DISTRICT-WIDE SCHOOL SAFETY PLAN

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INTRODUCTION:

Experience tells us that disasters often severely restrict or overwhelm our communications, transportation, electrical and lifeline systems. The impact on schools and the larger community requires mobilization and coordination of resources to lessen human suffering and property loss.

An efficient and effective school response to the threat of an emergency can only be accomplished with adequate advanced planning and preparedness for emergency activities and resources. Successful and coordinated planning requires a systematic approach. This Safety Plan can, with appropriate training and preparation, provide the district administration and each building principal with immediate action steps in the event of a disaster. Resources, information, and telephone numbers are instantly available. Contingency plans for various disasters are listed along with preplanning and recovery activities.

This plan must be reviewed yearly with the District Safety Team, not only to reinforce the information, but also to update the plan as new information is developed. Further, building principals should review the plan yearly with all staff to make everyone familiar with the emergency routines that will be followed if a disaster occurs.

The Waterloo Central School District-Wide Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Waterloo Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools and the Board of Education encourage and advocate on-going district-wide cooperation and support of Project SAVE.

Questions concerning this manual and its use within the Waterloo Central School District should be directed to the Superintendent of Schools.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Waterloo Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Waterloo Central School District Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

As per Commissioner's Regulation, Section 155.17 (c)(13), the Waterloo Central School District-Wide Safety Team is comprised of representatives of the Board of Education, teachers, administrators, parents, school safety personnel, and other school personnel.

C. Concept of Operations

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. This District-Wide School Safety Plan will guide the development and implementation of Building Level Emergency Response Plans.
- This Plan has been developed using the New York State Education Guidance Document. It has been reviewed and revised by members of the Waterloo District-Wide Safety Team prior to public comment.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the **School Emergency Response Team**.
- Upon activation of the **School Emergency Response Team**, the Superintendent of Schools or his/her designee will be notified and, when appropriate, local emergency officials will also be notified.
- County and State resources through existing protocols may supplement emergency response actions, including post-incident responses.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment at a public hearing held on Monday, June 15, 2026 at the Board of Education meeting, providing for participation of school personnel, parents, students, and any other interested parties to comment on additions required by Desha's Law. The Board adopted the District-Wide and Building-Level Plans on Monday, August 17, 2026. The most recent revision of the District-Wide Safety Plan as reflected in this document will be adopted by the Board of Education on or before the July reorganization meeting.
- Full copies of the District-Wide School Safety Plan were submitted to the New York State Education Department on September 1, 2026. Emergency Response Plans were sent to local and State Police on August 30, 2026.
- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year after its adoption by the Board of education. A copy of the plan will be available at the District Office Building and on the Waterloo Central School website.
- Building Level Emergency Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Building-Level Emergency Response Plan will be supplied to both local and NY State Police within 30 days of adoption.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

The Waterloo Central School continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to:

- Utilization of identification badges, reference checks, and fingerprinting according to SAFE requirements for all staff
- Each instructional building will maintain its respective security policies and procedures, as appropriate, and may be found in the confidential Building-Level Plan
- School Safety Plan Guidance (SAVE)
- Collaboration with Waterloo, Seneca County, and NY State Police

The Waterloo CSD encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate.

A. Prevention/Intervention Strategies

Program Initiatives

1. The District has in place the following prevention strategies:
    - Assemblies to discuss pertinent issues.
    - Interventions by teachers, counselors, social workers, psychologists, teaching assistants, and administrators
    - Group discussions led by psychologists, counselors, and teachers
    - Advisory groups
    - Compliance with the district's Code of Conduct
    - Character Education programs
    - Positive Behavioral Interventions and Supports (PBIS)
    - Character Strong and Mindfulness programs
    - Multi-tiered Systems of Supports (MTSS)
    - A Dignity for All Students Act (DASA) policy

2. Information will be available to parents/guardians on how to identify potentially violent behaviors.
3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
4. The Waterloo Central School District recognizes that communication is a vital key in the prevention and intervention of violence in schools; the District will continue to explore programs based on program needs.
5. The District's referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the District's

Code of Conduct. Additionally, counselors are available in every school for students to share information where the source can be confidential.

