

WILLIAMSON CENTRAL SCHOOL



Comprehensive School Safety Plan 2024-2025

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Section I: Introduction

A. Purpose

The Williamson District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Williamson Central School District Board of Education, the Superintendent of Williamson Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan. This Safety Plan is intended to prevent problems and to direct appropriate actions should problems occur.

B. Identification of District-Wide School Safety Teams

The Williamson Central School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

2024-2025 Members

Board of Education Members: Ashtyn Mohanlall, Geoff Governor
Administrators: E. Bridget Ashton, Kate Taylor, Bryon Rockow, Jeff Sutton, Robert Snyder, Ellen Saxby, Rachel Liberatore, Jessica Craft, Mike Pray, Karen Hoody, Kelly Colling
Teachers & Staff: Christi Byron, Jack Matthys, Nancy Miller, Katie Sensenbach, Rhoda Tuchrelo, Mary Weil, Melissa Plyter, Tiffany Skerrett, Charles Smith
Parent: Holli Dowling, Alexandra Durfee, Daniel Howell, Eric Krzyzanowski, Nanette Myers, Nico Porter, Ben Sensenbach
Safety Personnel: Patrick Poirier, Vicky Pascarella, SRO Bruce White, Tina VanStrien

C. Concept of Operations

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

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

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

Efforts may be supplemented by County and State resources through existing protocols.

D. Code of Conduct

The Board of Education (BOE) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is required to achieve this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The BOE recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and ensure that discipline when necessary is administered promptly and fairly.

- See Appendix 1 – Code of Conduct
- Building Handbooks exist that further outline specific protocols to building policies and procedures

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel and other members of the school community, and for the care of school facilities and equipment. After having considered a policy of zero tolerance, it was decided that such action would limit the discretion necessary to view each case individually. When considering cases involving violence the following factors should be considered:

- Age of the student
- Intent of the student
- Evidence of injury or physical damage
- These factors all should be considered when deciding on the length of the student suspension.

E. Plan review and public comment

8 NYCRR Section 155.17(b) requires the School Safety Team to review its Emergency Response Plan (ERP) annually and update it by September 15th as needed.

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

The Board of Education approves an amended plan every school year.

Section II: Crisis Intervention

- A. **Hazardous Sites:** The sites listed below were identified by the planning team in consultation with participating school personnel and outside agency representatives:

External List: (examples: hazardous railroad location, airports, industrial sites with potential for chemical spills, dams or waterways with flood potential, nuclear power plants, etc.)

- Route 104 intersection/Route 21
- Ginna
- Water Plant
- Cold Storage
- Exit roads from school
- Airport/plane crash
- Downtown disaster (fire, gas leak, explosion)
- Train crossing
- Student leaving premises
- Local farms- hazardous materials
- Thatcher Chemical
- Parking Lots
- Fuel Storage

Internal List: (examples: chemical storage locations, swimming pools, boiler rooms, etc.)

- School buildings/bus garage
- School Kitchens
- Labs/Shops
- Boiler Rooms
- Custodial Areas
- Janitorial Closets
- Nurses' Offices
- Art Rooms

B. Plans for taking the following actions in response to an emergency where appropriate:

B.1 Evacuation Procedures

B.1.a GINNA EVACUATION PLAN

INTRODUCTION

Evacuation, as the ultimate response option to a radiological emergency at the Ginna Nuclear Power Facility, requires special considerations, detailed planning and a well-coordinated effort by the Wayne County Emergency Preparedness Organization. To be successful, the organization must function efficiently in conjunction with a well-informed and cooperative public. The organization must establish and maintain credibility to receive public cooperation, and must adequately train team members and educate the public.

This evacuation plan provides general guidance and necessary information that must precede and guide the evacuation process. Agency functions that implement and coordinate a total or partial evacuation of the Emergency Planning Zone (EPZ) are further detailed in the Procedures Section

of the Wayne County Evacuation Plan for each agency or individual. These agencies or individuals must also develop standard operating procedures (SOPs) that will guide assigned emergency workers in the performance of their duties.

A. Planning Assumptions for Evacuations

1. A release of radioactive gas, steam or material may occur that will place the public in the downwind hazard area (66½ degree sector) plus the immediate two (2) mile radius around the site (keyhole concept) at risk.
2. The warning that precedes the arrival of the plume over the affected area will provide sufficient time to effectively evacuate.
3. If the warning time is not sufficient, other interim options (e.g. sheltering) will be ordered until the time that evacuation can be carried out with minimum risk to the population.
4. The Response Team has been fully activated and is either present at a duty station or is on stand-by.

B. Planning Factors and Considerations

The Emergency Planning Zone (EPZ) for evacuation is the ten (10) mile radius around the Ginna Nuclear Power Plant. The EPZ includes portions of Wayne and Monroe Counties; the EPZ also extends north over Lake Ontario.

C. Emergency Levels

Three classes of Emergency Action Levels have been established by the Nuclear Regulatory Commission (NRC) and incorporated into all Radiological Emergency Preparedness planning. Each class requires a different degree of response actions by the state, counties and RG&E. The three classes are:

1. Unusual Event – an event, which indicates a potential degradation of the level of safety of the plant.
2. Alert – an event in progress, which involves an actual or potential substantial degradation of the level of safety of the plant. Problems leading to an alert ordinarily would not cause a release of radioactivity although the release of small quantities is possible.
3. Site Area Emergency – events have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Releases of radioactivity are possible or may already be occurring.

D. Course of Action

If an emergency required you to take protective action, there are three courses of action you can be instructed to take: **Sheltering, Evacuation or School Closed.**

1. Sheltering

Sheltering means staying inside a structure such as your home or place of business and limiting ways outside air can enter the structure. If a release of radioactivity to the air is expected to pass quickly, sheltering would provide the most effective

means of protection. This means that students would remain in their individual schools.

2. Evacuation

Emergency plans have been designed to provide time to leave the area if it were necessary to evacuate. It is important to understand that there should be time for an orderly evacuation. In the case of an evacuation, all Williamson students and staff would be evacuated to TBD. This is the site where all Williamson residents will be evacuated. Superintendent will call the school's coordinator in Lyons when the buses are first called and when the last bus leaves Williamson. If buses are out on-runs, all buses and students will be returned to the district to begin the evacuation process.

3. School Closed

General Guidelines for Schools

1. If schools within the ten-mile EPZ are in session (this includes special sessions, night classes or recreational activities), they will be closed by order of the Chairman, County Board of Supervisors. This will normally occur when an Alert message is received. The prognosis for escalation, time available, evacuation time required, time of day/night and weather conditions are all factors in the decision-making process. When sufficient time is available, routine plans and procedures to close schools can be utilized. The current situation and the time available will determine what action will be taken to best protect the student population. There are three responses – school closed, sheltering place or evacuation.
2. The following guidelines will be followed if students are to be evacuated:
 - a. Procedures to delay opening, when notification is received at the CWP during off hours (5 p.m. to 5 a.m.).
 - b. Schools in session will be closed (use school plan) by order of the Chairman, County Board of Supervisors. Once empty, the schools will be secured by school personnel, who will then follow the instructions given.
 - c. School personnel will accompany students to the reception/Congregate Care/Personnel Monitoring Center. They will remain with students until all have been reunited with family members. School personnel which have families living in the EPZ will evacuate with the students; their families will leave the EPZ on Public Evacuation Bus Runs with the general public. Evacuation efforts will be supervised by the School's Coordinator and will confer with the Superintendent of Highways.
 - d. All students and school personnel will be registered.
 - e. All students will be evacuated by bus. The personal vehicles of school personnel will be evacuated at the direction and control of the School District Superintendent or his/her designee.
 - f. Students who attend schools located within the EPZ, but live outside the EPZ and have their own cars, will be evacuated by bus to the pre-designated Reception Center in Newark. All BOCES students would be evacuated by bus to the pre-designated Reception Center.

