District-wide School Safety Plan

DATE PRESENTED TO THE BOARD OF EDUCATION FOR PUBLIC COMMENT AND REVIEW: June 4, 2026

DATE ADOPTED: 9/3/2026

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A. Introduction

The West Irondequoit Central School District recognizes that school safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills, and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. building relationships and community engagement are vital to building a safer school community.

The purpose of the District-wide Safety Plan and each school's Building-Level Emergency Response Plan (BLERP) is to help school officials identify and respond to potential emergencies by assigning responsibilities and duties of the school employees, students, families, and community stakeholders. Emergency Response Plans provide parents/guardians and the community reassurance that the school has established guidelines and procedures to respond to threats and hazards efficiently and effectively. Individualized policies and procedures have been developed by the West Irondequoit School District (WICSD) based on potential circumstances and resources. Tools to manage an emergency include response procedures that are developed through threat assessments, safety audits, planning, and training.

The District-Wide Safety Plan is required by law to be posted on the District website and contains only basic safety information. Each individual school building in the West Irondequoit School District also has an independent Building-Level Emergency Response Plan (BLERP) that contains information about school Emergency Response Team members, students and staff with special needs and any other information critical to each school building. BLERP's are not available to the public and are confidential. BLERP's are submitted to the New York State Police and local emergency responders (police and fire departments) as required by law, for review and approval.

Summary of Laws

New York State Education law §2801-a (Project SAVE) and Commissioner's regulation 155.17 set standards for District-Wide Safety/Emergency Response Plans. Both laws set minimum requirements of a District-Wide Safety Plan and Building-Level Emergency Response plans which include policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies.

B. District Level

1. District Chief Emergency Officer

NYSED requires that each school district appoint a Chief Emergency Officer. The duties of the Chief Emergency Officer include but are not limited to:

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

The Districts current Chief Emergency Officer has been designated as:

Dr. Aaron Johnson
Superintendent of Schools
585-336-2980
Aaron_Johnson@westiron.monroe.edu

2. District Wide School Safety Team

The District-Wide Safety Team is appointed yearly by the Superintendent and the Board of Education. Members include but are not limited to: School board members, teacher organizations, administrator organizations, parent organizations, school safety personnel, students (not required) and other school personnel such as bus drivers and monitors. For a list of current members, please contact the WICSD Public Information Office.

District Wide School Safety Team	
School Board	Representative from BOE
Teachers & Clerical Representative	Building-level representatives from each school building
Administration Representative	Superintendent of Schools Assistant Superintendent of Finance Assistant Superintendent of Human Resources Principals
Parent Representative	PTSA Representative
School Safety Personnel	Director of Security
Law enforcement	Irondequoit Police Department
Fire Department	St. Paul Fire Department
BOCES Health & Safety Representative	Health and Safety Specialist: Genesee Valley BOCES
NYSIR Representative	Regional Risk Control Supervisor
District Bus Driver/Monitor	WICSD Head Bus Driver

3. *District Crisis Management Team*

District Crisis Management Team (Incident Command)		
DUTY	**DEFINITION**	**RESPONSIBLE**
Incident Commander	Provides overall direction of response for incident management	Superintendent of Schools
Public Information Officer	The media liaison, the official spokesperson for the district, coordinates information for parent community	Director of Public Information
Security Officer	Ensures activities are conducted in a safe manner, and ensures the safety of personnel (staff, students, volunteers, and responders)	Director of Security
Agency Liaison	Assists in establishing and coordinating outside agencies that provide services and resources (e.g., Red Cross)	Director of Security
Operations	Supports on-scene responses at the incident site	Executive Director of Operations
Planning	Develops the Incident Action Plan (IAP)	Assistant Superintendent of Human resources
Logistics	Provides services, personnel, and supplies in support of the incident response.	Assistant Superintendent of Finance
Finance/ Administration	Provides financial backing, procurement, and cost accounting of incident response, administration incident-related compensation, and claim	Assistant Superintendent of Finance

C. Emergency Responses

1. Emergency Management: Emergency Responses-Quick Reference Guide

In the event of an emergency of any type, district officials will follow the procedures outlined in the *Emergency Responses- Quick Reference Guide*. The *Guide* is a separate document: *Appendix B*. *Emergency Responses-Quick Reference Guide*: Provides procedural protocols for shelter in place, hold in place, evacuation, lockout and lockdown as well as for hazards stemming from any incident or emergency.

