



**District-Wide
School Safety Plan**

Table of Contents

Section Number	Section Title	Topic	Page
I	<u>General Considerations and Planning Guidelines</u>		
		Assumptions	8
		Authority	6
		Concept of Operations	8
		Definitions	11
		District Safety Chair and Administrator in Charge; Duties and Responsibilities	9
		Identification of School Teams	8
		Key Components of the Regulation	7
		Legal Basis for the School Safety Plan	6
		Organization and Assignment of Responsibilities	8
		Overview	6
		Parental Notification	10
		Plan Modification and Maintenance	9
		Plan Review	9
		Purpose	6
II	<u>Mitigation, Risk Reduction/Prevention and Intervention</u>		
		Employee Hiring and Screening	17
		Hazard Identification (Threat Assessment)	13
		Hazard Mitigation	13
		Implementation of School Security	17
		Risk Reduction/Prevention and Intervention Programs	16
III	<u>Preparedness</u>		
		Staff and Faculty Training	18
		Training, Drills and Exercises	18
IV	<u>Responding to Emergency Situations</u>		
		Calling 911 from District Phone Extensions	22

	Communication Center	21	
	Communication Resources	21	
	Direction and Control	19	
	Early Dismissal	19	
	Emergency Announcements and Communication	20	
	Emergency Response Protocol (Buildings and Grounds Staff)	22	
	Evening and Weekend Emergencies	20	
	External Communication and the Media	21	
	Family Notification (death or serious injury)	21	
V	Recovery		
	Post Emergency Report and Assessment	23	
VI	Appendices		
	AED Operators	25-26	
	Crisis Team Members	27-28	
	District-wide School Safety Team Members	29	
	Emergency Contact Information (Outside Agencies)	30	
	District-wide School Safety Committee	31	
	Media Contact Information	32	
	Plan Modification Record	33	
	Training, Drills and Exercises (Current Year)	34-38	
	Emergency Student Release Form	39	
	Incident Command Structure Chart	40	
	Incident Command System by Building	41-43	
VII	Emergency Response Plans and Immediate Response Actions		
		Page #	Reference #
	Evacuation	45	8-A-1
	Fire Alarm Activations	50	8-A-2
	Lockdown	52	8-A-3
	Lockdown (Students Outside of Classrooms)	55	8-A-4
	Lockout	57	8-A-5
	Shelter-in-Place	56	8-A-6
	Response to Specific Incidents	Page #	Reference #
	Automatic External Defibrillators (AED's)	62	8-B-1
	Aircraft Crash	65	8-B-2
	Alarms; Boiler and Fire Reset Procedures	67	8-B-3
	Armed Person, Hostage or Terrorist Activities	68	8-B-4

	Assessment of a Student Who May be a Threat	69	8-B-5
	Bomb Threats	76	8-B-6
	Bus Accidents	83	8-B-7
	Child Abduction	86	8-B-8
	Civil Disobedience and/or Student Disorder	88	8-B-9
	Closing School Off-site	91	8-B-10
	Crime Scene Management	93	8-B-11
	Death or Serious Injury of a Student or Employee	95	8-B-12
	Earthquake	96	8-B-13
	Field Trip Procedures	98	8-B-14
	Food Poisoning or Mass Illness	100	8-B-15
	Hazardous Material Spill	103	8-B-16
	Serious Injury of an Athlete	107	8-B-17
	Radiological Emergencies	109	8-B-18
	Sheltering and Release of Students under Emergency Conditions	110	8-B-19
	Suicide or Suicide Attempt During School Hours	113	8-B-20
	Utility Service Interruptions	117	8-B-21
	Weather Related Emergencies	120	8-B-22
	Fires and Drills	123	8-B-23
	Disaster Recovery/Business Continuity Plan	125	8-B-24
VIII	<u>Maps and Floor Plans</u>		Page #
	Floor Plans; Greater Plains Elementary		130
	Floor Plans; Riverside Elementary		132
	Floor Plans; Valleyview Elementary		134
	Floor Plans; Middle School		136
	Floor Plans; High School		139
IX	<u>Building-level Emergency Response Plans</u>		Page #
	Greater Plains Elementary		135-162
	Riverside Elementary		163-189
	Valleyview Elementary		190-218
	Oneonta Middle School		219-245
	Oneonta High School		246-275
	Center Street Complex		276-295

SECTION I **GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

Purpose

The Oneonta City School District-wide Safety Plan is intended to provide information required by all staff involved in a campus or regional emergency due to the occurrence of a natural or man-made disaster.

Overview

This District-wide Emergency Response Plan (ERP) is intended for use by the District-wide School Safety Committee members and employees of the Oneonta City School District. It is designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local, county and state resources in the event of emergency situations on our school campuses. The district-wide plan is responsive to the needs of all schools within the Oneonta City School District and is consistent with the more detailed emergency response plans which have been developed at the school building level. In the event of an emergency, the ERP will serve as a reference for effective action. **Recipients of this manual should become familiar with its contents and it should be maintained in an easily accessible location.**

These plans have been reviewed and revised to conform to both Education Law 2801-a and section 155.17 of the regulations of the New York State Commissioner of Education. In accordance with Commissioner's Regulation 155.17, at the direction of the Oneonta City School District Board of Education, the Superintendent of the Oneonta City School District has appointed a District-wide School Safety Coordinator who is charged with the development and maintenance of the District-wide School Safety Plan.

The Oneonta City School District-wide Emergency Response Plan follows regulatory requirements by having established policies and procedures for addressing implied or direct threats of violence or disaster.

Authority

The Board of Education of the Oneonta City School District recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

Legal Basis for the School Safety Plan

This plan is developed in accordance with the Regulations of the Commissioner of Education, Section 155.17, and in recognition of the legal responsibilities for actions during emergencies set forth in Article 2-B and in Chapter 181 of the laws of 2000. The requirement for school districts to develop and annually update a school emergency management plan will remain in effect until the adoption of the district-wide safety plan and building-level emergency response plan. This

information includes use of warning and communication systems, operating procedures, individual responsibilities, authoritative structure, available resources, maps and blue prints, and specific guidelines for the various levels of response available to the Oneonta City School District officials and school safety personnel to protect life and property during and after an emergency.

Key Components of the Regulation

The Building Level Emergency Response Plan and District-wide School Safety Plan will be reviewed and updated annually. Policies are found in the Board Policy Handbook (Policy D.22 & Policy D.23) and specific emergency response procedures are in the Building Level Emergency Response (BLER) Plans.

The Oneonta City School District has submitted a ERP Plan to the State Education Department and all Building-Level Emergency Response Plans have been submitted to local law enforcement and state police. The district will provide written information to all students and staff about emergency procedures by July 1st of each year.

The following informational and reference items are included in the plan(s):

1. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.
2. Identification of sites of potential emergencies.
3. Identification of appropriate responses to emergencies.
4. Description of methods for obtaining assistance from emergency services and government agencies.
5. Description of procedures to coordinate use of school district resources and manpower during emergencies.
6. Identification of district resources available for use in emergencies.
7. Description of plans for dealing with school cancellations, early dismissal, evacuation and sheltering.
8. Information on school population, number of staff, transportation needs, and phone numbers of key officials.
9. Policies and procedures relating to school building security including, where appropriate, the use of school safety officers and/or security devices or procedures.
10. Policies and procedures for annual multi-hazard school safety training for staff and students.
11. Procedures for annual review and conducting of drills and other exercises to teach components of the emergency response plan, including the use of table top exercises, in coordination with local and county responders and preparedness officials.

The Superintendent of Schools will act as the chief communication liaison for all local educational agencies between their respective districts and the Otsego County Emergency Management Offices within their territorial limits.

Assumptions

Although outside assistance will most likely be available in emergency situations affecting the Oneonta City School District, it is still necessary for the district to plan for and be able to carry out immediate responses during the early stages of an emergency. The District must also be prepared to effectively coordinate community resources in the event of a more widespread emergency.

In keeping with the national, state and county strategy of developing an integrated emergency management system, this plan is concerned with all types of emergencies and includes plans for activities before, during and after an emergency occurs.

Identification of School Teams

The Oneonta City School District has appointed a District-wide School Safety Committee consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the District-wide Safety Committee and their positions are located in the **Appendix** of the District-wide School Safety Plan.

This District-wide ERP has been shared with the District-wide School Safety Committee, Board of Education, along with local, county and State authorities and shall be reviewed as necessary and/or at least annually.

Concept of Operations

This plan is based on the concept that emergency activities for school personnel will generally parallel their normal day-to-day activities. It is generally true, however, that a disaster is a situation in which the usual way of doing things is no longer sufficient. It is necessary to maintain organizational continuity and assign familiar tasks to personnel. However, it may also be necessary to draw on people's special skills and ask them to assist in the areas of greatest need.

Organization and Assignment of Responsibilities

In an emergency it is vital that a command structure be adhered to. However, upon the arrival of local, county, or State emergency personnel, district personnel will advise the responders of the situation and defer to their expertise. The Superintendent or his designee may declare a state of campus emergency, immediately implementing the District-Wide ERP as deemed appropriate by existing circumstances.

As soon as feasible, the Command Post (District Conference Room [Distance Learning Room] at 31 Center Street) or the alternate Command Post (Oneonta Senior High School Conference Room) will be placed into service and the District Crises Team will report there if possible. Only authorized personnel will be allowed to enter or remain in the command post during an incident. For security purposes, the Educational Official in Charge may assign a security person to limit access to the Command Post.

The Educational Official in Charge or his/her designee will remain in charge of all emergency activities, in consultation with the Superintendent of Schools or his designee, as appropriate, until the conclusion of the emergency or until civil or local emergency authorities take control of the situation. A Chain of Command list can be located in the **Appendix**.

District Safety Committee Chairperson and/or Educational Official in Charge; Duties and Responsibilities

1. Assume **full control** upon being notified of an emergency:
2. Make immediate decisions regarding emergency response, including the activation of the District or Building Emergency Response Team(s).
3. Order activation of the District-wide emergency response plan.
4. Notify appropriate representatives of local, regional and state emergency response agencies and local law enforcement offices.
5. Be prepared to turn over control to appropriate outside agencies as required by law.
6. Submit post-emergency reports verbal or written to the Superintendent of Schools, District Safety Committee, and the New York State Education Department where applicable.
7. Perform testing of the District-wide ERP on an annual basis.
8. Meet with local government and emergency service officials to develop procedures for advice and assistance in situations that exceed the expertise and/or resources of the district.
9. Determine when and which educational agencies within the school district shall be notified of an emergency and the action to be taken.
10. Develop and annually update the District-wide ERP as needed. The plan will include procedures to be followed for in-house and outside occurrences. The plan will be reviewed by July 1st of each year.
11. Carry out any other activities deemed necessary by the Superintendent of Schools.

Plan Review

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan is made available for public comment at least 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. This plan must be formally adopted by the Board of Education. Copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Committee. The required annual review will be completed on or before July 1st of each year before its adoption by the Board of Education. A copy of the plan will be available at the District Office and in the OCSD Shared Drive.

Plan Modification and Maintenance

The plan shall be evaluated and updated, if necessary, after each drill, and no later than July 1st of each year. All changes other than those of personnel names and phone numbers shall be listed on the Plan Modifications Record which will be located in the appendix of this manual. Replacement sheets shall be forwarded to all team members and any other employees who may hold copies of the plan. Members of the safety team shall be designated to provide this service.

Parental Notification

The District Safety Committee Chairperson will be responsible to:

- A. Advise the residents of the district that a Building-level Emergency Response Plan Summary exists and that it is available for review.
- B. Direct the Building Principals to inform the staff and students that a Building-level Emergency Plan Summary exists. This will be accomplished through staff and parent handbooks and/or through a posting on our district web site.

Parents of all students who are regularly on the Oneonta City School District campuses shall be notified annually regarding the availability of this plan and the scheduling of any drills which involve an early dismissal. These notifications will be the responsibility of the district.

DEFINITIONS

Building-level Emergency Response Plan (BLER): Individual plan for each building which focuses more directly on critical actions that must be taken at the building level to protect the safety of students and adults in the event of an emergency.

Building-level Emergency Response Plan; Summary: A document containing information which may be shared with the public. This is a separate plan from the District-wide Safety Plan and the Building-level Emergency Response Plan.