- g. BOCES (Williamson) students (Occupational Center) and BOCES Special Education Center students will be evacuated to the Newark High School by buses provided by the Sodus Central School.
- h. In order to account for all children and insure effective control, all parents will be directed to pick up children at the Reception Center rather than at the school.
- i. Those schools within the ten-mile EPZ which lack the resources to transport their total student population in one coordinated move will be furnished additional transportation resources on a priority basis by the County Response Organization. Requirements, including replacement for vehicles lost for maintenance, will be furnished to the Director of Transportation and updated as necessary.
- j. When notification is received of an emergency at Ginna, Superintendents of schools outside the ten-mile EPZ will be requested to place bus fleets and bus drivers on stand-by to help evacuate another school/nursery school/day care center or to run public evacuation routes in the EPZ. If these schools are in session, it may be necessary to hold students at the school until further instructions are received. When this happens, the information will be broadcast to the students, parents over the Emergency Broadcast System.
- k. Radio contact will be maintained with all school buses. Whenever possible, evacuation buses will be escorted by law enforcement vehicles to assure communication capability.
- l. Emergency services and assistance will be requested from the County Response Team as required. This includes emergency route clearance, tow trucks, fuel, emergency medical services escort and others.
Superintendents and school personnel at host school:
(Reception/Congregate Care/Personnel Monitoring Centers) will be prepared to assist the County Response Organization in the reception, registration, control of evacuees and operation of facilities. The County Commissioner of Social Services will coordinate Reception activities. All school districts have agreements with Wayne County to provide assistance in an emergency. Memoranda of Understanding (MOU) for Congregation Care will be executed by the Director, Wayne County Chapter and American Red Cross with School District Superintendents.
- m. If Potassium Iodide is to be distributed, the recommendation will come from the Wayne County Office of Emergency Management (see Policy on Potassium Iodide in Appendix 2).
- n. The custodians will lock and secure the building and control traffic in the driveway areas. When everyone has been emptied, the alarm will be set.
- o. Teachers should keep attendance materials, grade books and other necessary information with them to take attendance in homeroom, on the bus and at the reception area.
- p. Cafeteria workers should close down the cafeteria, secure the area and report to the foyer/or main office.
- q. After all students have been dismissed, all staff will join the designated bus to travel to the reception area.
- r. The school nurse should bring all student medication, including Potassium Iodide medication and attendance sheets with her.

B.1.b EVACUATION PLAN FOR WILLIAMSON STUDENTS

Simultaneous evacuation of our school buildings requires a totally different plan than early dismissal or emergency closings. All buses involved in this will be utilized to full legal capacity—that is, sixty-five (65) students per bus, three (3) in a seat. Small buses will have (30) students per bus.

Our present fleet consists of:

Type of Bus	No. of Buses	Seating Capacity	Standing Capacity	Total Legal Capacity
Full-size	19	65	0	1235
H/C - Bus	1	16 / 2 WC	0	18
Small Bus	2	25	0	50
Small Bus	1	24	0	24
Small Bus	1	15	0	15
Small Bus	2	28	0	56
TOTALS	26			1398

BUS LINE UP

<u>ELEMENTARY</u> (395 Students) (80 Adults)				7 Large Buses, 1 Handicapped Bus		8 Drivers	
12	***	10	***			Capacities	
1	***	2	***			7 Large @ 65 Each	
62	***	13	***			1 Handicapped @ 16	
11	***	64	***			Totals - 475	

<u>MIDDLE SCHOOL</u> (272 Students) (50 Adults)				6 Large Buses		6 Drivers	
4	***	17	***			Capacities	
16	***	18	***			6 Large Buses @ 65 Each	
8	***	63	***			Totals - 390	

<u>HIGH SCHOOL</u> (280 Students) (50 Adults)				6 Large Buses		6 Drivers	
5	***	14	***			Capacities	
68	***	9	***			5 Large Buses @ 65 Each	
69	***	3	***			Totals - 390	

Spare Buses							
Small Bus: 7, 15, 6, 19, 66, 67							

Drivers will not be assigned to a particular bus. Once they arrive at the bus garage, they will take any available bus and go to the assigned building

Non-Radiological Emergencies

For non-radiological emergencies, the site of evacuation will depend upon location of emergency. Emergency coordinator would decide location to evacuate school personnel and students (e.g., Sodus CSD to East, Wayne CSD to the West).

Radiological Evacuation

At the high school, the Building Administrator will maintain a list of students attending BOCES classes. It is safe to assume that at least forty (40) students would be at the BOCES Center and would consequently be transported by Sodus buses rather than included in our group. This would help us meet our needs at the high school based on the above figures.

As soon as all buses are loaded, they will head for the Reception Center at the Newark High School.

The Middle School and Elementary School will go by the following route:

Miller Street

Right onto Congdon Road

Right onto East Williamson Road

Left onto Owls Nest Road

Continue right onto Owls Nest Road

Right onto Minstead Road

Left onto Hydesville Road

Right onto Route 88

Right onto Miller Street

Left onto Pierson Avenue

The High School will follow the following route:

Route 21 South

Left to Main Street to Marion

Left to Newark-Marion Road (first road to left after signal light in town)

Continue on the road which changes into Hydesville Road

Right onto Route 88

Right onto Miller Street

Left onto Pierson Avenue

This plan is based upon present building population and number of vehicles. More specific plans that have been developed by Building Principals for their individual school buildings are as follows:

B.1.c WILLIAMSON ELEMENTARY SCHOOL

2024-2025 Evacuation Plan For Relocation at TBD

In the event of an evacuation due to an emergency, the following steps will be taken in response to the situation:

1. The custodians will lock and secure the building and control traffic in the driveway areas. **No one will be admitted to the building during the emergency.**
2. Announcements to students to go to homerooms and remain in homerooms until directed to board buses.
3. Teachers should keep attendance materials, grade books and other necessary information with them to take attendance in homeroom and at the reception area.
4. Cafeteria workers should close down the cafeteria, secure the area and report to the main office.
5. Students will be asked to go to lockers to get coats, secure personal belongings and report to homerooms quickly. Students should remain in homerooms until directed to board buses. Students should leave books in homeroom and backpacks in lockers.
6. The administrator in charge will supervise the dismissal of students to the buses and will retrieve the “office to go” bag. The nurse will distribute medication bags to homeroom teachers.
7. Physical Education teachers will do a final sweep of the building.
8. We are unable to dismiss students to parents during an evacuation plan. Parents must be directed to the reception area in TBD to claim their child.
9. Supervisors will remain in the hallways until all students are boarded. When all students are boarded, an announcement will be made for all additional personnel to report to the buses.
10. All staff and support staff are needed to assist in the orderly evacuation of students and supervision of students on the buses and at the evacuation reception center.
11. Personal vehicles should not be taken by staff or students to the evacuation center.

WILLIAMSON ELEMENTARY SCHOOL

Evacuation Buses

BUS LOOP: Staff and students will line up at door and be loaded into the nearest bus as directed by the counter/timer.

