

# **District-Wide School Safety Plan 2024-2025**



**Chief Emergency Officer:** Kelly M. Zimmerman, Superintendent

## **Dansville Central School District - School Safety Plan**

### **Table of Contents**

1) Introduction	Pg. 3
a) NYS Requirement Link	
2) Appointment of a District-Wide Safety Team	Pg. 4
a) Identification of Safety Teams	
b) Plan updates	
c) Comment and Adoption	
d) Plan distribution	
e) Website posting	
3) Risk Reduction/Prevention and Intervention Strategies	Pg. 7
4) Responses to Acts of Violence	Pg. 8
a) Act of Violence	
b) Threat of Violence	
c) Suicide attempt/Threat of Violence upon self	
5) Contacting Appropriate Law Enforcement	Pg. 9
6) District Emergency Response Team	Pg. 10
7) Building Security	Pg. 11
a) Visitors	
b) Vendor Procedure	
c) Video Surveillance	
d) Access Control	
e) Internal Access	
f) Police Services	
8) Training Drills and Exercises	Pg. 13
9) Emergency Response	Pg. 14
10) Designation of the Superintendent's Chief Emergency Officer	Pg. 15
11) Written Procedures	Pg. 16
12) Mandated Drill Requirements	Pg. 17

## Dansville Central School District - School Safety Plan

### Introduction

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Emergencies and violent incidents in school districts are critical issues that must be addressed expeditiously and effectively. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the District with local and county resources in the event of such incidents or emergencies.

The District-Wide School Safety Plan is responsive to the needs of all schools within the District and is consistent with the more detailed Building-Level Emergency Response Plans required at the school-building level. Districts are at risk of acts of violence, natural disasters, and technological disasters. To address these threats, the State of New York enacted the Safe Schools Against Violence in Education (SAVE) law in 2000. This component of Project SAVE is a comprehensive planning effort that addresses Mitigation, Prevention, Preparedness, Response, and Recovery for a variety of emergencies in the school district and its schools.

The Dansville Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this ongoing district-wide cooperation and support of Project SAVE.

NYS Requirements for the District-wide school safety plan can be found [HERE](#)

## Dansville Central School District - School Safety Plan

### **Requirement 155.17(b)(14) Appoint a District -Wide School Safety Team**

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**Requirement:** District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed. **155.17(b)(14)**

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#### **Identification of School Safety Teams (Committee)**

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

Kelly M. Zimmerman	Superintendent of Schools
Thomas D. Frazier	Deputy Superintendent
Brian Applin	Board Member
Pamela Mark	Board Member
Kristy Ebert	Board Member
Melisa Goho	PS Principal
Gayle Pavone	ES Principal
Dave Moodie	HS Principal
Kurt Gerould	Transportation Supervisor
Derek Brown	Facilities Director
Andrew Murphy	School Resource Deputy
Shannon Griese	Dansville Police Chief
Brian Wood	Dansville Fire Chief
John Leuzzi	DCS Tech
Paul Newhook	BOCES Safety Officer

## Dansville Central School District - School Safety Plan

### **Requirement 155.17(c)(3) Adoption, Public Comment, and Distribution**

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**Requirement:** Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption. Each board of education, chancellor or other governing body or officer shall ensure that a copy of each building-level emergency response plan and any amendments thereto, is filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption, but no later than October 15, 2016 and each subsequent October 15th thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

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#### **Plan Updates:**

District Level Plans, and Building Level Plans will be reviewed and updated by the Dansville School District Health and Safety Officer each year.

