

WEST VALLEY CENTRAL SCHOOL DISTRICT

Emergency Management Plan

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INTRODUCTION

Every school district has an ethical responsibility to provide a safe school environment and to promote the safety of all individuals connected with the school. One key aspect of these responsibilities is the preparation of detailed plans for action in the event of natural and/or manmade disasters or emergencies that may occur on school grounds or within the surrounding community.

PURPOSE

The purpose of the emergency management plan, hereinafter referred to as EMP is to provide all stakeholders with safety planning emergency preparedness and response guidelines, vital information, communication procedures, and standardized measures to protect all members of the school community, including students, staff, and visitors in the event of an emergency.

The standardized EMP has been prepared for the West Valley Central School District (hereafter referred to as “District”) facilities to provide the framework for a coordinated approach to preparedness, response, and recovery procedures. The EMP has been developed by the West Valley Central School District in coordination with local authorities and emergency responders, providing a common platform which will be referenced in a collaborative response in the event of an emergency. The development of the EMP included a systematic investigation and analysis of potential hazards which could affect the District, and assessment of the capabilities in the District to deal with potential problems resulting from an Emergency or Disaster. The EMP describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an Emergency is required to involve itself prior to requesting assistance.

OBJECTIVES

1. Protect the safety and well-being of all community members, students, staff and visitors.
2. Provide for a safe and coordinated response in an emergency.
3. Protect the District campus, facility, and assets.
4. Allow the District to mitigate any disruption to the educational process in a timely manner.
5. Provide for interoperability within the District Incident Command Center and campus.
6. Provide for timely communications between the District and all stakeholders, including local authorities and all media outlets.
7. Provide for compliance with the National Incident Management System (NIMS), New York State Education Department (NYSED), and SAFE SCHOOLS (New York State Police).

SCOPE

The emergency management plan encompasses the District campus, buildings and programs in the event of any situation which could be identified as an emergency, and/or presents any potential imminent danger to persons upon the property.

AUTHORITY

Our district has one building for PreK through 12th grade and the district offices are in the same building; we will reference our emergency management team as our district/building emergency team. The district size has allowed us to have the same people on the district and building emergency planning teams. The District/Building emergency management plan is activated by the District Incident Commander (Superintendent and/or their designee) and is implemented at the time of an emergency and/or to protect the safety of any persons upon the District Property. The Principal and/or their designee may activate the district/building emergency management plan, in the absence of the Superintendent, in the event of an emergency and/or to protect the safety of any persons upon District Property.

New York State Commissioner of Education Regulations (155.17) requires that each public school district and Board of Cooperative – Educational Services (BOCES) to maintain a

written District Emergency Management Plan and Building Level Emergency Response Plan, and that those plans are reviewed and updated annually no later than October 1st of each school year.

DISTRICT/BUILDING EMERGENCY MANAGEMENT PROTOCOLS

The District has developed specific procedures encompassing emergency preparedness and response that are linked to the EMP. To include, but not limited to:

- Safety of all persons is of the utmost importance and will be given priority consideration in all aspects of emergency operations and will include compliance with the Americans with Disabilities Act.
- The Superintendent of Schools and or his/her designee is the Incident Commander. In the event of an emergency during school hours' students and staff will not be dismissed without the direction and approval of the Superintendent or his/her designee. Students may be released to parents/guardians with respond to the building, or a designated secondary location under the direction of the Incident Commander and within established procedures to include verifying the identity of the parent/guardian through a valid form of photographic identification issued by a government agency, or another acceptable form of photo identification/personal recognition.
- The National Incident Management System, hereinafter referred to as (NIMS) shall be the designated response platform utilized by the District, in compliance with recommendations of the Department of Homeland Security and the United States Department of Education.

- The District/Building Safety Management Team shall maintain the responsibility to be the lead department in an annual collaborative review and update of the District/Building EMP, to include Cattaraugus County Emergency Management Officials, local and state authorities, and essential District support departments.
- The campus and building will maintain a designated Incident Commander, (Superintendent and/or designee) who will direct the implementation and review of the District/Building EMP.
- The building will maintain a district/building level safety team, which will review the plan on an annual basis and submit updates to the plan as necessary, encompassing assignment to emergency response roles for select staff members.
- At the opening of school for the year, the building level incident commander will review district/building emergency response plan and procedures with all staff and may request volunteers who may possess specialized training to join the district/building safety team.
- The district/building level plan data sheets specify individual roles and contact information shall be regularly updated, and copies of the updates shall be provided to SAFE SCHOOLS and NYS Police in a timely manner.
- The District/Building Safety Management Team will function in a support role for the district/building level emergency operations plans.

