# District Wide

## Safety Plan

**August 1, 2024**

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# 1 General Considerations and Planning Guidelines

## A. Purpose

The Ballston Spa Central School District's District Wide Safety Plan was developed pursuant to the State of New York Education Department Commissioner's Regulation 155.17. The District Wide Safety Plan serves as the framework for individual building-level responses at the Ballston Spa Central School District.

The Board of Education appoints a District Level Safety Team at the July Organizational Meeting of the Board each school year. The standing charge for the District Level Safety Team is to periodically review and update the District Wide Safety Plan to ensure that the data, concepts and procedures it contains are a valuable resource for emergency planning and response.

## B. Team Composition and Process

The membership on the standing Team includes a Board of Education Member, the District Coordinator of Facilities and Security, the Saratoga County Sheriff's Office, the Principal of the High School, a representative from each of the Faculty Bargaining Units, a driver and monitor from Transportation, an active parent, and an active student.

The District Wide Safety Plan was started in 2000, and the first version of the Plan was issued District Wide in 2001. The Plan has been updated periodically since that time.

## C. Ongoing Operational Practice

When specific procedural changes are identified as being needed, the Team may seek the assistance of representatives from the Ballston Spa Fire Department, the Ballston Spa Rescue Squad, the School Health Services Coordinator, the Saratoga County Sheriff's Office, and the Village of Ballston Spa Police Department, the New York State Police and the Department of Homeland Security.

The result of this continuous improvement is a framework document for appropriate emergency response and guidance.

The District Wide Safety Plan is distributed to each building principal to:

- Serve as a resource guideline to be used by the Principal-appointed Building Level Safety Team in creating building-specific response plans to emergencies.
- Serve as a tool to contact external resources to assist the Building Level Safety Teams to refine and improve their building-specific response plans.

Although buildings have established School Emergency Response Teams, the initial response to all emergencies at an individual school is not limited to the members of School Emergency Response Teams. It was the recommendation of the District Wide School Safety Team or District Level Safety Team to eliminate the delays associated with personnel-defined initial response roles. Critical time is not lost at

the start of any emergency in initiating a building response and the building principal does not need to approve a call to 911 for emergency services or response.

The event-specific plans prepared by the District Wide School Safety Team or Building Level Safety Teams each include a notification protocol. Appropriate resources, their contact information, and the sequence to notify and activate these resources are pre-identified. The notification of these incident-specific resources is not limited to the personnel resources of the District. Parental notification prior to conducting any practice drill, in addition to an in-building pre-drill announcement of a drill being is required. As appropriate, local emergency response resources, county-level services, and State agency services are identified in the plans.

**D. Confidentiality and Level of Specificity**

In order to preserve the effectiveness of the District's safety plans, many details of the Building Level Plans must remain confidential. This document is made available to the public and is, by necessity, designed to only provide an overview of District safety operations.

# 2 Risk Reduction/Prevention and Intervention

## A. Prevention and Intervention Strategies

In order to create a positive, safe learning environment for students and staff, each building offers positive behavior programs as a vehicle to prevent disruptive or violent behavior. Examples of these efforts include the following:

1. Safe Spring Programs

   The High School also has the safe spring programs that address student behavior and encourages positive choices.

2. National Coalition Building Institute

   This initiative provides programming and forums for both students and staff.

3. Tolerance and Bullying Prevention

   The District sponsors programs on Tolerance and Bullying Prevention. School counselors coordinate and deliver grade-appropriate lessons to the entire school on these topics throughout the year. The counseling staff has also presented information on this topic at PTA meetings.

The School Counseling Department coordinates anti-bullying programs that include the following:

1. 'Got Integrity Program' - Rewards students for demonstrating good behavior.

2. 'Good Citizens Award' - Monthly reward for our students who demonstrate good citizenship.

3. RAD Club – This group runs school activities to promote diversity and tolerance.

## B. Improving Communication with Students

Communication between and among students as well as between students and faculty is a vital element to improving and ensuring school safety.

To assess current issues and student-reported information in school buildings, Staff Climate Committees and Student Awareness Groups meet regularly. Included in these committees and groups are building administrators, counselors, social workers, and nurses.

Additionally, administrators and counselors meet with the Attendance Committee to discuss any developing situations that can then be addressed proactively.

# 3 Training, Drills, and Exercises

## A. Emergency Safety Training

All certified professional staff members are required to complete two hours of course work in violence prevention and intervention which includes training in the following subjects:

1. Warning Signs
2. Statutes, Regulations and Policies
3. Effective Classroom Management Techniques
4. Social and Problem-Solving Skills Development in Curriculum
5. Violence Intervention Techniques
6. Effective Referrals

Newly certified professional staff receive this training as part of their academic requirements for professional certification by the New York State Education Department.