West Irondequoit Central School District Pandemic Plan will be utilized when determined by Superintendent of Schools or designee to respond to official notice of an influenza pandemic or other communicable disease outbreak. The Pandemic Plan is a separate document that outlines procedures the District will follow in the event of a pandemic.

The building principal will be responsible for ensuring that each staff member in the building has access to and is familiar with the standardized emergency response terms listed in the *Quick Reference Guide*. Training will occur annually at least by the first faculty meeting in September. All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. New York State Education Department requires schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

2. Emergency Closings

The district's *Emergency Closings* policy is attached to this plan as *Appendix C.*

The procedures contained in this Policy guides district and building-level responses if the need presents itself to close schools or send students home for any reason.

As directed by state and local officials, the plan for continuation of services as per requirements of to Education Law §2801 will be implemented in the event of a communicable disease outbreak. WICSD Continuation of Operations Plan for a Public Health Emergency Involving Communicable Disease, outlines the WICSD plan. To review Regulation 3510R can be requested through the WICSD Public Information Office.

Parents/guardians of students are registered in Infinite Campus, WICSD's mass notification system, and those listed as primary contacts receive our communications via phone call, text message and/or email (there is an opt-out option). Communication is often generated from the Superintendent's Office and distributed via the Public Information Office via mass notification systems, the district website and social media platforms.

3. School Emergency Response Plans

Each district school maintains a Building-Level Emergency Response Plan that incorporates the NYSED Quick Reference Guide and Policy 3510: Emergency Closings. These plans outline designated sheltering sites and procedures to protect students during emergencies. Additionally, each plan includes a Cardiac Arrest Emergency Response component, detailing staff responsibilities, the locations of Automated External Defibrillators (AEDs), and identifying CPR-certified personnel along with their contact information.

District employees: All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. The Department will require schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

4.Policies Regarding Threats or Acts of Violence

Threats and acts of violence, including bullying and hazing, are expressly prohibited by Board of Education policy, the district's *Code of Conduct* and by law. Procedures for responding to a range of threats or acts of violence are outlined in the Emergency Response *Quick Reference Guide* (*Appendix B*).

Policy 3170: Non-Discrimination
Policy 3171: Discrimination, Harassment, and the Dignity for All Students Act
Policy 7318: Threats of Violence in School

To view the above policies, please use the below link. Once on the Board Docs home page, click the *POLICIES* tab in the upper right corner. On the *POLICIES* page, enter the policy number in *Search Active Policies*.
https://go.boarddocs.com/ny/westiron/Board.nsf/Private#tab-policies

In the event of a serious, credible threat or of an act of violence, the primary consideration shall be to protect life and limb. Students or staff who become aware of a serious, credible threat or an act of violence shall report it to a building administrator as soon as possible. Building administrators will take such steps as are necessary and prudent to protect life and limb of students, staff, and others or call 911 for imminent violent interest or ongoing threat. They will also notify the Superintendent as soon as possible and will notify the police as the situation warrants.

Once any danger to persons and property has passed, building and/or central administrators will take such follow-up steps as the district *Code of Conduct* (www.westirondequoit.org) prescribes for trespassers, visitors, staff, or students.

5. Coordination of Outside Assistance

In the event that an emergency situation requires responses that exceed local capacity, the Superintendent (or designee) will contact designated town, county, and state officials responsible for the implementation of New York State's disaster response protocol under

Article 2-B of the Executive Law. The Superintendent (or designee) will provide for coordination of district resources and responses with those of outside agencies that are involved.

D. Emergency Preparedness/Prevention

1. Building Security

- *Visitors:* Pursuant to the district's *Code of Conduct and Policy 3210 Visitors to School,* All visitors will be required to report to the Main Office upon arrival at any District school and state their business. The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. In case of emergency or suspicious activity contact the nearest staff member immediately.
- All staff members, including paraprofessionals serving as hall monitors, are responsible for reporting the presence of unauthorized persons (or persons suspected to be unauthorized) to the building administration (during regular school hours) or to the Director of Security and Senior Security Worker (after regular school hours).
- District personnel are stationed at major entrances to sign visitors in and out.
- Building administrators (or other staff members) may contact district security personnel by available means (two-way radio, phone, cell phone, etc.) whenever security-related issues or incidents arise. Building administrators (or other staff members) may contact law enforcement through 911 if an issue, nonviolent or violent, occurs that requires their assistance.
- *Locks*: Director of Security will oversee the administration of locks, keys, and key card access throughout the district.
- All unoccupied areas, including classrooms, laboratories, offices, custodial closets, storage rooms, etc. shall be locked at all times. Buildings will be locked when they are not officially open. District security personnel will assure that facilities are locked when buildings are not officially open and will periodically check to assure, they remain locked.