Training, Drills, and Exercises

The District will conduct annual training for both staff and students in multi-hazard safety issues, including Right-To-Know and Blood Borne Pathogens. Training will be coordinated by the Waterloo Administration, consisting of classroom activities, general assemblies, Vector Training K-12 Online Edition, Tabletop Exercises, Fire Drills, Evacuation Drills, Lockdown and Lockout Drills, and Safety programs.

The Waterloo Central School District will coordinate drills and other school safety exercises annually for both staff and students. Training will include an explanation of the non-confidential roles and responsibilities of students and staff during the activation of emergency procedures outlined in the School Safety Plan and other applicable procedures. When appropriate the district will utilize local, county and state emergency responders and preparedness officials. Waterloo CSD will revise existing plans in response to post-incident critiques by medical personnel and other trained safety experts.

Staff training will be offered annually. Additional training will be scheduled when procedures change, or circumstances indicate the need to review procedures.

Training and screening of new employees may utilize programs such as the New York State Police Safe Schools Program. All newly certified teachers will have completed two hours of training in school violence prevention and intervention. Additionally, as of July 1, 2013 all applicants for certification are required to complete six hours of training in the Dignity for All Students Act in accordance with Article 2 Sections 10-18 of the New York State Education Law.

Implementation of School Security

All potential Waterloo Central School District employees undergo a rigorous screening and hiring process, including required fingerprinting. The School District employs individuals whose duties include entrance and/or hall monitor duties. These individuals are responsible to supervise students in halls, in the cafeterias during lunch period and student breaks and provide assistance to students as needed. They are to help maintain order and discipline and assist in managing the behavior of students, including crisis intervention. They receive crisis prevention training, so that they may assist in crisis intervention, de-escalate potentially violent situations, and participate in restraining disruptive or dangerous physical behavior as needed.

The District will consider and implement, where prudent, the following recommended school actions. Building-specific plans will include more detailed actions, in which the following security measures are in place at all times.

1. All outside doors will remain locked during the day. Visitors may access the schools

through the main entrances.

2. A visitor management system (Raptor) is utilized to screen all visitors and to create a visitor's pass.
3. All inside classroom doors will have a thumb latch locking mechanism that allows staff to lock the doors from the inside without the need for a key; or doors are controlled by an electronic card reader system which defaults to locked and in the event of an emergency, can be locked and cards disabled with a push of a button.
4. A sign at the main entrance will direct all visitors to "report to the office".
5. All visitors/vendors are screened through the Raptor system and provided with a printed ID pass to wear prominently, and if they will need access to other areas of the building they will be escorted by an employee of the school. They will also leave their government issued identification with the main office until their departure.
6. Office and classroom doors will have windows that will have an unobstructed view from the hallway.
7. Cameras and monitors will be strategically placed.
8. The District's teachers and teaching assistants will monitor all areas of each campus for safety and security purposes.
9. The district, in collaboration with Patriot Protection, has partnered together to ensure that there will be security present in all buildings.
10. Close communication and supportive relationships between parents/guardians and schools are essential to increasing student achievement and enhancing school climate. The Waterloo Central School District supports effective and appropriate visitations to schools and classrooms by parents/guardians, community members, and other appropriate individuals, subject to the following guidelines:

    a. Parents/guardians may request a visit to the child's classroom(s) through the building principal, at which time the purpose of the visit will be established. The date and the time of the visit will be mutually agreed upon directly between the parent/guardian and the teacher. The building principal will be notified, in advance, of the arrangements that have been agreed upon for the visit.
    b. Teachers may request that a parent/guardian visit the classroom by directly contacting the parent/guardian and establishing a mutually agreed upon time and date. The building principal will be notified of the visit in advance.
    c. Visitations by individuals other than parents/guardians shall be arranged directly between the building principal and the individual making the request. The purpose of the visit will be made clear at that time to facilitate appropriate arrangements.
    d. Visitation will occur in a way that avoids or minimizes disruption to the normal learning process and the ordinary classroom routine. The building principal may be present when appropriate. Visitors agree to maintain

confidentiality regarding information that they acquire during the visit as explained to the visitor by the building principal.