Support and training for instructional staff in school violence intervention and prevention is provided in a collaborative and on-going basis. The Human Resources Office staff offers professional development opportunities that involves sensitizing staff to the issues associated with poverty and homelessness, and a collaborative parent/faculty program on gang awareness.

A multidisciplinary behavioral assessment team to assess whether certain exhibited behavior or actions need intervention or other support, including a school or district level meets on an as-needed basis. Annual staff training on safety and emergency procedures includes information regarding the purpose and procedures of the Threat Assessment Teams. The District Threat Assessment Team members all receive annual training.

Internal support and reinforcement of these strategies is directly provided through on-going training efforts as part of the partnership with the Saratoga County Sheriff's Office.

The District provides support in all risk reduction, prevention and intervention activities. In addition to professional support, external police agencies, including the Village of Ballston Spa Police Department and the Sheriff's Department serve as a resource to the students, offering independent programming focused on conflict resolution and positive decision-making skills.

## B. Drills and Exercises

The District conducts presentations, exercises, and drills throughout the school year on various aspects of preparedness for emergency situations. For example, "lock-down" drills are conducted four times

per year at each school to practice procedures for an "internal" emergency. Twelve fire/evacuation drills are held annually. In addition, the District practices response procedures to an "external" event.

The District conducts at least one annual exercise or drill every school year to test emergency plans. These exercises will specifically test sheltering, secure lockout and early dismissal, as well as the communications and transportation systems to be used in emergencies. Three bus evacuations are practiced each year.

Parental notification is made by the District in advance to conducting any non-fire emergency drill. Additionally, an announcement is made to the students prior to conducting and non-fire emergency drill.

**C. Coordination with Local Emergency Responders**

The District coordinates its preparation plans for an emergency in cooperation with external emergency agencies. In addition to pre-planning with outside emergency responders, these external agencies are consulted during the conduct of drills and participate in post-drill process reviews.
Agencies assisting in the conduct of these drills include the following:

1. Local Rescue Squad
2. Fire Department
3. Village of Ballston Spa Police Department
4. Saratoga County Sheriff's Department
5. New York State Police
6. Saratoga County Emergency Services Coordinator
7. New York State Homeland Security

**D. Internal School Safety Personnel**

While the District does employ school resource officers, the District operates under the premise that all staff members are responsible for school security and safety.

In addition, the District employs staff positions that perform, as part of their duties, school safety related activities. These are as follows:

1. Receptionists
   Each building has a receptionist that controls visitor access to buildings.
2. School Aides
   School Aides supervise students and monitor halls, cafeterias, bus ports, etc., during the day. School Aides receive annual training in intervention and prevention from the District.

3. SRO's
   The District employs two full-time Sheriff's Deputies, one for High/Middle Schools and one for the Elementary Schools to serve as a safety and security resource.

When hiring personnel for any position within the District, fingerprinting and background checks are performed, references are contacted and employment history is reviewed.

# 4 Implementation of School Security

## A. Individual School Building Security

The District operates under the premise that all staff members are responsible for school security and safety. Specifically, through the training described in **Section 3** above, personnel are made aware of safety issues and how to respond appropriately to those issues. In addition, staff and students are trained on what to do in specific emergencies and practice their responses through drills and exercises.

Access to buildings is controlled by Receptionists and active building security is also provided by School Aides and Receptionists. These staff members provide monitoring services in hallways during change of class periods, and also provide lunchroom monitoring.

In addition to the activities of staff, the District employs multiple systems, both physical and electronic, to monitor and maintain safety in each building. The specifics of the implementation of these systems are confidential to preserve their effectiveness.

## B. Ongoing Improvement Measures

The District currently is assisted with additional resources from the New York State Police, Office of Homeland Security, the Village of Ballston Spa Police Department, and the Saratoga County Sheriff's Department. The District also employs two full-time Sheriff Deputies as School Resource Officers (SRO's). The SRO's make recommendations to the District to improve security readiness on in on-going basis.

In addition to responsive services, these agencies perform other duties that include, but are not limited to building security audits and coordination with building-level safety teams on safety plan implementation.

In addition, the District performs periodic preparedness assessments through contracts with private consulting services providers.