Door #1 Old Main Entrance Counter: Dobesh Timer: Stamer	Door #2 Staff Room Entrance Counter: Szklany Timer: Rowley	Door #3 Main Entrance Counter: Dennie Timer: Tuchrelo	Any Door
1st Grade 2nd Grade Special Ed Classes (3) PT Speech Counseling Office Nurse Secretary Asst Principal	3rd Grade 4th Grade AIS Band Project Try Cafeteria PE Music	UPK Kdg OT Art Library Monitors	Byron T. Secretary Principal (final bus) Custodians/Cleaners

- All staff are instructed to board buses to the evacuation center
- Cafeteria Staff will be at Door #2.
- Staff and students will exit the building according to emergency procedures found in ES Handbook

WILLIAMSON ELEMENTARY SCHOOL

Protocols for Distribution of KI (Potassium Iodide)

1. KI materials will be kept in a secure location in the nurses/main office to be distributed by homeroom.
2. The nurse will be in charge of distributing a KI bag (bottles and cups) to each homeroom teacher before they board the bus.
3. Depending on directions from the Superintendent's office, homeroom teachers will either distribute KI in homeroom, on the bus, or once the bus has reached TBD.
4. Homeroom teachers will consult the opt-out list prior to dispensing KI. Homeroom teachers are to note the time of distribution on a class list, sign and date the list and submit the list to the school nurse at the earliest convenience, along with any unused KI.
5. Staff that is not attached to a homeroom will receive KI from the school nurse.
6. Homeroom teachers should monitor the students for side effects from the KI. These would include but are not limited to the following:
 - Upset stomach
 - Hives
 - Complaining of itching
 - Difficulty breathing
 - Coughing or clearing of the throat

If any of these side effects are observed the school nurse should be contacted immediately.

B.1.d WILLIAMSON MIDDLE SCHOOL

2024-2025 Evacuation Plan For Relocation at TBD

In the event of an evacuation due to an emergency, the following steps will be taken in response to the situation:

1. The custodians will lock and secure the building and control traffic in the driveway areas. Mr. Matthys will handle the west side and main foyer, Mr. Schreiber the east side and back wing and Mr. Baker will secure the BOCES wing.
2. Announcements to students to go to homeroom and should remain in homerooms until directed to board buses. (Students should leave books in homeroom). Students will be asked to go to lockers to get coats, secure personal belongings and report to homerooms quickly. Students should remain in homerooms until directed to board buses. Students should leave books in homeroom.
3. Teachers should keep attendance materials, grade books and other necessary information with them to take attendance in homeroom and at the reception area.
4. Cafeteria workers should close down the cafeteria, secure the area and report to the main office.
5. The administrator in charge will supervise the dismissal of students to the buses. Ms. Slater will retrieve the “office to go” bag.
6. Supervisors (Mr. Schreiber – east side) (Mr. Matthys – west side) should not admit anyone to the building during the emergency.
7. **We are unable to dismiss students to parents during an evacuation plan.** Parents must be directed to the reception area in Newark to claim their child.
8. Supervisors will remain in the hallways until all students are boarded. When all students are boarded, an announcement will be made for all additional personnel to report to the buses.
9. All staff and support staff are needed to assist in the orderly evacuation of students and supervision of students on the buses and at the evacuation reception center.
10. Building administration and custodian will “sweep” the building to assure there is no one in the building.
11. Personal vehicles should not be taken by staff or students to the evacuation center.

WILLIAMSON MIDDLE SCHOOL

Evacuation Buses

Northwest Door all Buses:
(Exiting Tennis Court Door)

Counters: Semmel, Rockow, C. DeGrave

Group 1	<u>Colak, Lock</u>	Hill, Slater, Bailey, Abdunnasir, Taylor, J. Steurys, Court, Olivera, J. Miller, Christman, Milton, Rodgers
Group 2	<u>Bringley, Kuryla</u>	Gabel, Petrosky, C. DeGrave, Morehouse, Semmel, Briggs, Cole, Meulendyk
Group 3	<u>Bills, Miller</u>	Yaiser, Baldwin, Ashlaw, Collins, DeLyser, Farrington, Frank, M. DeGrave, Rockow

Northwest Door all Buses:
(Exiting Tennis Court Door)

Group 4	<u>Holowka, LaVallee</u>	Kime, Schreiber, DeFranco, Byron, Baker, Willis, Boyce, Federman, Ridley, Roof
Group 5	<u>Donahue, Maynard</u>	Alexander, Smith, Wersinger, Schauf, Storms, Happ, Thomas, Parshall, Ryan
Group 6	<u>Oliver, Tilkins, Rozzi</u>	Matthys, Hanna, Lauf, France, Snyder, Bowman, Guilfoil, Denner, Leisenring, Allison, Musclow

Homeroom Teachers are underlined

****Please note that Homeroom Teachers may be required to administer the KI medication****

WILLIAMSON MIDDLE SCHOOL

Protocols for Distribution of KI (Potassium Iodide)

1. KI materials will be kept in a secure location in the nurse's/main office to be distributed by homeroom.
2. The nurse will be in charge of distributing a KI to each student and staff prior to their dismissal to the buses unless otherwise directed.
3. Depending on directions from the Superintendent's office, homeroom teachers will either distribute KI in homeroom, on the bus, or once the bus has reached TBD.
4. Staff that is not attached to a homeroom will receive KI from the school nurse.
5. Homeroom teachers should monitor the students for side effects from the KI. These would include but are not limited to the following:
 - Upset stomach
 - Hives
 - Complaining of itching
 - Difficulty breathing
 - Coughing or clearing of the throat

If any of these side effects are observed the school nurse should be contacted immediately.

B.1.e WILLIAMSON HIGH SCHOOL

2024-2025 Evacuation Plan **For Relocation at TBD**

When The Signal Is Given

Students should report to their lockers and pick up their coats if needed. From the class they are in currently, they will be called to the buses

Staff:

- 1) Take/bring attendance sheet
- 2) lock their rooms after exiting.
- 3) Staff members not assigned to a specific location or homeroom should report to the foyer to assist with crowd control.

Nurse:

- 1) bring all student medications, including Potassium Iodide pills

Cafeteria Staff:

- 1) lock kitchen and cafeteria and report to the foyer, help custodian with water

Front Office Staff:

- 1) remain in office to cover the phones until the last bus is loaded then
- 2) bring "Go Bag" with student listing with addresses and phone numbers on bus

Physically handicapped students and aides:

- 1) should report to the foyer
- 2) exit building when instructed to load handicapped bus (at the end of the line)

