plan outline specific response actions for individual emergency situations. If an emergency situation occurs at the building-level, it is the responsibility of each and every District employee to take those actions which are geared toward preserving the health and safety of all students, staff and visitors. Specific detailed responses are listed in each individual BLERP.

4.1 Concept of Operations

The overall strategy of a District-Wide Emergency Response Plan and BLERPs is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. These plans are based upon the concept that the incident management functions that must be performed by the school staff generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

4.2 Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System.

4.3 Initial Response

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the BLERP.

4.4 Organization and Assignment of Responsibilities

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. The Building Level Emergency Response Team will be used to delegate these tasks.

4.5 Direction, Control and Coordination

Coordination with Responders

In the event of an incident involving outside agencies, a transfer of command from the school Incident Commander to a responding agency will occur when the agency arrives on the scene.

Use of Resources

The school will use its own resources and equipment to respond to incidents until emergency responders arrive. It will be the responsibility of the Emergency Operations Group and the Central Office Management Team to help secure these resources.

4.6 Administration, Finance, and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, the district will request assistance from local emergency agencies, other agencies and industry in accordance with existing relationships and agreements. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized district officials.

4.7 Communication During Emergencies

The school will contact and maintain communications with parents, the media and emergency responders during an incident. The Superintendent, Chief Emergency Officer, or Director of Communications and Advisement will be the only individuals authorized to coordinate the release of information to ensure information is consistent, accurate, and timely. Communication procedures are detailed further in the BLERP. CR §155.17(c)(1)(ix)

In the event of a pending emergency, the following means of communication may be used in order to disseminate pertinent information:

- Telephone, fax, e-mail, local media, NOAA weather radio, Emergency Alert System (EAS), ParentSquare, District website.

4.8 Multi-Hazard Response

There are many variables that could impact the manner in which the Building Level Emergency Response Team responds to a particular occurrence. These variables could include but are not limited to: time of year, time of day, weather, age of student(s) involved, location of student(s), anticipated delay from emergency responders, availability of support personnel and availability of transportation. Therefore, it is not practical to try to map out the steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing the loss of life and injury of students and school staff.

The building Principal or their designee is designated as the Incident Commander of their school during a crisis situation until relieved by a higher authority. The Principal or designee will provide leadership, organize activities and disseminate information with the assistance of the COMT or Chief Emergency Officer.

In most instances where this level of school response is warranted, the school will be seeking assistance from other emergency responders in resolving the situation. As such, the immediate objective is generally to contain the incident and successfully manage it until the emergency personnel arrive.

4.9 Responses to Acts of Violence: Implied or Direct Threats

All staff members are required to notify the building administrator of any violent incident. The building administrator will determine the seriousness of the situation and contact SRO/law enforcement immediately if the situation warrants. However, in an emergency, any staff member may call 911.

Prior to the arrival of law enforcement representatives, the building administrator will make every effort to **restrict access to the crime scene** in order to preserve evidence. Upon arrival of law enforcement officials, they will take over this responsibility with the full support of the building administrator.

Responding to Acts of Violence

1. Student Fights

Staff discovering a fight should:

- Order the students to cease and desist.
- Immediately report the fight to the office by telephone, school radio, or, if necessary, send a student to report the incident.
- Assess any personal risk.
- Refrain from personal involvement until a preponderance of force reduces personal risk.
- Defer to administrators/supervisors and assist in crowd control.

Police Involvement

If a staff member believes a student fight poses a serious, imminent risk, and staff or administration cannot control it, **a staff member should call 911.**

Administrative Involvement

Upon arrival at the scene, the building administrator shall take control of a situation unless police are present. The building administrator shall attempt to end the fight and move the participants to another area. If personal involvement is required, the building administrator shall attempt to

amass a preponderance of force to handle the situation.

2. Weapons

As per the District Firearms and Weapon policy (Policy Number 5050), no student, staff member or visitor is to be in possession of any firearm or weapon at any time on school grounds, in school buildings, or at school events unless there is a clear and specific educational purpose and that purpose has been approved by a school principal.

When Confronted with an Armed Person

- Try to stay calm.
- If safely possible, leave the area with your students or barricade in a safe location.
- In the event of a firearm, try to safely place as much distance as possible between you and the individual.
- Immediately call 911, notify the office and seek assistance.

Administrative Responsibility

- In all cases of students, staff or visitors brandishing or suspected of having a weapon, SRO/police will be called.
- The individual will be closely observed until police arrive.
- At the decision of an administrator, any time there is reasonable suspicion that a student is in possession of any weapon, the administrator may implement search procedures. A search should be carried out with two or three other same-sex adults. The search may include a pat down of the student's person and backpack as well as a locker search. If the student is non-cooperative with the search, SRO/police will be called. In case of a suspected firearm, SRO/police will be called first.
- In all cases involving weapons, the Superintendent of Schools will be notified.
- When necessary, lockdown procedures will be implemented.