LEGAL AUTHORITY

Regulation of the Commissioner of Education requires each public-school district and

BOCES to develop a plan for the prevention and reacting to an Emergency Disaster. The Commissioner's Regulation further requires School Districts and BOCES to coordinate their plans with the Local Emergency Agencies.

The regulation will promote development of consistent responses to the Emergencies experienced by School Districts and will more fully integrate School Districts' Emergency

Response with other Emergency Responses. The actions will contribute to the health, safety and wellbeing of students and school employees and help to preserve School District resources and property.

Among the requirements of the regulation are the following:

Plans: Each District, other than a School District, in a city having a population of more than one million inhabitants, and each Board of Cooperative-Educational Services shall prepare, by October 1, a School Emergency Management Plan as prescribed in this section to ensure the safety, health of children and staff and to insure integration and coordination with similar Emergency Planning at the municipal county and state levels. *Plans shall be updated by October 1, of each succeeding school year.*

Identification: of sites of potential Emergency, appropriate responses to Emergencies, and District resources which may be available for use during Emergencies.

Description: of the arrangements for obtaining assistance from Emergency Service Organizations and Local Government Agencies, procedures to coordinate the use of School

District resources and manpower and plans for taking action in response to any Emergency. Written Instructions to students and Staff: The Board of Education shall take action to provide written information, by October 1 of each school year, to all students and staff about Emergency Procedures in compliance with 155.17 (i) and Article 2B of the

Executive Law.

Drills: The District, shall at least every school year, and where possible in cooperation with Local and County Officials, conduct a test of its Emergency Plan for Sheltering and Early Dismissal. The amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills.

Commissioner of Education: may order Emergency Response Actions in the event that the Local Education Agency Officials are unable or unwilling to take action deemed appropriate by State and/or County Emergency Personnel.

SCHOOL SAFETY PROGRAM

The District maintains an inclusive school safety program which is comprised of five major components consisting of: *prevention, protection, mitigation, emergency response and recovery*. Each of these components should be adequately addressed within the District EMP and the Building Level EMP.

The District/Building Safety Management Team is designated to govern the District wide safety program and to assist district/building level safety teams with the development, implementation, and training requirements associated with the EMP.

EMERGENCY MANAGEMENT COORDINATOR

The District/Building Emergency Management Coordinator shall be the Superintendent, and/or designee. They shall be responsible for the coordination, support, and implementation of the District/Building EMP. Also, provide support to the building administration in all aspects of safety issues and emergency management.

DISTRICT/BUILDING EMERGENCY RESPONSE TEAM

The Superintendent will designate a District/Building Emergency Response Team, which will be available to respond within the District to provide support to any District site in the event of an emergency.

DISTRICT/BUILDING SAFETY TEAM

The district/building safety team shall be maintained to advise the building principal on all aspects of safety planning to include prevention, protection, mitigation, response, and recovery, specific to the respective school building. The team is responsible for making recommendations addressing any issue which may pose a potential hazard to the daily operation of the building. Develop a building plan during the summer to share with all staff on “Opening Day”. The team shall also be responsible to meet regularly to review and update the building level EMP and provide any updates to the District, NYS Police and Cattaraugus County Sheriffs.

PROGRAM COORDINATION

The District Superintendent and/or designee are responsible for establishing general emergency management operations guidelines for the district school and facilities to ensure safety. Administrators are responsible for submitting updated district/building level emergency management plans and updated EMP Data Sheets to the District/Building Safety Management Team no later than August 30th of each school year. The gathered information and updates will be shared with the local law enforcement, fire departments, and the New York State Police on an annual basis, in compliance with existing New York State Schools Against Violence in Education guidelines.

MISSION AREAS

The District/Building safety program is comprised of five mission areas: *Prevention, Protection, Mitigation, Response and Recovery*, to provide a safe and secure learning environment.

PREVENTION

The District has established precautionary measures in place to prevent a threatened or actual incident from occurrence.