	2021-22	2022-23	2023-24	2024-25	2025-26
Review	Sept 2021	June 2022	April 2023	August 2024	
Update	Sept 2021	July 2022	April 2023	August 2024	

#### **Comment and Adoption:**

The district-wide School Safety Plan was made available for public comment at least thirty days before its adoption by the Board of Education CR §155.17(c)(3)

	2021-22	2022-23	2023-24	2024-25	2025-26
Public Comment	September 2021	July-August 2022	May-June 2023	September 2024	
Adoption by Board	November 2021	August 9, 2022	June 13, 2023	November 12, 2024	

## Dansville Central School District - School Safety Plan

### Plan Distribution:

District and Building Level Plans will be distributed to the NYSP, LCSO, DPD, and NYSED each year.

	2021-22	2022-23	2023-24	2024-25	2025-26
NYSP	2021	2022	2023	2024	
LCSO	2021	2022	2023	2024	
DPD	2021	2022	2023	2024	
SED	2021	2022	2023	2024	

### Website Posting

District-wide School Safety Plan was posted to a public URL and checked to ensure it was working:

URL: <https://www.dansvillecsd.org/district-documents/documents>

	2021-2022	2022-23	2023-24	2024-25	2025-26
Posted	September 2021	July 2022	May 2023	August 2024	
Working	October 2021	August 2022	September 2023	September 2024	

## Dansville Central School District - School Safety Plan

### **Requirement 155.17(e)(1)(xvii) Risk Reduction/Prevention and Intervention Strategies**

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**Requirement:** *The district-wide School Safety Plan includes strategies for improving communication among students, and between students and staff, and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing reporting mechanisms for school violence – Section 157.17(e)(1)(xvii)*

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#### **Prevention and Intervention Strategies**

The District has an anonymous reporting mechanism for school violence. The DCS “Tip Line” can be found at the below link.

<https://www.dansvillecsd.org/tip-line>

The District does abide by a Code of Conduct which includes requirements met by the Dignity for All Students Act (DASA). The Code of Conduct can be found at the below link.

<https://hs.dansvillecsd.org/students-1/documents-forms>

#### **Improving Communication With Students**

The District contracts with **Franklin Covey (Leader In Me)** which is a skill-building resource to help students and staff build academic and interpersonal skills. Materials regarding this skill-building process are sent home to the community.

The District uses restorative practices PreK-12 and utilizes peer mediation in grades 3-12.

The District conducts staff and student surveys to identify relationships between the staff and student body.

## Dansville Central School District - School Safety Plan

### **Requirement 155.17(e)(1)(iii) Responses to Acts of Violence**

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#### **Requirement:**

- *The plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school (iii)*
- *The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the District in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide. (x)*

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The Dansville School District does investigate all threats of violence as soon as possible. If appropriate, the building principal will utilize a threat assessment team to determine a level of threat, and then request the appropriate resources and actions. Police will be informed of all threats of violence discovered by school administration.

#### **Act of Violence**

An act of violence will be handled appropriately in accordance with the school code of conduct by the building principal or his/her designee. An act of violence that does rise to the criminal level will cause law enforcement notification and possible intervention. Acts of violence committed by staff, visitors, etc. will be cause for law enforcement notification.

\*An act of violence that poses a threat to the student body will start emergency procedures found in the Administrator and Staff Emergency Response Guides, which are confidential and not posted on this document.

#### **Threat of Violence**

The Dansville School District does have building-level threat assessment teams that will perform a “threat assessment” on threats of violence that happen within their specific buildings.

#### **Suicide attempt/Threat of Violence upon self**

The Dansville School District does possess a policy to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide in furtherance of the District’s Suicide Prevention Policy.

Upon a direct threat of violence against themselves, the Dansville School District does have procedures in place for contacting parents/guardians in the District’s Suicide Prevention Policy.



## Dansville Central School District - School Safety Plan

### ***Requirement 155.17(c)(1)(iv) Contacting Appropriate Law Enforcement***

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#### ***Requirement:***

- *The plan includes policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. (iv)*
  - *The plan includes a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies (v)*
  - *The plan includes the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law (vi)*
  - *The plan includes the identification of district resources which may be available for use during an emergency (vii)*
  - *The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to the students of the District in the event of a violent incident or an early dismissal (ix)*
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### **Violent Event**

In the event of a violent incident, all staff have been informed that they can contact 911 immediately. Every classroom in the District has a telephone that can connect to 911.