Building-Level Crises Team: A building-specific team that responds to incidents and implements some elements of the Building-level Emergency Response Plan. Building-Level Crises Team members are listed in the building emergency plans.

Chief Educational Official: The district member who assumes control of the incident.

Clear and Sanitized Area: An assembly location, such as the gymnasium, that is used to shelter students, faculty and staff after it has been thoroughly searched by school volunteers and law enforcement for suspicious packages and objects.

Command Post: The Incident Command Post is a location where the Incident Commander oversees all operations. This location should be isolated with limited access. The Command Post for most operations will be located in the District Office Distance Learning Room or in the event that another location is needed, the conference room in the Oneonta Senior High School will be utilized.

District-wide Emergency Response Plan (ERP): The District-wide Emergency Response Plan provides the framework for a school district to identify and implement appropriate strategies for creating and maintaining a safe and secure learning environment for all of its students. *For security purposes, this plan is confidential and cannot be shared with the public.*

Incident Command System (ICS) - The Incident Command System is a standardized, on-scene, all-hazard incident management approach which; is based on proven incident management practices, defines incident response, organizational concepts and structures, consists of procedures for managing personnel, facilities, equipment and communications and is used throughout the lifecycle of an incident. ICS is a standardized on-scene emergency management system that allows multiple agencies to work together without jurisdictional boundary problems. Utilization of the ICS system allows those managing an incident to define the chain of command as a series of management positions in order of authority.

Lockdown: A procedure used when there is a possibility of an immediate and imminent threat to the school building population. School staff and students employ an Avoid / Deny / Defend or Run / Hide / Fight response based on the fluidity of the situation. All OCSD exterior doors are locked as a matter of procedure. However, during a Lockdown, no unauthorized personnel are

allowed into the building. A Lockdown allows the school and law enforcement to isolate the threat. Lockdowns are most commonly used when it is suspected that a building may have an intruder (See Immediate Response Procedures for Lockdown instructions and procedures).

Lockout: A Lockout occurs when a perceived threat outside the buildings exists. During a Lockout, no unauthorized personnel are permitted to enter the building. All OCSD exterior doors are locked as a matter of procedure., all exterior doors are locked and the main entrance is monitored by administrators and/or security personnel. A Lockout allows the school to continue with the normal school day but curtails outside activity. (See Immediate Response Procedures for Lockout instructions and procedures)

Plan Modification Record: A listing of all updates in the plans that occur during the yearly review or as a result of review of a drill or an actual emergency.

Shelter-in-Place: A Shelter-in-Place response is utilized when movement of students and staff members within a building is restricted. Students may be sheltered in their current location or moved to another location which is deemed safe (See Immediate Response Procedures for Shelter-in-Place instructions and procedures).

SECTION II **MITIGATION, RISK REDUCTION, PREVENTION AND INTERVENTION**

Hazard Mitigation

Established safety procedures and regular safety inspections of school buildings and equipment on the Oneonta City School District campuses are conducted to identify hazards that exist and to minimize the disruption of services which may occur. Regular emergency drills should be conducted to prepare staff and students to react quickly and appropriately in an emergency situation.

HAZARD IDENTIFICATION

(Sites/Causes of Potential Emergency Situations)

Natural Disaster and Weather Related Emergency: The Susquehanna River, Otego Creek, Oneonta Creek and Silver Creek are located near one or more district facilities. Flooding from these waterways may impact those facilities and/or the residences of the faculty, staff, and students of this district. In addition, a flood event may result in numerous issues with the Transportation Department as they deliver students to their residences. If roads were closed due to weather related emergencies, it may be necessary to shelter displaced residents in district facilities. In addition, the campus may be utilized as an emergency shelter for the surrounding area.

Chemical Spill or Hazardous Material Incident: Because of the proximity of some of the district facilities to a major highway and railroad, there is potential for an accident involving a truck or train hauling hazardous materials or dangerous chemicals. An airborne release of chemicals could require an evacuation or shelter-in-place response until the situation has been stabilized.

Fire or Explosion: The district's buildings regularly pass fire inspections; however, the potential always exists for a fire or explosion in one of the buildings. The science wing of the high school and science classrooms in the middle school have a number of chemicals and gas burners which are used for lab assignments. There is a large food preparation area/cafeteria containing cooking appliances in the high school. Both the high school and middle school contain classrooms where students use kitchen appliances including ovens and stoves.

Potential Delays in Response by Emergency Personnel: With professional fire, rescue, and law enforcement in this geographical area, the response time for these agencies should be swift. However, an incident may occur requiring district personnel to act in the role of "first responders".

Motor Vehicle Crash: Because of the close proximity of the campus to heavily traveled roadways, there is always potential for an accident to occur near district facilities. Because the district also conducts numerous "bus runs" on a daily basis, emergency and safety plans include procedures for a school bus accident.

Train Derailment: Due to the fact that there is an active railroad within the Oneonta City School District, the possibility of a train derailment exists. It is possible that the train may be carrying some form of hazardous material.

Plane Crash: The Oneonta Municipal Airport, a small private airport, is located a short distance from the high school/middle school campus and may pose a threat to these facilities. Although traffic in and out of the airport is minimal, the possibility exists that a small plane may crash on or near district property due to its proximity to the airport.

Bomb Threat: As is the case with any school district, bomb threats are not an uncommon occurrence. It is difficult to predict when a bomb threat may be received and due to the configuration of the Oneonta City School District, a bomb threat in any of its facilities has the potential to cause a tremendous disruption to the school day. Depending upon the specificity of the threat, buildings may have to be evacuated until emergency responders and school staff can conduct a thorough search for suspicious objects. Staff members should receive regular training regarding how to properly respond to a bomb threat.

Health Related Issues (Infectious Disease): Any type of virus or infection introduced to the school environment poses a risk of an outbreak to the more than 2,000 students, faculty and staff members attending Oneonta City schools. Continuing education for students, faculty and staff regarding hygiene and proper disinfecting techniques should be provided regularly. Additionally, the use of already existing disinfectant stations throughout the district may assist in preventing the spread of viruses or infections.

Medical Emergency: On occasion, an active school community with numerous sports activities and a daily population of over 2,000 is very likely to require emergency medical care. The district is serviced by the City of Oneonta Fire Department whose ambulance service covers a large rural and suburban area. Although a response from the Oneonta Fire Department to any of our district facilities will be swift, the district may have to rely upon its own resources to stabilize a medical emergency situation until an ambulance arrives. This means that coaches, physical education teachers and school nurses must have up-to-date training in first aid and the necessary supplies and equipment to stabilize a medical emergency situation.

Biological or Radiological Emergency: Due to the proximity of some of our district facilities to both a major highway and a rail line there is always a risk of exposure to hazardous materials, including nuclear or biological waste. If an accident were to occur on one of transportation routes, some of the district's facilities may be susceptible to airborne hazards and may be included in an evacuation of at-risk areas. District facilities may also be utilized as emergency shelters for people evacuated from their homes.

Child Abduction or Kidnapping: As is the case with any community, the OCS D has a number of families involved in child custody disputes. Students may be named in court orders denying visitation to one or both parents. This places students at risk of custodial interference or a possible parental abduction. These situations can be extremely volatile and often place district

personnel in a difficult position as they are left to interpret court orders. In most cases involving court orders, it is best to involve law enforcement if a dispute occurs on campus.

Mass Gatherings: The district is frequently the host of large events which may require a great deal of planning and preparation. Prior to such an event, plans should be made regarding parking, medical care for the attendees and the possibility of fighting or disorderly conduct by those in attendance.

Student or Staff Deaths: Schools must have a plan for crisis intervention in the event that the death of a student or employee occurs. Whether the death occurs on or off campus, it is likely to cause a severe disruption to the educational process. The district must have a plan for crisis intervention and counseling services and training should be provided for counselors and staff members who will be involved in the crisis intervention process. As many staff members as possible should receive training which includes recognizing warning signs of people experiencing emotional difficulties and ways to assist those in need.

Violent Incident or Threat: The district must be proactive in addressing potential threats of violence by students. These threats can manifest themselves as direct threats by a student or an indirect threat indicated by anti-social behavior. Faculty and staff need training in methods of evaluating the potential for violence and subsequent intervention. Students also must be provided an avenue to report threats (implied or direct) by other students.

Natural Disasters: Analysis of weather patterns indicates that the highest likelihood for a natural disaster would be from a severe and sudden winter storm. Additionally, thunderstorms with high winds have also been known to cause significant damage in the area. A moderate likelihood exists for damage from an earthquake, hurricane path storms, or flooding and damage from a tornado can never be ruled out.

Nuclear Disaster: While considered a low probability risk, a nuclear disaster is also addressed in this plan.

Civil Disturbances: As is with the case with all school campuses, the Oneonta City School District must address the potential that a violent act may be committed by an intruder or a member of the school community.

RISK REDUCTION/PREVENTION AND INTERVENTION PROGRAMS

The Oneonta City School District shall provide appropriate ongoing training programs and/or informative materials for staff and students that address topics related to conflict resolution, peer mediation, detection, prevention and intervention of potentially violent behavior. To improve communication among students and between students and staff and to facilitate the reporting of potentially violent incidents, the Oneonta City School District has implemented the following initiatives:

Dignity For All Students Act - The Dignity for All Students Act (Chapter 482 of the Laws of 2010) was signed into law on September 13, 2010, and implemented on July 1st, 2012. The goal of this law is to provide students in public elementary and secondary schools (including BOCES and public charter schools) with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on a school bus, or at a school function.

The Oneonta City School District offers the following opportunities to connect students to school in an attempt to stop, reduce, and educate against bullying and acts of discrimination:

Morning Program – Offers age-appropriate positive activities to elementary students.
Expected Outcomes: To develop positive values and behaviors through a variety of activities fostering the attitude that we belong and can make a difference.

Student Council - This is a student government organization that is responsible for coordinating activities for the student body.

Bucket Fillers - Bucket Fillers is a program based off the educational programs of Merrill Lundgren, the Bucket Man. Members of the school community provide kind words to other community members.

D.A.R.E (Drug Abuse Resistance Education) – Designed to provide students the life skills they need to avoid involvement with drugs, gangs, and violence.

Character Education Assemblies (OMS Live & OHS Live) – Designed to promote community.

Reporting Mechanisms for Threats of School Violence - All teaching staff are encouraged to be viewed as being approachable by the student body. This is fostered by the teachers supervising in the lunch room and in the hallways during the day, being present in the halls during the change of classes, serving as club advisors and coaches and working with students outside of class. If teachers become aware of a potentially violent situation the building principal should be notified immediately. The OCS D also employs an anonymous TIP line on its district web page, as well as each respective school's web page.

Response to Intervention (Rtl) - Each building will employ a Response to Intervention mechanism (Rtl). The Rtl program will be utilized as a vehicle for the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information concerning the student.

Door/Hall Monitors: The building principal or administrator assigns hall monitor duties to teachers and teacher aides dependent on program and academic needs. Each district school has a mechanism in place for single point of entry door monitoring. The roles of these hall monitors are as follows:

- Check student passes
- Monitor the number of students in the restrooms at any given time
- Direct students to return to their classrooms if they are wandering through the halls
- Monitor student movement throughout the building
- Assist students to the nurse's office
- Assist and intervene with students who are having a problem or conflict with another student
- Escort students to their proper rooms and areas
- Provide emergency relief to classroom teachers if necessary
- Direct visitors to the main office and offer assistance to unfamiliar individuals
- Ensure that visitors who are in the halls have properly signed in and are wearing visitor's badges

EMPLOYEE HIRING & SCREENING:

All prospective employees will be required to submit an Oneonta City School District Employment Application and participate in a face-to-face interview with a member of the administration. The successful candidate will be subject to fingerprinting and clearance by the Office of School Personnel Review and Accountability (OSPRA) of the New York State Education Department.

IMPLEMENTATION OF SCHOOL SECURITY

All district employees are encouraged to remain vigilant in our effort to continually review the security of each of the district's buildings. During regular school hours, each of the district's buildings housing students will have a single point of entry where visitors will be asked their purpose on the campus and will be directed accordingly. All Oneonta City Schools will be locked out to the general public who will now have to "check in" prior to their entry into our buildings. District buildings housing students have visitor sign-in/departure sheets that will indicate the person's name, destination, time that the person arrived and the time when they departed. Each visitor will be supplied with a visitor's pass/sticker as well. If a person refuses to obtain a pass a building or district administrator, security officer in middle/high school, or the Oneonta Police will be summoned. The district will utilize surveillance cameras in and around all district facilities.