STAFF IDENTIFICATION

The District provides each District Staff member with a District Identification Card, with a photo of the employee visible on the card. All District employees are required to visibly display the District issued photo identification card during their hours of employment and while upon any District site to identify District staff from any unauthorized persons.

ACCESS CONTROL

The District maintains a networked electronic access control system, to regulate access to District school buildings and facilities. The system allows all authorized District employees to access the secured school at any time during their respective duty hours allowing doors to remain locked.

SECURITY CAMERA NETWORK

The District utilizes a networked security surveillance camera system, allowing for the observation of District Facilities for the protection of students, staff, visitors and District assets. The district cameras may be monitored at any time allowing for the potential detection of any unauthorized persons upon District properties.

PROTECTION

The District is committed to employing measures to protect students, staff, visitors, community members and District property and assets from any threat and/or hazard.

SINGLE POINT OF ENTRY

The District building operates under a uniform Single Point of Entry (SPOE) procedure to enhance school safety. All students enter from designated entrances that are actively supervised by school staff. Once the students have started the academic school day, the SPOE is locked, along with all other entrances and electronic access control is utilized to allow District staff members to enter the otherwise secured building.

BACKGROUND CHECKS

All newly hired District staff members must submit to a fingerprint background check, prior to their placement within a school building, and required by the New York State Education Department. The background clearance also provides a reporting conduit which provides a notification to the District if an employee's clearance status changes. Additionally, all volunteers within the District complete an application process and local background check is facilitated by the District Human Resources Department.

NO TRESPASSING SIGNAGE

All district buildings and facilities maintain clearly visible signage on the exterior of the physical building perimeter advising all persons "No Trespassing" and/or "Authorized Personnel Only" signage to prevent unauthorized persons from entering and/or remaining upon the school campus, as defined under Section 140.10 of the New York State Penal Law.

VISITOR REGISTRATION

All visitors to the District school must show a valid form of photographic identification during regular school hours and register with District personnel upon entering a school building. Further the visitor will be issued a temporary visitor pass, which they must visibly display while upon the school campus, to prevent any unauthorized persons from entering a school building.

INCLEMENT WEATHER DELAY AND/OR SCHOOL CLOSING

To protect the physical wellbeing of students of the District, the District Superintendent may delay the opening of school and or close school for the instructional day based upon current and/or impending inclement weather conditions. The delay and/or closure will be communicated as early as possible, based upon circumstances, and available via all current media outlets, as well as the District website and any other means of mass communications technology in use by the District.

DRILLS

The school will conduct the prescribed number of Fire Drills and other requirements as in the amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills, allowing students and staff to practice the emergency procedures of the school building. All drills must be accurately documented, and a report must be submitted to the Facilities Department on a semi-annual basis.

NATURE AND PARENTAL NOTIFICATION OF DRILLS

The purpose of the drills is to practice staff and student actions during an emergency. Except for evacuation drills, at the time that drills are conducted, students and staff shall be informed it is a drill. All drills shall:

- a. be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency;
- b. occur after annual training in emergency procedures has been provided to students and staff;
- c. be completed on different dates, days of the week, and during different times of the school day;
and
- d. parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.

MITIGATION

The District is dedicated to deploying the means necessary to reduce the potential for loss of life and property damage by lessening the potential impact of a threat or hazard.

EMERGENCY RADIO COMMUNICATIONS

The District Utilizes all available means of electronic communications technology to include but not limited to: The District website, directed reverse telephone contact capability (robo-calls), directed text and e-mail messaging, posting on social media sites, along with other emergent technologies in order to keep all stakeholders and community members informed of events which may impact student and/or community safety.

FACILITIES SAFETY INSPECTIONS

The District Maintenance Department conducts an annual visual inspection of the physical condition and infrastructure of all school buildings, noting the condition of the facility and reporting the same to the District Board of Education and the New York State Department of Education.

FIRE SAFETY INSPECTIONS

A comprehensive fire safety inspection of the District School and buildings is conducted annually, in conjunction with the District Maintenance Department to identify and mitigate any potential fire hazards, enhancing personal safety for students and staff.

RESPONSE

The District is committed to the utilization of all of the personnel and physical resources which it maintains to respond to any emergency to stabilize the situation and establish a safe and secure environment for all persons.

EMERGENCY MANAGEMENT

The District school building maintains a District/Building Emergency Management Plan which is reviewed and updated on an annual basis.

