AKRON CENTRAL SCHOOL DISTRICT

2025-2026

District-Wide Safety Plan

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INTRODUCTION

The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. Project SAVE culminates the work of the Task Force on School Violence chaired by Lieutenant Governor Donohue. The Task Force consisted of a broad range of qualified people from all parts of the state including students, parents, teachers, school administrators, law enforcement experts, business leaders, mental health professionals and local elected officials. From its inception in January 1999, the Task Force sought information concerning the best school violence prevention and intervention practices in the state and the nation. Ten public hearings were held throughout the state, providing a rich array of recommendations from local communities about ways to ensure the safety of New York's students. The Task Force's final report, *Safer Schools for the 21st Century*, contained a series of recommendations intended to reduce incidents of violence in schools and strengthen schools' capacities for responding to emergencies that could affect the health and safety of children.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. The revised regulations in Section 155.17 of the Commissioner's Regulations contain the requirements for schools concerning school safety plans. A major component of SAVE is the development of school safety plans at the district and at the school levels. At the district level, the new *District-Wide School Safety Plan* replaces the current school emergency management plan that is required for all districts. At the school building level, a newly required *School Building Emergency Response Plan* must be prepared for each school building in the state. Akron C.S.D. will combine the two types of plans pursuant to Section 155.17. Together, these plans are intended to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

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A. PURPOSE

The District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Akron Central School District Board of Education, the Superintendent of Akron 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.

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B. DISTRICT-WIDE SAFETY TEAM MEMBERS

The Akron 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.

School District Superintendent	Andrea Kersten
School Business Administrator	Paul Kowalski
Chief Operations Officer, Facilities/Transportation	Mark Alexander
Supervisor of Transportation & Bus Driver	Mark Alexander
High School Principal	Stephen Dimitroff
High School Assistant Principal	Renee Reedhardt
Middle School Principal	Joseph Caprio
Elementary School Principal	Todd Esposito
Elementary Assistant Principal	Caroline Kos
Director of Special Education	Mary Fial
Office of Curriculum and Instruction	Danielle Hawkins
Technology Director	Nick Hill
Elementary Teacher	Bernadette Chunco
Middle School Teacher	Karen Muscarella
High School Teacher	Jennifer Abrams
Maintenance Department	Steve Gates
AEA Union Co-Presidents	Joshua Spagnuolo
Erie 1 BOCES Safety Risk Specialist	Dennis Kwaczala
Akron Fire Chief	Chuck Haist
Akron Police Department Representative	Chris Heiderman
Akron Police Chief	Rick Lauricella
School Resource Officer	Steve Smith
School Resource Officer	Jamie Givins
Newstead Emergency Serv Coordinator.	Daniel Kowalik
NYSIR Representative	Brett Carruthers

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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.

- Local emergency officials play an important role in managing response actions in emergency situations. Assistance from these officials is obtained by:

  1) Asking for their input in the planning process. If possible, include them as a member of the district-wide and building teams.
  2) Include them in the training of staff and students.
  3) Use their expertise and experience in the conduct of all drills, including tabletop exercises.
  4) Discussing all resources available if Article 2-B is invoked.

- This plan has taken into consideration the U.S. Department of Agriculture, Food and Nutrition Service (FNS), Biosecurity Checklist for School Foodservice Programs. The District Safety Committee will consider annually, Food Security Guidelines to insure the safety of Students and Staff. This Emergency Plan is designed to respond to a scenario where Food Safety or Security puts Students or Staff at risk.

- Efforts may be supplemented by county and state resources through existing protocols.

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D. PLAN REVIEW AND PUBLIC COMMENT

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level 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. The plan must be formally adopted by the Board of Education.

- While linked to the District-Wide School Safety Plan, Building-Level Specific Emergency Response procedures 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.

- Full copies of the District-Wide School Safety Plan and any amendments will be posted on the District's website within 30 days of adoption but no later than October 15 of each year. Building-Level Emergency Response Plans will be provided to local, State Police and local Fire Service within 30 days of adoption but no later than October 15 of each year.

SECTION 2000:

GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency, including:

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SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

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BUILDING SAFETY AND SECURITY

General

- School safety assessment –a strategic evaluation and facilities audit to identify emerging and potential school safety problems, consisting of:

- A building safety audit conducted with law enforcement or other suitable review of these factors (School Safety Audit Checklist)

Building _____

Date _____

School Safety Audit Checklist

SCHOOL EXTERIOR AND PLAY AREAS	YES	NO	IMPLEMENT
School grounds are fenced.			
a. What kind			
If yes, approximate height			
There is one clearly marked and designated entrance for visitors			
Signs are posted for visitors to report to main office through a designated entrance.			
Restricted areas are clearly marked			
Shrubs and foliage are trimmed to allow for good line of sight. (3'-0"/8'-0" rule)			
All poisonous shrubs, trees, and foliage have been removed.			
Shrubs near building have been trimmed "up" to allow view of bottom of building			
Bus loading and drop-off zones are clearly defined.			
Access to bus loading area is restricted to other vehicles during loading/unloading.			
Staff is assigned to bus loading/drop off areas.			
There is a schedule for maintenance of:			
a. Outside lights			
b. Locks/Hardware			
c. Storage Sheds			
d. Windows			
e. Other exterior buildings			

SCHOOL EXTERIOR	YES	NO	IMPLEMENT
Parent drop-off and pick-up area is clearly defined.			
There is adequate lighting around the building.			
Lighting is provided at entrances and other points of possible intrusion.			
The school ground is free from trash or debris.			
The school is free of graffiti.			
Play areas are fenced.			
Playground equipment has tamper-proof fasteners			
Visual surveillance of bicycle racks is possible.			
Visual surveillance of parking lots from main office is possible			
Parking lot is lighted properly and all lights are functioning			
Accessible lenses are protected by some unbreakable material			
All areas of school buildings and grounds are accessible to patrolling security vehicles.			
Driver education vehicles are secure.			
Students/Staff are issued parking stickers for assigned parking areas			
Student access to parking area is restricted to arrival and dismissal times.			
Staff and visitor parking has been designated			

School Safety Audit Checklist

SCHOOL EXTERIOR	YES	NO	IMPLEMENT
Outside hardware has been removed from all doors except at points of entry.			
Ground floor windows:			
a. no broken panes,			
b. locking hardware in working order			
Basement windows are protected with grill or well cover.			
Doors are locked when classrooms are vacant.			
High-risk areas are protected by high security locks and an alarm system			
a. Main office			
b. Cafeteria			
c. Computer Labs			
d. Industrial Arts rooms			
e. Science labs			
f. Nurses Office			
g. Boiler Room			
h. Electrical Rooms			
i. Phone line access closet			
Unused areas of the school can be closed off during after school activities.			
There is two-way communication between the main office and:			
a. Classroom			
b. Duty stations			
c. Re-locatable classrooms			
d. Staff and faculty outside building			
e. Buses			
Students are restricted from loitering in corridors, hallways, and restrooms.			
"Restricted" areas are properly identified.			
There are written regulations restricting student access to school grounds and buildings.			

SCHOOL INTERIOR	YES	NO	IMPLEMENT
There is a central alarm system in the school. If yes, briefly describe:			
The main entrance is visible from the main office.			
There is only one clearly marked and designated entrance for visitors.			
Multiple entries to the building are controlled and supervised.			
Administrative staff maintain a highly visible profile			
Signage directing visitors to the main office are clearly posted			
Visitors are required to sign in.			
Visitors are issued I.D. cards or badges.			
Proper identification is required of vendors and repairmen.			

School Safety Audit Checklist

SCHOOL INTERIOR	YES	NO	IMPLEMENT
All staff - full and part-time staff are issued ID cards that is worn in a manner that is visible			
The following areas are properly lighted:			
a. Hallways			
b. Bathrooms			
c. Stairwells			
Hallways and bathrooms are supervised by staff.			
The bathroom walls are free of graffiti.			
Doors accessing internal courtyards are securely locked from the inside			
Exit signs are clearly visible and pointing in the correct direction.			
Switches and controls are properly located and protected.			
Access to electrical panels is restricted.			
The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored.			
Directional lights are aimed at the building.			
Mechanical rooms and other hazardous storage areas are kept locked using "key only" access locking system			
School files and records are maintained in locked, vandal proof, fireproof containers or vaults.			
The school maintains a record of all maintenance on doors, windows, lockers, or other areas of the school.			
If a classroom is vacant, students are restricted from entering the room alone.			
Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school.			
Students are required to have written permission to leave school during school hours.			
Full and part-time staff including bus drivers are issued I.D. cards or other identification.			
There are written regulations regarding access and control of school personnel using the building after school hours.			
Staff members who remain after school hours are required to sign out.			
Faculty members are required to lock classrooms upon leaving.			
One person is designated to perform the following security checks at the end of day:			
a. That all classrooms and offices are locked			
b. All restrooms are empty			
c. All locker rooms are empty			
d. Check all exterior entrances are locked			
e. Check all night lights are working			
f. Check the alarm system			

School Safety Audit Checklist

SCHOOL INTERIOR	YES	NO	IMPLEMENT
The telephone numbers of the principal or other designated contact person are provided to the police department so the police can make contact in the event of a suspicious or emergency situation.			
Law enforcement personnel and/or community residents monitor school grounds after school hours.			
All school equipment is permanently marked with an Identification Number.			
An up-to-date inventory is maintained for all expendable school supplies.			
Secure storage is available for valuable items			
a. During school hours			
b. After school			
There is a policy for handling cash received at the school.			
There is regular maintenance and/or testing of the entire security alarm system at least every six months.			
Are classrooms numbered with reflective material:			
a. Over door			
b. On bottom of door			
c. On exterior window			
Has consideration been given to replacing interior doors with large windows to doors with small windows			
Has consideration been given to replacing present classroom locks with locks that can be activated from the inside			
Does the P.A. system work properly			
a. Can it be accessed from several areas in the school			
b. Can it be heard, and understood, outside			
Has consideration been given to establishing a greeters window inside first set of exterior doors			
Are convex mirrors used to see around corners in hallways			
Are convex mirrors used to see up and down stairwells			
Do all exterior doors have signs requiring visitors to report to the main office to sign in and obtain I.D.			
Has consideration been given to installing Proximity Readers on certain exterior doors			
Has consideration been given to installing strobe lights or flashing lights on exterior of building to warn staff and students outside of problems			
How do you communicate during emergencies			
a. Two way radios			
b. Cell phones			
c. Pagers			
d. Other			

School Safety Audit Checklist

SCHOOL INTERIOR	YES	NO	IMPLEMENT
Who is issued two way radios			
a. Administrators			
b. Custodians			
c. Members of the Emergency Response Team			
d. Other			
There is a control system in place to monitor keys and duplicates.			
Exterior light fixtures are securely mounted.			
Mechanical rooms and hazardous storage areas are locked.			
Fire drills are conducted as required by New York Education Law			
A record of health permits is maintained.			
A record of Fire Inspection by the local or state Fire Officer is maintained.			

DEVELOPMENT / ENFORCEMENT OF POLICIES	YES	NO	IMPLEMENT
The Student Conduct Policy is reviewed and updated annually.			
A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification.			
The school has a Crisis Management Plan in effect that is reviewed and updated annually.			
The Incident Command System is an integral part of the Safety Plan			
A chain-of-command has been established for the school when the principal and/or other administrators are away from the building.			
The school has implemented pro-active security measures on campus, at school-sponsored activities, and on all school property (i.e., school buses).			
Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced.			
Parents are an integral part of student discipline procedures and actions.			
Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used.			
Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including sanctions for weapon and drug offenses and all other criminal acts.			
Parents are an integral part of the schools safety planning and policy making			
Parents are an integral part of students discipline procedures and actions			
The policy provides a system(s) whereby staff and students may report problems or incidents anonymously.			
Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeteria, rest rooms, etc.			
The school has implemented a pro-active policy regarding parental actions during sporting events			

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School Safety Audit Checklist

PROCEDURES FOR DATA COLLECTION	YES	NO	IMPLEMENT
All violations of state and federal law are reported to law enforcement.			
An incident reporting procedure for disruptive and violent students has been established in accordance with the SAVE Legislation requirements			
Records or data have been established and are analyzed to identify recurring problems.			
Accident reports are filed when a student is injured on school property or during school-related activities.			
The incident reporting system is reviewed and updated annually.			

INTERVENTION AND PREVENTION PLANS	YES	NO	IMPLEMENT
Students have access to conflict resolution programs.			
Students are assisted in developing anger management skills.			
Diversity awareness is emphasized.			
Programs are available for students who are academically at-risk.			
Students may seek help without the loss of confidentiality.			
Students and parents are aware of community resources.			
Character education is taught as part of the curriculum in accordance with the SAVE Legislation requirements			

STAFF DEVELOPMENT	YES	NO	IMPLEMENT
Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods.			
Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Management Plan.			
Administrators and staff are trained in personal safety.			
School security officers (NOT law enforcement) receive in-service training for their responsibilities.			
School Resource Officers (law enforcement) receive in-service training for their responsibilities.			
School volunteers receive training to perform their duties.			
Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies, and state and federal laws.			
School safety and violence prevention information is regularly provided as part of the staff development plan in accordance with the SAVE Legislation requirements			
Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers.			

School Safety Audit Checklist

DEVELOPMENT OF A CRISIS MANAGEMENT PLAN	YES	NO	IMPLEMENT
The school has a Crisis Management Plan.			
a. Reviewed on an annual basis			
b. Plan developed by the building safety team			
c. Team membership is in accordance with minimum requirements of the SAVE Legislation			
d. Meets minimum requirements of the SAVE Legislation			
The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies.			
Categories listed in the plan should include, but may not be limited to, the following:			
a. Natural Disasters			
b. Accidents			
c. Acts of Violence			
d. Death			
e. Loss of power			
f. Fire			
The following components of the Crisis Management Plan are practiced on a quarterly basis			
a. Lockdown			
b. Lockout			
c. Shelter in place			
d. Evacuation of Building (can be done on a semi-annual basis)			

STANDARDS FOR SECURITY PERSONNEL	YES	NO	IMPLEMENT
This school does employ security personnel.			
Pre-employment background checks are conducted for security personnel.			
School security personnel meet a standard for training and qualifications as mandated by New York State			
Security personnel have clearly defined roles and responsibilities.			
Security personnel are involved in the school's safe school planning process.			
Security personnel are knowledgeable about youth service providers, both in and out of the school.			

School Safety Audit Checklist

OPPORTUNITIES FOR STUDENT INVOLVEMENT	YES	NO	IMPLEMENT
Students are represented on the School Safety Team.			
The school provides opportunities for student leadership related to violence prevention and safety issues.			
The school provides adequate recognition opportunities for all students.			
Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations, etc.).			

LEVEL OF PARENT AND COMMUNITY INVOLVEMENT	YES	NO	IMPLEMENT
The community supports the school's programs and activities that teach safety and non-violence.			
School activities, services, and curricula reflect the characteristics of the students and the community.			
School safety planning reflects the neighborhood, including crime and hazardous conditions.			
Parents are an integral part of the school's safety planning and policy making.			
Parents are aware of behavioral expectations and are informed of changes in a timely manner.			
Local businesses and other community groups are involved in the school's safety planning.			

ROLE OF LAW ENFORCEMENT	YES	NO	IMPLEMENT
Incidents of crime that occur on school property or at school-related events are reported to law enforcement.			
Law enforcement is consulted on matters that may fall below the threshold of criminal activity			
Law enforcement personnel are an integral part of the school's safety planning process.			
The school has developed an effective partnership with local law enforcement.			
The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both.			
Law enforcement personnel provide a visible presence on campus during school hours and at school-related events.			
Local law enforcement provides after-hours patrols of the school site.			

A. IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

GUIDELINES

When developing a specific list of potential sites for emergencies, ***at the building level***, there are many variables that could serve as a catalyst or provide the environment for an emergency to take place at that site. Sites that have these variables or environment have been considered in the following list:

ON-SITE

- various chemical storage areas
- welding/hot work area
- indoor vehicle transportation areas
- compressed gas storage areas
- paint spray booths
- areas of student congregation
- student/teacher/administrator conference area
- swimming pool filter area
- athletic fields
- playground areas
- food security and safety (Cafeterias)

OFF-SITE

- major highways (chemical transport)
- airport (flight path)
- railroad
- Certain industrial sites (refineries, etc)
- creeks

This list can be used as a guideline to help assist in the development of the building level site of potential emergencies. It may not be all-inclusive.

SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

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B. PLANS OF ACTION IN RESPONSE TO SOME EXPECTED EMERGENCIES

EMERGENCY CLOSINGS

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

EARLY DISMISSAL RECOMMENDATIONS

In the event of an imminent emergency that requires specific **EARLY DISMISSAL** procedures, they are as follows:

The EARLY DISMISSAL procedure will be implemented when a situation such as heavy snow warning, etc. is imminent. This would occur at any time of the day after the children are on their way to school, or while school is in session. The district order would be given by the superintendent of the school district.

1. Contact each district's transportation department to provide for go home procedure.
    a. Teachers and students return to homeroom.
    b. Attendance of all students should be taken by teachers.
    c. Names of students not accounted for should be referred to office.
    d. Teachers and students should remain in place until directions for dismissal are given.
    e. Good conduct and discipline standards are to be enforced.
    f. Special considerations should be given to:
        1. Handicapped persons – contact transporting agency
        2. Student drivers dismissed to go home if situation permits
        3. Day care children – notify parents to pick up children

2. Information for reason of early dismissal may be shared with teachers and students as deemed necessary.

3. Information:
    a. Explanation of situation
    b. What is being done
    c. Anticipation of length of time

4. Communication with parents or media as necessary.

EVACUATE / EVACUATION (Either Can Be Used) RECOMMENDATIONS

In the event of an imminent emergency that requires specific **EVACUATION** procedures, they are as follows. Evacuate or Evacuation can be used:

1. The central office, emergency coordinator or building administrator, upon realization or notification from a public official (fire chief, police officer, local or county disaster official), of a natural or man-made disaster will notify one another of the impending emergency and inform each other of the current situation.

2. Contact with local fire or police will be made by the building administrator.

3. The building administrator will inform his/her staff of the decision to evacuate and where the building population will be evacuated to.

   Items to consider for evacuation:
   a. Total accountability of students and staff
   b. Handicapped individuals
   c. Transportation – District
   d. Time of travel and length of stay – temporary
   e. Notification of parents/guardians
   f. If short term sheltering is necessary, notify the site(s) the occupants will be taken to.

NOTE: Standard fire evacuation procedures should be used.

4. Building office staff should secure pertinent resource information such as emergency cards, computer data disks with student information, etc. Teachers should carry plan book or class registers.

5. Transportation needs.

6. Students should prepare for evacuation **AS TIME PERMITS**
   a. Coats, lunches, books
   b. Consideration to walkers and students with cars

NOTE: Each building has specific sites of protocol for evacuation.

LOCKDOWN

Secure students and staff inside locked classrooms during incidents that pose an immediate threat of violence in or around school. The procedures are as follows:

The lockdown procedures will be implemented when the building administrator has become aware of a situation in which students and staff should be kept in locked rooms within the school building. These procedures may be implemented as a result of an intruder in the building, hostage situation or a biological threat. Lockdown may be activated at any time of the day and will affect the entire building.

Lockdown-Procedures:

- **Lockdown** will be announced by intercom, public address system, or otherwise. Do not use codes. **Call 911 and report your situation. Consider a lockout for adjacent school buildings as well.**
- **Immediately** gather students from hall ways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- **Lock** Classroom door(s) 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 window.
- **Leave** the window blinds and lights as they are.
- **Document and Attend** to any injuries as well as possible.
- **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 or communicate through your locked door.**
- **Do not answer a classroom telephone.**
- **Do Not** respond to the intercom, public address system, or other announcements**.**
- **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 within your secured area, except only as absolutely necessary.
- **Turn OFF** all cell phones. Texting and cell phone use is prohibited (unless calling 911).
- **Take Attendance –** include additions. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown.
- **Lockdown will end ONLY when you are physically released from your room by emergency responders or other authority.***

***Responding law enforcement should have master key to conduct the release. Do not rely on school personnel with keys to be available to assist in the release.**

NOTE: The district has a specific Lockdown Plan per building.

SECURE LOCKOUT

With a “Secure Lockout”, students and staff remain inside locked school buildings during incidents that pose an imminent concern outside of the school. 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 a 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.

Secure Lockout Objectives

- To keep any threat of violence or 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.

Secure Lockout Procedures:

- Secure Lockout will be announced by intercom, public address system, or otherwise. Use plain language to announce the lockout.
- If a school is in Secure 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 your lockout and what you may be anticipating.
- Lock all exterior doors and windows.
- All outside activities are terminated.
- Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
- Classes otherwise continue as normal.
- Secure Lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.
- Upon resolution of an incident and termination of the lockout, contact police to advise them of such.

NOTE: The district has a specific Secure Lockout Plan per building.

SHELTER IN PLACE / SHELTER (Either Can Be Used) 2228

There are times when it is necessary to shelter students and staff inside the building because it is safer inside the building than outside. The school population will either remain in place or move to a single or multiple location(s) in the school building. In most cases, a shelter in place / shelter (both can be used) is done when there is a threat of or actual weather-related incident or a bomb threat.

Shelter in Place / Shelter Objectives

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

1. The SHELTER procedure may be implemented in two ways:
   a. SHELTER in place:
      - Teachers and students remain in assigned rooms.
      - All students should be accounted for roll-call by teachers.
      - Names of students not accounted for should be referred to attendance officer.
      - Teachers and students should remain in place until either given further directions or released by building administrator.
      - Good conduct and discipline standards are to be enforced.

   b. SHELTER in location(s):
      - Teachers and students will be given directions as to where to assemble.
      - Movement of students to locations should be done in a quiet, orderly fashion.
      - Students should be accounted for by roll-call by teachers.
      - Names of students not accounted for should be referred to attendance officer.

      NOTE: Use central locations during non-weather emergencies or when occupants are not in danger of structural failure.
2. Superintendent notification.
3. Information about the situation should be shared with teachers and students as deemed fit. This should be done by best communication method.
4. Information:
   a. Spoken in a calm, controlled manner.
   b. Explain the situation.
   c. What is being done.
   d. Anticipation of the length of time.
5. Communications with parents or media may be necessary.
6. Dismissal or evacuation procedures should be done in an orderly manner (if necessary).

NOTE: The district has a specific Shelter in Place / Shelter Plan per building.

In the event that evacuation is necessary, sites have been identified to nearby locations and if needed Emergency Management for Newstead and the Mutual Aid agreement for the County will be utilized.

HOLD-IN-PLACE / HOLD (Either Can Be Used) 2230

Purpose:

To restrict movement of students and staff within the building while dealing with short-term emergencies. Examples are, if there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a "Hold-in-Place / Hold" may be initiated (both can be used). This is intended to keep students and staff out of the affected area until the situation can be rectified.

Actions

Initiate Hold-in-Place / Hold

- **Hold-in-Place / Hold** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, COLORS OR CARDS)**

Consider using language similar to this in your announcement:

- **YOUR ATTENTION PLEASE.**
- **THERE IS A SITUATION REQUIRING YOU TO HOLD IN PLACE / HOLD.**
- **PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.**
- ***Provide specific incident instructions***

Instructions

- Use clear, concise language to provide direction to the school based on the situation.

Execute Hold-in-Place / Hold

- Students in hallways, bathrooms or other common areas will return to their classroom. If the Hold-in-Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.
- All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.

FACILITIES AGREEMENTS

STATEMENT

Akron Central School District has adopted agreements with state, county, and other agencies as appropriate for the use of school district building facilities and vehicles during a period of natural or man-made disaster, Facility Agreements with local public and private agencies for use of their facilities on a short term basis to house staff and students have been arranged.

Arrangements for school building facilities to be used as disaster shelters are coordinated through the Greater Buffalo Chapter, American Red Cross, Department of Emergency Services. These shelter agreements authorize their use of the building facilities for any natural or man-made disaster. The use of the building facilities is not restricted to only school district staff and students, but for any group as the need and location arises.

Notification of facility use will be made by:

1. School requesting the Red Cross to provide sheltering facilities as dictated by the emergency.

2. Local, county or state agency requested the Red Cross to provide sheltering facilities as dictated by the emergency.

The Red Cross will staff the shelter and will supply materials and food as needed. If school district supplies are drawn upon during the time of the disaster, or if the building becomes damaged as a result of use or misuse, then the Red Cross will reimburse the school district.

Akron Central School District

SAMPLE AGREEMENT

As a response to an Emergency Event where the Akron Central School District needs to evacuate our main campus, we have made arrangements with the following organization to assist at our request and their availability at the time of the request:

_____
Facility Name

Hereby agrees that its facilities located at:

_____

_____

may be used as a temporary shelter of students attending one or more schools belonging to the Akron Central School District.

In consideration for the granting of such permission, the Akron Central School District agrees that the following conditions shall prevail:

a. Notification will be given prior to student arrival.
b. Students will be supervised by district personnel.
c. Transportation will be notified to pick up students as soon as possible at your location.

_____ _____
Signature Date

_____
Title

SECTION *2000:* GENERAL EMERGENCY RESPONSE PLANNING

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C. DISTRICT RESOURCES

SCHOOL DISTRICT ENROLLMENT/STAFF

SCHOOL	GRADES	# STUDENTS	# ADMIN.	#TCHR/ STAFF/ +CUST	TOTAL
Elementary	K – 5				
Middle	6 – 8				
High	9 – 12				
	Totals				
Staff – Bus Drivers					

Contact Person and Phone Number:

Madison Machelski (Registrar) (716) 542-5039

DISTRICT ENROLLMENT – SPECIAL EDUCATION DIVISION

SCHOOL	# STUDENTS	# TEACHER/STAFF
Elementary (K – 5)		
Middle School (6 – 8)		
High School (9 – 12)		
Total		

Contact and Phone Number:

Director of Student Services (716) 542-5077

OTHER SCHOOL DISTRICT PERSONNEL

Title	Name	Work Phone
School District Superintendent	Andrea Kersten	(716) 542-5010
President, Board of Education	Erik Polkowski	(716) 542-5010
Vice President, Board of Education	Philip Kenline	(716) 542-5010
School Business Administrator	Paul Kowalski	(716) 542-5015
Superintendent of Buildings and Grounds	Mark Alexander	(716) 542-5012
AHERA Designee	Mark Alexander	(716) 542-5025
Principals:		
Elementary School	Todd Esposito	(716) 542-5051
Middle School	Joseph Caprio	(716) 542-5040
High School	Stephen Dimitroff	(716) 542-5030
Maintenance Mechanic:	Jacob Clark	(716) 542-7766
Custodian:	Steve Gates	(716) 542-5040
Night Custodian:	Mike Goodrich	(716) 542-5025
Transportation Supervisor:	Mark Alexander	(716) 542-5026
School Nurses:		
Elementary School	Leticia Karczewski	(716) 542-5056
Middle & High School	Joanne Fix	(716) 542-5036

Qualified School Medical Personnel: Each building has individuals that are trained and certified in the areas of first aid, first responder, CPR and AED use.

COMMUNICATION RECOMMENDATIONS

Within Buildings

1. Use of the public address system by an administrator or his/her delegate to provide information and/or direction to staff and students.
2. If unable to use electricity or public address system failure:
   a. If there is NO time problem, an administrator or designee may walk through the building and inform faculty, staff and students of information and directions.
   b. Use of a personnel delegate to communicate messages from chief administrator in charge to each floor and wing of the building. There should be as few persons as possible responsible to carry messages by word-of-mouth, as the more people used, the greater the chance of students and staff receiving misinformation.
   c. The use of strategically located portable 2-way radios/cellular phones may be used throughout the building to help speed communications and relay information using fewer persons.
   d. Communications may be made easier if students were collected in a centralized location (auditorium, gymnasium, etc.) rather than individual classrooms.

   NOTE: In case of electrical system failure, public telephones may still be operational.

Between Buildings

1. Public Telephone – use a designated extension or private line may be kept clear for emergency information between building administrators or their delegates.
2. Portable 2-way radios may be used for communication if buildings are within range of each other. Cellular phones are another option.
3. Better 2-way radio communication may be made by use of a school bus or other school district vehicle operating on the same frequency.

RECOMMENDATIONS:

1. Each school should have at least two dependable portable radios/cellular phones which have a battery back-up system with extra batteries that may be used in an emergency.
2. Each school should have at least one dependable scanner which can be programmed to emergency information frequencies (weather, police, fire). This scanner should have a battery back-up system with extra batteries.
3. Each school district should have access to a minimum of two (2) cellular phones.

COMMUNICATION SPECIFICS

BUILDING:

MAIN SWITCHBOARD	Yes ☐	No ☐
1. If yes: Is it functional to all rooms?	Yes ☐	No ☐
2. *Comments*		

P.A. SYSTEM	Yes ☐	No ☐
1. Is it functional to all rooms?	Yes ☐	No ☐
2. Is it functional outside?	Yes ☐	No ☐
3. Comments		

TELEPHONE SYSTEM	Yes ☐	No ☐
1. Number of Lines:		
2. Published		
3. Non - Published		
4. Does each classroom have a telephone	Yes ☐	No ☐
5. Each classroom telephone can be used to make the following calls: Internal ☐ External ☐ N/A ☐		
6. Are telephones operational in the event of loss of electrical power?	Yes ☐	No ☐
7. If no, list which telephone ARE operational:		
Comments		

CELLULAR PHONES

1) How many district owned cellular phones are available in this building? ____

2) List the individuals in possession of these phones with numbers:
(list maintained by administration)

TWO-WAY RADIOS

1) Are two-way radios available in this building?

Yes _____ No _____

2) If yes, how many? _____
Location(s):
_____
_____
_____

3) What individuals are trained to use them?
_____
_____
_____
_____
_____

BULL HORNS

1) How many are available in this building? _____

2) Where are they located?

Building	Location

MESSENGER SYSTEM

1) In the event of loss of power, and time is not essential, is there a messenger system in place to communicate with all occupants?

   Yes _____ No _____

2) If yes, list responsibilities

   _____ _____
   _____ _____
   _____ _____
   _____ _____

COMPUTERS

1) Does each classroom have a desktop or laptop to receive email?

   Yes _____ No _____

2) Can email be sent to all district staff at one time?

   Yes _____ No _____

PAGERS

1) Are pagers available? Yes _____ No _____

2) How many? _____

3) List the individuals in possession of pagers and numbers:

Individual	***Pager #***
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4) Are they digital only? Yes _____ No _____

5) Can they receive a message? Yes _____ No _____

Additional Transportation Resources:)

ID #	YEAR	MAKE	MODEL	TYPE	DEPARTMENT	FUEL

Facilities & Transportation Departments have a listing of Transportation Resources Available to the District.

