

CLYDE-SAVANNAH CENTRAL SCHOOL

## District-Wide Safety Plan

2021-2022

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.

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## **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.

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease. The legislation (S.8617-B/ A.10832) amends subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are "substantially consistent" with the provisions of section 27-c of the Labor Law.

The due date of plans has been pushed out to April 1, 2021. Note that there may be additional changes added to the language at that time.

As per section 27-c of the Labor Law, the operations plan must include:

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

### **Clyde-Savannah Essential Personnel**

- Maintenance/Buildings and Grounds Personnel - Custodians, Maintenance Mechanic Groundskeeper (on a rotational basis) - revolving schedule
- District Office Personnel - rotational schedule - one person at a time
- Building Administrators - One day a week
- Building Clerical - rotational schedule - one person in the building at a time
- Teachers will work in the buildings with all safety protocols in place, or if state ordered, will work from home
- Food Service Workers if deemed by the state to provide meals to students
- School bus mechanics

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

### **Clyde-Savannah Telecommuting/Remote Work**

- The district has worked to ensure that all non-essential staff have devices, software, and technology necessary to perform their job duties from a remote location.
- c.** A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

### **Clyde-Savannah CSD Work Shifts**

- We will have a schedule in place to reduce overcrowding on work sites. Sign in and sign out sheet will be utilized and a rotation schedule will be followed. This schedule will be developed based on need and current situation at the time of order.
- d. Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

### **Clyde-Savannah CSD PPE Protocols**

- All PPE items are currently stored in a locked room in the Director of Facility Supply Room. Only the Facilities Director, Administration or Designee shall have access to this room. All requests for PPE will be made through the Facility One software. The Director of Facilities will bring the requested items to the Main Office of the appropriate building the same day or the following day. Once the Director of Facilities has done this, they will mark the order complete in the Facility One program. The inventory of items will then be adjusted in order to identify available stock of PPE the district has on hand. We have a minimum stock alert set up in the inventory spread sheet to notify us when new stock is needed.
- e. Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.

### **Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment:**

#### **Addendum – Deep Cleaning**

The following steps will be taken should the district require any area or equipment to undergo a deep cleaning for disinfecting purposes. All cleaning chemicals used should be only those approved by the Director of Facilities.

### **Cleaning and disinfecting the building or facility when someone is sick, has a COVID-19 diagnosis, or other pandemic concerns.**

- Wear a disposable mask and disposable gloves to clean and disinfect and discard both after use. If there is a potential splash hazard to the eyes, wear goggles or safety glasses.
- Always [wash your hands](#) after removing gloves.
- Close off the areas used by the person who is sick.
- Open outside doors and windows and use fans or other [engineering controls](#) to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their workspace (office, classroom, etc.). If common areas such

as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.

- [Vacuum the space if needed](#) by using a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once the area has been appropriately disinfected, it can be opened for use.
- If more than seven (7) days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that the district normally uses to maintain a healthy environment.

### **Cleaning Soft Surfaces (rugs, curtains, furniture, etc.)**

- For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with Proxi or upholstery cleaners appropriate for use on these surfaces. After cleaning the soft surface, disinfect with Envirocare Disinfectant. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. Use the Victory Backpack Sprayer to disinfect the carpet along with other hard and soft surfaces.
- Allow sufficient drying time if vacuum is not intended for wet surfaces.
- While vacuuming, temporarily turn off in-room, or on-wall recirculation HVAC to avoid contamination of the HVAC units. This would typically be a split AC system in selected offices and not a univent or air handler.

### **Cleaning Hard Surfaces (desks, floors, chairs, partitions, sinks, etc.)**

- Clean surfaces using (Rochester Midland Corp) Proxi or FS Heavy Clean first, then use disinfectant. Cleaning with Proxi or FS Heavy Clean reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.
- Hard surfaces to be cleaned should include student desks, teacher's desk, chairs, tables and countertops, hard floor surfaces, doors, sinks, restroom fixtures and stalls, appliances, and partitions.
- Use disposable wipers such as Stretch N Dust cloths and dispose of them after use.
- Disinfect with Envirocare Neutral Disinfectant.
- Keep hard surfaces wet with disinfectant for a period of two (2) minutes (this dwell time is sufficient time to kill the Flu and Covid Viruses).
- All touch points should be cleaned and disinfected such as light switches, door handles, cabinets and handles, faucets, dispenser handles (soap, paper towel, etc.).
- If you wipe off a disinfected surface after the allotted dwell time, use a fresh, clean cloth to do so.
- Ensure adequate ventilation in the room (for example, open windows).

### **Electronics**

- For electronics, such as tablets, touch screens, keyboards, remote controls, and copy machines, follow manufacturer's instructions and recommendations for cleaning the electronic item.

- For electronic surfaces that cannot be cleaned with a spray disinfectant, use a product such as hand sanitizer alcohol or a sanitizing wipe because it dries quickly.
- f. The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

### **Policy on Available Leave**

- Available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine under a pandemic is detailed within the District's Collective Bargaining Agreements and District Policy. Each employment agreement has allotments for sick and personal leave for all ten-month employees and, in addition, vacation leave for 12-month employees.
- If an employee has exhausted available leaves under their Collective Bargaining Agreement, District Policy 6550 details the process to request a leave of absence. If an employee qualifies for Family and Medical Leave Act (FMLA) days, District Policy 6551 addresses the requirements associated with FMLA.
- If Federal, State, or County laws, regulations, or executive orders are released regarding leave time during a pandemic, the District will make any leave provisions called for under these orders available to its employees. Further, under Policy 3520, the Board of Education may also adopt resolutions or take other actions as needed to respond to any changes in laws, regulations, or executive orders to provide further direction during an extraordinary circumstance.

### **Clyde-Savannah CSD Health Protocols**

The Clyde-Savannah Central School District will follow all Health Exposure Protocols given to us from the Wayne County Public Health Department.

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

### **Documenting precise hours and in-person attendance in District facilities**

- The Clyde-Savannah Central School District will log and track hours of personnel on work sites through a Google Form and Document
- h. A protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

- Not applicable to the Clyde-Savannah CSD