# 5 Educational Agency Information

## A. Information About Educational Agencies

1. Ballston Spa Central School District Office

| | | | |
|---|---|---|---|
| District Office | 70 Malta Avenue | Ballston Spa, NY 12020 | 518-884-7195 |

2. Secondary Schools

| | | | |
|---|---|---|---|
| High School | 220 Ballston Avenue | Ballston Spa, NY 12020 | 518-884-7150 |
| Middle School | 210 Ballston Avenue | Ballston Spa, NY 12020 | 518-884-7200 |

3. Elementary Schools

| | | | |
|---|---|---|---|
| Malta Avenue | 70 Malta Avenue | Ballston Spa, NY 12020 | 518-884-7250 |
| Gordon Creek | 50 Wood Road | Ballston Spa, NY 12020 | 518-884-7270 |
| Milton Terrace | 200 Wood Road | Ballston Spa, NY 12020 | 518-884-7210 |
| Wood Road | 300 Wood Road | Ballston Spa, NY 12020 | 518-884-7290 |

4. Non-Public Schools

| | | | |
|---|---|---|---|
| St. Mary's School | 40 Thompson Street | Ballston Spa, NY 12020 | 518-885-7300 |
| Montessori School | 100 Saratoga Village | Malta, NY 12020 | 518-633-1971 |

# 6 Early Detection of Potentially Violent Behaviors

## A. Information Dissemination

**Section 2B** above describes some of the many methods the District uses to disseminate information to students and staff concerning school safety.

## B. Community Partnerships

Local community agencies also provide useful means of distributing information about school safety. In particular, the various school Parent Teacher Associations are provided with information about school safety each school year.

The most direct contact with other local community agencies is through either the District's Student Support Services department or the Community Relations Coordinator. Community agencies involved include Social Services, Mental Health Services, preschool providers, Probation Department personnel and the Board of Cooperative Educational Services (BOCES).

# 7 Hazard Identification

## A. Potential Emergency Sites

The District has completed a thorough process to identify possible hazards, included in the list below:

1. Waterways, Lakes, Rivers and Dams
2. Municipal Water Systems (sources located in Saratoga County)
3. Railways
4. Bridges, Roads, Intersections and Under/Overpasses
5. Known Routes of Hazardous Materials Cartage
6. Airports
7. Large Fuel/Chemical Storage Tanks
8. Industries which handle Hazardous Materials
9. Environmental Remediation Sites
10. Radiological Industries & Utilities
11. Dumps/Landfills
12. Inactive Hazardous Waste Disposal Sites

**Highlights of Saratoga County:**

### 1. Waterways, Lakes, Rivers and Dams:

Waterways:

Barge Canal
Champlain Canal
Hudson River
Mohawk River

Lakes:

| | |
|---|---|
| Galway Lake (Private) | Town of Galway |
| Round Lake (Private) | Town of Round Lake |
| Saratoga Lake | Town of Saratoga |

Dams:

| | |
|---|---|
| NYSEG Dam | Mechanicville |
| National Grid Dam | Mechanicville |
| Cohoes National Grid | Waterford |
| Crescent National Grid | Halfmoon |
| Vischer Ferry PASNY | Clifton Park |

**2. Municipal Water Systems:**

| | | |
|---|---|---|
| Ballston Spa Water Supply | 5000 | Upper & Lower Ballston Spa Reservoirs, Wells |
| Luther Forest | 152 | Wells |
| Mechanicville City | 7600 | Plum & Baker Brooks, Mechanicville Reservoir |
| Round Lake Village | 1000 | Reservoir |
| Saratoga Springs City | 23906 | Loughberry Lake, Big Meadow Brook |
| Sherwood Forest | 100 | Wells, Well (Infiltration Gallery) |
| Stillwater Village | 1200 | Wells |
| Waterford Village | 3000 | Hudson River |

**3. Railways**

New York, Susquehanna & Western (D&H-B&M):
Main Yards off West Avenue, Saratoga Springs

Amtrak:
Rail Service from Saratoga Springs

**4. Bridges, Roads, Intersections and Under/Overpasses:**

Bridges:

| | |
|---|---|
| Crescent Bridge Route 9 | Halfmoon |
| Hemstreet Park Bridge | Mechanicville |
| Route 4 | Waterford |
| Route 29 | Schuylerville |
| Route 32, Saratoga Avenue | Waterford |
| Route 67 | Stillwater |
| Route 146, Rexford | Clifton Park |

Roads:

| | |
|---|---|
| Interstate 87 (Northway) | Route 4 |
| Route 9 | Route 9N |
| Route 29 | Route 67 |
| Route 146 | Route 197 |
| Route 50 | |

Intersections:

| | |
|---|---|
| Route 50 & 67 | Ballston Spa |
| Route 67 & Northway I-87 | Ballston Spa |
| Malta Avenue & Route 9 | Ballston Spa |

**5. Known Primary Routes of Hazardous Materials Cartage:**

Routes I-87, 9, 67, 146, 29, 29A, 9P and 9N.