2. Security Personnel: Hiring and Training

Security personnel: The Superintendent will serve as Chief Emergency Officer, the West Irondequoit Central School District's security staff includes the following Monroe County Civil Service titles: four (4) 10- Month Security Workers, three (3) 12-Month Security Workers, four (4) part-time Security Workers and (2) 10-Month Youth Assistants. Off-duty law enforcement officers will sometimes augment our existing staff as contract security guards for large events via a private security services provider. The designated security services provider will be decided by request for proposal (RFP). All security personnel are supervised by the Executive Director of Operations and Security Services.

In accordance with the provisions of the New York State Security Guard Act, all security personnel have been subject to a background check and have had their fingerprints submitted

to the New York State Division of Criminal Justice Services for processing. The minimum training required for all security personnel will be an 8-hour pre-assignment training course, a 16-hour in-service training course, and an 8-hour annual training course. All members of the security staff will attend these training courses in addition to various seminars and courses designed to improve their knowledge of the position and overall performance.

3. Dissemination of Informative Materials Regarding Early Detection of Potentially Violent Behaviors

General Materials: Superintendent (or designee) (at the district level) and the building principal (at the building level) will oversee the dissemination of informative materials regarding early detection of potentially violent behaviors to appropriate persons. Upon determination that the dissemination would be in the best interest of safety, the Superintendent (or designee) or principal will determine which materials shall be disseminated and with whom they will be shared (administrators, teachers, other staff members, parents, guardians or parental relation to an individual student, students, or others deemed appropriate). This provision applies to materials of a general nature only, not to materials or information that refers to specific individuals.

The Chief Emergency Officer is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the district-level safety plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of building-level emergency response plans. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.

Specific Materials: At the building level, the principal will oversee the use of information regarding early detection of potentially violent behaviors that relates to specific individuals. At the discretion of the principal, on a case-by-case basis, such information may be shared with other administrators, teachers, counselors, other staff members, PST teams, parents, students, or others deemed appropriate. Extreme caution shall be taken to protect any confidentiality associated with such information and to assure that it is interpreted in proper perspective and applied only in professionally responsible ways.

4. Prevention/Intervention Strategies: Student-Staff Communication

Pursuant to the district's *Code of Conduct*, the Board of Education and district staff shall seek to establish and maintain an atmosphere based on mutual respect, self-restraint, responsibility, and civility. Such qualities may be promoted explicitly to students through programs that target them as objectives. In addition, these qualities should be implicitly infused in all contexts and interpersonal transactions (formal and informal) among students, staff, parents, visitors, and others involved with the West Irondequoit schools.

Formal Programs
Formal programs aimed at promoting trust, honesty, responsibility, safety, and open communication will exist in all district buildings. Such programs may vary from building to

building and from level to level. West Irondequoit School District maintains a District-Wide Behavioral Threat Assessment Team, which meets monthly and as needed. In addition, each school in the WICSD maintains a Building Level Behavioral Threat Assessment Team. Each school may adopt programs tailored around its needs and the needs of its students.

- Threat Assessment Management team
- Social Emotional Support Team
- District-wide: **Safe School Helpline**, https://www.safeschoolhelpline.com/ : anonymous, monitored 24 hours daily. Reports are internally and externally evaluated. Appropriate administration is notified, and applicable action is taken. Based on urgency, internal and external resources may be accessed, including involving law enforcement.
- District-wide: **LightSpeed Alert**: Electronic activity is monitored related to potential self-harm or conducting an act of violence. Monitored 24 hours daily. Reports are internally and externally evaluated. Appropriate administration is notified, and applicable action is taken. Based on urgency, internal and external resources may be accessed, including involving law enforcement.

Programs may include, but are not limited to:

- Group counseling around specific topics
- DARE programs, through collaboration with the Irondequoit Police Department
- Student leadership and service programs
- Natural Helpers or similar programs
- Health and Wellness activities such as Red Ribbon Week
- Respect and Responsibility lessons, focusing on such topics as the following:
    - Teamwork and Friendship
    - Courage, Loyalty, and Honesty
    - Reporting Potential Dangers
    - Empathy and Teasing
    - Positive Attitudes
    - Uniqueness and Acceptance