Acts of Violence by Others

An act of violence by a non-student or any visitor to the school District will always be immediately reported to police authorities. All other guidelines in this plan shall pertain.

Post-Incident Responsibility for ALL acts of Violence

After any violent incident, appropriate disciplinary measures shall be enforced by the building administration. In all cases, parents shall be informed. SRO/Police will be informed regarding any serious issue of violence or any time the incident constitutes a crime under the NYS Penal Law or any time a student or parent requests that police be informed.

1. Contacting Parents Regarding Violent Incidents

For incidents involving one or more students, the building administrator shall notify the parents of all students involved as soon as possible regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy, all parents will be notified of the circumstances of the incident as soon as possible.

2. Obtaining Written Statements

Administrators or the police investigators may take statements and supporting depositions,

in written form, if deemed necessary. When juveniles, who are under the age of 16, are being questioned by the police on school property, parents and/or school officials must be present. In all incidents, parents must be notified of the involvement of the police department.

3. School Resource Officer Office

The School Resource Officer office is considered an officially designated space for police business.

4.10 Specific Response Protocols

The District has established appropriate response actions to a variety of emergency situations. These responses are detailed in each BLERP as recommended by the NYSED Safe School's guidance.

4.11 Obtaining Advice and Assistance from Local Government

In the event of an emergency where additional assistance or assets not readily available to the district are needed, the Superintendent of Schools, COMT or the Chief Emergency Officer will provide assistance. Canandaigua City School District is partnered with the City of Canandaigua, Towns of Canandaigua, Farmington and Hopewell for these specific circumstances.

4.12 District Resources Available During An Emergency

The district has identified district-based resources that may be available during an emergency. These resources are available through the Superintendent or Chief Emergency Officer and Director of Facilities and Operations or Transportation Supervisor.

4.13 Emergency Responses

Functional Annexes focus on the critical operational functions and the courses of action developed to carry them out. In New York State, to ensure consistency, schools are provided with standardized definitions. These annexes are defined in detail in the BLERPs. Other Annexes available and listed in this section are Crime Scene Management, Communications, Accounting for all persons, Continuity of Operations, and Recovery. The Medical Emergency Annex has its own section in the District-Wide Safety Plan.

4.14 Crime Scene Management

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures are outlined in the BLERPs.

4.15 Emergency Evacuation of Non-Ambulator Individuals

Each building Principal is responsible for identifying non-ambulatory staff or students. This includes

assigning an area of rescue assistance for such person on floors above or below the level of discharge. Since BLERPs are provided to local emergency responders, this information will be readily available during an emergency.

4.16 Accounting for All Persons

The Building Level Emergency Response Plan has procedures in place to:

- Take attendance and report to the Incident Commander when class relocates inside the building or an evacuation takes place.
- Report to the Incident Commander when a student, staff member, or guest cannot be located.
- Dismiss students if they have been relocated.

4.17 Family Reunification Plans

During any building evacuation it is important to have a family reunification plan. In general, families should be reunified at each building's evacuation site and will require assigned personnel and plans that should be detailed in each BLERP.

4.18 Crises Occurring Outside Normal School Hours

Due to the many uncertainties about building occupancy during those times when school is not in session, it is difficult to prescribe a specific course of action that will remedy any and all crises occurring within that time frame. Building Principals, Athletic Director, and/or onsite supervisor will notify the Chief Emergency Officer of the crisis and appropriate actions will be taken.

In the event of an emergency, any staff on the scene should call 911.

4.19 Procedures for Informing Other Educational Agencies of an Emergency

1. The BLERP includes actions and duties for the Building Principal or designee to contact the other school buildings, transportation, and operations during an emergency
2. The Superintendent and/or Chief Emergency Officer will evaluate the impact of an emergency on other educational agencies and inform them of the emergency.
3. If contact with other educational agencies cannot be made, the Superintendent and/or Chief Emergency Officer will contact the Canandaigua Police for assistance in communicating information to these educational facilities.

4.20 Procedures for Sheltering Students, Staff and Visitors

In the event that it becomes necessary to shelter students, staff, visitors, or other individuals, the building Principal, Superintendent or Chief Emergency Officer will work in tandem to arrangements for adequate supervision of the students under their direction and to make provisions for building custodial and/or maintenance and food services. It shall be the responsibility of the Superintendent or Chief Emergency

Officer to inform appropriate police, Red Cross, and emergency preparedness officials.