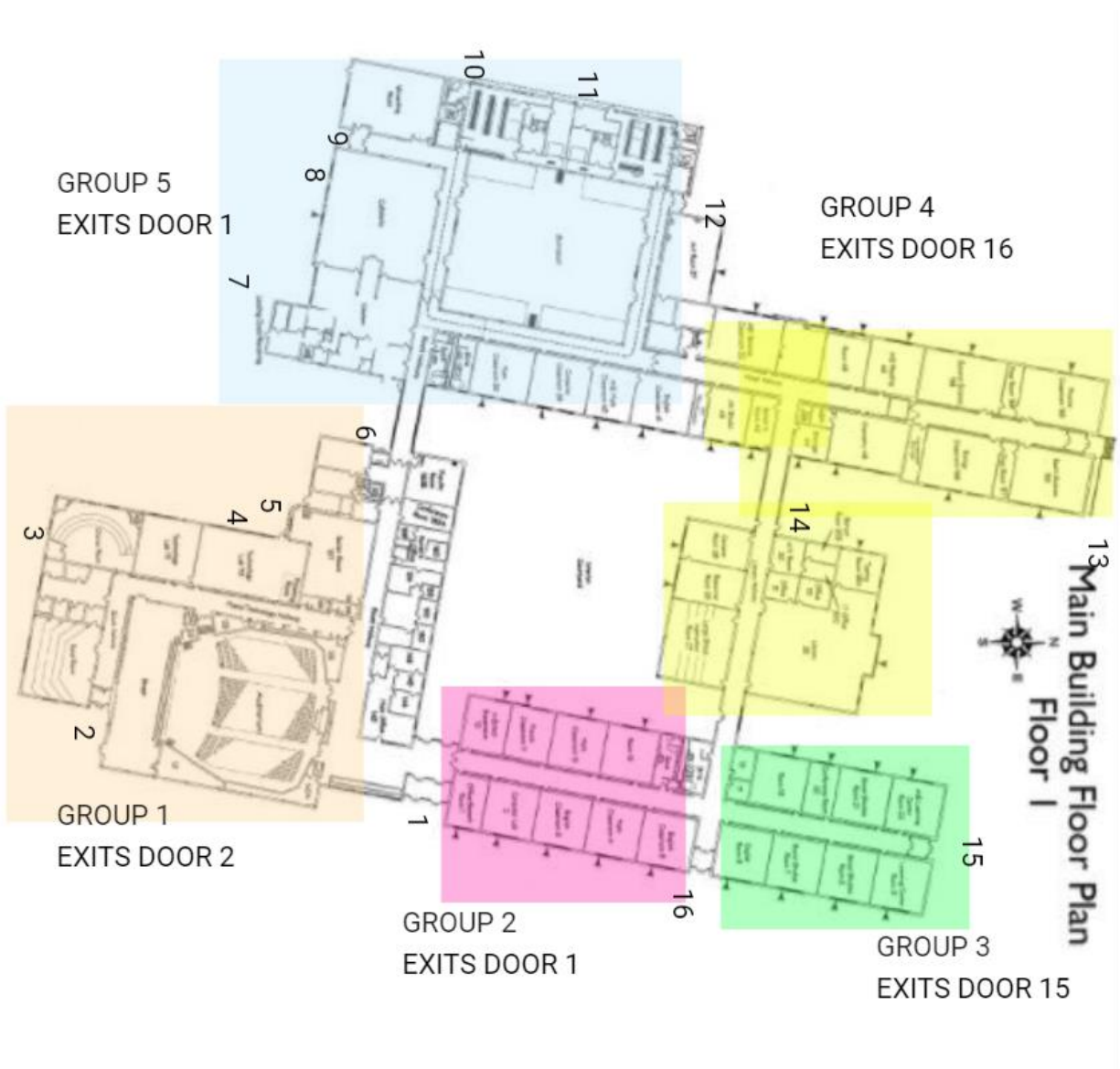
Auditorium Procedure

1. Students not in their assigned class report immediately back to class.
2. Those staff not assigned to a specific duty should help students exiting, sweeping for unaccompanied students as they exit.
3. Call order is shown below **WHEN DIRECTED** by the Principal.

WILLIAMSON HIGH SCHOOL

Evacuation Plan Order of Dismissal

Load buses from the back to the front, adults sit last.



Special Assignments

1. Gym staff— checks and locks the gym when exiting
2. Bruce White—checks and secures all outside doors and locks bathrooms.
3. Andrew Kritall -secure front driveway. No one is permitted to enter the grounds.
4. Amy Prater — supervise front foyer and assist Melissa as needed when in HS
5. Melissa Plyter — front door/foyer area- assist Mike
6. Bethany Moore— transports KI pills and bottled water.
7. Mike Pray and extra staff—help count off students getting on buses
8. Office staff— ensure all staff are notified (kitchen, IT, off-campus groups, WBHN)

Staff/Students will evacuate to:

6 buses (65/bus)

Nurse will deliver one bag of KI pills to each bus, including the vans. KI pills will be packaged accordingly

**When all students and staff are loaded, Kate Avery will signal buses to leave.
The last bus will pick up any remaining staff at mouth of driveway.**

WILLIAMSON HIGH SCHOOL

Protocols for Distribution of KI (Potassium Iodide)

1. KI materials will be kept in a secure location in the nurses/main office to be distributed by homeroom.
2. The nurse will be in charge of distributing a KI bag (bottles and cups) to each homeroom teacher before they board the bus.
3. Depending on directions from the Superintendent's office, homeroom teachers will either distribute KI in homeroom, on the bus, or once the bus has reached TBD.
4. Homeroom teachers will consult the opt-out list prior to dispensing KI. Homeroom teachers are to note the time of distribution on a class list, sign and date the list and submit the list to the school nurse at the earliest convenience, along with any unused KI.
5. Staff that is not attached to a homeroom will receive KI from the school nurse.
6. Homeroom teachers should monitor the students for side effects from the KI. These would include but are not limited to the following:
 - Upset stomach
 - Hives
 - Complaining of itching
 - Difficulty breathing
 - Coughing or clearing of the throat

If any of these side effects are observed the school nurse should be contacted immediately.

B.1.f WILLIAMSON DISTRICT OFFICE

2024-2025 Evacuation Plan **For Relocation at TBD**

When The Signal Is Given

All staff will gather their belongings and meet in the front of the building. It will be up to the employee(s) whether they would like to drive on their own or carpool with one another to TBD. Before leaving the building, make sure that all doors and windows are locked and secure.

Upon Arrival at TBD

Once arrived at TBD, staff should find the location of Williamson students and staff and offer to help where needed.

B.2 Sheltering Sites

In the case where an individual building is evacuated, the following will apply:
Elementary School evacuates to:

Middle School evacuates to:

High School evacuates to:

B.3 Responses to Specific Emergencies

General Emergency Response Actions

Evacuation

A. *IF FIRE ALARM RINGS*

1. Activate TapApp Notification
2. Evacuate immediately to designated outside location.
3. Take attendance roster, Quick Reference Guide, and Emergency Handbook.
4. Take attendance once outdoors.

B. *IF ANNOUNCEMENT BY PUBLIC ADDRESS SYSTEM OR VOICE RELAY:*

1. Listen for and follow instructions for when and where.
2. Check room for unfamiliar objects, but do not disturb.
3. Take attendance roster, Quick Reference Guide, and Emergency Handbook.
4. Take attendance once outdoors.

Evacuation For Students With Disabilities

The Building Principal should determine who will assist students, faculty members, and visitors with disabilities in the case of an emergency evacuation. Classroom Teachers, 1:1 Student Aides, School Health Personnel, Evacuation Assistants and the Building Secretaries should learn how to safely assist and evacuate people with disabilities during an emergency.

- Each school updates its evacuation information yearly and as needed throughout the school year for each of its students and faculty members. The evacuation plans are kept on file at the District Office and distributed to each school building.
- Students with handicapping conditions who will require specific assistance during an emergency evacuation will be identified each school year through the C.S.E. office, School Nurse or parents.
- The school district requests that faculty members who feel they may need special assistance during an emergency evacuation to self-identify so arrangements can be made in advance to meet their needs.

- The Building Principal should prepare a personal evacuation plan for individuals requiring special assistance during an evacuation.
- Written plans outlining procedures for evacuating persons with handicapping conditions are kept in the emergency evacuation folders in each classroom.
- The written evacuation plans should include:
 - The number of people with handicapping conditions who may require special assistance during an evacuation
 - Their primary classroom/work location
 - Intended route and means of evacuation
 - Name of person(s) who will assist those identified as having a handicapping condition
 - Areas of refuge where individuals with handicapping conditions can wait for assistance
 - Identify and train assistants and evacuation substitutes so at least one trained assistant is always present at the time of an emergency evacuation.

All personnel involved in safely assisting people with handicapping conditions will be required to practice the evacuation plan twelve times yearly. During these drills it will be important to verify that individuals with handicapping conditions are capable of successfully leaving the building, unassisted, via emergency routes or with their assigned assistant. During lockdown situations, clearance and release should only be affected by law enforcement personnel.

LOCK DOWN—Internal Threat

- A. Get students out of halls
- B. Lock classroom doors
- C. Close blinds on door windows
- D. Sit on floor, out of sight
- E. Do not allow anyone to enter the room/office
- F. Turn classroom lights off and clear student desks
- G. Prohibit the use of cell phones and other communication devices
- H. Stay hidden until physically released by law enforcement personnel

LOCK OUT—External Threat

- A. Lock all exterior doors & windows
- B. Terminate all outside activities
- C. No entrance or exit from the building
- D. Classes continue as normal within building

HOLD IN PLACE—Short Term, Internal or External Emergency

- A. Terminate all outside activities
- B. Students stay in current location until further notice
- C. Enter and exit through front monitored door only

SHELTER IN PLACE—External or Internal Threat

- A. Lock all exterior doors and windows
- B. Close and lock all classroom doors
- C. Close shades
- D. Terminate all outside activities

- E. Students stay in current location until further notice
- F. Enter and exit through front monitored door only

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Phone Threats

- A. Upon receipt of a bomb threat by telephone, listen for identifying speech characteristics; male or female, young or old, etc.
- B. If it's an outside phone line, take note of the line that the "bomb threat" person has called in on.
- C. After you hang up from that call review the call history on the phone system.
- D. Call the Superintendent's office to report the incident and phone history. The Superintendents' office will take appropriate action.

