WILLIAMSVILLE
CENTRAL SCHOOL DISTRICT
Est. 1893

2026-2027




# DISTRICT WIDE
# SAFETY PLAN

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# COMMITTEE MEMBERS

2026 - 2027

**Meaghan Matuszak**
Assistant Superintendent for Finance and Management Services

**Anthony Scanzuso**
Assistant Superintendent for Operations and Student Services

**Keith Langlotz**
Director of Facilities

**Courtney Charleson Smith**
East High School Assistant Principal

**TBD** North High School Assistant Principal

**Andrea Rozansky**
South High School Assistant Principal

**Lori Dabney**
Mill Middle School Assistant Principal

**Nicole Myers**
Dodge Elementary School Principal

**Kristy Giardina**
Maple East Elementary School Assistant Principal

**Natalie Davis**
Heim Elementary School Assistant Principal

**Callie Georger**
Forest Elementary School Assistant Principal

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**MoniqueJackson-Smith**
Maple West Elementary School Assistant Principal

**JulieZiobro**
North High School Assistant Principal

**Rebekah Skinner**
Country Parkway Elementary School Assistant Principal

**Barbara Sanchez**
Casey Middle School Teacher

**Courtney Charleson-Smith**
East High School Assistant Principal

**Kaitlyn Parrino**
Transit Middle School Assistant Principal

**PhilMiller**
AIM

**Andreana Goldsmith**
Transportation Supervisor

**TBD** Board of Education Representative

**TBD** Parent Representative

**Dennis Kwaczala**
Erie 1 BOCES Safety Risk Senior Coordinator

**Kevin Burd**
Erie 1 BOCES Safety Risk Coordinator

**Novica Vukovic**
School Resource Officer

**Sara Aiello**
School Resource Officer

**Grazyna Arnold**
School Resource Officer

# STAFF

**Dr. Darren Brown-Hall**
Superintendent of Schools

**LEADERSHIP TEAM**

**Dr. Marie Balen**
Assistant Superintendent for Instruction

**Moira (Molly) Cooper**
Executive Director of Labor Relations

**Nick Filipowski**
Executive Director of Communications

**Dana Floriano**
Executive Director of Human Resources

**Meaghan Matuszak**
Assistant Superintendent for Finance and Management Services

**Anthony Scanzuso**
Assistant Superintendent for Operations and Student Services

**PRINCIPALS ADVISORY COUNCIL**

**Keith Boardman**
Principal, South High School

**Dr. Salvatore Curella**
Principal, Casey Middle School

**Charlie Smilinich**
Principal, Dodge Elementary School

**Keith Wing**
Principal, Forest Elementary School

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# INTRODUCTION

The Safe Schools Against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. Project SAVE culminates the work of the Task Force on School Violence chaired by Lieutenant Governor Donohue. The Task Force consisted of a broad range of qualified people from all parts of the state including students, parents, teachers, school administrators, law enforcement experts, business leaders, mental health professionals and local elected officials. From its inception in January 1999, the Task Force sought information concerning the best school violence prevention and intervention practices in the state and the nation. Ten public hearings were held throughout the state, providing a rich array of recommendations from local communities about ways to ensure the safety of New York's students. The Task Force's final report, *Safer Schools for the 21st Century*, contained a series of recommendations intended to reduce incidents of violence in schools and strengthen schools' capacities for responding to emergencies that could affect the health and safety of students.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. The revised regulations in Section 155.17 of the Commissioner's Regulations contain the requirements for schools concerning school safety plans. A major component of SAVE is the development of school safety plans at the district and at the school building levels. At the district level, the new *District-Wide School Safety Plan* replaces the current school emergency management plan that is required for all districts. At the school building level, a newly required *School Building Emergency Response Plan* must be prepared for each school building in the state. Together, these plans are intended to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

**SECTION 1000: GENERAL CONSIDERATIONS and PLANNING GUIDELINES**

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## A. PURPOSE 1100

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

## B. DISTRICT-WIDE SAFETY TEAM MEMBERS 1200

The Williamsville Central School District Board has appointed the 2026-27 District-Wide School Safety Team at the District meeting on:
(date) _____. CR155.17(b) (14) The District-Wide School Safety Team includes, but is not limited to representatives of: School Board, Teacher organizations, Administration organizations, Parent organizations, School Safety personnel, Student*, other school personnel including bus drivers and monitors.

*At the discretion of the board of education, a student may be allowed to participate on the district-wide school safety team, provided however, that no portion of a confidential building-level emergency response plan be shared with such student nor shall such student be present where details of a confidential building-level emergency plan or confidential portions of a district-wide emergency response strategy are discussed. CR §155.17(b) (14)

The Williamsville Central School District has created a District-Wide School Safety Team consisting of the following members:

| NAME | BUILDING | POSITION |
|---|---|---|
| Meaghan Matuszak | Administration | Assist Superintendent-Finance and Management Services |
| Anthony Scanzuso | Administration | Assistant Superintendent-Operations and Student Services |
| Keith Langlotz | Administration | Director of Facilities |
| Courtney Charleson-Smith | East HS | Assistant Principal |
| Julie Ziobro or | North HS | Assistant Principal |
| Patrick Smith | North HS | Assistant Principal |
| Andrea Rozansky | South HS | Assistant Principal |
| Barbara Sanchez | Casey MS | Teacher |
| Lindsey Johnson | Heim MS | Assistant Principal |
| Lori Dabney | Mill MS | Assistant Principal |
| Kaitlyn Parrino | Transit MS | Assistant Principal |
| Rebekah Skinner | Country Parkway ES | Assistant Principal |
| Nicole Myers | Dodge ES | Assistant Principal |
| Callie Georger | Forest ES | Assistant Principal |
| Natalie Davis | Heim ES | Assistant Principal |
| Kristy Giardina | Maple East ES | Assistant Principal |
| Monique Jackson-Smith | Maple West ES | Assistant Principal |
| Phil Miller | AIM | Counselor |
| Andreana Goldsmith | Bus Garage | Transportation Supervisor |
| TBD<br>TBD | Board of Education<br>Parent | Board of Education Representative<br>Parent Representative |
| Dennis Kwaczala | Erie 1 BOCES | Safety Risk Senior Coordinator |
| Kevin Burd | Erie 1 BOCES | Safety Risk Coordinator |
| Novica Vukovic | East HS, Transit MS,<br>Maple East ES,<br>Country Parkway ES | School Resource Officer |
| Sara Aiello | North HS, Casey MS, Heim MS,<br>Heim ES, Dodge ES | School Resource Officer |
| Grazyna Arnold | South HS, Mill MS,<br>Maple West ES, Forest ES | School Resource Officer |

## C. CONCEPT OF OPERATIONS 1300

- The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide School Safety Plan guided the development and implementation of individual Building-Level Emergency Response Plans.

- 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 the activation of the School Emergency Response Team, the Superintendent of schools or their designee will be notified and, where appropriate, local emergency officials will be notified.

- Efforts may be supplemented by county and state resources through existing protocols.

## D. PLAN REVIEW AND PUBLIC COMMENT 1400

- This plan will 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.

- The district-wide and building-level plans will be formally adopted by the Board of Education only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

  The district chief emergency officer is:

  _____ the superintendent, or

  ___X_____ superintendent's designee:

  Name: _____Anthony Scanzuso_____

  Title: Assistant Superintendent for Operations and Student Services

  Telephone Number: 716.626.8061

  Email: anscanz@williamsvillek12.org

- The district-wide school safety team conducted annual review and updates to the District-Wide School Safety Plan on:

  (date)_____May 13, 2026_____

  CR §155.17(a)

- The district-wide school safety plan was made available for public comment at least thirty days prior to its adoption by the Board of Education. The 30-day public comment period began on: (date) July 2, 2026 and end on August 7, 2026 CR §155.17(c)(3)

- At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan. Date of public hearing: August 11, 2026 CR 155.17(c)(3)

- While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans are confidential and will 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 District-Wide School Safety Plan and any amendments will be posted on the District's website within 30 days of adoption but no later than October 15 of each year. Building-Level Emergency Response Plans will be provided to local, State Police and local Fire Service within 30 days of adoption but no later than October 15 of each year.

- Building-Level Emergency Response Plans will be provided to local, State Police and local Fire Service withing 30 days of adoption but no later than October 15 of each year.

- The district-wide school safety plan must be posted on the district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption and no later than October 1. CR §155.17(c)(3)

  The date the district-wide school safety plan was posted on district website:

  _____

  URL of district-wide school safety plan on district website: _____

  URL was verified/checked to be sure the link is working_____

## SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

A. School Safety Audit Checklist and Identification of Potential Emergencies


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E. Procedures for Annual Multi-Hazard Training for Staff and Students:

- Procedures for annual training staff and students ..... 2500

F. Procedures for the Review and Conduct of Drills and Other Exercises to Test the Components:

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials ..... 2600

## A. Identification of Sites of Potential Emergency

The following School Safety Audit Check List will be used annually by the individual building Safety Committee to assess safety and security strengths and weaknesses in each Williamsville Central School District school.

In addition, Williamsville Central School District buildings have received CSTAG Behavioral Threat Assessment training as another means of identifying potential emergencies. Implementing effective behavioral threat assessment protocols in schools is paramount to ensuring the safety and well-being of students, staff, and the entire school community. Threat assessment is not only about identifying potential threats, but also about preventing violence and promoting a supportive environment where individuals feel safe to report concerns.

**SCHOOL SAFETY AUDIT CHECKLIST** **DATE: _____**

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of buildings and Grounds. An element may be in place (check Yes) but at a minimal level (check improve). If the element is missing, check No if the school plans to implement this missing criteria or function,check implement.

| Yes | Improve | No | Implement | Safety and Security of Buildings and Grounds |
|---|---|---|---|---|
| | | | | ***School Exterior and Play Areas***<br>School grounds are fenced. If yes, approximate height_____. |
| | | | | Gates are secured by good padlock and chains after hours. |
| | | | | ***Signage***:<br>Drug-free zone signs are posted. |
| | | | | Bus loading and drop-off zones are clearly defined. |
| | | | | Parent drop-off and pick-up area is clearly defined. |
| | | | | There is only one clearly marked and designated entrance for visitors. |
| | | | | Signs are posted for visitors to report to main office through a designated entrance. |
| | | | | "Restricted" areas are properly identified. |
| | | | | ***Landscaping***<br>Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule.) |
| | | | | All poisonous shrubs, trees and foliage have been removed. |
| | | | | Boundary edges are free from trees and telephone poles. |
| | | | | ***School Bus Zone:***<br>Access to bus loading area is restricted to other vehicles during loading/unloading. |
| | | | | Staff are assigned to bus loading drop off areas. |
| | | | | ***Lighting***<br>There is adequate lighting around the building |
| | | | | Lighting is provided at entrances and other points of possible intrusion. |
| | | | | Accessible lenses are protected by some unbreakable material. |
| | | | | Directional lights are aimed at the building |
| | | | | Exterior light fixtures are securely mounted. |
| | | | | |

**SCHOOL SAFETY AUDIT CHECKLIST** **DATE: _____**

| Yes | Improve | No | Implement | Safety and Security of Buildings and Grounds |
|---|---|---|---|---|
| | | | | ***School Exterior and Play Areas***<br>***Windows and Doors***<br>Entrances to school property can e observed from the school and are adequatelysecured after hours |
| | | | | If campus style, doors are locked when classrooms are vacant |
| | | | | Ground floor windows: no broken panes and locking hardware in working order |
| | | | | Basement windows are protected with grill or well cover. |
| | | | | Outside hardware has been removed from all doors except at point of entry. |
| | | | | ***Play Areas***<br>Play areas are fenced |
| | | | | Good visual surveillance of play equipment is possible |
| | | | | Vehicular access to play areas is restricted |
| | | | | ***Vehicular and bicycle parking***<br>Visual surveillance of bicycle racks is possible |
| | | | | Visual surveillance of parking lots from main office is possible |
| | | | | Driver education vehicles are secure |
| | | | | Students are issued parking stickers for assigned parking areas |
| | | | | Student access to parking area is restricted to arrival and dismissal times |
| | | | | Parking area has been designated for students who must leave school during regular hours to begin work |
| | | | | ***Security***<br>All areas of school buildings & grounds are accessible to patrolling security vehicles |
| | | | | There is a central alarm system in the school. If yes, describe: |
| | | | | High-risk areas (office, cafeteria, computer room, music room, shops, labs are protectedby high security locks and an alarm system |
| | | | | Unused areas of the school can be closed off during after school activities |

**SCHOOL SAFETY AUDIT CHECKLIST** **DATE: _____**

| Yes | Improve | No | Implement | Safety and Security of Buildings and Grounds |
|---|---|---|---|---|
| | | | | ***School Exterior and Play AreasSecurity***<br>All areas of school buildings & grounds are accessible to patrolling security vehicles |
| | | | | There is a central alarm system in the school. If yes, describe: |
| | | | | High-risk areas (office, cafeteria, computer room, music room, shops, labs are protectedby high security locks and an alarm system |
| | | | | Unused areas of the school can be closed off during after school activities |
| | | | | There is two-way communication between:<br>_____ Classroom and main office<br>_____ Duty stations and main office<br>_____ Re-locatable classrooms and main office |
| | | | | Students are restricted from loitering in corridors, hallways, stairwells & restrooms |
| | | | | Students are issued identification badges |
| | | | | There are written regulations restricting student access to school grounds & buildings |
| | | | | There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, portable classrooms |
| | | | | The school ground is free from graffiti, trash and/or debris |

**SCHOOL SAFETY AUDIT CHECKLIST** **DATE: _____**

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of buildings and Grounds. An element may be in place (check Yes) but at a minimal level (check improve). If the element is missing, check No if the school plans to implement this missing criteria or function,check implement.

| Yes | Improve | No | Implement | Safety and Security of Buildings and Grounds |
|---|---|---|---|---|
| | | | | ***School Interior***<br>The entrance lobby is visible from the main office |
| | | | | Visitors are required to sign in |
| | | | | Proper identification is required of vendors, repairmen, etc. |
| | | | | Visitors are issued ID cards or badges |
| | | | | Full and part-time staff, including bus drivers, are issued ID cards or other identification |
| | | | | Friends, relatives or non-custodial parents are required to have written permission to pickup a student from school |
| | | | | Students are required to have written permission to leave school during school hours |
| | | | | ***Lighting***<br>The hallways are properly lighted |
| | | | | Bathrooms are properly lighted |
| | | | | Bathrooms are supervised by staff |
| | | | | Stairwells are properly lighted |
| | | | | Switches and controls are properly located and protected |
| | | | | Access to electrical panels is restricted |
| | | | | The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored |
| | | | | ***Doors***<br>Faculty members are required to lock classrooms upon leaving |
| | | | | Multiple entries to the building are controlled and supervised |
| | | | | Doors accessing internal courtyards are securely locked |
| | | | | Mechanical rooms and other hazardous storage areas are kept locked |
| | | | | The school maintains a record of all maintenance on doors, windows, lockers or other areas of the school |
| | | | | ***Signage***<br>Exit signs are clearly visible and pointing in the correct direction |

**SCHOOL SAFETY AUDIT CHECKLIST** **DATE: _____**

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of buildings and Grounds. An element may be in place (check Yes) but at a minimal level (check improve). If the element is missing, check No if the school plans to implement this missing criteria or function, check implement.

| Yes | Improve | No | Implement | Safety and Security of Buildings and Grounds |
|---|---|---|---|---|
| | | | | ***Miscellaneous***<br>Does vandalism take place? If yes, check all areas that apply:<br>[ ] Classrooms [ ] Locker rooms<br>[ ] Hallways [ ] Play areas<br>[ ] Bathrooms [ ] Other _____ |
| | | | | Vandalism takes place during: (check all that apply):<br>[ ] Before School [ ] During School hours<br>[ ] After School [ ] Weekends<br>[ ] Other _____ |
| | | | | Do assault and battery incidents take place? If yes, check all areas that apply:<br>[ ] Classrooms [ ] Locker rooms<br>[ ] Hallways [ ] Play areas<br>[ ] Bathrooms [ ] Other _____ |
| | | | | During what periods of the day do assault and battery incidents happen?[ ] Before School [ ] Change of class<br>[ ] After School [ ] Lunch period<br>[ ] Other _____ |

# WILLIAMSVILLE CENTRAL SCHOOL DISTRICT GUIDELINES

When developing a specific list of potential sites for emergencies, *at the building level*, there are many variables that could serve as a catalyst or provide the environment for an emergency to take place at that site. Sites that have these variables or environment have been considered in the following list:

## *ON-SITE*

- various chemical storage areas
- welding/hot work area
- indoor vehicle transportation areas
- compressed gas storage areas
- paint spray booths
- areas of student congregation
- student/teacher/administrator conference area
- swimming pool filter area
- athletic fields
- playground areas

## *OFF-SITE*

- major highways (chemical transport)
- airport (flight path)
- railroad
- certain industrial sites (refineries, etc)
- creeks

This list WILL be used as a guideline to help assist in the development of the building level site of potential emergencies. It may not be all-inclusive.

## SITES OF POTENTIAL EMERGENCIES IDENTIFIED IN THE WILLIAMSVILLE CENTRAL SCHOOL DISTRICT

# LOCATIONS

***OFF-SITE***

| BUILDING | SITE | MATERIAL |
|---|---|---|
| | | |
| | | |
| | | |

***ON-SITE***

| BUILDING | SITE | MATERIAL |
|---|---|---|
| | | |
| | | |
| | | |

## B. PLANS FOR ACTIONS IN RESPONSE TO AN EMERGENCY WHERE APPROPRIATE

### WILLIAMSVILLE CENTRAL SCHOOL DISTRICT HAS PLANS IN PLACE FOR TAKING ACTIONS IN RESPONSE TO ALL EMERGENCIES WHERE APPROPRIATE

### EMERGENCY CLOSINGS 2205

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof will be made using the district's rapid notification system, social media channels, and broadcast media.

When school is closed, all related activities, including athletic events and student activities, will be suspended for that day and evening.

The attendance of personnel will be governed by their respective contracts.

STATION

WBEN WKSE WTSS
WNED-AM
WKBW-TV – CH. 7
WGRZ-TV – CH. 2
WIVB-TV – CH. 4
Spectrum Cable News

The following communication platforms will be utilized by the District to ensure students, parents or legal guardians, staff, and community member remain informed:

- WITSMail
- eAlerts
  - E-mail
  - Text Messages
  - Robocalls
- Social Media
  - Twitter (@WCSD_K12)
  - Facebook (@WCSDK12)

**Emergency Alerts (eAlerts)**

The District's Emergency Alert (eAlert) notifications (e-mail, text messages, robocalls are used to communicate with students, parents or legal guardians of students, staff, and school community. Stakeholders can subscribe to receive eAlerts on the District's website at: https://www.williamsvillek12.org/e-alerts/index.php

Along with receiving updates from the Williamsville Central School District, stakeholder subscribers can also receive updates and information at the building level by selecting their respective school. As a subscription service, stakeholders also have the ability to opt-out of receiving notifications at any time.

# EARLY DISMISSAL RECOMMENDATIONS 2210

In the event of an imminent emergency that requires specific **EARLY DISMISSAL** procedures, they are as follows:

The EARLY DISMISSAL procedure will be implemented when a situation such as heavy snow warning, etc. is imminent. This would occur at any time of the day after the students are on their way to school, or while school is in session. The district order would be given by the Superintendent or Superintendent's designee.

1. Contact the district's transportation department to provide for go home procedure.
   a. Teachers and students return to homeroom.
   b. Attendance of all students should be taken by teachers.
   c. Names of students not accounted for should be referred to office.
   d. Teachers and students should remain in place until directions for dismissal are given.
   e. Good conduct and discipline standards are to be enforced.
   f. Special considerations should be given to:
      1. Individuals with disabilities – contact transporting agency
      2. Student drivers dismissed to go home if situation permits
      3. Day care students – notify parents to pick up student(s)

2. Information for reason of early dismissal may be shared with teachers and students as deemed necessary.

3. Information:
   a. Explanation of situation
   b. What is being done
   c. Anticipation of length of time

4. Communication with parents or media as necessary.

# EVACUATION / EVACUATE RECOMMENDATIONS 2215

In the event of an imminent emergency that requires specific **EVACUATION / EVACUATE** procedures, they are as follows:

1. The central office, emergency coordinator or building administrator, upon realization or notification from a public official (fire chief, police officer, local or county disaster official), of a natural or man-made disaster will notify one another of the impending emergency and inform each other of the current situation.