- Disciplinary policies, designed to be restorative in nature promote responsible behavior and communicate its value as well as to discourage dangerous, destructive, and irresponsible behavior.
- Curricular Programs: In addition to the core subjects of English, Social Studies, Math, Science, and World Languages, the wide range of curricular offerings in such areas as art, music, drama, business, technology, health and physical education will help students find, explore, and develop their interests and talents, thereby providing healthy channels for youthful energy and enhancing individual self-esteem and positive connection to the school community.
- Co-curricular programs: The district's full range of student clubs, organizations, and activities as well as its extensive athletic programs reach out to student interests and talents, and thereby promote mutual respect, responsible development and positive attitudes toward self and school.
- Student leadership organizations and representative functions, including:
    - Student Council and Student Government
    - Student representative to the Board of Education
    - Student representatives to the PTSA

    - Student representatives on school planning teams
    - Student advisory groups which meet with the principal

- Formal student-to-student mentoring programs
- Student-principal discussion groups
- Problem Solving Teams (PST) & Instructional Support Teams (IST): Building level teams of designated professional staff members who meet regularly to discuss and take action on identified student needs, both academic and personal. Which integrate positive behavioral intervention supports.

Informal Transactions

In addition to formal programs, extensive channels of communication invite students and staff into trusting, secure, and responsible transactions. A goal of each school building shall be that every student will have one or more staff members with whom he/she is encouraged to share thoughts, fears, concerns for self or others and warnings of danger, as well as personal joys, triumphs, and celebrations. Focusing on mental health needs, suicide prevention and importance of learning the signs of harmful behavior.

Such channels are central to the roles of guidance counselors, youth counselor, school psychologists, school social workers, and school nurses, but extend as well to teachers, administrators, paraprofessionals, coaches, school-related personnel, co-curricular advisors, and—the district's most important partners—parents.

Parent/Guardian Communication

The school will contact and maintain communications with parents, the media and emergency responders during an incident. The District Chief Emergency Officer or designee works with the Public Information Officer and emergency responders to coordinate the release of information to ensure that information is consistent, accurate and timely. Communication procedures are detailed further in the BLERP's.

Parents/guardians of students are registered in Infinite Campus, WICSD's mass notification system, and those listed as primary contacts receive our communications via phone call, text message and/or email (there is an opt-out option). Communication is often generated from the Superintendent's Office and distributed via the Public Information Office via mass notification systems, the district website and social media platforms.

Summary

In addition to nurturing the positive educational and personal development of district students, the programs and relationships described above are intended to help students overcome insecurities and instabilities that may lead to incidents of violence and destructiveness and to minimize the occurrence of such incidents.

4. Student/Staff Multi-hazard Training and Drills

New York State's *Quick Reference Guide* provides basic guidelines for responding to different types of emergencies. District and building level administrators are responsible for knowing all pertinent procedures to be followed in emergency situations, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies.

District and building level administrators, along with police and fire officials, will review respective emergency roles and assure clarity of understanding. Such reviews may be part of collaborations under the *Building Level Emergency Response Plans* established for each school building.

Building administrators will instruct students and staff in the following:

- Procedures to follow in emergencies and drills
- The seriousness with which emergencies/drills must be regarded
- How communications will occur once a drill and emergency is under way

In conjunction with the *Building Level Emergency Response Plans*, components of this plan will be tested in coordination with local and county emergency responders and preparedness officials. They will be tested using the following protocols for the various drills:

1. Fire drill requirements will also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.

2. Twelve drills will be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be fire drills. A notice to parents and those in parental relations regarding drills will be made within one week before each drill. Drills are conducted on different dates as well as days of the week, and times of day.

3. Eight of the required twelve drills must be completed in the first half of the school year by December 31st. Additional drills may include shelter in place and hold in place.

4. Tabletop exercises will be utilized throughout the district for emergency readiness training for district staff.

5. All drills and training are conducted in a trauma-informed, developmentally, and age-appropriate manner; drills and training are not conducted using, props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; students and staff are informed prior to a school drill being conducted.

6. Workplace Violence Prevention Program

The West Irondequoit Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will be thoroughly investigated, and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

The *Workplace Violence Prevention Program* is designed to identify the workplace violence hazards to which our employees could be exposed. Other tools that are utilized during this process include establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations.

The goal of this Policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The District has identified response personnel that includes a member of management and an employee representative. If appropriate, the District will provide counseling services or referrals for employees. All District personnel is responsible for notifying the contact person designated in the *Workplace Violence Prevention Plan* of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. To review the *Workplace Violence Prevention Program* Regulation 6120R can be requested through the WICSD Public Information Office.

7. Annual Review

The District Safety Team will review this District-wide School Safety Plan annually, and if appropriate will recommend revisions to the Board of Education aimed at improving its effectiveness and functionality. Reviews may include "tabletop" exercises, the results of regular fire drills, and the results of any other drills or actual events.