**6. Airports:**

General Aviation Airport at 600 Geyser Road, Town of Milton
Southern portion of Saratoga County on glide path to Albany County Airport

**7. Large Fuel/Chemical Storage Tanks:**

| | | | |
|---|---|---|---|
| Amann's Fuels | 223 US Rote 4 | Mechanicville | 518-664-7252 |
| Bove Fuels | 76 Railroad Street | Mechanicville | 518-664-5111 |
| CS Pita Fuel Oil | 360 Leroux Rd. | Middle Grove | 518-885-4471 |

**8. Industries Which Handle Hazardous Materials:**

Many possible industries county-wide.

**9. SARA Title III Locations of Hazardous Materials:**

https://www.dec.ny.gov/cfmx/extapps/derexternal/haz/results.cfm?startRecord=51&api=0

**10. Radiological Industries & Utilities:**

| | | |
|---|---|---|
| Malta Med Emergent Care | 6 Medical Park Drive | 518-289-2024 |
| Knolls Atomic Power Laboratory Kesselring Site | Atomic Project Road | 518-393-6611 |

**11. Dumps/Landfills:**

Various locations throughout the county

**12. Inactive Hazardous Waste Disposal Sites:**

Ballston Spa:
Old Agway Store****

Clifton Park:
Waite Road Site*
Route 146A Barrell Site***

Halfmoon:
Halfmoon Landfill**
Old Halfmoon Landfill**
Constantine Site**

Malta:
Rocket Test Site*

Mechanicville:

Former Mechanicville Landfill**
D & H/B & M Railroad Yards**
NYSEG**

Milton:
Fawthrop Site*
TenEyck Sewage Disposal**
Hogback Road Landfill-Kesselring Site**
Baptist Hill Road Landfill**

Saratoga Springs:
Saratoga Springs Landfill**
Niagara Mohawk Maintenance Facility*
Van Raalte Knitting Mill**

Waterford:
GE-Waterford****

* *DEC Classification 2: Significant threat to the public health or environment-action required.*
** *DEC Classification 2A: Significant undetermined pending further investigation.*
*** *DEC Classification 3: Contains hazardous waste, but does not pose significant threats to environment or public health.*
**** *DEC Classification 4: Site properly closed-requires continued management.*

# 8 Internal & External Communication

## A. Law Enforcement Contact for Violent Incidents

All District staff, located at any building, are empowered to contact emergency services as the situation may require.

The *Emergency Response Plan*, prepared by the District Wide School Safety Team includes an event-specific notification protocol. The Multi Hazard Response Plan (MHRP) includes specific procedures for communications and identifies specific staff members and their roles, and therefore is not made public.

After the initiation of a 911 response call, the District will implement Incident Command protocols per New York State policy and procedures. The District shall notify the Regional BOCES Superintendent and SED of any instance where an Incident Command Center was established.

## B. Disaster Notification to Other Educational Institutions

The Superintendent, or his/her designee, shall assess the nature of the event or condition. Should it be determined to have a possible effect upon the normal and safe operation of an educational agency located within the district, notification shall be made to those educational agencies.

Notification shall be made by telephone immediately upon finding that the event or condition could affect normal and safe operations.

## C. Parental Notifications

Please refer to Appendix A where required parental notifications defined within the Code of Conduct are detailed.

The District employs an automated electronic messaging system that can be configured to issue messages via telephone, email and/or text.

The District's Community Relations Coordinator will be responsible for organizing information that is transmitted to the media and to parents during emergencies. The overall functions of the Coordinator will be:

1. To provide correct information to the public on what is occurring and what the school district is doing in response;

2. To prevent erroneous information from being disseminated;

3. To represent a positive image for the school district, and demonstrate that the district is responding to the situation in an organized and competent fashion;

4. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;

5. To act as a liaison between the media/public and school district officials who are involved in the operational response to the emergency; and,

6 To organize the districts response to parents as they inquire either via telephone or in person as to the health and safety of their children.

7. Parental Notification shall be made in advance of the District conducting any non-evacuation drill; evacuation drills (fire) shall not be announced in advance.