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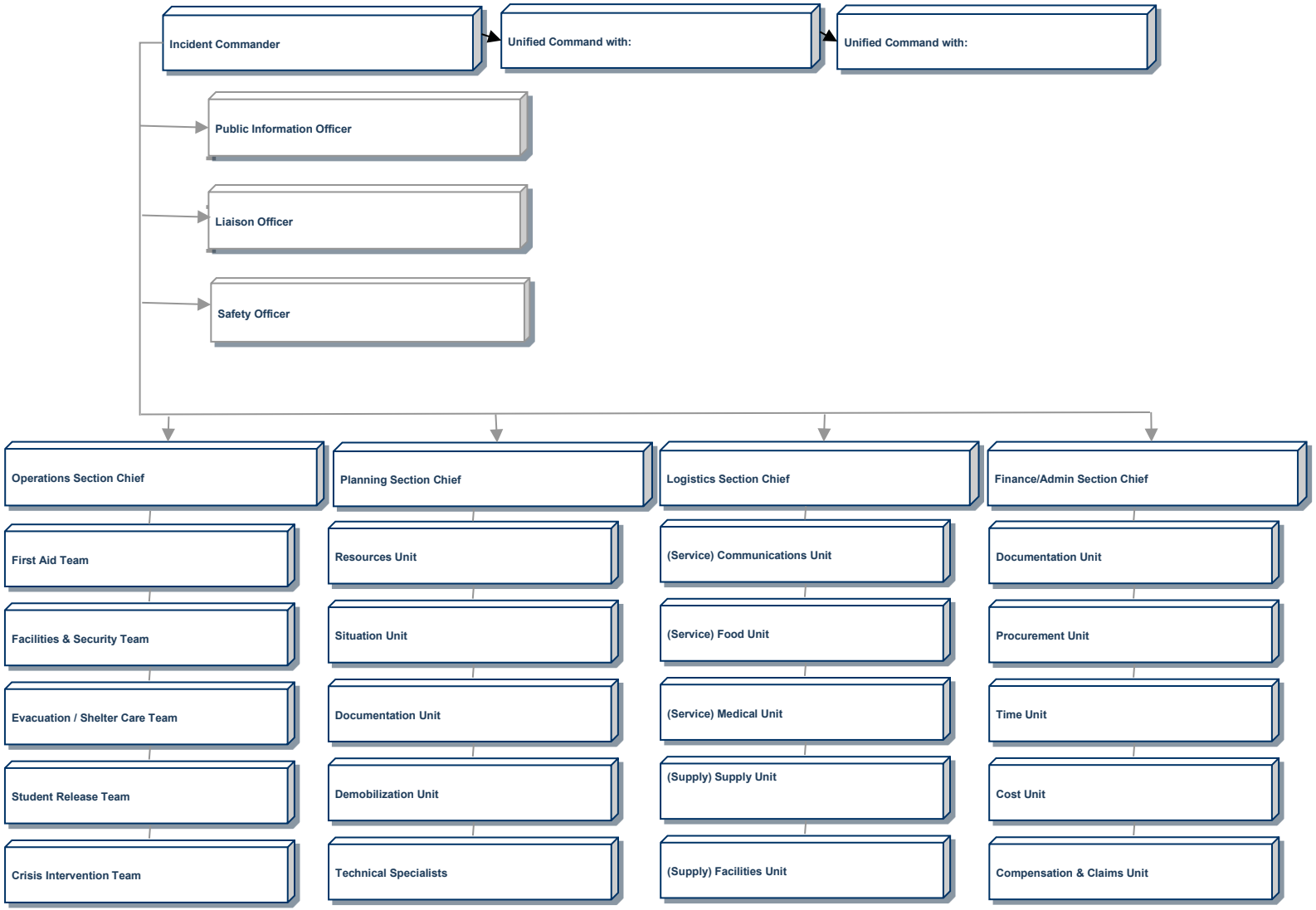
CHAIN OF COMMAND

This organization utilizes the Incident Command System (FEMA)


Incident Commander
Unified Command with:
Unified Command with:
Public Information Officer
Liaison Officer
Safety Officer
Operations Section Chief
First Aid Team
Facilities & Security Team
Evacuation / Shelter Care Team
Student Release Team
Crisis Intervention Team
Planning Section Chief
Resources Unit
Situation Unit
Documentation Unit
Demobilization Unit
Technical Specialists
Logistics Section Chief
(Service) Communications Unit
(Service) Food Unit
(Service) Medical Unit
(Supply) Supply Unit
(Supply) Facilities Unit
Finance/Admin Section Chief
Documentation Unit
Procurement Unit
Time Unit
Cost Unit
Compensation & Claims Unit

VARIATIONS OF EMERGENCIES AND CHAIN OF COMMAND

There are three variations of emergencies which may present themselves to a school district:

1. Emergency situation within the school district is managed by the Superintendent, unless authority is shifted to the District Emergency Coordinator.

   In this situation, the Superintendent or School Incident Commander is in control, and makes their own decisions to remediate the situation.

2. Emergency incident within the school district which requires the assistance of an outside agency.

   When the Fire Department is called by the school district, then the fire chief or ranking officer is in charge. The school district planning committee should then act as a resource and coordinating agency within the school district.

   When a law enforcement agency is called by the school district, the building administrator remains in charge. However, the law enforcement agency's recommendations should be fully complied with.

3. Emergency incident at local, county, state or national level where notification of the school district of the emergency is done from outside sources.

   In the event of a large scale emergency, the outside coordinating agency (most likely the county) will be in charge and again the school district emergency coordinator and planning committee will act as a resource and coordinating agency within the school district.

SCHOOL DISTRICT EMERGENCY COMMAND/RESOURCE CENTER

Primary Location:	District Superintendent / Business Office 47 Bloomingdale Avenue Akron Central School Akron, NY 14001
Alternate Location:	District Bus Garage Akron Central School (Entrance from John Street) Akron, NY 14001

DUTIES OF DISTRICT-WIDE INCIDENT COMMAND AND OPERATIONS STAFF

Incident Commander (IC) *(Superintendent)*	Develop Incident Action Plan (IAP). Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction.
Deputy Incident Commander *(Superintendent Designee)*	Supports the Incident Commander in any capacity needed. For long term or large scale incidents, may act as Incident Commander during break periods/ rest periods.
Public Information Officer (PIO) *(Superintendent/Designee)*	Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency services and public information officer at press briefings. **ALL** media contact will be through this individual.
Liaison Officer *(Supt. of Buildings & Grounds/ Director of Facilities, Building Principal)*	Will be the agency representative with outside agencies responding to the emergency event. Keeps Incident Commander informed of situation status.
Operations Officer *(Building Principal, Supt. of Buildings & Grounds/Director of Facilities)*	Develops tactical organization and directs all resources to carry out the Incident Action Plan (IAP).
Logistics Officer *(Supt. of Buildings & Grounds/ Director of Facilities, Building Principal)*	Provides resources and all other services needed to support the incident.
Planning Officer (Finance purchasing rep)	Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources.
Finance/Administration *(Business Official)*	Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event.

BUILDING LEVEL RESPONSE TEAM ROLES DEFINED

Primary Operations Administrator	Building Principal/Designee
Communications Liaison	Send and receive messages to and from outside personnel as needed by principal and other listed coordinators.
Emergency Services Liaison	Meet and coordinate first aid and other medical services.
Evacuation Site Coordinator	Sending site coordinator who will prepare to release the students to the new location and oversee the operations on this site until the main site is closed down and the Primary Operations Administrator arrives at the alternate site location.
Parent/Guardian Liaison	Handles all communications with parents and oversee the release of students after all attendance procedures are completed at the alternate site.
Site Management Attendance Coordinator	Assists in the attendance accounting for all students and adults at the alternate site before the release of any students. He/she will be assisted by the attendance personnel when they arrive from the primary site.
Transportation Coordinator(s)	Will receive and direct the buses when they enter the primary site to remove the students to the alternate site. The bus numbers and designations will be communicated to the primary site office or its alternate location for announcement to the teachers for dismissal and loading.
Mechanical Services Liaison	Assists the emergency services personnel locate key information and gain access to all parts of the primary site. He/she will secure the site after all intended personnel are relocated off the primary site.
Off-Site Emergency Coordinator(s)	Arrive at the alternate site before the arrival of the students and prepare the site for their arrival. Identify key areas which need to be opened and made ready. Make provisions for the other key personnel who will assist in the accounting and communication duties required to care for and later release the students to their parents. They will remain in charge of the alternate site until the arrival of the Primary Operations Administrator or the Evacuation Site Coordinator at which time they will support these personnel in their duties.
Other Personnel	Will assist in the accounting process and maintenance of order.

PUBLIC INFORMATION/ MEDIA NOTIFICATION PLAN

As media personnel arrive to cover a story, they should be directed to a media staging/reception area and should not be allowed to interview students without expressed permission.

Media Site Selection

Several factors should be considered when selecting a site to which the media can go and from which information will be dispensed:

Physical Space:	Select a room or area that will accommodate a media conference attended by several news agencies and school support staff.
Containment:	Ensure the site does not permit access by the media to the Command Post or student population.
Necessary Accommodations:	Choose a location that permits direct access to rest rooms and telephones and has sufficient electrical outlets and space for equipment.

Dissemination of Information

The Superintendent of Schools, or designee, will act as the Public Information Officer (P.I.O.) or Media Coordinator to work with the media during a crisis. The individual assigned this duty assumes responsibility for organizing the details.

During the crisis the Public Information Officer, P.I.O/Media Coordinator should greet reporters, direct them to the media staging area where they will be provided a news conference or press release.

Recommended Policy

The School District Superintendent will assign the P.I.O. or Media Coordinator for the district.

If there is a police or emergency service presence, release of information will be coordinated with the information officers from those agencies.

The P.I.O. for police, emergency services, and the school district will act as liaison to the media and coordinate press conferences and media deadlines.

Confidentiality and privacy issues regarding the identity of juveniles, staff members, and their involvement in a particular situation must be monitored very closely to prevent unauthorized disclosure of information.

The school district, police, and emergency services have an obligation to keep the media aware of significant developments as long as the investigation, actions, and/or locations are not compromised or parents/spouses are not unnecessarily alarmed.

Announcing to the media that only one person will be releasing information usually will prevent attempts to obtain information by circumventing the authorized channels.

If an arrest results from the situation, the police agency should coordinate this announcement through the school district spokesman and school superintendent so necessary steps can be taken by the school to prepare the faculty, students, and parents.

Tips for the P.I.O.

Ensure all media inquiries are routed to one person or office.

Prepare an official statement about the crisis and action being taken. Include information to answer the basic who, what, when, where, why, and how questions.

Do not reveal names of students or employees involved in the incident, without prior approval from the responding police, emergency services, and the school's legal department.

When responding to the media, use the prepared official statement as your guide.

Distribute the prepared statements to teachers, staff, and students, and ensure that they are given accurate and consistent information.

P.I.O. Guidelines

Be brief.

Avoid providing superfluous information or using professional jargon.

Do not appear to be concerned mainly about the schools reputation.

Anticipate questions, especially on potentially controversial issues.

Keep calm. Show sensitivity to the seriousness of the matter, but do not overreact.

Answer one question at a time and answer only the question that is asked.

Do not treat anything as “off the record.”

As official spokesperson, do not hesitate to say, “I don’t know” or “I will have to get back to you.”

Do not reply “no comment.” This infers that information is being withheld.

Ignore abrasive comments made by reporters and maintain a professional attitude.

Provide updates to the media as events unfold, even after the initial crisis is handled.

Remember to follow up when information is available; bear in mind that the public has a right to know and understand what has happened.

SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

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E. PROCEDURES FOR ANNUAL MULTI-HAZARD SCHOOL TRAINING FOR STAFF AND STUDENTS

The Akron Central School District will ensure that Annual Multi-Hazard Training is made available to staff and students. The annual submission to NYSED of the school district's PDP (Professional Development Plan) will include allocated training blocks for anti-violence and multi-hazard training. Students and staff members will receive written information at the beginning of the regular school year summarizing the schools basic hazard plans and the availability of additional information and participation for those who desire. The Akron Central School District will work cooperatively with emergency management and law enforcement officials to ensure training is effective and appropriate, as well as consistent with local municipal disaster plans.

Schools are required to establish procedures regarding notification of parents or persons in parental relation regarding drills. The notification must come in advance of the drills however without the day and time.

Additional examples of training or awareness refreshers that may be performed include:

- Evacuation or Evacuate Procedures
- Shelter in Place or Shelter Procedures
- Lockdown Procedures
- Secure Lockout Procedures
- Hold in Place or Hold Procedures
- Medical/AED Emergencies Refreshers
- Emergency Response Team Instruction or Rehearsal
- Communication Training & Validation
- Transportation Emergencies
- Public Information Scenarios
- Early Dismissals/Non-Scheduled Parental Release
- Reviewing the Roles & Responsibilities of the Emergency Chain of Command Implementation

SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

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F. PROCEDURES FOR THE REVIEW AND CONDUCT OF DRILLS AND OTHER EXERCISES TO TEST THE COMPONENTS OF THE PLAN.

The Akron Central School District, in coordination with local and county emergency responders, will conduct and review drills that are components of the Comprehensive District Wide Multi-Hazard Plan. The Akron Central School District will annually prioritize and schedule drills in conjunction with local and county officials. At the completion of any scheduled drill, the Akron Central School District and local and county emergency responders will conduct an after-action review of the sequence of events, and will update the Multi-Hazard Plan to reflect lessons learned.

After Action Reviews (AAR) should include perspectives from representatives of all exercise participants, with emphasis on community responders and subject matter experts. A properly conducted AAR will seek to document three important aspects of the event/training. The three aspects should include:

1. What went well? Positive reflections of the good things that happened. (Things to reinforce).
2. What needs improvement? Reflections upon the things that will require additional improvement and practice.
3. Identify the important issues or key aspects of any given event or drill. Individuals should be encouraged to offer a potential course of action when identifying deficiencies.

Events that should be reviewed for lessons learned may include:

- Evacuation or Evacuate / Fire Drills
- Shelter in Place or Shelter Drills
- Lockdown Drills
- Secure Lockout Drills
- Hold in Place or Hold
- Medical/AED Emergencies Refreshers
- Emergency Response Team Instruction or Rehearsal
- Communication Checks / Validation
- Transportation Emergencies
- Public Information Releases (Actual or Notional)
- Early Dismissals / Non-Scheduled Parental Releases
- Any event that requires the deployment of local emergency response personnel. (i.e. Fire Alarm, Ambulance Call, Arrest on Campus

2600

EMERGENCY RESPONSE SUMMARY

☐Shelter in Place
☐Lockout
☐Lockdown
☐Evacuation

Facility:
☐Elementary. ☐High School
☐Middle ☐District
☐Transportation ☐Other

Was this a Drill? ☐Yes ☐No

Brief Description of Incident:	
Date & Time of Incident:	

External:	**Internal:**	
Please List:	☐Fire ☐Bomb Threat ☐Hazardous Material ☐Lost Child	☐Medical Emergency ☐Utility Disruption ☐Weather Emergency Other:

Describe the Emergency:	For Fire Evacuations, please list time to evacuate:	

How were Student / Staff Compromised or Potentially Compromised:

List any Emergency Related Policies that were Activated:	List Departments that Responded / Notified: ☐Principal ☐SOB&G ☐Nurse(If Medical)
Notice alarm Co. Pre _____ am/pm Post _____am/pm	

List any Areas for Response Improvement / Actions Taken:

Response Improvement	Assigned To	Completion Date

Submitted by: (sign/date)	Reviewed by Safety Committee: (sign/date)

*Attach all supporting documentation with this report

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Per the amendment of section 155.17 of the Commissioner's Regulations relating to school safety plan requirements dated July 31, 2024 requires that drills be: (1) conducted in a trauma-informed, developmentally and age-appropriate manner; (2) not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; (3) occur after annual training in emergency procedures has been provided to students and staff; (4) be completed on different days of the week and during different times of the school day; and (5) at the time that drills are conducted, students and staff shall be informed it is a drill. **Additionally, trained in changes of emergency response terms.**

Definitions:

Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.

Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

The purpose of the drills is to practice staff and student actions during an emergency. At the time that drills are conducted, students and staff must be informed it is a drill.

Schools and districts will provide requirements if they opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials. Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. In addition, such exercises cannot include students without written consent from parents or persons in parental relation.

TABLETOP EXERCISES

What are they?

An activity in which key staff are presented with simulated emergency situations without time constraints. Key staff should include school personnel, local and county emergency officials.

The exercise should be:

1. informal
2. carried out in a conference room environment
3. designed to elicit constructive discussion by participants as they attempt to examine and then resolve problems based on existing plans
4. beneficial for participants to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities in a non-threatening format with minimum stress.

