

Olean City School District

DISTRICT-WIDE SAFETY PLAN

Revised July 2022 (for the 2022-2023 School Year)
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Introduction

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. It will address those threats accordingly through appropriate emergency response planning.

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board, and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016 – 2017 school year and each subsequent September 1st after that, a comprehensive District-Wide School Safety Plan and Building Level Emergency Response Plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a District-Wide School Safety Team and a Building Level Emergency Response Team, as such terms are defined in subdivision (b) of this section and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. The appropriate school safety team shall review each District-Wide School Safety Plan and Building Level Emergency Response Plan annually and update them as needed.

The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year. The Board will make the District-wide school safety plan available for public comment at least 30 days before its adoption. The Board may only adopt the District-wide school safety plan after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response, and management at the District level, and has the contents as prescribed in New York State Education Law and Commissioner's Regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teachers, administrators, parent/community representation, school safety personnel, and other school personnel.

Elements of the District-Wide School Safety Plan

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation, and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence including threats made by students against themselves, including suicide.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and make arrangements for receiving assistance from emergency and local government agencies.

- Plans for identifying district resources and coordinating such resources and workforce available during an emergency.
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians including when students make threats of violence against themselves.
- School building security
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to evaluate the Building-Level Emergency Response Plan including a review of tests.
- Annual school safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions, and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity.
- Information about the school district including population, staff, transportation needs, and telephone numbers of key school officials.
- Documentation and record keeping

School District Chief Emergency Officer

The Superintendent of Schools is the Chief Emergency Officer and through designated personnel will provide:

- Coordination of communication between school staff, law enforcement, and first responders.
- Assistance in the selection of security-related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in mandatory evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually, and updated as needed.

General Considerations:

1. Purpose

The Olean City Schools' district-wide Safety Committee was developed according to Commissioner's Regulation 155.17. At the direction of the Board of Education, the district-wide Safety Committee was formed and charged with developing and maintaining the District-wide Safety Plan. This membership was subsequently approved by the Board of Education.

2. Identification of Safety Committee

The Olean City School District has appointed a district-wide Safety Committee consisting of, but not limited to, school board representatives, teachers, administrators, parent/community representatives, school safety personnel, and other school personnel.

3. Plan Review and Public Comment

- This plan is reviewed periodically during the year and is maintained by the District Wide Safety Team. The required annual review is completed on or before September 1. The District-Wide School Safety Plan is located in the Office of the Superintendent.
- According to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days before its adoption. The School Board will adopt the district-wide and building-level plans only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The Board of Education shall formally adopt the plan annually. The District-Wide School Safety Plan is reviewed and updated annually.
- Building-Level Emergency Response Plans are confidential and do not submit to disclosure under Article 6 of the Public Officers Law or any other provision of law, per Education Law Section 2801-a.
- Complete copies of the district-wide School Safety Plan and any amendments will be made available to the public and the New York State Education Department within 30 days of adoption via the District website. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption and to the New York State Education Department via the Business Portal.

4. Concept of Operations

- The District-Wide School Safety Plan is linked to the individual Building Level School Emergency Response Plan for each of the school buildings. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the individual Building Level School Emergency Response Plan.
- The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent's designee as the district's Chief Emergency Officer, who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the District-Level Safety Plan. The Chief Emergency Officer shall also be responsible for ensuring the completion and yearly update of the Building Level School Emergency Response Plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee.
- With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. Activating the Building Emergency Response Team shall occur, if necessary, by the Building Principal, Designee, or the Superintendent of Schools.

- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post-incident response, which may be augmented by county and state resources through existing protocols.

Prevention and Intervention Strategies:

The Olean City School District commits to educating and training our personnel. Prevention of violent, disruptive, and unsafe situations is the goal, but when a crisis occurs, personnel must be prepared and equipped to mitigate a situation.