2. Contact with local fire or police will be made by the building administrator.

3. The building administrator will inform their staff of the decision to evacuate and where the building population will be evacuated to.

   These Items will be considered in the event of an evacuation:
   a. Total accountability of students and staff

b. Individuals with disabilities
c. Transportation – District
d. Time of travel and length of stay – temporary
e. Notification of parents/guardians
f. If short term sheltering is necessary, notify the site(s) the occupants will be taken to.

NOTE: Standard fire evacuation procedures will be used.

4. Building office staff will secure pertinent resource information such as emergency cards, computer data disks with student information, etc. Teachers will carry plan book or class registers.

5. Transportation needs.

6. Students will prepare for evacuation **AS TIME PERMITS**
   a. Coats, lunches, books
   b. Consideration to walkers and students with cars

# SHELTER IN PLACE / SHELTER 2220

## Shelter in Place/Shelter

## Purpose

A Shelter-in-Place/Shelter are courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard or without windows, or to a weather shelter (such as in the event of a tornado).

## Actions

### Initiate Shelter-in-Place/Shelter

- **Shelter-in-Place/Shelter** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, CARDS or COLORS)**

### Instructions

- Use clear, concise language to provide direction to the school based on the situation.
- If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency), they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students in temporary classrooms or outside of the main building for any reason should be instructed to move into the main school building.
- If the situation is not a threat to the exterior of the building, student's in-between classes or outside of their classroom for other reasons should be instructed to return to their class.

**Additional Considerations for Shelter-In-Place/Shelter**

The Building Level Safety Team should consider the following when reviewing the current plan or developing new policies and procedures. This is not an exhaustive list. Please add necessary actions appropriate for your response.

Procedures for the following should be included:

- Turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate.
- Prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc. Activate Annex (es) appropriate to respond to the situation.

Notify all concerned parties when the Shelter-in-Place/Shelter is lifted.

**2222**

# HOLD-IN-PLACE / HOLD

**Hold in Place/Hold**

## Purpose

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

## Actions

**Initiate Hold-in-Place/hHold**

- **Hold-in-Place/Hold** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed.
  **(DO NOT USE CODES, COLORS OR CARDS)**

**Instructions**

- Use clear, concise language to provide direction to the school based on the situation.

**Execute Hold-in-Place/Hold**

- Students in hallways, bathrooms or other common areas will return to their classroom. If the Hold-in-Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.

All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.

# LOCKDOWN 2225

Secure students and staff inside locked classrooms during incidents that pose an immediate threat of violence in or around school. In the event of an imminent emergency that requires specific **LOCKDOWN** procedures, they are as follows:

The lockdown procedures will be implemented when the building administrator has become aware of a situation in which students and staff should be kept in locked rooms within the school building. These procedures may be implemented as a result of an intruder in the building, hostage situation or a biological threat. Lockdown may be activated at any time of the day and will affect the entire building.

**Lockdown-Procedures:**

- **Lockdown** will be announced by intercom, public address system, or otherwise. Do not use codes. **Call 911 and report your situation. Consider a lockout for adjacent school buildings as well.**
- **Immediately** gather students from hall ways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- **Lock** Classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- **Do Not** cover window.
- **Leave** the window blinds and lights as they are.
- **Document and Attend** to any injuries as well as possible.
- **No One** should be allowed to enter or leave a classroom or office under any circumstances.
- **Do not answer or communicate through your locked door.**
- **Do not allow anyone into your 'secured 'area.**
- **Do not answer a classroom telephone.**
- **Do not respond to a Fire Alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.**
- **Do Not** talk within your secured area, except only as absolutely necessary.
- **Do Not** respond to the intercom, public address system, or other announcements**.**
- **Take Attendance –** include additions. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown.
- **Silence** all cell phones.
- **Lockdown will end ONLY when you are physically released from your room by emergency responders or other authority.**

**NOTE: The district has a specific Lockdown Plan per building.**

# SECURE LOCKOUT 2226

A “Secure Lockout” is the response to an actual or potential threat from outside the school building. An example of such a threat might be an escaped fugitive, custodial interference, or a disgruntled employee or spouse. Where the situation warrants, the school faculty, staff, and students are aware of – but not disrupted by such a response being activated. Consequently, the school day continues as normal except for the termination of all outside activities. In some cases, the details of a lockout do not need to be shared with the students to protect the identity of the individuals involved and minimize disruption to the school.

**Secure Lockout Objectives**

- To keep any threat of violence or dangerous incident out of the school building.
- To promote minimal disruption to the education process when there is a potential or actual incident outside the school building.

**Secure Lockout Procedures:**

- Secure Lockout will be announced by intercom, public address system, or otherwise. Use plain language to announce the lockout.
- If a school is in lockout because they were notified by police of a local situation, there is no need to call to advise police of the lockout. However, the school should keep the police advised of any change in status to your building.
- If the school is initiating the lockout due to a situation or potential incident discovered at the school, they should advise police of your lockout and what you may be anticipating.
- Lock all exterior doors and windows.
- All outside activities are terminated.
- Entry to the building is gained only on a one-on-one basis, and only through a locked and monitored door.
- Classes otherwise continue as normal.
- Secure Lockout is lifted when the external threat is resolved. Notification of such resolution may be through any means appropriate for the respective building.

**NOTE: The district has a specific SECURE LOCKOUT Plan per building.**

## EACH WILLIAMSVILLE SCHOOL, IF EVACUATION IS NECESSARY, WILL IDENTIFY THE SITES TO BE USED:

***OFF-CAMPUS***

| EVACUATING SITE | # STUDENTS/STAFF | RECEIVING SITE | # THAT CAN BE SHELTERED |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## IN THE EVENT THAT SHELTERING ON-CAMPUS IS NECESSARY, THE FOLLOWING SITES WILL BE USED:

| EVACUATING SITE | RECEIVING SITE |
|---|---|
| | |
| | |
| | |

# WILLIAMSVILLE CENTRAL SCHOOL DISTRICT FACILITIES AGREEMENTS

## STATEMENT

Williamsville Central School District has adopted agreements with state, county, and other agencies as appropriate for the use of school district building facilities and vehicles during a period of natural or man-made disaster, Facility Agreements with local public and private agencies for use of their facilities on a short term basis to house staff and students have been arranged.

Arrangements for school building facilities to be used as disaster shelters are coordinated through the Greater Buffalo Chapter, American Red Cross, Amherst Department of EmergencyServices. These shelter agreements authorize their use of the building facilities for any naturalor man-made disaster. The use of the building facilities is not restricted to only school district staff and students, but for any group as the need and location arises.

Notification of facility use will be made by:

1. School requesting the Red Cross to provide sheltering facilities as dictated by the emergency.

2. Local, county or state agency requested the Red Cross to provide sheltering facilities as dictated by the emergency.

The Red Cross will staff the shelter and will supply materials and food as needed. If school district supplies are drawn upon during the time of the disaster, or if the building becomes damaged as a result of use or misuse, then the Red Cross will reimburse the school district.

The Agreement Memorandum with the American Red Cross is on file in the Office of the Assistant Superintendent for Finance and Management Services.

# Williamsville Central School District

## AGREEMENT

As a response to a natural or man-made disaster,

_____
Facility Name Hereby

agrees that its facilities located at:

_____

_____

may be used as a temporary shelter of students attending one or more schools belonging to the Williamsville Central School District.

In consideration for the granting of such permission, the Williamsville Central School District agrees that the following conditions will prevail:

a. Notification will be given prior to student arrival.
b. Students will be supervised by district personnel.
c. Transportation will be notified to pick up students as soon as possible at your location.

_____ _____
Signature Date

_____
Title

**The identification of District resources which may be available for use during an emergency, including the identification of personnel and other resources:**

## WILLIAMSVILLE CENTRAL SCHOOL DISTRICT ENROLLMENT/STAFF FOR 2026-2027

| SCHOOL | GRADES | # STUDENTS | # ADMIN. | #TCHR/ STAFF/CUST |
|---|---|---|---|---|
| Country Parkway ES | | | | |
| Dodge ES | | | | |
| Forest ES | | | | |
| Heim ES | | | | |
| Maple East ES | | | | |
| Maple West ES | | | | |
| Casey MS | | | | |
| Heim MS | | | | |
| Mill MS | | | | |
| Transit MS | | | | |
| East HS | | | | |
| North HS | | | | |
| South HS | | | | |

# OTHER SCHOOL DISTRICT PERSONNEL



| TITLE | NAME | WORK |
|---|---|---|
| *Superintendent:* | Dr. Darren Brown-Hall | 716-626-8005 |
| *President, Board of Education:* | Maureen Poulin | |
| *Assistant Superintendent(s):* | Anthony Scanzuso<br>Meaghan Matuszak<br>Dr. Marie Balen | 716-626-8061<br>716-626-8012<br>716-626-8030 |
| *Executive Director Human Resources* | Dana Floriano | 716-626-8051 |
| *Vice President, Board of Education* | Michael Buscaglia | |
| *Director of Facilities:* | Keith Langlotz | 716-626-8869 |
| *AHERA Designee:* | Keith Langlotz | 716-626-8869 |
| *Principal(s)/Bldg.:* | Keith Boardman, South HS<br>Andrew Bowen, North HS<br>Jason Swenson, East HS<br>Dr. Daniel Walh, Transit MS<br>Chris McDuffie, Mill MS<br>Adam Buffomante, Heim MS<br>Dr. Salvatore Curella, Casey MS<br>Kate Wendling, Maple West ES<br>Dr. William Bohen, Maple East ES<br>Claire Licata-Michael, Heim ES<br>Keith Wing, Forest ES<br>Charles Smilinich, Dodge ES<br>Nathaniel Barnes, Country Parkway ES | 716-626-8281<br>716-626-8505<br>716-626-8404<br>716-626-8701<br>716-626-8329<br>716-626-8628<br>716-626-8567<br>716-626-8843<br>716-626-8801<br>716-626-8697<br>716-626-9803<br>716-626-9821<br>716-626-9877 |

# OTHER SCHOOL DISTRICT PERSONNEL



| TITLE | NAME | WORK |
|---|---|---|
| *Head Custodian(s):* | Cooper Marean, South HS<br>Marc Rosenberg, North HS<br>Paul Tomasello, East HS<br>Don Brenner, Transit MS<br>Aaron Costa, Mill MS<br>TBD, Heim MS<br>TBD, Casey MS<br>Robert Thompson, Maple West ES<br>Tim Price, Maple East ES<br>Rich Chojnacki, Heim ES<br>Brian Sullivan, Forest ES<br>Dan Steck, Dodge ES<br>TBD, Country Parkway ES | 716-626-8209<br>716-626-8527<br>716-626-8409<br>716-626-8725<br>716-626-8321<br>716-626-8607<br>716-626-8595<br>716-626-8848<br>716-626-8816<br>716-626-8685<br>716-626-9812<br>716-626-9835<br>716-626-9869 |
| *Transportation Supervisor:* | Andreana Goldsmith | 716-626-8397 |
| *School Nurse(s)*<br><br>Private Schools | Sandy Pennella, South HS<br>Elena Vertino, North HS<br>Jackie Sardina, East HS<br>Krista Witkop, Transit MS<br>TBA, Mill MS<br>Emily Jerge, Heim MS<br>Suzanne Askey, Casey MS<br>Michele Hillebrand, Maple West ES<br>Joelle McCormack, Maple East ES<br>Lynn Kevekordes, Heim ES<br>Megan O'Neil, Forest ES<br>Wendy Ayers, Dodge ES<br>Maureen Holme, Country Parkway ES<br>Susan Kromer, St. Gregory's (HS)<br>Kristen O'Sullivan, Non Pub Float (Cell) | 716-626-8222<br>716-626-8525<br>716-626-8427<br>716-626-8762<br>716-626-8333<br>716-626-8605<br>716-626-8580<br>716-626-8850<br>716-626-8810<br>716-626-8639<br>716-626-9805<br>716-626-9830<br>716-626-9870<br>716-688-5462<br>716-572-9292 |

Qualified Medical Personnel are available in all Buildings

# WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
# COMMUNICATION PROCEDURES

## ***Within Buildings***

1. Use of the public address system by an administrator or their delegate to provide information and/or direction to staff and students.
2. If unable to use electricity or public address system failure:
   a. If there is NO time problem, an administrator or designee may walk through the building and inform faculty, staff and students of information and directions.
   b. Use of a personnel delegate to communicate messages from chief administrator in charge to each floor and wing of the building. There should be as few persons as possible responsible to carry messages by word-of-mouth, as the more people used, the greater the chance of students and staff receiving information.
   c. The use of strategically located portable 2-way radios/cellular phones may be used throughout the building to help speed communications and relay information using fewer persons.
   d. Communications may be made easier if students were collected in a centralized location (auditorium, gymnasium, etc.) rather than individual classrooms.

**NOTE: In case of electrical system failure, public telephones may still be operational.**

## ***Between Buildings***

1. Public Telephone – use a designated extension or private line may be kept clear for emergency information between building administrators or their delegates.
2. Portable 2-way radios may be used for communication if buildings are within range of each other. Cellular phones are another option.
3. Better 2-way radio communication may be made by use of a school bus or other school district vehicle operating on the same frequency.

COMMUNICATIONS EXPECTATIONS*:*

1. Each school will have at least two dependable portable radios/cellular phones which have a battery back-up system with extra batteries that may be used in an emergency.
2. Each school will have at least one dependable scanner which can be programmed to emergency information frequencies (weather, police, fire). This scanner should have a battery back-up system with extra batteries.
3. Each school district will have access to a minimum of two (2) cellular phones.

# COMMUNICATION SPECIFICS – in each Williamsville school this will be reviewed annually and the following information documented:

**BUILDING**: _____

***MAIN SWITCHBOARD*** Yes _____ No_____

*If yes:*

1) Is it functional to all rooms? Yes _____ No _____

2) Comments

_____
_____
_____
_____

***P.A. SYSTEM*** Yes _____ No_____

*If yes:*

1) Is it functional to all rooms? Yes _____ No _____

2) Is it functional outside? Yes_____ No _____

***TELEPHONE SYSTEM*** Yes _____ No _____

*If yes:*

1) Number of Lines: _____

2) Published Non-Published

_____ _____
_____ _____
_____ _____

3) Does each classroom have a telephone: Yes _____ No _____

4) Each classroom telephone can be used to make the following calls:

Internal _____ Outside _____ N/A _____

5) Are telephones operational in the event of a loss of electrical power? Yes _____ No _____

6) If no, list which telephones ARE operational:

_____
_____

***CELLULAR PHONES***

1) How many district owned cellular phones are available in this building? _____

2) List the individuals in possession of these phones with numbers:

_____
_____
_____
_____
_____

***TWO-WAY RADIOS***

1) Are two-way radios available in this building? Yes _____ No _____

2) If yes, how many? _____
Location(s):

_____
_____
_____

3) What individuals are trained to use them?

_____
_____
_____
_____
_____

***BULL HORNS***

1) How many are available in this building? _____

2) Where are they located?

_____
_____
_____
_____
_____

## ***MESSENGER SYSTEM***

1) In the event of loss of power and time Is not essential, is there a messenger system in place to communicate with all occupants? Yes _____ No _____

2) If yes, list responsibilities

_____
_____
_____
_____

## ***COMPUTERS***

1) Does each classroom have a desktop or laptop to receive email? Yes _____ No _____

2) Can email be sent to all district staff at one time? Yes _____ No _____

## ***PAGERS***

1) Are pagers available? Yes _____ No _____

2) How many? _____

3) List the individuals in possession of pagers and numbers:

| ***Individual*** | ***Pager #*** |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4) Are they digital only? Yes_____ No _____

5) Can they receive a message? Yes_____ No _____

# TRANSPORTATION RESOURCES

***Buses***

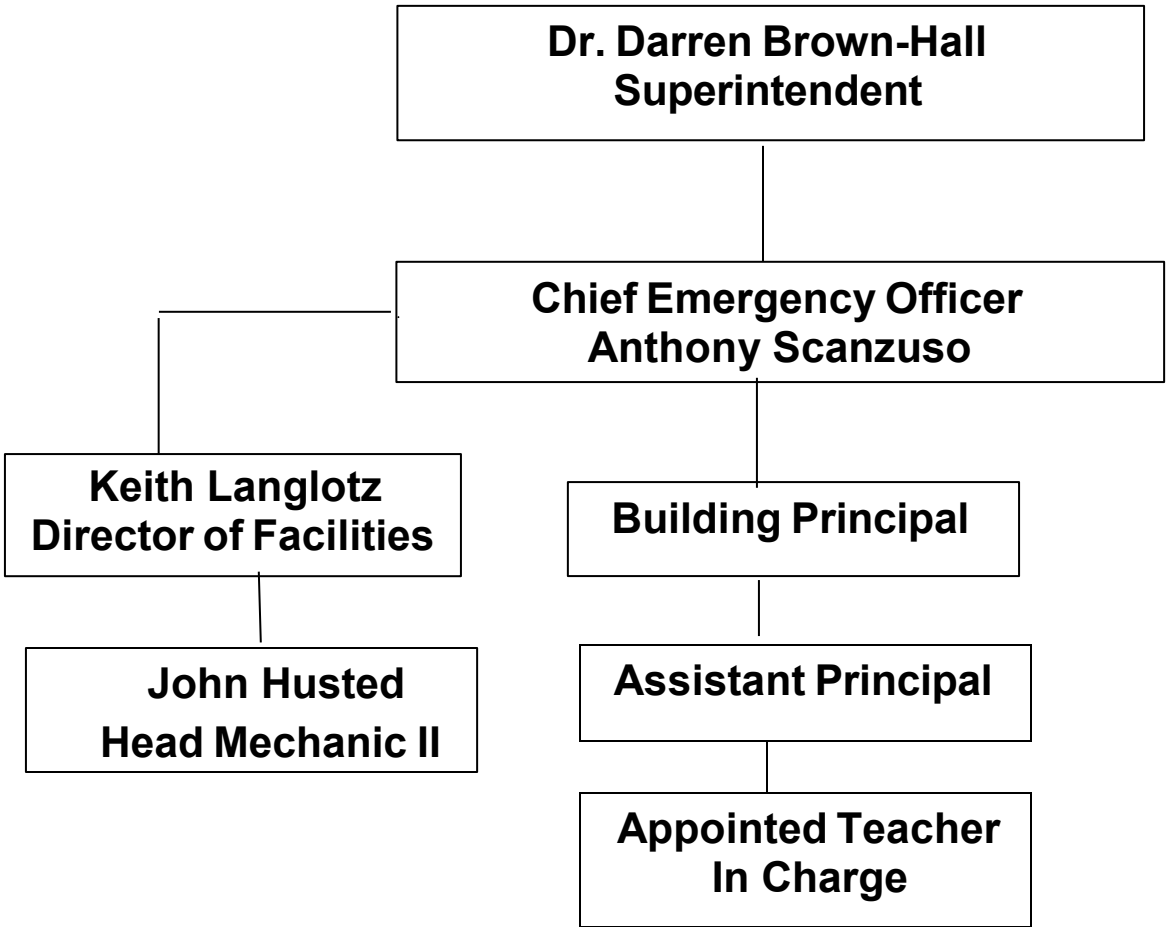
Bus Inventory Available at

Transportation

# VEHICLE INVENTORY

Vehicle Inventory Available at District Facilities

## CHAIN OF COMMAND



**VARIATIONS OF EMERGENCIES AND CHAIN OF COMMAND**

There are three variations of emergencies which may present themselves in the Williamsville Central School District:

1. Emergency situation within the school district is managed by the Superintendent, unless authority is shifted to the District Emergency Coordinator.
   In this situation, the Superintendent or Emergency Coordinator is in control, and makes their own decisions to remediate the situation.