The Process

The tabletop, in its simplest form, begins with a simulated event that is usually described in a narrative.

The Purpose

To create for the players an “emergency” scene to which they will respond. Response is made to a set of problems related to the emergency scene.

Discussion

Takes place among the participants to solve the problems presented using the resources available to them.

Deliberate Attempt

To examine basic emergency planning and resource allocation problems without concerns for:

1. time pressures
2. stress
3. actual simulation of specific events
4. the ability to discuss decisions in depth with an emphasis on slow-paced problem solving rather than rapid, spontaneous decision making.

SECTION 3000:
RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and Procedures for Responding to Implied or Direct Threats of Violence by to Students, Teachers, Visitors, Bus Drivers, Bus Aides and Others

- Code of Conduct on School Property ..... Policy Number 3410
- Threats of Violence ..... Policy Number 3412
- School Conduct and Discipline..... Policy Number 7310
- Student Suspension ..... Policy Number 7313
- Weapons in Schools ..... Policy Number 7360
- Gun Free Schools ..... Policy Number 7361
- Alcohol, Drugs and Other Substances (Students)..... Policy Number 7320
- Alcohol, Drugs and Other Substances (Personnel)..... Policy Number 6150
- Corporal Punishment/Physical Restraint..... Policy Number 7350
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RESPONDING TO THREATS AND ACTS OF VIOLENCE (Continued)

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SECTION 3000: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A

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A. POLICES & PROCEDURES

REFER TO DISTRICT

POLICY MANUAL

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SECTION 3000: RESPONDING TO THREATS AND ACTS OF VIOLENCE

B

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BUILDING RELATED

Sections 3101 - 3107

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In the event of certain emergencies, there may be reason to shut off all or selected utilities. Administrators and certain other staff members should be familiar with locations and the manner of how to shut each utility off.

BUILDING NAME	
	LOCATION OF SHUT-OFF
NATURAL GAS:	
ELECTRIC:	
WATER:	
AIR HANDLING UNIT:	
NOTE: WARNING: DO NOT TURN NATURAL GAS BACK ON UNTIL UTILITY COMPANY IS ON SITE!	

LOSS OF POWER

Response Action	Person(s) Responsible
1. Upon discovery or detection of an electrical system failure: **a**. Sound fire alarm if there is any question as to the safety of the building occupants **b**. Notify head of Building Maintenance **c**. Notify Superintendent of Buildings & Grounds or Director of Facilities	First person on the scene.
2. Notify Building Administrator	Head of Building Maintenance
3. Evaluate problem insofar as possible	Superintendent of Buildings & Grounds, or Director of Facilities
4. Notify Superintendent	Building Administrator
5. Curtail or cease building operations, as appropriate: **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume Normal Activity **e**. Make proper notifications	Building Administrator
6. Evaluate problem and commence appropriate remedial action	Superintendent of Buildings & Grounds or Director of Facilities
7. Termination of Contingency: Notify staff, parents and students	Superintendent

Comments:

NATURAL GAS LEAK

Response Action	Person(s) Responsible
1. Upon discovery or detection of a gas leak notify Head of Building Maintenance	First person on the scene
2. Evaluate the problem insofar as possible shut off gas supply if prudent and wise	Head of Building Maintenance
3. Notify Superintendent of Buildings & Grounds or Director of Facilities	Head of Building Maintenance
4. Notify Building Administrator	Superintendent of Buildings & Grounds or Director of Facilities
5. Notify Superintendent	Building Administrator
6. Curtail or cease building operations as appropriate **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume Normal Activity **e**. Make proper notifications	Building Administrator
7. Evaluate problem and commence appropriate remedial action	Superintendent of Buildings & Grounds
8. Termination of Contingency: Notify staff, parents and students	Superintendent

Comments:

HEATING SYSTEM FAILURE

Response Action	Person(s) Responsible
1. Upon discovery or detection of heating system failure notify Head of Building Maintenance	First on scene
2. Notify Superintendent of Buildings & Grounds or Director of Facilities	Head of Building Maintenance
3. Notify Building Administrator	Superintendent of Buildings & Grounds or Director of Facilities
4. Evaluate problem insofar as possible	Superintendent of Buildings & Grounds or Building Administrator
5. Notify Superintendent	Building Administrator
6. Curtail or cease building operations as appropriate **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume Normal Activity **e**. Make proper notifications	Building Administrator
7. Evaluate problem and commence appropriate remedial action	Superintendent of Buildings & Grounds or Director of Facilities
8. Termination of Contingency: Notify staff, parents and students	Superintendent

Comments:

	Response Action	Person(s) Responsible
1	Relocate Education Program(s) displaced by an emergency which renders all or parts of a building unusable for school	Building Administrator, Superintendent
2	Establish remedial response, as appropriate for the day incident occurred **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume normal activity	Building Administrator, Superintendent
3.	Revise pupil transportation system as necessary	Superintendent, Building Administrator, Transportation Supervisor
4.	Notify school districts of any changes	Superintendent
5.	Notify staff, parents, and students	Superintendent
6.	Recovery **a**. Assess damage, cause, effect, remediation **b**. Cleanup; following insurance company concurrence **c**. Ascertain insurance settlement, if any **d**. Develop architectural/engineering solutions as needed **e**. Develop instructions to contractors plans and specifications; bid procedures; if not a formally declared emergency **f**. Progress with work in accordance with procedures for any public capital project	Board of Education Superintendent; Director of Facilities or Superintendent of Buildings & grounds, Business Official

Comments:

Response Action	Person(s) Responsible
1. Upon discovery or detection of a sewer system failure, notify the Head of Building Maintenance	First at scene
2. Notify Superintendent of Buildings & Grounds or Director of Facilities	Head of Building Maintenance
3. Evaluate problem insofar as possible	Head of Building Maintenance, Superintendent of Buildings & Grounds or Director of Facilities
4. Notify Building Administrator	Superintendent of Buildings & Grounds or Director of Facilities
5. Notify Superintendent	Building Administrator
6. Curtail or cease building operations, as appropriate: **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume normal activity **e**. Make proper notifications	Building Administrator
7. Evaluate problem and commence appropriate remedial action	Director of Facilities, Superintendent of Buildings & Grounds, Superintendent, Board of Education, Business Official
8. Termination of Emergency **a**. Notify staff, parents and students **b**. Resume building operation	Superintendent

Comments:

Response Action	Person(s) Responsible
1. Upon discovery or detection of water failure notify Head of Building Maintenance	First on scene
2. Notify Superintendent of Buildings & Grounds or Director of Facilities	Head of Building Maintenance
3. Evaluate problem insofar as possible. Commence established remedial response	Superintendent of Buildings & Grounds, or Director of Facilities; Head of Building Maintenance
4. Notify Building Administrator	Superintendent of Buildings & Grounds or Director of Facilities
5. Notify Superintendent	Building Administrator
6. Curtail or cease building operations, as appropriate: **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume normal activity	Superintendent
7. Termination of Contingency **a**. Notify staff, parents and students **b**. Resume building operation	Superintendent

Comments:

SEVERE WEATHER

Sections 3120 – 3124

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STORM-SNOW or ICE

Response Action:	Person(s) Responsible:
1. Monitor weather and road conditions	Superintendent
2. Close schools if conditions deteriorate.	Superintendent
3. Institute ”**Go-Home**” plan	Superintendent
4. Notify parents via radio & television	Superintendent

Comments:

STORM-THUNDER/LIGHTNING

Response Action	Person(s) Responsible
1. Monitor the closeness and intensity of the storm	Building Administrator
2. Curtail all outdoor activities if conditions warrant	Building Administrator
3. Summon all persons into building(s)	Building Administrator; teachers
4. Termination of contingency	Building Administrator

Comments:

TORNADO

Response Action	Person(s) Responsible
1. Monitor any weather bureau tornado watch/warning	Building Administrator, Superintendent
2. If tornado is imminent, curtail all outdoor activities	Building Administrators
3. Summon all persons into building(s)	Building Administrators
4. If tornado is sighted in vicinity of school, institute "**Shelter In Place**" and move into hallways away from windows.	Building Administrators; teachers
5. Termination of contingency	Building Administrator
6. Recovery: if building is damaged, refer to contingency plans for System Failures	Superintendent
7. Curtail or cease building operations as appropriate **a**. Hold at School **b**. Early Dismissal **c**. Evacuate **d**. Resume normal activity	Superintendent

Comments:

SHELTER IN PLACE PLAN for Tornado

1. In the event of imminent danger due to a natural or man made disaster, the facility will be notified by phone or intercom. Staff and students will be notified to Shelter in Place and take cover in the hallways, away from windows and vulnerable areas.

2. Staff and students should be directed to the designated shelter areas. These could include: basements and hallways on the ground floor that are not parallel to the tornado's path, which is usually from the southwest.

3. **Never** use gymnasium, auditorium, or other rooms with wide, free-span roofs.

4. Teachers and students should know their designated shelter areas.

5. Children in school rooms of weak construction, such as portable or temporary classrooms, should be escorted to sturdier buildings or to predetermined ditches, culverts, or ravines.

6. When staff and students are assembled in school basements, interior hallways or ditches, culverts or ravines they should assume the proper position. This position is everybody down; crouch on elbows and knees; and hands over back of head.

7. School Bus Drivers should be instructed to use the procedures stated in #5 and #6. If their bus is caught in the open and a tornado is approaching. They should be far enough away so the bus does not topple on them.

EARTHQUAKE

Response Action	Person(s) Responsible
1. Follow directions of county emergency announcements made on local radio.	Superintendent
2. Provide for the safety of staff and students. Activate shelter plan and recommendations for earthquake	Superintendent; Building Administrator
3. Notify other school districts of pending problems and actions to be taken	Superintendent of Buildings & Grounds, or Director of Facilities
4. Notify parents via radio & television	Superintendent

Comments:

FLOOD

Response Action	Person(s) Responsible
1. Monitor weather and road conditions, contact local disaster coordinator	Superintendent
2. Curtail or cease building operations, as appropriate **a**. Early Dismissal **b**. Hold at School **c**. Evacuate **d**. Resume normal activity	Superintendent
3. Notify parents via radio & television	Superintendent

Comments:

ENVIRONMENTAL

Sections 3130 - 3134

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AIRBORNE GASES

	Response Action	Person(s) Responsible
1.	Notify Building Administrator	First person on the scene
2.	Notify 911 (Local Fire Department)	Building Administrator
3.	Implement Evacuation Plan. Direction of evacuation depending on wind direction.	Building Administrator, Fire Department
4.	Notify Superintendent	Building Administrator

Comments:

ASBESTOS FIBER RELEASE EPISODE

	Response Action	Person(s) Responsible
1.	Remove occupants from room, area, or wing immediately. Isolate the area as soon as possible.	First person on scene
2.	Notify Building Administrator, Head of Building Maintenance and Superintendent of Buildings & Grounds	First person on scene
3.	Notify school district AHERA designee	Building Administrator
4.	Shut down or modify air handling unit to restrict air movement.	Building Maintenance
5.	Contact Asbestos Response Team (see next page)	AHERA Designee
6.	Lock and secure room in closed condition.	AHERA Designee
7.	If possible, duct tape perimeter of door	AHERA Designee
8.	Post signs to prevent entry by unauthorized persons, if needed	AHERA Designee
9.	Curtail or cease building operations, as appropriate **a**. Evacuate **b**. Early Dismissal	Building Administrator
10.	Contact Erie 1 BOCES Safety Risk Management for assistance in coordinating air sampling (TEM)	AHERA Designee
11.	After receiving sampling results, determine if there was a fiber migration throughout the building. If air sampling shows a migration, plan strategy. If no fiber migration took place, resume normal activity for next day. **Maintain security of the release area.**	Superintendent
12.	Make proper notifications.	Superintendent

Comments:

ASBESTOS RESPONSE TEAM

AHERA Designee

Name: James Andres

Phone Number - Work: 716-542-5025, (C) 716-868-0963

NYS Certified Personnel

Steven Gates - Supervisor
Jacob Clark - Mechanic

Equipment Location

High School Basement

Response Action	Person(s) Responsible
1. Upon occurrence of an explosion in a building: **a**. Activate fire alarm **b**. If fire alarm is inoperative notify Building Administrator by runner	First person on scene
2. Curtail or cease building operations: **a**. Evacuate **b**. Sheltering	Building Administrator
3. Summon fire department	Building Administrator
4. Notify Superintendent	Building Administrator
5. Upon their arrival, advise fire department of the situation and follow their instructions	Building Administrator
6. Termination of Emergency	Fire department
7. Resume, curtail or cease building operation, as appropriate	Superintendent
8. Make proper notifications	Superintendent

Comments:

OIL/GASOLINE/HAZARDOUS MATERIAL

Response Action	Person(s) Responsible
1. Upon the discovery or detection of an oil/gasoline spill on school property: **a**. Notify Director of Facilities or Superintendent of Buildings & Grounds **b**. Notify Building Administrator	First person on scene
2. Evaluate the problem insofar as possible **a**. Stop source of spill if possible **b**. Commence established remedial response	Director of Facilities or Superintendent of Buildings & Grounds
3. Notify the local fire department and follow their instructions	Director of Facilities or Superintendent of Buildings & Grounds
4. Within 2 hours of discovery of leak or spill the DEC must be contacted (DEC Hotline: 1-800-457-7362)	Director of Facilities or Superintendent of Buildings & Grounds
5. Notify Superintendent	Building Administrator
6. Contact Erie 1 BOCES, Safety Risk, if necessary	Superintendent
7. Curtail or cease building operation, as appropriate: **a**. Early Dismissal **b**. Evacuate **c**. Resume normal activity	Superintendent
8. Make proper notifications	Superintendent

Comments:

	Response Action	Person(s) Responsible
1.	Upon discovery or detection of smoke or fire or evidence thereof sound fire alarm immediately	First person(s) on scene
2.	Evacuate the building	Building Administrator
3.	Summon Fire Department	Building Administrator/Designee
4.	Upon arrival, advise Fire Department of the situation and follow their instructions	Building Administrator
5.	Notify Superintendent	Building Administrator
6.	Termination of emergency	Fire Department
7.	Resume, curtail or cease building operation, as appropriate **a**. Evacuate **b**. Early Dismissal **c**. Resume normal activity	Superintendent
8.	Make proper notifications	Superintendent, Building Administrator

Comments:

CIVIL DISTURBANCES

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New York State Education Department
Bomb Threat Response Guideline
Revised February 2007

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. Variations 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 conducting pre-clearance and security screening. (see page 3).

Receiving Bomb Threats

Written Threats

- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- Contact Police (911)
- Handling of written bomb threat should be kept to an absolute minimum, since it may be used as evidence in a criminal investigation.
- 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) by law enforcement.

Telephone or Other Verbal Threats

- Anyone receiving a verbal bomb threat must immediately notify the school building administrator.
- Contact Police (911)
- 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 (switchboard) should receive special training and have a list of emergency agency telephone numbers available, as well as the telephone numbers of school officials to be immediately contacted.
- If possible, the telephone threat should be taped.
- Caller identification or other types of tracing devices should be considered.

Information to be asked of the caller includes:

- **O** Where is the bomb located?
- **O** When will the bomb go off?
- **O** What does the bomb look like?
- **O** What kind of explosive is involved?
- **O** Why was the bomb placed?
- **O** What is your name? (The caller may be caught off guard and give you his or her name).

- Also note: time of call; language used by caller; gender; approximate age; speech characteristic (slow, fast, soft, disguised, intoxicated); noticeable background noise (music, motors running, street traffic).

Suspicious Packages

- Anyone receiving or locating a suspicious package must immediately notify the school building administrator.
- Contact Police (911).
- Mail bombs can be contained in letters, books, and parcels of varying sizes, shapes, and 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 paste lettering on the address label.
- The package may have not 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.

- **O** **Do not open** or squeeze the envelope or package.
- **O** **Do not pull** or release any wire, string, or hook.
- **O** **Do not** turn or shake the letter or package.
- **O** **Do not** put the letter or package in water or near heat.
- **O** **Do not** touch the letter or package, thereby compromising fingerprint evidence.

