

# **District Wide Plan for: Letchworth Central School**

## **Emergency Response Plan**

**Update: August 2025**

## **Table of Contents:**

Policies and procedures for responding to threats or acts of violence  
Prevention/intervention strategies  
    Security personnel training  
    Student programs  
Contacting law enforcement  
Contacting parents  
Building Security  
Information regarding early detection of violent behaviors  
Annual School Training for staff and students  
Protocol for responding for bomb threats, hostage taking, intruders and kidnappers  
Strategies to improve communication among students and staff  
Duties of hall monitors and other school safety personnel

## **General Considerations and Planning Guidelines**

### ***Purpose***

The Letchworth Central School District SAVE Plan was developed pursuant to Commissioner's Regulation 155.17. The District has a District Wide Plan and Building level plans for each student occupied building. Building level plans are approved by the BOE and are confidential. Therefore the Building Level Plans are not subject to FOIL requests as they contain sensitive information.

### **Concept of Operations**

- The initial response to all emergencies at LCS will be by the School Emergency Response Team consisting of the District Superintendent, Business Administrator (Safety Officer), Principals and other administrative staff.
- Upon the activation of the School Emergency Response Team, the School Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- County and State resources through existing protocols may supplement efforts.

### **District Safety Team**

### **CHAIN OF COMMAND**

**The chain of command is dynamic following NIMS protocols. The general chain of command is**

**-Superintendent**

**-Business Administrator (Safety Officer)**

**-Building Principals**

**-Other Administrative Staff**

**-Director of Facilities**

## **Procedures for Core response actions:**

### **Early Dismissal**

- A. Release will need a one-hour advance notice
  - a. The Superintendent, Business Administrator (Safety Officer) and other administrators as applicable will make the decision for early dismissal
  - b. The Superintendent will notify the building principals
  - c. The Secretary to the Superintendent will notify the media, district staff and students.
  - d. The Principals and other administrators will make contact to Districts that LCS students attend
- B. The District Office will implement the emergency evacuation telephone tree. Automated calls to all parents will be initiated.
- C. The District Office will make an announcement that any students that need a phone to contact parents can come to the office.
- D. The Superintendent will assess the circumstances of the situation and determine and communicate the specific release time for faculty and staff.

### **Evacuation Procedures**

- 1. Notify 911
- 2. Ensure all occupants are notified to evacuate using the fire alarm, public announcement system, or other means depending on the nature of the emergency.
- 3. Notify the Superintendent

Staff shall take students following established fire drill procedures.

Staff will stay with students until the end of the emergency and until released by the senior administrator on premises.

Sheltering Sites have been identified on and off district property. -Confidential

### **Lockdown**

There may be time when it is necessary to LOCKDOWN a building. A building administrator, faculty, or staff member may initiate a lockdown based upon an actual or imminent threat (not including bomb threats) or violent event. A lockdown is the response to the worst-case scenario, and must be executed with appropriate urgency and seriousness.

#### **Lockdown Objectives**

- To minimize injury and death
- To facilitate effective response
- To move as many people as possible to a safe place
- To neutralize the treat

## **Lockdown Procedures**

Lockdown will be announced by the PA system or otherwise.

Do not use codes.

Call 911 and report your situation.

Immediately gather students from hallways into class rooms or offices. This includes common areas and restrooms immediately adjacent to classrooms.

Lock classroom doors and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.

Do not cover windows

Leave the window blinds and lights as they are

Document and attend to any injuries.

No one should be allowed to enter or leave a classroom or office under any circumstances.

Do not allow anyone into your secured area.

Do not answer a classroom telephone.

Do not respond to a fire alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.

Do not talk out within the secured area except only as absolutely necessary

Do not respond to the intercom, public address system or other announcements.

Take attendance-include additions. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown.

Substitute teachers should be trained but, please assist them if it is apparent they are not following procedures.

## **Conclusion**

Lockdown will end only when occupants are physically released from the room by emergency responders or school administration.

## **Secure/Secure Lockout**

A lockout is the response to an actual or potential threat from outside the school building. An example of such a threat might be an escaped fugitive, custodial interference or a disgruntled employee or spouse.

Where the situation warrants, the school faculty, staff, and students are aware of but not disrupted by such response being activated. Consequently, the school day continues as normal except for the termination of all outside activities. In some cases, the details of a lockout do not need to be shared with the students to protect the identity of the individuals involved and minimize disruption to the school.

## **Lockout objectives**

To keep any threat of violence or a dangerous incident out of the school building.

To promote minimal disruption to the education process when there is a potential or actual incident outside the school building.