4.21 Medical Emergencies and Mental Health

A medical emergency is a result of a minor or major illness, or injury to an individual, and can be of such severity as to be life threatening, or merely cause the victim discomfort or pain. The District does not expect unlicensed staff to provide medical care. The District does expect unlicensed staff to call for emergency assistance (e.g., 9-1-1, school nurse) and stay with the victim until help arrives. In each case, the guiding principles are to provide appropriate care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment that will attempt to protect the life and comfort of the victim until authorized medical treatment is available, or in the case of a student, until the child is placed under the care of the parent or guardian. Staff should use judicious avoidance and standard precautions in managing all emergencies. School nurses follow their standard district policies, procedures and training not listed in this section.

The number of medical emergencies that can develop is potentially endless. Each BLERP will designate Building-Level Response Teams that may be used to respond in a medical emergency.

Canandaigua City School District has developed procedures for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide or suicidal ideations. When a staff member notices signs of mental health issues or signs of suicide or suicidal ideations, they should report those signs or issues to an administrator or mental health team member immediately and without delay. The administrator will investigate the issue with mental health team members. The district has established procedures that include the use of the Columbia Rating Scale and contact parents with available resources as necessary.

Section 5.0

Recovery

5.1 District Support for Buildings

In addition to support during an emergency, the District will use all resources at its disposal to support the Emergency Operations Group, Emergency Response Teams and the Post-Incident Response Teams in the affected school(s) after the incident has been resolved to the point where recovery of normal operations can commence. Additional support includes but is not limited to mental health services, building security and facility restoration.

5.2 Trauma, Illness and Grief

Each Building's Trauma Illness and Grief team is a group of administrators, counselors, psychologists, social workers, nurses and other staff members who have received specialized training in responding to the emotional needs of children, teachers, and other school personnel, which arise from trauma, violence, illness, grief and loss.

5.3 Disaster Mental Health Services

In addition to the District mental health services, the Emergency Operations Group will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected school(s). This may take the form of seeking out additional local support or could, if warranted, involve accessing federal and state mental health resources as well.

5.4 Review and Debriefing

The involved school's Building Level Emergency Response Team will meet to review the specific incident to determine if the school's BLERP was adhered to and if any improvements are needed to enhance the plan. This review may, depending on the nature and degree of the incident, include input from the Emergency Operations Group and/or representatives of local emergency response agencies.

5.5 Post-Incident Response

The Post Incident Response Team shall include counselors, representatives from local agencies and the community at the direction of the Superintendent, Chief Emergency Officer or designee, and will have the responsibility of assisting the school community and guiding staff and administration in coping with the aftermath of a serious violent incident or emergency. It is likely, however, that these duties and responsibilities will be shared by members of the Trauma, Illness and Grief Team, Building-Level Emergency Response Team, and the remainder of the school community.

5.6 Continuity of Operations Plan (COOP)

As part of the COOP, the District will use resources to:

- Identify primary and secondary relocation sites for each building that meet the needs of the school.
- Re-establishing essential functions, such as restoration of school operations, and maintaining the safety and well-being of students and the learning environment.
- Ensuring students receive applicable related services in the event of a prolonged closure.
- Protect vital documents and make them available at alternate sites.
- Identify personnel to assist in developing COOP and training them.
- Identify resources available to students and staff for online learning in case schools may not be occupied

5.7 District Response to Declared Pandemic

Essential Personnel and Staff: In the event of a state-ordered reduction of in-person workforce the district would use a remote learning educational delivery model. The employees that would continue to be needed on campus would be custodians and maintenance/grounds staff to clean, disinfect, and to keep buildings and grounds operational. Technology department staff would be needed to support the Information Technology needs of the district. Food Service staff would be needed to prepare and distribute meals. Various Administrative titles may need to work from campus on a given day depending on need. Those titles include Superintendent, Assistant Superintendents, Directors, Principals, District Clerk, and selected Business Office

Personnel. Other employees would work from home to support the virtual learning educational delivery model.

Telecommuting Protocols: The district has provided the following employees with either a laptop or Chromebook to enable them to work from home; Administrators, Clerical, Teachers, Nurses, Occupational Therapists, Physical Therapists, Librarians, Counselors, Psychologists, Social Workers, Speech Language Pathologists, Teaching Assistants, and Prevention Services Specialist. The employees are able to log into the district's network from home and access all software and programs as though they were working on campus. Employees have been instructed on how to forward calls from their work telephone, and how to change their voicemail message.

