

**CHERRY VALLEY-SPRINGFIELD CENTRAL SCHOOL  
District-Wide School Safety Plan**

**2019-20**

<b><i>Table of Contents</i></b>	<b><i>Page</i></b>
I. General Considerations and Planning Guidelines	2
II. General Emergency Response Planning	3
III. Communications with Others	6
IV. Responding to Threats and Acts of Violence	7
V. Prevention and Intervention Strategies	10
VI. Recovery – School District Support for Buildings	11
VII. Disaster & Mental Health Services	12
VI. Appendixes	13
1. Listing of School Buildings	
2. Building Risk Determination	
3. Listing of Training Framework	
4. Policies Dealing with Violence on School Property	
5. Emergency Management Plan Letter	
6. Policies Regarding Building Security, School Safety Officers, and Dissemination of Information Materials	
7. Description of Duties, Hiring and Screening Practices	
8. Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building level plans are filed.	

NOTE: The District-Wide School Safety Plan frequently references the School Crisis Plan, which outlines responses that are incident-specific for administration and staff and is included as Section III of the SAVE Document.

**PROJECT SAVE**  
(Safe Schools Against Violence in Education)  
Cherry Valley-Springfield Central School District SAVE Plan

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency responses plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The Cherry Valley-Springfield Central School District (“District”) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

***DISTRICT LEVEL RESPONSE PLAN***

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. Purpose**

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

## **B. Identification of School Teams**

The District has created a District-wide School Safety Team including the following persons:

<b>Position</b>	<b>Name</b>
Administration Representatives	TheriJo Climenhaga Kevin Keane Jim Brophy
Instructional Representatives	Wade Blanchard Jordan Jaquay
LTA Representative	TBA
Non-Instructional Representative	Colleen Sheldon
Other School Personnel	Dave Mayton Becky Meehan
BOCES Safety Risk Officer	Josh Reiss

## **C. Concept of Operations**

The Cherry Valley-Springfield Central School District is a centralized PK-12 district. There is one building in the district, therefore, the District-wide School Safety Plan shall be a general guideline of school safety concerns. (See Appendix 1, page 13)

As this is a PK-12 centralized school district, with only one building, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. All specific information for the plan will be found in the building level plan (Section 2 of this document), and the Crisis Plan (Section 3 of this document.)

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Crisis/Safety Team.

Upon the activation of the School /Crisis Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Crisis Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

## **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment for 30 days prior to its adoption. The district and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

The plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. The plan will also be available in the District Offices for public review at any time. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **SECTION II: GENERAL EMERGENCY RESPONSE PLANNING**

### **A. Identification of sites of potential emergency**

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 2 of this Plan shows the results of this procedure.

### **B. Actions in response to an emergency**

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans and the school

Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Crisis
- Natural/Weather Related
- Earthquake
- Flood
- Storms (Snow, Ice, Wind, Hurricane)
- Thunder/Lightning Storm
- Tornado
- Drought
- School Bus Accident/Fire
- Explosion
- Building System Failures
- Electrical System Failure Propane Leak
  - Roofing Failure
  - Structural Failure
  - Water/Sewage System Failure
  - Water Contamination
- Toxic Material Spill
- Nuclear Incident
- Fire Drill/Fire Alarm or False Fire
- Fire
- Loss of Building
- Energy Loss or Reduction Government Imposed/Fuel Shortage

### **C. District resources and personnel available for use during an emergency**

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans and School Crisis Plans as deemed appropriate by the School Crisis/Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans and the School Crisis Plan. However, some examples of resources

would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications, transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

#### **D. Procedures to coordinate the use of school district resources during emergencies**

The District uses the Incident Command System model for emergency actions. As this is a PK-12 centralized district with only one building, for all emergencies the Incident Commander will be the Superintendent, and/or her designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. All Incident Command staff are identified in the Building Level Emergency Response Plans and the School Crisis Plan.

#### **E. Annual multi-hazard school training for staff and students**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the School Safety/Crisis Team, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

#### **F. Training procedures and frameworks**

Training procedures for staff in violence prevention and all emergency drills as outlined Section I Appendix 3, pg. 15.

### **SECTION III: COMMUNICATION WITH OTHERS**

#### **A. Obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies (Section I, Appendix 3, page 15)

#### **B. System for informing all education agencies to whom our district sends students for educational programs**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

As this is a PK-12 district with all students housed in one facility, it will be the responsibility of the Superintendent, and/or designee, to notify all those involved. The bus garage will be notified by phone or radio. All teachers by intercom, phone or e-mail. Media by direct communication with Superintendent or designee only (phone, fax, or face to face contact.)