## **Lockout Procedures**

Lockout will be announced via the PA. Use plain language to announce the lockout.

If a school is in lockout because they were notified by police of a local situation, there is no need to call to advise police of the lockout. However, the school should keep the police advised of any change in status to your building.

If the school is initiating the lockout due to a situation or potential incident discovered at the school, they should advise police of the lockout.

Lock all exterior doors and windows.

Terminate all outside activities

Entry to the building may be gained only on a one-on-one basis, and only through a locked and monitored door.

Classes otherwise continue as normal.

## **Lockout Conclusion**

A lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means. Upon resolution of an incident and termination of the lockout, contact police to advise them of such.

## **Shelter in Place / Hold / Hold in Place**

There are times when it is necessary to move the school population to a single or multiple locations in the school building. This is called a shelter in place. In most cases, a shelter in place is done when there is a threat of or actual weather related incident or bomb threat.

### **Shelter in Place Objectives**

- To minimize injury or death
- To locate and contain any device or weather damage
- To facilitate emergency shelter in place
- To establish safe routes and designated areas

### **For a Generic/Non- specific Bomb Threat**

Announce "shelter in place". Instruct everyone to remain where they are and scan their space area of anything out of the ordinary

Call 911

If no device is found, decide whether to continue school or evacuate. The school district administration may consult with police to make their decision

If a device is found, follow "Specific bomb threat" Steps

### **For a Specific Bomb Threat:**

Announce shelter in place

Call 911

Activate school emergency team. Instruct them to find an internal location to move the school population. Scan, clear the location and the routes to it. Move those in the affected area to the established and cleared location.

Assist first responders as necessary.

### **For a Weather-Related situation**

Announce shelter in place with instructions to go to the hallway or an internal room without windows and sit down on the floor.

Activate emergency response teams

Call 911 if needed

The school district administration makes the decision regarding evacuation, continuation or dismissal of school. First responders can assist and consult with them to make their decision. (Joint decision making-Unified command)

## **Bomb Threat Guidelines**

### **General**

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.

The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

### **Two alternatives to evacuation are compartmentalization and pre-clearance**

Compartmentalization relies on students remaining in their present locations while school administration and authorities assess and investigate the threat. Variation of compartmentalization- such as moving certain segments of the school population based upon new or developing information- can also be utilized in an effective response

Pre clearance relies on anticipating a threat, and is thoroughly covered in the SED guidelines

### **Receiving Bomb threats**

Written Threats

Contact 911

Anyone receiving a written bomb threat must immediately notify the school building administrator.

Handling of a written bomb threat should be kept to an absolute minimum, since it may be used as evidence

Fingerprints may be taken from the note to help determine its source

A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed)

## **Telephone or other verbal threats**

Call 911

Anyone receiving the information about a bomb threat must immediately notify the school building administration

The NYSP bomb threat instruction card should be placed next to telephones that are most likely to receive such calls.

The bomb threat caller is the best source of information about a possible bomb

It is desirable that more than one person listens in on the call

Persons likely to receive a threatening call should receive special training and have a list of emergency phone numbers available

If possible the telephone threat should be taped

Information to be asked of the caller includes:

Where is the bomb located?

When will the bomb go off?

What does the bomb look like?

What kind of explosive is involved?

Why was the bomb placed?

What is your name?

Also note item of call, language used by caller, gender, approximate age, speech characteristic, noticeable background noise

## **Suspicious Packages**

Call 911

Anyone receiving a suspicious package must immediately notify the school building administrator

Mail bombs can be contained in books, letters and parcels of varying sizes, shapes or colors.

Letter bombs may feel rigid, appear uneven or lopsided or are bulkier than normal

The container is irregularly shaped, asymmetrical and has soft spots and bulges

There may be oil stains on the wrapper. The wrapper may emit a peculiar odor

The package may be unprofessionally wrapped and be endorsed with phrases such as "Fragile-Handle with Care", "Rush-do not delay", "To be opened in the Privacy of \_\_\_". "Prize enclosed", or "Your Lucky Day is Here"

There may be cut and past lettering on the address label

The package may have no postage or non-cancelled postage

The package may exhibit protruding wires, foil, string or tape

The package may emit a buzzing or ticking noise

A suspect letter or package may arrive immediately before or after a telephone call from an unknown person asking if the item was received

Do not open or squeeze the envelope or package

Do not pull or release any wire, string or hook,

Do not turn or shake, place in water or place near heat

Do not move people away from the suspected package

Do call 911 and activate the school plan

## **Investigating Bomb Threats**

Notify 911

Be aware of the availability and limitation of specialized emergency services including bomb squads, hazardous materials management or bomb dogs