If the violent incident is reported first to the main office, the main office will inform Law Enforcement or Emergency Response by 911. Notification will also be made via school radio to the SRD over the "Admin" channel, which simultaneously will alert the rest of the District.

If a violent incident has occurred, parent notification will be made through the District's Mass Communication System and updates on the District's website.

All local, State, and County agencies can be notified using Livingston County's 911 center.

Staff and Administrator Procedures for acts of violence are found on their respective guides, and housed in the building-level emergency response plans. These guides are confidential and are not listed in this document.

### **District Resources**

The District is equipped with a generator that can provide power to critical areas in the event of a power outage at the High School (282 Main Street, Dansville)

The District does have food on hand which is estimated to be able to feed the student body for over a week without replenishment.

The District has access to 38 multi-passenger buses.

## Dansville Central School District - School Safety Plan

### **Requirement §155.17(c)(1)(viii) District Emergency Response Team**

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#### **Requirement:**

- *The plan includes a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies (viii)*
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#### **Building Level**

Each building has a building-level response team for building-specific emergencies. In the event that a district-wide emergency takes place, the following people are mobilized to form the District Level Emergency Response Team.

#### **District-Level Emergency Response Team:**

<b>Incident Command/Media Relations</b> Kelly M. Zimmerman, Superintendent	<b>Law Enforcement Coordination</b> Andrew Murphy - LCSO
<b>Logistics</b> Derek Brown - Director of Facilities	<b>Finance</b> Thomas D. Frazier

Many variables could impact the manner in which the School Emergency Response Team responds to a particular occurrence. These variables could include time of day, weather, age of students, location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation.

In the Situational Response Procedures section of the building plans, many specific emergencies are identified and standard response procedures are detailed. However, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

If an emergency occurs at the building level, it is the responsibility of each District employee to take actions geared toward preserving the health and safety of all students, staff, and visitors.

Following the NIMS ICS model, the Building Principal is designated as the Incident Commander during the initial response to any emergency at their respective school. The Principal will provide leadership, organize activities, and disseminate information with the assistance of the Building-Level Emergency Response Team and the District Emergency Response Team if needed. If the Principal is unavailable or not on site, the designated alternate will act in their absence with the same authority and responsibility.

## Dansville Central School District - School Safety Plan

### **Requirement §CR §155.17(c)(1)(xi) Building Security**

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#### **Requirement:**

- *The plan includes policies and procedures relating to school building security, including, where appropriate:*
    - *the use of school safety or security officers and/or security resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the District safety plan*
    - *security devices or procedures (xii)*
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#### **Visitors**

The District does utilize the Raptor visitor management system. Visitors are required to check in with the attendance officer at each school before gaining access. <https://raptortech.com/>

#### **Vendor Procedure**

Vendors that conduct business at or with the Dansville School District will do so in accordance with DCS policy guidelines. Faculty, students, and staff of DCS shall interact with vendors in a manner that meets the guidelines outlined in the District's code of conduct.

#### **Video Surveillance**

Dansville School District has 199 video surveillance cameras on the main campus and 29 cameras at the GCC campus. Security clearance and installation instructions for camera service can be found in a secure folder on the District network.

Video Surveillance and emergency response plans are provided to the Livingston County Sheriff's office through a direct computer-to-computer program, in the event there is a critical emergency in the District.

## **Dansville Central School District - School Safety Plan**

### **Access Control**

The Dansville School District uses an electronic access control system for employees and community members. All employees will receive an employee badge from the District Office that allows access to the District. Community members who wish to access the District during recreational times must inquire at the District Office. Before receiving access to District facilities, community members will be run through the Raptor Visitor Management System. Access control will be maintained and managed by the District's Facility Manager.