Other Emergency Support Actions

Transportation

Plans are ready to bring buses to schools for early dismissal, sheltering on-site or relocation to other facilities. Since specific emergency needs will vary, instructions will be announced as circumstances warrant.

Sheltering

Plans are ready to use school buildings as shelters for students or outsiders during emergencies. An agreement is in place for the American Red Cross to assume on-site responsibility when school buildings are required as emergency shelters for the general public. Plans include provision for meals and overnight accommodations.

Emergency Command Center

If there is an emergency in the High School, the District Office will be the Emergency Command Center. If the emergency is in the Elementary School or Middle School, the High School will be the Command Center. Plans are ready to use the Williamson Fire Hall during emergencies when District buildings are unavailable. Since specific emergency needs will vary, instructions will be announced as circumstances warrant.

Media

The Superintendent will handle all communications with the media and work with the Communication Coordinator to update the district's social media sites.

Social Media

The District Clerk will monitor social media when the safety plan has been activated.

B.3.a Severe Weather

Sequential Response Actions:

1. Escort students to safe areas and close all blinds.
2. Monitor **all** National Weather Service severe thunderstorm and tornado watch or warning on Weather Alert Radio or local radio stations.

3. Notify the Building Administrator or Administrator covering the building who will contact the Superintendent or his/her designee (ES-ext. 2501, MS-ext. 3500, HS-ext. 5500, DO-ext. 4105).
4. Curtail **all** outside activities. Bring students indoors immediately.
5. The Building Administrator will notify the Superintendent or designee on Emergency Management Team who will assign weather spotters to specific locations.
6. If a tornado or high winds are threatening, take shelter in the hallways at the lowest floors in the facility possible, away from windows and out of large rooms such as cafeterias and gymnasiums.
7. Continue to monitor outside weather conditions, radio and local radio stations. When “warning” is rescinded or “all clear” is given, organize to resume normal activities if there is no damage to school property.
8. Take note of any observed damage to school buildings or nearby structures, including utility poles, etc. Report such damage and/or potential danger to Emergency Management Team immediately.

Necessary Resources: TV Stations: 8, 10, 13, 31
Mass Communication System

B.3.b Civil Disturbance (Riot, Sit-ins, Racial Conflict, Long Altercations)

Contact the Building Administrator providing location of disturbance, what is taking place, number of people involved and intentions of the group if known. The Building Administrator will contact the Superintendent and police if assistance is needed. The Building Administrator will notify school personnel. The school personnel will move students away from areas where violent confrontations may occur. The Building Administrator will isolate problematic individuals (police assistance may be necessary). Schools should not be dismissed unless it can be achieved without risk to students and school personnel.

The Superintendent will follow up with police, community leaders and other appropriate parties for opening school the next day. The Building Administrator will update school personnel before school begins. Counselors may also need to be called in and be available the following day.

B.3.c School Bus Accident

School Bus or Vehicle Accident

Sequential Response Actions:

1. The Bus Driver will call 911 and then the Transportation Supervisor who will notify the Superintendent or their designee. Upon receipt of notification of an off-site motor vehicle accident involving a school bus, the following information should be gathered from the caller:
 - a. Location of the incident?
 - b. Number of injured persons, if any?
 - c. Has Emergency Services been called?
 - d. Has Local Police or Sheriff been notified?

- e. Are victims being transported to hospital?
If yes, which hospital(s)?
4. Monitor the situation through Fire and Law Enforcement officials or the Emergency Management Team members on scene and gather accurate information regarding:
 - a. Number of injured students and staff
 - b. Names of injured students and staff
 - c. Injured who will be transported to hospital(s) (School Personnel should accompany any injured to hospital whenever possible)
5. At the Superintendent's discretion, notify the parents/legal guardians or spouse(s) of the injured as soon as possible.
6. Only the Superintendent or his/her designee on the Emergency Management Team should provide details to news media.
7. Maintain communication with Emergency Services and hospital for current status of accident scene and patient condition.
8. The Superintendent or his/her designee on the Emergency Management Team will contact building counselors. If additional counseling is needed, neighboring schools will be contacted.
9. When the incident is terminated by emergency services and local law enforcement agencies, resume normal operations.

B.3.d Gas Leak/Hazardous Spills – Evacuation Procedure

1. Notify Building Administrator or Administrator covering that day (ES-ext. 2501, MS-ext. 3500, HS-ext. 5500)
2. Building Administrator announces evacuation away from affected area (do not use fire alarm to activate evacuation during a potential gas leak).
3. Building Administrator calls "911", the Superintendent and the Director of Facilities.
4. Teachers evacuate to designated areas and account for students, maintain supervision.
5. Building Administrator determines if evacuation is complete – check with teachers for unaccounted for children. Prepare student release procedures for parents picking up students.
6. Superintendent notifies operations group and sets up command post.
7. Director of Facilities will take any immediate action necessary and contact appropriate outside agencies (e.g. RG&E, DEC, HAZMAT).
8. Nurses should be prepared to provide emergency first aid measures at the location where students are gathered.
9. Bus drivers should be activated to "stand by" status in case re-entry to the building is not possible and the "go home" plan must be implemented.

B.3.e Intruders – Lockdown Procedure

This would consist of any person entering the school buildings that is not school personnel or a registered student. School personnel should automatically recognize and question the presence of unauthorized persons on school grounds.

Directives to School Personnel:

1. Determine whether the person is a legitimate visitor or a threat to school safety.
2. Escort visitors to the building main office to sign in and obtain a badge.
3. If a person is suspected of posing a threat:
 - a. Immediately contact the building administrator who will call “911” for the police.
 - b. Initiate school lock down.
 - c. Do not engage in a violent confrontation. Take every step to ensure your safety and others in the buildings and on school grounds.
 - d. Identify the person, person’s location, and note if any weapons are visible.
 - e. Contain the situation and, if possible, remove all innocent persons.

B.3.f Bomb Threat – Evacuation Procedure

1. Upon receipt of a phone or written threat the Principal will conduct a threat assessment with the police and other Crisis Response Team members. The decision to evacuate, relocate, dismiss early, or continue with school is dependent on information received in the threat, and how credible the information is. Age of those involved, access to materials, prior incidents, and the specificity of the threat should all be considered during a threat assessment.
2. If it’s an outside phone line, take note of the line that the “bomb threat” person has called in on.
3. After you hang up from that call review the call history on the phone system.
4. Call the Superintendent’s office to report the incident and phone history. The Superintendents’ office will take appropriate action.
5. The Building Administrator will:
 - a. Notify school personnel via the PA or voice relay system to “secure your area and await further instructions.” This announcement triggers school personnel to:
 1. Conduct a visual search of their respective rooms.
 2. Prepare students to gather personal belongings for pending evacuation.
 3. Indicate on their room door that the room has been searched.
 4. Await evacuation instructions.
 - b. Notify “911” that a threat has been received if indicated via threat assessment protocol.
 - c. Notify the Superintendent or designee.
 - d. Direct bomb search team in searching exits, pathways, and final evacuation destination/gathering area for suspicious items.