2. Emergency incident within the school district which requires the assistance of an outside agency.
   When the Fire Department is called by the school district, then the fire chief or ranking officer is in charge. The school district planning committee should then act as a resource and coordinating agency within the school district.
   When a law enforcement agency is called by the school district, the building administrator remains in charge. However, the law enforcement agency's recommendations should be fully complied with.

3. Emergency incident at local, county, state or national level where notification of the school district of the emergency is done from outside sources or in response to a criminal act occurring in school.
   In the event of a large scale emergency, the outside coordinating agency or police will be in charge and again the school district emergency coordinator and planning committee will act as a resource and coordinating agency within the school district.

**2402**

# SCHOOL DISTRICT EMERGENCY COMMAND/RESOURCE CENTER

*Primary Location:*

*Alternate Location:*

# DUTIES OF DISTRICT-WIDE INCIDENT COMMAND AND OPERATIONS STAFF

| | |
|---|---|
| **Incident Commander (IC)** *(Superintendent)* | Develop Incident Action Plan (IAP). Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction. |
| **Deputy Incident Commander** * *(Superintendent Designee)* | Supports the Incident Commander in any capacity needed. For long term or large scale incidents, may act as Incident Commander during break periods/ rest periods. |
| **Public Information Officer (PIO**) *(Superintendent/Designee)* | Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency services and public information officer at press briefings. **ALL** media contact will be through this individual. |
| **Liaison Officer** *(Supt. of Buildings & Grounds/ Director of Facilities, Building Principal)* | Will be the agency representative with outside agencies responding to the emergency event. Keeps Incident Commander informed of situation status. |
| **Operations Officer** *(Building Principal, Supt. of Buildings & Grounds/Director of Facilities)* | Develops tactical organization and directs all resources to carry out the Incident Action Plan (IAP). |
| **Logistics Officer** *Supt. of Buildings & Grounds/ Director of Facilities, Building Principal)* | Provides resources and all other services needed to support the incident. |
| **Planning Officer** | Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources. |
| **Finance/Administration** *(Business Official)* | Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event. |

***Likely To Be Chief Emergency Officer**

# BUILDING LEVEL RESPONSE TEAM ROLES DEFINED 2406

| | |
|---|---|
| **Primary Operations Administrator** | Building Principal/Designee |
| **Communications Liaison** | Send and receive messages to and from outside personnel as needed by principal and other listed coordinators. |
| **Emergency Services Liaison** | Meet and coordinate first aid and other medical services. |
| **Evacuation Site Coordinator** | Sending site coordinator who will prepare to release the students to the new location and oversee the operations on this site until the main site is closed down and the Primary Operations Administrator arrives at the alternate site location. |
| **Parent/Guardian Liaison** | Handles all communications with parents and oversee the release of students after all attendance procedures are completed at the alternate site. |
| **Site Management Attendance Coordinator** | Assists in the attendance accounting for all students and adults at the alternate site before the release of any students. He/she will be assisted by the attendance personnel when they arrive from the primary site. |
| **Transportation Coordinator(s)** | Will receive and direct the buses when they enter the primary site to remove the students to the alternate site. The bus numbers and designations will be communicated to the primary site office or its alternate location for announcement to the teachers for dismissal and loading. |
| **Mechanical Services Liaison** | Assists the emergency services personnel locate key information and gain access to all parts of the primary site. He/she will secure the site after all intended personnel are relocated off the primary site. |
| **Off-Site Emergency Coordinator(s)** | Arrive at the alternate site before the arrival of the students and prepare the site for their arrival. Identify key areas which need to be opened and made ready. Make provisions for the other key personnel who will assist in the accounting and communication duties required to care for and later release the students to their parents. They will remain in charge of the alternate site until the arrival of the Primary Operations Administrator or the Evacuation Site Coordinator at which time they will support these personnel in their duties. |
| **Other Personnel** | Will assist in the accounting process and maintenance of order. |

**PUBLIC INFORMATION/MEDIA NOTIFICATION PLAN**

As media personnel arrive to cover a story, they will be directed to a media staging/reception area and will not be allowed to interview students without expressed permission.

## Media Site Selection

Several factors will be considered when selecting a site to which the media can go and from which information will be dispensed:

| | |
|---|---|
| Physical Space: | Select a room or area that will accommodate a media conference attended by several news agencies and school support staff. |
| Containment: | Ensure the site does not permit access by the media to the Command Post or student population. |
| Necessary Accommodations: | Choose a location that permits direct access to rest rooms and telephones and has sufficient electrical outlets and space for equipment. |

## Dissemination of Information

The Superintendent of Schools, or designee, will act as the Public Information Officer (P.I.O.) or Media Coordinator to work with the media during a crisis. The individual assigned this duty assumes responsibility for organizing the details.

During the crisis the Public Information Officer, P.I.O/Media Coordinator should greet reporters, direct them to the media staging area where they will be provided a news conference or press release.

# Communication Procedures

The School District Superintendent will assign the P.I.O. or Media Coordinator for the district.

If there is a police or emergency service presence, release of information will be coordinated with the information officers from those agencies.

The P.I.O. for police, emergency services, and the school district will act as liaison to the media and coordinate press conferences and media deadlines.

Confidentiality and privacy issues regarding the identity of juveniles, staff members, and their involvement in a particular situation will be monitored very closely to prevent unauthorized disclosure of information.

The school district, police, and emergency services have an obligation to keep the media aware of significant developments as long as the investigation, actions, and/or locations are not compromised or parents/spouses are not unnecessarily alarmed.

Announcing to the media that only one person will be releasing information will prevent attempts to obtain information by circumventing the authorized channels.

If an arrest results from the situation, the police agency will coordinate this announcement through the school district spokesman and school Superintendent so necessary steps can be taken by the school to prepare the faculty, students, and parents.

**P.I.O. Responsibilities**

Ensure all media inquiries are routed to one person or office.

Prepare an official statement about the crisis and action being taken. Include information to answer the basic who, what, when, where, why, and how questions.

Will not reveal names of students or employees involved in the incident, without prior approval from the responding police, emergency services, and the school’s legal department.

When responding to the media, your prepared official statement is your guide.

Distribute the prepared statements to teachers, staff, and students, and ensure that they are given accurate and consistent information.

## P.I.O. Guidelines

Be brief.

Avoid providing superfluous information or using professional jargon.

Do not appear to be concerned mainly about the schools reputation.

Anticipate questions, especially on potentially controversial issues.

Keep calm. Show sensitivity to the seriousness of the matter, but do not overreact.

Answer one question at a time and answer only the question that is asked.

Do not treat anything as “off the record.”

As official spokesperson, do not hesitate to say, “I don’t know” or “I will have to get back to you.”

Do not reply “no comment.” This infers that information is being withheld.

Ignore abrasive comments made by reporters and maintain a professional attitude.

Provide updates to the media as events unfold, even after the initial crisis is handled.

Remember to follow up when information is available; bear in mind that the public has a right to know and understand what has happened.

# E. PROCEDURES FOR ANNUAL MULTI-HAZARD SCHOOL TRAINING FOR STAFF AND STUDENTS

The Williamsville Central School District will ensure that Annual Multi-Hazard Training is made available to staff and students. The annual submission to NYSED of the school district's PLP (Professional Learning Plan) will include allocated training blocks for anti-violence and multi-hazard training. Students and staff members will receive written information at the beginning of the regular school year summarizing the schools basic hazard plans and the availability of additional information and participation for those who desire. The Williamsville Central School District will work cooperatively with emergency management and law enforcement officials to ensure training is effective and appropriate, as well as consistent with local municipal disaster plans.

**Additional examples of training or awareness refreshers that may be performed include:**

- **Evacuation / Evacuate Procedures**
- **Shelter in Place/Shelter Procedures**
- **Hold in Place/Hold Procedures**
- **Lockdown**
- **Secure Lockout**
- **Medical/AED Emergencies Refreshers**
- **Emergency Response Team Instruction or Rehearsal**
- **Communication Training & Validation**
- **Transportation Emergencies**
- **Public Information Scenarios**
- **Early Dismissals/Non-Scheduled Parental Release**
- **Reviewing the Roles & Responsibilities of the Emergency Chain of command Implementation**
- **Attendance Procedures**
- **Tabletop Exercises**

  **Schools are required to establish procedures regarding notification of parents or persons in parental relation regarding drills. The notification must come in advance of the drill without providing the day and time (2024 Amendment).**

# F. PROCEDURES FOR THE REVIEW AND CONDUCT OF DRILLS AND OTHER EXERCISES TO TEST THE COMPONENTS OF THE PLAN.

The Williamsville Central School District, in coordination with local and county emergency responders, will conduct and review drills that are components of the Comprehensive District Wide Multi-Hazard Plan. The Williamsville Central School District will annually prioritize and schedule drills in conjunction with local and county officials. At the completion of any scheduled drill, the Williamsville Central School District and local and county emergency responders will conduct an after action review of the sequence of events, and will update the Multi-Hazard Plan to reflect lessons learned. After Action Reviews (AAR) should include perspectives from representatives of all exercise participants, with emphasis on community responders and subject matter experts. A properly conducted AAR will seek to document three important aspects of the event/training. The three aspects should include:

A. What went well? Positive reflections of the good things that happened (things to reinforce).
B. What needs improvement ? Reflections upon the things that will require additional improvement and practice.
C. Identify the important issues or key aspects of any given event or drill. Individuals should be encouraged to offer a potential course of action when identifying deficiencies.

Events that should be reviewed for lessons learned may include:

- Evacuate / Fire Drills
- Shelter in Place/Shelter Drills
- Hold in Place/Hold Drills
- Lockdown Drills
- Secure Lockout Drills
- Medical / AED Emergencies Refreshers
- Emergency Response Team Instruction or Rehearsal
- Communication Checks / Validation
- Transportation Emergencies
- Public Information Releases (Actual or Notional)
- Early Dismissals / Non-scheduled Parental Releases
- Tabletop Exercises
- Any event that requires the deployment of local emergency response personnel (i.e. Fire Alarm, ambulance Call, Arrest on Campus).

Per the amendment of section 155.17 of the Commissioner's Regulations relating to school safety plan requirements dated July 31, 2024 requires that drills be: (1 conducted in a trauma-informed, developmentally and age-appropriate manner; (2 not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; (3 occur after annual training in emergency procedures has been provided to students and staff i**ncluding any updated NYS emergency response terms**; (4 be completed on different days of the week and during different times of the school day; and (5 at the time that drills are conducted, students and staff shall be informed it is a drill.

Definitions:

Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.

Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s to trauma**.**

**The purpose of the drills is to practice staff and student actions during an emergency. At the time that drills are conducted, students and staff must be informed it is a drill.**

Schools and districts will follow exercise requirements if they opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials. Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. In addition, such exercises cannot include students without written consent from parents or persons in parental relation. event

**TABLETOP EXERCISES:** An activity in which key staffs are presented with simulated emergency situations without time constraints. Key staff should include school personnel, local and county emergency officials.

# SECTION 3000: RESPONDING TO THREATS AND ACTS OF VIOLENCE


## A. Policies and Procedures ..... 3100

## B. Building Related

- Emergency Utility Shut-Offs ..... 3101
- Loss of Power ..... 3102
- Natural Gas Leak ..... 3103
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# A. POLICIES & PROCEDURES

**DISTRICT POLICY MANUAL IS AVAILABLE IN BOARDDOCS**
**(https://go.boarddocs.com/ny/williams/Board.nsf/public)**

| | |
|---|---|
| Code of Conduct | Policy Number 3410 |
| Threats of Violence in School | Policy Number 3412 |
| Non-Discrimination and Anti-Harrassment in School District | Policy Number 3420 |
| Title IX and Sex Discrimination | Policy Number 3421 |
| Use of Surveillance Cameras in the School District and on School Buses | Policy Number 5684 |
| Sexual Harassment in the Workplace | Policy Number 6121 |
| Alcohol, Drugs and Other Substances (Staff) | Policy Number 6150 |
| Workplace Violence Prevention Policy Statement | Policy Number 6191 |
| Suspension of Students | Policy Number 7313 |
| Alcohol, Drugs and Other Substance (Students) | Policy Number 7320 |
| Searches and Interrogations of Students | Policy Number 7330 |
| Timeout and Physical Restraint | Policy Number 7350 |
| Weapons in Schools and the Gun-Free Schools Act | Policy Number 7360 |
| Dignity for All Students | Policy Number 7550 |
| Sexual Harassment of Students | Policy Number 7551 |
| Hazing of Students | Policy Number 7553 |

# B. BUILDING RELATED

**Each individual School Safety Committee in the Williamsville Central School District will review and update each of the following emergency responses annually.**

## EMERGENCY UTILITY SHUT-OFFS

In the event of certain emergencies, there may be reason to shut off all or selected utilities. Administrators and certain other staff members should be familiar with locations and the manner of how to shut each utility off.

| **BUILDING NAME** | |
|---|---|
| | ***LOCATION OF SHUT OFF*** |
| ***NATURAL GAS:*** | |
| ***ELECTRIC:*** | |
| ***WATER:*** | |
| ***AIR HANDLING UNIT:*** | |
| | |
| **NOTE:** | |

| Response Action: | Person(s) Responsible |
|---|---|
| 1. Upon discovery or detection of an electrical system failure:<br>a. Sound fire alarm if there is any question as to the safety of the building occupants<br>b. Notify head of Building Maintenance<br>c: Notify Supt. of Buildings & Grounds or Director of Facilities | 1. First person on the scene. |
| 2. Notify Building Administrator | 2. Head of Building Maintenance |
| 3. Evaluate problem insofar as possible | 3. Supt. of Buildings & Grounds, or Director of Facilities |
| 4. Notify Superintendent | 4. Building Administrator |
| 5. Curtail or cease building operations, as appropriate:<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume Normal Activity<br>e. Make proper notifications | 5. Building Administrator |
| 6. Evaluate problem and commence appropriate remedial action | 6. Supt. of Buildings & Grounds or Director of Facilities |
| 7. Termination of Contingency: Notify staff, parents and students | 7. Superintendent |

Comments:

_____

_____

_____

**NATURAL GAS LEAK** **3103**

| Response Action: | Person(s) Responsible |
|---|---|
| 1. Upon discovery or detection of a gas leak notify Head of Building Maintenance | 1. First person on the scene |
| 2. Evaluate the problem insofar as possible shut off gas supply if prudent and wise | 2. Head of Building Maintenance |
| 3. Notify Superintendent of Buildings and Grounds or Director of Facilities | 3. Head of Building Maintenance |
| 4. Notify Building Administrator | 4. Supt. of Buildings & Grounds or Director of Facilities |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Curtail or cease building operations as appropriate:<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume Normal Activity<br>e. Make proper notifications | 6. Building Administrator |
| 7. Evaluate problem and commence appropriate remedial action | 7. Supt. of Buildings & Grounds or Director of Facilities |
| 8. Termination of Contingency: Notify staff, parents and students | 8. Superintendent |

Comments:

_____

_____

_____

**HEATING SYSTEM FAILURE** **3104**

| Response Action | Person(s) Responsible: |
|---|---|
| 1. Upon discovery or detection of heating system failure notify Head of Building Maintenance | 1. First on scene |
| 2. Notify Supt. of Buildings & Grounds or Director of Facilities | 2. Head of Building Maintenance |
| 3. Notify Building Administrator | 3. Supt. of Buildings & Grounds or Director of Facilities |
| 4. Evaluate problem insofar as possible | 4. Supt. of Buildings & Grounds or Building Administrator |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Curtail or cease building operations as appropriate:<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume Normal Activity<br>e. Make proper notifications | 6. Building Administrator |
| 7. Evaluate problem and commence appropriate remedial action | 7. Supt. of Buildings & Grounds or Director of Facilities |
| 8. Termination of Contingency: Notify staff, parents and students | 8. Superintendent |

Comments:

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| | |
|---|---|
| 1. Relocate Education Program(s) displaced by an emergency which renders all or parts of a building unusable for school | 1. Building Administrator, Superintendent |
| 2. Establish remedial response, as appropriate for the day incident occurred<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume normal activity | 2. Building Administrator Superintendent |
| 3. Revise pupil transportation system as necessary | 3. Superintendent, Building Administrator, Transportation Supervisor |
| 4. Notify school districts of any changes | 4. Superintendent |
| 5. Notify staff, parents, and students | 5. Superintendent |
| 6. <u>Recovery</u><br>a. Assess damage, cause, effect, remediation<br>b. Cleanup; following insurance company concurrence<br>c. Ascertain insurance settlement, if any<br>d. Develop architectural/engineering solutions as needed<br>e. Develop instructions to contractors - plans and specifications; bid procedures; if not a formally declared emergency<br>f. Progress with work in accordance with procedures for any public capital project. | 6. Board of Education Superintendent; Director of Facilities or Supt. of Buildings & Grounds; Business Official |

Comments:

_____

_____

_____

| | |
|---|---|
| 1. Upon discovery or detection of a sewer system failure, notify the Head of Building Maintenance | 1. First at scene |
| 2. Notify Supt. of Buildings & Grounds or Director of Facilities | 2. Head of Building Maintenance |
| 3. Evaluate problem insofar as possible | 3. Head of Building Maintenance, Supt. of Buildings & Grounds or Director of Facilities |
| 4. Notify Building Administrator | 4. Supt. of Buildings & Grounds or Director of Facilities |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Curtail or cease building operations, as appropriate:<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume normal activity<br>e. Make proper notifications | 6. Building Administrator |
| 7. Evaluate problem and commence appropriate remedial action | 7. Director of Facilities, Supt. of Buildings & Grounds, Superintendent, Board of Education, Business Official |
| 8. Termination of Emergency<br>a. Notify staff, parents and students<br>b. Resume building operation | 8. Superintendent |

Comments:

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| | |
|---|---|
| 1. Upon discovery or detection of water failure notify Head of Building Maintenance | 1. First on scene |
| 2. Notify Supt. of Buildings & Grounds or Director of Facilities | 2. Head of Building Maintenance |
| 3. Evaluate problem insofar as possible. Commence established remedial response | 3. Supt. of Buildings & Grounds, or Director of Facilities; Head of Building Maintenance |
| 4. Notify Building Administrator | 4. Supt. of Buildings & Grounds or Director of Facilities |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Curtail or cease building operations, as appropriate:<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume normal activity | 6. Superintendent |
| 7. Termination of Contingency<br>a. Notify staff, parents and students<br>b. Resume building operation | 7. Superintendent |

Comments:

_____

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_____

## C. NATURAL DISASTERS

**Each individual School Safety Committee in the Williamsville Central School District will review and update each of the following emergency responses annually.**

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Monitor weather and road conditions | 1. Superintendent/Designee |
| 2. Close schools if conditions deteriorate. | 2. Superintendent |
| 3. Institute AGo-Home plan | 3. Superintendent/Designee |
| 4. Notify parents via radio & television | 4. Superintendent/Designee |

Comments:

_____

_____

_____

| | |
|---|---|
| 1. Monitor the closeness and intensity of the storm | 1. Building Administrator |
| 2. Curtail all outdoor activities if conditions warrant | 2. Building Administrator |
| 3. Summon all persons into building(s) | 3. Building Administrator; teachers |
| 4. Termination of contingency | 4. Building Administrator |

Comments:

_____

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_____

| | |
|---|---|
| 1. Monitor any weather bureau tornado watch/warning | 1. Building Administrator, Superintendent |
| 2. If tornado is imminent, curtail all outdoor activities | 2. Building Administrators |
| 3. Summon all persons into building(s) | 3. Building Administrators |
| 4. If tornado is sighted in vicinity of school, institute “Take Cover” plan. | 4. Building Administrators; teachers |
| 5. Termination of contingency | 5. Building Administrator |
| 6. Recovery: if building is damaged, refer to contingency plans for ASystem Failures@ | 6. Superintendent |
| 7. Curtail or cease building operations as appropriate:<br>a. Shelter In Place<br>b. Early Dismissal<br>c. Evacuate<br>d. Resume normal activity | 7. Superintendent |

Comments:

_____

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**TAKE COVER PLAN** **3122**

1. In the event of imminent danger due to a natural or man made disaster, the facility will be notified by phone or intercom. Staff and students will be notified to take cover.