- **Do** move people away from the suspected envelope or package.
- **Do** notify the state and/or local police (911).
- **Do activate your emergency plan for dealing with bombs.**

Investigating Bomb Threats

- Appropriate law enforcement agencies must be notified.
- Be aware of availability and limitations of specialized emergency services-including bomb squads, hazardous materials management, county, and state emergency management agencies.

  - Be aware that law enforcement agencies generally do not initially send out bomb sniffing dogs.
  - Bomb sniffing dogs have a limited time of efficiency so that their use is carefully considered.

- 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 (joint decision making – unified command).
- 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 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 if one is identified.

PRE-CLEARANCE AND SECURITY SCREENING IN LIEU OF EVACUATION (DURING TESTING)

- It is strongly recommended that school officials carefully coordinate this option in cooperation with local law enforcement officials.
- This option may only be implemented prior to the receipt of an actual bomb threat,

- Only after building and grounds have been “cleared” at the start of the day and continually monitored throughout the day.

- This option may be appropriate when a school reasonably anticipates the receipt of a bomb threat or if there is a particular concern over the possibility of a bomb threat. (During the administration of Regents examinations or during other school-wide events).

School Employee Involvement

- Schools may form teams of volunteers from administration, faculty, and staff to assist in sweeping a building or grounds for anything that looks out of place.
- Prior to an incident, school officials should make certain that people who volunteer in the school building, such as parents or other community members, are trained and aware of their responsibilities.
- School employees who volunteer or by job duty are assigned to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation (HVAC).

PLACE THIS CARD
UNDER YOUR
TELEPHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THREAT:

Sex of caller:		**Race:**	
Age:		**Length of call**	

ADDITIONAL INFORMATION
ON REVERSE

Bomb Threat Instructions:

Number at which call is received:

Time: Date:

Caller's voice:

Loud	Soft
High	Deep
Intoxicated	Disguised
Calm	Angry
Fast	Slow
Stutter	Nasal
Distinct	Slurred
Accent (type)	
Other Characteristics	

If voice is familiar, who did it sound like?

Street Traffic	Factory Machinery
Office Machinery	
Other	

THREAT LANGUAGE

Well spoken (educated)	Incoherent
Irrational	Taped
Message read by threat maker	Foul

REMARKS:

Report call immediately to:_____

Phone Number:_____

Date:_____

Name:_____

Position:_____

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School Bomb Threat Reporting Form

In 1999, the Office of Facilities Planning started collecting data on school bomb threats via a reporting form included in the February 1999 school bomb threat guidance document issued by the State Education Department and the State Police. This process predated the Uniform Violent Incident Reporting (UVIR) process mandated by Project SAVE – which also includes school bomb threat data.

Since the UVIR system is now operational, please note that we are no longer accepting the 1999 bomb threat reporting form. Please report all bomb threat data annually on the UVIR. This will eliminate duplicate work by both school and SED staff. For additional guidance on the UVIR, please see: http://www.emsc.nysed.gov/sss/SAVE/.

	Response Action	Person(s) Responsible
	Upon notification of a Biological Release by telephone:	
1.	The person receiving the call should gather as much information as possible by using the supplied "Telephone Threat Form."	First to contact
2.	Upon completion of the telephone threat, the person receiving the call should attempt to immediately trace the call.	First to contact
3.	Contact the building principal, if this happens in Central Office contact the Superintendent by telephone.	First to contact
4.	Call 911. Be specific in reporting the incident, location, how many are affected and where to meet.	Principal, Superintendent
5.	Notify Buildings & Grounds to shut down the HVAC units throughout the building.	Principal, Superintendent
6.	Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building.	Principal, Superintendent, Teachers, Staff
7.	Activate the Hold In Place and Secure/ Lockdown plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator:	Principal, Superintendent
	a. Free movement throughout the building **b**. Food preparation and distribution. Let staff and students know of the situation and how often they will be updated	Teachers, Staff
8.	Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment.	Police, Fire, Disaster Coordinator, Superintendent

9.	If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read.	Superintendent
10.	If the incident escalates, arrangements should be made for the following: **a**. Staging area for parents/guardians coming to the building to pick up their child/ children. Children will not be released until the incident is brought to closure, therefore this area would be used to communicate with and calm parent/guardians. **b**. Staging area for the media. Timely reports given to avoid inaccurate information.	Superintendent
11.	Implement appropriate plan **a**. Resume normal activity **b**. Early dismissal	Superintendent

Comments:

TELEPHONE THREAT FORM

School Building: _____

Date: _____

Time: _____

Recall to best of knowledge exact words of caller:

Questions to be asked:

1. Where is the package located?

2. What does it look like?

3. What is in the package?

4. Why are you doing this?

5. What is your address?

6. What is your name?

Voice: Male _____ Child _____ Young _____

Female _____ Old _____ Middle Aged _____

Accent _____

Background noises? _____

Have you heard voice before? _____

Person receiving call? _____

BIOLOGICAL RELEASE THREAT BY LETTER/PACKAGE

	Response Action	Person(s) Responsible
	Upon notification of a Biological Release by letter or package:	
1.	The person receiving the letter or package once opened do not handle or move it to another area. Using your "Good Samaritan" kit that was intended for blood and body fluid cleanup, use the towelette to wash your hands until you are cleared to leave the area.	First to contact
2.	Secure the area, do not leave or let any one into the area.	First to contact
3.	Contact the building principal, if this happens in Central Office contact the Superintendent by telephone.	First to contact
4.	Call 911. Be specific in reporting the incident, location, how many are affected and where to meet.	Principal, Superintendent
5.	Notify Buildings & Grounds to shut down the HVAC units throughout the building.	Principal, Superintendent
6.	Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building.	Principal, Superintendent, Teachers, Staff
7.	Activate the HOLD IN PLACE plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator: **a**. Free movement throughout the building **b**. Food preparation and distribution. Let staff and students know of the	Principal, Superintendent, Teachers, Staff

	situation and how often they will be updated	
8.	Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment.	Police, Fire, Disaster Coordinator, Superintendent
9.	If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read.	Superintendent
10.	If the incident escalates, arrangements should be made for the following: **a**. Staging area for parents/guardians coming to the building to pick up their child/ children. Children will not be released until the incident is brought to closure, therefore this area would be used to communicate with and calm parent/guardians. **b**. Staging area for the media. Timely reports given to avoid inaccurate information	Superintendent
11.	Implement appropriate plan **a**. Resume normal activity **b**. Early dismissal	Superintendent

Comments:

HOSTAGE/KIDNAPPING

Response Action	Person(s) Responsible
1. Identify hostage situation	First person on scene
2. Notify Building Administrator	First person on scene
3. Activate Hold in Place and Secure/Lockdown Plan	Principal
4. Notify the local police and follow their instructions	Building Administrator
5. Notify Superintendent	Building Administrator
6. Notify parents or spouse of hostage(s)	Superintendent
7. Termination of emergency	Police, Building Administrator
8. Make proper notifications	Superintendent

Comments:

INTRUDER

	Response Action	Person(s) Responsible
1.	Identify intruder	First person on scene
2.	Notify Building Administrator	First person on scene
3.	Activate the Hold in Place and Secure/ Lockdown Plan	Principal
4.	Confront intruder, if prudent and wise	Building Administrator
5.	Escort intruder out of the building. Record make, color and license plate number of vehicle	Building Administrator
6.	If intruder refuses to leave, maintain surveillance. If the intruder does leave but circumstances lead you to expect trouble, summon the local police.	Building Administrator
7.	Advise police of situation and follow their instructions	Building Administrator
8.	Notify Superintendent	Building Administrator
9.	Notify staff and students of incident	Building Administrator
10.	Termination of Contingency	Police, Building Administrator

Comments:

THREATS OF VIOLENCE

	Response Action	Person(s) Responsible
1.	Use of staff trained in de-escalation or other strategies to diffuse the situation.	Principal
2.	Inform building principal of implied threat or direct threat.	First person on scene
3.	Determine level of threat with Superintendent/ Designee	Principal/Designee
4.	Contact appropriate law enforcement agency, if necessary.	Building Administrator
5.	Monitor situation, adjust response as appropriate, include the possible use of Emergency Response Team.	Building Administrator

Comments:

Response Action	Person(s) Responsible
1. Determine level of threat with Superintendent/Designee	Principal
2. If warranted, isolate the immediate area and evacuate if appropriate.	First person on scene
3. Inform Superintendent	Principal/Designee
4. If necessary, initiate lockdown procedure and contact law enforcement agencies.	Building Administrator
5. Monitor situation, adjust response as appropriate. If necessary, initiate Early Dismissal, Sheltering or Evacuation Procedures.	Building Administrator

Comments:

GUIDELINES FOR CARDIAC EMERGENCY RESPONSE

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

Steps to Take in a Cardiac Emergency:

1. **Scene Safety:** When victim is found on the ground or floor, make sure the scene is safe before approaching.
2. **Recognize the Emergency:** Identify the victim as unconscious, not breathing, or not moving.
2. **Call 9-1-1:** Have someone immediately call 911 if you have not and provide the location of the emergency
3. **Activate the CERP:** Have someone call the office and alert the **Cardiac Emergency Response Team (CERT)** and the school administration.
4. **Begin CPR:** If the victim is unresponsive and not breathing, initiate CPR if you are trained.
5. **Retrieve the AED:** If available, send someone to obtain the AED if not obtained by the by the **CERT** and follow its prompts for use.
6. **Direct EMS to the Scene:** Assign a staff member to meet EMS and direct them to the location.
7. **Follow the CERP:** Adhere to the specific steps outlined in the school's CERP.
8. **Continuously Assess and Provide Care:** Monitor the victim's condition and continue CPR or AED use until EMS arrives.
9. **Post-Event Review:** After the incident, conduct a debriefing with those involved to evaluate the effectiveness of the CERP and identify areas for improvement.

Key Responsibilities of a Cardiac Emergency Response Team:

- **Prompt Response:** Rapidly responding to the emergency and initiating care.
- **CPR and Defibrillation:** Performing chest compressions and using an automated external defibrillator (AED) if available.
- **Communication:** Effectively communicating with other healthcare professionals about the situation.
- **Monitoring:** Continuously monitoring the patient's vital signs and response to treatment.
- **Coordination:** Coordinating with other emergency responders, such as paramedics, as needed.
- **Debriefing and Documentation:** Participating in post-event debriefing and documenting the event.

Schools are required to have a trained person who can operate an AED during school hours as well as afterhours school sponsored activities.

Automatic External Defibrillators (AEDs) cases are located in both all schools on walls with clearly marked signs over their locations. School staffs know how to call for help using their office or classroom phones. Also, AED location information is provided on maps in the Building Level Emergency Response Plans. AED cases contain supplies for first responders including gloves, CPR barrier mask, alcohol wipes, razor, towelette and scissors.

Effective January 20, 2026, amendments to Education Law § 2801-a(2)(h) requires school safety training for students and staff in sudden cardiac arrest.

Additionally, effective January 20, 2026, Education Law § 2801-a(2)(n), provides that district-wide school safety teams may provide voluntary first aid, CPR, and AED training to school staff, including members of the building level emergency response teams. If provided then Education Law and Commissioner's regulations referenced above require such training to be in accordance with PHL §3000-b.

Staff outside with students should always carry communication devices and emergency contact information for assistance. This information is refreshed with staff during annually training.

***Emergency contact numbers for obtaining help:**
Number to call for help in school building 911 and (716) xxx-xxxx.
Number to call for help on school grounds 911 and (716) xxx-xxxx.
Number to call to notify if SCA occurs at offsite location 911, and (716) xxx-xxxx.
Secondary contact number if primary not available: (716) xxx-xxxx.

In the Building-Level Safety Plans, certified CPR/AED Personnel must be listed.

CPR/AED Certified School Personnel

Staff Name	Title	Telephone Number	Location	Availability
				☐ Before School ☐ After School ☐ School Day ☐ Athletic Events ☐ School Events ☐ Other

Automated External Defibrillator (AED) Locations

Note: All AEDs are clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases in all Akon school buildings.

Number of AEDs inside the building is depended on building size. AED Locations are:

1. **Elementary – outside Main Office Door on wall**

   Middle School – outside Main Office door on wall
2. **High School – on wall near Elevator on 1st Floor**
3. **Outside entrance on wall across from Pool entrance to Gym H265 Gym**
4. **In Pool on Table near entrance**

AED locations are noted on building level emergency response plan maps in Appendix F in accordance with Commissioner's regulation 155.17(c)(2)(iii).

Schools are required to have a trained person who can operate an AED during school hours as well as an after hours school sponsored activity.

	Response Action	Person(s) Responsible
1.	Summon help or request someone call for help	First person on scene
2.	Identify the stricken person	First person on scene, trained medical personnel
3.	Protect the injured or ill person from further injury	First person on scene, trained medical personnel
4.	Comfort the victim and administer first aid, if necessary	Trained medical personnel
5.	Access the need for further medical attention	Trained medical personnel
6.	Notify Building Administrator	Trained medical personnel
7.	Notify parent or guardian	Building Administrator

RECOMMENDATIONS:
In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of the parent or guardian.

Signed instructions for emergencies from parents, guardians and from school personnel should be on file in the school medical office and the school main office. These signed statements should include the name and age of the person (pupil or employee) name, address and telephone number where one or both parents may be reached at home and at work; name, address and telephone number of another person who has agreed to care for the child if the parent cannot be reached; name, address and telephone number of the family physician (or Christian Science practitioner), family dentist, and preferred hospital; written authorization from the parent for school personnel to call the physician or hospital in serious emergencies when the parent cannot be reached; religion of the victim; and any special condition which should require special handling.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc.

GENERAL GUIDELINES

1. Any teacher or staff member who has any reason to believe that a student may be a threat to him or herself, or who receives a report from any source that a student may be a threat to him or herself will immediately contact an administrator. The District will supervise the student until the student is released to a parent, guardian, or personal in parental relation to the student, or an appropriate professional.

2. The administrator will immediately refer the matter to the Student Support Center (SSC) and contact the parent, guardian, or person in parental relation to the student.

3. The SSC will conduct a lethality assessment and identify the appropriate action or actions to be taken based on the assessment results.

POTENTIAL FURTHER RESPONSE ACTIONS BY THE DISTRICT

1. Refer the parent, guardian, or person in parental relation to appropriate resources or agencies for support and assistance.

2. Secure permission from parent, guardian, or person in parental relation to share information or documents with the mental health care provider to further assist the student.

3. Provide support to the student. Assist him or her with re-entry.

4. If a parent, guardian, or person in parental relation refuses to respond to the child's threat to him or herself, the District may contact Child Protective Services or local law enforcement.

5. Complete any required paperwork, including any incident reports.

6. Maintain confidentiality as required by law or best practices.

Comments:

_____

/2016 _____

SCHOOL BUS ACCIDENT AND/OR FIRE

Response Action	Person(s) Responsible
1. Relocate pupils away from danger area	School bus driver, students
2. Render first aid to injured persons	Qualified person(s) on scene
3. If necessary, request emergency assistance. Ambulance, fire department and/or police	Qualified person(s) on scene
4. Notify Building Administrator, if needed. Request spare vehicle to transport uninjured pupils	
5. Identify the victims and where they are being transported to	Qualified person(s) on scene
6. Notify parents or spouse of the victims	6. Building Administrator
7. Complete School District Accident Report Forms	7. School Nurse

Comments:

Section 3000: Responding to Threats and Acts of Violence

C

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C. PARENT(S)/SPOUSE(S) AND RECEPTION CENTER NOTIFICATION PLAN

Utilize telephone lists or television and radio media to notify parents and spouses of an emergency involving an occupied school facility.

Designate a reception center at a location away from the incident. Provide this information during the notification process.