The District regularly reviews and provides input regarding the training provided to all staff and select personnel groups. Student programs are offered to support students' social-emotional well-being, decrease violent/disruptive instances and bullying, and promote a safe school environment and culture. Additionally, the district continues to develop and investigate various violence prevention and intervention strategies. These strategies may include but are not limited to:

1. Compliance with the district's Code of Conduct.
2. Strategies for Crisis Intervention and Prevention (SCIP) technique training.
3. Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with potentially disruptive students.
4. The District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, teachers, or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate. The district is committed to the Dignity for All Students Act (DASA).

Within the District, numerous programs are offered and implemented through curriculum, psychology and counseling staff, and after-school activities. Various strategies have been developed for the improvement of communications among students and between students and staff. A teaching component for all grade levels, elementary, middle, and high school is offered, including the 7 Habits of Highly Effective People and Leader in Me programming.

The Olean City School District participates in a partnership with the Olean Police Department. Through this partnership, the District is provided with:

- A District SRO. This person acts as a direct link to the Olean Police Department.
- Special Patrol Officers are also provided in three of the District's buildings at various times.
- A District Text-a-Tip line provides an avenue to send anonymous concerns to school officials.
- School District employees are trained in Crisis Prevention-Intervention (CPI)
- Guidance Counselors, Social workers, and school psychologists are employed by the District and available to students at all times.
- Code of Conduct is reviewed yearly by the committee and BOE approved along with DASA requirements. These are communicated to all students' households through various media.

Intervention

Interventions that will be used with students will include but not be limited to Peer Mediation, Conflict Resolution, Group Sessions, De-Escalation Training, Formal School Emergency Plans, District School Resource Officer, Liaisons with law enforcement agencies and judicial system, Counseling Program, and Communication Plan.

Annual School Safety Trainings:

The school 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 School ERP, the following training and exercise actions should occur.

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

1. Roles and Responsibilities
2. Incident Command System (ICS) Training – Training should be completed before assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. or by contacting your local emergency management agency.

The school district will provide annual updates and refreshers on school safety policies and procedures. Examples of this are:

- CPI training for existing and new employees as determined by the District.
- Visits/talks with County School Safety Coordinator from the Sheriff's Office
- Review and update of Code of Conduct and ERP at the beginning of each school year

Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or actual event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide Safety Committee and the Building-Level Emergency Response Teams, at a minimum, the following methods may be used:

- Early Go-home drill
 - Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout.
 - Live drill for specific responses (hostage taking, bomb threat, etc.)
 - Situational Drills
 - Tabletop exercises
-
- Emergency Response Team exercises
 - Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and help evaluate all exercises. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services, the Local Office of Emergency Management, and the local BOCES Health & Safety Office. The school district, at least once every school year, shall conduct one test of its emergency response procedures under its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal.

Communication Procedures:

Notification and Activation of Internal and External Communications

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel following the stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible.

In an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. Follow established procedures as listed in Building Level School Emergency Response Plan.

The following systems could be utilized as forms of communication:

- Telephone
- District Radio Systems
- Intercom

- Emergency Alert System
- Fax / E-mail
- NOAA Weather Radio
- Local Media

Notification of Educational Agencies

In the event of an emergency or disaster within the Olean City School District, the Superintendent or Designee will:

1. Contact Cattaraugus-Allegany-Erie-Wyoming BOCES District Superintendent: 1825 Windfall Rd, Olean, NY 14760 Phone: 716-376-8200.
2. Contact and function as the communications liaison for the public/non-public Educational Agencies associated with the Olean City School District. Building principals will retain this listing.

In the event of a violent incident, certain entities need to be notified.

- Law enforcement will be notified through District S.R.O. or S.P.O.
- Parents and guardians will be notified through one or more of the following systems:
 - School Messenger (or equivalent calling system)
 - Announcement via District social media outlets
 - Letter sent to homes

Types of Communications

1. Communication between School and Emergency Responders

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform cell phone/school radio/parent square described in the School ERP to notify the principal/designee of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate, and timely.