2. Staff and students should be directed to the designated shelter areas. These could include: basements and hallways on the ground floor that are not parallel to the tornados path, which is usually from the southwest.

3. **Never** use gymnasium, auditorium, or other rooms with wide, free-span roofs.

4. Teachers and students **should know** their designated shelter areas.

5. Students in school rooms of weak construction, such as portable or temporary classrooms, should be escorted to sturdier buildings or to predetermined ditches, culverts, or ravines.

6. When staff and students are assembled in school basements, interior hallways or ditches, culverts or ravines they should assume the proper position. This position is everybody down; crouch on elbows and knees; and hands over back of head.

7. School Bus Drivers should be instructed to use the procedures stated in #5 and #6. If their bus is caught in the open and a tornado is approaching. They should be far enough away so the bus does not topple on them.

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Follow directions of county emergency announcements made on local radio. | 1. Superintendent |
| 2. Provide for the safety of staff and students. Activate shelter plan and recommendations for earthquake. | 2. Superintendent; Building Administrator |
| 3. Notify other school districts of pending problems and actions to be taken | 3. Supt. of Buildings & Grounds, or Director of Facilities |
| 4. Notify parents via radio & television | 4. Superintendent/Designee |

Comments:

_____

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_____

| | |
|---|---|
| 1. Monitor weather and road conditions, contact local disaster coordinator | 1. Superintendent/Designee |
| 2. Curtail or cease building operations, as appropriate:<br>a. Early Dismissal<br>b. Shelter In Place<br>c. Evacuate<br>d. Resume normal activity | 2. Superintendent |
| 3. Notify parents via radio & television | 3. Superintendent/Designee |

Comments:

## D. ENVIRONMENTAL

**Each individual School Safety Committee in the Williamsville Central School District will review and update each of the following emergency responses annually.**

## AIRBORNE GASSES 3130

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Notify Building Administrator | 1. First person on the scene |
| 2. Notify 911 (Local Fire Department) | 2. Building Administrator |
| 3. Implement Evacuation Plan. Direction of evacuation depending on wind direction. | 3. Building Administrator, Fire Department |
| 4. Notify Superintendent | 4. Building Administrator |

Comments:

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Remove occupants from room, area, wing immediately. Isolate the area as soon as possible. | 1. First person on scene |
| 2. Notify Building Administrator<br>Notify Head of Building Maintenance and Supt. of Buildings & Grounds | 2. First person on scene |
| 3. Notify school district AHERA designee | 3. Building Administrator |
| 4. Shut down or modify air handling unit to restrict air movement. | 4. Building Maintenance |
| 5. Lock and secure room in closed condition. | 6. AHERA Designee |
| 6. If possible, duct tape perimeter of door | 7. AHERA Designee |
| 7. Post signs to prevent entry by unauthorized persons, if needed | 8. AHERA Designee |
| 8. Curtail or cease building operations, as Appropriate<br>a. Shelter In Place<br>b. Evacuate<br>c. Early Dismissal | 9. Building Administrator |
| 9. Contact Erie 1 BOCES Safety Risk Management for assistance in coordinating air sampling (TEM) | 10. AHERA Designee |
| 10. After receiving sampling results, determine if there was a fiber migration throughout the building. If air sampling shows a migration, plan strategy. If no fiber migration took place, resume normal activity for next day. | 11. Superintendent |
| **Maintain security of the release area.** | |
| 11. Make proper notifications. | 12. Superintendent |

Comments:

_____

_____

AHERA Designee

Name: Keith Langlotz

Phone Number - Work: 716-626-8869

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Upon occurrence of an explosion in a building:<br>a. Activate fire alarm<br>b. If fire alarm is inoperative notify Building Administrator by runner | 1. First person on scene |
| 2. Curtail or cease building operations:<br>a. Evacuate<br>b. Shelter In Place | 2. Building Administrator |
| 3. Summon fire department | 3. Building Administrator |
| 4. Notify Superintendent | 4. Building Administrator |
| 5. Upon their arrival, advise fire department of the situation and follow their instructions | 5. Building Administrator |
| 6. Termination of Emergency | 6. Fire department |
| 7. Resume, curtail or cease building operation, as appropriate | 7. Superintendent |
| 8. Make proper notifications | 8. Superintendent |

Comments:

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Upon the discovery or detection of an oil/gasoline spill on school property:<br>a. Notify Director of Facilities or Superintendent of Buildings & Grounds<br>b. Notify Building Administrator | 1. First person on scene |
| 2. Evaluate the problem insofar as possible<br>a. Stop source of spill if possible<br>b. Commence established remedial response | 2. Director of Facilities or Supt. of Buildings & Grounds |
| 3. Notify the local fire department and follow their instructions. | 3. Director of Facilities or Supt. of Buildings & Grounds |
| 4. Within 2 hours of discovery of leak or spill<br>the DEC must be contacted<br>DEC Hotline: 1-800-457-7362 | 4. Director of Facilities or Supt. of Buildings & Grounds |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Contact Erie 1 BOCES, Safety Risk, if necessary | 6. Superintendent/Designee |
| 7. Curtail or cease building operation, as appropriate:<br>a. Shelter In Place<br>a. Early Dismissal<br>b. Evacuate<br>c. Resume normal activity | 7. Superintendent |
| 8. Make proper notifications | 8. Superintendent/Designee |

Comments:

_____

_____

_____

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Upon discovery or detection of smoke or fire or evidence thereof sound fire alarm immediately | 1. First person(s) on scene |
| 2. Evacuate the building | 2. Building Administrator |
| 3. Summon Fire Department | 3. Building Administrator/Designee |
| 4. Upon arrival, advise Fire Department of the situation and follow their instructions | 4. Building Administrator |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Termination of emergency | 6. Fire Department |
| 7. Resume, curtail or cease building operation, as appropriate<br>a. Evacuate<br>b. Early Dismissal<br>c. Resume normal activity | 7. Superintendent |
| 8. Make proper notifications | 8. Superintendent, Building Administrator |

Comments:

_____

_____

_____

# E. CIVIL DISTURBANCES

**Each individual School Safety Committee in the Williamsville Central School District will review and update each of the following emergency responses annually.**

# New York State Education Department
# Bomb Threat Response Guideline

## Revised February 2007

### General

- A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.
- The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.
- Two alternatives to evacuation are *compartmentalization* and *pre-clearance*.
- Compartmentalization relies on students remaining in their present locations while school administration and authorities assess and investigate the threat. Variations of compartmentalization – such as moving certain segments of the school population based upon new or developing information – can also be utilized in an effective response.
- Pre-clearance relies on anticipating a threat, and conducting pre-clearance and security screening. (see page 3).

### Receiving Bomb Threats

#### Written Threats

- Contact Police (911)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- Handling of written bomb threat should be kept to an absolute minimum, since it may be used as evidence in a criminal investigation.
- Fingerprints may be taken from the note to help determine its source.
- A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

#### Telephone or Other Verbal Threats

- Contact Police (911)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- The **NYSP Bomb Threat Instruction Card** should be placed next to telephones that are most likely to receive such calls.
- The bomb threat caller is the best source of information about a possible bomb.
- It is desirable that more than one person listens in on the call.
- Persons likely to receive a threatening call (switchboard) should receive special training and have a list of emergency agency telephone numbers available, as well as the telephone numbers of school officials to be immediately contacted.

# BOMB THREAT GUIDELINES (Con't.)

- If possible, the telephone threat should be taped.
- Caller identification or other types of tracing devices should be considered.

Information to be asked of the caller includes:

  - Where is the bomb located?
  - When will the bomb go off?
  - What does the bomb look like?
  - What kind of explosive is involved?
  - Why was the bomb placed?
  - What is your name? (The caller may be caught off guard and give you their name).

- Also note: time of call; language used by caller; gender; approximate age; speech characteristic (slow, fast, soft, disguised, intoxicated); noticeable background noise (music, motors running, street traffic).

**Suspicious Packages**

- Contact Police (911).
- Anyone receiving a suspicious package must immediately notify the school building administrator.
- Mail bombs can be contained in letters, books, and parcels of varying sizes, shapes, and colors.
- Letter bombs may feel rigid, appear uneven or lopsided, or are bulkier than normal.
- The container is irregularly shaped, asymmetrical, and has soft spots and bulges.
- There may be oil stains on the wrapper. The wrapper may emit a peculiar odor.
- The package may be unprofessionally wrapped and be endorsed with phrases such as "Fragile – Handle with Care," "Rush – Do Not Delay, " " To Be Opened in the Privacy of," " Prize Enclosed," or " Your Lucky Day is Here."
- There may be cut and paste lettering on the address label.
- The package may have not postage or non-cancelled postage.
- The package may exhibit protruding wires, foil, string, or tape.
- The package may emit a buzzing or ticking noise.
- A suspect letter or package may arrive immediately before or after a telephone call from an unknown person asking if the item was received.

# BOMB THREAT GUIDELINES (Con't.)

- **Do not open** or squeeze the envelope or package.
- **Do not pull** or release any wire, string, or hook.
- **Do not** turn or shake the letter or package.
- **Do not** put the letter or package in water or near heat.
- **Do not** touch the letter or package, thereby compromising fingerprint evidence.
- **Do** move people away from the suspected envelope or package.
- **Do** notify the state and/or local police (911).
- **Do activate your emergency plan for dealing with bombs.**

Investigating Bomb Threats

- Appropriate law enforcement agencies must be notified.
- Be aware of availability and limitations of specialized emergency services-including bomb squads, hazardous materials management, county, and state emergency management agencies.
    - Be aware that law enforcement agencies generally do not initially send out bomb sniffing dogs.
    - Bomb sniffing dogs have a limited time of efficiency so that their use is carefully considered.
- The school district administrator makes the decision regarding evacuation, continuation, or dismissal of school – first responders can assist and consult with them to make their decision (joint decision making – unified command).
- Police may enlist the assistance of the school faculty/staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Scanning does not involve touching or handling a suspect object.
- Once the incident has been resolved and no longer poses a danger, a full threat assessment inquiry should be conducted on the person making the threat if one is identified.

## PRE-CLEARANCE AND SECURITY SCREENING IN LIEU OF EVACUATION (DURING TESTING)

- It is strongly recommended that school officials carefully coordinate this option in cooperation with local law enforcement officials.
- This option may only be implemented prior to the receipt of an actual bomb threat,

    And

- Only after building and grounds have been "cleared" at the start of the day and continually monitored throughout the day.

# BOMB THREAT GUIDELINES (Con't.)

- This option may be appropriate when a school reasonably anticipates the receipt of a bomb threat or if there is a particular concern over the possibility of a bomb threat. (During the administration of Regents examinations or during other school-wide events).

School Employee Involvement

- Schools may form teams of volunteers from administration, faculty, and staff to assist in sweeping a building or grounds for anything that looks out of place.
- Prior to an incident, school officials should make certain that people who volunteer in the school building, such as parents or other community members, are trained and aware of their responsibilities.
- School employees who volunteer or by job duty are assigned to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation (HVAC).

PLACE THIS CARD
***UNDER YOUR***
**TELEPHONE**

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**Sex of caller:**_____ **Race:**_____

**Age:**_____ **Length of Call:**_____

ADDITIONAL INFORMATION
ON REVERSE

# BOMB THREAT INSTRUCTIONS

**Number at which call is received:**

_____

Time:_____ Date:_____

CALLER'S VOICE:

| | | | |
|---|---|---|---|
| ___ | Loud | ___ | Soft |
| ___ | High | ___ | Deep |
| ___ | Intoxicated | ___ | Disguised |
| ___ | Calm | ___ | Angry |
| ___ | Fast | ___ | Slow |
| ___ | Stutter | ___ | Nasal |
| ___ | Distinct | ___ | Slurred |
| ___ | Accent (type) _____ | | |
| ___ | Other Characteristics:_____ | | |

If voice is familiar, who did it sound like?_____

BACKGROUND SOUNDS:

| | | | |
|---|---|---|---|
| ___ | Voices | ___ | Airplanes |
| ___ | Quiet | ___ | Trains |
| ___ | Animals | ___ | Music |
| ___ | Street Traffic | ___ | Factory Machinery |
| ___ | Office Machinery | | |
| ___ | Other_____ | | |

THREAT LANGUAGE:

| | | | |
|---|---|---|---|
| ___ | Well spoken (educated) | ____ | Incoherent |
| ____ | Foul | ____ | Taped |
| ____ | Irrational | ____ | Message read by threat maker |

REMARKS:

Report call immediately to:

Phone Number:_____

_____

Date: _____
Name: _____
Position: _____
Phone Number: _____




## School Bomb Threat Reporting Form

SSEC Reporting System for Bomb Threats:

Annual Reporting: School Safety and Educational Climate SSEC incident data, including bomb threats, are submitted annually to NYSED using the web-based IRS Data Exchange (IDEx) application.

District and School Forms: School districts must submit a separate district form in addition to individual school forms.

Category 6 - Bomb Threats: bomb threats are reported under Category 6 in the SSEC reporting system. Log into SED Application Business Portal: To access the SSEC form, log into the SED Application Business Portal and click on the IRS Data Exchange link. NYSED Application Business Portal

| Response Action: | Person(s) Responsible: |
|---|---|
| Upon notification of a Biological Release by telephone: | |
| 1. The person receiving the call should gather as much information as possible by using the supplied "Telephone Threat Form." | 1. First to contact |
| 2. Upon completion of the telephone threat, the person receiving the call should attempt to immediately trace the call. | 2. First to contact |
| 3. Contact the building principal, if this happens in Central Office contact the Superintendent by telephone. | 3. First to contact |
| 4. Call 911. Be specific in reporting the incident, location, how many are affected and where to meet. | 4. Principal, Superintendent |
| 5. Notify Buildings & Grounds to shut down the HVAC units throughout the building. | 5. Principal, Superintendent |
| 6. Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building. | 6. Principal, Superintendent, Teachers, Staff |
| 7. Activate the Shelter In Place plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator:<br>a. Free movement throughout the building<br>b. Food preparation and distribution<br>c. Let staff and students know of the situation and how often they will be updated | 7. Principal, Superintendent Teachers, Staff |
| 8. Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment. | 8. Police, Fire, Disaster Coordinator Superintendent |
| 9. If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read. | 9. Superintendent |
| 10. If the incident escalates, arrangements should be made for the following:<br>1. Staging area for parents/guardians coming to the building to pick up their child/students. Students will not be released until the incident is brought to closure, therefore this area would be used to communicate with and calm parent/guardians.<br>2. Staging area for the media. Timely reports given to avoid inaccurate information. | 10. Superintendent |
| 11. Implement appropriate plan<br>a) Resume normal activity<br>b) Early dismissal | 11. Superintendent |

Comments:

# TELEPHONE THREAT FORM

School Building: _____

Date: _____

Time: _____

Recall to best of knowledge exact words of caller:

Questions to be asked:

1. Where is the package located?

2. What does it look like?

3. What is in the package?

4. Why are you doing this?

5. What is your address?

6. What is your name?

Voice: Male _____ Child _____ Young _____

Female _____ Old _____ Middle Aged _____

Accent _____

Background noise? _____

Have you heard voice before? _____

Person receiving call? _____

# BIOLOGICAL RELEASE THREAT BY LETTER/PACKAGE **3143**

| Response Action: | Person(s) Responsible: |
|---|---|
| Upon notification of a Biological Release by letter or package: | |
| 1. The person receiving the letter or package once opened do not handle or move it to another area. Using your "Good Samaritan" kit that was intended for blood and body fluid cleanup, use the towelette to wash your hands until you are cleared to leave the area. | 1. First to contact |
| 2. Secure the area, do not leave or let any one into the area. | 2. First to contact |
| 3. Contact the building principal, if this happens in Central Office contact the Superintendent by telephone. | 3. First to contact |
| 4. Call 911. Be specific in reporting the incident, location, how many are affected and where to meet. | 4. Principal, Superintendent |
| 5. Notify Buildings & Grounds to shut down the HVAC units throughout the building. | 5. Principal, Superintendent |
| 6. Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building. | 6. Principal, Superintendent, Teachers, Staff |
| 7. Activate the Shelter IN PLACE plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator:<br>a. Free movement throughout the building<br>b. Food preparation and distribution<br>c. Let staff and students know of the situation and how often they will be updated | 7. Principal, Superintendent Teachers, Staff |
| 8. Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment. | 8. Police, Fire, Disaster Coordinator Superintendent |
| 9. If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read. | 9. Superintendent |
| 10. If the incident escalates, arrangements should be made for the following:<br>1) Staging area for parents/guardians coming to the building to pick up their child/student. Students will not be released until the incident is brought to closure, therefore this area would be used to communicate with and calm parent/guardians.<br>2) Staging area for the media. Timely reports given to avoid inaccurate information. | 10. Superintendent |
| 11. Implement appropriate plan<br>a) Resume normal activity<br>b) Early dismissal | 11. Superintendent |

Comments:

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Identify hostage situation | 1. First person on scene |
| 2. Notify Building Administrator | 2. First person on scene |
| 3. Activate Lockdown Plan | 3. Principal |
| 4. Notify the local police and follow their instructions. | 4. Building Administrator |
| 5. Notify Superintendent | 5. Building Administrator |
| 6. Notify parents or spouse of hostage(s) | 6. Superintendent |
| 7. Termination of emergency | 7. Police, Building Administrator |
| 8. Make proper notifications | 8. Superintendent/Designee |

Comments:

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Identify intruder | 1. First person on scene |
| 2. Notify Building Administrator | 2. First person on scene |
| 3. Activate the Lockdown Plan | 3. Principal |
| 4. Call 911 | 4. Building Administrator |
| 5. Notify Superintendent | 5. Building Administrator |

Comments:

# F.Cardiac Emergency Response Plan, Public Health, Medical and Mental Health

**Each individual School Safety Committee in the Williamsville Central School District will review and update each of the following emergency responses annually.**

# Cardiac Emergency Response Plan, Public Health, Medical and Mental Health

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Summon help or request someone call for help | 1. First person on scene |
| 2. Identify the stricken person | 2. First person on scene, trained medical personnel |
| 3. Protect the injured or ill person from further injury | 3. First person on scene, trained medical personnel |
| 4. Comfort the victim and administer first aid, if necessary | 4. Trained medical personnel |
| 5. Access the need for further medical attention | 5. Trained medical personnel |
| 6. Notify Building Administrator | 6. Trained medical personnel |
| 7. Notify parent or guardian | 7. Building Administrator |

RECOMMENDATIONS:
In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of the parent or guardian.

Signed instructions for emergencies from parents, guardians and from school personnel should be on file in the school medical office and the school main office. These signed statements should include the name and age of the person (pupil or employee) name, address and telephone number where one or both parents may be reached at home and at work; name, address and telephone number of another person who has agreed to care for the child if the parent cannot be reached; name, address and telephone number of the family physician (or Christian Science practitioner), family dentist, and preferred hospital; written authorization from the parent for school personnel to call the physician or hospital in serious emergencies when the parent cannot be reached; religion of the victim; and any special condition which should require special handling.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, etc. will be on file.

GENERAL GUIDELINES

1. Any teacher or staff member who has any reason to believe that a student may be a threat to themselves, or who receives a report from any source that a student may be a threat to themselves, will immediately contact an administrator. The District will supervise the student until the student is released to a parent, guardian, or personal in parental relation to the student, or an appropriate professional.

2. The administrator will immediately refer the matter to the Student Support Center (SSC) and contact the parent, guardian, or person in parental relation to the student.

3. The SSC will conduct a lethality assessment and identify the appropriate action or actions to be taken based on the assessment results.

