

CLYDE-SAVANNAH CENTRAL SCHOOL

## District-Wide Safety Plan

2020-2021

The Clyde-Savannah Central School District maintains a public District Safety Plan and confidential Building-level School Safety Plans, in accordance with New York State's Safe Schools Against Violence in Education (S.A.V.E.) Law. A district safety team annually reviews the district-level, and school safety teams annually review the confidential school-level safety plans. All updates are approved by the Clyde-Savannah Board of Education prior to submission to the New York State Education Department and local and state police agencies.

The district provides staff with safety training each year and conducts numerous drills, including drills for early dismissals, fire, lockdowns, lockouts and shelter-in-place situations.

Emergency evacuation information is also posted in each classroom. For more information concerning school safety, please contact your child's school principal's office.

Michael C. Hayden  
Superintendent  
Clyde-Savannah CSD  
[michael.hayden@clydesavannah.org](mailto:michael.hayden@clydesavannah.org)  
315-902-3000

## **Introduction**

Pursuant to the New York State Education Department Commissioner's Regulation, section 155.1, this plan will be made available for public comment 30 days prior to its adoption. The district-wide plan may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education. The Building Level Plans must be reviewed and adopted by the Board of Education on an annual basis. The Building Level Plans contain confidential information and shall not be discussed in the open meeting forum. Questions and concerns regarding the building level emergency plan will only be discussed in a closed door meeting.

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## **A. PURPOSE OF THE PLAN AND DESCRIPTION OF THE PLANNING PROCESS**

This Emergency Safety Plan was developed in accordance to section 155.1 of the New York State Education Department Commissioner's Regulations. The Manual is designed to provide information and procedural guidance during the time of an emergency. The Clyde Savannah School District has created a District-wide safety committee consisting of, but not limited to, a representative of the school board, administrators, school safety personnel and the school resource officer.

## **B. Concept of Operations**

The District-Wide school safety plan shall be directly linked to the individual building level emergency response plan for each school building. Protocols reflected in the district-wide school safety plan will guide 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 activation of the school emergency response team, the superintendent of schools or his designee will be notified, and where appropriate, local emergency officials will also be notified.

## **C. Plan review and public comment**

This plan shall be reviewed and maintained by the district-wide school safety committee and reviewed on an annual basis and updated as needed on or before October 1<sup>st</sup> of each year.

## **D. General Emergency Response Planning**

### **Procedures for Early Dismissal**

The Superintendent or designee will determine the need for early dismissal based either upon conditions affecting the school district or at the direction and command of an authorized agency.

The Department of Transportation and initiate the arrangement for pick-up time for students at the affected school. The Director of Transportation will designate a time for student pick-up.

Local emergency personnel, radio stations and television stations will be notified of the early dismissal.

At all building levels, parents complete forms at the beginning of the year indicating emergency phone numbers for parents and alternate phone numbers and designate early dismissal drop off points.

At the Middle/High School, prior written approval is required if parents want students to walk home from school or be dropped off by the bus and left unattended.

At the Elementary School, bus drivers acknowledge that children are supervised before leaving them at the designated drop off. Otherwise, students are returned to the school or a designated sheltering area on the bus until parents can be notified.

### **Evacuation**

As in initial response, evacuations are conducted in the same manner as fire emergencies. All students exit the building immediately and respond to staging areas, where attendance is taken to insure all students are safe. Both weather and special circumstances causing the evacuation are factors in determining the next steps, which include the following:

- Students remain at the staging area until approval to re-enter the building is granted
- Students board buses and remain in the immediate vicinity
- Students walk and/or bused to a designated location

### **Sheltering**

#### **High Wind/Tornado**

Once a severe weather bulletin has been received, each building has its own procedure for notifying staff and bringing students inside the building. All buildings, however, initiate the procedure with three long blasts on the bell system, followed by the use of megaphones, cell phones, and/or walkie-talkies. Emergency memos will be distributed to all staff, and students will be directed over the Public Address System. Students will be directed to go to predetermined safe hallway locations of the first floor of all buildings and duck and cover as necessary.

#### **Toxic Spill Outside the Building**

If a toxic spill occurs on roadways in the vicinity of school buildings, the Superintendent would be notified by the Fire Department and requested to report to the Fire Department Command Post. The building principal will notify staff to close all windows and doors, and keep students in the classroom. Maintenance staff will immediately shut down ventilation systems as trained. As a precaution, the shut-down procedures will be laminated and posted in equipment rooms. Three staff members in each building will be capable of completing the shut-down process.

