

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

I. Statement of Policy

A. Plan of Adoption and Re-adoption

As required by State law, the Board of Education (the Board) has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the Waterville Central School District (the District), and reviews and updates those plans annually by September 1st of each succeeding year.

- B. The Superintendent is designated as the District’s Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District–Wide School Safety Plan

A. Safety Team

The Board shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors to develop a comprehensive District-Wide Safety Plan.

B. Contents of Safety Plan

The District-Wide Safety Plan shall include, at a minimum, all the elements required by Commissioner’s Regulation s 155.17(c)(1) and Education Law 2801-a(2). The Plan shall provide that the communication liaison in the event of an emergency affecting the District shall be the District Superintendent of the Oneida-Herkimer-Madison BOCES.

C. Review and Update

1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team, which shall make recommendations to the Board concerning appropriate amendments to the Plan.

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2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board of any proposed amendments to the Plan. The Board may adopt an amended District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days of approval by the Board, but not later than October 1st of each year.

E. Use of Temporary Vision Panel Coverings

1. The installation and use of temporary vision panel coverings is authorized when recommended by the Safety Team as part of the District-Wide School Safety Plan. All installations shall comply with the New York State Fire Prevention and Building Code, and with the NYSED Manual of Planning Standards.
2. The Safety Team shall include in its considerations the important safety function of insuring speedy egress from rooms and buildings in order to escape threats to safety, such as fire.
3. The recommendation of the Safety Team shall include a recommended priority of installation, in the event that complete coverage is not feasible for logistic or financial reasons, and shall be included in the appropriate Building Level Emergency Plans.

F. Use of Temporary Door Blocks

1. The installation and use of temporary door blocks is authorized when recommended by the Safety Team as part of the District-Wide School Safety Plan. All installations shall comply with the New York State Fire Prevention and Building Code, and with the NYSED Manual of Planning Standards.
2. The Safety Team shall include in its considerations the important safety function of insuring speedy egress from rooms and buildings in order to escape threats to safety, such as fire.
3. The recommendation of the Safety Team shall include a recommended priority of installation, in the event that complete coverage is not feasible for

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logistic or financial reasons, and shall be included in the appropriate Building Level Emergency Plans.

III. Building-Level Emergency Response Plan

A. Response Team

1. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.
2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. Contents of Response Plan

The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1) and Education Law 2801-a(2). The Plan shall provide that the communication liaison in the event of an emergency affecting the District shall be the District Superintendent of the Oneida-Herkimer-Madison BOCES.

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 1st of each year.

IV. Implementation and Training

A. Notice to Commissioner

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The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district, except that closures due to routine snow emergencies will not be reported.

B. Staff Training

1. All district and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan.
2. This safety training shall include components of violence prevention and mental health.
3. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

C. Annual Information for Students and Staff

The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

D. Emergency Drill

The District shall, at least once every school year, conduct one test of its emergency procedures.

V. Response to Student Conduct

School personnel have primary responsibility for responding to student misconduct that violates, or may violate the District's Code of Conduct. Law enforcement personnel should be asked to intervene only when intervention by school personnel would create unreasonable risk to the school personnel or other persons, including the offending student, or when the additional training, techniques, and equipment available to law enforcement personnel is necessary to prevent additional injury to affected persons, including the offending student, or to restore order.

VI. Contracts With Law Enforcement or Other Security Agencies

A. Board Responsibility

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The Board of Education is responsible for determining whether, when, and to what extent District funds shall be used to engage the assistance of law enforcement or other security agencies, and the proper role of those personnel in the schools. When the Board decides to secure the assistance of law enforcement or other security agency personnel, it shall do so by contract, memorandum of agreement, or other legally binding agreement.

- B. Development of a School Security Services Agreement
1. The contract or memorandum of agreement for the procurement of law enforcement or other security agency services shall be developed with input from a working group consisting of representatives of: the Board, parents, students, school administrators, teachers, other school personnel, collective bargaining units, parent and student organizations, community members, probation officers, prosecutors, defense counsel, and courts that are familiar with school discipline matters. Whenever feasible, the representatives of the school community shall be drawn from the District-Wide Safety Team.
 2. When the District enters into an agreement for the procurement of school security services, the agreement shall include, but not be limited to, the following elements:
 - a. define the relationship between the District and the contracted school security personnel;
 - b. coordinate with the District's Code of Conduct.
 - c. delegate to school personnel the role of school discipline; and
 - d. define the roles and responsibilities of the law enforcement or security personnel within the school community.
 3. A school security services agreement approved by the Board shall be incorporated into the District-Wide Safety Plan and published with the Plan.

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Waterville Central School District

Legal Ref: NYS Education Law §2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE); NYS Fire Prevention and Building Code; and NYSED Manual of Planning Standards

Adopted: 11/14/90

Revised: 03/25/97, 05/26/15, 5/21/19, 1/14/20, 12/10/24