Several factors should be considered when selecting a reception center. They are as follows:

Physical Space:	Select a site that will accommodate a large influx of people to include parents and/or spouses and district representatives.
Containment:	Ensure that the site does not permit access by the media and is isolated from the Incident Command Post (I.C.P.), Emergency Operation Center (E.O.C.), and student body.
Necessary Accommodations:	Select a location that permits direct access to rest rooms and telephones and allows for the serving of refreshments. Several rooms should be made available for grieving family members and counseling sessions.
Support Personnel/ Agencies:	If the situation warrants, station counselors, members of the clergy, medical personnel and Critical Incident Stress Debriefing Team at the reception center. A law enforcement/emergency services representative should be at the site also.
Dissemination of Information:	The Superintendent of Schools should assign, in advance, a staff member as the liaison/information specialist to work with the parents/spouses during a crisis. The individual assigned this duty must assume responsibility for arranging the details and providing accurate, up-to-date information regarding the incident..

Akron Central School District sends a copy of the District's Code of Conduct along with an accompanying letter to all Parents/Guardians each school year.

EMERGENCY CLOSINGS 3210

The superintendent is empowered to close the district schools, delay the opening, or to dismiss students early in the event of hazardous conditions, including weather, which threaten the safety of students.

In making the decision to close schools, either the superintendent or his/her designee shall consider many factors, including the following:

1) The availability of parent(s)/guardian(s) to receive the student at home in the event schools should be dismissed early.
2) The health and safety of students remaining in a school environment.
3) Weather conditions, both existing and predicted.
4) Driving and traffic conditions affecting public and private transportation facilities.
5) Continuance or discontinuance of the operations of business, commercial and professional people in the area.

Facts will be assembled from the appropriate agencies and organizations before any decisions are made. For example, the Highway Department, Police Department, Weather Bureau, transportation companies and other governmental agencies, as needed, will be called.

Following the decision, communications will begin for the total notification of the students and staff. Either the superintendent or his/her designee shall notify the public media. Employees should listen to broadcasts beginning at 6:00 o'clock a.m. Any employee who is doubtful about reporting should contact his/her immediate supervisor.

Delayed School Plan

When it appears likely that weather and/or street conditions will improve later in the morning, a "delayed school opening" announcement may be made to the public. Employees shall make an effort to report to their assignment at the regular starting time.

"A" Schedule (One hour delay in all school starting times):

All schools will begin one hour later than normal starting times and dismiss at regular time.

"B" Schedule (Two hour delay in all school starting times):

All schools will begin two hours later than normal starting times and dismiss at regular time.

Early Dismissal School Plan

When a sudden, unanticipated emergency condition, including weather alert, arises after school has commenced, and it is deemed appropriate to close schools and offices, the following actions will be followed:

1) The media will be called and the public will be informed of the decision.
2) Schools will be dismissed with dismissal time arranged to parallel the arrival of buses. No staff member may leave his/her assignment until all students have left the building (unless authorized to do so by the principal).
3) Elementary students can be released to the custody of their parent/guardian or another designated adult.

Staff Assignments

The superintendent is responsible for the effective operation of the school district at all times. Under Education Law, Sections 1711 and 3012, the superintendent is empowered to require certain groups of employees to work while other employees are not required to work because the absence of students reduces the productivity of these employees.

When schools are officially closed for students due to inclement weather or other emergency conditions:

1) In general, school-based personnel will not report <u>with the exception</u> of the building plant operators, custodians, maintenance, and janitorial staff, as per negotiated agreement.
2) The Superintendent of Buildings and Grounds, the transportation supervisor and the superintendent will report to work, along with other designated employees.
3) Principals will remain responsible for security of their schools and for seeing that the building and grounds are made as ready as possible for school on the next scheduled day.

Parent/Guardian Notifications

Principals have the responsibility to urge parents/guardians to make plans for the emergency supervision of their children should an all-day closing, a delayed opening, or an early closing of school be necessary.

Radio announcements or telephone trees may be used to notify staff members.

Responsibility		Action
Before School		
Superintendent/Designee	1)	Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.
	2)	Makes decision as to closing.
	3)	If decision is to close, notifies: a. Radio stations b. Principals
During School		
Transportation Supervisor	1)	Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.
	2)	Informs superintendent of adverse conditions.
Superintendent	3)	Makes decision as to closing.
Superintendent/Designee	4)	If decision is to close, notifies: a. Transportation Supervisor b. Radio and television stations c. Principals d. Staff and Students
Transportation Supervisor	5)	Notifies drivers and substitutes where Necessary.
	6)	Reschedules school pickups as soon as decision is made.

SECTION 4000

COMMUNICATION WITH OTHERS

A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies

- Step-by-Step Procedures 4100

B. 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 4200

C. A system for informing all educational agencies within a school district of a disaster.

- Statement 4300

In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

- School population, ... 4305
- Number of staff,
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.

SECTION 4000

COMMUNICATION WITH OTHERS

A

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4100

A. IN THE EVENT OF AN EMERGENCY THAT REQUIRES THE ASSISTANCE OF EMERGENCY RESPONSE AGENCIES

STEP 1	Call 911
STEP 2	Give Specific Information to the 911 Dispatcher • What type of emergency • Where – address, room, what floor • Who/how many are affected • Directions to access the scene
STEP 3	Local agencies, such as police, fire, ambulance, highway or public works, disaster coordinator will respond first
STEP 4	After assessing the emergency, LOCAL RESPONSE AGENCIES will contact county, state and federal agencies if additional assistance is necessary
STEP 5	Post incident response can be coordinated through local and county agencies. These could include the Red Cross, United Way Agencies and other local, county and state mental health resources.

SECTION 4000

COMMUNICATION WITH OTHERS

B

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ə29-a. Suspension of other laws
ə29-b. Use of civil defense forces in disasters
ə29-c. Radiological preparedness
ə29-d. Reports
HISTORY:Add, L 1978, ch 640, ə 3, eff Apr 1, 1979
CROSS REFERENCES:This article referred to in əə 20, 21; CLS Unconsol ch 131 ə 20.

ə 20. Natural and man-made disasters; policy; definitions

1. It shall be the policy of the state that:
a. local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;
b. local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;
c. state and local natural disaster and emergency response functions be coordinated in order to bring the fullest protection and benefit to the people;
d. state resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and
e. state and local plans, organizational arrangements, and response capability required to executive the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.
2. As used in this article the following terms shall have the following meanings:
a. "disaster" means occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.
b. "state disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.
c. "municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.
d. "commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.
e. "emergency services organization" means a public or private agency, organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.
f. "chief executive" means:
    (1) a county executive or manager of a county;
    (2) in a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
    (3) a mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
    (4) a supervisor of a town, except where a town has a manager, it shall mean such manager.

SECTION 4000

COMMUNICATION WITH OTHERS

C

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C. IN THE EVENT OF AN EMERGENCY WITHIN THE SUPERVISORY DISTRICT TERRITORIAL LIMITS, THE SUPERINTENDENT, OR DESIGNEE, OF THE AKRON CENTRAL SCHOOL DISTRICT WILL:

1) Act as the chief communication liaison for the non-public Educational agencies listed on the following pages

2) Contact the Erie 1 BOCES District Superintendent

3) Offer resources that are available.

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone: Akron Parent Association	First United Methodist Church/Akron Parents' Association Nursery School 7 Church Street Akron, NY 14001 716-542-2060 Rev. Pak Klotzbach
Chairperson/Location/Phone:	Arianna Andre 7 Church Street Akron, NY 14001 585-813-9325 arimmarchese@gmail.com
Assistant /Location/Phone:	Jennifer Myers 7 Church Street Akron, NY 14001 716-936-3895 JMeyers5@icloucomd
Others:	
Grades:	3- and 4-year old's Pre-school
Number of Students:	45
Hours of School:	9:00am – 3:30pm
Transportation:	None

C. PERSONNEL FOR NON-PUBLIC SCHOOLS

Facility Name/Address/Phone:	Rattles to Reading 6263 Scotland Road Akron, NY 14001 716-542-5437
Director/Location/Phone:	Terri Zazynski 716-542-3789
Assistant Principal/Location/Phone:	Maria D'addario (AM) 716-542-5437
Others:	Jan Ohol (PM) 716-542-5437
Grades:	Infants – 12 years a) Preschool ages 2-4 b) Daycare c) After School Program
Number of Students:	78
Hours of School:	6:00am – 6:00pm
Transportation:	None

SECTION 5000
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

- School Building Access Control..... Policy Number 5632
- Safety/Security ..... Policy Number 5680
- School Safety Plans…… .. Policy Number 5681
- Automated External Defibrillators ..... Policy Number 5683
- Surveillance Cameras ..... Policy Number 5684

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

- Board of Education Policies..... Policy Number 1410
- Community Notification of Sex Offenders..... Policy Number 7550
- Staff Development Training ..... Policy Number 6160, 6161
- Building Staff Meetings..... Per Principal's Guidance
- Crisis Response ..... Policy Number 5682

C. 5200
Appropriate prevention and intervention strategies such as:

- Collaborative agreements with local law enforcement officials (Memorandum)
- Non-violent conflict resolution training program
- Peer mediation programs and youth courts

D. 5300
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,
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on district need

E. 5400
Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

SECTION 5000
PREVENTION AND INTERVENTION STRATEGIES

A

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SECTION 5000
PREVENTION AND INTERVENTION STRATEGIES

B

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SECTION 5000
PREVENTION AND INTERVENTION STRATEGIES

C

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SAMPLE

MEMORANDUM OF UNDERSTANDING BETWEEN THE NEW YORK STATE POLICE DEPARTMENT AND THE AKRON CENTRAL SCHOOL DISTRICT

PROJECT "SAVE" (Safe Schools Against Violence in Education)

While violence isn't the only safety issue schools face, the past decade has witnessed numerous acts of tragic violence in schools in all parts of the nation. Since 1992, twenty-two schools throughout the country have experienced multiple victim homicides. In the last three years alone, nine acts of violence on school grounds have resulted in the deaths of twenty-five students and four teachers, and the wounding of another seventy-two students and three school employees. These senseless acts of violence have occurred in urban, suburban and rural communities where people previously believed that such an incident could not happen in their schools. Fortunately, no school in New York State has been the site of the types of horrific violence that have occurred in other schools throughout the nation.

New York State schools, however, are not free of the types of violent student behavior and student victimization that seriously impede the educational progress of students. The 1999 Youth Risk Behavior Survey (YRBS), conducted by the Centers for Disease Control and Prevention, was administered to a representative sample of students throughout New York State high schools. The survey results document the continued presence of safety concerns on the part of many students. Students being threatened bodily harm by beating or with a weapon on school property, bringing weapons to school for protection and students not attending school due to concern for their safety were reported in the survey.

The "SAVE" legislation requires school districts to work collaboratively with local law enforcement agencies to develop strategies that will create an environment that will be conducive to the learning and teaching process.

GENERAL STATEMENT

The New York State Police Department and the Board of Education for the Akron Central School District recognize that the abuse of alcohol and other drugs and the threat to personal safety are societal problems and the remediation of these problems must begin at the community level. These two groups pledge to adopt a formal “Memorandum of Understanding” that will outline for both the rights and responsibilities each will assume to affect positive change.

Both parties agree that as we ask school personnel to take a more active role in observing the behavior of students and to make decisions about the appropriateness of that behavior, that the role of students, teachers, staff and the law enforcement officials involved must be clearly understood.

PROCEDURE

Any student or school district employee will immediately report any of the aforementioned noncompliance of the school district “Drug Free Policy” and “Gun Free Policy” directly to the Building administrator. The Building Administrator shall have authority to take appropriate action immediately and will notify the Superintendent as soon as is reasonably possible.

MEMORANDUM OF UNDERSTANDING

The Akron Central School District and the New York State Police Department agree to work collaboratively in developing a “Memorandum of Understanding” that addresses the following:

1) The types of incidents that require notification of the police department.
2) The expectations of the students, counselors, teachers and administrators regarding the discovery of alcohol and other drugs, or weapons in school, on school grounds or at school sponsored activities.
3) The notification process necessary when a student is found in possession of alcohol, illegal drugs or dangerous weapons.
4) The procedures outlining the actions of law enforcement officers when contraband is turned over to them by school officials.
5) The procedures by which students and parents will be notified of the adoption of this Memorandum of Understanding.

POLICE DEPARTMENT ACTION

1) The Chief of Police agrees that any officer responding to the school shall act responsibly to ensure that a trusting relationship is fostered with all school personnel.
2) The police will respond to any call relating to violations of the law as soon as is reasonably possible.
3) If a student is arrested, notification of parent/guardian will follow the District “Code of Conduct” policy.
4) In instances where the removal of the student is essential to insure the safety of himself/herself or others, the police will do so immediately and work with the school district to contact the parent/guardian as soon as is reasonably possible.
5) The police will remove any confiscated illegal drugs, drug paraphernalia or dangerous weapons in possession of the school administration.
6) The police will cooperate with the school to ensure that the education process is not disrupted whenever possible.
7) A designated officer will be appointed to serve on the district “Building Level SAVE Team. (Liaison)
8) School Administration will be notified by the police regarding incidents that were reported but not by school administration.
9) All police personnel will receive a copy of the procedures

ACTIONS OF SCHOOL PERSONNEL

1) The school district will have a procedure in place that will be used to report incidents of abuse, possession of alcohol or drugs, drug paraphernalia and dangerous weapons to school administration.
2) All school personnel will receive a copy of the procedure.
3) The Building Administrator/Designee is authorized to call the police liaison to report any illegal activity or need for assistance.

WHAT SHOULD BE REPORTED TO THE SCHOOL ADMINISTRATOR

1) Possession of alcohol by a minor.
2) Possession of illegal drugs or misuse of over the counter drugs.
3) The possession of drug paraphernalia.

4) Students suspected, found, or admitting to being under the influence of alcohol or other drugs in school or at school sponsored activities.
5) The possession of any firearm or other illegal weapon on school property or at school sponsored activities.
6) Any time there is a threat of severe bodily harm or homicide to anyone on school property or at school sponsored events.

WHAT SHOULD BE REPORTED TO THE POLICE

1) Possession of alcohol by a minor aged 16-20 years old.
2) Possession of illegal drugs to include inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, amphetamines, all steroids and designer drugs.
3) Any student in possession of or under the influence of alcohol or other drugs for whom a parent or immediate family member cannot be contacted.
4) Intoxication of any student that is deemed to be a behavior or safety problem to school personnel or other students or school property.
5) Possession of drug paraphernalia as described in the penal law.
6) Possession of illegal weapons.
7) Where there is a threat of bodily harm or homicide to anyone on school property or school sponsored events, the individual threatened may elect to file a formal complaint with the police department.

_____
(Signature) President – Board of Education
Date

_____
(Signature) Superintendent
Date

_____
(Signature) Chief of Police
Date

SECTION 5000
PREVENTION AND INTERVENTION STRATEGIES

D

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5300

The Akron Central School District recognizes the importance of good communication among students and between students and staff and encourages the school community to strive for improvement at all times. Sharing information is the first line of defense in keeping our schools safe. It is vital that our students understand that reporting information about potential problems is a way of preventing harm to another. Reporting concerns that may impact on the safety and health of others is the responsibility of the entire Akron School District community.

Short-term and long-term strategies to bettering communication and preventing violence in our schools include:

- Set clear expectations for students, and communicate these standards to students, staff and parents
- Pay attention to what students are saying
- Peer listening and mediation
- Develop identification and reporting procedures to record students who show signs and symptoms of violent behavior
- Encourage communication among parents, students, staff and community members about any concerns to appropriate resource people in schools and communities
- Foster collaboration among school, home and community for peaceable schools
- Train staff to listen and question effectively

SECTION 5000
PREVENTION AND INTERVENTION STRATEGIES

E

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E. DESCRIPTION OF DUTIES, HIRING AND SCREENING PROCESS, REQUIRED TRAINING OF HALL MONITORS AND OTHER SCHOOL SAFETY PERSONNEL.