SECTION III **PREPAREDNESS**

STAFF AND FACULTY TRAINING

In order to implement this plan effectively, every effort will be made to work cooperatively with school, as well as state and local authorities to receive the type of training necessary to address concerns appropriately.

The district will conduct a test of its District-wide Emergency Response Plan relative to various emergency situations (i.e. sheltering, early dismissal, lockdown/out, fire) throughout the school year.

Training, Drills and Exercises

The Oneonta City School District provides online instruction on the Emergency Response Plan, school safety training, and the components of mental health. The mandated instructional opportunities take place prior to September 15th. All new employees to the Oneonta City School District receive this training during our “New Staff Orientation Day” held each year in late August. At least once every school year, the Oneonta City School District will coordinate and conduct a test of some component of the District-wide Emergency Response plan with local fire and police agencies. Annual training, drills and exercises shall be conducted as specified in Appendix D; Annual Training, Drills and Exercises. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing or by using the School Messenger auto-notification system prior to such drills. The District Safety Committee will assemble and review the drill and modify the plan as necessary.

Table Top Drills: At least annually, the District’s Safety Committee Chairperson, or the District Safety Committee as a whole in cooperation with one or all of the following; City of Oneonta Fire Department, City of Oneonta Police Department, Otsego County Sheriff’s Department, New York State Police, State University of New York College at Oneonta Police Department, and the Hartwick College Safety and Security Department, will participate in a table top drill to determine the effectiveness of the District-wide Safety Plan. The District Safety Committee will then assess the response and effectiveness of the plan and make changes if appropriate.

SECTION IV **RESPONDING TO EMERGENCY SITUATIONS**

Early Dismissal

Should circumstances dictate the early dismissal of Oneonta City School students, transportation will be determined by the Superintendent of Schools or his designee, in coordination with the Birnie/Krapf Bus Terminal Manager. Early dismissal may be considered as an option in the following circumstances:

- Flood warning
- Severe windstorm or snowstorm warning
- Fire
- Electrical failures
- Other impending emergency situation

Early dismissal should be used only if it is likely that all students will reach their homes safely and be reunited with a family member or other responsible person. If a community-wide disaster is impending, it may be preferable to evacuate the students to a safe location or shelter where parents can pick them up (See Release of Students procedure).

Direction and Control

Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Superintendent of Schools, the Assistant Superintendent of Schools, the Business Executive, or the Building Principals, shall implement the District-wide Safety Plan.

The Superintendent of Schools, the Assistant Superintendent of Schools/District Safety Committee Coordinator shall be responsible for contacting the appropriate community emergency service agencies if they have not already been contacted.

If necessary, members of the District Safety Committee shall report to the Command Post (District Conference Room at 31 Center Street) or the alternate Command Post (Oneonta Senior High School Conference Room) (District Office or Elementary Main Office).

The District Safety Committee Chairperson shall follow the appropriate response procedures for the specific emergency.

Whenever an emergency encompasses a wider area than the Oneonta City School District, the Superintendent, the Assistant Superintendent of Schools/District Safety Committee

Coordinator Chairperson shall establish contact with the City of Oneonta Fire and Police Departments and/or the New York State Police and Otsego County Sherriff's Department.

In the case of an emergency which involves the use of fire or police resources, command will be turned over to the appropriate emergency authority, and shall work in cooperation with the incident commander to ensure the best possible response.

Whenever outside emergency services are called to a district facility, members of the custodial staff and grounds personnel should be contacted so that maintenance and custodial staff can restrict traffic and direct emergency personnel and vehicles to the appropriate areas.

Responsible Person: The responsible person is the person, working in whatever capacity, calls 911 or Maintenance and/or Grounds for emergency situations.

Evening and Weekend Emergencies

In the event that a district employee notices a situation deemed to be an impending threat to a district facility, (ie. Broken window/possible intruder, smoke/fire) the Oneonta Police or Oneonta Fire Department should be notified as well as the Assistant Superintendent of Schools and building principal if the facility is used as a school. The on-call maintenance/grounds member shall be notified as well who will assess the situation after police and fire personnel response. The on-call maintenance/grounds member may need to request additional maintenance and custodial personnel to the impacted facility. Members of the District Safety Committee should be notified if/when possible.

In the case of an evening or Saturday emergency when students are on campus, the Assistant Superintendent of Schools as well as the building principal will be notified immediately and if he/she/they is/are on campus, he/she/they will assume responsibility for giving emergency instructions to students and faculty. In his/her/their absence the Head Custodian, or custodian assigned to the event will be responsible for announcing necessary emergency instructions and calling 911 to report the emergency.

In the case of a weekend emergency when no maintenance, custodial, or supervisory staff is on campus, the instructor or sponsor of any event being held shall act as the "Responsible Person," notify emergency services as needed, and notify the Superintendent of Schools as soon as possible. Important telephone numbers should be posted near telephone in the respective custodial office areas in each district facility.

Emergency Announcements and Communication

Warning System: The public address system, which can be activated from any phone on any OCS D campus, shall be used to alert of a pending emergency and proceed with verbal alert information. Proceed with the verbal alert information, (located in the red binders in the high school) in a clear, calm voice. It is recommended that plain language is utilized so that everyone will understand the situation and what is required of them. In the event of a need to evacuate a

building or the campus for any reason other than fire, the public address system will be used to provide specific instructions.

The "all clear" signal will be announced verbally on the public address system in evacuation or shelter/hold-in-place scenarios. No one will enter the building unless given permission by the emergency response commander (Fire Chief or representative, Police Chief or representative, Trooper or Deputy Sheriff).

Communication Considerations: During times of emergency response, it is important to use communication discipline. This means that only emergency related communication should be transmitted over the PA system, email, or two-way radios, if applicable).

Communication Resources

- PA Systems in each school building.
- Cell phones.
- Hand-held radios used by designated district personnel.
- Email messages to district personnel.
- Hand carried messages in the event of a power outage.

External Communication (Media): The Superintendent of Schools, Assistant Superintendent of Schools, or his/her designee shall issue all public communications, prepare news releases and brief the media as appropriate. **No Oneonta City School District staff member should provide information to the media before, during or after an emergency unless specifically authorized to do so.**

Communication Center: In the case of a major emergency occurring on campus, a media communications center may be designated by the Superintendent of Schools or Assistant Superintendent of Schools. A communications link will be established with the Command Post, if established, either by telephone or by radio. The Superintendent of Schools, Assistant Superintendent of Schools, or his/her designee will brief the media on a regular basis regarding the status of the emergency.

Family Notification (Death or Serious Injury): In the event of an injury or death of an Oneonta City School student or staff, family members shall be notified as soon as possible. The Superintendent of Schools, Assistant Superintendent of Schools, or his/her designee along with a building principal, guidance counselor, or school psychologist will be responsible for the notification of family members:

The media will not be given information regarding injuries or deaths until the next of kin have been notified and the release of information has been authorized by the Superintendent of Schools, Assistant Superintendent of Schools, or his/her designee. It is essential to remember that certain privacy laws preclude the release of specific types of information.

The American Red Cross number for disaster welfare inquiries will be utilized for evacuation or major disaster information. The Red Cross may be contacted in Cooperstown at 607.547.2441.

Calling 911 from District Phone Extensions

Emergency 911 can be dialed from any district telephone. With the conversion to Voice Over Internet Protocol (VOIP) telephones, dialing 911 is now simply 911.

If you dial 911 accidentally, you must stay on the line and explain that it was an accident and that no emergency exists. If you need to call emergency services back to explain an accidental call do not dial 911. The non-emergency numbers for the Otsego County Emergency 911 Center are: 607.547.5351 or 607.547.1697.

Emergency Response Protocol

Use of Buildings and Grounds, Maintenance and Custodial Personnel

As circumstances dictate, in the event of a building or district-wide lockout or lockdown, it may be necessary to utilize Buildings and Grounds, Maintenance or Custodial personnel for securing the campus. There will be three stages of response as directed by the Building Principal or his/her designee.

Stage 1

Readiness Alert: Notification will be facilitated by the Building Principal or his/her designee. Personnel will be advised that the potential for an emergency response exists and that they should remain available to secure the campus if directed. In preparing for an emergency response, they should gather necessary equipment (2-way radios, etc.). Personnel will be released from Readiness Alert as soon as practicable.

Stage 2

Standby: During this stage, personnel will respond to their assigned posts (entrances to school grounds) and await further instructions. While at their posts, personnel may be requested to monitor traffic in and out of the campus or to advise the command post of any suspicious activity. Under no circumstances will assigned personnel confront individuals if a potentially violent situation exists. Personnel will remain at their assigned posts until advised by the Building Principal or Incident Commander (police and fire personnel) that they have been released from their assignment.

Stage 3

Campus Lockout: During certain emergency situations it may become necessary to implement a lockout of the campus. Personnel will be advised by the Chief Educational Official that they are to report to their posts (if applicable) to perform a lockout of the district. During this phase, only emergency responders or people approved by the Command Post will be allowed access to the campus. Communications shall be directed to the Building Principal through landline at the command post or through two-way radio communication if applicable. Under no circumstances will assigned personnel confront individuals if a potentially violent situation exists. Personnel

will remain at their assigned posts until advised by the Building Principal or Incident Commander (police and fire personnel) that they have been released from their assignment.

Section V **Recovery**

After an emergency which has resulted in injury or death to student or staff, or which has been otherwise traumatic, all those affected by the event will have access to debriefing and counseling services. Oneonta City School District counselors will be available to provide debriefing and counseling services to students and staff.

For situations that require the utilization of community mental health resources, a member of the District administrative staff will assume responsibility for contacting the appropriate county mental health agency and for scheduling debriefing sessions.

See the Appendix for Crisis Team and recovery resource contact information.

Post Emergency Report and Assessment

The Building Principal shall assemble the Building-level Crisis Team or District-level Crisis Team as soon as feasible after an emergency to assess the response to the incident and to evaluate the effectiveness of the emergency plan. The team will report any response/procedural concerns to the Safety Committee who will address said concern(s) and report to the Superintendent of Schools or his/her designee.

APPENDICES



OCSD CPR & AED Certifications

Employee Name	Certification Code	Start Date	End Date
----------------------	-------------------------------	-------------------	-----------------

Oneonta City School District
31 Center Street
Oneonta, New York 13820
Switchboard Phone: 607-433-8200

Thomas F. Brindley – Superintendent
607-433-8200 Ext. 1301
607-267-6441

Greater Plains Elementary
60 West End Avenue
Oneonta, New York 13820
Phone: 607-433-8272
Fax: 607-433-8207

Middle School
130 East Street
Oneonta, New York 13820
Phone: 607-433-8262
Fax: 607-433-8203

Riverside Elementary
39 House Street
Oneonta, New York 13820
Phone: 607-433-8273
Fax: 607-433-8210

High School
130 East Street
Oneonta, New York 13820
Phone: 607-433-8243
Fax: 607-433-8204

Valleyview Elementary
40-46 Valleyview Street
Oneonta, New York 13820
Phone: 607-433-8252
Fax: 607-433-8211

[Crisis Team Member](#)

[Title](#)

[Telephone](#)

[List of members contained in District-accessible version](#)



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Revised: July 2019

DISTRICT SCHOOL SAFETY MEMBERS

NAME	POSITION	TELEPHONE NUMBER & ROOM EXT.
<u>List of members contained in District-accessible version</u>		



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

IMPORTANT TELEPHONE NUMBERS

Emergency Phone Numbers

Oneonta Police and Fire (Emergency)..... Call 911

Local Police and Fire Department (Non-Emergency)

City of Oneonta Police Department..... 607-432-1111

City of Oneonta Fire and Rescue Department..... 607-433-3480

SUNY Oneonta Police..... 607-436-3550

Otsego County Sheriff's Department..... 607-547-4271

New York State Police..... 607-432-3211

FBI (Albany Office)..... 518-465-7551

US Secret Service (Albany Office)..... 518-436-9600

Hospital & Urgent Care Facilities

A.O. Fox Memorial Hospital (Oneonta)..... 607-432-2000

Oneonta Foxcare Center..... 607-432-2000

Bassett Medical Center (Cooperstown)..... 607-547-3456

Bassett Convenient Care (1 Associate Dr. Oneonta)..... 607-433-6300

Other Emergency Numbers

Otsego County Department of Social Services..... 607-547-4355

NYS Child Protective (Abuse) Service Hotline..... 1-800-342-3720

NYSEG – New York State Electric and Gas..... 1-800-572-1121



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
July 2019

DISTRICT SCHOOL SAFETY COMMITTEE MEMBERS

Name

Business Phone

Email

List of members contained in District-accessible version



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

MEDIA CONTACT NUMBERS

Newspapers

Hometown Oneonta
The Daily Star

607-547-6103
607-432-1000

info@allotsego.com

Radio Stations

WRHO 89.7FM
WONY 90.9FM
WZOZ 103.1
WSRK 103.9

Hartwick College
SUNY Oneonta
607-432-1030
607-432-1030

users.hartwick.edu/wrho/
oneonta.edu/development/sa/wony
Oneonta wzozfm.com
Oneonta wsrkfm.com

Television Stations

YNN – You News Now
WBNG News – Binghamton
WKTV News – Utica

315-234-1010

<http://centralny.ynn.com/>
<http://www.wbng.com/>
<http://www.wktv.com/>



Oneonta CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

GREATER PLAINS ELEMENTARY SCHOOL
DRILL REPORT FORM

Purpose: To provide a format for logging required annual drills.