POTENTIAL FURTHER RESPONSE ACTIONS BY THE DISTRICT

1. Refer the parent, guardian, or person in parental relation to appropriate resources or agencies for support and assistance.

2. Secure permission from parent, guardian, or person in parental relation to share information or documents with the mental health care provider to further assist the student.

3. Provide support to the student. Assist the student with re-entry.

4. If a parent, guardian, or person in parental relation refuses to respond to the child's threat to themselves, the District may contact Child Protective Services or local law enforcement.

5. Complete any required paperwork, including any incident reports.

6. Maintain confidentiality as required by law or best practices.

Comments:

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

**<u>Steps to take in school building, on school grounds, or at athletic events</u>**

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 Click or tap here to enter text.
Number to call for help on school grounds Click or tap here to enter text.
Number to call to notify if SCA occurs at offsite location Click or tap here to enter text.
Secondary contact number if primary not availableClick or tap here to enter text.

**CPR/AED Certified School Personnel**

| Staff Name | Title | Telephone Number | Location | Availability |
|---|---|---|---|---|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | ☐ Before School<br>☐ After School<br>☐ School Day<br>☐ Athletic Events<br>☐ School Events<br>☐ Other Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | ☐ Before School<br>☐ After School<br>☐ School Day<br>☐ Athletic Events<br>☐ School Events<br>☐ Other Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | ☐ Before School<br>☐ After School<br>☐ School Day<br>☐ Athletic Events<br>☐ School Events<br>☐ Other Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | ☐ Before School<br>☐ After School<br>☐ School Day<br>☐ Athletic Events<br>☐ School Events<br>☐ Other Click or tap here to enter text. |

**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:

AED[3] Locations:Click or tap here to enter text.

[3] AED locations should be noted on building level emergency response plan required school building map in accordance with Commissioner's regulation 155.17(c)(2)(iii).

| Response Action: | Person(s) Responsible: |
|---|---|
| 1. Relocate pupils away from danger area | 1. School bus driver, students |
| 2. Render first aid to injured persons | 2. Qualified person(s) on scene |
| 3. If necessary, request emergency assistance. Ambulance, fire department and/or police | 3. Qualified person(s) on scene |
| 4. Notify Building Administrator, if needed. Request spare vehicle to transport uninjured pupils | |
| 5. Identify the victims and where they are being transported to | 5. Qualified person(s) on scene |
| 6. Notify parents or spouse of the victims | 6. Building Administrator |
| 7. Complete School District Accident Report Forms | 7. School Nurse |

Comments:

## G. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal:

### PARENT(S)/SPOUSE(S) AND RECEPTION CENTER NOTIFICATION PLAN

Utilize rapid notification system, television and radio media to notify parents and spouses of an emergency involving an occupied school facility.

Designate a reception center at a location away from the incident. Provide this information during the notification process.

Several factors should be considered when selecting a reception center. They are as follows:

| | |
|---|---|
| Physical Space: | Select a site that will accommodate a large influx of people to include parents and/or spouses and district representatives. |
| Containment: | Ensure that the site does not permit access by the media and is isolated from the Incident Command Post (I.C.P.), Emergency Operation Center (E.O.C.), and student body. |
| Necessary Accommodations: | Select a location that permits direct access to rest rooms and telephones and allows for the serving of refreshments. Several rooms should be made available for grieving family members and counseling sessions. |
| Support Personnel/ Agencies: | If the situation warrants, station counselors, members of the clergy, medical personnel and Critical Incident Stress Debriefing Team at the reception center. A law enforcement/emergency services representative should be at the site also. |
| Dissemination of Information: | The Superintendent of Schools should assign, in advance, a staff member as the liaison/information specialist to work with the parents/spouses during a crisis. The individual assigned this duty must assume responsibility for arranging the details and providing accurate, up-to-date information regarding the incident. |

# SAMPLE

## THREATS OF VIOLENCE IN THE SCHOOL: NOTIFICATION TO PARENT/GUARDIANS

_____
(Date)

Dear Parents/Guardians:

Due to recent events which have occurred in schools throughout the country, our school district has placed renewed efforts and priority on helping to ensure a safe and secure school environment for out students and staff, and to implement measures to prevent school violence.

We are asking your cooperation in helping us address the issue of violence in our schools. It is only through cooperation with the home that the schools can be successful in implementing appropriate standards of student behavior.

Attached to this letter is a copy of our School District Policy #3410 *Code of Conduct on School Property* which addresses Threats of Violence in the School. We have enclosed for your review a copy of a summary of the *Code of Conduct on School Property* which provides a list of sample proscribed activities (which is not intended to be exhaustive), as well as the range of disciplinary actions which may be taken. The complete *Code of Conduct* will be available upon request.

Effective immediately, if your child threatens violence against others, whether staff and/or students, or makes threats involving the school or school buildings, they will face immediate disciplinary action as well as possible referral to local law enforcement agencies.

Additionally, the school district retains the right to seek restitution for any costs or damages incurred as a result of a student's actions and/or threats, such as the evacuation of the school building.

We are requesting that you discuss with your child the importance of their cooperation in reporting threats of violence against others, suicide threats, or threats involving the school building by calling the school hotline or reporting the threat to faculty members or the building principal.

Please discuss the attached Policy and *Code of Conduct* summary with your child, and sign and return the bottom portion of this form to the classroom teachers within the next seven (7) days.

Sincerely,

_____
(Principal)

---

Please detach and have your child return to their classroom teacher.

My child, _____, and I have read, discussed and understand the Policy #3410 addressing Threats of Violence in the School and the *Code of Conduct* summary.

Signature of Parent(s)/Guardian(s)_____ Date _____

# EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools, delay the opening, or to dismiss students early in the event of hazardous conditions, including weather, which threaten the safety of students.

In making the decision to close schools, either the Superintendent or their designee will consider many factors, including the following:

1) The availability of parent(s)/guardian(s) to receive the student at home in the event schools should be dismissed early.
2) The health and safety of students remaining in a school environment.
3) Weather conditions, both existing and predicted.
4) Driving and traffic conditions affecting public and private transportation facilities.
5) Continuance or discontinuance of the operations of business, commercial and professional people in the area.

Facts will be assembled from the appropriate agencies and organizations before any decisions are made. For example, the Highway Department, Police Department, Weather Bureau, transportation companies and other governmental agencies, as needed, will be called.

Following the decision, communications will begin for the total notification of the students and staff. Either the Superintendent or their designee will notify the public media. Employees should listen to broadcasts beginning at 6:00 o'clock a.m. Any employee who is doubtful about reporting should contact their immediate supervisor.

**Delayed School Plan**

When it appears likely that weather and/or street conditions will improve later in the morning, a "delayed school opening" announcement may be made to the public. Employees will make an effort to report to their assignment at the regular starting time.

"A" Schedule (One hour delay in all school starting times):

All schools will begin one hour later than normal starting times and dismiss at regular time.

"B" Schedule (Two hour delay in all school starting times):

All schools will begin two hours later than normal starting times and dismiss at regular time.

# EMERGENCY CLOSINGS – (continued)

## Early Dismissal School Plan

When a sudden, unanticipated emergency condition, including weather alert, arises after school has commenced, and it is deemed appropriate to close schools and offices, the following actions will be followed:

1) The district will notify parents/guardians directly using its mass notification system which includes text, email, and phone messaging.
2) Local broadcast media outlets will be notified and the district's social media channels will be used to inform the public of the decision.
3) Schools will be dismissed with dismissal time arranged to parallel the arrival of buses. No staff member may leave their assignment until all students have left the building (unless authorized to do so by the principal).
4) Elementary students can be released to the custody of their parent/guardian.

## Staff Assignments

The Superintendent is responsible for the effective operation of the school district at all times. Under Education Law, Sections 1711 and 3012, the Superintendent is empowered to require certain groups of employees to work while other employees are not required to work because the absence of students reduces the productivity of these employees.

When schools are officially closed for students due to inclement weather or other emergency conditions:

1) In general, school-based personnel will not report with the exception of the building plant operators, custodians, maintenance, and janitorial staff, as per negotiated agreement.
2) The Superintendent of Buildings and Grounds, the transportation supervisor and the Superintendent will report to work, along with other designated employees.
3) Principals will remain responsible for security of their schools and for seeing that the building and grounds are made as ready as possible for school on the next scheduled day.

## Parent/Guardian Notifications

Principals have the responsibility to urge parents/guardians to make plans for the emergency supervision of their children should an all-day closing, a delayed opening, or an early closing of school be necessary.

Automated phone messaging or telephone trees, as well as mass media announcements may be used to notify staff members.

# EMERGENCY CLOSINGS - (continued)

| Responsibility | Action |
|---|---|
| **Before School** | |
| Superintendent/Designee | 1) Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.<br>2) Makes decision as to closing.<br>3) If decision is to close, notifies:<br>a. Parents/Guardians<br>b. Radio stations<br>c. Principals |
| **During School** | |
| Transportation Supervisor | 1) Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.<br>2) Informs Superintendent of adverse conditions. |
| Superintendent | 3) Makes decision as to closing. |
| Superintendent/Designee | 4) If decision is to close, notifies:<br>a. Transportation Supervisor<br>b. Radio and television stations<br>c. Principals<br>d. Staff and Students |
| Transportation Supervisor | 5) Notifies drivers and substitutes where necessary.<br>6) Reschedules school pickups as soon as decision is made. |

## SECTION 4000: COMMUNICATION WITH OTHERS

A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies

- Step-by-Step Procedures.....4100

B. Procedures for obtaining advice and assistance from Local Government Officials including the County or City Officials responsible for Implementation of Article2-B Of the Executive Law.....4200

C. A system for informing all educational agencies within a school district of a disaster:

- Statement.....4300

In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

- Personnel for Non-Public Schools.....4305
- Before and After School Programs. .....4306
- Community Education .....4307

# A. IN THE EVENT OF AN EMERGENCY THAT REQUIRES THE ASSISTANCE OF EMERGENCY RESPONSE AGENCIES

| | |
|---|---|
| **STEP 1** | Call 911 |
| **STEP 2** | Give Specific Information to the 911 Dispatcher<br>• What type of emergency<br>• Where – address, room, what floor<br>• Who/how many are affected<br>• Directions to access the scene |
| **STEP 3** | Local agencies, such as police, fire, ambulance, highway or public works, disaster coordinator will respond first |
| **STEP 4** | After assessing the emergency, LOCAL RESPONSE AGENCIES will contact county, state and federal agencies if additional assistance is necessary |
| **STEP 5** | Post incident response can be coordinated through local and county agencies. These could include the Red Cross, United Way Agencies and other local, county and state mental health resources. |

# B. Procedures for obtaining advice and assistance from Local Government Officials including the County or City Officials responsible for Implementation of Article 2-B.

## Article 2-B EXECUTIVE LAW

'29-a. Suspension of other laws
'29-b. Use of civil defense forces in disasters
'29-c. Radiological preparedness
'29-d. Reports

HISTORY:
Add, L 1978, ch 640, ' 3, eff Apr 1, 1979

CROSS REFERENCES:
This article referred to in " 20, 21; CLS Unconsol ch 131 ' 20.

**§ 20. Natural and man-made disasters; policy; definitions**

1. It shall be the policy of the state that:

a. local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;

b. local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;

c. state and local natural disaster and emergency response functions be coordinated in order to bring the fullest protection and benefit to the people;

d. state resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and

e. state and local plans, organizational arrangements, and response capability required to executive the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.

2. As used in this article the following terms shall have the following meanings:
"disaster" means occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.

a. "state disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.

b. "municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.

c. "commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.

d. "emergency services organization" means a public or private agency, organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.

e. "chief executive" means:
(1) a county executive or manager of a county;
(2) in a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
(3) a mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
(4) a supervisor of a town, except where a town has a manager, it shall mean such manager.

## C. IN THE EVENT OF AN EMERGENCY WITHIN THE SUPERVISORY DISTRICT TERRITORIAL LIMITS, THE SUPERINTENDENT, OR DESIGNEE, OF THE WILLIAMSVILLE CENTRAL SCHOOL DISTRICT WILL:

1) Act as the chief communication liaison for the non-public Educational agencies, the District's Before and After School Child Care programs and the Williamsville CSD Community Education program as listed on the following pages

2) Contact the Erie 1 BOCES District Superintendent

3) Offer resources that are available.

# C. PERSONNEL FOR NON-PUBLIC SCHOOLS



| | |
|---|---|
| Facility Name/Address/Phone: | St. Peter & Paul<br>5480 Main Street<br>Williamsville, NY 14221<br>716-632-6146 FAX 716-626-0971 |
| Email address | principal@ssppschool.com |
| | |
| Principal/Location/Phone/Email: | Dr. Rose Hershenov<br>716-632-6146<br>principal@ssppschool.com |
| | |
| Assistant Principal/Phone/Email: | Mrs. Suzanne Brierley<br>716-632-6146 |
| | |
| Others: | Kristen O'Sullivan, Nurse<br>Wayne Maleck, Head Custodian<br>Rev. Matt Nycz<br>716-632-2559 x 202 |
| | |
| Grades: | Pre-K-8 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 7:40 am – 2:00 pm |
| | |
| Transportation: | Bus/Car |
| | |

# C. PERSONNEL FOR NON-PUBLIC SCHOOLS

| | |
|---|---|
| Facility Name/Address/Phone: | St. Mary's School<br>6919 Transit Rd, POB 460<br>East Amherst, NY 14051<br>716-689-8424 FAX 716-689-0004 |
| Email address | principal@stmaryschoolswormville.org |
| | |
| Principal/Location/Phone: | Tristan D'Angelo<br>6919 Transit Road<br>716-689-8424 |
| | |
| Assistant Principal/Location/Phone: | |
| | |
| Pastor: | Reverend Thomas Mahoney<br>716-688-9380 x123<br>frtomfamily15@gmail.com |
| | |
| Grades: | Pre-K-8 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 7:50 am – 2:15 pm |
| | |
| Transportation: | Williamsville, Clarence, Akron, Starpoint, Lockport, Sweet Home, Lancaster |
| | |

| | |
|---|---|
| Facility Name/Address/Phone: | Amherst Christian Academy<br>2625 Tonawanda Creek Rd.<br>Amherst, NY 14228<br>Tel: 716-689-9944<br>Fax: 716-564-0075 |
| Email address | principal@aca.academy |
| | |
| Interim Principal/Location/Phone: | Diane Houseknecht<br>716-689-9944<br>principal@aca.academy |
| | |
| Assistant Principal/Location/Phone: | |
| | |
| Others: | Kristen O'Sullivan, Nurse |
| | |
| Grades: | K-12 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 8:30 am – 3:00 pm |
| | |
| Transportation: | Provided by public districts and by parents |
| | |

| | |
|---|---|
| Facility Name/Address/Phone: | St. Gregory the Great<br>250 St. Gregory Court<br>Williamsville, NY 14221 |
| | |
| Director/Location/Phone/email: | Keri Del Vecchio<br>716-688-5323 x 350<br>kdvecchio@stgregs.org |
| Principal/Location/Phone | Molly White (K-5) 716-668-5323 |
| Principal/Location/Phone: | Mr. Daniel Dreschel (6-8)<br>716-688-5323 |
| | |
| Others: | Susan Kromer, Nurse<br><br>Rev. Leon Biernat<br>716-668-5678 x309<br>lbiernat@stgregs.org |
| | |
| Grades: | PK-8 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 7:40 am – 2:08 pm |
| | |
| Transportation: | Provided by public districts |
| | |

# C. PERSONNEL FOR NON-PUBLIC SCHOOLS

| | |
|---|---|
| Facility Name/Address/Phone: | Christian Central Academy<br>39 Academy Street<br>Amherst, NY 14228<br>716-634-4821 FAX 716-631-5851 |
| Email address | |
| | |
| Principal/Location/Phone/Email: | Vincent Montoro<br>VMontoror@christianca.<br>com 716-634-4821, ext 115 |
| | |
| Assistant Principal/Location/Phone/Email: | Kristin Rhodes<br>KRhodes@christianca.com<br>716-634-4821, ext. 118 |
| | |
| Others: | Kristen O'Sullivan, Nurse |
| | |
| Grades: | K-12 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 8:25 am – 2:55 pm |
| | |
| Transportation: | Provided by public districts & parents |
| | |

| | |
|---|---|
| Facility Name/Address/Phone: | Gateway-Longview<br>6350 Main Street<br>Williamsville, NY 14221<br>716-633--7266 |
| Email address | tgirard@gateway-longview.org |
| | |
| Vice President of Educational Services /Location/Phone: | Timothy Girard, V.P. of ED. Svcs.<br>6350 Main Street<br>Williamsville, NY 14221<br>716-633-7266 x 3263 |
| | |
| Principal/Location/Phone: | Wendy Emerling<br>Director Lynde School<br>6350 Main Street<br>Williamsville, NY 14221<br>716-633-7266 x 3261 |
| | |
| Others: | Carolyne DeFranco, CEO of the Agency |
| | |
| Grades: | K-12 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 8:15 am – 3:30 pm |
| | |
| Transportation: | Students ride bus arranged by their home school district |
| | |

| | |
|---|---|
| Facility Name/Address/Phone: | Summit Academy<br>150 Stahl Road<br>Getzville, NY 14068<br>716-629-3400<br>Fax: 629-3499 |
| | |
| Administrator/Location/Phone: | Mary Belile,<br>Principal<br>716-629-3477 |
| Email address | mbelile@summited.org |
| | |
| Assist. Administrator/Location/Phone: | Unit Director<br>Debbie Carroll<br>716-629-3473 |
| | |
| Others: | Jackie Doran, Program Assistant<br>150 Stahl Road<br>Getzville, NY 14068<br>716-629-3433 |
| | |
| Grades: | Special Education non-graded<br>Ages 3-21 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 9:00 am - 3:00 pm - student attendance |
| | |
| Transportation: | Per county (preschool) or district<br>(school age) arrangements |
| | |

# C. PERSONNEL FOR NON-PUBLIC SCHOOLS

| | |
|---|---|
| Facility Name/Address/Phone: | Jewish Heritage Day<br>411 J J Audubon Pkwy<br>Amherst, NY 14228 |
| Email address | ohrtemiminschool@gmail.com |
| | |
| Principal/Location/Phone: | Rabbi Shumel Shanowitz<br>716-568-0226 |
| | |
| Assistant Principal/Location/Phone: | |
| | |
| Others: | |
| | |
| Grades: | Pre-K-8 |
| | |
| Number of Students: | |
| | |
| Hours of School: | 8:15 am – 3:30 pm |
| | |
| Transportation: | Provided by public districts & parents |
| | |

# C. BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS

| | |
|---|---|
| Name/Address/Phone: | Just for Kids |
| | |
| Phone: | 716-639-8500 |
| Email address | |
| | |
| Location/Phone: | Heim ES 716-626-8686<br>Maple West ES 716-626-8840<br>Maple East ES 716-626-8801<br>Country Parkway ES 716-626-9860<br>Forest ES 716-626-9800<br>Dodge ES 716-626-9820<br>Transit MS 716-626-8700<br>Mill MS 716-626-8300 |
| | |
| Others: | |
| | |
| Grades: | |
| | |
| Number of Students: | |
| | |
| Hours of School: | |
| | |
| Transportation: | |
| | |

# C. COMMUNITY EDUCATION

| | |
|---|---|
| Name/Address/Phone: | Williamsville Community Education<br>105 Casey Road<br>P.O. Box 500<br>East Amherst, NY 14051<br>Phone: 716-626-8080<br>Fax# 716-626-8091 |
| | |
| Email address | communityed@williamsvillek12.org |
| | |
| Director : | Michelle Monaco-Unger (Director)<br>mmmonac@williamsvillek12.org |
| | |
| Program Planners | Rebecca Muffoletto<br>rlmuffo@williamsvillek12.org |

## SECTION 5000:
## PREVENTION AND INTERVIEW STRATEGIES AND JOB DESCRIPTIONS

A. Prevention and Intervention Strategies..... 5100
B. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel..... 5200-5206

# A. Prevention and Intervention Strategies 5100

- The Williamsville Central School District has established a strong collaboration between the Amherst Police Department and the Williamsville Central School District consisting of identification of point of contact for each entity and School Resource Officer (SRO) program. In addition, building safety drills are conducted in collaboration with members of the Amherst Police Department and they are routinely consulted on matters of student safety.