e. Individuals visiting the schools are required to go directly to the office, advise the principal or his/her designee of their presence and purpose for being in the building, receive permission to be on school grounds, and sign the visitor's book. Proper identification must be shown to school staff upon arrival. Visitors are to report to the office prior to their departure, sign out and return their visitor's pass.
f. Before a child may be taken from the building by a non-school person, the visitor must be recognized by the building principal or his/her designee as one having the legal right to take the child. The visitor will wait in the office for the child to come from the classroom at which time he/she will be signed out in the appropriate book. No visitor is to go to the classroom unaccompanied by the appropriate school official for the purpose of getting a child. Government issued identification may be required to confirm the child can be released to that person.

Vital Educational Agency Information

Each Building-Level Emergency Response Plan will include the following information:

- School population
- Number of staff members
- Transportation needs
- Business and home telephone numbers of key officials of each campus
- The Building-Level School Safety Teams will ensure that this information is updated routinely and is accurate.

B. Early Detection of Potentially Violent Behaviors

1. Paying attention to early warning signs can help prevent or minimize violence to self and others. Certain emotional and behavioral signs, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student who may need help. Each building as well as the district have BIT, Behavior Intervention Teams, in place. These teams regularly evaluate and re-evaluate student supports for those exhibiting these signs. The more signs a student exhibits the more likely it is that he or she may need intervention. Early warning signs include:
    - Depressed mood or chronic crying
    - Decline in school performance
    - Verbal expressions about one's own death
    - Giving away important personal possessions
    - Use of alcohol or drugs
    - Sudden lifting of severe depression
    - Recent withdrawal from therapy or psychological counseling
    - Purchase of knives, guns, or ropes
    - Verbal or written communications which appear to be saying "good-bye"
    - Feelings of guilt
    - Violent, aggressive behavior or Exaggerated mood swings

- Running away
- Talking about revenge or getting even with parents

- Confusion and despair resulting from sudden death or suicide of a peer
- Any sudden obvious changes in behavior
- Eating disorders - changes in eating habits
- Sleeping disorders - insomnia or excessive sleeping
- Low energy level, constant fatigue
- Decreased productivity or effectiveness
- Pessimism about the future or brooding about the past
- Loss of interest in formerly pleasurable activity
- Inability to show pleasure
- Reactions that seem inappropriate to the situation
- Statements of inadequacy or low self-esteem
- Social withdrawal - pulls away from friends
- Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness, and belligerence
- Neglect of personal appearance
- Physical complaints
- Preoccupation with illness, death, or catastrophic events
- Decreased attention, concentration, or ability to think clearly

2. Information will be available to parents/guardians on how to identify potentially violent behaviors.
3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
4. An interpersonal violence prevention education package will be taught as appropriate.
5. The Superintendent of Schools will set specific times for the building principal(s), in conjunction with the Waterloo Central School District Professional Development Plan, to organize activities of particular concern.

C. Hazard Identification

The District has established procedures in the Building-Level Emergency Response Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist. See Appendix 1.

SECTION III: RESPONSE

The District uses the Incident Command System model for emergency actions. For district-wide emergencies, the Incident Commander will be Superintendent of Schools.

In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. As time permits these decisions should be made after consulting with the Superintendent of Schools. The Incident Commander is authorized to activate such resources and personnel as are appropriate for the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response

actions as identified in the Building Level Emergency Response Plan. Building-Level Incident Command staff are identified in the Building Level Emergency Response Plan.

Information regarding the Waterloo Central School Incident Command Center post, staging area, transportation, and guidance on family reunification plans and procedures are identified in the Building Level Emergency Response Plans.