2. Internal Communications

The school has identified a school spokesperson or public information officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone, or other lines of communication.
- Develop materials for use in media briefings.
- Function as the contact for emergency responders and assist in the coordination of media communications.

3. Communication between School Officials and Staff Members

School personnel will be notified when an incident occurs and keeps informed as additional information becomes available. They will also be told as plans for management of the incident evolve (keep staff informed to the most significant degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school.
- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.

- Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.
- School Messenger phone call and parent square posting

4. Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between faculty and students. Other methods of communication with students may include the following:

- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.
- School Messenger phone call and parent square

5. External Communications

School officials must communicate with the larger school community on how incidents will be addressed regularly. However, once an incident occurs, parents, media, and the community will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

6. Communication with Parents

- Before an incident occurs, the school will:
 - Inform parents on how to access alerts and incident information.
 - Inform parents that the school has developed an ERP, its purpose, and its objectives. **Detailed response tactics should not be shared if they will impede the safe response to an incident.**
 - Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, the school will:
 - Disseminate information via school messenger and through various school social media outlets to inform parents about what is known to have happened.
 - Implement a plan to manage phone calls and parents who arrive at the school.
 - Describe how the school and school district are managing the situation.
 - Provide a phone number, website address, or recorded hotline where parents can receive updated incident information.
 - Inform parents and students when and where the school will resume.

After an incident, school administrators will schedule and attend an open question-and-answer meeting for parents/guardians as soon as possible.

Hazard Identification

As part of each building-level Emergency Response Plan, each Building-Level Emergency Response Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, and properties adjacent to schools, off-site athletic fields, buses, and off-site field trips.

Responses to Violence (Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether a physical injury (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the Violent and Disruptive Incident Report (VADIR) Form. We will maintain confidentiality with the realization that employees and students may be reluctant to come forward. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Students and staff will be provided information on the reporting process as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) to compile data and evaluate the Violence Prevention Program.

Relationships have been established with the Police Department and other emergency response agencies at the building level. Representatives from these agencies participate in Building-Level School Safety Teams.

Reporting

Once an incident has been reported and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that the remainder of the building remains appropriately supervised while responding to the incident.
- Quickly assess the area of the incident to determine damage because of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation

After the incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent a recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy, and procedures.

Follow-up

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation

The District-Wide School Safety Team (Threat Assessment Team) is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on identifying and assessing school building security hazards and address necessary changes in building practices. These evaluations will review the potential for several violent incidents including bomb threats, hostage taking, intrusions, and kidnapping. Professionals will be utilized by local law enforcement and private consultants as necessary.

Disciplinary Measures

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff, and visitors to school buildings and the disciplinary actions resulting from violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a significant component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff, and community members.

Responses to Various Incidents:

1. Implied or Direct Threats of Violence

The principal or assistant principal will serve as the primary contact for implied or direct threats of violence. Any staff member, student, or community member who becomes aware of any threats should immediately report them to the principal or assistant principal of any building.

The principal, assistant principal, or S.R.O. will immediately take the following steps:

- Identify and interview the person who made the threat and evaluate what actions need to be taken.
- If the person in question is a student, the student will be disciplined according to the Code of Conduct.
- Local authorities will be contacted (through the S.R.O.) and informed about the threat.

2. Active Shooter

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm or death to students and staff. Such intruders may possess a gun, a knife, a bomb, or other harmful devices. An active shooter will result in law enforcement responding to the scene.

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should immediately activate the Emergency Response Plan (ERP) for each building, taking the necessary response actions to keep everyone safe. Notifications to the main office and 911 should be made if possible.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, avoid provoking aggression, and keep students safe.

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation

- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

Incident Commander Actions

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g., lockdown or evacuation depending on the situation.
- Notify law enforcement and provide the location and description of the shooter if possible.
- Notify school buses not to enter the school grounds.
- Activate Communications processes.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep the site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification processes.