The process of establishing the duties for hall monitors and other school safety personnel shall rely on past practice, or be completed by civil service with consultation of the Akron Central School District, or shall be determined by the Akron Central School District pursuant to applicable Federal, State, County and Municipal guidance. (Example found in appendix)

The Akron Central School District is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-202 prohibits discrimination because of age. Section 504 of the rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

The process of hiring hall monitors and/or school safety personnel will follow applicable Federal, State, County and Municipal laws & Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1st, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the S.A.V.E. Legislation of 2000.

If the Akron Central School District uses the service of a contractual security company, the district should verify with the Department of State's License Bureau to ensure that the prospective contractor is an authorized employer in good standing.

If the Akron Central School District, a public (exempt) entity, employs at least one security guard, then the district is subject to the Security Guard Act of 1992 (General Business Law § 89-f (5), (7)). Any public entity employing a security guard must ensure that the security guard is registered with the NYS Department of State. The Department of State will only register applicants who have satisfied the requirements established by the Secretary. Registration for a security guard is effective two years. No school district shall knowingly employ a person as a security guard unless: the school district has verified with the Department (State) that such person possess a valid registration card which has not expired or been revoked; or Such school district has filed with the Department (State) in a manner prescribed by rules and regulations promulgated by the Department. (Duties of a security guard and requirements and of a NYS Security Guard License are included in the appendix) A district employing a security guard must provide proof of self insurance or liability insurance coverage to the Department of State in the Amount of $100,000 per occurrence and $300,000 in the aggregate (General Business Law § 89-g (6)). A licensed security guard in New York State must undergo an Investigation. Within five business days after the receipt of an application the department (state) shall transmit to the division (DCJS) two sets of fingerprints and the fee required pursuant to paragraph (b) of subdivision ten of section eighty-nine-h of Gen. Bus. Law and cause to be conducted a search of state files to ascertain whether the applicant has been charged with or convicted of a serious offense and may cause to be conducted an investigation to verify the information contained in the application provided. Under section 89-o of the General Business Law, the secretary of state is empowered to adopt rules and regulation implementing the provisions of this article. Such rules and regulations shall include criteria for determining whether a person is a security guard or whether a particular function is a security guard function as defined by subdivision six of section eighty-nine –f of this article.

Job Description – Monitor
Provided by Erie County Civil Service

SCHOOL MONITOR SCHOOLS
ERIE COUNTY
SCHOOLS
DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing non-teaching duties in overseeing student activities during regular school session and after hours in a suburban school district. This work of ordinary difficulty, involving responsibility of assisting teachers and administrators by performing assigned routine tasks, including the supervision and care of children. The incumbent must be firm, but courteous and congenial in exercising their influence on students. Since there are definite limits in the type and complexities of assignments, the class of school monitor differs in that respect from teacher aide, which usually involves duties of greater difficulty, generally requiring specific skills or abilities. Work is performed under the direct supervision of a principal, teacher or school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:
Assists in supervising recreation and lunch periods and study halls;
Guides children safety across streets and intersections;
Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas before and after school; Oversees students passing between classes and in locker rooms and on premises before and after school;
Issues athletic supplies and equipment when required;
Helps children in lower grades with wearing apparel;
May assist in arraigning and ordering films, projectors, VCR. and other learning aides as required;
May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Ability to establish good relationships and get along well with children, and command their respect; ability to maintain order and to enforce school regulations with firmness; ability to get along with teachers, administrators, and others; ability to understand and follow oral and written instructions; good power of observation; dependability; neat personal appearance; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

7/2001

5/2025
Rev. 12/19/25

Job Description – Monitor - Continued

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma; or four (4) years experience in the care and supervision of children; or

B. An equivalent combination of training and experience as defined by the limits of (A.) and (B.)

NOTE: Verifiable part-time and or volunteer experience will be pro-rated toward meeting full-time experience requirements

NOTE: A person assigned to this position does not have the authority to direct traffic. This is the function of a police officer only.

Job Description – Security Guard
Provided by the NYS Department of State

Description
A security guard is defined as a person employed within New York State, other than active police officers and federally regulated personnel, to principally perform one or more of the following duties without performing the functions of a private investigator.

- Protection of individuals and/or property from harm, theft or other unlawful activity;
- Deterrence, observation, detection and/or reporting of incidents in order to prevent any unlawful or unauthorized activity including but not limited to unlawful or unauthorized intrusion or entry, larceny, vandalism, abuse, arson or trespass on property;
- Street patrol service;
- Response to but not installation or service of a security system alarm installed and/or used to prevent or detect unauthorized intrusion, robbery, burglary, theft, pilferage and other losses and/or to maintain security of protected premises.

Registration Requirements
An applicant must file an application with the New York State Department of State's Division of Licensing Services in order to become registered as a security guard. In addition, the applicant must meet the following requirements:

- Complete a minimum of 8 hours of pre-assignment training
- Not have been convicted of a serious offense
- Be of good moral character and fitness
- Not have been discharged from a correctional/law enforcement agency for incompetence or misconduct

Individuals that meet these qualifications, and those indicated below will be issued a photographic ID card signifying that they are authorized to perform security guard functions. Since these ID cards are made by the Department of Motor Vehicles (DMV) using the image on file in their office from the individual's NYS Driver’s License or Non-Driver ID card, applicants must provide their 9-digit DMV ID number where requested on their Security Guard application. Once their Security Guard application is approved for registration, the applicant's name and DMV number are sent to DMV to have an ID card made. The Department of Motor Vehicles will mail the ID card to the applicant's residence address on file with the Department of State.

Job Description – Security Guard - Continued

Age

Must be at least 18 years of age.

Training

Security guards are required to complete training programs administered by the Division of Criminal Justice Services, Bureau for Municipal Police. Those courses are:

8 hours pre-assignment training
16-hour on the job training (must be completed within 90 days of employment)
8 hours of annual in service
47-hour firearms course for security guards who carry a firearm
Holders of a special armed guard registration card must complete an additional 8-hour in service training course annually.

Fees

$36 - 2-year registration
$50 - Fingerprint fee payable to Division of Criminal Justice Services with original application
$25 - Renewal fee, every 2 years

Licensing Authority

New York State Department of State
Division of Licensing Services
84 Holland Avenue
Albany, New York 12208-3490
Phone: (518) 473-2739
Fax: (518) 473-2730/1

Occupational Reference Codes

33-9032 - Security Guards - Dictionary of Standard Occupational Classifications, October 2000

APPENDIX A Buildings Covered By The District-Wide Plan

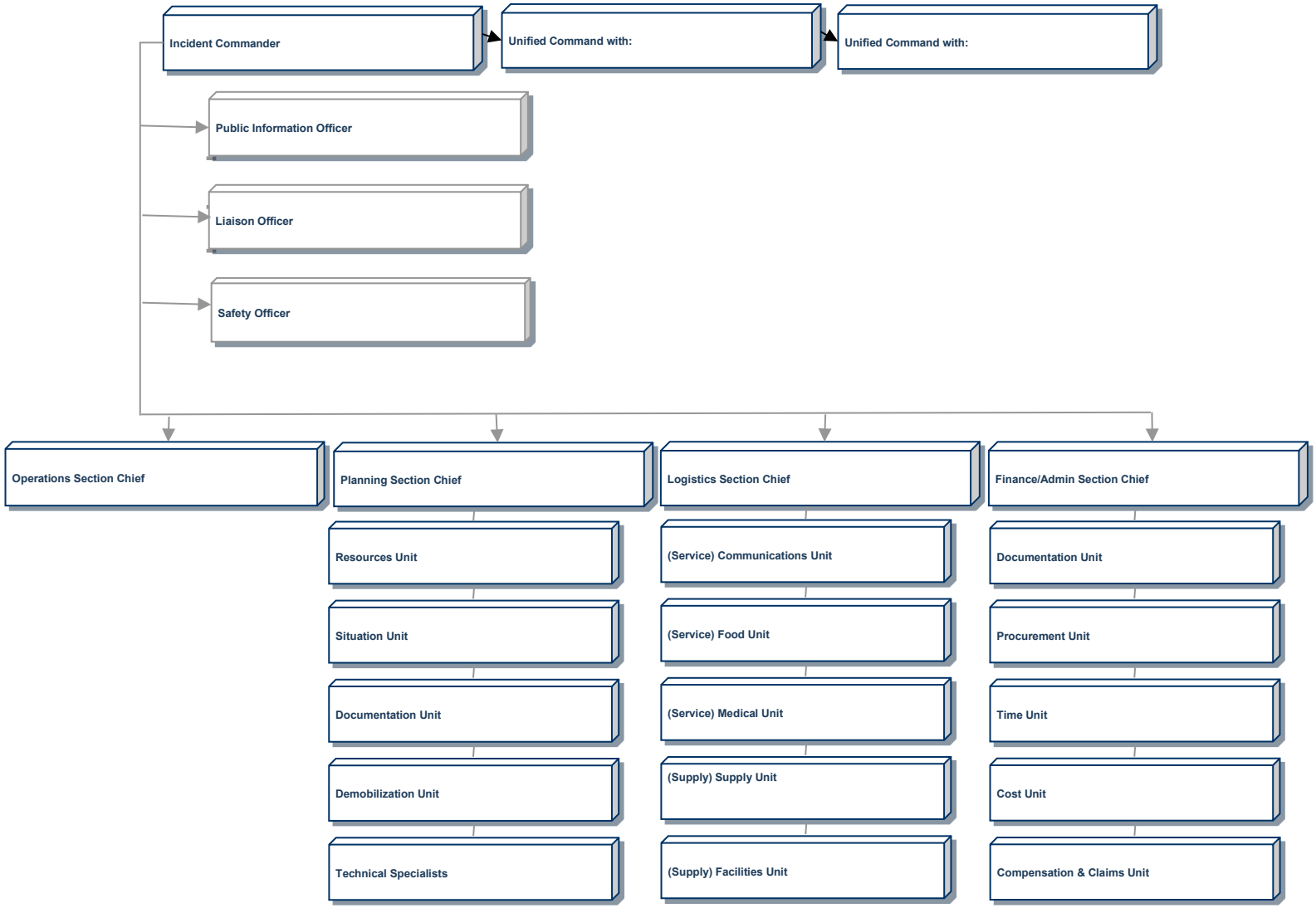
Akron Elementary School **716-542-5050**
47 Bloomingdale Ave.
Akron, NY 14001
Principal: Todd Esposito

Akron Middle School **716-542-5040**
47 Bloomingdale Ave.
Akron, NY 14001
Principal: Joseph Caprio

Akron High School **716-542-5030**
47 Bloomingdale Ave.
Akron, NY 14001
Principal: Stephen Dimitroff

Akron Bus Garage **716-542-5026**
47 Bloomingdale Ave.
Akron, NY 14001
Transportation Supervisor: Mark Alexander

Appendix B Incident Command School Org. Chart



APPENDIX C Emergency Services Contact List

Emergency Calls	**911**
Akron Fire Department	716-542-3177
Akron Police Department	716-542-4481
NY State Police - Clarence	716-759-6831
Emergency Coordinator – Newstead Deputy Coordinator	Daniel Kowalik Emergency Management Lead Coordinator Cell: 716-913-9978 Home: 716-542-5349 Joe Hawes Deputy Emergency Management Coordinator 716-984-1224

APPENDIX D

The 2019-2010 Enacted NYS State budget included amendments to Education Law Section 2801-a to require that school districts and charter schools adopt a written contract or memorandum of understanding that is developed with stakeholder input, that defines the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. The written contract or memorandum of understanding must clearly delegate the role of school discipline to school administration and be consistent with the code of conduct. Such contract or MOU is required to be incorporated and adopted as part of the District Wide School Safety Plan. The amendments became effective on July 1, 2019.

The Akron CSD and the Amherst Police Department have entered into a contract which provides for the hiring of a School Resource Officer(s) for an additional support to the District's school safety plan. This contract is consistent with the New York State 2019 Education Law and the District's Code of Conduct. A copy of this contract that clearly delegates the role of school discipline to school administration and be consistent with the code of conduct regarding student discipline is attached.

APPENDIX E

COMMUNICABLE DISEASE CONTINUITY OF OPERATIONS PLAN

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease. This continuation of operations plan as required by legislation has been added and made part of the District Wide Safety Plan. On the following pages is Akron Central School District's Communicable Disease Continuity of Operations Plan

Akron CSD

Communicable Disease Continuity of Operations Plan

Date of Approved Plan:

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Akron Faculty Association, Akron Employee Association and Akron Administrators Association as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Akron Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: 2-3-2021

By: Patrick D. McCabe

Title: Superintendent

Signature: Pat D. McC

Purpose, Scope, Situation Overview, and Assumptions

Purpose

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

Scope

This plan was developed exclusively for and is applicable to Akron Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations as needed
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Akron Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of Akron Central School District shall be notified by the automated District Messaging System, District Web Site, Newsletters and written correspondence with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of the automated District Messaging System, District Web Site, Newsletters and written correspondence. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Akron Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Akron Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Akron Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Akron Central School District

The Akron Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Akron Central School District have been identified as:

Essential Function	Description	Priority
Superintendent of Schools	Oversees and plans. Assigns critical functions assuring compliance with all CDC, DOH and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans to procedures. Communicates with the Board of Education directly.	**1**

School Business Administrator	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and Director of Educational Services. Oversees the functions of the Business Office. Communicates directly with administration to assist with planning and daily functions to achieve District goals and maintain safety equipment and supplies. Assists the Superintendent of Schools with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions. Assists with CDC, DOH and NYSED regulations including oversight of NYS recording requirements and Nursing Staff.	**1**
Director of Educational Services	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent of Schools. Communicates directly with the administration to assist with planning and functions, ensuring that the needs of the district are being met. Reports to the Superintendent of Schools directly. Director of Educational Services will work with the Superintendent and Administration to determine the level of on-site education and or implement the District Remote Learning Plan.	**1**
Administration	Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish district goals. Communicates regularly with the Director of Educational Services and Business Official. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals. When directed by the Superintendent of Schools, the administration is responsible for communicating and updating employees in district policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.	**1**

Director of Facilities and Operations	Coordinates functions with the Superintendent of Schools, Business Official, Administration and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, scheduling to meet the needs of the district. Instructs and informs staff of district policy and procedures including personal protection, cleaning procedures and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, CCD, DOL and DOH policies while on school district property. Provides employees with proper direction for performing necessary cleaning using equipment, cleaning products and following protocols. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties.	**1**
Technology Services	Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Superintendent of Schools and Administration staff to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day to day operations, and educational needs.	**1**

Nurses	Assist with the goals of the district. Provide medical insight and support to help maintain a healthy school population. Assist with planning and achieving district goals. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Maintain a sanitary environment. Monitors quarantine area. Keep accurate records. Make immediate and necessary notifications to building administrators when necessary. Coordinate activities with parents. Offer guidance to building occupants and parents. Communicate regularly with the building administration and the Superintendent.	**1**
Building Secretaries	Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their school administrator. The District will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required adhere to district safety policy while onsite. Administration will provide the necessary means and materials to safely and effectively work in a remote setting as well.	**1**
Maintenance and Custodial Staff	Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities and Operations. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL (PESH), and DOH at all times. The Director of Facilities and Operations will supervise and schedule maintenance and custodial personnel for the purpose of keeping vital services operating and functional. Custodial staff will work as directed by the Director of Facilities and Operations and Custodial Supervisor. The Director of Facilities and Operations and Custodial Supervisor will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or addressed. Custodial staff has received pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection and sanitization and product use, product labels, Safety Data Sheets, and manufacturers' requirements for use. The district will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and	**1**

	personnel will be scheduled accordingly based on the needs of the district. As with all staff, custodial personnel will follow district protocols required by the CDC, DOL (PESH), DOH and the district while providing services and on breaks.	
Outside Contractors	Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities and Operations. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.	**1**
Food Service	All Food Service operations will be determined by the Business Official. All District protocols will be initiated by the District Food Service.	**1**
Transportation	Director of Transportation will oversee transportation services and operations. The District will provide safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Director of Transportation will oversee the proper training for cleaning and sanitizing buses. Director of Transportation will provide employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. Director of Transportation will schedule staff and bussing pickup and drop off according to the needs of district. The District will continually inform staff and parents of changes to procedures as necessary.	**1**
B.O.E.	The Board of Education and Superintendent of Schools will dictate school policy and procedures.	**1**
Outside Deliveries	Deliveries will be coordinated with the Director of Facilities and Operations, Custodial Supervisor, and Building Custodians and Laborers. The Director of Facilities will inform companies of District Policy and procedures in advance. All delivery agents will be required to notify the district prior to arrival on District and strictly adhere to district policy while on site. Employers will be required to provide their employees with the proper PPE to work safely while on site.	**1**

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	Technology Services Director Network Manager	The IT Director establishes all priorities for IT task and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Administration and Oversight	Superintendent of Schools	The Superintendent is the decision-maker for the entire district.
Operations	School Business Official	School Business Official ensures all essential functions are maintained.
Education	Director of Educational Services	Director of Educational Services determines the educational plan.
Facilities	Director of Facilities and Operations and Operations	The Director of Facilities and Operations maintains the necessary level of cleaning and sanitizing.
Administration	Principals, Assistant Principals, Directors	The Principals, Assistant Principals, and Directors are the liaisons between students, families, and employees in the building.
Cleaning and Sanitizing	Buildings and Grounds Staff, Custodial Maintenance, and Laborers and Grounds man	Performs all cleaning and sanitization and necessary upkeep of the buildings.
Support	District Clerical Staff	Provides necessary support for all Administrators to insure continuity of operations and accountability.
Health Services	Nursing	Directs all Health Services.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
    a. Internet capable laptop
    b. Necessary peripherals
    c. Access to VPN and/or secure network drives
    d. Access to software and databases necessary to perform their duties
    e. A solution for telephone communications
    i. Note that phone lines may need to be forwarded to off-site staff

The Superintendent of Schools and the District Administrative Staff will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Akron Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director of Facilities and Operations will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns or aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these

products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE
   a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least three months.
   b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.

