

Geneva City School District Safety Plan^{v2}



2023-24

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Geneva City School District Mission Statement

The mission of the Geneva City School District is to educate and graduate all students with the essential skills and knowledge to live lives of consequence.

District Safety Plan Directive

The directive of this plan is to provide oversight and communication for all stakeholders to the response of the district during an emergency. Furthermore, the District Safety Plan will guide the school-level safety plans. The District Safety Plan is intended to be broad in scope as to structure and response. The School Building Safety Plans are detailed as to specific action that will be taken in response to a situation. Therefore, School Safety Plans are not for public access.

District Committee Members

Name	Position	Building/Department
Stephen Kruger (Safety Officer)	Assistant Superintendent	District Office
John Gonzalez	Assistant Superintendent	District Office
Maureen Lee	Assistant Superintendent	District Office
Mike Reifsteck (Alt. Safety Officer)	Director of Facilities	Buildings and Grounds
Darien Knapp	Director of Transportation	Transportation
Gerald Barker	Director of Food Services	Food Services
Larry Lang	Director of Athletics	District Office
Tricia Budgar	Principal	West Street Elementary
Lorraine Knifley	Director of Head Start	West Street Elementary
Kim Seidel	Nurse Department Head	North Street Elementary
Heather Eysaman	Principal	North Street Elementary
Julie Ricciuto	Assistant Principal	North Street Elementary
Greg Baker	Principal	High School
Kevin Fairben	Assistant Principal	High School
Matt Heath	Principal	Middle School
Nicole Campbell	Assistant Principal	Middle School
Heather Swanson	Director of Communications	District Office
Erin Lamborn	Director of Student Services	Middle School
Craig Leisenring	Maintenance Supervisor	Buildings and Grounds
Gary Derleth	Head Custodian	High/Middle School
Edris Stokes	Head Custodian	North Street Elementary
Erica Yeckley	Head Custodian	West Street Elementary
Jill Humphries	Teacher, Union President	Middle School
Randy Grenier	Member	Board of Education
Officer Raul Arroyo	School Resource Officer	Geneva Police
Officer Randy Grenier Jr	School Resource Officer	Geneva Police

The District Safety Plan is submitted to the New York State Education Department, New York State Troopers, and the Geneva Police Department by Oct. 1 yearly.

The updated plan will be submitted to the above plus: Geneva Fire Department, New York State Troopers (Headquarters E), Ontario County Office of Emergency Management, and the New York State Education Department.

Introduction

In keeping with the policy of the Board of Education, the purpose of this plan is to maximize the safety of every student, staff member, and visitor of the Geneva City School District. This includes the district's campus, buildings, motor vehicle fleet, and programs. In conjunction with the District Emergency Preparedness Plans, it is intended to offer guidance and direction to district personnel in a variety of emergency situations.

Dissemination

All staff will receive a copy of the Emergency Response Guide and/or Building Level Emergency Binder within the first three (3) days of the academic school year (or at time of hire) and will be trained in its application during the District Emergency Drill Day. Parents may view a copy of the District Emergency Management Plan at the District Office.

Procedures for Coordinating the Plan with County and Statewide Plans

Contents of the District Safety Plan will be shared with appropriate state and local agencies. All emergency incidents shall be reported to the Geneva City Police Department or the Ontario County 911 Center, which will dispatch necessary emergency agencies. Appropriate emergency response agencies assume control of a situation and/or scene as the situation dictates. (i.e., the police have control over a situation any time they believe the area is a crime scene or it is in the interest of public safety for them to do so; the fire department assumes control over a fire scene)

School Building Security Procedures

All entrances to the District buildings are locked during normal business hours. The building receptionist at each main entrance will greet persons entering, identify them, scan the visitor's identification using the *Raptor System*, have them sign in on a visitor's log, and issue a visitor's pass. The receptionist then notifies the individual to be seen and directs the visitor to the correct location, as appropriate.

District staff and faculty are issued photo identification badges that restrict entry to the buildings during other than normal hours. Photo identification is required to be worn at all times unless it interferes with the teaching of students. Building principals will enforce this provision. Individuals found without a District identification badge or a visitor's badge will be asked for identification, questioned as to their purpose, and taken to the main office.

The district security system records entry into the building and will deny access to unauthorized individuals. Cameras are located inside and outside of District buildings and are recorded daily. The Assistant Superintendent for Administrative Services and Director of Facilities can view all camera footage and lock down all inside and outside doors with badge access through the District security system if necessary. All building administrators can view camera footage for their buildings.