Staff Actions

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.
- Make appropriate notifications and provide a description and location of the shooter if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible, avoids making quick movements, and avoids pointing, screaming, or yelling.
- When safe to do so and instructed by the Incident Commander to implement Accounting for All Persons and Reunification processes.

3. Bomb Threat, Hostage-Takings, Intrusions, or Kidnappings

Individuals (s) becoming aware of these situations should notify the principal or assistant principal immediately. Appropriate announcements shall be made, and safety procedures will be implemented.

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to support students and staff safe.

Functional Annexes that may be activated in the event of a bomb threat on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

Incident Commander Actions

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g., shelter-in-place or evacuation depending on the situation.
- Notify law enforcement and provide threat details.

- Activate communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep the site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.
- Determine whether the school will be closed or remain open.

Staff Actions

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag, or container.
- When safe to do so and instructed by the Incident Commander, implement Accounting for All Persons and Reunification Annexes.

Actions of Individuals becoming aware of these situations

- Immediately notify the main office.
- Keep handling of written threats to a minimum; they may be used as evidence in a criminal investigation and processed for fingerprints or DNA.
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes it.
- The NYSP Bomb Threat Instruction Card should be placed next to telephones that are most likely to receive threats by phone.

4. Acts of Violence

The principal or assistant principal will serve as the main contact for responding to acts of violence. Any staff member, student, or community member who becomes aware of acts of violence should immediately report them to the principal or assistant principal.

The principal, assistant principal, or SRO will immediately take the following steps:

- Identify and interview the persons involved and take what actions are necessary to ensure the safety of all involved.
- If the person in question is a student, the student will be disciplined according to the Code of Conduct.
- Local authorities will be contacted (through the SRO) if the persons involved are not students.

National Terrorism Advisory System (NTAS)

NTAS advisories – Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorism threat against the United States. Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on indicators to look for and report suspicious activity. The “If You See Something, Say Something”™ campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity and to follow the guidance provided by the advisory or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Arrangements for Emergency Responders during an Emergency:

During emergencies, local government agencies, including emergency services, can be obtained by contacting the county Emergency Management Coordinator. The Incident Commander will authorize the request for assistance from these agencies.

Cattaraugus County: 911 or [\(716\) 376-5678](tel:7163765678)

- OPD has keys to all district buildings.
- 911 service is available in the area.
- SRO has a school-provided walkie-talkie to communicate with administrators, office, and maintenance staff.

Dissemination of information on policies and procedures:

Procedures for Obtaining Advice and Assistance from Local Government Officials

Suppose the nature of the emergency necessitates advice or assistance from local governmental officials. In that case, the Incident Commander will notify the city police department at **Cattaraugus County: 911 or [\(716\) 376-5678](tel:7163765678)** or the highest ranking local government official to obtain advice and assistance.

Additional resources identified in the previous safety plan include:

- An annual Community forum for discussion of the School-Wide Safety Plan and Code of Conduct
- Annual review of Code of Conduct by a committee made up of teachers, administrators, parents, and students
- Code of Conduct and Parent Handbook are sent home at the beginning of each school year. New students are provided upon entering the District.

Procedures for Review of drills:

When drill reviews or tabletop drills are conducted, the following representatives should be present:

- Administration
- Teachers
- Staff
- Local and county law enforcement
- Local fire department

Pandemic Planning

Amendments to Education Law §2801-a Regarding Pandemic Planning

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be assessed (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for the development and compliance with this plan's provisions and implementation at the building level through the Building-Level Emergency Response Team.

Prevention/Mitigation

We will work closely with the Cattaraugus County Department of Health to determine the need for activation of our Plan. School nurses will follow the following procedures for reporting communicable diseases, including influenza, and communicating with the Health Department:

- Report suspected and confirmed cases of influenza and submit them to the Department of Health Services.
- The Cattaraugus County Department of Health will monitor county-wide cases of influenza and inform school districts as to appropriate actions.
- Our Nurse will help coordinate our Pandemic planning and response effort. This person will work closely with the District-wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an essential Team member. The Business Official, Facility Director, and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-wide School Safety Team will review and assess any obstacles to the implementation of the Plan. The CDC School District Pandemic Influenza Planning Checklist will be reviewed annually for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, and direct mailings for this purpose.