A. Notification and Activation (Internal and External Communications)

The Incident Commander will contact law enforcement officials as described in the Building-Level Emergency Response Plans. Decisions about which agencies to contact will be based upon the *"closest response agency"* concept to ensure that the response to the incident is as rapid as possible.

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and will delegate its delivery. The District will contact appropriate parents, guardians, or persons in parental relation to the students/staff via media release, telephone contact, or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-Level Emergency Response Plans.

For purposes of good management, a COMMAND POST is essential to a disaster event. Any situation, greater than a minor event requires a COMMAND POST. This post must have:

1. IN/OUT communications, such as:
   - Telephone
   - Intercom
   - Fax/Email
   - Local Media
   - Emergency Alert System (EAS)
   - NOAA Weather Radio
   - Cellular Phones
   - District Radio System (Portables)
   - Others As Appropriate

2. Protection for operating personnel.
3. A location and IDENTIFICATION known to disaster personnel and local resource personnel.
4. Accessibility during the entire term of the event.
5. Sufficient room to accommodate all the people necessary for decision-making and the attendant materials.
6. A location near enough to the event to be useful.

Command Posts: *(location to be chosen based on the circumstances of the incident)*

- District office (Director of Facilities Office)

- Primary, Intermediate, Middle, or High School office
- Firehouse
- Waterloo Police Department
- A large vehicle such as a school bus or a van

The functions of a Command Post are:

1. Provide a central location for decision-making and direction for personnel.
2. Provide a known central location to which incoming personnel report.
3. Provide updated information to personnel and disaster authorities.
4. Provide communications to inside and outside personnel.
5. Provide a staging point in the event of confusion and disorder.

An alternative Command Post is necessary in the event that the main building is involved in the disaster. Alternative locations should be established in the pre-plan. It may be necessary to commandeer (take over) a building as Command Post in the event of a serious natural disaster.

Communications at the Command Post are essential. Holding a telephone line open with the Superintendent's office is suggested so that incoming calls from the media and parents do not close off the link. Keeping the link open is done by making a call and keeping the line on stand-by or HOLD. The digital district handheld radios will also aid in real-time communication.

B. Situational Responses

Multi-Hazard Response

The District has identified in the Building-Level Emergency Response Plans the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, lockdown, lockout, and sheltering. The Building-Level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Threats of Violence
- Medical
- Civil Disturbance
- Environmental
- Fire and Explosion
- Hazardous Material
- Systems Failure
- Natural/Weather Related
- School Bus Accident/Breakdown
- Weapons found on property/student
- Hostage/Kidnapping
- Intruder
- Others as deemed necessary

Responses to Acts of Violence: Implied or Direct Threats/Acts of Violence

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of disciplinary action to be used when responding to threats or acts of violence. *(see also district Code of Conduct).* The normal procedures to respond to implied or direct threats of violence will be:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Inform Building Principal of implied or direct threat
- Determine appropriate action to respond to level of threat with Building Principal/Designee
- Contact appropriate law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate; include the possible use of the Emergency Response Team
- If the situation warrants, isolate the immediate area and evacuate, if appropriate
- If necessary, initiate lockdown procedure, early dismissal, or sheltering
- Inform District Superintendent/Designee

The Waterloo Central School District will distribute informative materials on the early detection of potentially violent behaviors to teachers, administrators, school personnel, students, person in parental relationship to students, and others deemed appropriate to receive such information at the commencement of the school year.

The material will be sent, along with the District Code of Conduct, to parents and guardians prior to the beginning of the school year. The materials will be distributed to students by mail before school starts. Teachers, administrators, and other school personnel will receive the materials at staff meetings.

Information distributed will include documents such as:

Risk Factors Associated with Violence and Shaping Children – New York State Police *Safe Schools Prevention Program*

Protective Factors Associated with Violence Prevention – New York State Police *Safe Schools Prevention Program*

Identifying Warning Signs of Potential Violence - International Association of Chiefs of Police *Guide for Preventing and Responding to School Violence*

The district's Guidance Department maintains a library of additional resource materials on the early detection of potentially violent behaviors. These materials are available to all teachers, administrators, school personnel, students, and persons in parental relationship to students.