All buses have a camera system that records inside and outside activity. The Director of Transportation will maintain and access this system as required. Any camera footage that needs to be disseminated will be done through the secure administrative shared drive.

Prevention and Intervention Strategies

The primary components of District prevention strategies are as follows:

1. The district encourages a comprehensive character education curriculum stressing respect, responsibility, honesty, caring, and healthy lifestyles. According to the Dignity for All Students Act, or DASA, "it is the policy of the state to afford all students in public schools an environment free of discrimination and harassment." Decreasing and eliminating incidents of bullying or any behavior that is inconsistent with the school's educational mission and code of conduct is a primary focus of the District's Positive Behavioral Intervention Strategies.
2. School Building Threat Assessment Teams are tasked with identifying early warning signs of students in need of support by using the district-provided Threat Assessment Tool. The school-building team includes social workers, counselors, school psychologists, home-school liaisons, and building administrators.
3. District-wide support services will include family services, psychological services, and counseling services available to students. A District Support Team and survey tool will be put in place to address student issues around self-harm.
4. Training for select staff in student conduct issues, including de-escalation skills and procedural issues, is conducted based on perceived need during Superintendent's Conference Days and monthly faculty/staff meetings.

The primary components of the District intervention strategy are as follows:

1. Proactive, frequent parental contact.
2. A tiered approach to determining support.
3. Progressive, reasonable consequences for violation of the school code.
4. Staff training in student intervention issues.
5. Appropriate administrative support levels.
6. Cooperative working relationships with outside agencies, including the criminal justice system, social services, community agencies, BOCES, and other districts.
7. Cooperative working relationship with the health care community and local pediatricians.
8. Continued Tracking of risky behavior that would initiate a Threat Assessment Tool process.

Procedures Outlining the Role of School Personnel and Equipment in School Safety Measures

All staff members are responsible for school safety and should immediately report any incident of threat or violence, any school intruder, or any other threat to the safety of staff, students, or visitors. All staff members are expected to respond within their reasonable abilities, taking care to safeguard their own person without compromising the safety of the students.

Training throughout the year is conducted via e-mail distribution, staff meetings, and Superintendent's Conference Days and online training.

Each building is responsible for the identification of an emergency response team. School building safety plans will list these members and will receive additional training around safety management and reacting to a situation.

Procedures for Annual Safety Training for Staff and Students

1. In-house drills will be conducted throughout the school year. These drills will cover emergency situations that the district might encounter, which include but are not limited to Fire, Shelter in Place,

Hold in Place, Go Home Early, Lockout, Lockdown, and Evacuation.

2. The District and Building Safety Plans and/or the Emergency Quick Reference Guide will be reviewed within the first seven (7) days of school during a faculty meeting.
3. Bus drivers are scheduled to speak in every Primary and Elementary School classroom concerning safety and proper conduct procedures for the students on the buses.
4. "Tabletop Disaster Drills" will be conducted with State, County, and Local emergency response agencies. These drills may involve a thorough critique of the entire District Safety Plan as well as planned responses by emergency response agencies.
5. A review of potential emergency evacuation sites will be conducted throughout the year involving the district and the community. Upon completion of any drill, a review of the exercise will be conducted. Revisions to Building and District Emergency Plans will be completed as needed.
6. Building and Safety Committees will conduct an annual review of their Building Safety Procedures during the summer months. In addition, they will evaluate building security and access procedures. Policies and procedures will be reviewed with receptionists at each facility annually.
7. District Health and Safety Committee will conduct an annual review of the District Safety Procedures. In addition, they will evaluate District-wide building security and access procedures.
8. District-wide AED and CPR training drills will be completed for designated staff in each building. Each building will maintain a log of currency in CPR/AED training through the nurse's office.
9. Mandated annual training will required for all staff in the area of school violence and student mental health. This training will be completed by September 15 of each year.

Special Training Procedures Regarding Bus Transportation

A school bus driver's first priority is the safety of the children on the bus. In the event a school bus driver requires assistance, he/she will request assistance through the bus radio and move to the side of the road in a safe and expeditious manner. In the event of a fight on the bus, the driver should pull safely off the road, secure the vehicle, radio for assistance, and then direct the participants of the fight to immediately desist. The driver is not to take unreasonable risks of injury or to expose the other children on the bus to injury.

Bus drivers conduct evacuation drills three (3) times during the school year, the first being held in the first week of school. The reason and importance of the drills are explained to the students at the beginning of each drill.

Together with the teacher, drivers conduct in-classroom sessions for grades K through 5, focusing on proper bus behavior, making good decisions, showing respect for the bus driver and other students, and proper procedures for entering and exiting the bus and crossing the road at school and home. These sessions are conducted twice during the year.