The District-wide School Safety Plan is annually open for public hearing and is made available for public comment thirty days prior to the adoption of plan by the WICSD Board of Education. Revision or expansion will be reviewed by Board of Education.

8. Emergency Remote Instruction Plan

West Irondequoit Central School District has developed an Emergency Remote Instruction Plan that includes how the District will ensure the availability of devices, internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities. See Appendix E. Remote Learning Plan – West Irondequoit School District.

E. Other Local Educational Agencies

1. Communication

In the event of a serious incident or disaster, the Superintendent (or designee) will, as soon as practical, contact and notify other educational agencies as necessary. Those agencies include:

- The Superintendent of the East Irondequoit School District
- The principal of St. Kateri School
- Appropriate government officials/staff

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2. *Identification of District Resources Available During an Emergency*

The District has identified district- based resources which may be available during an emergency. The Superintendent and the Director of School Safety and Security will work to make those resources available during an emergency.

APPENDIX A

Relocation Sites Within District

The district is prepared to respond to emergencies at all of its building and ground locations, listed below. A separate building emergency plan exists for each school building that houses students.

DISTRICT BUILDING	LARGE ALL-PURPOSE SPACES	OCCUPANCY	
Irondequoit High School 260 Cooper Road Rochester, NY 14617	Auditorium Large Cafeteria Campus Center Gymnasium	544 750 432 727	People With Chairs Only People With Tables & Chairs
Sproule Field House 221 Cooper Road Rochester, NY 14617	Gymnasium	1066	People With Chairs Only
Dake Junior High School 350 Cooper Road Rochester, NY 14617	All Purpose Room Gymnasium Cafeteria	284 519 543	People With Chairs Only People with Tables & Chairs
Iroquois Middle School 150 Colebrook Drive Rochester, NY 14617	Cafeteria Gymnasium North Gymnasium South	391 415 437	People With Chairs Only
Rogers-Southlawn Schools 219 Northfield Road Rochester, NY 14617	Cafeteria Gymnasium	 274	People With Chairs Only
Briarwood School 215 Briarwood Drive Rochester, NY 14617	All Purpose Room	274	People With Chairs Only
Brookview School 300 Brookview Drive Rochester, NY 14617	All Purpose Room	274	People With Chairs Only
Colebrook School 210 Colebrook Drive Rochester, NY 14617	All Purpose Room	274	People With Chairs Only
Listwood School 325 List Avenue Rochester, NY 14617	All Purpose Room	273	People With Chairs Only
Seneca School 4143 St. Paul Blvd. Rochester, NY 14617	All Purpose Room	288	People With Chairs Only
Evans & McGraw Learning Center 45 Cooper Road Rochester, NY 14617	Crane Conference Room	146	People With Chairs Only
District Office 321 List Avenue Rochester, NY 14617	Dreher Conference Room	127	People With Chairs Only
Helmer Nature Center 154 Pinegrove Avenue Rochester, NY 14617	Pinegrove Instructional Space	171	People With Chairs Only
Department of Environmental Services (North Site) 720 Washington Avenue Rochester, NY 14617	Exterior staging area		

APPENDIX B

NY STATE EMERGENCY RESPONSE TERMS

SCHOOL NAME:

911 ADDRESS:

Effective 7/1/25, schools must use the emergency terms on this card. (8 NYCRR §155.17)

SHELTER-IN-PLACE/SHELTER

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Students in hallways should return to assigned classroom, if possible.
- Take attendance.
- Staff assist students as needed.
- Move away from windows if situation warrants.
- If instructed, move out of classroom to designated safe area; take attendance upon arrival at the new location.
- Stay together at all times.
- Listen for updates.

HOLD-IN-PLACE/HOLD

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT-TERM EMERGENCIES.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Students in hallways should return to assigned classroom, if possible.
- Take attendance.
- Staff assist students as needed.
- Listen for updates.

EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Lead students to designated assembly area. Use secondary route, if necessary.
- Students in hallways should evacuate through the nearest exit.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off-site location.
- Listen for updates.

SECURE LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Lock all exterior doors and windows.
- Follow school procedure for blinds/lights.
- Take attendance.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.

LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

RECOMMENDED ACTIONS:

- LOCKDOWN announced - move quickly.
- If safe, gather students from hallways and common areas near your classroom.
- Lock the door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Follow school procedure for windows/blinds/lights.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Only respond to P.A. or alarms when there is an immediate life safety hazard based on observed conditions (smoke, fire, heat).
- Stay hidden until physically released by law enforcement personnel.