- e. Direct orderly evacuation (using building codes) to outside area or to other building for sheltering or to an inside area that has been cleared and sanitized if weather dictates (see Sheltering if weather dictates).
- f. Direct bomb search team efforts from the Command Post (Main Office or District Office).
- g. Building principal along with Superintendent will determine when the building is safe for re-entry or send students home.
- h. Post-Bomb Threat debriefing for school personnel.
- i. Hold assembly ASAP for students for informative purposes and notify parents in writing of the event.

B.3.g Fire/Explosion – Evacuation Procedure

Sequential Response Actions:

1. If you notice fire, see smoke, or hear an explosion, sound the fire alarm immediately.
2. Ensure that students are evacuating according to posted room instructions. Take attendance roster, Emergency Quick Response Guide and Building Emergency Handbook. Ask nearby staff member to accompany your class outside so you can notify others.
3. Notify the Building Administrator or Administrator covering the building who will contact the Superintendent or his/her designee (ES-ext. 2501, MS-ext. 3500, HS-ext. 5500, DO-ext. 4105).
4. The school’s fire alarm system will call “911” automatically, and the Building Administrator’s call will be a back-up and will serve to give more information to fire and police officials who are enroute to the school.
5. **DO NOT ATTEMPT TO PUT OUT THE FIRE UNLESS:**
 - a. Students are safely out of building;
 - b. Fire is small and its full extent is known;
 - c. You are certain of type of fire and familiar with appropriate extinguisher and its use. **IF IN ANY DOUBT, LEAVE AREA.**
6. Upon arrival of Emergency Management Team member or fire/police responders, give information on location of emergency. Provide building map shown in Emergency Quick Response Guide.
7. Take class attendance outdoors or ask another staff member to do it for you. Report missing or injured students to Emergency Management Team members or to responding emergency personnel.
8. Follow instructions provided and do not re-enter building until “All Clear” bell is rung.

B.3.h Biological Threat – Lockdown Procedure

In the event of a biological threat, the individual receiving the letter/package should do the following:

1. Close the package. Do not leave the room/office where the package is opened.
2. Do not let any room/office occupants leave after package is opened. Avoid towelings face or mucous membranes.
3. Do not allow anyone to enter the area. Reduce air movement (i.e. fans)

4. Notify the Building Administrator or Administrator covering the building who will contact the Superintendent or his/her designee (ES-ext. 2501, MS-ext. 3500, HS-ext. 5500, DO-ext. 4105).
5. The Building Administrator will call “911”, the Superintendent and the Director of Facilities.
6. Do not initiate an evacuation or make any announcements of the emergency. However, an announcement should be made to hold all staff and students in their present location until further notice and to disregard all class bells for period changes.
7. Isolate/lock down all entrances and exits and post monitors at each point to prevent unauthorized entry/exit.
8. If evacuation is necessary, law enforcement and emergency services will determine the need, extent and time frame.
9. Upon receipt of an anthrax threat by telephone, listen for identifying speech characteristics; male or female, young or old, etc. If it is an outside phone line, take note of the line that the “bomb threat” person has called in on. After you hang up from that call the Superintendent’s office to report the incident and phone history. The Superintendents’ office will take appropriate action.

B.3.i AED Emergency Inside School Building

1. When an AED emergency occurs, call the Main Office in the building who will broadcast the following announcement:

AED Code in Room _____

This announcement will be made three (3) times.

The Main Office will be in charge of contacting “911” if staff is on-site.

If the Main Office is not available, call “911” from the classroom phone.

2. Once a responder has arrived at the scene with the AED, he will assess the patient’s condition and follow the procedures that have been established. These procedures are located inside of each AED unit.
3. Notify the Building Administrator or his/her designee, Superintendent or his/her designee, and School Nurse and District AED Program Coordinator as soon as the ambulance crew has taken the patient from the scene.
4. Follow up with appropriate documentation to District AED coordinator, Marygrace Mazzullo.

Outside School Building

1. The portable unit will be on site and in a location known to all responders. The coach or coordinator of event will be responsible for this action.
2. If an emergency has been declared, a responder will retrieve the AED and immediately assess the patient’s condition. The responder will follow the procedures that have been established. These procedures are located inside of each AED unit.
3. In each portable unit, a cell phone is included. Use this phone to contact “911”. If possible, have someone else at the scene meet the ambulance.
4. Building Administrator/Designee will follow Level 1 Crisis Team Procedures.
5. Notify the AED program director within twenty-four (24) hours after an event.

6. Follow up with appropriate documentation to District AED coordinator, Marygrace Mazzullo.

B.3.j

Pandemic, Public Health Emergency

A. Essential Personnel

- Maintenance/Buildings and Grounds Personnel - Custodians, Maintenance Mechanic, Groundskeeper (on a rotational basis) - revolving schedule
- District Office Personnel - rotational schedule - one person at a time
- Building Administrators - One day a week
- Building Clerical - rotational schedule - one person in the building at a time
- Teachers will work in the buildings with all safety protocols in place and if state ordered, will work from home
- Food Service Workers if deemed by the state to provide meals to students

B. Telecommuting/Remote Work

- The district has worked to ensure that all non-essential staff have devices, software, and technology necessary to perform their job duties from a remote location.

C. Work Shifts

- We will have a schedule in place to reduce overcrowding on work sites. Sign in and outs and a rotation schedule.

D. PPE Protocols

- All PPE items are currently stored in a locked room in the Middle School. Only the Facilities Director and Groundskeeper have access to this room. Staff Members email requests into the Main Office. These emails are then forwarded on to Accounts Payable, who will enter and assign the request to the Groundskeeper into the Master Library System. The Groundskeeper will bring the requested items to the Main Office of the appropriate building the same day or the following day. Once the Groundskeeper has done this, they will mark the order complete in the Master Library System. The system then updates the current stock on hand. We have a minimum stock alert set up in the program to notify us when new stock is needed.

E. Health Protocols

- The Williamson Central School District will follow all Health Exposure Protocols given to us from the Wayne County Public Health Department.

F. Documenting precise hours and in-person attendance in District facilities

- The Williamson Central School District will log and track hours of personnel on work sites through a Google Form & Document

G. Emergency Housing for Essential Personnel

- This is not applicable to the Williamson Central School District

Large Spaces in Building Maximum Capacities:

High School:

Auditorium: 730 Persons

Cafeteria: 250 Persons

Gym: 545 persons

Middle School:

Auditorium: 450 Persons

Cafeteria: 254 Persons

Gym: 250 Persons

Elementary School:

Cafeteria: 840 Persons

Gym: 400 Persons

H. Student Learning Model

- In person learning on all in session days noted by the current school year calendar will be prioritized. In cases where a learning model other than fully in person is indicated for safety reasons, the district will follow the options presented in our opening plan and determine the best course of action. Appendix 6.