INCIDENT COMMAND

The District has initiated an Incident Command Course for School training, through the Department of Homeland Security and Federal Emergency Management Agency, to be available for completion by all members of the school building administrative team.

SCHOOL SAFETY MANAGEMENT TEAM

The District maintains a School Safety Management Team, comprised of staff members who may possess specialized training and/or skills, which meet regularly to discuss pertinent safety issues, potential hazards and are assigned to respond within a specific role in the event of an emergency.

MUTUAL AID

The District maintains a line of communication with the Cattaraugus County Department of Emergency Management, Cattaraugus County Sheriff's Department, West Valley Volunteer Hose Company and with the New York State Police, in order to provide additional resources in the event of an emergency, to save lives and property.

RECOVERY

The District will utilize all available capabilities to assist any District building which has been affected by an emergency, to restore a safe learning environment.

RECOVERY MUTUAL AID

The District may request the assistance of local, county, state, and federal government resources to assist in the security and the recovery of the District operations in the event of an emergency which exceeds the Districts available resources and capabilities.

MEMORANDUM OF UNDERSTANDING

The District shall secure a memorandum of understanding with any agency, in relation to the use of District facilities or Town buildings or property in the event of a community emergency.

CRITICAL INCIDENT DEBRIEFING

The District shall complete a critical incident debriefing with all staff and responders involved upon the completion of the incident and response. A standardized record will be completed and forwarded to the District/Building Safety Management Team for review.

Sudden Cardiac Arrest Preparedness – Cardiac Emergency Response Plan (CERP)

Purpose

In compliance with Education Law §2801-a(n) (Desha's Law) and Public Health Law §917, West Valley Central School has established a Cardiac Emergency Response Plan (CERP) to ensure a prompt, coordinated, and effective response to incidents of sudden cardiac arrest (SCA) or similar life-threatening emergencies occurring on any school site or at any school-sponsored event, including athletic programs. This section provides the district-wide framework for cardiac emergency preparedness and response, to be supplemented by building-specific CERP annexes

within each Building-Level Emergency Response Plan. Building-level annexes must include venue-specific response protocols for all athletic facilities and off-site events, identifying AED locations, access routes, and trained personnel coverage.

Policy Statement

West Valley Central School will maintain a district-wide CERP aligned with the American Heart Association's (AHA) evidence-based core elements. The plan shall be reviewed annually by the West Valley Central School Safety Team and approved by the Board of Education. Each building shall develop and maintain a venue-specific CERP annex that conforms to the standards established in this section and follows the NYSED functional annex format requirements for Building-Level Emergency Response Plans.

Core Components

- **Cardiac Emergency Response Team (CERT):** Minimum of 5 trained responders or 10% of building staff, whichever is greater. Roles may include CPR provider, AED retriever, 911 caller, EMS liaison, and crowd control.
- **CPR/AED Training Requirements:** The district-wide school safety team may provide first aid, CPR, and AED training for relevant staff, including members of building-level emergency response teams.
- **AED Placement and Maintenance:** AEDs located to allow retrieval and deployment within 3 minutes from any location on campus; clearly marked, unlocked during events, maintained per manufacturer guidelines; maintenance and inspection logs kept at each building with the building Nurses.
- **Communication Protocols:** Internal – CERT activation and role assignments; External – Immediate EMS activation (call 911) and coordination with responding agencies.

- **Practice Drills:** At least one annual CERP drill per building, including AED retrieval and CPR initiation and measurement of time from collapse recognition to AED application, with a goal of 3 minutes or less; drill reviews documented in after-action reports.
- **Continuous Improvement:** Annual review of the plan and post-incident/debrief updates to procedures. An after-action report will be completed within 24 hours of any cardiac emergency or drill and forwarded to the Safety Team for review and follow-up actions.

EMS Coordination

The West Valley Central School Safety Team and building administrators will coordinate with local EMS to integrate CERP procedures into community responder protocols, including site orientation and AED location information. This coordination will occur at least annually and will include sharing updated AED maps, site access points, and any changes in CERT composition or building layout.

Recordkeeping and Reporting

CPR/AED training records will be maintained by Human Resources. AED maintenance records will be maintained by Facilities. Drill and incident documentation will be retained by the building administrator and forwarded to the Safety Team.