APPENDIX C

Book	West Irondequoit Central School District Board of Education Policies
Section	3000 - Community Relations
Title	Emergency Closings
Code	3510
Status	Active
Adopted	June 11, 1998
Last Revised	April 24, 2025
Last Reviewed	June 20, 2024

Policy 3510 Community Relations

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 and/or as enumerated below.

Schools Closed

On days when District schools are officially closed for students due to adverse weather conditions, professional staff (except for administrators), paraprofessional staff, and food service staff will not be required to report to work. Other categories of employees will perform their regular duties consistent with relevant provisions in respective bargaining unit agreements. Lost instructional time and lost work time shall be rescheduled as specified on the school calendar.

In circumstances requiring the closing of schools for employees, employees shall be compensated for such days. Hourly maintenance or clerical employees required to report for work on such days shall receive compensatory time or overtime pay. Requests for overtime pay for such employment must be submitted to the Superintendent of schools by the supervisor for action.

Schools Open

Adverse weather conditions may, in some unique circumstances, prevent an employee from reporting to work on time or from reporting to work at all on a particular day. In such circumstances, the employee shall be allowed a personal absence in accordance with the provisions of Policy #6552—District Personnel: Personal Absence.

Inclement Weather

Inclement weather, including poor air quality and wind/cold/heat advisories, may impact the occurrence of outdoor physical education, outdoor field trips, and recess activities. In the event that outdoor activities need to be cancelled and/or limited, procedures will be followed in accordance with Regulation 3510R.2.

Appendix D - WICSD Continuation of Operations Plan for a Public Health Emergency Involving Communicable Disease

Relating to Education Law §2801-a

For Incorporation in District Safety Plan

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Required Information

List and Description of Positions and Titles Considered Essential

Requirement: A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles *as essential for this purpose*.

Administration	**Justification**
Superintendent	Management of school district functions
Asst. Superintendent for Finance	Pandemic response coordinator
Asst. Superintendent for HR	Personnel management coordination
Asst. Superintendent for Instruction	Continuation of instructional services
Principals	Continuation of instructional services – Report as needed
Public Information Director	Communication of pandemic-related issues to community – Report as needed

Community Education	**Justification**
Director of Community Education	Management and coordination of child care needs for children of first responders or health care workers

Data Services	**Justification**
Director of Data	Management of accounts and services for continuity of instruction and operations and disease testing coordination and reporting

Environmental Services	**Justification**
Executive Director of Operations	Maintenance and coordination of district services, security, facilities, and potential testing / vaccination services
Security Worker(s)	Security of personnel and facilities, intercampus deliveries
Maintenance Mechanics	Maintenance of the district plant/facilities as needed
Custodian(s)	Specific to disinfecting occupied spaces, as needed
Grounds workers	Plowing, mowing – limited as needed

Food Services	**Justification**
School Lunch Director	Coordination and management of meal provisions
Cooks and food service helpers	Provide remote meals to students as required

Health Office	**Justification**

Nurse(s)	If required to provide childcare services.

Student Services	**Justification**
Director of Student Services	Continuation of instructional and support services, as needed

Technology Services	**Justification**
Director of Technology	Management of technology support services for district staff as well as student instructional continuity and disease testing coordination
Network Administrator	Maintenance of district network services for district staff and remote student needs
Senior Network Technician(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Network Technician(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Computer Support Assistant(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Help Desk	Coordination of staff and student account needs, purchasing, and technical support.

Business/HR Office	**Justification**
Payroll Supervisor	Maintain payroll functions
Treasurer	Maintain cash flow, accounting and banking deposits
Accounts Payable Clerk	Pay bills, receive and cross-check invoices
Business Office/HR Clerk (general)	Mail, checking phones, review recent records

Telecommuting Protocols

Requirement: A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.

Telecommuting Hardware

Mobile computers are provided to all district teachers as part of the district's ongoing 1:1 technology program during the normal instructional cycle, which include required software and networking tools. Additional laptop computers are provided for key non-teaching faculty and staff members from student reserves while the district transitions from desktop computers to hub-based laptop computers.

Home computing devices may be utilized to access key online district resources such as productivity tools and learning management systems. Computers are provided on an as-available basis to prioritized support staff who do not have home access. As needed, district desktop systems may be authorized for home deployment to support telecommuting functions.

Telecommuting Software
Many district technical resources are available from a basic internet connection and web browser, including both productivity software and learning management systems.

Networking
Faculty, staff and students in need of internet access for telecommuting purposes may contact the Irondequoit Public Library at 336-6060 or emailing irondequoit@libraryweb.org.