3. Storage of, access to, and monitoring of PPE stock
   a. PPE must be stored in a manner which will prevent degradation.
   b. Employees and contractors must have immediate access to PPE in the event of an emergency.
   c. The supply of PPE must be monitored to ensure integrity and to track usage rates.

The Director of Facilities and Operations and the Custodial Supervisor will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure to maintain a six-month supply of PPE as directed above for all faculty, students. An extra supply of PPE will be available in all buildings with the Principles, Nurses or Custodial staff. The Akron Central School District participates in Corporative Bid Purchasing Agreements where possible that provide a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE can only be made by the Director of Facilities and Operations or the Custodial Supervisor as this will ensure the accurate accountability of all supplies on hand. The Custodial Supervisor will be responsible for keeping accurate records and reporting.

Use of Personal Protective Equipment (PPE)

The District will maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the communicable disease when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. The District will provide information to staff and students on proper use, removal, and washing of cloth face coverings.

Acceptable Face Coverings/Disposable Masks

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear acceptable face coverings:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

The District will provide face covering to employees and students if they forget their own. The District will also have an adequate supply in case of need for replacement per Executive Order 202.16. Akron Central Schools will allow an employee to wear their own face covering. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so.
Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

It is strongly recommended that masks be worn at all times. However, mask breaks are permissible. In these instances, individuals must maintain 6 feet of social distancing. It is also expected that for indoor spaces, there is no movement around the room and physical barriers be used to minimize the spread of airborne matter. Suggested break schedules:

- Elementary – Two 10-minute breaks per hour
- Secondary – One 10-minute break per class period
- Only half the class takes a mask break at one time

The District will instruct students, parents/guardians, staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

- Information and resources to assist schools in instructing on the proper use and cleaning of facemasks are on the CDC webpage on cloth face coverings.

Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

Medically Vulnerable/High-Risk Groups

The following groups are at increased risk for complications from communicable diseases and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community. Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
    - chronic lung disease or moderate to severe asthma
    - serious heart conditions
    - immunocompromised
    - severe obesity (body mass index [BMI] of 30 or higher)
    - diabetes or chronic kidney disease undergoing dialysis
    - liver disease
    - sickle cell anemia
    - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from communicable diseases than other children.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires:

Staff & Student Exposures, Cleaning, and Disinfection

Staff & Student Exposures

Management of Ill Persons at School Students and staff with symptoms of illness must and will be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and

allergies or chronic gastrointestinal conditions may present the same symptoms as a communicable disease but are neither contagious nor pose a public health threat.
If a school nurse is not available, the school district will have to isolate and dismiss any student or staff member who has a fever or other symptoms of a communicable disease that are not explained by a chronic health condition for follow up with a health care provider.

What to do when a student/staff develops communicable disease symptoms

If the student/staff is at school when symptoms begin, the student/staff should immediately be sent home or to their school residence. The student/staff should be placed in isolation at home or at their school residence in their own room with their own bathroom. One of the three following criteria must be met before the student/staff can return to school:

1. A note from the student/staff medical care provider with an alternative diagnosis is provided OR
2. The result of a negative diagnostic communicable disease test is provided OR
3. There has been the required amount of days since the onset of the communicable disease symptoms.

The symptomatic student or staff member along with their household members that attend or work at a school will be offered a free point-of-care diagnostic test through the Erie County Department of Health.

What to do when a student tests positive for a communicable disease

The student/staff should be placed in isolation in their own room with their own bathroom. All the following criteria must be met before the student/staff can return to school:

1. At least the certain amount of required days after symptom onset of communicable disease or the certain amount of days from their first positive test if asymptomatic AND
2. Fever-free for at least 72 consecutive hours without the use of fever-reducing medication AND
3. Respiratory symptoms are improving.

What to do with classmates or staff members in contact with a confirmed case of a communicable disease

It is important to understand that protective measures such as maintaining six feet of physical distance and masking while in the classroom are practices aimed at reducing the risk of infection. However, having these practices in place does not mean that a classroom is exempt from quarantine in the event of a positive communicable disease case. Duration of exposure impacts risk. Even with protective practices, the following quarantine rules apply:

1. Any student or staff member exposed to a communicable disease case in a standard classroom setting or in other enclosed common school settings, such as a breakroom or office, for 60 minutes or more will be instructed to quarantine in their own room with their own bathroom for the amount of days required from the last day of exposure to the communicable disease case.
2. Any student or staff member exposed to a communicable disease case in a large classroom setting (e.g., lecture halls with more than 50 students present) for 60 minutes or more, and within a space consisting of two seated rows behind, in front of, and to both sides of the case, will be instructed to quarantine in their own room with their own bathroom for the amount of days required from the last day of exposure to the communicable disease case. If seats are not assigned and individual proximity to the case cannot be determined, the entire classroom will be instructed to quarantine in their own room with their own bathroom for the required amount of days from the last day of exposure to the communicable disease case.
3. If the exposure time was less than 60 minutes, no quarantine instruction will be given, so long as six feet of physical distancing was in place. However, those in the class should monitor for symptoms.
4. Persons under quarantine who develop symptoms should be tested for the communicable disease. If the test result is positive, the student or staff member will be placed in isolation. If test result is negative, the student or staff member will continue in quarantine for the full amount of required days.

Questions regarding this guidance can be direct to the Erie County Department of Health, Office of Epidemiology and Disease Surveillance, School Program at (716) 858-7697 during normal business hours.

Akron Central School District will follow Education Law § 906, which provides whenever a student in school shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law.

The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff. School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports will be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also will be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 6 feet apart.

There will be two areas in the health office. One area for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms will have a supervising adult present and will have easy access to a bathroom and sink with hand hygiene supplies. School nurses and other school health professionals assessing or providing care to ill students and staff will follow Transmission based precautions which includes the use of appropriate PPE (see section on PPE).

Students suspected of having a communicable disease infection awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of the communicable disease may be in this isolation room if they can be separated by at least 6 feet.

- Students will be escorted from isolation area to the parent/guardian;
- The parent or guardian be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
- Symptomatic students or staff members follow CDC's Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health. If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, they will call 911 and notify the operator that the person may have a communicable disease;

In the event a student or staff member is symptomatic they will be referred for communicable disease testing if available. The home address of the student or staff member will determine the county of responsibility. The resources below will assist families and staff with locating the nearest testing center. The District is responsible to refer individuals for testing not to conduct testing. In addition, the District cannot require testing be completed.

Cleaning, and Disinfection

The District will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document "Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for a communicable disease. Disinfecting products specifically labeled for the communicable disease will be procured and used. Disinfection will occur using US Environmental Protection Agency (EPA)-approved disinfectants against a communicable disease-causing pathogen. Frequent disinfection of surfaces and objects touched by multiple people will be on-going. School wide cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and busses; specifically:

- Regular building cleaning and disinfecting practices will occur at the end of each workday, including routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, offices, break rooms, classrooms,

and other spaces throughout each building. Outdoor area and equipment will be cleaned on a regular basis.

- High Traffic Areas- additional cleaning and disinfecting will be conducted in high traffic (bathrooms, buses) and high-touch areas. Examples of high touch surfaces include but are not limited to:
    - o Tables o Doorknobs
    - o Light switches
    - o Countertops
    - o Handles
    - o Desks
    - o Phones
    - o Keyboards and tables
    - o Toilets and restrooms
    - o Faucets and sinks
- The District has identified cleaning and disinfection frequency for each area of the campus and the Director of Facilities will maintain logs that include the date, time, and scope of cleaning and disinfection throughout the facility.
- Food service preparation, distribution and dining areas will receive additional cleaning cycles throughout the day.
- If an employee becomes ill with a communicable disease pandemic pathogen, the building will be disinfected and closed for a determined amount of time, both in accordance with CDC and NYSDOH recommendations.
- Cleaning plans and training include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection.

Other cleaning and disinfecting Information:

- The District will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use. Students will be encouraged not to share their assigned Chromebooks or personal electronic devices.
- There is a schedule for cleaning and/or changing heating/air conditioning system filters.
- Increasing air flow will be accomplished by opening windows, if it can be done safely, and conducting classes outdoors when possible.
- Musical instruments and art supplies will be not shared and will be cleaned between use per the manufacturer's directions.
- Playgrounds will be cleaned per CDC guidance- high touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely.
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.
- School health office cleaning will occur after each use of:
    - o Cots
    - o Bathroom
    - o Office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) following manufacturer's directions.

Before Opening:
Prior to reopening the school buildings, administrators will consult the most recent federal guidance for school programs, including ongoing mitigation strategies, as well as prevention, support and communication resources.

- Administrators will also ensure that appropriate inventory of personal protective equipment (PPE) and cleaning/disinfection have been purchased.
- The District will post signs on how to stop the spread of a communicable disease pathogen, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- The District will also train all faculty and staff on the precautions either remotely or in- person.
- A deep cleaning of all buildings will take place prior to students and staff being reintroduced.
- Buildings and grounds staff will receive training on proper cleaning and disinfecting procedures as well as the proper use of each product. Training will be ongoing and reinforced.
- Distance guards installed in all high traffic areas.
- Installation of six-foot markers to ensure social distancing within the buildings and at designate entrance and exit points.

Hygiene

- Buildings and grounds employees will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Sanitizing products will be provided and located on/near commonly shared equipment and supplies (e.g. copiers). Prior to use of a shared piece of equipment, the employee will sanitize the parts that will be touched. After use of a shared piece of equipment, the employee will sanitize the areas that were touched.
- Employees must practice hand-washing or hand sanitization procedures after touching common use items.
- Hand sanitizing dispensers will be provided to all classrooms.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Akron Central School District is committed to reducing the burden on our employees and contractors. To that end the Akron Central School District will follow all required Federal, State and local laws in addition to employee contracts regarding employee and contractor leave during a public health emergency.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Akron Central School District, and as such are not provided with paid leave time by Akron Central School District, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by Akron Central School District to support contact tracing within the organization and may be shared with local public health officials.

APPENDIX F

REMOTE INSTRUCTION PLAN

2023-24 - Akron Central School District - Emergency Remote Instruction (ERI) Plan Draft for Feedback July 2023

The district has discretion over whether to provide remote instruction when a school or district would otherwise close due to an emergency.

If the district would otherwise close due to an emergency, including but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak, the school district may remain in session and provide remote instruction, as defined in Chapter II section 100.1(u) of commissioner's regulation.

I. Practices and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.

Computing devices for students in grades 4-12 go home each day after school. In the event of an emergency, students in grades 4-12 would have computing devices with them in their places of residence for remote instruction. The district has enough computing devices for all students in grades PK-3. These devices are in the school building at all times. In the event of an emergency, if the building is safe to use, district staff would deploy devices to students using the resources of the transportation department (drivers and buses). Families will be informed about dissemination of devices through the district's mass communication system. During remote instruction, computing devices will be serviced asynchronously by our Technology Department to the extent practicable. If a device needs to be returned to the school, and serviced or replaced, it will be done through a drop off and pick up process at the school.

II. Practices and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.

The district's Student Information System (SIS) maintains information with regard to internet access for each household. Additionally, the US Census Bureau maintains information related to internet connectivity, and the district would refer to that data as necessary. In the event of an emergency, families will be asked to contact the school if they lack internet access. The district will work to connect each household, using all available resources. This may include deploying MiFi devices. The district would also work to connect families with public spaces for internet access.

III. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions.

On days of remote instruction, students in grades 6-12 would follow their instructional schedule. Secondary teachers conduct synchronous lessons accordingly using digital video-based technology including online technology and videoconferencing technology. Teachers will provide asynchronous work for students as a result of direct instruction.

Students in grades PK-5 will be engaged in synchronous instruction matching the number of hours required for students receiving home instruction (as of July 2023 - 2 hours/day). For students in PK-2 accommodations may be made to ensure developmental appropriateness of synchronous instruction using digital video-based technology including online technology and videoconferencing technology. Teachers will provide asynchronous instruction for students to practice necessary skills resulting from direct instruction. When appropriate, teachers will work with families to provide asynchronous instruction using teacher-developed materials that can be delivered by caregivers.

If teachers can access the school building safely, synchronous instruction may be delivered from teachers' classrooms. If staff must provide instruction from their places of residence, each staff member has a dedicated device, and the district would work with staff to ensure internet connectivity. Professional development related to any required tools will be provided by the district. Teachers will work to provide the instruction using best practices for remote instruction. This includes differentiating learning to support student needs. The district would continue to communicate with teachers to provide needed resources for effective instruction to all students.

IV. Instruction for those students for whom remote instruction by digital technology is not available or appropriate.

The district will work to determine if there are students for whom remote instruction by digital technology is not available or not appropriate. In these cases, and if it is safe to do so, the district may open the school building for in-person instruction for these students. If it isn't safe to provide a space for in-person learning for these students, the district would work with families to provide asynchronous instruction using materials developed by teachers and delivered by caregivers.

V. Special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in

accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.

The district will work to ensure all students' Individual Education Plans (IEP's) and 504 plans are followed while receiving remote instruction. Related services will be provided remotely and synchronously, to the extent practicable, and in accordance with students' plans. In cases where the instruction provided requires additional or different modifications, the CSE committee will make determinations and amend students' plans accordingly.

VI. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to Chapter II section 175.5.

If the district would otherwise close due to an emergency, including but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak, the school district may remain in session and provide remote instruction, as defined in Chapter II Section 100.1(u) of commissioner's regulation. "*Remote instruction* means instruction provided by an appropriately certified teacher, who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher. Remote instruction shall encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where such instruction is more appropriate for a student's educational needs."

Instruction provided on these session days may be counted towards the annual hour requirement. The superintendent shall certify to the Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled session day and that such school district was in session and provided remote instruction on that day and indicate how many instructional hours were provided on such session day and certify that remote instruction was provided in accordance with the district's emergency remote instruction plan.