Overcrowding Reduction Protocol: The employee groups Custodial, Technology, Food Service will have no more than 50% of their employee group work on campus at a time. They will be scheduled by the Director of Technology, Director of Facilities, and Food Service Director. The employee groups Maintenance and Grounds may have more than 50% of their employees continue to work from campus depending on needs.

PPE Procurement: The Director of Student and Administrative Services coordinates the district's efforts to ensure the proper supply of PPE is obtained. He receives weekly updates on the PPE supply in each of the district's buildings and orders enough PPE to ensure that at least two pieces of each type of PPE is available for each essential employee for more than 6 months. The supply of PPE is housed at District Office where the Director of Student and Administrative Services is located, and is distributed to buildings as needed.

Exposure Protocol - Employee or Contractor: In the event an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, or exhibits symptoms, that employee if on campus will be isolated. If the employee is okay to drive they will be sent home. If they are not okay to drive, their emergency contact will drive them home. The employee will be directed to stay home until they are released per Ontario County Public Health guidelines at the time. If the employee is home when it is learned they were exposed to a known exposure, or they exhibit symptoms, or they test positive, they will be directed to stay home until they are released per Ontario County Public Health guidelines. The employee will use their own collectively bargained accrued time unless there is State or Federal leave made available for the public health emergency.

Essential Employee Work Hours and Locations: A work schedule will be developed and tracked by the Director of Facilities, Director of Technology, and Director of Food Service, and approved by the Assistant Superintendent for Personnel.

Essential Employee Emergency Housing: The district will work with Ontario County Public Health regarding emergency housing.

Section 6.0

Building Level Emergency Response Plans

6.1 Plan Development and Maintenance

Each Canandaigua City School District Building Level Emergency Response Plan will be developed by the Building Level Emergency Response Team. A Building Level Response Team and Post Incident Response

team will also be appointed. The Building Level Emergency Response Team is responsible for the overall development, maintenance, and revision of the Building Level Emergency Response Plan and for coordinating training and exercising the BLERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

6.2 Distribution of the Plan

NYCRR Section 155.17 mandates that a copy of the BLERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption. This function will be completed by the Director of School Safety and Security.

Send Building Level Emergency Response Plans to:

New York State Police Headquarters – Field Command Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226
Or by email to: info@safeschools.ny.gov

6.3 Record of Distribution

Copies of the BLERPs, including appendices and annexes are distributed to each school staff member, Canandaigua and VA fire departments, Canandaigua Police Department, Ontario County Sheriff's Office and the New York State Police.

Section 7.0

Emergency Closing and Early Dismissal

7.1 District Closings

The decision to close school is based on the nature of the emergency and the expected impact the emergency will have on student safety and welfare. Most often, school closings are the result of inclement weather conditions that adversely affect the safety of student walkers or bus riders.

The Superintendent of designee will make every effort to decide school closings in a timely manner. All school closings will be communicated to families using ParentSquare, email and posted on the District Website. They will also be reported to local radio and television stations for broadcast.

Whenever the District schools close, all public, private and parochial schools in the district are also closed. No transportation is provided for Canandaigua students attending schools outside of the District.

7.2 District Evacuations and Early Dismissal Procedures

Each building shall establish individual evacuation and sheltering procedures. See Building Emergency Preparedness Plan.

1. Emergency notification and health information will be moved to evacuation sites.
2. Medical assistance shall be coordinated through the F.F. Thompson Health System. Building nurses shall be the medical liaison for each building.
3. Parents shall receive information regarding official designated radio and television stations for emergency information as well as the County Emergency 911 center. The Director of Advisement and Communications will notify the Media (listed below) of any information as may be necessary to keep parents updated as to locations of students, pick up instructions, or other relevant information.

WHAM - 1180 AM	WHAM - Channel 13 TV
WCGR - 1550 AM	WHEC - Channel 10 TV
WYLF - 850 AM	WROC - Channel 8 TV
WGVA - 1240 AM	Spectrum News - Cable Channel 14
WARM - 101.3 FM	WPXY - 97.9 FM
WCMF - 96.5 FM	ZONE - 94.1 FM
Daily Messenger	Democrat and Chronicle

4. Director of Advisement and Communications will update the District's website with any pertinent and available information as soon as possible.
5. Parent Square will be used to contact Parents, Staff and Students as soon as possible.

Closing School – Go Home Early

The implementation of a Go Home Early Plan is imperative when a situation requires the District to return students to their homes and families as quickly as possible. An example of a condition that might require this plan to be implemented would be an impending blizzard, making it extremely hazardous to transport students' home at their normal time.

Go Home Early Plans for all school District buildings can be found in the site-specific school building "Emergency Management/Disaster Plans"