Response Protocols

The District recognizes that appropriate response to emergencies, such as bomb threats,

intrusions, hostage takings and kidnappings, varies greatly depending on the situation. The Building Level Emergency Response Plans detail the appropriate response to such emergencies utilizing the following protocols:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Procedures for Obtaining Emergency Assistance from Local Government

During emergencies local government agencies and emergency services can be contacted by dialing 911. The Incident Commander will authorize the request for assistance and/or advice from these agencies. Note these are Non-Emergency contact numbers below.

Waterloo Police Department 315-539-2022
NYS Police (Troop E, Waterloo) 315-539-3976
Seneca County Sheriff 315-539-9241
Waterloo Volunteer Fire Department 315-539-2161
Ambulance 315-539-5002 (North Seneca Ambulance)
Seneca County Emergency Management 315-539-1705

The district resources, which may be available during an emergency, include the following:

Red Cross 315-568-9436
NYS Department of Health 585-423-8042
Seneca County Department of Health 315-539-1920
Fire Department
Village/Town Official
Private Industry
State Emergency Management Office
Private Individuals
NYS Department of Environmental
CHEMTREC (800-424-9300)
Conservation
Religious Organizations
NYS Department of Transportation
School Counselors and Psychologists
Others as deemed necessary
Specific resources are identified in the Building Level Emergency Response Plans.

District Resources Available for Use in an Emergency

The District has committed the full inventory of its resources to be available for use during an emergency. The Incident Command Team will utilize these resources in line with the

Building Level Emergency Response Plans as deemed appropriate. Specific personnel and resources are identified in the Building Level Emergency Response Plans.
Additional District resources available for use in an emergency include the following:

Equipment Location

Defibrillator Each Instructional Building
Smoke Detectors Fire Department via 911
Emergency Lighting Each Building
Portable Fire Extinguishers Each Building/Each Bus
Spill Cleanup/Absorbent Materials Custodial Department
First Aid Supplies Each Building/Nurses Offices

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The District uses the Incident Command system model for emergency actions. For district-wide emergencies the Incident Commander will be the District Superintendent, or -his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plans. Building-Level Incident Command staff are identified in the Building Level Emergency Response Plans.

Protective Action Options

The Superintendent, Building Principals, and Director of Facilities are responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. The Superintendent, Building Principal and/or Director of Facilities must be familiar with the necessary procedures and will have the ability to recognize impending or actual emergencies. In the event that the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

Should it become necessary to evacuate the Waterloo Central District Schools for any reason, one of the three plans should be used. Each Plan is designed to meet a specific set of circumstances and time frame and is to be coordinated with the Incident Command.

Early Dismissal/School Cancellation

This plan presumes no immediate crisis and sufficient time to secure bus drivers, prepare students and staff for dismissal and to close the district in a most orderly manner. It is voice-activated from the superintendent's office to each administrator who in turn provides specific instructions over the intercom to students and staff regarding the closing down of school.

Most likely use – Early dismissal due to deteriorating weather conditions.

Early Dismissal/Evacuation/Sheltering

This plan presumes there is some form of crisis developing, but there is time for students and staff to minimally prepare themselves for adverse weather and/or climate conditions prior to leaving building. It also presumes there is insufficient time for normal dismissal procedure to take place. Hence, students and personnel will need to evacuate to an intermediate shelter prior to being taken home. It is voice–activated through each administrative unit via instructions over the intercom.

Most likely use – Bomb threat, chemical spill, etc.

Evacuation/Sheltering

This plan presumes there is an immediate crisis and there is no time to do anything but clear the facility as rapidly as possible. The sounding of the fire alarm activates the plan. The building is to be cleared immediately according to the normal fire drill procedure. The District's Emergency Response team will be supported after the emergency or disaster by the mental health professionals, pupil personnel, school psychologist and counselors, and the school nurse.