Drill

Date

Lockdown (4 per year)

- 1.
- 2.
- 3.
- 4.

Early Dismissal (1 per year)

Sheltering in place (1 per year)

*Fire Drills (8 per year as per
Education Law 807 (1-a))*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

*8 of 12 Lockdown and fire drills
must be performed before
December 31st*

*4 Lockdown and fire drills must be
performed between December
31st and Summer recess*

- 9.
- 10.
- 11.
- 12.



Oneonta CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

RIVERSIDE ELEMENTARY SCHOOL DRILL
REPORT FORM

Purpose: To provide a format for logging required annual drills.

Drill

Date

Lockdown (4 per year)

- 1.
- 2.
- 3.
- 4.

Early Dismissal (1 per year)

Sheltering in place (1 per year)

*Fire Drills (8 per year as per
Education Law 807 (1-a))*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

*8 of 12 Lockdown and fire drills
must be performed before
December 31st*

*4 Lockdown and fire drills must be
performed between December
31st and Summer recess*

- 9.
- 10.
- 11.
- 12.



Oneonta CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

**VALLEYVIEW ELEMENTARY SCHOOL DRILL
REPORT FORM**

Purpose: To provide a format for logging required annual drills.

Drill

Date

Lockdown (4 per year)

- 1.
- 2.
- 3.
- 4.

Early Dismissal (1 per year)

Sheltering in place (1 per year)

*Fire Drills (8 per year as per
Education Law 807 (1-a))*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

*8 of 12 Lockdown and fire drills
must be performed before
December 31st*

*4 Lockdown and fire drills must be
performed between December
31st and Summer recess*

- 9.
- 10.
- 11.
- 12.



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

ONEONTA MIDDLE SCHOOL DRILL REPORT FORM

Purpose: To provide a format for logging required annual drills.

Drill

Date

Lockdown (4 per year)

- 1.
- 2.
- 3.
- 4.

Early Dismissal (1 per year)

Sheltering in place (1 per year)

*Fire Drills (8 per year as per
Education Law 807 (1-a))*

*8 of 12 Lockdown and fire drills
must be performed before
December 31st*

*4 Lockdown and fire drills must be
performed between December
31st and Summer recess*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.



Oneonta CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:
September 2018

ONEONTA SR. HIGH SCHOOL DRILL REPORT
FORM

Purpose: To provide a format for logging required annual drills.

Drill

Date

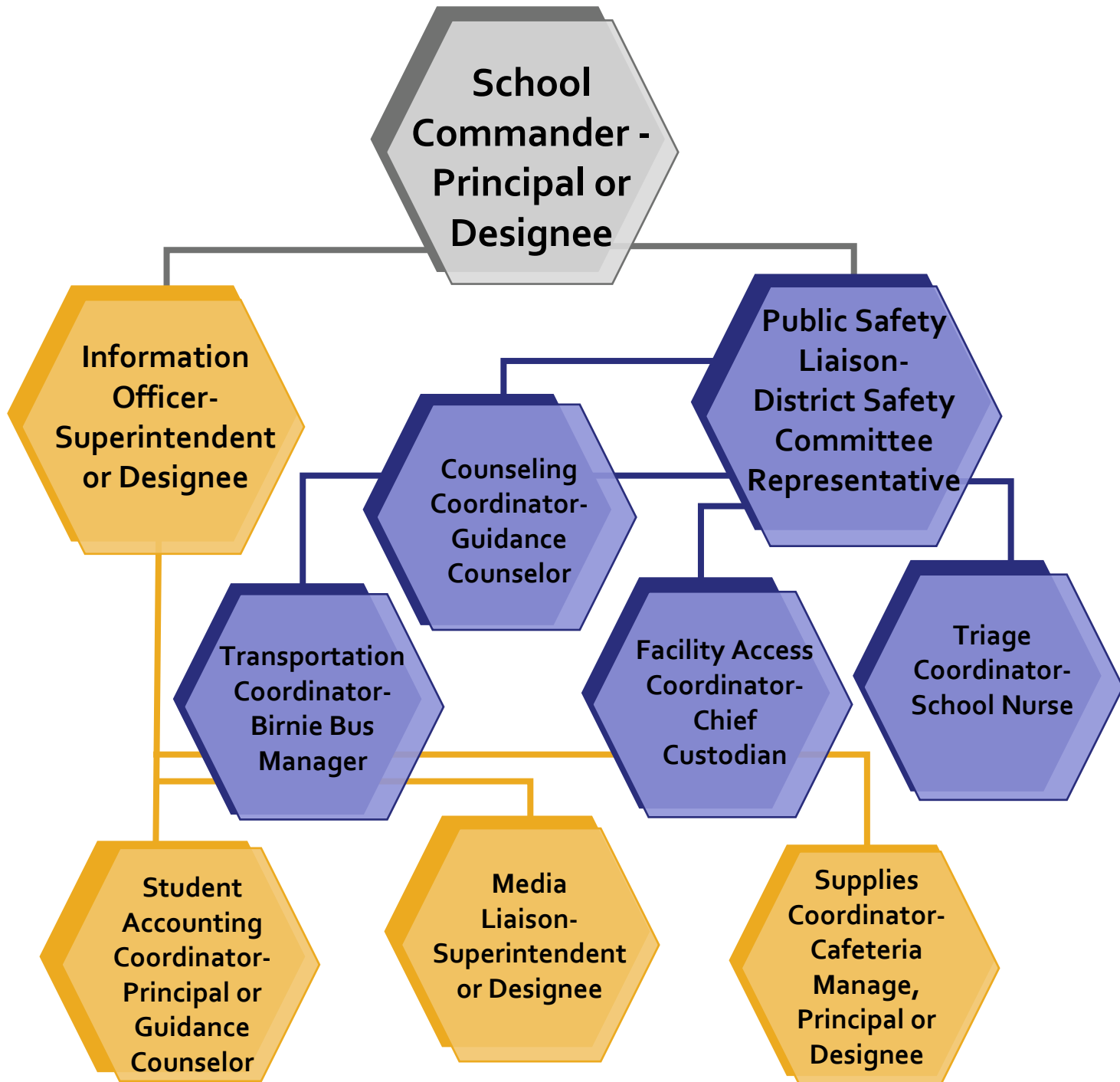
<i>Lockdown (4 per year)</i>	1.
	2.
	3.
	4.
<i>Early Dismissal (1 per year)</i>	_____
<i>Sheltering in place (1 per year)</i>	_____

	1.
<i>Fire Drills (8 per year as per Education Law 807 (1-a))</i>	2.
	3.
	4.
<i>8 of 12 <u>Lockdown and fire drills</u> must be performed before December 31st</i>	5.
	6.
	7.
	8.
<i>4 <u>Lockdown and fire drills</u> must be performed between December 31st and Summer recess</i>	9.
	10.
	11.
	12.

Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Incident Command Structure



Incident Command System by Building

Greater Plains

Name	ICS Role	Office Number	Cell Number
	Incident Commander		
	Safety Officer		
	Liaison Officer		
	Liaison Officer		
	Public Information		
	Planning Section		
	Finance & Admin		
	Operations		
	Logistics		

Riverside

Name	ICS Role	Office Number	Cell Number
	Incident Commander		
	Safety Officer		
	Liaison Officer		
	Public Information		
	Planning Section		
	Finance & Admin		
	Operations		

Valleyview

Name	ICS Role	Office Number	Cell Number
	Incident Commander		
	Safety Officer		
	Liaison Officer		
	Public Information		
	Planning Section		
	Finance & Admin		
	Operations		
	Logistics		

Oneonta Middle School

Name	ICS Role	Office Number	Cell Number
	Incident Commander		
	Safety Officer		
	Liaison Officer		
	Public Information Planning Section		
	Finance & Admin		
	Operations		
	Logistics		

Oneonta High School
Incident Commander

	Name	Title	Phone number
Primary			
Alternate			
Alternate			
Alternate			

Safety Officer

	Name	Title	Phone number
Primary			
Alternate			
Alternate			

Liaison Officer

	Name	Title	Phone number
Primary			
Alternate			
Alternate			

Public Information Officer

	Name	Title	Phone number
Primary			
Alternate			
Alternate			

EMERGENCY RESPONSE PLANS





Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
November 2013

Revision Date:
October 2018

EVACUATION OF BUILDING [NOT A FIRE ALARM ACTIVATION]

Reference Number: 8 – A- 1

Purpose: To provide guidelines for district personnel for an evacuation when it is determined that it is unsafe to remain in the building.

Background: Situations may arise when it is necessary to evacuate a building because of an imminent threat or after the occurrence of an incident (manmade or natural) because it is not safe to remain inside the building. It may be necessary to evacuate under immediate and exigent circumstances (bomb threat, fire, hazardous material spill, etc.) or in a less urgent manner (power-outage, water shutdown, etc.). The primary objectives of a building evacuation are:

1. To minimize injury or death by moving to a safer location
2. To remove students and staff from a building where a dangerous situation (or the threat of a dangerous situation) exists.
3. To empty a building of occupants so that emergency personnel may perform their duties (bomb search, fire suppression, hazardous materials removal, etc.).
4. To establish safe routes and designated evacuation locations

Faculty and students will assemble in designated evacuation locations, however, evacuation may take three different courses:

- evacuate to designated locations per fire alarm practices (based upon maps located in each classroom),
- evacuation to a specific location on district property or in district buildings, and,
- evacuation to an off-campus area or non-district facilities.

***The designated evacuation sites for each district building are located on the last page of this directive.**

If a building evacuation is deemed necessary, in most cases it is advisable to first shelter-in-place at a current location prior to conducting an evacuation. This will provide the opportunity for taking attendance and subsequently, a more orderly movement of students to the evacuation location.

Procedures: Specific Procedures are limited to District-Accessible Versions

- II. **Relocation to a Designated Evacuation Area:** Once the building is evacuated, it may be necessary to evaluate several factors to determine if it is necessary to move to a more “permanent” or long-term evacuation site. These factors include:

- The expected duration of the evacuation,
 - Existing weather conditions,
 - Time of day,
 - The reasons for the evacuation, and,
 - Information provided by emergency responders regarding the circumstances surrounding the evacuation and reoccupation of the building.
1. **Relocation to Indoor District Facilities:** The command post will make arrangements for moving students to an indoor long-term evacuation location. The following should be considered in facilitating movement to another evacuation location:
 - A. Is it necessary to place the designated school building in a shelter-in-place status either temporarily or until it is determined that the building can resume normal activities.
 - B. What are the transportation needs of the evacuated students, including special needs (wheelchairs, crutches, etc.)? Can students walk to the designated area or is bus transportation required?
 - C. Are there students at other locations? Where will they be taken until they can return to their building or for dismissal?
 - D. Is there a need to provide food service to the students at the evacuation sites?
 - E. What are the health and medical related needs of the students and staff? School Nurses should be consulted regarding special medical needs of the students from their respective buildings.
 - F. Are there special preparations that need to be made to the evacuation site (i.e. bleachers opened in the gymnasium) prior to moving to that location?
 2. **Relocation to Non-District Facilities:** In the event that it is determined that it would be unsafe to evacuate students to an on-campus location, non-district facilities may be utilized. Agreements should be made with locations which have the capability to house students who have been evacuated. **Designated off-campus evacuation sites and contact information are located on the last page of this directive.** Procedures listed in Section II (1) above should be followed for evacuation to alternate off-campus evacuation sites. Notification should be made as soon as possible to the off-site evacuation locations so that they can prepare for the student arrival.
 3. **Dismissal from an Evacuation Site:** The following is a list of considerations for dismissal from an evacuation site: **Specific Procedures are limited to District-Accessible Versions**

District Owned (On-campus) Indoor Evacuation Locations

District Building Location	Evacuation Location	Room Location(s)	Capacity
Greater Plains Elementary School			
Riverside Elementary School			
Valleyview Elementary School			
Oneonta Middle School			
Oneonta Senior High School			

District Owned (On-campus) Outdoor Evacuation Locations

District Building Location	Evacuation Location
Greater Plains Elementary School	
Riverside Elementary School	
Valleyview Elementary School	
Oneonta Middle School	
Oneonta Senior High School	

Non-District (Off-campus) Evacuation Locations

District Building Location	Evacuation Location	Capacity	Contact Information
Greater Plains Elementary School			
Riverside Elementary School			
Valleyview Elementary School			

Oneonta Middle School			
Oneonta Senior High School			



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
March 5, 2018
Revision Date:

FIRES ALARM ACTIVATIONS

Reference Number: 8 – A -2

Purpose: To provide guidelines for district personnel for responding to a fire alarm on an OCSD property.