### **Internal Access**

Door hardware has been upgraded in compliance with the NY SAFE Act, the 2020 Building and Fire Code of New York State, and the New York State Education Department Manual of Planning standards including:

1. Cylindrical Locksets
2. Mortise Locksets
3. Touchbar Exit Devices

### **Police Services**

The District is within the jurisdiction of the Dansville Police Department, Livingston County Sheriff's Office, and the New York State Police Department (Troop E, Zone 3) with the nearest barracks in Wayland, New York.

The District contracts with the Livingston County Sheriff's Office for the services of a School Resource Deputy (SRD). If the SRD is not available, the District will request the closest car to appropriately respond.

The Board of Education has adopted a memorandum of understanding between the SRD stationed at the Dansville School District and LCSO. This memorandum outlines the roles and responsibilities of the SRD.

## Dansville Central School District - School Safety Plan

### **Requirement §155.17(e)(1)(xiv) Training, Drills, and Exercises**

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#### **Requirement:**

- *The plan includes policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the commissioner that all staff have undergone annual training by September 15th on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner CR §155.17(c)(1)(xiii)*
- *The plan includes procedures for review and the 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.*

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#### **Training**

The Dansville School District does provide annual safety training for all staff. Substitute teachers are given an emergency response guide in their substitute teacher packet. All new employees hired after the annual safety training will be provided training within 30 days of their hire date.

#### **Drills**

The District conducts one emergency evacuation drill per year per state regulations.

Emergency response drills are conducted each year per state regulations. Parents or persons in parental relation shall be notified at least one week before a drill.

Tabletop exercises on emergency procedures are conducted monthly on a district level.

The District conducts medical response drills at a building and district level.

## Dansville Central School District - School Safety Plan

### Requirement §155.17(c)(1)(xiv) Emergency Response

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**Requirement:**

- *The plan includes the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings. (xiv)*
- *The plan includes a description of the District's multi-hazard response plans for taking actions in an emergency (xv)*

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The Dansville School District has identified and developed emergency response plans for the following incidents:

Bomb Threats	Active Attack (Active	Biological Threat/ Hazmat
Suspicious Packages	Shooter)	Gas Leak
Civil Disturbance	Suicidal Threat	Pandemic
Hostage	Bus Loop Emergency	Fire
Taking/Kidnapping	Bus Accident	Remote Learning Plan
Intrusion	Severe Weather	Cyber Security Disaster
Student with weapon	Natural Disaster	Workplace Violence

**Note:** All emergency response procedures to these incidents are housed in the building-level response plans. The specific response procedures to these events are confidential and are not listed in this document.

## Dansville Central School District - School Safety Plan

### **Requirement §155.17(c)(1)(xix) Designation of the Superintendent's Chief Emergency Officer**

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#### **Requirement:**

*The plan includes (xix) the designation of the superintendent, or superintendent's designee, as the District chief emergency officer whose duties shall include, but not be limited to:*

- (a) coordination of the communication between school staff, law enforcement, and other first responders;*
  - (b) lead the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide plan with the building-level emergency response plans;*
  - (c) ensure staff understanding of the District-wide school safety plan;*
  - (d) ensure the completion and yearly update of building-level emergency response plans for each school building;*
  - (e) assist in the selection of security related technology and development of procedures for the use of such technology;*
  - (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;*
  - (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and*
  - (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.*
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Chief Emergency Officer: Kelly M. Zimmerman