LIST OF AED TRAINED STAFF

Tausha Ahern		
Joanna Alexander		
Christy Baglio		
Alan Baker		
Kendon Bates		
Sarah Bendschneider		
Brandee Blauvelt		
Michelle Blik		
Emily Boulet		
Richard Bouwens		
Elizabeth Brennan		
Kristin Campbell		
Jason Charlette		
Carl Comstock		
Cindy Ferland		
Al Ferland		
Emily Hewitt		
Gary Holowka		
Joshua Karasinski		
Patti Kiesinger		
Sarah Klejment		
Lindsay Klemmer		
Andrew Kritall		
Tracy Lessord		
Jack Matthys		
Michelle Milton		
Hayley Musclow		
Rebecca Oliver		
Katherine Quinlisk		
Rich Rozzi		
Olivia Schauf		
Ric Schmeelk		
Tiffany Skerrett		
Ian Thomas		
Pat Tyler		
Jeff VanHoover		
John Vitalone		
Michelle Whipple		
Bruce White		
Kayla Yarrow		
Sandra Yaskow		

C. Identification of School Personnel (continued)

C.1 Trained school personnel willing to assist in an emergency

The following employees completed acceptable first-aid training or are licensed providers for Health Care:

<u>Middle School</u>	<u>Elementary School</u>
Jack Matthys	Paula Dobesh
Nancy DeFranco	Lauren Szklany
Joan Frank	Caitlin Jablonski
Kristen Collins	Katie Sensenbach
Christian DeGrave	Christi Byron
Amy Hanna	Kayla Yarrow
Bryon Rockow	Anne Governor
Kate Taylor	Rebecca Frechette
	Kari Hopkins
	Ingrid Wander
	Meghan France
	Rhonda Tuchrelo
	Joslyn Steurys
	Rebecca Dennie
School Nurse: Lynn Wersinger	School Nurse: Hayley Musclow

C.2 Heavy Equipment Inventory

Dump Truck

C.3 Bus and Vehicle Inventory

Type of Bus	No. of Buses	Seating Capacity	Standing Capacity	Total Legal Capacity
Full-size	19	65	0	1235
H/C - Bus	1	16 / 2 WC	0	18
Small Bus	2	25	0	50
Small Bus	1	24	0	24
Small Bus	1	15	0	15
Small Bus	2	28	0	56
TOTALS	26			1398

C.4 Fuel Inventory

- a. Diesel – 6,000 gallon tank – average 4,000 gallons
- b. Gas – 500 gallon tank – average 400 gallons

C.5 Cafeteria Capacities/Inventory Summary

- a. Capacity
 1. High School – not to exceed 469
 2. Middle School – not to exceed 502
 3. Elementary School – not to exceed 400
- b. Inventory Summary
 1. 200 meals per week during summer months
 2. 500 meals per week while school is in session

C.6 Location of other emergency equipment

Location of Emergency Equipment

1. **Cell Phones:** District Office
2. **Portable Loudspeakers (BULLHORNS):** Middle School
PA's on all buses
3. **Flashlights:** Maintenance Personnel
4. **Portable Radios:** District Office
(walkie-talkies use Admin Channel) Main Offices (ES, MS, HS)
Bus Garage
5. **Emergency Broadcast System Radio:** District Office
Main Offices (ES, MS, HS)
Bus Garage

The following information is provided for dissemination to emergency personnel.

Please do not try to operate the following equipment yourself. Call the Director of Facilities, (315) 573-9400.

1. **Emergency Generators:** Elementary School Rear of Building
Middle School Courtyard
High School Rear Parking Lot
2. **Fire Alarm Panels:** Main Office (ES, MS, HS)
Power supplies in Boiler Rooms
District Office Air Handler Room
3. **Telephone Panels:** Mains Located in Building Boiler Rooms
Internal Phone Panels located in Main
Office (MS, HS)
Internal Phone Panel located in room off
Main Office (ES)
4. **Security System Panels:** Copy Rooms (ES, MS, HS)
Break Room (District Office)

**EMERGENCY TEAM MEMBERS HAVE MORE DETAILED
INFORMATION ON AVAILABLE EMERGENCY EQUIPMENT**

D. Williamson Emergency Management Team

District-Wide

Superintendent of Schools E. Bridget Ashton
Office: 589-9661

If unavailable, the following order has been established:

Assistant Superintendent for Instruction
School Business Administrator
Middle School Principal
High School Principal
Elementary Principal
Assistant Principal High School
Assistant Principal Middle School
Assistant Principal Elementary School

Individual Buildings

In the case of a building emergency, the building principal is in charge. If he/she is unavailable, please contact the administrator who is covering the building for the day.

Elementary School: Office: 589-9668	Ellen Saxby, Principal	6036 Highland Avenue
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Middle School: Office: 589-9665	Kathryn Taylor, Principal	4184 Miller Street
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High School: Office: 589-9621	Robert Snyder, Principal	5891 Route 21
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Phone Numbers of Other Emergency Team Members

School Business Administrator Office: 589-9661	Jeff Sutton
Assistant Principal (HS) Office: 589-9621	Michael Pray
Director of Pupil Personnel Services Office: 589-8308	Kelly Colling
Assistant Principal (MS) Office: 589-9665	Bryon Rockow
Technology Director Office: 589-9621	TBD
Director of Facilities Office: 589-9661	Patrick Poirier
	Andy Cantwell (Alternate)

D. Williamson Emergency Management Team (cont.)

Elementary Nurse Office: 589-9668	Hayley Musclow
Middle School Nurse Office: 589-9665	Lynn Wersinger
High School Nurse Office: 589-9625	Bethany Moore
Director of Transportation Office: 589-6901	Vicky Pascarella
Director of Food Service Office: 589-9621	Tina VanStrien

E. Outside Agencies

FIRE, POLICE, AMBULANCE: CALL 911

By contacting “911”, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

<u>Medical/Hospital</u>		<u>Newark Central School District</u>	
Newark-Wayne Hospital	315-332-2023	Newark Superintendent	315-332-3205
Poison Control	1-800-222-1222	Newark Asst. Superintendent	315-332-3202
School Physician	315-483-3280	Newark High School	315-332-3250
<u>Town of Williamson</u>		<u>New York State</u>	
Water Treatment Plant	315-589-3781	Dept. of Environmental Conservation	585-226-2466
Waste Treatment Plant	315-589-9371	Dept. of Transportation	315-332-4000
Highway Department	315-589-2874	NYS Police (Williamson)	315-589-2046
		NYS Police (Lyons)	315-946-3040
		NYS Police (Wolcott)	315-594-2550
		NYS Police (Canandaigua – 24 hr dispatch)	585-398-4100
<u>Wayne County</u>		<u>Other Agencies</u>	
Emergency Mgmt. Coord.	315-946-5663	American Red Cross	315-331-3783
Highway Department	315-946-5600	Lifeline	211 or 1-800-310-1160
Fire Coordinator	315-946-5640	RG & E	1-800-743-1701
Sheriff’s Department	315-946-9711	BOCES Risk Mgt.	585-383-2289
Public Health Department	315-946-5749 ext. 5680	Verizon	518-890-6611
Behavioral Health	315-946-5722	National Response Center	1-800-424-8802

F. Telephone Information

1. In the event of a building power failure, you can contact the Bus Garage using the portable radios located in each building Main Office and in the Superintendent’s Office.
2. Cell phone numbers for emergency team members are located on page 34 and 35 of this document.

G. Other Educational Agencies – to be updated as necessary

The following educational agencies lie within the boundaries of Williamson Central School and will need to be contacted by the Superintendent or his/her designee.

School Name & Address	Population	No. of Staff	No. of Buses Needed	Business Phone	Home Phone
Lake Ontario Day Care 6395 Tuckahoe Road Williamson	50	20	2	589-7421	986-4280
Anna’s Little Bananas Daycare 4425 Old Ridge Road Williamson	45	12	1	315-904-4126	315-576-6555

H. Acts of Violence/Hostage/Kidnapping – Lockdown Procedure

Sequential Response Actions:

1. Identify intruder or individual posing threat (student, former student, unknown adult). Note clothing, demeanor, voice characteristics (excited, disoriented, angry, lucid, etc.).
2. Look for objects that may be weapons and assume they are real and dangerous. School personnel should assess whether or not they should intervene. **DO NOT ATTEMPT TO OVERTAKE OR DISARM AN UNKNOWN OR THREATENING INDIVIDUAL.**
3. Identify any individual who is being accosted or held or spoken about.
4. Notify the Building Administrator or Administrator covering the building (ES-ext. 2501, MS-ext. 3500, HS-ext. 5500, District Office-ext. 4105)
5. The Building Administrator will notify the Superintendent or his/her designee on the Emergency Management Team who will notify “911” and follow their instructions.
6. The Emergency Management Team will announce that staff should implement the Lockdown Response Action using the building codes.
7. A lockdown of all rooms, assembly halls and entrances should take place immediately. Get students out of hall. Lock doors.
8. Isolate the area of the incident from all staff and students. Do not allow anyone to enter the area without the advice of law enforcement agencies. Provide law enforcement with a building map and identify area where emergency is taking place.
9. The Superintendent or his/her designee will be responsible for all comments to news media based on advice of law enforcement officials.
10. After situation has been resolved, notification will be made by the public address system to resume normal operations.
11. Building administrator will fill out a violent incident report, if appropriate, and/or take further disciplinary actions described under the District Code of Conduct.