Background: If a fire alarm is sounded, a quick response is critical to prevent injuries and property damage. Recent incidents of school violence have shed light on fire alarms being used in the commission of these criminal acts. As such, the following protocol has been enacted:

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
November 2013
Revision Date:
September 2018

LOCKDOWN

Reference Number: 8 – A - 3

Purpose: To provide guidelines for district personnel regarding a building lockdown.

Objective: To keep students, faculty, staff, and visitors as safe as possible.

Background: There may be times when it is necessary to implement the lockdown of a building. If necessary, a building administrator, faculty or staff member may implement a lockdown based upon an actual or imminent or violent event where the perceived threat is within the building (not including bomb threats). A lockdown is a response to a worst-case scenario and must be executed with appropriate urgency and seriousness. The primary objectives of a lockdown are:

- To minimize the possibility of injury and death.
- To facilitate an effective response to an emergency situation.
- To move as many people as possible to a safe and secure location.
- To neutralize a threat.
- To restrict movement inside a building so that emergency responders may perform their duties without risk to students and staff.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
November 2013
Revision Date:

LOCKDOWN (STUDENTS NOT IN CLASSROOMS)

Reference Number: 8 – A - 4

Purpose: To provide guidelines for district personnel regarding those faculty, staff, and students who are outside of their respective classrooms or building in the event of a building lockdown.

Objective: To keep students, faculty, staff, and visitors as safe as possible.

Background: There may be times when it is necessary to implement the lockdown of a building. If necessary, a building administrator, faculty or staff member may implement a lockdown based upon an actual or imminent or violent event where the perceived threat is within the building (not including bomb threats). A lockdown is a response to a worst-case scenario and must be executed with appropriate urgency and seriousness. The primary objectives of a lockdown are:

- To minimize the possibility of injury and death.
- To facilitate an effective response to an emergency situation.
- To move as many people as possible to a safe and secure location.
- To neutralize a threat.
- To restrict movement inside a building so that emergency responders may perform their duties without risk to students and staff.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
November 2013

LOCKOUT

Reference Number: 8 – A - 5

Purpose: To provide guidelines for district personnel regarding a building lockout.

Objective: To keep students, faculty, staff, and visitors as safe as possible.

Background: There may be times when it is necessary to implement the lockout of a building. If necessary, a building administrator, faculty or staff member may implement a lockout based upon an actual or imminent threat that exists outside the building*. A lockout is a response which allows for movement inside a school building while entering and exiting the building is restricted. Students and staff are aware of the circumstances surrounding the lockout and except for the termination of outside activities (gym classes, field trips, etc.) there is no disruption to the normal school schedule. In some cases, to protect the identity of individuals involved in the incident, all of the details surrounding the lockout do not need to be shared with the students. The primary objectives of a lockout are:

- To minimize the possibility of injury and death.
- To keep students and staff in a safe and secure location.
- To limit access of visitors to the school building.
- To promote minimal disruption to the education process when there is a potential or actual incident outside the building.

**Examples of situations which may warrant a Lockout are; hazardous material spill in the area surrounding the school, an escaped fugitive, custodial interference, etc.*

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
November 15, 2013

SHELTER IN PLACE

Reference Number: 8 – A - 6

Purpose: To provide guidelines for district personnel for a shelter-in-place response during an emergency situation. A shelter-in-place response is utilized as a protective measure when movement about the school could be potentially hazardous.

Background: Situations may arise when it is necessary to restrict movement of students within the building or to isolate students and staff from the outdoor environment. Generally, there are two types of shelter-in-place protocols:

1. Faculty and staff are instructed to implement a shelter-in-place and all students are held at their current location inside a classroom or office.
2. Faculty and staff are directed to move the school population to a single location or to multiple locations within the school building.

In most cases, a shelter-in-place response is implemented when there is a threat (or an occurrence) of a weather related incident or a bomb threat. A shelter-in-place response allows school personnel the opportunity to secure the building during an incident as plans are made to respond to the incident, including a building evacuation. The primary objectives of a shelter-in-place response are:

5. To minimize injury or death
6. To restrict movement within a building
7. To locate and contain any device or damage caused by severe weather
8. To facilitate further emergency response (i.e. evacuation of building)
9. To establish safe routes and designated shelter locations

If an alternate shelter location or a building evacuation is deemed necessary, in most cases it is advisable to first shelter-in-place at a current location (Section I below) and then move to an alternate shelter location (Section II below). This will provide the opportunity for taking attendance and subsequently, a more orderly movement of students.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
July 17, 2013

AED's - AUTOMATIC EXTERNAL DEFIBRILLATORS

Reference Number: 8 – B - 1

Purpose: To provide guidelines regarding the deployment and use of district owned Automatic External Defibrillators through the public access program.

Background: An automatic external defibrillator (AED) is a device used to treat a patient with cardiac arrest whose heart is beating irregularly (fibrillating). If the heart does not return to a regular rhythm within 5-7 minutes, this fibrillation could be fatal. To stop the fibrillation, an AED is used to administer an external electric shock through the chest wall to the heart with the use of conductive adhesive pads. Built-in computers analyze the patient's heart rhythm, and interpret the rhythms that require defibrillation shocks. Audible and/or visual prompts guide the user through the process. Most AEDs require an operator to initiate the delivery of the shock in some way, such as pushing a button.

Under NYS Public Health Law Section 3000b and NYS Education Law Section 917, the Oneonta City School District is a Public Access Defibrillation (PAD) provider. Public access refers to accessibility for trained users to use AEDs in public places. Public access does not mean that any member of the public witnessing a sudden cardiac arrest should be able to use the device. AEDs are to be used only by individuals with the proper training and certification in accordance with state and local laws.

New York State Education Law Section 917; On-site cardiac automated external defibrillator (September 1, 2002):

1. School districts, boards of cooperative educational services, county vocational education and extension boards and charter schools shall provide and maintain on-site in each instructional school facility automated external defibrillator equipment, to ensure ready and appropriate access for use during emergencies.
2. Whenever public school facilities pursuant to subdivision one of this section are used for school sponsored or school approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location, the public school officials and administrators responsible for such school facility or athletic contest shall ensure the presence of at least one staff person who is trained, pursuant to paragraph (a) of subdivision

three of section three thousand-b of the public health law, in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials shall assure that automated external defibrillator equipment is provided on-site.

3. Public school facilities and staff pursuant to subdivisions one and two of this section shall be deemed a "public access defibrillation provider" and shall be subject to the requirements and limitations of such section.
4. Pursuant to section three thousand-a and three thousand-b of the public health law, any public access defibrillation provider, or any employee or other agent of the provider who, in accordance with the provisions of this section, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED which has been made available pursuant to this section, to a person who is unconscious, ill or injured, shall be liable only pursuant to section three thousand-a of the public health law. *{This is known as the Good Samaritan clause}*

The Effectiveness of Defibrillation:

The sooner defibrillation is provided with an AED, the better the victim's chances of survival. When provided within the first 5 minutes of a cardiac arrest, the odds are about 50% that a victim's life will be saved. With each passing minute during a cardiac arrest, the chance of successful resuscitation is reduced by 7% to 10%. After 10 minutes there is very little chance of successful rescue. {Source: American Heart Association}

Each instructional school facility should have as its goal a specific response plan that targets a victim's collapse to defibrillation time less than or equal to 4 to 5 minutes. {Source: International Consensus on Science, Guidelines 2000 for Cardio-pulmonary Resuscitation and Emergency Cardiovascular Care. Vol. 102, #8. American Heart Association. August 2000.}

More information regarding NYS Education Department requirements can be found at; <http://www.emsc.nysed.gov/sss/HealthServices/AEDs/>.

Procedures: Specific Procedures are limited to District-Accessible Versions

- **AED Operator Certification:** Based upon their duties and responsibilities, specific employees (coaches, administrators, etc.) will be trained regularly to maintain AED operator certification. A list of certified AED operators will be maintained by the District Office.
- **AED Unit Maintenance:** The Head of Maintenance will be responsible for conducting regular inspection and testing of all district-owned AED Units. This will include ordering and replacing supplies that are expired or are unusable. During times when the Head of Maintenance is not available to conduct testing,

he/she will designate someone to perform the unit tests. Records of the testing and maintenance will be maintained by the Head of Maintenance pursuant to existing record retention guidelines.

- **Use of AEDs During a Medical Emergency:** The following steps should be taken when the AED is used for a medical emergency:
 - Only certified AED operators should use the unit.
 - AEDs will be utilized in accordance with manufacturer's guidelines and AED Operator certification training procedures.
 - Any use an AED should be reported to the Building Principal, Superintendent of Schools, and the Head of Maintenance.
 - Within 24 hours of the initial use. The Head of Maintenance will replace the AED which was utilized and complete an AED inspection
 - Upon the completion of the inspection, supplies will be replaced and the AED will be placed back into service.



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:

Fall 2000

Revision Date:

July 17, 2012

AIRCRAFT CRASH

Reference Number: 8 – B - 2

Purpose: To provide guidelines for district personnel in the event that an aircraft crashes on or near school property.

Background: This procedure addresses situations involving an aircraft crash on or in proximity to school property. Three possible scenarios are addressed in this directive:

- Aircraft crash into a school building,
- An aircraft crash on school property but not involving a school building, and,
- An aircraft crash which occurs in the area near school property.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 26, 2017
Revision Date:

ALARMS; BOILER & FIRE RESET PROCEDURES

Reference Number: 8 – B - 3

Purpose: To provide guidelines for district personnel in the event that the boiler or fire alarm needs to be reset after it has been determined that no emergency exists.

Background: District buildings are equipped with alarms which activate when a fire or smoke condition exists or the boiler fails. In most cases, when an alarm is activated, the head custodian or his/her designee will respond to determine the cause of the alarm, to meet with emergency responders and to reset the alarm system. Procedures outlined in this directive are to be followed in instances when the head custodian or his/her designee is not available to respond or their response time is delayed.

Procedures: Specific Procedures are limited to District-Accessible Versions



Issue Date:
Fall 200

Revision Date:
July 17, 2012

**ARMED PERSON HOSTAGE OR TERRORIST
ACTIVITIES ON SCHOOL PREMISES**

Reference Number: 8 – B - 4

**ARMED PERSON, HOSTAGE OR TERRORIST
ACTIVITIES ON SCHOOL PREMISES**

NOTIFICATION: First responsible person aware of event will contact the Main Office

Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
July 17, 2012

Revision Date:
September 2018

ASSESSMENT OF A STUDENT WHO MAY BE A THREAT

Reference Number: 8 – B - 5

Purpose: The following procedures are provided as guidelines for the prevention of target acts of violence. These are only guidelines and an appropriate course of action will be determined based upon all of the circumstances surrounding a potential threat.

Background: All threats made against individuals or groups must be taken seriously and investigated to determine whether or not they pose a real danger to students or staff. All threats received must be assessed and managed in consideration of the circumstances surrounding the threat. These circumstances may include; the nature or motivation behind the threat, the type of threat, the specificity of the threat and the background of the student making the threat.