Preparedness

The Cattaraugus County Health Department, Olean City Police Department, and the District will collaborate to ensure complementary efforts. The District-wide Command Center will be in the office of the Superintendent and will be activated under the direction of the District Incident Commander. We have established our District-wide Incident Command Structure as follows:

- Primary Incident Coordinator
 - Superintendent
- Backup Incident Coordinator
 - Business Official
- Operations
 - Facilities Director

- Logistics
 - HR Director
 - Facilities Director
- Plan & Intel
 - Coordinator of Curriculum & Instruction
- Adm/Fin.
 - Business Official
- Public Info
 - Superintendent
- Safety
 - Superintendent
- Liaison
 - Director of HR
- Incident Log/Scribe
 - Superintendent's Secretary

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work with the Federal, State, and Local Command Systems.

Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- Hard copy, self-directed lessons
- Use of mobile media storage devices for lessons (tablets, laptops)
- online instruction; online resources; online textbooks
- Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We will obtain input from curriculum staff in the development of strategies and test these methods on an annual basis.

Response

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Cattaraugus County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation & review responsibilities & communication procedures.
- The Technology Director will test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners and to send a message consistent with public health authorities, the Technology Director will utilize the previously described communication methods to alert the school community of activating our District-Wide School Safety Plan as it applies explicitly to pandemics.

- The Director of HR will meet with staff to review the essential functions and responsibilities of backup personnel. Ability to utilize off-site systems will be evaluated. The Business Official will monitor the utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor their ability to maintain essential functions. The Facility Director will review necessary building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement distinct phases of the Plan as necessary.
- The Human Resources Director will meet with staff to review the essential functions and responsibilities of backup personnel. The Human Resources Director will monitor absenteeism to ensure maintenance of the Command Structure and the possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

Recovery

- Re-establishing the normal school curriculum is essential to recovery and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our standard process. We will use all described communication methods to keep the school community aware of the transition process.
- We will work closely with NYSED to revise or amend the school calendar as deemed appropriate. We will evaluate all building operations for normal function and re-implement proper maintenance & cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the Business Office, Human Resources, Facility Director, Technology Department, and Coordinator of Curriculum & Instruction will be vital to this effort. The District Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

Appendix A: Continuation of Operations Plan in Response to NYS Declared Public Health Emergency Involving Communicable Disease.

Purpose

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

This Emergency Plan Addendum is compiled with the intention that the school facility would be closed to in-person student instruction by order of the State of New York due to a Public Health Emergency involving Communicable diseases.

1. List and description of positions/titles considered essential to be in person

a. **Essential Staff Functions:**

- i. Administrator(s)/CEO - responsible for running the entire organization and conducting necessary communication to the organization and the public.
- ii. Director of Facilities - oversee that facilities and grounds are maintained and repaired to ensure the facilities can receive students and staff when we return to in-person instruction.
- iii. Office Personnel (Business Office, Cafeteria Management, Counseling, etc.) whose duties cannot be done remotely are responsible for maintaining progress on their regular duties.
- iv. Secretarial - responsible for ensuring that the lines of communication are maintained between the district, families, and the public.
- v. Cleaner - responsible for maintaining the facility's cleanliness and disinfecting common areas and spaces used by the essential personnel.
- vi. Transportation - responsible for the necessary delivery of student supplies and essential meals if meal delivery occurs during the closure.
- vii. Cafeteria - responsible for organizing, ordering, and preparing meals for students if mandated during the closure.
- viii. Technology Coordinator - responsible for the operation of the district-owned technology infrastructure and devices necessary to teach, learn and work remotely. This position will be on-site and may work remotely to address the functioning of the technology and other responsibilities.

b. **Non-Essential Staff Functions**

- i. Teachers - responsible for the instruction of students.
- ii. Teaching Assistants/Aides - responsible for supporting students during the learning process.
- iii. Office Personnel (Business Office, Cafeteria Management, Counseling, etc.) whose duties can be done remotely are responsible for maintaining progress on their regular duties that can be done remotely.