Bus drivers are required to attend a two-hour refresher course twice during the year covering a variety of topics such as bullying, dealing with unruly students, teaching respect and healthy lifestyles, administering first aid and CPR, and handling emergency procedures.

Procedures for Review and Conduct of Drills to Test Components of the Plan

Each year, the district will conduct at least one (1) test of the emergency response procedures for each student-occupied facility. Each year, a review involving emergency response agencies will be conducted to evaluate the various aspects of the District Emergency Plan and emergency procedures outlined therein. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. A review of potential emergencies and the response by the emergency agencies, with emphasis on existing and potential hazards that affect the entire school district, will be conducted. The review will include the District and Building Emergency Response Teams, Geneva Police Department, and Geneva Fire Department. When available, the Ontario County Sheriff's Department and State Police will be part of the review.

Potential emergency sites will be reviewed by the District Safety Team every summer. The listings of the emergency off-site locations will be in each building safety plan. Each site is required to be reviewed for availability, reasonable relocation for students, occupancy changes, and ability to manage students.

Description and Duties of School Personnel

Principal

The principal (or their designee) will serve as the Incident Commander and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff. Responsibilities include:

- Provide direction overall incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff, and others
- Determine which emergency protocols to implement as described in the functional annexes of this ERP
- Coordinate/cooperate with emergency responders
- Keep the Superintendent informed of the situation

Teachers / Substitute Teachers / Student Teachers

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary
- Teaching Assistants

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

Counselors, Social Workers & School Psychologists

Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals during the implementation of the ERP
- Provide appropriate direction to students as described in this ERP for the incident type
- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff, and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

School Nurse/Health Assistant

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it

- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

Student Supervisors and School Monitors

Responsibilities include:

- Assist teachers in supervising students during recreation, lunch periods, class periods, study halls, and on the school bus
- Assist bus drivers in loading, transporting, and unloading disabled students
- Guide students safely across streets and intersections
- Maintain order in gymnasiums, locker rooms, and swimming pools
- Oversee students passing between classes and on-premises before and after school
- Help students in lower grades with wearing apparel
- Perform simple clerical duties under close supervision
- Work cooperatively with school personnel, students, and the community
- Execute assignments as directed by the Incident Commander

Custodians/Maintenance Staff

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use, and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

Principal's Secretary/Office Secretaries

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander/Principal
- Monitor radio emergency broadcasts
- Execute assignments as directed by the Incident Commander

Food Service/Cafeteria Workers

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- Execute assignments as directed by the Incident Commander

Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

Other Staff

Responsibilities include:

- Execute assignments as directed by the Incident Commander

Students

Responsibilities include:

- Cooperate during emergency drills, exercises, and during an incident
- Follow directions given by faculty and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g., "If you see something, say something.")
- Develop an awareness of the high-priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school
- Participate in volunteer service projects to promote school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals, and other related release information
- Listen to and follow directions as provided by the School District.

Description and Duties of School Safety Personnel

The School Resource Officer (SRO) is a sworn Police Officer charged with developing a strong, supportive relationship between students, faculty, and law enforcement in order to deter criminal behavior and maintain a safe learning environment. Day-to-day responsibilities:

1. The SRO shall act as educator, counselor, and police officer.
2. The SRO shall coordinate all his/her activities with the principals and will seek advice, guidance, and permission from the school administration prior to enacting any program within the school.
3. When appropriate and authorized by the Police Supervisor, the SRO may keep the school Principal and Superintendent of School informed of the nature of an investigation of any alleged criminal activities involving students, employees, teachers, or third parties that have allegedly occurred on school grounds.

Training

The Geneva City Police Department shall provide the necessary training considered by the Police Department as needed to maintain the skills and knowledge of the School Resource Officer (SRO) in his capacity as a Police Officer. Scheduling of training and/or conferences during the school year shall be coordinated between the school administration and the police supervisor prior to attendance by the SRO at training.

The position of School Resource Officer is the result of the Municipal Cooperation Agreement between the City of Geneva and the Geneva City School District.

Hiring/Screening Process for School

All employees will be subject to Policy 6180 in accordance with the law. All new hires that occur after the start of the new school year will be given training on the Safety Plan within 30 days of being hired.

Emergency Policies and Procedures (Violent Behavior)

All staff members are required to notify the building administrator of any violent incident. The building administrator will determine the seriousness of the situation and contact SRO/law enforcement immediately if the situation warrants. However, in an emergency, any staff member may call 911. Prior to the arrival of law enforcement representatives, the building administrator will make every effort to restrict access to the crime scene in order to preserve evidence. Upon arrival of law enforcement officials, they will take over this responsibility with the full support of the building administrator. The chain of command call list will be utilized in order to inform all educational agencies of a substantial emergency situation.