- I. **Types of Threats** – In general, the more direct and detailed a threat is, the more serious the risk of its being acted upon. Threats of violence can generally be classified into the following categories:
 1. **Direct** – A direct threat identifies a specific act against a specific target and is delivered in a straightforward, clear and explicit manner.
 2. **Indirect** – Indirect threats tend to be vague, unclear and ambiguous. The threat may not include a specific plan, intended victim, motivation or other important aspects of the possible violent act.
 3. **Veiled** – A veiled threat implies but does not explicitly threaten violence. The potential victim feels that they may be in danger but does not have specific details regarding the threat.
 4. **Conditional** – A conditional threat is usually based upon a specific demand or circumstances. The person making the threat may state that if certain conditions exist, the violent act will occur.
- II. **Threat / Risk Levels** - Threats will fall into one of three levels of risk:
 1. **Low Level of Threat** – This level poses a minimal level of risk to the victim and public safety. The threat is vague, indirect, inconsistent, implausible or lacking in detail. The threat may also lack realism or the content of the threat suggests that the person is unlikely to carry it out.

2. **Medium Level of Threat** – While this threat could be carried out, it may not appear entirely realistic. The wording of the threat may be more direct and include more details when compared to a low level threat. The person making the threat demonstrates that they have actually given some thought as to how the violent act will be carried out and they may provide more specific details as to a location, time and reasons behind the threat. This level of threat may have some details but there is no indication that the person making the threat has taken steps to prepare for the violent act.
3. **High Level of Threat** – A threat that appears to pose an imminent and serious danger to the safety of others will be considered to be a high threat level. This includes direct, specific and plausible information and there are indications that steps have been taken towards carrying out the threat.

III. **FBI Threat Assessment Model** – When conducting a threat assessment, there are a number of factors to consider. A properly done threat assessment includes the examination of all relevant information including; the student’s personal history, relationships at home and school, recent life events, resiliency and coping style. To provide general guidelines for threat assessment, the Federal Bureau of Investigation has developed a Four-Pronged Assessment Model that examines:

1. Personality of the Student:
 - Behavioral Characteristics
 - Capacity to cope with stress and conflicts
 - Ways of dealing with anger, humiliation, sadness or disappointment
 - Level of resiliency related to failure, criticism or other negative experiences
 - Response to rules and authority
 - Need for control
 - Capacity for emotional empathy or respect for others
 - Sense of self-importance compared to others (superiority/inferiority)
 - Personality Traits
 - Tolerance for frustration
 - Coping skills
 - Focus on perceived injustices
 - Signs of depression or other mental illness
 - Self-perceptions (narcissism/insecurity)
 - Need for attention
 - Focus of blame (internalizes/externalizes)

2. School Dynamics (actual or the student's perception):
 - Student's attachment to school
 - Tolerance for disrespectful behavior
 - Approach to discipline (equitable/arbitrary)
 - Flexibility/inclusiveness of culture
 - Pecking order among students
 - Code of silence
 - Supervision of computer access
3. Social Dynamics:
 - Peer group relationships and culture
 - Use of drugs and alcohol
 - Media entertainment, technology
 - Level and focus of outside interests
 - Potential copycat effect of past incidents
4. Family Dynamics:
 - Parent-child relationship
 - Attitudes toward pathological behavior
 - Access to weapons
 - Sense of connectedness/intimacy
 - Attitude toward/enforcement of parental authority
 - Monitoring of TV, video games or Internet usage

IV. Creating a Climate of Trust: Studies have shown that in most cases of school violence, students often know of potential problems well in advance of adults. *In light of this, it is important to create a climate of trust where students will feel comfortable telling a trusted adult about concerns they have regarding potential violent acts.* There should be a common understanding of the following:

- Violence prevention is everyone's responsibility
- The school has a threat assessment process in place
- All information received will be handled as discretely as possible
- Threats will be taken seriously

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:

Fall 2000

Revision Date:

July 17, 2012

BOMB THREATS

Reference Number: 8 – B - 6

Purpose: To provide guidelines for district personnel in the event that a bomb threat is received or a suspicious package is located on school property.

Background: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 2012
Revision Date:

Bus Accident

Reference Number: 8–B-7

Purpose: To provide guidelines in the event of an accident involving a district-owned school bus.

Background: These procedures are for use by bus drivers, school staff and administrators when a school bus accident occurs. There are a number of medical, legal and logistical obligations involving a bus accident. The first priority after an accident occurs is attending to any injured passengers in the vehicles involved. In most cases, the accident needs to be reported to law enforcement so that an accident investigation can be conducted and a report filed. The areas to be addressed in this directive include:

- Actions to be taken immediately following a bus accident
- Reports and documentation required
- Conducting the investigation
- Release of students

It is important to remember that an accident scene must not be disturbed. If at all possible, students should remain where seated at the time of the accident as law enforcement personnel will need this information. This means that unless approved by law enforcement personnel, no one should remove, move or tamper with items that are at the scene.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:

Fall 2000

Revision Date:

July 17, 2012

CHILD ABDUCTION

Reference Number: 8 – B - 8

NOTIFICATION: Local Law Enforcement (CALL 911)

PERSON RESPONSIBLE: Any staff member who witnesses suspected abduction/abductor

Specific Procedures are limited to District-Accessible Versions



Issue Date:
September 29, 2012

**CIVIL DISOBEDIENCE AND/OR STUDENT
DISORDER**

Revision Date:

Reference Number: 8 – B - 9

PRELIMINARY INDICATORS OF TROUBLE

1. Gatherings of unusually large groups of disorderly students.
2. Unusually large numbers of students tardy or refusing to go to class.
3. A pattern of general loudness, disorder or defiance to supervisors and teachers.
4. Outbreaks of students fighting, unprovoked assaults, and/or property damage.
5. The forming of groups in the vicinity of the school which become active or move onto the school grounds.

Specific Procedures are limited to District-Accessible Versions



Issue Date:
September 29, 2012

**CLOSING SCHOOL OFF SITE (ONEONTA CITY
SCHOOLS REMAIN IN SESSION (IE. BOCES)**

Revision Date:

Reference Number: 8 – B - 10

Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 29, 2012
Revision Date:

CRIM SCENE MANAGEMENT

Reference Number: 8 – B - 11

Purpose: To provide guidelines for district personnel in managing a crime scene on school property.

Background: In July, 2000, Project SAVE (Safe Schools Against Violence in Education) legislation was enacted. SAVE requires schools to develop policies and procedures for securing and restricting access to a crime scene in order to preserve evidence in cases of violent crimes which occur on school property. Crime scenes often contain information which is critical to identifying a perpetrator and subsequently obtaining a conviction in court.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS



Issue Date:
September 29, 2012

**DEATH OR SERIOUS INJURY OF A STUDENT OR
EMPLOYEE DURING SCHOOL HOURS**

Revision Date:

Reference Number: 8 – B - 12

Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:

EARTHQUAKE

September 29, 2012
Revision Date:

Reference Number: 8 – B - 13

NOTIFICATION: ADVANCE WARNING UNLIKELY

PERSON RESPONSIBLE: TEACHERS AND STAFF

ACTION: Specific Procedures are limited to District-Accessible Versions



Issue Date:
October 2012
Revision Date:

FIELD TRIP PROCEDURES

Reference Number: 8 – B - 14

Specific Procedures are limited to District-Accessible Versions



Issue Date:

FOOD POISONING OR OTHER MASS ILLNESS

September 29, 2012
Revision Date:

Reference Number: 8 – B - 15

Purpose: To provide guidelines for district personnel in the event that food poisoning or mass illness occurs on the campus. This procedure should be followed if suspected contamination of food or water occurs. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies (water treatment facility as identified by police or fire personnel). Indicators of contamination may include unusual odor, color, taste, or multiple people with unexplained nausea, vomiting, or other illnesses.

Procedures: Specific Procedures are limited to District-Accessible Versions



Issue Date:
September 29, 2012
Revision Date:

HAZARDOUS MATERIAL SPILL

Reference Number: 8 – B - 16

Purpose: To provide guidelines for district personnel in the event of a hazardous material spill that occurs inside a building or outdoors, on or near school property.

Background: A hazardous material release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Potential chemical threats within or adjacent to schools include the discharge of chemicals in a school laboratory and a train derailment or overturned truck that contains hazardous materials. Three possible scenarios which involve the release of hazardous materials to be addressed are:

- Hazardous materials released inside a building,
- An outdoor release of hazardous materials on school property, and,
- An outdoor release or threat of release of hazardous materials in the area surrounding district property.

Chemical exposure information: In the event that information regarding a specific chemical is needed, 3E Company may be contacted (see accompanying page for contact information).

Procedures: Specific Procedures are limited to District-Accessible Versions



Issue Date:
September 29, 2012

Revision Date:

**SERIOUS INJURY OF AN ATHLETE DURING
PRACTICE OR ATHLETIC EVENT**

Reference Number: 8 – B - 17

Purpose: To provide guidelines for district personnel in the event that an athlete is seriously injured during a school athletic competition.

Background: Minor injuries to athletes during practice or competition are common occurrences which are addressed by coaches when they occur. When an athlete is injured during a practice or competition and the injuries appear to be serious in nature, specific procedures must be created to facilitate the emergency medical care of the injured athlete, to provide for notification of appropriate persons and for the release of information to the public and media.

Procedures: Specific Procedures are limited to District-Accessible Versions



Issue Date:
September 29, 2012
Revision Date:

RADIOLOGICAL EMERGENCIES

Reference Number: 8 – B - 18

NOTIFICATION: THERE ARE TWO TYPES OF RADIOLOGICAL EMERGENCIES, WHICH MIGHT IMPACT ONEONTA CITY SCHOOLS. THE FIRST IS A SPILL OR LEAK OF RADIOACTIVE MATERIALS BEING TRANSPORTED THROUGH THE AREA. THE SECOND IS THE POTENTIAL FOR NUCLEAR ATTACK. IN EITHER CASE, AN ALERT WILL BE PROVIDED THROUGH OUR STATE AND/OR LOCAL FIRE AND/OR LAW PROFESSIONALS.

Specific Procedures are limited to District-Accessible Versions



SHELTERING AND RELEASE OF STUDENTS
UNDER EMERGENCY CONDITIONS
(AFTER HOURS)

Issue Date:
September 2012

Revision Date:

Reference Number: 8 – B - 18

Purpose: To provide guidelines for district personnel in the event that students must be sheltered in school facilities after normal school hours and for releasing students under emergency conditions.

Background: There may be occasions when an emergency occurs or there is a disruption of transportation services which necessitates the sheltering of students and staff in school buildings after normal school hours. In some instances there may be assistance available from the federal, state or county government or agencies such as the Red Cross if sheltering is the result of a disaster. Literature regarding disaster feeding has been attached to this directive.

Procedures: Specific Procedures are limited to District-Accessible Versions

 **Oneonta** CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:
September 2012

SUICIDE OR SUICIDE ATTEMPT IN SCHOOL
DURING REGULAR HOURS

Revision Date:

Reference Number: 8 – B - 20

Purpose: To provide guidelines for district personnel in the event that a student or staff member commits suicide, or threatens or attempts to commit suicide on school premises during regular school hours.

Background:

Definition: *Suicide is the act of deliberately taking one's own life. Suicidal behavior is any deliberate action with potentially life-threatening consequences, such as taking a drug overdose, deliberately crashing a car, etc.*

Causes: *Suicidal behaviors can accompany many emotional disturbances, including depression, bipolar disorder, and schizophrenia. More than 90% of all suicides are related to a mood disorder or other psychiatric illness.*

Suicidal behaviors often occur in response to a situation that the person views as overwhelming, such as social isolation, death of a loved one, emotional trauma, serious physical illness, aging, unemployment or financial problems, guilty feelings, or dependence on alcohol or another drug.

In the U.S., suicide accounts for about 1% of all deaths each year. The elderly have the highest rate of suicide, but there has been a steady increase among adolescents. Suicide is now the third leading cause of death for 15- to 19-year-olds, after accidents and homicide.

Suicide attempts that do not result in death far outnumber completed suicides. Many unsuccessful suicide attempts are carried out in a manner that makes rescue possible. These attempts often represent a desperate cry for help

The method of suicide can be relatively nonviolent (such as poisoning or overdose) or violent (such as shooting oneself). Males are more likely to choose violent methods, which probably accounts for the fact that suicide attempts by males are more likely to be completed.