### **Long-Term Sheltering**

Severe weather conditions may require students to remain at the school for a number of hours or days. Each building has established designated areas of sheltering students, and procedures for notifying parents. School staff will be requested to stay at the school and assist in sheltering activities. While some staff may need to leave, all teachers must stay long enough to meet with the principal and clarify the status of each child under his/her responsibility. A mutual agreement has been signed with the American Red Cross to provide emergency sheltering supplies.

### **Shelter in Place**

Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. Students and staff are to remain where they are and continue with instruction.

### **Lockdown**

A lockdown is in response to a threat directly to the school or in the surrounding community. Administration and staff will follow the guidelines provided in the emergency procedure guide. During a lockdown, nobody will be allowed to enter or exit the buildings.

### **Lockout**

A lockout would be implemented when there is a threat or hazard outside of the building. All students and staff are to be inside during this time, no one is allowed to enter or exit the building.

## **E. Responding to Threats and Acts of Violence.**

The Clyde-Savannah School District will investigate all reported threats and acts of violence by students, teachers, other school personnel as well as visitors to the school and threats by students themselves, including threats of self harm.

Upon hearing information about a violent event, the person hearing the threat, or to whom the threat was reported, it must be reported to a building administrator immediately, regardless of whether it was a direct or an implied threat. The administrator will gather the necessary information to determine if the threat exists. If the threat is deemed credible, the Superintendent will be notified. Disciplinary procedures will be carried out as in outlined in the Clyde Savannah School District’s Code of Conduct.

If the threat is by a student to themselves, including suicide, the parent or guardian will be contacted using the emergency contact information that is provided.

If an act or threat of violence is a criminal offense, the building administrators will notify the school resource officer and the local law enforcement agency immediately.

**Procedures for Informing Other Educational Agencies of an Emergency**

The Superintendent and/or designee will evaluate the impact of the emergency with other agencies in the district. If the impact is evident, the emergency coordinator will telephone the contact person at each affected educational agency and inform them of the status of the emergency.

Police and fire agencies servicing the community will be contacted for assistance in communicating information if telephone/fax efforts are unsuccessful.

Transportation, sheltering, and other types of assistance will be provided to other educational agencies according to already established agreements, or following the directives of the appropriate municipal and county authorities who may become involved in the emergency.

**F. Prevention and Intervention Strategies**

Within the Clyde Savannah School District, in order to maintain secure facilities, the following actions have been implemented:

- Video cameras are used on school grounds, in school buildings and buses to monitor activity.
- Faculty, staff, substitutes, volunteers, and interns are issued ID badges that are to be worn at all times
- After buses unload in the morning, school buildings are locked and monitored by staff members and the school resource officer. Visitors must use the intercom to state their name and purpose of visit to gain entry. They will be required to show identification that can be used to enter them into our visitor management system, which checks their ID against the National Sex Offender Registry.
- The district as well as the school resource officer, partners with local law enforcement agencies.
- Every staff/faculty member has a copy of the Clyde-Savannah Central School District Emergency Procedure Guide.



## G. Administrative Organizational Chart

### DISTRICT OPERATIONS

Superintendent



School Business Director

**Building Operation**

**Principal(s)**

**Assistant Principal**

**Athletic Director**

**Teachers/Staff**

**Support Operations**

**Director of Curriculum**

**Director of Transportation**

**Director of Food Services**

**Director of Building & Grounds**

**Director of Technology**

**H. Emergency Phone Numbers- Outside Agencies**

Clyde Fire Department	(315) 923-7667
Clyde Ambulance Service	(315) 923-3190
Clyde Police Dept	(315) 923-5051
Wayne County Sheriff's Office	(315) 946-9711
NY State Police	(315) 946-3039
Wayne County Emergency Management	(315) 946-5663
Wayne County Red Cross	(585) 241-4400
Clyde Water Dept.	(315) 986-1929
NYSEG Company	(800) 572-1111
RG&E Company	(800) 743-2110
Poison Control Center	(800) 222-1222
Newark Wayne Hospital	(315) 332-2022

I.

<b>Name of Building</b>	<b>Street Location of all District Buildings</b>
Clyde-Savannah Elementary	212 E. Dezens Street, Clyde
Middle School	215 Glasgow Street, Clyde
High School	215 Glasgow Street, Clyde
Clyde-Savannah Transportation Dept	73 Wayne Ave, Clyde

The Clyde-Savannah Central School District has a designated District Chief Emergency Officer, Rachel Connor. Deputy Connor is a member of the Wayne County Sheriff's Office and has been appointed as the school resource officer for the district. Deputy Connor is required to coordinate appropriate safety, security, and emergency training for district and school staff, annually update all building level emergency response plans, assist with decisions related to security related to technology and development of policies for the use of such technology, and to ensure that the required evacuation and lockdown drills are conducted in accordance with the requirements of Educational Law 807.