Section III: Crisis Management

A. SEE APPENDIX 2: RESPONSE TO TRAGEDY & CRISIS MANUAL

B. Parent Notification

Notification of parents is essential in any emergency. In any case where the emergency plan has been implemented parents should be notified via ParentSquare call, text, or email the day of the event. In the case of an early dismissal the parents of students in grades **UPK-12** should be notified by phone whenever possible. It is therefore essential that all homerooms teachers have student information available on a to-go basis. In the case of an evacuation, this information should be taken out of the building by the homeroom teacher.

Section IV: Prevention and Intervention Strategies

A. Policies and Procedures related to school building security

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

All school personnel are obligated to enforce the school policies related to school safety and violence. These policies are located in Appendix 2 of this document.

All three education buildings in the District are equipped with security cameras and building access control systems. All employees are identified by a badge that also provides access to the buildings based on their security level. Security levels are defined as:

Level 1: 24 hrs. per day/7 days a week

Level 2: 6:30 a.m. – 10:30 p.m. on school days only

The main offices at each school site monitor the cameras during regular school hours. Outside of school hours, cameras tape continuously. These tapes can be reviewed as needed. In addition, the High School cameras are monitored by the attendance monitor.

B. Policies and Procedures for the Dissemination of Informative Materials

Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors including, but not limited to:

1. The identification of family, community and environmental factors to school personnel, parents and others in parental relation to students of the school district or BOE, students and other persons deemed appropriate to receive such information.
2. Building Administrators and counselors share pertinent intake information regarding specific students with school personnel.
3. Building RTI teams meet weekly to discuss students who are referred.
4. Selected school personnel meet systematically with probation officers, juvenile officers and social service personnel.
5. Principals (or designee) meet with school personnel after an incident to discuss strategy.
6. Policy 8202, Regulation 8202R and Procedure 8202P as they relate to Suicide and Other At-Risk Behavior: Awareness, Intervention and Postvention (Appendix 2).
7. Threat assessment (see Appendix 2) conducted when needed.

C. Appropriate prevention and intervention strategies:

1. District-wide:

- a. Security cameras installed at each main entrance, in all high school hallways, middle school and elementary school cafeterias.
- b. Door access via identification cards, thereby providing keyless entry for staff. Staff is assigned a security level based on their position within the District.
- c. MTSS Tier 1, 2, and 3 Teams in each building address the social and emotional needs of students.
- d. Supportive Intervention
- e. Behavioral assessment or evaluation
- f. Behavioral management plans, with benchmarks that are closely monitored
- g. Student counseling and parent conferences
- h. Modification of schedules

- i. Adjustment in hallway traffic and other student routes of travel
 - j. Targeted use of monitors
 - k. Staff professional development
 - l. Parent conferences
 - m. Involvement of parent-teacher organizations
 - n. Peer support groups
2. **Elementary School Programs:**
- a. **Project Try** – Project Try is an early intervention program, which services students in Grades K-3 who are experiencing behavioral, emotional, or learning difficulties. The intervention offers students 1:1 play therapy to address issues impacting their academic progress or emotional well-being.
 - b. **Delphi Program** – The Delphi Program is a program, which services students in Grades K-4 dealing with conflict resolution and drug and violence intervention.
 - c. **Pride Pals** – Pride Pals are designed to focus the attention of the students on appropriate social behavior. The proponents of the Pride Pals program represent the district PRIDE philosophy, including Perseverance, Responsibility, Integrity, Dignity and Excellence.
 - d. **Elementary MTSS Team** – This is a team comprised of staff members that work together to support students with academic and social-emotional needs. There are three tiers of support in the MTSS system, with Tier 3 offering the highest level of support.
 - e. **Caring Community Program** – This program is a research-based strategy that focuses on building a social community in the classroom and school in order to focus on bullying, making friends, social etiquette and a variety of other topics.
3. **Middle School Programs:**
- a. **Delphi** - An outside program that works with students in 6th and 7th grade students on developing pro social skills; conflict resolution; and drug and alcohol prevention.
 - b. **MTSS** - (Multi-Tiered Systems and Supports) This blends the approach of RTI and PBIS to address the behavioral, academic, and social emotional needs of students. Tier 1 learning and interventions are for the whole school community. Tier 2 are for 15% of the school community, and Tier 3 are for 5% of the school community based on team assessment of school data.
 - c. **Individual and Small Group Counseling** - Available through IEP services with guidance office personnel.
 - d. **Student Code of Conduct** - This document is distributed and reviewed with students annually. The document outlines specific school expectations.
 - e. **Building-Level Counseling Services** - non-mandated counseling available through the MTSS process and direct request for services. This includes conflict resolution and peer mediation.
 - f. **Wayne Behavioral Health Network Satellite Office** - There is a licensed social worker from WBHN 2/5 days per week to meet with students. Students may be referred by school staff or families.
 - g. **Monthly Forums** - Assemblies involving all Middle School stakeholders used to actively discuss and review PRIDE expectations.

4. **High School Programs:**

- a. **Student Forum** – Every morning there is Administrative level discussions/announcements, core instruction of school wide expectations to all student body assembled in High School auditorium. Discussion of pertinent issues.
- b. **Pathways Program** – Provides students with career exploration and access to job fairs, internships, and shadow experiences.
- c. **MTSS (Multi-Tiered Systems and Supports)** This blends the approach of RTI and PBIS to address the behavioral, academic, and social emotional needs of students. Tier 1 learning and interventions are for the whole school community. Tier 2 are for 15% of the school community, and Tier 3 (formerly CARE TEAM) are for 5% of the school community based on team assessment of school data.
- d. **Building-level Counseling Services** - non-mandated counseling available through MTSS process and direct request for services
- e. **Check in/Check Out** - part of our Tier 2 services, this connects a student to a staff member in checking daily to see how the student is meeting our school wide expectations and short-term goals.
- f. **Individual and/or Small Group Counseling** - counseling available as an IEP service through PPS office.
- g. **Wayne Behavioral Health Network Satellite Office** - There is a licensed social worker from WBHN 2/5 days per week to meet with students. Students may be referred by school staff or families.

D. Policies and Procedures for Annual Multi-Hazard School Training

Policies and procedures for annual multi-hazard school training for school personnel and students, including the strategies for implementing training related to multi-hazards.

The Building Administrator will annually review with school personnel and students, their role in implementing the emergency plan.

E. Procedures for the Review and Conduct of Drills and Other Exercises

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

1. As the initial plan is developed and annually as the plan is updated, the chairperson of the planning committee will submit a draft of the plan to each affected county emergency management coordinator for review to insure compatibility with the county plan and statewide plan.
2. In addition, the Superintendent will conduct at least one test of the emergency response procedures or a table top exercise annually. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible.

F. Strategies for improving communication among students, between students and school personnel

Strategies for improving communication among students and between students and school personnel and reporting of potentially violent incidents, such as the establishment of:

1. Student input sheets are available in each building so that students can report any threatening behavior.
2. Parents are notified annually that they can call any building administrator with concerns on potential issues of violence during business hours. The District Office number is available during non-business hours (589-9661) to report such issues.
3. Parents are also notified via US mail of the early warning signs regarding violence and drug use. This is through monthly building level newsletters.
4. Specialized parent nights may be held during the school year to address violence, drug or alcohol use/abuse.