



# PHELPS-CLIFTON SPRINGS CSD EMERGENCY PREPAREDNESS PLAN AFTER SCHOOL SAFETY ADDENDUM

SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION

## Introduction

In accordance with **New York State Education Law §2801-a** and **Commissioner's Regulation §155.17**, all public school districts are required to maintain comprehensive district-wide school safety plans and building-level emergency response plans. These plans must address not only the instructional day but also extend to **before and after-school programs, extracurricular activities, and school-sponsored events**.

This addendum to the Midlakes Central School District Safety Plan outlines general protocols and procedures designed to best ensure the safety of students, staff, and visitors during **after-school hours**, when traditional supervision and staffing levels may differ. In addition, this addendum provides general guidance to community based organizations that use district facilities to conduct non-school-sponsored events.

## **Incident Command Structure**

Incident command structure is articulated in the building specific safety plans which are confidential.

## **General Guidance for Before and After School Activities**

### **School Sponsored Athletic Events:**

The expected attendance at a school sponsored athletic event should be considered when assembling a safety team for the event. Larger events with higher than typical community attendance require a larger team to safely manage. The school Athletic Director is responsible for assembling these safety teams. These teams are typically comprised of school staff members, school administrators, and the school's SROs.

- In the case of an emergency call 911. Placing a call to 911 from a district phone will immediately alert several members of the school district administrative team and our SROs.
- If present, follow the directive of school district administrator or SRO.
- Follow the normal school emergency response protocols as closely as possible as written in the DEPP.
- **Training:** School staff overseeing School Sponsored Athletic Events are trained annually regarding school safety practices and protocols.
- **Communication During Emergencies:** Communication will occur as described in the confidential building safety plans.

### **Large School Sponsored Events (Non-Athletic):**

The school conducts large, non-athletic, school sponsored events throughout the year (e.g. musical production, concerts, dances and award ceremonies). These events often have large community attendance. There is always a school staff member present during these events.

- In the case of an emergency call 911. Placing a call to 911 from a district phone will immediately alert several members of the school district administrative team and our SROs.
- If present, follow the directive of school district administrator or SRO.
- Follow the normal school emergency response protocols as closely as possible as written in the DEPP.
- **Training:** School staff overseeing Large School Sponsored Events are trained annually regarding school safety practices and protocols.
- **Communication During Emergencies:** Communication will occur as described in the confidential building safety plans.

### **Small School Sponsored Events (Non-Athletic):**

The school conducts innumerable small school events before and after school across all extra-curricular clubs that are offered (e.g. Dungeons and Dragons Club Game Days, FFA events etc). These events are typically students and their club advisor with little to no attendance from community members. There is always a school staff member present during these events.

- In the case of an emergency call 911. Placing a call to 911 from a district phone will immediately alert several members of the school district administrative team and our SROs.
- If present, follow the directive of school district administrator or SRO.
- Follow the normal school emergency response protocols as closely as possible.
- **Training:** School staff overseeing Large School Sponsored Events are trained annually regarding school safety practices and protocols.
- **Communication During Emergencies:** Communication will occur as described in the confidential building safety plans.

### Community Based Organizations Using District Facilities:

- **Daily Integrated Community Based Organization Programs:** The district has a small number of daily/routine community based organizations that utilize district facilities. These groups include the YMCA before/after school child care program and community based swim programs. There is always a district staff member present while these activities are occurring.
  - In the case of an emergency call 911. Placing a call to 911 from a district phone will immediately alert several members of the school district administrative team and our SROs.
  - Follow the directive of school district staff.
  - Follow the normal school emergency response protocols as closely as possible.
  - **Training:** District officials meet with the leaders of these community groups annually to review district emergency procedures and protocols, provide time for community group leaders to ask questions/seek clarification, and provide other additional information as needed.
  - **Communication During Emergencies:** Communication will occur as described in the confidential building safety plans.
  
- **Other Community Based Organizations:** The district permits several additional community-based organizations to use our facilities for the purposes of theater/dance productions, indoor and outdoor athletic contests, swim lessons, meetings as well as other activities. While there is not a guarantee that a school staff member will be on campus during a community-based organization event, often there is a school staff member.
  - In the case of an emergency call 911. Placing a call to 911 from a district phone will immediately alert several members of the school district administrative team and our SROs. If possible, please use a district phone when dialing 911.
  - If present, follow the directives of school district staff.
  - If able, follow the normal school emergency response protocols as closely as possible. The district emergency preparedness plan is publicly available on the school website.
  - AEDs and School district phones are available to community-based organizations in most locations when using the district's indoor facilities.
  - AEDs and School district phones are not available to community-based organizations when using the district's **outdoor** facilities.
  - Community-based organizations utilizing district **outdoor** facilities should strongly consider bringing their own AED to their event.
  - **Training:** Leaders of these community groups are notified via the facilities use request system of their responsibilities and obligations regarding safety and emergency response while managing their event on our campus or within our facilities.
  - **Communication During Emergencies:** Communication will occur as indicated on the facilities use disclaimer which is agreed to by the community-based organization when reserving district facilities.