- The Williamsville Central School District participates in the Amherst Youth Court. This is a program that familiarizes students with the judicial procedures in our society and offers an alternative disciplinary option for students who are involved in minor criminal situations. More information is available in the Office of Exceptional Education and Student Services.

- A Youth Wellness Council Report to the Board of Education is issued annually. This report provides a summary of the many interventions, scope of activities and initiatives spearheaded by students, faculty, staff, parents, and administration across the District. As has traditionally been the case, these range from a variety of service learning projects and fundraising activities, to the prevention of risk-taking behaviors and development of healthy coping skills to those fostering relationships and building connections to others (e.g., LINK Crew and WEB; Band Against Bullying). Asset development remains at the heart of wellness programming at all levels. This framework identifies a set of skills, experiences, relationships, and behaviors that enable young people to develop into successful and contributing members of their community and society. (http://www.search-institute.org/developmental-assets). This set of strategies provides students with experiences and supports needed to develop resiliency, as well as solid coping and resistance skills. Research has long revealed that the greater the number of assets a student possesses, the less likely the student is to engage in risk-taking behaviors. Years of Search survey data indicates that assets have a profound impact upon resiliency, coping and social-emotional development. The District also provides students with individual and group counseling, referrals to community resources and a myriad of other preventative measures. Examples (not exhaustive) of current initiatives include a focus upon the development of social-emotional learning and core competencies, mindfulness practices, suicide prevention (e.g., standardized lethality assessment protocols and participation in Sources of Strength), Crisis Response Planning and Postvention, Mental Health First Aid, Anti-bias Education and Culturally Responsive Instruction, Safe and Civil Schools, and implementation of articulation programs (LinkCrew and WEB) to facilitate a sense of belong and connectedness as students move from one instructional level to the next. Programs for parents and community members which address prevention of underage drinking and substance abuse or tackle the topic ofsocial media and cyber safety are also offered.
  The Annual Report of the Youth Wellness Council can be obtained by accessing the Youth Wellness section of the District website or by contacting the office of the Assistant Superintendent of Exceptional Education & Student Services.

Improving communication among students, and students and staff and reporting of potentially violent incidents:

- Williamsville Central School District Youth Wellness Program draws its focus and philosophy from resiliency and the Search Institute model of youth development. The Williamsville Central School District Youth Wellness Program Responds to changing needs of the entire Williamsville community. The program is research based providing a

program of excellence, effectiveness and compassion. Research shows that a child experiences success, academically and personally, when school,family and community provide an integrated system of support.

- The Williamsville Central School District Youth Wellness Program offers a myriad of programs and activities designed to facilitate the development of developmental assets and resiliency in young people. A complete listing of these programs and activities can be found in the Annual Report of the Youth Wellness Council to the Board of Education. A copy of this report can be accessed on the District website https:// www.williamsvillek12.org/parents_and_students/youth_wellness/index.php or by contacting the Office of the Assistant Superintendent of Exceptional Education and Student Services. Congruent with nationwide changes, the Williamsville program has evolved into a student wellness program that emphasizes prevention and addresses a wide variety of issues concerning health and wellness. Prevention programming involves seeking ways to create relationships among and between staff, student and the community.

- Bi-annual Youth Wellness Student Survey – Executive Summary. The WilliamsvilleCentral School District Youth Wellness Program has as its foundation a research- based program based upon the development of resiliency in young people and assisting youth to acquire as many developmental assets and thriving indicators as possible. Through the administration of a standardized survey of student attitudes and behaviors to current 8th, 10th and 12th graders, the school district is committed to securing, on a bi-annual basis, information that documents the efficacy of our Youth Wellness Program, identifies specific need areas with which to target our interventions, and provides an estimate of the existing status relative to the acquisition of developmental assets.

- Restorative Justice is a philosophy, in action, that places relationships at the heart of the educational experience. The basic principle is about creating an inclusive community around relationships that are predictable, safe, and engender connection (being seen and heard). By establishing a culture around community and supporting a climate of care, there is a shift from assertive and progressive discipline to a discipline model that supports learning, engagement and repairing harm. Restorative Practices utilizing Community Building Circles continues to be introduced as a standalone social-emotional practice at a Tier 1 level and infused as port of the academic instruction. Restorative Justice practices move from community building (Tier 1) to using restorative practices for minor behavioral problems (Tier 2) to then using for major or significant behavior problems (Tier 3).
- Important to both Social Emotional Learning and Restorative Practices framework has been Trauma Informed Educational Practices. The UB Institute of Trauma and Trauma-Informed Care has been instrumental in working with staff on how to create Trauma Informed classrooms and school spaces for students and colleagues at each of our schools.
- Since 2017, the Williamsville CSD has entered into an agreement with the Amherst Police Department (APD), supported by the Amherst Town Board, to have a school district School Resource Officer program in place on an annual basis. Three APD officers are assigned to monitor and patrol all of our schools while providing security-base tasks within our school communities.

## B. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel

The process of establishing the duties for hall monitors and other school safety personnel will rely on past practice, or be completed by civil service with consultation of the WILLIAMSVILLE CENTRAL School District, or will be determined by the WILLIAMSVILLE CENTRAL School District pursuant to applicable Federal, State, County and Municipal guidance. (Example found in appendix)

The WILLIAMSVILLE CENTRAL School District is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-202 prohibits discrimination because of age.
Section 504 of the rehabilitation Act of 1973 prohibits discrimination on the basis of disability.

The process of hiring hall monitors and/or school safety personnel will follow applicable Federal, State, County and Municipal laws & Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1st, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the S.A.V.E. Legislation of 2000.

If the WILLIAMSVILLE CENTRAL School District uses the service of a contractual security company, the district should verify with the Department of State's License Bureau to ensure that the prospective contractor is an authorized employer in good standing.

If the WILLIAMSVILLE CENTRAL School District, a public (exempt) entity, employs at least one security guard, then the district is subject to the Security Guard Act of 1992 (General Business Law § 89-f (5), (7)). Any public entity employing a security guard must ensure that the security guard is registered with the NYS Department of State.

The Department of State will only register applicants who have satisfied the requirements established by the Secretary. Registration for a security guard is effective two years. No school district will knowingly employ a person as a security guard unless: the school district has verified with the Department (State) that such person possess a valid registration card which has not expired or been revoked; or Such school district has filed with the Department (State) in a manner prescribed by rules and regulations promulgated by the Department.
(Duties of a security guard and requirements and of a NYS Security Guard License are included below)

A district employing a security guard must provide proof of self insurance or liability insurance coverage to the Department of State in the Amount of $100,000 per occurrence and $300,000 in the aggregate (General Business Law § 89-g (6)). A licensed security guard in New York State must undergo an Investigation. Within five business days after the receipt of an application the department (state) will transmit to the division (DCJS) two sets of fingerprints and the fee required pursuant to paragraph (b) of subdivision ten of section eighty-nine-h of Gen. Bus. Law and cause to be conducted a search of state files to ascertain whether the applicant has been charged with or convicted of a serious offense and may cause to be conducted an investigation to verify the information contained in the application provided. Under section 89-o of the General Business Law, the secretary of state is empowered to adopt rules and regulation implementing the provisions of this article. Such rules and regulations will include criteria for determining whether a person is a security guard or whether a particular function is a security guard function as defined by subdivision six of section eighty-nine-f of this article.

Provided by Erie County Civil Service
SCHOOL MONITOR SCHOOLS - ERIE COUNTY SCHOOLS DISTRICT

**DISTINGUISHING FEATURES OF THE CLASS**: The work involves performing non-teaching duties in overseeing student activities during regular school session and after hours in a suburban school district. This work of ordinary difficulty, involving responsibility of assisting teachers and administrators by performing assigned routine tasks, including the supervision and care of students. The incumbent must be firm, but courteous and congenial in exercising their influence on students. Since there are definite limits in the type and complexities of assignments, the class of school monitor differs in that respect from teacher aide, which usually involves duties of greater difficulty, generally requiring specific skills or abilities. Work is performed under the direct supervision of a principal, teacher or school administrator. Does related work as required.

**TYPICAL WORK ACTIVITIES:**
Assists in supervising recreation and lunch periods and study halls;
Guides students safely across streets and intersections;
Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas before and after school;
Oversees students passing between classes and in locker rooms and on premises before and after school;
Issues athletic supplies and equipment when required;
Helps students in lower grades with wearing apparel;
May assist in arraigning and ordering films, projectors, VCR, and other learning aides as required;
May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to establish good relationships and get along well with students, and command their respect; ability to maintain order and to enforce school regulations with firmness; ability to get along with teachers, administrators, and others; ability to understand and follow oral and written instructions; good power of observation; dependability; neat personal appearance; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma; or (4) years experience in the care and supervision of children; or
B. An equivalent combination of training and experience as defined by the limits of (A.) and (B.)

NOTE: Verifiable part-time and or volunteer experience will be pro-rated toward meeting full-time experience requirements

NOTE: A person assigned to this position does not have the authority to direct traffic. This is the function of a police officer only.

# Job Description - Security Guard

Provided by the NYS Department of State

## ***Description***

A security guard is defined as a person employed within New York State, other than active police officers and federally regulated personnel, to principally perform one or more of the following duties without performing the functions of a private investigator.

- Protection of individuals and/or property from harm, theft or other unlawful activity;
- Deterrence, observation, detection and/or reporting of incidents in order to prevent any unlawful or unauthorized activity including but not limited to unlawful or unauthorized intrusion or entry, larceny, vandalism, abuse, arson or trespass on property;
- Street patrol service;
- Response to but not installation or service of a security system alarm installed and/or used to prevent or detect unauthorized intrusion, robbery, burglary, theft, pilferage and other losses and/or to maintain security of protected premises.

## ***Registration Requirements***

An applicant must file an application with the New York State Department of State's Division of Licensing Services in order to become registered as a security guard. In addition, the applicant must meet the following requirements:

- Complete a minimum of 8 hours of pre-assignment training
- Not have been convicted of a serious offense
- Be of good moral character and fitness
- Not have been discharged from a correctional/law enforcement agency for incompetence or misconduct

Individuals that meet these qualifications, and those indicated below will be issued a photographic ID card signifying that they are authorized to perform security guard functions. Since these ID cards are made by the Department of Motor Vehicles (DMV) using the image on file in their office from the individual's NYS Driver’s License or Non-Driver ID card, applicants must provide their 9-digit DMV ID number where requested on their Security Guard application. Once their Security Guard application is approved for registration, the applicant's name and DMV number are sent to DMV to have an ID card made. The Department of Motor Vehicles will mail the ID card to the applicant's residence address on file with the Department of State.

***Age***

Must be at least 18 years of age.

***Training***

Security guards are required to complete training programs administered by the Division of Criminal Justice Services, Bureau for Municipal Police. Those courses are:

8 hours pre-assignment training
16-hour on the job training (must be completed within 90 days of employment)
8 hours of annual in service
47-hour firearms course for security guards who carry a firearm
Holders of a special armed guard registration card must complete an additional 8-hour in service training course annually.

***Fees***

$36 - 2-year registration
$50 - Fingerprint fee payable to Division of Criminal Justice Services with original application
$25 - Renewal fee, every 2 years

***Licensing Authority***

New York State Department of State
Division of Licensing Services
84 Holland Avenue
Albany, New York 12208-3490
Phone: (518) 473-2739
Fax: (518) 473-2730/1

***Occupational Reference Codes***

33-9032 - Security Guards - Dictionary of Standard Occupational Classifications, October 2000

**APPENDIX 1**

Buildings covered by the district-wide plan:

| | |
|---|---|
| Country Parkway Elementary School<br>35 Hollybrook<br>Williamsville, NY 14221<br>Principal – Nathaniel Barnes | 716-626-9860 |
| Dodge Elementary School<br>1900 Dodge Road<br>East Amherst, NY 14051<br>Principal – Charles Smilinich | 716-626-9820 |
| Forest Elementary School<br>250 North Forest Road<br>Williamsville, NY 14221<br>Principal – Keith Wing | 716-626-9800 |
| Heim Elementary School<br>155 Heim Road<br>Williamsville, NY 14221<br>Principal – Claire Licata-Michael | 716-626-8686 |
| Maple East Elementary School<br>1500 Maple Road<br>Williamsville, NY 14221<br>Principal – Dr. William Bohen | 716-626-8800 |
| Maple West Elementary School<br>851 Maple Road<br>Williamsville, NY 14221<br>Principal – Katherine Wendling | 716-626-8840 |
| Casey Middle School<br>105 Casey Road<br>East Amherst, NY 14051<br>Principal – Dr. Salvatore Curella | 716-626-8585 |
| Heim Middle School<br>175 Heim Road<br>Williamsville, NY 14221<br>Principal – Adam Buffomante | 716-626-8600 |

**APPENDIX 1**

(continued)

| | |
|---|---|
| Mill Middle School<br>505 Mill Street<br>Williamsville, NY 14221<br>Principal – Chris McDuffie | 716-626-8300 |
| Transit Middle School<br>8730 Transit Rd.<br>East Amherst, NY 14051<br>Principal – Dr. Daniel Walh | 716-626-8700 |
| Williamsville East High School<br>151 Paradise Rd.<br>East Amherst, NY 14051<br>Principal – Jason Swenson | 716-626-8400 |
| Williamsville North High School<br>1595 Hopkins Rd.<br>Williamsville, NY 14221<br>Principal – Andrew Bowen | 716-626-8500 |
| Williamsville South High School<br>5950 Main Street<br>Williamsville, NY 14221<br>Principal – Keith Boardman | 716-626-8200 |

**APPENDIX 2**

The 2019-2010 Enacted NYS State budget included amendments to Education Law Section 2801-a to require that school districts and charter schools adopt a written contract or memorandum of understanding that is developed with stakeholder input, that defines the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. The written contract or memorandum of understanding must clearly delegate the role of school discipline to school administration and be consistent with the code of conduct. Such contract or MOU is required to be incorporated and adopted as part of the District Wide School Safety Plan. The amendments became effective on July 1, 2019.

The Williamsville CSD and the Amherst Police Department have entered into a contract which provides for the hiring of a School Resource Officer(s) for an additional support to the District's school safety plan. Therefore, to be consistent with the New York State 2019 Education Law and the District's Code of Conduct, a Memorandum of Understanding that clearly delegates the role of school discipline to school administration and be consistent with the code of conduct regarding student discipline is attached.

# MEMORANDUM OF UNDERSTANDING

**BY AND BETWEEN THE**
**WILLIAMSVILLE CRNTRAL SC.HOOL DISTRICT ("District")**
**AND THE**
**AMHERST POLICE DEPARTMENT ("APD" or "Department")**

**August 1, 2019**

**WHEREAS**, thetDistrict and APD aretparties to atcontracttfortservices whichtprovidestfor the District'st engagementt of Schoolt Resourcet Officer(s) astant additionalt supportt totthet District's schooltsafety plan; and

**WHEREAS**, thett2019-2020ttEnactedttStatettBudgetttincludedttamendmentsttottEducationttLaw Sectiont 2801-at tot requiret thatt schoolt districtst adoptt a writtent contractt ort memorandumt of understandingtthat istdeveloped with stakeholder input, and that defines the relationship between a schoolt district,t schoolt personnel,t students,t visitors,t lawt enforcement,t andt publict ort private security personnel;

**NOW, THEREFORE**, the partiestherebytacknowledge the following:

1.tConsistent with the New York State Education Law and the District's Code of Conduct,ttt schoolttdisciplinaryttfunctions, includingttbutttnotttlimitedtttottallttdecisionsttandttdeterminations regarding student discipline, are delegated to District administrators.ttSchool Resource Officer(s) shalltengage intseparate and distinct work functions such as investigatory andtsecurity-based tasks, with the primary objective oftsecuring thet safetyt andtwellbeingtof District personnel,t students, families, andttvisitors.ttt School ResourcettOfficer(s)ttshallttnotttakettparttintthettdetermination, issuance, or implementation of tstudent discipline.

FOR THE DISTRICT:

8/4/19

Dr. Scott Martzloff, Ed.D — Date
Superintendent of Schools
Williamsville Central School District

FOR THE DEPARTMENT:

8/5/19

John C. Askey — Date
Chief of Police
Amherst Police Department

# APPENDIX 3

# COMMUNICABLE DISEASE CONTINUITY OF OPERATIONS PLAN

# Williamsville Central School District

# District Communicable Disease Continuity Operations Plan

Date of Approved Plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the WCA Coordinators, CSEA (custodial), CSEA (transportation), Supervisors/Computer Technicians, WAA, WAERP, WTA, CST as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

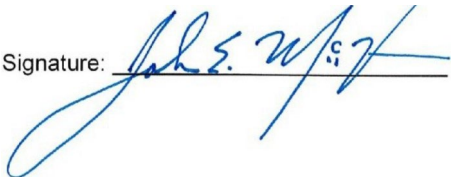
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Williamsville Central School District I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A 10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: February 16, 2021

By: Dr. John McKenna

Title: Acting Superintendent

Signature: 

| Date of Change | Description of Changes | Implemented By |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

## Scope

This plan was developed exclusively for and is applicable to Williamsville Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

## Situation Overview

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations on a daily basis or as needed.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Superintendent of Williamsville Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of Williamsville Central School District shall be notified by the Email and District Messaging System with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of the Email and District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Williamsville Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Williamsville Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, Williamsville Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Williamsville Central School District

The Williamsville Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Williamsville Central School District have been identified as:

| Essential Function | Description | Priority |
|---|---|---|
| **Superintendent of Schools** | Oversees and plans. Assigns critical functions assuring compliance with all CDC, DOH and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans to procedures. Communicates with the Board of Education directly. | 1 |
| **Assistant Superintendent Operations and Student Services and the Assistant Superintendent of Finance & Management Services** | Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and Assistant Superintendent for Instruction and oversees the functions of the Business Office. Communicates directly with administration to assist with planning and daily functions to achieve District goals and maintain safety equipment and supplies. | 1 |
| **Assistant Superintendent of Operations and Student Services** | Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent of Schools and Director of Administrative Services. Communicates directly with the administration to assist with planning and functions, ensuring that the needs of the district are being met. Reports to the Superintendent of Schools. Assists with CDC, DOH and NYSED regulations including oversight of NYS recording requirements and Nursing Staff. | 1 |
| **Administration** | Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish district goals. Communicates regularly with the Assistant Superintendent for Instruction and Business Official. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals. When directed by the Superintendent of Schools, the administration is responsible for communicating and updating employees in district policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed. | 1 |

| | | |
|---|---|---|
| **Director of Facilities** | Coordinates functions with the Business Official, Administration and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, scheduling to meet the needs of the district. Instructs and informs staff of district policy and procedures including personal protection, cleaning procedures and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, CCD, DOL and DOH policies while on school district property. | **1** |
| **Cleaning Services Supervisor** | Coordinates activities with and updates the Director of Facilities and Operations regularly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products and protocols. Provides a direct line of communication from custodial staff to the Director of Facilities and Operations. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties. | **1** |
| **Business Office** | Assists the Superintendent of Schools with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions. | **1** |

| | | |
|---|---|---|
| **Technology Services** | Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Superintendent of Schools and Administration staff to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day to day operations, and educational needs. | **1** |
| **Nurse Practitioner & Building Nurses** | Assists with the goals of the district. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Maintains a sanitary environment. Monitors quarantine area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinates activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the buildinq administration and the Superintendent. | **1** |
| **Building Secretaries** | Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their school administrator. The District will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required adhere to district safety policy while onsite. Administration will provide the necessary means and materials to safely and effectively work in a remote settinq as well. | **1** |
| **Maintenance Operations** | Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities and Operations. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL (PESH), and DOH at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and *tu*nctional. | **1** |
| **Custodial Staff** | Custodial staff will work as directed by the Director of Facilities and Operations and Custodial Supervisor. The Director of Facilities and Operations and Custodial Supervisor will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or | **1** |

| | | |
|---|---|---|
| | addressed. Custodial staff has received pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection and sanitization and product use, product labels, Safety Data Sheets, and manufacturers' requirements for use. The district will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the district. As with all staff, custodial personnel will follow district protocols required by the CDC, DOL (PESH), DOH and the district while providinq services and on breaks. | |
| **Educational** | The Assistant Superintendent for Instruction will work with the Superintendent and Administration to determine the level of on-site education and or implement the District Remote Learnino Plan. | 1 |
| **Outside Contractors** | Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities and Operations. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property. | 1 |
| **Food Service** | All Food Service operations will be determined by the Director of Administrative Services. All District protocols will be initiated by the District Food Service contractor. | 1 |
| **Transportation** | Transportation will provide services directed by the Assistant Superintendent of Finance and Management Services. The Transportation Coordinator will supervise operations. The District will provide safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Transportation Contractor has received proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Transportation Coordinator will schedule staff and bussing pickup and drop off according to the needs of district. The District will continually inform staff and parents of chanoes to procedures as necessarv. | 1 |

| | | |
|---|---|---|
| **8.O.E** | The Board of Education and Superintendent of Schools will dictate school policy and procedures. | **1** |
| **Outside Deliveries** | Deliveries will be coordinated with the Director of Facilities and Operations, Custodial Supervisor, and Building Custodians and Laborers. The Director of Facilities will inform companies of District Policy and procedures in advance. All delivery agents will be required to notify the district prior to arrival on District and strictly adhere to district policy while on site. Employers will be required to provide their employees with the proper PPE to work safely while on site. | **1** |

## Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

| Essential Function | Essential Positions/Titles | Justification for Each |
|---|---|---|
| Information Technology | Technology Services Manager<br>Network Manager<br>Lead Technology Integrator | The IT manager establishes all priorities for IT task and organizes staff.<br>IT staff members provide support in setting up hardware and software, network management, and help desk suooort. |
| Administration and Oversight | Superintendent of Schools<br>Assistant Superintendent for Operations & Student Services | The Superintendent is the decision-maker for the entire district. |
| Operations | Assistant Superintendent of Finance & Management Services | Director of Administrative Services ensures all essential functions are maintained. |
| Education | Assistant Superintendent for Instruction | The Assistant Superintendent for Instruction determines the educational plan. |
| Facilities | Director of Facilities and Operations | The Director of Facilities and Operations maintains the necessary level of cleanina and sanitizina. |
| Administration | Principals, Assistant Principals, Directors | The Principals, Assistant Principals, and Directors are the liaisons between students, families, and employees in the buildina. |
| Cleaning and Sanitizing | Buildings and Grounds Staff, Custodial Maintenance, and Laborers and Grounds man | Performs all cleaning and sanitization and necessary upkeep of the buildings. |

| | | |
|---|---|---|
| Support | District Clerical Staff | Provides necessary support for all Administrators. |
| Nurse Practitioner | Nursing | Directs all Health Services. |

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
    a. Internet capable laptop
    b. Necessary peripherals
    c. Access to VPN and/or secure network drives
    d. Access to software and databases necessary to perform their duties
    e. A solution for telephone communications
        i. Note that phone lines may need to be forwarded to off-site staff

The Superintendent of Schools and the District Labor Relations Specialist will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Williamsville Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director of Facilities and Operations will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

**Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns or aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE
   a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
   b. Public employers must be able to mitigate supply chain disruptions to meet this requirement

3. Storage of, access to, and monitoring of PPE stock
   a. PPE must be stored in a manner which will prevent degradation
   b. Employees and contractors must have immediate access to PPE in the event of an emergency
   c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Facilities and Operations and the Custodial Supervisor will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure to maintain a six-month supply of PPE as directed above for all faculty, students. An extra supply of PPE will be available in all buildings with the Principles, Nurses or Custodial staff. The Williamsville Central School District participates in Corporative Bid Purchasing Agreements where possible that provide a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE can only be made by the Director of Facilities and Operations or the Custodial Supervisor as this will ensure the accurate accountability of all supplies on hand. The Custodial Supervisor will be responsible for keeping accurate records and reporting.

# APPENDIX 4
# VISTA SECURITY AGREEMENT

**VISTA SECURITY GROUP, INC.**
**SERVICE AGREEMENT**
Licensed by the New York State Department of State
License #11000098666

THIS AGREEMENT, which shall be deemed to be dated as of the date the last party executes this Agreement, is by and between the VISTA SECURITY GROUP, an independent security corporation duly licensed by the State of New York as a "Private Investigation" company, having its offices at 60 Bryant Woods South, Amherst, NY 14228 (hereinafter referred to as "VSG") and the WILLIAMSVILLE CENTRAL SCHOOL DISTRICT, an educational corporation organized and existing under the laws of the State of New York, having its principal offices at 105 Casey Road, East Amherst, New York 14051 (hereinafter referred to as the "District"). The District together with VSG will collectively be referred to as the "Parties".

1. **Scope of Services/Role and Responsibilities of VSG.** Officers of VSG are to provide additional support for activities that the District's School Resource Officers (contracted through the Town of Amherst) address during their hours of the school day.

a. VSG will provide three (3) trained and active, but off duty, Law Enforcement Officers (hereinafter "Officers"). The District acknowledges that it may not have the exact same Officers each and every day but the Officers provided by VSG will be one of 14 Officers who will be specifically familiar with and advised of the District and its school buildings by VSG. These officers will be considered and referred to as "Primary Officers". The names of Officers who will be assigned to the District as the Primary Officers are attached hereto as **Exhibit A**. No later than August 15th of each year this Agreement is in effect, VSG will provide the names of Primary Officers who may be assigned to the District for the following school year.

b. The Officers will be responsible to physically and actively monitor and patrol the various school location(s) to which s/he is assigned to ensure the safety and security of those present; review and abide by applicable District Board of Education policies and regulations and/or as directed by the Superintendent of the District and/or his designee at all times while on District property and/or while performing duties pursuant to this Agreement; help maintain a safe and secure environment for students, staff and the community at the various school location(s); preserve order or facilitate the removal of individuals in accordance with District policies and Code of Conduct; assist in emergency response activities as needed, including for example, CPR or first aid; use communication devices as needed, contact law enforcement when necessary.

c. VSG will provide services of Officers on the days that the District's schools are in session with students during the student school year.

d. The Officers will work six (6) hours during the regular school day, from approximately 8:00 am to 2:00 pm, totaling 30 hours per week per Officer and 90 hours in total. These times for the Officers' hours may fluctuate based on the needs of the District and to purposely randomize the presence of the Officers. The District may decrease the schedule of hours per week upon providing VSG with a minimum of seven (7) days advance written notice of the change. The Parties may increase the schedule of hours per week upon mutual consent.

e. The Officers will each begin their shift at one of the District's high schools, that is, Williamsville East High School located at 151 Paradise Road East Amherst, New York 14051; Williamsville North High School located at 1595 Hopkins Road Williamsville, New York 14221 and Williamsville South High School located at 5950 Main Street Williamsville, New York 14221.

i. After the Officer begins his/her shift at one of the District's high schools, the Officers will then proceed to the District's Middle and Elementary Schools, stopping at individual schools randomly and patrolling the building.

ii. The District's school buildings (hereinafter "Locations") are:

| | |
|---|---|
| Country Parkway Elementary | Dodge Elementary |
| Forest Elementary School | Heim Elementary |
| Maple East Elementary | Maple West Elementary |
| Casey Middle School | Heim Middle School |
| Mill Middle School | Transit Middle School |
| East High School | South High School |
| North High School | |

f. The Officers will be uniformed in a standard issued Town of Amherst Police uniform.

g. The Primary Officers, if available, may also work "special events" as determined and requested by the District, including, but not limited to: after-school activities or district events such as school dances, games and budget votes.

If none of the Primary Officers are available due to their schedule or otherwise, VSG will assign another officer(s) employed by VSG who is a recently retired (within the last ten (10) years) Law Enforcement Officer familiar with schools and who maintains all the necessary certifications and licenses to perform the services under this Agreement. These officers will be considered and referred to as "Secondary Officers" and uniformed in Vista security clothing". The names of Officers who will be assigned to the District as the Secondary Officers are attached hereto as **Exhibit B**. No later than August 15th of each year this Agreement is in effect, VSG will provide the names of Secondary Officers who may be assigned to the District for the following school year.

h. Consistent with the New York State Education Law and the District's Code of Conduct, school disciplinary functions, including but not limited to all decisions and determinations regarding student discipline, are delegated to School District administrators. Officers shall engage in separate and distinct work functions such as investigatory and security-based tasks, with the primary objective of securing the safety and well being of District personnel, students, families, and visitors. Officers shall not take part in the determination, issuance, or implementation of student discipline.

2. **Obligations of the Parties.**

a. VSG is an independent security company duly licensed by the State of New York as a "Private Investigation" company and shall be responsible for its own income taxes,

worker's compensation, liability insurance, disability insurance and other employment benefits, taxes and/or compensation for each of the Officers assigned to the District by VSG.

b. VSG is obligated at all times to be certain that all of its Officers - Primary and Secondary, assigned to the District are in compliance with New York State laws, including but not limited to, New York Security Guard Act of 1992 (New York General Business Law Article 7-A) concerning certifications, qualifications and possession of a valid registration card, which has not been revoked or suspended, required to be an armed security guard. It is noted that retired law enforcement/police officers are required to register and complete security guard training, but they may be exempt from certain portions of the training depending upon when they received initial training and how long ago they retired. (See N.Y. Gen. Bus. Law § 89-n(4)(f)). Upon request from the District, VSG will provide the District with the certifications, permits and/or registration cards of any of the Primary and/or Secondary Officers listed as available to be assigned to the District.

c. Throughout the Term of this Agreement, the District shall be obligated to update VSG regarding current security information it has and/or dangerous situations or conditions relating to the Locations it is aware of (not including typical academic learning objects, such as chemistry materials in lab rooms).

3. **Term**. This term of this Agreement shall be for the period from September 1, 2022 until June 30, 2027.

This Agreement may be terminated by either party upon thirty (30) calendar days written notice to the other Party; provided, however, that VSG shall have the right to immediately terminate this Agreement upon written notice to the District in the event of non-payment of fees owed, in accordance with Section 3 below, beyond forty-five (45) days of the due date. This written notice shall be sent to the respective parties at the addresses first above set forth or at such other address as specified in writing by the party. Except as set forth below in Section 4 - Fees, upon termination of this Agreement, the District shall have no further responsibility to the VSG or to any other person with respect to any portion of a payment specified in this Agreement, as a result of services provided or otherwise. Upon termination of this Agreement, VSG shall have no further responsibility to the District or to any other person with respect to providing services pursuant to and/or specified in this Agreement.

4. **Fees.** The District shall pay VSG for the Services of Officers at the hourly rate set forth below during the applicable time period and, because the District is an educational institution not subject to taxes, shall not include any state or federal taxes.

| Period of Time | Hourly Rate |
|---|---|
| September 1, 2022 through February 28, 2025 | $58.50 |
| March 1, 2025 through June 30, 2026 | $59.95 |
| July 1, 2026 through June 30, 2027 | $61.90 |

a. During the Term of this Agreement, VSG will also be paid eight (8) hours for each week school is in session, that is, the student school year, to account for VSG's administrative costs/time.

In accordance with the above fees and based on the working time of the three (3) Officers - 30 hours a week, 90 hours in total (see Section 1(d), above) – in addition to the eight (8) hours of administrative time to be paid, the total estimated weekly cost to be invoiced to the District is $5,733 for the 2022-2023 school year.

b. VSG will invoice the District on a weekly basis and such invoice shall set out the hours and/or event worked by each Officer, as well as the name of the Officer. The District shall pay such invoices (in U.S. Dollars) within thirty (30) days from the date of the invoice, unless other payment terms are approved by VSG in writing.

c. The District agrees to pay 1.5 times the above hourly rates for any hour worked on the following holidays:

| | |
|---|---|
| New Year's Day | Martin Luther King Day |
| Memorial Day | July 4th |
| Thanksgiving Day | Christmas Eve after 4:00 pm |
| Christmas Day | New Year's Eve after 4:00 pm |

d. The District agrees to pay a minimum of 4-hours per Officer if the Officer is summoned to appear in court or at a conference with the District Attorney's office (or Superintendent Hearing) as a result the Officer performing duties for the District in accordance with this Agreement.

e. If the District decides it would like to use VSG services for a Metal Screening Technology Detection System, the Complete Package – for the Ceia Open Gate System is a Rental fee (per day) of $500.00 (plus the cost of staff to operate) or Purchase fee (per unit) of $18,840.00.

5. **Employment Status.** The Officers assigned to District's Locations shall be an employee of the VSG for all purposes including, but not limited to, employment taxes, wage and hour, liability insurance, workers' compensation, and disability insurance purposes. The Workers' Compensation Law shall apply in the case of any injury to the Officer, and VSG shall pay all premiums and/or expenses related to such insurance. The Officers shall not be deemed an employee of the District and the District shall pay no monetary consideration of any kind directly to the Officers in connection with the services provided to the District.

6. **Confidentiality**. Information relating to the services provided pursuant to this Agreement shall be confidential and maintained and used only for the purposes intended under this Agreement, in accordance with any applicable State or Federal laws, rules and regulations, including but not limited to, the Family Education Rights and Privacy Act ("FERPA") concerning student records and information. This provision shall survive termination of this Agreement.

7. **Non-Solicitation.** Unless the District obtains the prior written approval of VSG, the District agrees not to hire, directly or indirectly, any VSG employee that is currently assigned or has been assigned in the past by VSG to work at any District Location for a period of six (6) months following the employee's termination or resignation as a VSG employee. The District acknowledges that VSG has incurred considerable expense in hiring and training its employees in security operations and if District or its agents hire a VSG employee either within six (6) months after the employee has ceased

employment with VSG, District will pay VSG, as liquidated damages, $4,000.00 per employee or former employee so hired.

8. **Indemnification.** VSG and the District each agrees to indemnify and hold harmless the other parties to this Agreement, its agents and employees, against any and all claims, damages, losses, and/or expenses, including but not limited to attorney's fees, arising out of and/or resulting from the act(s), omission(s), and/or negligence of its/their employee(s) or agent(s). VSG shall be liable for the negligence of an Officer occurring in the performance of his/her duties under this Agreement in the same manner and to the same extent as if the negligence occurred in the exclusive performance of duties for VSG.

9. **Insurance.** Prior to commencing services under this Agreement, VSG will secure and maintain, at VSG's own expense, all insurance coverages indicated below from one or more insurance companies which are licensed to write such insurance in New York State or are eligible non-admitted insurers, per the current Excess Line Association of New York's ("ELANY") official list. Insurers must carry an A.M. Best "Secure" rating of A- or better. The VSG's insurance shall include the following, and shall be written with limits no less than specified below:

**COMMERCIAL GENERAL LIABILITY**

**Commercial General Liability** coverage to include bodily injury, personal injury, and property damage applicable to **ongoing operations and contractual liability.** The coverage limits applicable shall be the greater of the amounts indicated below or the amounts carried by the VSG:

| | |
|---|---|
| General Aggregate | $3,000,000 |
| Products & Comp/Op. Aggregate | $3,000,000 |
| Personal & Adv. Injury | $1,000,000 |
| Each Occurrence | $1,000,000 |
| Damage (to premises) | $ 100,000 |
| Med. Expense (any one person) | $ 10,000 |

**AUTOMOBILE LIABILITY INSURANCE**

Bodily Injury and Property Damage, coverage for the VSG as the owner or the lessee of automobiles, trucks, trailers, self-propelled equipment and all other owned and non-owned vehicles registered for use on the public highway and/or used in operations relating to work under this Agreement.

| | |
|---|---|
| Combined Single Limit | $1,000,000 |

**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE** including coverage required by the laws of New York State. Must include Waiver of Subrogation in favor of the School District.

**EXCESS LIABILITY AND/OR UMBRELLA LIABILITY** applicable to Commercial General Liability and Automobile Liability policies. The Excess Liability and/or Umbrella Liability coverage limit applicable shall be the greater of the amount indicated below or the amount carried by VSG:

| | |
|---|---|
| Each Occurrence | $5,000,000 |
| Aggregate | $5,000,000 |

**ADDITIONAL INSURED**: Coverage in Commercial General Liability, Automobile Liability and in the Excess/Umbrella Liability policies or coverage sections shall also be written or endorsed as follows and such coverage must be endorsed so as to apply to the additional insured on a primary and non-contributory basis with the following language, unaltered:

*"Williamsville Central School District and its employees, administrators, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education are hereby named as Additional Insured."*

Also prior to commencing services, VSG must provide: Certificates of Insurance acceptable to the District, together with a copy of the actual policy language that effects this coverage in each policy, copies of all endorsements evidencing Additional Insured coverage and the requirement of advance notice to the District, as the Certificate Holder, of modification, expiration, non-renewal, or cancellation of policies. These documents will be attached to this Agreement as **Exhibit C.** VSG must also provide to the District, on a timely basis, copies of any subsequently issued endorsements that amend any coverages, limits, or notice requirements, and any amended or updated Certificates of Insurance.

10. **Legal Compliance.** In performing under the terms of this Agreement, VSG and the District and each of their agents shall comply with all applicable federal, state, and local laws, resolutions, ordinances, codes, rules, and regulations.

11. **Non-Assignment.** Neither the District nor the VSG shall assign, transfer, sublet or otherwise dispose of this Agreement, or of its right, title or interest in this Agreement, or its power to execute the same, to any other person or corporation without prior written permission of both parties.

12. **Severability.** In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

13. **Governing Law.** This Agreement shall be governed by the laws of the State of New York, without regard to its principles on conflicts of law, and any disputes hereunder shall be heard by a court of competent jurisdiction in Erie County, New York.

14. **Force Majeure.** VSG shall not be liable for a delay in its performance or obligations and responsibilities under this Agreement due to causes beyond its control such as, but not limited to, war, strikes or lockouts, embargo, national emergency, insurrection or riot, acts of the public enemy, fire flood, pandemic or other natural disaster provided that said party has taken reasonable measures to notify the other in writing of the delay and its anticipated duration.

15. **Miscellaneous.**

a. No modification or waiver of any provision of this Agreement shall be effective unless made in writing and signed by the Parties.

b. Neither Party shall assign this Agreement or such Party's rights and obligations hereunder without the prior written consent of the other Party.

c. If any condition, provision, or portion thereof, of this Agreement shall be declared by a court of competent jurisdiction to be illegal or unenforceable, such illegality or unenforceability shall not affect the validity of any of the remainder of this Agreement,

d. This Agreement shall be governed by the laws of the State of New York, without regard to its principles on conflicts of law, and any disputes hereunder shall be heard by a court of competent jurisdiction in Erie County, New York.

16. **Entire Agreement and Board Approval.** This Agreement constitutes the entire agreement between the parties and is subject to the approval of the District. This Agreement supersedes any and all prior agreements between the parties related to VSG services and shall not be modified unless any modification is hereafter made in writing and signed by all parties to this Agreement.

IN WITNESS WHEREOF, the. Parties hereto have executed this Agreement the last day and year written below.

**VISTA SECURITY GROUP, INC.**

Jeffrey C. Gilbert
Partner, on Behalf of Vista Security Group, Inc.

**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT**

Dr. Darren Brown-Hall
Superintendent

STATE OF NEW YORK )ss.
COUNTY OF ERIE )

On this 7 day of November, 2022, before be personally came JEFFREY GILBERT to me personally known, or who, being duly sworn, did depose and say that he is a partner of the corporation described herein and is authorized to enter into this Agreement on behalf of Vista Security Group, Inc.

Notary Public

THOMAS R. THIELMAN
Notary Public, State of New York
Qualified in Erie County
My Commission Expires June 15, 2023

STATE OF NEW YORK )ss.
COUNTY OF ERIE )

On this 10 day of November, 2022, before be personally came Dr. Darren Brown-Hall to me personally known, or who, being duly sworn, did depose and say that he is a Superintendent of the Williamsville Central School District, the corporation described n and is authorized to enter into this Agreement on behalf of the District.