The school district administrator makes the decision regarding evacuation, continuation or dismissal of school-first responders can assist and consult with them to make their decision  
 Police may enlist the assistance of the school faculty/staff who are familiar with the building and can recognize objects that do not belong or are out of place  
 Scanning the building does not involve touching or handling a suspect object  
 Once the incident has been resolved and no longer poses a danger, a full threat assessment inquiry should be conducted on the person making the threat. See NYS school safety guide for assessment inquiry

## School Cancellation

The Superintendent may cancel school before the beginning of the day. The Superintendent will contact the Business Administrator and other administrators and department heads to start the school phone tree(s) and notification systems.

The Secretary to the Superintendent will notify the media and activate the automated notification system.

## Response actions to specific emergencies.

Note that all emergencies are unique and it may be more effective to implement other response actions than those that are listed in this chart. The Incident Commander will need to make the ultimate decision.

Criminal Offenses	(Notify police for all incidents)
Bomb Threat	Shelter or Evacuate
Biological Threat	Shelter and Evacuate
Civil Disturbance	Shelter or Lockdown
Hostage Taking	Lockdown
Intrusion	Lockdown
Kidnapping	Lockdown
Natural Hazards	
Earthquake	Shelter
Flood	Shelter or Evacuate
Thunderstorm/Lightning	Shelter
Tornado	Shelter
Winter Storm	Cancellation, Shelter or Evacuate
Technological Hazards	
Airplane Crash	Shelter or Evacuate
Energy Loss (without generator)	Evacuate
Gas Leak	Evacuate
Hazardous Leak off-site	Shelter
Hazardous Leak on-site	Evacuate
Water Loss	Evacuate
Fire and/or Explosion	Evacuate

System Failure	
Building Structural	Evacuate
Electrical	Evacuate or Early Dismissal
Heating	Early Dismissal
Transportation Fleet	Arrange alternate transportation
Roof	Evacuate
Sewage System	Evacuate or Early dismissal

## **Response Basics**

### **A. Assignment of Responsibilities**

- The Emergency Response Team will respond utilizing a chain of command consistent with the National Interagency Incident Management System (NIMS) Incident Command System (ICS).
- In the event of an emergency, the response team may adapt NIMS ICS principles based on the needs of the incident.

### **B. Continuity of Operations**

- In the event of an emergency, the Building Principal or his/her designee will serve as Incident Commander. A member of a local emergency response agency may replace the School Incident Commander.

### **C. Security**

In the event of an incident/crime on school property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve evidence from being disturbed or destroyed:

- The initial scene security is charged with the Superintendent or designee until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

### **D. Accountability**

Teachers will account for all students at the beginning of each day and at the beginning of an incident. Principal will check with teachers and department heads for any missing people.

### **E. Medical**

The school nurse will prepare to bring medication to off-site sheltering locations as well as special medical need forms for students.

### **F. Main Office**

Will prepare to bring student/parent emergency information to off-site locations. Receptionist should be prepared to answer parental questions during an incident and explain where and how to pick up children from the school or sheltering site. They must also be aware of where to send media inquiries.

**G. Custodial**

Custodians need to prepare a map of utility shut-offs and have necessary tools readily available to operate valves and keys to gain access to switches. All custodians should be trained on emergency shut down operations. Custodians need to be available to secure building, direct traffic or respond to the emergency directly. They must help evaluate damage to the building systems and call in appropriate contractors to repair damage as necessary.

**H. Cafeteria**

Cafeteria Manager needs prompt update information regarding early go home or evacuation decisions. If possible they should prepare to transport food to a shelter area (i.e. Peanut butter and jelly, drinks)

**I. Building Administration**

Notify District Office of activities taken place, updating the Superintendent every 20-30 minutes. The building administrator will call for internal and external emergency services if necessary. The building administrator will also activate crisis management team if necessary. The building administrator or the designee will make calls to parents of children involved. He/she will organize sheltering evacuation procedures and remain with the school population if evacuated to another site. The building administrator will also update the faculty on the details of the event. Media calls will be directed to the superintendent.

## **Responding to Threats and Acts of Violence**

All staff are required to notify the building administrator (or designee) of any violent incidents. The building administrator (or designee) will determine the seriousness of the situation and contact law enforcement immediately if the situation warrants.