#### **C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.**

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. They may use the District's "Bullying Reporting Form," which is anonymous and can be located on the District's web site. Students are also encouraged to seek out a guidance counselor. The District offers a peer mentoring and leadership course for students that focuses on peer mediation and conflict resolution.

#### **D. Outside agencies to be contacted during emergencies**

All agencies available for support during emergencies are listed in the Building Level Plan. All phone numbers are provided. Examples of agencies included would be: law enforcement agencies, fire departments, emergency squads. Additional agencies are listed in the crisis plan. It will be the responsibility of the Superintendent and/or designee to notify outside agencies.

#### **E. Statistical Information: concerning the District**

The Building Level Emergency Response Plan will include the following information:

- \*School Population (Students)
- \*Number of staff
- \*Transportation needs
- \*Business and home telephone numbers of key school officials.

The Building Level Response Plan is maintained in the district office and is available to all staff, parents, and students at all times.

#### **F. Procedure for Obtaining Advice and Assistance from Local Government Agencies**

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting tabletop exercises.

## **SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

### **A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

1. Reporting of threats of violence to school authorities:
  - a. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
  - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
  - d. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.
  
2. Investigation of threats of violence
  - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities.
  - a. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
  - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
  - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
  
2. Investigation acts of violence
  - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts will require the involvement of police personnel.(Violent offenses according to the SAVE requirements)
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Acts of violence placing students and staff in staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

- \*reviewed by the Board of Education at a public meeting,
- \*reviewed by the staff at the first Superintendent's Conference Day,
- \*reviewed with all students on the first day of classes,
- \*mailed to all parents.

The "Crisis Plan", included in Section III of this document, specifically outlines procedures to be followed for:

- a. Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school
- b. Protecting students, staff and visitors from acts of violence.

**B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials (NYS Police, Otsego County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan, and the School Crisis Plan. The building administrators will be responsible for contacting law enforcement agencies during an emergency.

**C. Appropriate responses to emergencies**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such an emergency. The Building Level Emergency Response Plan and the School Crisis Plan clearly detail the appropriate response to such emergencies.

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

The District will contact appropriate parents, guardians or persons in parental relation to students via media release, telephone contact, electronic mass notification system or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. An example of the letter sent home to parents for the Emergency Evacuation Drill is included. (Section 1, Appendix 4, pg. 17)

## **SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

- A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures have been established.**
- B. Procedures for the dissemination of informative materials to the media, staff, parents and students have been established.**
- C. Prevention and intervention strategies have been established.**
- D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel have been developed.**

### **E. Bomb Threat**

The paramount concern shall be for the safety of the pupils and personnel in the district. All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Crisis Plan so that appropriate decisions may be made depending on the exact nature of the situation.

### **F. Hostage Taking**

The School Crisis Plan procedures will be followed in the event of a hostage situation.

### **G. Intrusions**

The School Crisis Plan procedures will be followed in the event of an intrusion.

### **H. Kidnapping**

In the event of a kidnapping, the School Crisis Plan response action will be taken:

### **I. In the Event of School Cancellation.**

In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) for the purpose of notifying parents and students; and starting the district Mass Notification for the purpose of notifying staff.

**J. In the Event of Early Dismissal or Evacuation.**

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents.

**VI: RECOVERY – SCHOOL DISTRICT SUPPORT FOR BUILDINGS**

The School Building Emergency Response Team will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The District commits to monthly Safety Committee Meetings and will make every effort to commit resources to participation in the ONC BOCES Safety Risk Management service. The School District Safety Team will be used as necessary in all Recovery Efforts.

**VII: DISASTER MENTAL HEALTH SERVICES**

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, county mental health agencies, and area hospitals.