- iv. Administrative Staff associated with students' instruction will be responsible for supporting ongoing communications between teachers and students.
 - v. Transportation Staff who are solely responsible for transporting students.
- c. Account for the variety of scenarios (Cafe, childcare, required distribution, etc.)
- i. **Meal Program** - plan for the preparation of meals associated with feeding students during the closure. Staff will ensure that all necessary applications are filed with child nutrition to maintain our meal program. The team will develop a plan that includes menus, preparation, packaging, and touchless pick-up or delivery of meals to students. In the event of meal delivery, the cafeteria staff will work with the transportation department to finalize the plan necessary to match meal delivery needs.
 - ii. **Childcare** - if childcare needs must be addressed, the Administrator will work with necessary groups to address childcare needs during the closure.
 - iii. **Material Delivery (non-food)** - if student material must be delivered, those deliveries will occur with meal deliveries where possible. If material delivery negatively affects meal delivery, then a different delivery schedule will be created to provide non-food materials to students/families. Secretarial staff and Transportation will work together to address these deliveries.
 - iv. **Technology Issues** - the Chief Information Officer/Technology Coordinator will collaborate with staff and families to address any technical issues during the closure.
 - v. **Teaching and Learning:**

Olean City School District Continuity of Education Plan - Continuity of Learning:

During any unprecedented school closure, Olean CSD intends to provide Emergency Remote Learning to allow students to continue working toward their courses' original and intended goals for the school year. Teachers are asked to continue working toward those goals by providing meaningful learning experiences for our students while adjusting instruction to meet the resources and modalities available to our school community. In general, most classes will be a combination of digital and non-digital materials.

Communication of expectations for this remote learning period will be distributed to families at the onset of the plan's implementation. A letter will be written and sent to all families by email with an automated call to draw their attention to the email's arrival. Families without email will have their letters sent through the mail or hand delivered if necessary. The classroom teachers will communicate individual class expectations and should be sent to students and their parents. The district will conduct surveys to determine student and family needs to gather critical information necessary for making decisions. Updates and any changes will be communicated to families by means similar to the original implementation of the plan.

Learning Materials and Content:

Olean CSD will utilize the following learning materials and content to ensure the continuity of learning:

- Paper textbooks and other content (books, magazines, etc.) Digital copies of textbooks
- Digital content and activities are provided by the district, either on free or subscription-based platforms.
- Other modalities as they arise.

Communication Tools:

Olean CSD will use the following tools to communicate content, instruction, and follow-up communications to ensure that all students have equal access to content and resources:

Telephone	Letter	Email
Video Conferencing	Social Media	Website
Newsletters	Parent Square	TEAMS

General information will be shared with all relevant families. Students who struggle to stay engaged and complete work will be engaged individually. Teachers will communicate age appropriately to students and families. For example, in early elementary grades, the teacher will contact the parents, in high school, the teacher will begin by contacting the students directly and then move on to the parents as needed. A school counselor or the principal will reach out to families in need based on teacher communication.

Teacher / Student Interface and Engagement:

The teacher-student engagement is critical to student success in the classroom as well as beyond the classroom walls. Teachers will engage students in meaningful learning experiences through various methods.

- Teachers will be available for office hours via video conferencing, chat, or telephone.
- Scheduled teacher/student (or class) check-ins, virtually online or via phone.
- Asynchronous communication, feedback, and support via email or TEAMS.

Tracking Engagement:

In emergencies, Olean CSD will continue with daily instruction and content similar to the schedule of a regular school day. Teachers will assign work daily and record the completion of that work. Teachers are also using virtual video lessons, virtual class meetings, and individual meetings with students. Student engagement and participation are recorded in the context of work completed, attendance and participation in virtual meetings, and ongoing communication between student & teacher.