Policies and procedures to contact parents, guardians or persons in parental relations to the students in the event of a violent incident or an early dismissal

The District will contact parents and guardians via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the confidential Building Level Emergency Response Plans.

SECTION IV: RECOVERY

A. District Support for Buildings

After a critical incident has occurred, the Waterloo Central School District is committed to a thorough and comprehensive recovery for students, staff, and families. The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-Level Plan. To achieve this goal, the Post Incident Response Team should consider the following steps:

Step 1: Consult with administrators and others to:

- Determine advisability of team involvement
- Determine nature of team involvement
- If team is needed, acquire release from currently assigned responsibility
- Inform Superintendent of nature of the incident

Step 2: Acquire facts and circumstances as to the nature of the trauma/loss

Step 3: Determine those groups and/or individuals most affected by the trauma (target population.)

Step 4: Assist building administrators in the following areas:

- Arrange staff meeting
- Formulate staff meeting agenda
- Disseminate Superintendent approved information to staff, parents, students, media, etc. (e.g., letters, etc.)

- Determine logistical needs (e.g., workspace, crisis center, counseling rooms, class schedules, parent reunion/student release, etc.)

Step 5: Assign team members and other staff to individual tasks

Step 6: Provide Crisis Team Services

- Conduct faculty meeting with all building staff
- Provide educational information to teachers to be used in class
- Conduct classroom meetings with team members and teachers in seriously affected classes
- Assess needs and arrange for follow-up meetings with individuals and small groups
- End of day staff meeting to update staff and administrators and plan for next day
- Crisis Team "debriefing" at the end of day
- Provide substitutes and aides as back-up staff for teachers
- Offer a separate room for parent contact, if necessary
- Instruct crisis workers to aid office staff to deal with parents' telephone calls and questions

Remind staff about "Teachable Moments"

- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc. This committee should be composed of staff, students, and parents

Step 8: Follow-up with plans for ending Crisis Team involvement

- Staff meeting
- Alert staff to important aspects of responses to grief and loss
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs
- Suggest helpful literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Crisis Response Team to determine effectiveness of the Crisis Response Plan in addressing the needs in this particular incident

B. Disaster Mental Health Services

The Waterloo Central School District will work closely with local mental health services to:

- Provide services to children and families that are appropriate for the type of
- emergency/disaster
- Assess condition and immediate needs of children and family including food, shelter, clothing, medical treatment

- Refer children and other family members to agencies and organizations that provide needed services
- Follow-up on referrals
- Decrease the internal and external stressors that affect children and families
- Provide opportunities for children and families to verbalize their feelings and provide emotional support to aid recovery
- Guide families through the emergency/disaster and provide tools and techniques for the family to help themselves to recover

APPENDICES

APPENDIX A: Contacts

Listing of all school buildings covered by the District-Wide School Safety Plan with addresses of buildings and contact names and telephone numbers for building staff.

Waterloo Central Schools District Office
109 Washington Street
Waterloo, NY 13165
Sarah Cupelli, Superintendent 315-539-3456
Christine Taylor, Assistant Superintendent 315-539-1502

Skoi Yase Primary School
65 Fayette Street
Waterloo, NY 13165
Jonathan Roberts,
Principal 315-539-1520

LaFayette Intermediate School
71 Inslee Street
Waterloo, NY 13165
Molly Lahr, Principal
315-539-1530

Waterloo Middle School
65 Center Street
Waterloo, NY 13165
Cristal Jensen,
Principal 315-539-
1540

Waterloo High School
96 Stark Street
Waterloo, NY 13165
James Karcz
315-539-1550

Transportation Department
1719 North Road
Waterloo, NY 13165
D'Allah Laffoon, Transportation Supervisor
315-539-1515