## APPENDICES

### Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

<b><i>Building Name Number</i></b>	<b><i>Address</i></b>	<b><i>Contact Name</i></b>	<b><i>Telephone</i></b>
CVSCSD PK-12	597 Cty Hwy 54 Cherry Valley, NY 13320	TheriJo Climenhaga Superintendent	(607) 264-9332
CVSCSD PK-12	597 Cty Hwy 54 Cherry Valley, NY 13320	Kevin Keane Secondary Principal	(607) 264-3265
CVSCSD PK-12	597 Cty Hwy 54 Cherry Valley, NY 13320	Jim Brophy, Interim Elementary Principal	(607) 264-3265
CVSCSD PK-12	597 Cty Hwy 54 Cherry Valley, NY 13320	Bonnie Georgi CSE Chair	(607) 264-3265
CVSCSD PK-12	597 Cty Hwy 54 Cherry Valley, NY 13320	Dave Mayton Head Maintenance	(607) 264-3265
Transportation Building	183 Neilson Road Cherry Valley, NY 13320	Rick Collins, Jr. Transportation	(607) 264-3265

## Appendix 2:

### Building Risk Determination

<b><i>Building</i></b>	<b><i>Address</i></b>	<b><i>Internal Hazards</i></b>	<b><i>External Hazards</i></b>
CVSCSD PK-12	597 Cty Hwy 54 Cherry Valley, NY 13320	Stored Chemicals Cleaning Supplies Science Labs	Playground Athletic Fields

### Community Risk Determination

The communities of Cherry Valley and Springfield are not homes to typical hazardous sites, such as railroad tracks, industrial sites, water/sewage treatment plants, etc. The school is located in-between the two communities on farmland.

## **Appendix 3:**

### **Training Procedures and Frameworks**

#### **I. Training**

##### **A. Violence Prevention**

1. The Cherry Valley-springfield Central School District staff will receive training in the area of violence prevention and intervention annually. Training will occur during Superintendent's Conference Days and/or faculty meetings.
  - a. Training topics will be decided upon by the School Safety/ Crisis Team.
  - b. Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.
2. Emergency Drills: The Cherry Valley-Springfield Central School District staff will receive training in the area of all emergency drills annually.

#### **II. Emergency Drills**

- A. The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Safety/Crisis Team.
  - a. Eight evacuation drills and four lockdown drills each year, eight of the required drills must be completed by December 31 each school year.
  - b. Four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress.
  - c. Conducting drills at different times of the school day.
  - d. Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly;
  - e. at least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time, including
    - i. notifying parents and guardians at least one week prior to the drill;

- ii. testing the usefulness of the communications and transportation system during emergencies.

B. The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

C. A copy of the plan will be shared with Local Emergency Responders (LER). LER will be asked to meet with the district on an as needed basis to review the plan, conduct tabletop exercises and make revisions as necessary.

Local Emergency Responders:

- Fire Departments
  - Cherry Valley
  - Springfield
  - Middlefield
  - South Minden
- Emergency Squad
  - Cherry Valley
  - Springfield
- New York State Police
- Otsego County Sheriff's Department
- ONC BOCES, Safety Management Office

## **Appendix 4:**

### **CHERRY VALLEY-SPRINGFIELD CENTRAL SCHOOL**

TO: Parents, Students and Staff of CV-S Central School  
FROM: TheriJo Climenhaga, Superintendent  
DATE:  
RE: EMERGENCY MANAGEMENT PLAN

All school districts in the State of New York are required to comply with the Commissioner's Regulation 155.13 which requires written annual instructions to parents, students and staff regarding district emergency management plans. The completed plans are on file in Superintendent's office and are available to parents, students and staff at any time school is open, between 8:30 A.M. and 3:30 P.M.

The object of emergency planning is to anticipate problems in dealing with natural and manmade disasters. Depending on the kind of intensity of the disaster, the school may be required to carry out any of the following procedures: school cancellation, evacuation, sheltering. It is important to take note that emergency procedures may be carried out without advance notice. Children may be coming home to either empty homes, or locked doors. Parents must make contingency plans with their children to go to the homes of a neighbor if the children require supervision. A form has been sent home to all elementary parents requesting this information.

Early dismissal or "go home" drills are held at least once a year. The date and time of the drill will be determined by the school administration, but will not be made public.

Early dismissal drills may alter your child's normal arrival time home from school. Parents should therefore discuss the purpose of this drill with their children, especially younger ones, in an effort to alleviate any fears or concerns children may have with leaving school at an unusual time.

Parents who pick their child up from school may do so only after the drill has been completed. All children participating in any after school activity, will be escorted back to the school after the drill.

If you have any questions concerning this plan, or wish to make a contribution to increasing its effectiveness, please contact the Emergency District Coordinator at (607) 264-9332.

### **Appendix 5:**

Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Building Level Emergency Response Plans - Section 2, SAVE Document

Crisis Plan - Section 3, SAVE Document

New York State Police - Richfield Springs, New York

Otsego County Sheriff's Department - Cooperstown, New York