Health and Safety Coordinator: Thomas D. Frazier

## Dansville Central School District - School Safety Plan

### **Requirement §155.17(g) Written Procedures**

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#### **Requirement:**

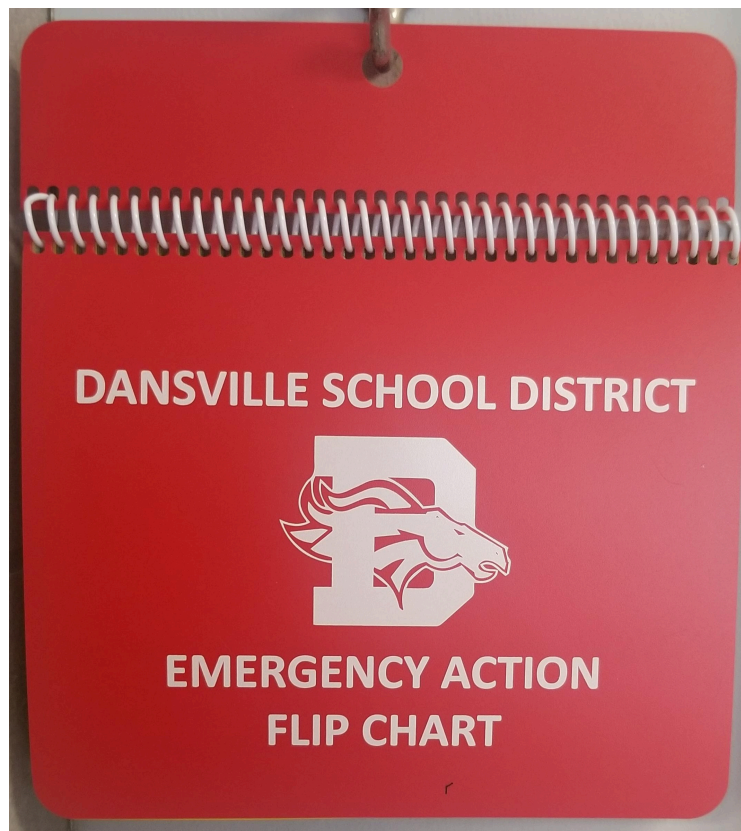
- *By October 1 of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.*
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The Dansville School District has provided emergency flip charts that are available for staff and student review. They are hung in each classroom and provided to every staff member who does not have a class but roves from room to room. Staff and Administrators also have access to digital flip charts in order to respond to the following procedures as well.

Note: These procedures are confidential and not subject-specific posting in this document.

Topics covered in the Staff Emergency Procedure Guide are:

Contacts	Safety Checklist	Fire Alarm Activation
Lockout	Evacuation	Lockdown
Shelter in Place	Act of Violence	Medical Emergency





## Dansville Central School District - School Safety Plan

### **Requirement EL§807.1 CR§155.17(h) Mandated Drill Requirements**

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#### **Requirement:**

*the District is aware of and has planned for how all school buildings will comply with mandated drill requirements, as described below:*

- *Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day. (EL §807.1)*
  - *eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year. (EL §807.1)*
  - *four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. (EL §807.1)*
  - *Drills will be conducted at different times of the school day. (EL §807.1)*
  - *Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly. (EL §807.1)*
  - *the school board will ensure that information about drills be provided in the teacher's manual or handbook. (EL §807.2)*
  - *In addition to required lockdown and evacuation drills, at least one early dismissal drill will be conducted each school year that is no more than 15 minutes before the normal dismissal time. Procedures must include*
  - *notifying parents and guardians at least one week prior to the drill; and testing the usefulness of the communications and transportation system during emergencies. (CR §155.17(h))*
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#### **Mandated Drills and Training**

The District will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the District while the means of dissemination will likely be varied due to the grade levels involved and other building-specific issues. Staff training will be routinely conducted at the school level followed by age-appropriate drills with the entire school population. These drills will primarily focus on our ability to responsibly and efficiently assess a situation, initiate the proper notifications to the appropriate personnel and agencies, and to be able to identify and implement the necessary protective actions in a timely manner to mitigate the negative impact of an event.

The District will ensure that each building conducts drills and exercises to test the components of their respective building-level plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals

The Dansville School District does follow all required drill schedules per state mandate. They are recorded and kept on a Google Shared Document that is used by all three educational buildings.