Relatives of people who seriously attempt or complete suicide often blame themselves or become extremely angry, seeing the attempt or act as selfish. However, when people are suicidal, they often mistakenly believe that they are doing their friends and relatives a favor by taking themselves out of the world. These irrational beliefs often drive their behavior.

Symptoms: *The following are just a few of the possible warning signs of a person who may be contemplating suicide:*

Early signs:

- Depression
- Statements or expressions of guilt feelings
- Tension or anxiety
- Nervousness
- Impulsiveness

Critical signs:

- Sudden change in behavior, especially calmness after a period of anxiety
- Giving away belongings, attempts to "get one's affairs in order"
- Direct or indirect threats to commit suicide
- Direct attempts to commit suicide

Intervention

Suicide attempts and threats should **always** be taken seriously. About one-third of people who attempt suicide will repeat the attempt within 1 year, and about 10% of those who threaten or attempt suicide eventually do kill themselves. Mental health care should be sought immediately. Dismissing the person's behavior as attention-seeking can have devastating consequences.

A person who threatens or attempts suicide must be evaluated immediately by a mental health professional. **A suicide threat or attempt should never be ignored.**

Prevention: Many people who attempt suicide talk about it before making the attempt. Sometimes, simply talking to a sympathetic, nonjudgmental listener is enough to prevent the person from attempting suicide.

Source: Paul Ballas, D.O., Department of Psychiatry, Thomas Jefferson University Hospital, Philadelphia, PA. Review provided by VeriMed Healthcare Network. 11/15/2010

US National Library of Medicine and the National Institute of Health
<http://www.nlm.nih.gov/medlineplus/ency/article/001554.htm>

Legal Background: NYS Mental Hygiene Law Section 9.41 states that when a person is deemed to be exhibiting behavior that is harmful to themselves or others, a Police Officer may take that person to a hospital for immediate observation, care and treatment. This means that when a person who exhibits suicidal or homicidal tendencies will not go willingly they may be taken into police custody and transported to a treatment center.

Procedures: Specific Procedures are limited to District-Accessible Versions

Issue Date:
October 2012
Revision Date:

UTILITY SERVICE INTERRUPTIONS (GAS, ELECTRIC AND WATER)

Reference Number: 8 – B - 21

Purpose: To provide guidelines for district personnel during times when utility services are interrupted or in the event of a gas leak or fallen power lines.

Background: During times of extreme weather conditions there is a potential for interruption of utility services or for downed power lines, a gas leak or the loss of water to the school buildings. It may be possible for the district to operate under conditions of limited utility service interruption, however, a loss of utilities may also require an emergency closing of school until service can be restored. In the case of power loss, the Oneonta City School District does not have back-up generators. However, all district schools have battery-powered emergency lights. If electrical wires are downed or a gas leak is suspected, extreme caution should be used.

Natural Gas Properties:

Non-toxic – Natural gas is not poisonous. It is not harmful to breathe except if present in sufficient quantities to displace the normal air concentration and cause suffocation due to oxygen deficiency.

Lighter Than Air – Natural gas is only a little over half as heavy as air and it will rise if not confined.

Easy to Ignite – Almost any tiny spark is sufficient to ignite a combustible mixture. A combustible mixture almost always exists somewhere in the vicinity of a leak and may be as low as 5% of gas in air.

Procedures: Specific Procedures are limited to District-Accessible Versions



Issue Date:
Fall 2000
Revision Date:
July 17, 2012

WEATHER RELATED EMERGENCIES

Reference Number: 8 – B - 22

Purpose: To provide guidelines for district personnel in the event of a weather related emergency.

Background: The Oneonta City School District is geographically located in northern foothills of the Catskill Mountains in central New York State. Accordingly, there are a number of potential weather related situations which may occur including; flash flooding, flooding, severe thunder and lightning storms, heavy winds, snowstorms and ice conditions. The risk of tornadoes also exists. It is important that emergency planning includes these potential weather-related threats so that provisions are made in the event that weather related emergencies occur while school is in session.

Definitions:

WEATHER EVENT	WATCH	WARNING
SEVERE THUNDERSTORM	Severe thunderstorms are possible in the area.	A severe thunderstorm is imminent or has been indicated by Doppler RADAR or reported by storm spotters.
TORNADO	Tornadoes are possible in the area. Remain alert for approaching storms.	A tornado is imminent or has been indicated by Doppler RADAR or reported by storm spotters.
FLASH FLOOD OR FLOOD	Flash flooding or flooding is possible in the area.	Flash flooding or flooding is occurring or is imminent.
WINTER STORM	Hazardous winter weather conditions, such as heavy snow and/or ice are possible.	Hazardous winter weather conditions are forecast to occur within 12 hours or are about to begin.
HURRICANE OR TYPHOON	Hurricane/Typhoon conditions are possible in the area of the watch.	Hurricane/typhoon conditions are expected in the area, usually within 24 hours.

Source – NOAA Weather Radio {<http://www.stormready.noaa.gov/awareness.htm>}

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT
HOME OF THE YELLOW JACKETS

Issue Date:
October 2012
Revision Date:

FIRES

Reference Number: 8 – B - 23

Purpose: To provide guidelines for district personnel for responding to a fire in a building.

Background: If a fire is discovered on school grounds, a quick response is critical to prevent injuries and property damage. Pursuant to New York State Education Law Section 807 (see below), each building within the Oneonta City School District must perform a specific number of fire drills to ensure that students, faculty and staff are prepared to respond if an actual fire occurs on school grounds during the school day. During a fire or fire drill, procedures will be similar to the Evacuation Procedures which can be located under the Immediate Response Procedures section. The procedures contained in this directive are guidelines which address a specific type of incident and can be included in an evacuation type response.

* In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to leave the building in a timely, orderly manner.

* It shall be the duty of the board of education or school board or other body having control of the schools in any district or city to cause a copy of this section to be printed in the manual or handbook prepared for the guidance of teachers, where such manual or handbook is in use or may hereafter come into use.

* Neglect by any principal or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fine to be paid to the pension fund of the local fire department where there is such a fund.

Procedures: Specific Procedures are limited to District-Accessible Versions



Oneonta CITY SCHOOL DISTRICT

HOME OF THE YELLOW JACKETS

Issue Date:
September 29, 2012

Revision Date:

DISASTER RECOVERY / BUSINESS CONTINUITY PLAN

Reference Number: 8 – B - 24

Purpose: To provide guidelines and procedures to be utilized in the event of a disaster that compromises the “administrative or business operations” of the district.

Background: For the purposes of this directive, a disaster is any event which compromises the Information Technology and data storage functions of the district. Disasters may include power outages, an accidental deletion of data, natural disasters (flooding, hurricanes, tornadoes, etc.), computer viruses or sabotage or a structure fire. Disaster planning can be complex and there is no level of advance planning that will address all risks or occurrences; however, proper planning will provide the foundation for recovery in the aftermath of a disaster. A well designed disaster prevention program will help to eliminate the occurrence of a disaster and/or mitigate the amount of recovery time necessary to regain function of critical information technology services.

A major part of a disaster recovery or business continuity plan is assessing potential risks or threats to the district and determining the impact of each threat to the data system or network. In assessing a potential threat to the data infrastructure of the district, two areas should be considered; probability and impact. The following diagram can assist in assessing potential threats:

Low Probability/ Low Impact	High Probability/ Low Impact
Low Probability/ High Impact	High Probability/ High Impact

Objectives: The Oneonta City School District recognizes the need for a comprehensive disaster recovery plan to be utilized in the event that an unexpected disaster which threatens or compromises records and data stored on the district information network. The following objectives will be addressed by this document:

1. To identify potential threats to the data and information network.
2. To identify prevention or mitigation techniques utilized by the district which will reduce the possibility that data or records will be permanently lost or unavailable for long periods of time.
3. Creation of a plan for duplication of records (backup of data).

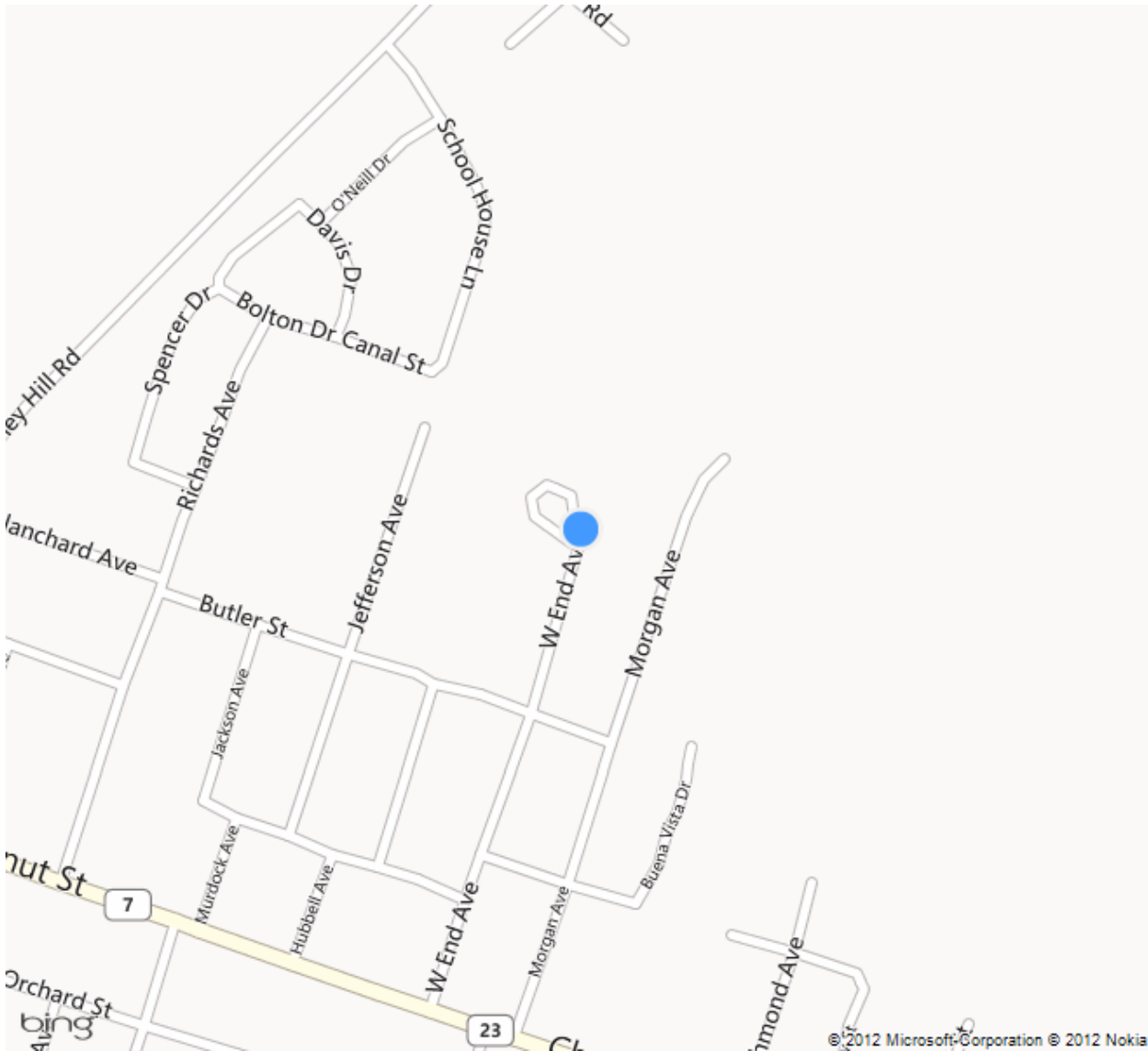
4. To identify members of the Disaster Recovery Team.
5. To identify data and information this is critical for continued operation of the district in the event of a disaster.
6. To outline recovery procedures which will enable the district to avoid a severe disruption of services in the event that a disaster occurs.