Phone Support
Only VOIP (Voice-Over-Internet Protocol) phones provide easy phone forwarding capability. Instructions on using these phones and forwarding features are available on the district knowledgebase website at techhelp.westiron.monroe.edu.

Shift Staggering to Reduce Overcrowding

Requirement: A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

<u>Example</u> Staggered Schedule:

5/18/20		5/19/20		5/20/20		5/21/20		5/22/20	
Monday		Tuesday		Wednesday		Thursday		Friday	
6:30 am - 1:00 pm		6:00 am - 3:30 pm		6:30 am - 1:00 pm		6:00 am - 3:30 pm		6:30 am - 1:00 pm	
Schmeer	Linda	Jones	Rich	Schmeer	Linda	Jones	Rich	Schmeer	Linda
McCabe	Matt	Grimm	Justin	McCabe	Matt	Grimm	Justin	McCabe	Matt
~~Miller~~	~~Kurt~~							~~Miller~~	~~Kurt~~
Porcello	Rob							Porcello	Rob
Terry	Sorbo	Hertlien	Mark	Terry	Sorbo	Hertlien	Mark	Terry	Sorbo
Knight	Rory	Whitney	Patrick	Knight	Rory	Whitney	Patrick	Knight	Rory
Brinkman	Kurt			Brinkman	Kurt			Brinkman	Kurt
		6:30 am - 1:00 pm				6:30 am - 1:00 pm			
		Caracci	Bob			Caracci	Bob		

5/18/20		5/19/20		5/20/20		5/21/20		5/22/20		5/23/20	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
TO DO LIST											
Brinkman	Kurt	Caracci	Bob	Grimm	Justin	Hertlien	Mark	Jones	Rich	Knight	Rory
MOW & LINE TRIM		SPRING CLEAN-UP		PRIORITIZE		WIDE AREA MOWING & LINE TRIM		PRIORITIZE		LINE TRIM	
Brookview		Rogers		Electrical related issues		Pinegrove		plumbing needs		Work with Kurt B	
Rogers		Brookview		Camera installation		GRASS REPAIR		HVAC unit maintenance coordinate with Rob			
Seneca		District Office		Ethernet installation for time clocks		RG, Sproule, LW, BW		Backflow tests???			
Iroquois		Listwood				OVERSEED		CATCH BASIN CLEAN-OUT		CATCH BASIN CLEAN-OUT	
Colebrook		Iroquois				Rogers	IRQ	Located in grass area		Located in grass area	
GRASS REPAIR		GRASS REPAIR				BW	Pinegrove			GRASS REPAIR	
Seneca		Seneca				TREE SERVICE				Seneca	
Other		SECURITY				HNC				Other	

Procurement of PPE

Requirement: Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

The West Irondequoit Central School District will provide the job specific required PPE for employees during a pandemic. Consulting with local and state health departments and the district physician required PPE will be determined. The Executive Director of Operations or designee will work to allocate supplies and manage inventory of PPE supplies. Initial amounts of PPE will provide all identified essential employees at least a 6-month supply of PPE. As additional needs are identified, The Executive Director of Operations In close collaboration with the Assistant Superintendent of Finance, they will develop projected PPE needs. The procurement of PPE will be attained from various vendors across the country. This will include working with Monroe County for pandemic supplies.

Inventory of PPE will be stored in a regularly monitored, secured climate-controlled location at the Environmental Services facility. The distribution will occur through the Executive Director of Operations Office.

Exposure Protocols

Requirement: Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:

- Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
- The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

In the event of an employee or contactor is determined to have tested positive for the disease or has exhibited symptoms of the disease, the following disinfecting procedures will be utilized in the area where they work.

Disinfecting Procedures:

SUPPLIES: Spray N Go or Virex II 256, Spray bottle, towels

PROCEDURE:

1. Put on disposable gloves
2. Properly dispense Virex II 256 or Spray N Go into a spray bottle. Spray N Go is ready to go from the container.
3. Thoroughly spray tabletop or desk
4. Properly fold a clean towel.
   (Fold the long side of the towel in half, next fold short side of the towel in half, you now have 8 sides to clean with.)
5. Cleaning Process:

TABLES:

Wipe and scrub as needed one table and turn the towel to a clean side for the next table.

DESKS:

Clean approximately 4 desktops and turn the towel to a clean side.

6. Once all eight sides of the towel have been used for cleaning, submerge towel in Virex II or Spray N Go again and repeat.
7. Allow the surface to air dry or to remove water droplets wipe with a clean towel.