Facilities Department
109 Washington Street
Waterloo, NY 13165
Lance C. McFetridge, Director of
Facilities
Matt Heindl, Head Custodian
Jamie Norcott, Head
Maintenance 315-539-1570

Appendix B: Additional Considerations for the District Plan
Although responses to emergencies may depend upon the particular situation and may vary according to the experience and judgment of administrators, crisis team members, and involved agency personnel (police, fire, ambulance, etc.), teams should consider the following points when responding to a difficult situation, emergency, or crisis:

1- Locking down is to be used only when a violent incident is in progress. If school officials believe that a situation will benefit from limiting student movement even when no violent incident is in progress then schools may consider a shelter-in-place, hold-in-place, or lockout.
2- When making a determination about the presence of a threat, school officials may wish to consider implementing a hold-in-place even if no violent incident presently exists. A hold-in-place is most appropriate for conducting locker searches or awaiting a K-9 unit search for weapons, drugs, or other contraband.
3- When addressing situations involving weapons or other threats to student and staff safety, school officials should contact the local police first and consult with other agencies in consultation with the local police.
4- School officials should consider calling on the Crisis Team during or immediately following any threatening or dangerous situations for the purposes of recommending next steps and distributing information with appropriate accuracy and speed.

Appendix C: **Cardiac Emergency Response Annex**
All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help.
AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.
Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:
• Racing heart, palpitations, or irregular heartbeat

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

Steps to take in school building, on school grounds, or at athletic events

1. Ensure scene safety

a. Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)

a. Follow 911 emergency dispatcher’s instructions.

b. *Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.

3. CPR by CPR/AED certified school personnel

a. Check for breathing- if none or person gasping begin CPR immediately.

4. Defibrillation by CPR/AED certified school personnel

a. Use an AED to restore the heart to its normal rhythm.

5. EMS assumes lead upon arrival.

• If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.

• Be prepared to download the school’s AED data onto flash drive to provide to EMS to give to the emergency department’s physician.

6. School administration or designee notifies

• parent/guardian or staff member’s emergency contact in accordance with district policy.

7. Document

• In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.

8. Hold a post event debriefing

*Emergency contact numbers for obtaining help:
Number to call for help in **school building:**
Building Principals:
Skoi Yase Jonathan Roberts 315-729-3943
Lafayette Molly Lahr 315-719-1638

WMS Christal Jensen 315- 651-0187
WHS Jim Karcz 315-406-2824

Number to call for help on **school grounds:** Lance McFetridge, Facilities Director, 315-521-5251, Chris Maher, Director of Health, PE & Athletics, 315-569-4383
Number to call to notify if SCA occurs at **offsite location** Shelli Tam, PPS Director, 315-856-0326
Secondary contact number if primary not available Shaun Merrill, Business Administrator, 315-246-1636

Staff Name	Title	Telephone Number	Location	Availability
Christian Maher	Director of Health, PE & Athletics	315-569-4383	WHS, Athletics Office	☐ Before School ☐After School ☐School Day ☐Athletic Events ☐School Events ☐Other
Shelli Tam	Director of Pupil Personnel Services	315-856-0326	District Office	☐ Before School ☐After School ☐School Day ☐Athletic Events ☐School Events ☐Other
Jon Roberts Molly Lahr Christal Kent Jim Karcz	Principal Principal Principal Principal	315-729-3943 315-719-1638 315- 651-0187 315-406-2824	**Skoi Yase** **Lafayette** **Waterloo Middle School** **Waterloo High School**	☐ Before School ☐After School ☐School Day ☐Athletic Events ☐School Events ☐Other

Automated External Defibrillator (AED) Locations
Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:
AED3 Locations:
Lafayette, Gym Hallway, 2nd floor hallway
SY, Gym Hallway, 2nd floor hallway
MS Nurses Hall, Gym Hall, Outside LGI
HS Cafeteria Hall, Aud Hall, Gym Lobby, 2nd Floor Hall
Transportation Main Office
DO Hallway by Bathroom and one under Holly's Desk
Portable AED's: Located in Athletic Director's Office