Procedures: Specific Procedures are limited to District-Accessible Versions

BUILDING FLOOR PLANS & Maps



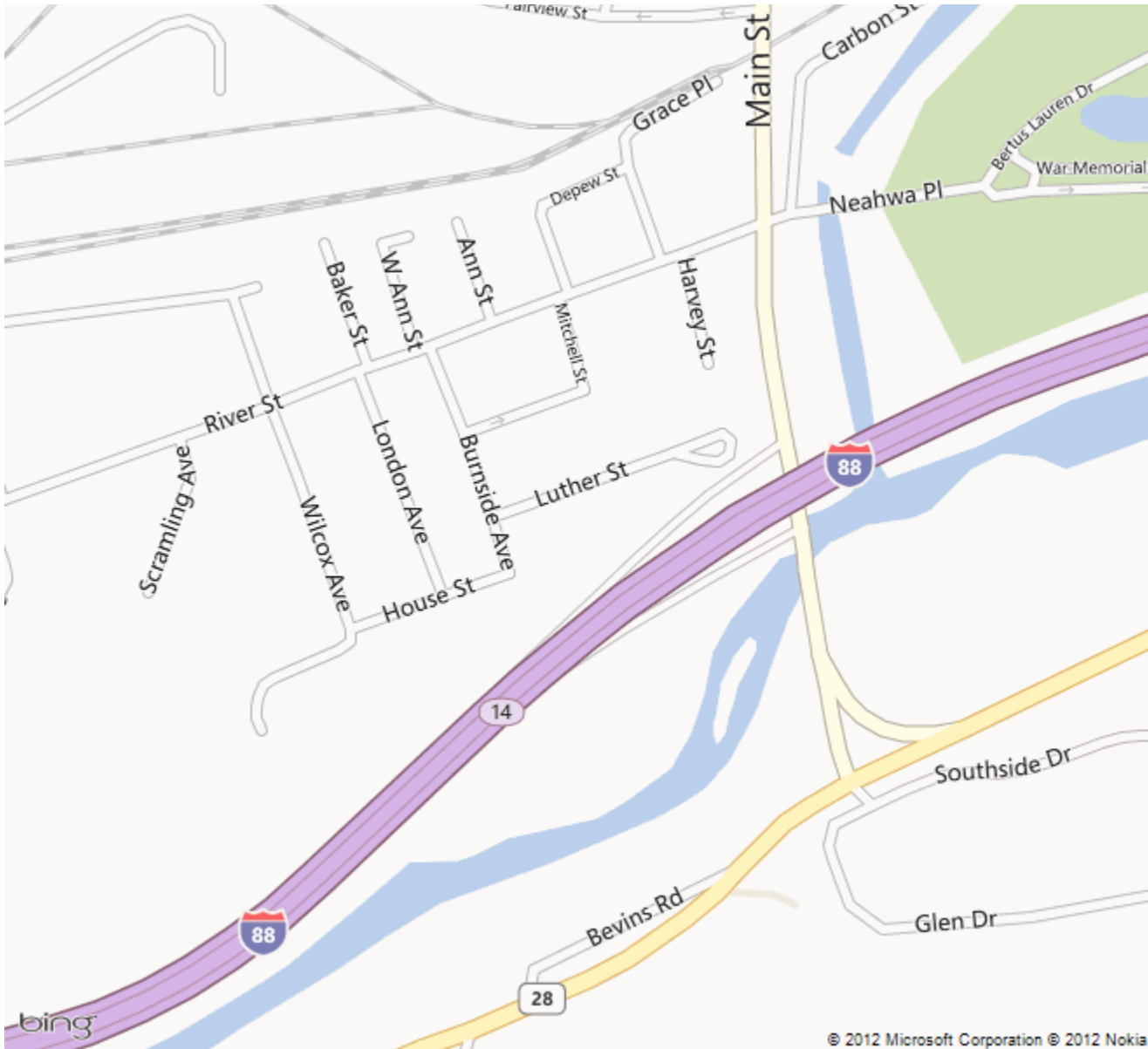
Vicinity Surrounding:
Greater Plains Elementary School
60 West End Avenue
Oneonta, NY. 13820



Greater Plains Elementary School – Floor Plan

Specific Procedures are limited to District-Accessible Versions

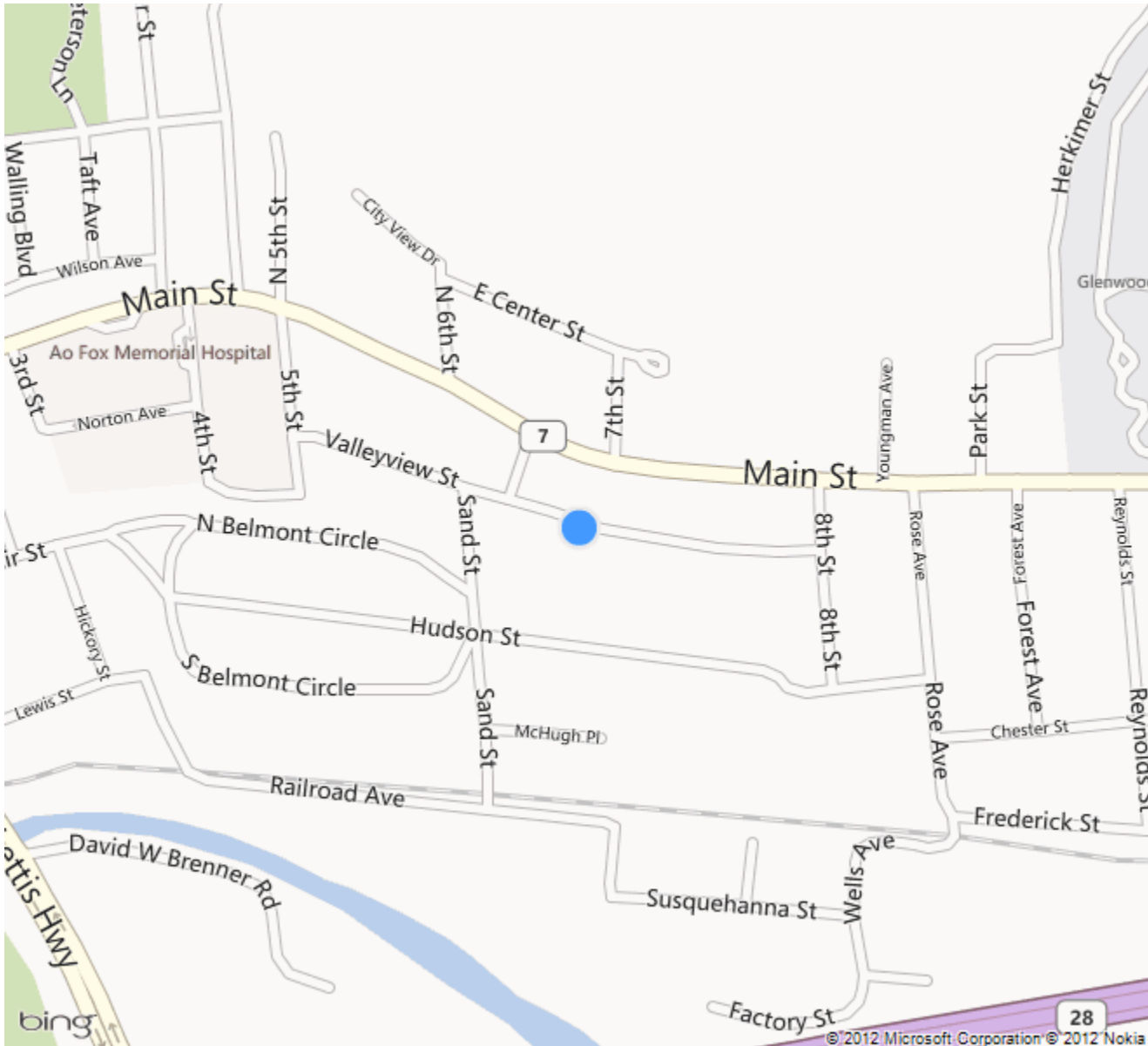
Vicinity Surrounding:
Riverside Elementary School
39 House Street
Oneonta, NY. 13820



Riverside Elementary School – Floor Plan

Specific Procedures are limited to District-Accessible Versions

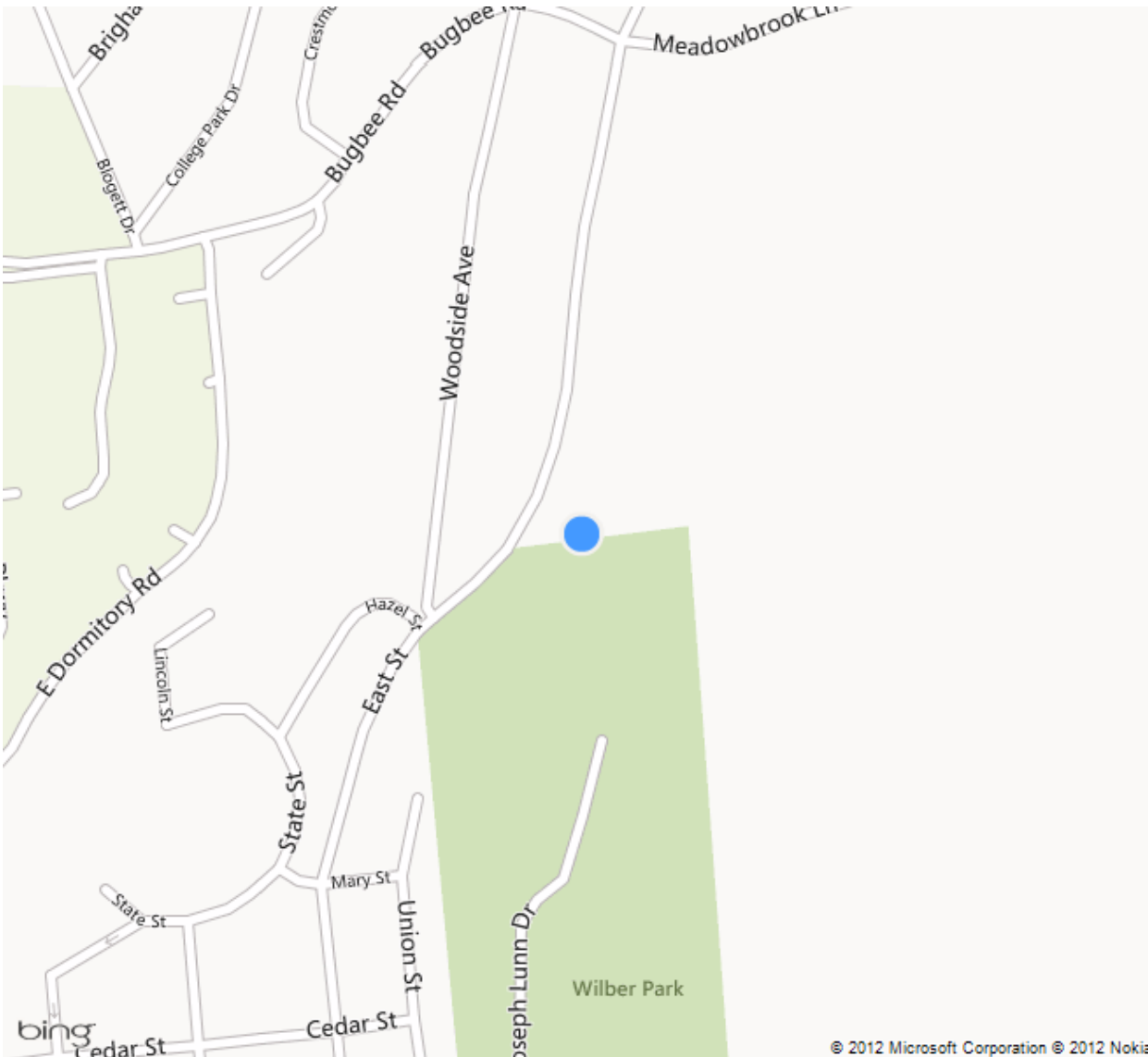
Vicinity Surrounding:
Valleyview Elementary School
40-46 Valleyview Street
Oneonta, NY. 13820



Valleyview Elementary School – Floor Plan

Specific Procedures are limited to District-Accessible Versions

Vicinity Surrounding:
Oneonta Middle School
130 East End Avenue
Oneonta, NY. 13820



Oneonta Middle School – Floor Plan

Specific Procedures are limited to District-Accessible Versions



Vicinity Surrounding:
Oneonta Sr. High School
130 East End Avenue
Oneonta, NY. 13820

Specific Procedures are limited to District-Accessible Versions

BUILDING LEVEL PLANS

ALL Building Specific Plans are maintained in District-accessible versions.