Employees who are positive, exhibiting symptoms of the disease or have been determined to be in close contact with another individual who have the disease will not attend the worksite until cleared to return by a medical authority (local health department and medical provider). The employee may access their accrued leave allowances (personal, vacation or sick) under these circumstances. As state or federal law provides additional leave allowances, they will also be made available to the employee.

Documenting Work Hours and Locations for Contact Tracing

Requirement: Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.

When essential employees or contractors enter the facility, they will be required to sign in and out of the building (Name, Date, Time in & out, and area(s) they are reporting to.) The **main entrance** will serve as the primary entry point. IHS will have two entry points. At these entry points, there will be a sign in sheet, symptom check material, and PPE. It will be the responsibility of the individual essential employee to sign in and out. Prior to or at these entry points, prescreening material or devices may be utilized to identify symptomatic people.

District Mechanics, which perform essential tasks onsite and offsite, will maintain log sheets in their vehicles. The log sheet will have a specific location, check-in and out time for each site visited. Executive Director of Operations will divide essential employees to separate reporting locations to protect the crew from employee to employee spread of the virus.

Identifying Emergency Housing

Requirement: Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

In the event that events require the use of emergency housing to contain the spread for essential employees, accommodations will be secured in the local hotels. The Assistant Superintendent for Finance would utilize the District's credit card to make reservations as needed. Accommodations would be for single occupancy to minimize risk of transmission between employees.

The following is a list of local hotels and their contact information:

Hampton Inn in Irondequoit
1323 East Ridge Road, Rochester, NY 14621
(585) 339-3500

Holiday Inn Express
2200 Goodman St N, Rochester, NY 14609
(585) 342-0430

Plan Approval

Requirement: Once drafted, the plan must be presented to recognized or certified representatives of the employer's employees, who shall be granted an opportunity to review the plan and make recommendations. The Governor's press release states that "plans must be submitted to unions and labor management committees within 150 days," presumably requiring that the plans be shared by February 4, 2021. Draft of plan was shared with representatives of the respective bargaining units (WIMEO, IESA, WITA, WITA) and feedback was collected and incorporated into the plan.

The employer must consider and respond to such recommendations in writing within a reasonable timeframe. A copy of the final version shall be published in a clear and conspicuous location, and in the employee handbook, and in a location accessible on either the employer's website or on the internet accessible by employees. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the plan.

Definitions

"**Personal protective equipment**" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

"**Public employer**" or "**employer**" shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

"**Contractor**" shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

"**Essential**" shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

"**Non-essential**" shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

"**Communicable disease**" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

"**Retaliatory action**" shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Appendix E.
Remote Learning Plan – West Irondequoit School District.

Availability of Devices:

1:1 Devices will be used to access district provided collaboration software applications, where assignments will be administered and monitored by teachers. The primary mode of instructional delivery will be synchronously through Microsoft TEAMs, and asynchronously through Schoology for grades 4-12 and Seesaw for grades K-3. Software will be used by teachers throughout the district for remote learning and blended/hybrid models, with time spent in different remote modalities to be determined based upon student needs and expected duration of remote instruction. The district currently supports a 1:1 laptop program, so students will utilize their assigned laptops for remote instruction.

Internet Access:

Buildings will work with families who do not have accessibility to the internet for remote learning. District tech support will work with building principals to connect with families and will be addressed on a case-by-case basis. Additionally, we will work with our local town library to provide hot spots to families who do not have accessibility at home. Students will be able to access the internet through the guest Wi-Fi network while on campus. Faculty and Staff will collaborate with families when digital technology is not appropriate for students to create and provide hard copies of instructional materials and resources to support student success with instruction at home as needed and/or appropriate.

Provision of Special Education and Related Services for Students with Disabilities:

When possible and appropriate, students with disabilities in special programs or classes, for both school age and preschool students, will be prioritized for in-person learning activities. When unable to be in-person, specially designed instruction, as well as related services will be delivered via remote learning through video conferencing via Microsoft Teams. Special educators and related service providers will collaborate with families to deliver appropriate services. If remote learning is prolonged, the Committee on Special Education (CSE) or Committee on Preschool Special Education (CPSE) may need to convene to determine the appropriate service delivery model. Additionally, after in-person learning is resumed, the CSE or CPSE may convene to determine if compensatory services are required to ensure educational benefit. The district will meet or exceed all minimum requirements for instructional hours provided in a school year whether instruction is in-person or remote. This includes a minimum of 900 hours in grades K-6, and 990 hours of instruction in grades 7-12.