Notary Public

LAURIE ANN COCCIONITTI
Notary Public - State of New York
No. 01CO6022504
Qualified in Erie County
My Commission Expires 04/05/2023

**APPENDIX 5**

**SRO AGREEMENT**

AMHERST POLICE DEPARTMENT

500 JOHN J. AUDUBON PKWY
AMHERST, NEW YORK 14228
716-689-1322
FAX 716-689-1310

SCOTT P. CHAMBERLIN
CHIEF OF POLICE

May 12, 2026

Dr. Darren Brown-Hall, Superintendent
Williamsville Central School District
105 Casey Road
East Amherst, New York 14051

**RE: 2026-2027 Student Resource Officer Agreement**
**Between Williamsville Central School District and the Town of Amherst**

Dear Superintendent Brown-Hall,

Enclosed please find one (1) fully executed agreement with regard to the above matter which was approved by the Town Board of the Town of Amherst on April 27, 2026.

Thank you for your assistance in this matter and we look forward to working with you and your District in the coming year.

Very truly yours,

Melissa Lynch

Melissa S. Lynch
Paralegal/Assist. to the Chief

MSL:hs
Enclosure

# Williamsville Central School District (CRS #6197) Student Resource Officer Program

**TOWN BOARD AGENDA ITEM : APRIL 27, 2026**

**TO:** **Town Board**

**FROM:** **Scott P. Chamberlin, Chief of Police**

**RE:** **Williamsville Central School District (CRS #6197) Student Resource Officer Program**

Kindly adopt a resolution authorizing the Supervisor to adopt and execute the attached agreement between the Town of Amherst (Police) and Williamsville Central School District with regard to the above-entitled matter. This agreement will run from July 1, 2026 through June 30, 2027. This agreement has successfully completed the Contract Routing process.

Thank you.

SPC:msl
Attachment
C: Tim Koller, Deputy Town Clerk **(Agenda Item: April 27, 2026)**

**4/27/2026**
Consent

**FINANCIAL IMPACT:**

A 3121 .02260: Revenue: $323,696.10

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Shawn Lavin, Supervisor |
| **SECONDER:** | Angela Marinucci, Deputy Supervisor |
| **AYES:** | Lavin, Marinucci, Szukala, Davis, Kavanaugh |

**AGREEMENT**
**BY AND BETWEEN**
**TOWN OF AMHERST, NEW YORK**
**AND**
**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT**
**FOR SCHOOL DISTRICT RESOURCE OFFICER PROGRAM**

THIS AGREEMENT made April 27, 2026, by and between the TOWN OF AMHERST, NEW YORK, a municipal corporation organized and existing under the laws of the State of New York, having its offices located at 5583 Main Street, Williamsville, New York 14221 (hereinafter referred to as the "Town") and the WILLIAMSVILLE CENTRAL SCHOOL DISTRICT, an educational corporation organized and existing under the laws of the State of New York, having its principal offices located at 105 Casey Road, East Amherst, New York 14051 (hereinafter referred to as the "School District").

**WITNESSETH:**

WHEREAS, the School District is desirous of obtaining the services of three (3) full-time School Resource Officers (hereinafter referred to as "SROs") for the purposes and to provide the services set forth herein; and

WHEREAS, the Town, through its Police Department (hereinafter referred to as the "Police Department"), is desirous of providing law enforcement and related services to the School District through providing to the School District three (3) SROs under the terms and conditions set forth herein; and

WHEREAS, the School District and the Town recognize the potential outstanding benefits of providing SROs to the School District to both the residents of the Town of Amherst, the School District and the students of the School District; and

WHEREAS, it is in the best interests of the School District and the Town to provide for the provision of SROs by the Town, through its Police Department, to the School District.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements as set forth hereinbelow, it is hereby agreed between the Town, the Police Department, and the School District as follows:

## 1. General Purposes, Project Goals, Project Objectives and Performance Indicators.

It is the intent and provision of this Agreement to provide to the School District the services of three (3) SROs from the Police Department to provide those services listed under the job description contained in Exhibit "A" annexed hereto (entitled the "SRO Placement Plan"), with the project goals and project objectives as set forth in Exhibit "A" which can be measured by the performance indicators set forth in Exhibit "A" and

evaluated as set forth in the evaluation plan as set forth in Exhibit "A", all as may also be otherwise set forth in the text of this Agreement.

**2. Term of Agreement**

The term of this Agreement shall be for the period commencing on July 1, 2026 and culminating on June 30, 2027.

**3. Renewal of Agreement**

Both parties shall notify the other party of their desire to renew the Agreement by written notice at least thirty (30) calendar days prior to the expiration of the term as set forth in Paragraph 2 above. Upon receipt and written acknowledgment of such notice this Agreement shall renew for successive terms of one (1) year until such time as the Agreement is not renewed by failure to notify in writing of desire to renew as stated above or by notice of termination of this Agreement as set forth in Paragraph 4 and Paragraph 5.b.iiii of this Agreement.

**4. Termination of Agreement**

This Agreement may be terminated by either party upon thirty (30) calendar days written notice to the other party.

**5. Assignment of School Resource Officer**

The Chief of Police of the Police Department may assign three (3) regularly employed police officers as the SROs to the School District pursuant to this Agreement as follows:

a. The SROs shall be nominated by the Chief of Police of the Police Department to the School District and, upon the concurrence of the Superintendent of Schools (the "Superintendent") of the School District to that nomination, the SROs shall be assigned as the SROs for the School District.

b. Each SRO assigned to the School District must meet the following requirements:

i. The SRO must be a volunteer for the position as SRO.

ii. The person nominated to be SRO must be a full-time certified and sworn police officer with a minimum of three (3) years of law enforcement experience.

iii. The person nominated to be SRO must have had or must acquire specialized training to work with youth at a school site. Such training may consist of university course work for potential SRO candidates, law enforcement course work addressing working with youth at a school site, professional training in such areas, or training and experience in connection with other recognized school/youth law enforcement programs (e.g.

D.A.R.E). Sufficiency of such experience shall be based upon the joint concurrence of the Chief of Police of the Police Department and the Superintendent. The SRO may be re-assigned by the Chief of Police of the Police Department (or his designee) during periods of police emergency, situations which may require augmentation of the police force, or situations which may arise which may require the SRO to act as an officer of the law which may or may not be within the School District. Other times of reassignment may include, but are not limited to, training as required by the Police Department or federal and/or state law, court appearances as required by law, or time off as permitted by the collective bargaining agreement. The SRO will give consideration to the school calendar and use discretion when taking his/her discretionary time off.

iv. In the event the Police Department cannot provide an SRO, or a suitable replacement, for thirty (30) continuous days, the District has the option to terminate this Agreement immediately.

**6. <u>Dismissal of School Resource Officer: Replacement</u>**

a. In the event the Superintendent determines, in the sole discretion of the Superintendent, that if an SRO is not effectively performing his or her duties and responsibilities, the Superintendent shall advise the Chief of Police of the Police Department.

b. The Chief of Police of the Police Department may dismiss or re-assign an SRO based upon Police Department rules, regulations and/or general orders consistent with the collective bargaining agreement. In such an event, a new SRO may be designated in accordance with the procedure outlined as in Paragraph 5 above.

**7. <u>Duties of the School Resource Officer</u>**

a. The duties of the SROs will include but not be limited to those duties set forth in the SRO Placement Plan annexed hereto as Exhibit "A" as part of the job description or performance indicators.

b. Consistent with the New York State Education Law and the School District's Code of Conduct, school disciplinary functions, including but not limited to all decisions and determinations regarding student discipline, are delegated to School District administrators. SROs shall engage in separate and distinct work functions such as investigatory and security-based tasks, with the primary objective of securing the safety and well being of School District personnel, students, families, and visitors. SROs shall not take part in the determination, issuance, or implementation of student discipline.

**8. <u>Duties of the School District</u>**

The School District shall provide to each of the SROs the following materials and facilities which are deemed necessary for the performance of the SROs' duties:

a. A properly lighted private office which shall contain a telephone and shall be appropriate for private conversations between juveniles and the SRO.

b. A location for files and records which should be properly locked and secured.

c. Access to a computer and/or secretarial assistance, and access to a fax machine.

**9. Hours of Duty of SRO**

a. The Chief of Police of the Police Department shall arrange for the SROs to work a full day (8.25 hours) on each day when school is in session in the School District, except for the provisions set forth in Section 5.b.iii.

b. Additionally, upon the concurrence of the Superintendent and the Police Department, the SROs may be requested to attend extracurricular events. In the event school is scheduled for only part of a school day, the SROs shall work as SROs for the portion of the work day when school is in session and may otherwise perform such other duties as may be assigned to him or her within the Police Department.

**10. Payment by School District to Town for SROs' Services**

a. For the services of the SROs, the School District shall pay the Town the sum of $32,369.61 per month ($10,789.87 per Officer) during the regular school year, September through June.

b. The Town Supervisor, or his/her designee, shall notify the School District in writing by March 1st of the preceding school year of any change in the rate charged by the Town to the School District for the services of the SROs for the following school year.

c. The funds paid by the School District to the Police Department shall remain within the budget of the Police Department to partially cover the cost of the SRO's salary, fringe benefits, overtime and other costs related to the SRO program.

d. Both the School District and the Police Department shall establish procedures to track the hours and/or full days for which the Police Department provides the services of the SROs to the School District.

e. The Town shall invoice the School District every month for the services of the SROs. Upon verification of such invoices, the School District shall pay the same within thirty (30) days receipt of each invoice.

f. The School District may require the SROs to conform to a means of verifying the hours of work in the capacity of SROs, including sign in/sign out sheet and/or time card or such other means as are deemed appropriate and effective.

## 11. Employment Status of SROs

The SROs shall remain at all times an employee of the Police Department and shall not be for any purpose an employee of the School District. The School District and the Town acknowledge that the SROs shall remain responsive to the chain of command within the Police Department.

## 12. Grant Funding

The School District may receive local, state and/or federal grants to cover all or part of the costs to be paid to the Police Department for the services of the SROs. The parties agree that they will administer the SRO program at all times to be consistent with the requirements of any such grant. In the event of an inconsistency between this Agreement and the requirements of any such grant, the provisions of such grant shall control, provided that nothing in any such grant shall require an adjustment to the rate of pay by the School District to the Police Department for the services of the SROs, or violate any terms of the Police Department chain of command, rules, regulations, general orders consistent with the collective bargaining agreement.

## 13. Good Faith

The School District, the Town, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by discussion between the Superintendent and the Chief of Police of the Police Department or their designees.

## 14. Notices

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid, or by express courier service and addressed as follows:

*If to the School District:*

Superintendent of Schools
Williamsville Central School District
105 Casey Road
East Amherst, New York 14051

*If to the Police Department:*

Chief of Police
Town of Amherst Police Department
500 John James Audubon Parkway
Amherst, New York 14228

*If to the Town:*

Town Supervisor
Amherst Town Hall
5583 Main Street
Williamsville, New York 14221

In addition, correspondence will also be sent via email to the particular receiving party as named above.

**15. Modification**

This Agreement constitutes the full understanding of the parties and not terms, conditions or understandings or agreements purporting to modify or vary the terms of this Agreement shall be binding unless made in writing and signed by the duly authorized representatives of the parties.

**16. Non-Assignment**

Neither the School District nor the Town or Police Department shall assign, transfer, sublet or otherwise dispose of this Agreement or its right, title or interest in this Agreement or its power to execute the same or to any other person or corporation without the previous consent in writing of the governing bodies of both the School District and the Town. Any assignment of this Agreement not complying with the foregoing shall be null and void and of no force and effect whatsoever.

**17. Severability**

In the event any provision of this Agreement shall be or become invalid under any provision of federal, state, or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

**18. Agreement Interest**

No officer or employee of the Town, who is authorized in such capacity on behalf of the Town to negotiate, make, accept or approve or to take part in negotiating, making, accepting or approving this Agreement, shall be, directly or indirectly, interested personally in this Agreement, or in any part hereof. No officer or employee of the Town who is authorized in such capacity on behalf of the Town to exercise any supervisory or administrative function in connection with this Agreement, shall become directly or indirectly interested personally in this Agreement or in any part hereof.

**19. Hold Harmless**

To the fullest extent provided by law, the parties agree to indemnify, hold harmless and defend one another, their agents, employees or any other persons authorized to act for them hereunder against loss or expense, including attorney's fees, by reason a a liability imposed by law upon a party, for damages because of or to persons or to property arising out of or in consequence of the performance of this Agreement resulting from that party's negligence, error, omission, or conduct.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers the day and year first written above.

**TOWN OF AMHERST, NEW YORK**

By: _____ 1 May 26
Shawn A. Lavin, Supervisor Date

**TOWN OF AMHERST, NEW YORK,**
**POLICE DEPARTMENT**

By: _____ 3/23/2026
Scott P. Chamberlin, Chief of Police Date

**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT**

By: _____ 3/16/26
Dr. Darren J. Brown-Hall, Superintendent Date

# APPENDIX 6
# WCSD - REMOTE INSTRUCTION PLAN

**Williamsville Central School District**
**REMOTE LEARNING**

***Remote Model***

Neither students nor staff will attend school in the physical building. Instruction will be conducted digitally through online methods. In this document, the structure of classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional material, assessing student work, and grading/providing feedback will be explained.

**Structures and Expectations for K-12 Hybrid/Remote Learning**
A predefined set of structures has been established for hybrid/remote learning. When planning for and delivering instruction, faculty and staff will follow the expectations outlined below:

***Systems Management***

**Grades K-12 will use a combination of WITS, Google Platform (*Classroom, Drive, Sheets, Docs, Slides, Meet)*, and Teacher Landing Page to post assignments, communicate with students' parents, create assessments, and share digital information.**

A Landing Page is used to plan, deliver, and manage the learning content for Hybrid/Remote instruction. Content is created in other applications and uploaded and organized within the Landing Page. Learning content may include documents, videos, learning activities, and assessments.

The District will be responsible for the following:

- All students will be provided with an electronic device for use at home.
- Provide portable connections to the internet (WIFI hotspots) will be provided to students who do not have an internet connection at home.
- Maintain a regular school schedule with exact times for course/subject area instruction. Times established by K-4, 5-8, 9-12 grade level bands.
- Take attendance for each lesson or course.

***Communication Protocols for Students and Families***

The District has established a clear communication plan for how students and their families/caregivers can contact the school and teacher with questions about their instruction and/or technology. District protocols for communication include, but are not limited to:

- Providing clear communication to students and families to share course expectations and online learning participation expectations, including set office hours and opportunities to collaborate with educators and other students.
- District Welcome Letter will be sent to all students and families including directions for parent access to WITS through the Executive Director of Communications.

- Teachers will follow-up with a WITS/Google Platform post to welcome all students and families outlining class/course schedule and online participation expectations, including teacher contact information.
- Teachers will commit to a response time for emails, discussion board posts, and submittal work (Suggested Best Practices: Emails-24 hours, Discussion Board-48 hours, and Submitted Work:72 hours).
- In addition to daily class meetings, teachers will host regular office hours for individual student questions (Suggested Best Practices: two sessions each week, opposite days of class meetings).
- In the event the District remains in session, when it would otherwise close due to an emergency condition, the remote learning model will be implemented by the Superintendent.

Each building Principal will establish remote classroom material access for students and families that include:

- Providing guidance and ensuring all students are able to login to all systems that are part of the class/course.
- Setup, test, and troubleshoot hardware in the audio/video enabled meeting space.
- Provide information on tech-help protocol for logistical and technical support.

***Setting Learning Objectives***

Classroom teachers will be responsible for:

- Establishing weekly checklists with clear instructions that can be followed on or off-site.
- Provide resources for students to create evidence of their knowledge in a variety of formats to demonstrate mastery.
- Create customized learning pathways, where learning goals and objectives ae linked to explicit directions for completion.
- Ensure that regular check-ins with students on a daily/weekly/set intervals are taking place so quality instruction may continue.
- Providing students with additional time and support for assignments, activities, and assessments in consideration for the diverse home experiences for remote learning.
- Ensuring that remote learning timeframes by grade level are followed for approximately time of overall (daily) instruction including activities that are both technology based and those not technology based:
    - Elementary (Grade K-1): **3 hours**; (Grades 2-4): **4 hours**
    - Middle (Grade 5-8): **Up to 5 hours**
    - High (Grade 9-12): **Up to 6 hours**

***Engagement Strategies and Online Tools***

**Asynchronous Learning:** Asynchronous virtual learning occurs when students work independently on learning activities and assignments. Teacher provide guided lesson content through written materials and video presentations. Students show what they know by completing interactive learning activities, self-grading and teacher graded assessments, and teacher graded written work and projects.

**Synchronous Learning:** Synchronous virtual learning occurs when students join an audio/video enabled meeting space at the same time. This space is greatly enhanced when the meeting space includes an interactive whiteboard, chat, and breakout rooms. This synchronous session may include who group instruction led by the instructor and small group amongst the learners. The structure of this session is much like an In Person learning experience.

Using video conferencing (Google Meet, Zoom) software for daily live (synchronous) lesson instruction.

**Online Tool: Chat**

One way to keep students engaged in the learning process during the lesson is to pose questions that they must respond to. Students who may not raise their hand in a face-face classroom may feel more comfortable sharing a response in chat. Students can also ask questions and provide insights during the lesson.

Wait time is important when asking question in the classroom. This gives students time to prepare response. Wait time is especially important in the virtual classroom. Students may have delays in video and audio feed due to equipment, network, or bandwidth limitations. Students may type or click at difference speeds.

**Online Tool: Interactive Whiteboard**

During class meetings, instructors can use the whiteboard to keep learners engaged in the material. Design activities that learners must respond to using the whiteboard tools by typing or drawing. Remember that using the whiteboard will be new for most learners. Offer practice activity to give them the time and opportunity to figure out how the tool works.

Recording each video conference lesson (asynchronous) and store the saved file to an easily accessible location for sharing with students.

***Hybrid Model***

Students will be back in school with an altered schedule to reduce student population within the building and classroom. Students would attend school in-person for a portion of the week and the rest of the time they would engage in remote instruction. **In the event of a contagion-related concern, the district will follow NYSED, NYS Department of Health and Erie County Department of Health guidelines.**

**Vulnerable (high-needs) students should be prioritized for full-time in-person learning when feasible.** Even if most students are not in school each day, schools should consider setting up small programs that would run daily for one or more cohorts of vulnerable (high-needs) students, including students with disabilities and English language learners who are most in need of in-person services. Students with disabilities will include those receiving district special education programming in a 15:1:1, 12:1:1, 8:1:1 classroom setting, due to their significant academic and therapeutic needs.

**Hybrid Model Details**

- Grades K-4

Students whose last name begin with the letters A—L will attend school on Mondays and Tuesdays and students whose last names begin with letters M—Z will attend on Thursdays and Fridays and **all students will have remote learning on Wednesday (asynchronous).**

- Grades 5-8

Students whose last name begin with the letters A—L will attend school on Mondays and Tuesdays and students whose last names begin with letters M—Z will attend Thursdays and Fridays and **all students will have remote learning on Wednesday (asynchronous).**

- Grades 9-12

Students whose last name begin with the letters A—L will attend school on Mondays and Tuesdays and students whose last names begin with letters M—Z will attend Thursdays and Fridays and **all students will have remote learning on Wednesday (asynchronous).**

** For all three scenarios describe above, we will need to balance students in the two groups when actual schedules are created, which may mean a limited number of students will be moved from one group to another.*

*****This plan is subject to be reviewed and updated as necessary as changes to information, guidance, and needs become available.***

WILLIAMSVILLE
CENTRAL SCHOOL DISTRICT
Est. 1893

**WILLIAMSVILLE BOARD OF EDUCATION**
**2026-2027**

Dr. Darren J. Brown Hall, Superintendent of Schools

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