Engagement Concerns:

Teachers will reach out individually to students through email or phone calls when a student appears to be disengaged or struggling as measured by the tracking engagement data. If the student is unresponsive, the teacher will follow up directly with the parent/guardian by email or phone call. Regarding younger students, the teacher will reach out directly to a parent/guardian. Based on family contact, the teacher may request that a counselor or principal contact the parent/guardian.

Instruction:

The following is a list of materials that will be used for the instruction of students at Olean CSD. Most courses will use a combination of materials:

- Hard copy (paper) instructional materials provided to students
- Instructional materials provided via technology, such as posted on a teacher website or TEAMS
- Individual or small group synchronous instruction facilitated using telephone or video conferencing technologies.
- Large-group or whole class synchronous instruction facilitated using telephone or video conferencing technologies.
- Recorded instruction disseminated through technology includes a dedicated website or our Learning Management System.

Internet and Accessibility Considerations:

Olean CSD is a one-to-one device district that uses laptops for most students. There is Wi-Fi wireless connectivity throughout the school building. At the beginning of any extended closure, the district will survey student families to determine if the student has access to a device (computer, tablet, smartphone, etc.) and the Internet. Students who require a device will be able to take their laptop home for the duration of the closure. The district has mobile hotspots available for students who do not have internet access at home.

All teachers will be surveyed to determine whether they have a device or internet access at home. Teachers who lack home devices or internet access will be assisted in resolving the issue where possible.

Educating Students with unique learning needs:

During any extended closure, the overarching goal of instruction is to continue working toward the year-end course goals for all classes through meaningful learning experiences. Their teachers, providers, and case managers will address the unique learning needs of specific students to ensure they receive the support and service needed to succeed.

Special Education teachers, ELL Teachers and 504 case managers, service providers will:

- Collaborate with regular classroom teachers and other service providers.
- Make needed adjustments as would occur in the regular classroom.
- Contact and work directly with students and parents/guardians through email, videoconferencing, phone calls, or other means to gauge learning goals/targets progress.
- Service providers like speech, physical therapy, occupational services, ELL instructions, and counseling services will be delivered virtually through video conferencing to the extent possible.
- Accommodations on assignments will be coordinated in advance with classroom teachers.
- Accommodations on assessments will be provided virtually through videoconference as appropriate.

Homeless students:

Olean CSD is committed to meeting the needs and educating all our students. The district is in contact with our families and living in a small town helps identify potential homelessness situations. The district supplies meals to students in need, we have a one-to-one device for all students, and we can provide any needed counseling to students experiencing homelessness. Further, the district has a fund (gathered through donations) to support providing online access to families in need.

Social-Emotional needs of Students, Families, and Staff:

Olean CSD is committed to supporting the members of our school community through good times as well as challenging times. Social-emotional health is critical to our students, staff, families, and programs' success. We will use the following tools to check in with students, families, and staff to help ensure social-emotional support.

Students & Families: In meeting the needs of our students/families we engage them through

- Weekly class meetings with grades K-12.
- Weekly 1:1 counseling meeting with high-risk students.
- 1:1 meeting with families and students as requested by students/families/staff.
- 1:1 meeting with CSE students special education teachers/case managers
- 1:1 meeting with service providers.
- Weekly mindfulness meeting sessions.
- Special events and gestures to acknowledge accomplishments.
- Coordinating with County Mental Health to continue working with students and their families. Assist with the registration of students/families needing services.
- Letters and newsletters contain reminders on available support resources and how to access them.

Staff: In meeting the needs of our staff we engage our students through

- Weekly faculty meetings.
- Teacher-Principal communication logs.
- Weekly 1:1 staff check-in with administrator.
- Individual check-in conversations with staff reporting to work.
- Participation in an Employee Assistance Program

- Counseling department's regular participation in various training at various levels related to mental health topics allows counselors to remain current on supportive strategies.