# 9 Situational Responses

## A. Plans for Responses to Specific Emergencies

The District's *Emergency Response Plan* includes detailed information and procedures on the appropriate responses to over thirty emergencies, including, but not limited to, the following:

1. Bomb Threats
2. Civil Disturbances
3. Hostage Taking
4. Intrusions
5. Kidnappings
6. Fire and Explosions
7. Toxic Exposures
8. School Bus Accidents
9. Natural Disasters
10. System Failures

Associated with these categories are training, drills and exercises, as discussed in **Section 3**, that are conducted to test the effectiveness of the plans and provide relevant information to students and staff.

## 10 Response: Implied or Direct Threats

The Superintendent of Schools or his/her designee is responsible for determining whether a threat requires a response based on situational factors.

If a threat is deemed credible, the notification procedures outlined in the *Emergency Response Plan* are then initiated.

## 11 Response: Acts of Violence

The District's *Emergency Response Plan* and *Building Level Safety Plans* include detailed policies and procedures for responding to acts of violence by students, teachers, other school personnel and/or visitors to the District.

The Ballston Spa Central School District holds a situational emergency management philosophy. Therefore, each employee of the Ballston Spa Central School District is empowered in good faith to observe, assess, and react to what their senses determine to be an emergency for notifications or dispatch of emergency resources.

After the initiation of a 911 response call, the District will implement Incident Command protocols per New York State policy and procedures.

## 12 Obtaining Emergency Assistance from Local Governments

The Ballston Spa Central School District has arranged with Village, Town and County government officials, and the responding emergency agencies, to coordinate service provisions during an emergency. The District's *Emergency Response Plan* includes detailed information about who the Incident Commander will contact during an emergency. This information is sorted by specific emergency.

At the request of those agencies, initial notification to emergency response units of the government shall be through the Saratoga County 911 system.

## 13 Obtaining Advice and Assistance from Local Government Officials

As soon as an emergency condition is identified, the intent of the Ballston Spa Central School District is to summon the appropriate emergency government resources to respond to the emergency, as expediently as possible. Initial notification to emergency response units shall be through the Saratoga County 911 system.

The Ballston Spa Central School District holds a situational emergency management philosophy. History has found that the establishment of hierarchy trees of staff, or their designees, being the "authorized emergency contact" for notifications or dispatch of emergency resources, is counter-productive to the purpose stated above. To satisfy the stated purpose, each employee of the Ballston Spa Central School District is empowered in good faith to observe, assess, and react to what their senses determine to be an "emergency". The safety of the entire Ballston Spa Central School District community is the responsibility of each member of this community.

The *Emergency Response Plan* assigns responsibilities to staff positions, titles and functions for the successful management and conclusion of emergency events, once an event is initiated.

## 14 District Resources Available for Use in an Emergency

The Ballston Spa Central School District shall make all resources available to governmental agencies in response to an emergency. Resources available include, but are not limited to:

**Facilities:**
Three school building campuses comprising approximately 780,000 square feet, including six equipped nurse stations, and the Bus Garage vehicle repair facilities.

**Materials:**
A school bus fleet is available to be used for emergency transportation, with additional service vehicles available.

**Supplies:**
Quantities and the location of these resources are included in the *Emergency Response Plan*.

## 15 Coordination of District Resources and Manpower

The Superintendent, or his/her designee, is authorized to release District resources and manpower during an emergency.

At the building level, Principals or their designee, are authorized to release building resources and manpower during an emergency.

Lists of individuals with specialized training are included in the *Emergency Response Plan*.

## 16 Protective Action Options

The District's *Emergency Response Plan* and *Building Level Safety Plans* have detailed plans for conducting protective actions during an emergency, including the following:

1. School Cancellation
2. Early Dismissal
3. Evacuation
4. Sheltering

# 17 Recovery

**District Level Support for Buildings**

The District has developed a building-specific Violence and Crisis Response Program. This program is designed to ensure that school-based intervention teams are able to provide immediate and comprehensive services following a crisis.

Post event support includes, but is not limited to, local and regional counseling services.

## Appendices

### A. Ballston Spa Central School District Wide Code of Conduct Summaries:

**MS HS Code of Conduct Summary 2021-2022**

**https://www.bscsd.org/site/handlers/filedownload.ashx?moduleinstanceid=21991&dataid=46422&FileName=Re-edit%20MS%20HS%20Code%20of%20Conduct%20Summary%202022-2023.pdf**

**Elementary Code of Conduct Summary 2021-2022**
**https://www.bscsd.org/site/handlers/filedownload.ashx?moduleinstanceid=21991&dataid=46421&FileName=Elementary%20Code%20of%20Conduct%20Summary%202021-2022.pdf**

**7310 Code of Conduct**
**https://www.bscsd.org/Page/312**