**A. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.**

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

## **Prevention and Intervention Strategies**

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

All staff are required to actively participate in measures outlined by the administration for providing school safety and security. These include:

1. Limiting access for all persons to designated entrances.
2. Wearing staff identification badges at all times.
3. Being cognizant of strangers in the building and stopping visitors who have not properly registered.
4. Providing adequate lighting in all areas.
5. Reducing and controlling traffic flow on campus.
6. Providing greeters for processing all visitors to student occupied buildings.
7. Training all staff on crisis intervention.

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

- The identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.
  1. Administrators and counselors share pertinent intake information regarding specific students with staff.
  2. Selected staff meet systematically with probation officer, juvenile officers and social service staff.
  2. Principals, counselors and Assistant Principal meet with staff after an incident to discuss strategy.
  3. District website resources
  4. Principals work with law enforcement to conduct home visits if suspicious activity occurs.
  5. The Crisis Team meets to review incidents and determine a plan of action.

**C. Appropriate prevention and intervention strategies such as:**

- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations,
  - non-violent conflict resolution training programs,
  - peer mediation programs and youth courts, and
  - extended day and other school safety programs.
1. Staff training programs
  2. Student programs
  3. Counselors and staff members develop rapport with students.

**D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:**

**Examples:**

- Youth-run programs,
  - Peer mediation,
  - Conflict resolution,
  - Creating a forum or designating a mentor for students concerned with bullying or violence,
  - Others based on district need.
1. DASA reporting
  2. Sources of Strength
  3. Second Step

## **Recovery**

The District-Incident Response Team shall be comprised of:

- Appropriate school personnel
- Medical personnel
- Mental health counselors
- Others who can assist the school community in coping with the aftermath of a violent incident.

The District-Incident Response Team should develop the following procedures for dealing with post-incident response:

**A. Short Term**

1. Mental health counseling (students & staff)
2. Building security
3. Facility restoration
4. Post-incident response critique
5. Other

**B. Long Term**

1. Mental health counseling (monitor for post-traumatic stress behavior)
2. Building security
3. Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
4. Other

Short Term:

The post-incident response team will include the Superintendent, Business Administrator (Safety Officer), Building Principal, other administrators, Director of Facilities, Counselors and other appropriate staff members. The building administrator will ensure that counselors are available using resource list in this plan. The custodial crew will secure any parts of the building that may have incurred damage or needs to be cordoned off for a criminal investigation. Custodians will also be critical to the building restoration activities. Costs for restoration using both in-house materials or contracted services will be documented

by the business official. The team will review the incident and develop minutes, which will reflect areas for improvement for future events.

Long Term:

Building counselors will observe students and review with faculty any long-term stress that students or staff may exhibit. The Director of Facilities will evaluate the facilities after an incident to determine if there is a need for additional safeguards such as surveillance cameras or additional lighting. They will also look to investigate any situations that may have caused or slowed response actions to the event.

## Drills

**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.**

Each year, the Superintendent will conduct at least 12 tests of the emergency response procedures for each student occupied facility, including fire and lockdown drills as required by law. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. Each drill will be reviewed at the conclusion to determine where improvements can be made.

## School Security:

A School Resource Officer is provided in coordination with the Wyoming County Sheriff. School security procedures are confidential.

## Vital Educational Agency Information

The details about the building population are confidential and are only listed in the Building Plans.

## District Resources to be used in an emergency

The details of the district resources are confidential and are only listed in the Building Plans Appendix 2 is a list of “gotta go” bag contents

## Plan review and public comment

- This plan shall be reviewed and maintained on an annual basis on or before October 1 of each year.

Response Plans or Building Level 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.

### **Appendix 1:**

#### **Communications with others**

- A. Internet Alerts
- B. Televised Alerts
- C. 2 way radios
- D. Cell Phones
- E. Land lines

#### **Outside Agencies**

<b>Agency</b>	<b>Location</b>	<b>Phone</b>
---------------	-----------------	--------------

Ambulance		911
-----------	--	-----

Fire		911,
------	--	------

Contact Numbers for other agencies are listed in Building Level plans.

#### **MEDIA**

Contact Numbers for the media are listed in Building Level plans and in the District Office.

### **Appendix 2**

#### **Gotta go bags**

- Student Register with parent emergency numbers
- List of students with custody limitations
- Teacher/Employee roster
- Teacher schedules
- School emergency plan
- Building Floor Plans
- Exterior school grounds maps
- Bull Horns
- Walkie-talkies/radios
- Master keys to building
- First Aid supplies
- Student tracking forms
- Parent reunification forms
- Index cards
- Flashlights
- Duct tape
- AM/FM radio
- Weather radio
- Blanket
- Utility knife
- Screwdriver

- Pliers
- Plastic bags
- Medications
- Sign making supplies-Poster board/Markers