In Closure - Teaching & Learning:

At the center of our approach is the idea that we address the whole person's needs to ensure success. By working together using multiple strategies there is less of a chance of people in crisis going unnoticed. During challenging times of extended school closure, people are more at risk of being in crisis. As part of our plan, the district assists with providing continued learning, meal service, and social-emotional support.

2. Protocols the employer will follow to enable all non-essential employees/contractors to work virtually.
 - a. Olean CSD will follow all required NYS protocols during the pandemic.
 - b. Olean CSD will utilize our mobile devices and the Google Apps For Education platform to continue the teaching and learning process remotely.
 - c. Employees and contractors who can work remotely will do so by using district or contractor devices following all protocols and security procedures per district policy.
3. Description of how the employer will stagger (if possible) work shifts for essential employees or contractors to avoid overcrowding.
 - a. Olean CSD will maintain only the in-person staff necessary to maintain operations required to fulfill our educational mission.
 - b. Most essential positions are single positions with their own space within the facility and as such allows personal space during the closure. For areas that multiple people occupy, shifts will be altered to accommodate one person at a time to disinfect the work area between shifts.
 - c. Contractors needed will be used as necessary to address facility issues. Shifts and work schedules will be adjusted to limit contact with other employees.
4. Protocols employer will implement to procure personal protective equipment for essential workers and contractors.
 - a. The proper use of PPE will be required for all employees. Proper protocols for the use of PPE will be reviewed/demonstrated to employees. Further,

appropriate social distancing, hand hygiene, and any other identified protocol required by the CDC or NYS Health Department will be required and enforced by the district.

- b. Requires two pieces of each PPE for each employee/contractor/per day on-site for six months.
 - i. The district will have this PPE on hand to provide a 30-day supply of materials stored in an area accessible by essential employees.
 - ii. The district will have an outstanding Purchase Order ready to order more PPE to meet the extended timeline of potential closure.
 - c. A plan for storage and access to the materials is required.
 - i. Materials will be stored in a location appropriate to the PPE material needs.
 - ii. The location of storage will be identified to all employees to which the PPE will be distributed.
5. Protocols for employee/contractor exposure to the disease, exhibit symptoms, or tests positive to prevent the spread.
- a. Detailed actions to immediately disinfect the work area.
 - i. Work area of the identified positive employee will be closed off for as long as possible.
 - ii. The work area will be disinfected following existing CDC guidelines by employees using approved cleaning products and protocols specific to the infectious disease.
 - b. Employer policy on available leave in the event of the need of the employee to receive testing, treatment, quarantine, or isolation.
 - i. Employees will have access to use their available sick time for testing, treatment, quarantine, or isolation.
 - ii. Eligible employees may also have access to Family Medical Leave if they meet the eligibility criteria.
 - iii. Employees will have access to leave granted explicitly by Executive Order, legislative action, or other means that legally require employers to grant such leave.
 - iv. Leave accruals, where legally allowed, will not be granted for individuals who knowingly and voluntarily disregard expectations and restrictions by governing government authorities to reduce the risk of communicable disease spread.
6. Protocols for documenting precise work hours and locations, including off-site locations, assist in contact tracing.

- a. Employees will have established shifts that must be maintained, especially when working within the building.
 - b. All employees will do a required health screening and swipe their ID Card/Tag to access the building. Employees will maintain a log of locations they accessed within the building as well as individuals they had contact with during their shift.
 - i. Employees will log the end time of their shift. Employees who access the time clock can use their timecards to log their shift's end time accurately.
 - c. Off-site employees will also maintain a log of their time worked and any individuals with whom they had contact. This is especially important to log in the event the employee accesses the building for any reason during the closure.
- 7. Protocols for working with the locality to identify emergency housing to contain the spread of communicable diseases.
 - a. Olean CSD will access its vast network of contact to help the community address emergency housing requirements to reduce the spread of communicable diseases.
 - b. Consistent communication will be maintained between the district and the locality to address our community's housing or other associated needs.