Procedures for Disseminating Information Regarding Early Detection of Potentially Violent Behavior

1. Building Emergency Response Teams and Post Incident Response Teams will be introduced at the first faculty meeting of each year. Current procedures for referring students will be outlined.
2. Building counselors shall establish referral procedures.
3. All students shall be encouraged to "tell an adult" about any potential act of violence.

Responding to Implied or Direct Threats by Students, Staff, and Visitors

All threats of violence against any person or property are considered serious. Such threats shall be immediately reported to a supervisor or administrator, who shall immediately cause an investigation into the threat. The very act of a threat shall be cause for discipline against a student or staff member and immediate removal of a visitor. Law enforcement officials will be contacted by the supervisor/administrator if deemed appropriate. Violators will be subject to criminal prosecution upon consultation with district administrators, police investigators, and the District Attorney's office.

A threat of imminent violence will result in immediate removal from school facilities. Assistance from law enforcement officials may be sought.

Responding to Acts of Violence

1. Student Fights

The staff member discovering a fight therefore should:

- a. Order the students to cease and desist.
- b. Immediately report the fight to the office by telephone, school radio, or, if necessary, send a student to report the incident.
- c. Assess any personal risk.
- d. Refrain from personal involvement until a preponderance of force reduces personal risk.
- e. Defer to administrators/supervisors and assist in crowd control.

Police Involvement

If a staff member believes a student fight poses a serious, imminent risk, and staff or administration cannot control it, a staff member should call 911.

Administrative Involvement

Upon arrival at the scene, the building administrator shall take control of a situation unless police are present. The building administrator shall attempt to end the fight and move the participants to another area. If personal involvement is required, the building administrator shall attempt to amass a preponderance of force to handle the situation.

2. Weapons

As per the District weapon policy, no student, staff member, or visitor is to be in possession of any weapon at any time on school grounds, in school buildings, or at school events unless there is a clear and specific educational purpose and that purpose has been approved by a school principal.

Administrative Involvement

- a. In all cases of students, staff, or visitors brandishing a weapon, SRO/police will be called.
- b. If any individual is suspected of having a weapon, SRO/police will be called.
- c. The individual will be closely observed until police arrive.
- d. At the decision of an administrator, any time there is reasonable suspicion that a student is in possession of any weapon, the administrator may implement search procedures. A search should be carried out with two or three other same-sex adults. The search may include a pat down of the student's person and backpack as well as a locker search. If the student is non-cooperative with the search, SRO/police will be called. In case of a suspected firearm, SRO/police will be called first.
- e. In all cases involving weapons, the Superintendent of Schools will be notified.
- f. When necessary, lockdown procedures will be implemented.

Acts of Violence by Others

An act of violence by a non-student or any visitor to the school district will always be immediately reported to police authorities. All other guidelines in this plan shall pertain.

Post-Incident Responsibility for ALL acts of violence

After any violent incident, appropriate disciplinary measures shall be enforced by the building administration. In all cases, parents shall be informed. SRO/Police will be informed regarding any serious issue of violence or any time the incident constitutes a crime under the NYS Penal Law or any time a student or parent requests that police be informed.

1. Contacting Parents Regarding Violent Incidents

For incidents involving one or more students, the building administrator shall notify the parents of all students involved as soon as possible regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy, all parents will be notified of the circumstances of the incident as soon as possible.

2. Obtaining Written Statements

Administrators or police investigators may take statements and supporting depositions in written form if deemed necessary. When juveniles who are under the age of 16 are being questioned by the police on school property, parents and/or school officials must be present. In all incidents, parents must be notified of the involvement of the police department.

District-Wide Command

Incident Command – Personnel

1. Command Staff

- Superintendent of Schools
- Assistant Superintendent for Administrative Services
- Assistant Superintendent for Teaching, Learning, and Accountability
- Director of Facilities & Operations
- Director of Transportation

When the District command staff has been notified that an emergency exists, they will activate the plan and direct the operation from the Command Post.

The command staff will take FULL CONTROL in the event of an emergency and will direct the appropriate personnel to implement the emergency response. They will be in continual communication with the Superintendent to update the situation of the emergency.

The command staff will meet with local government and emergency service organization officials for advice and assistance in emergency situations that exceed the expertise and/or resources of the district. They will be prepared to turn over control to these outside agencies. The command staff will oversee and ensure that there is an annual performance testing of the Emergency Management Plan.

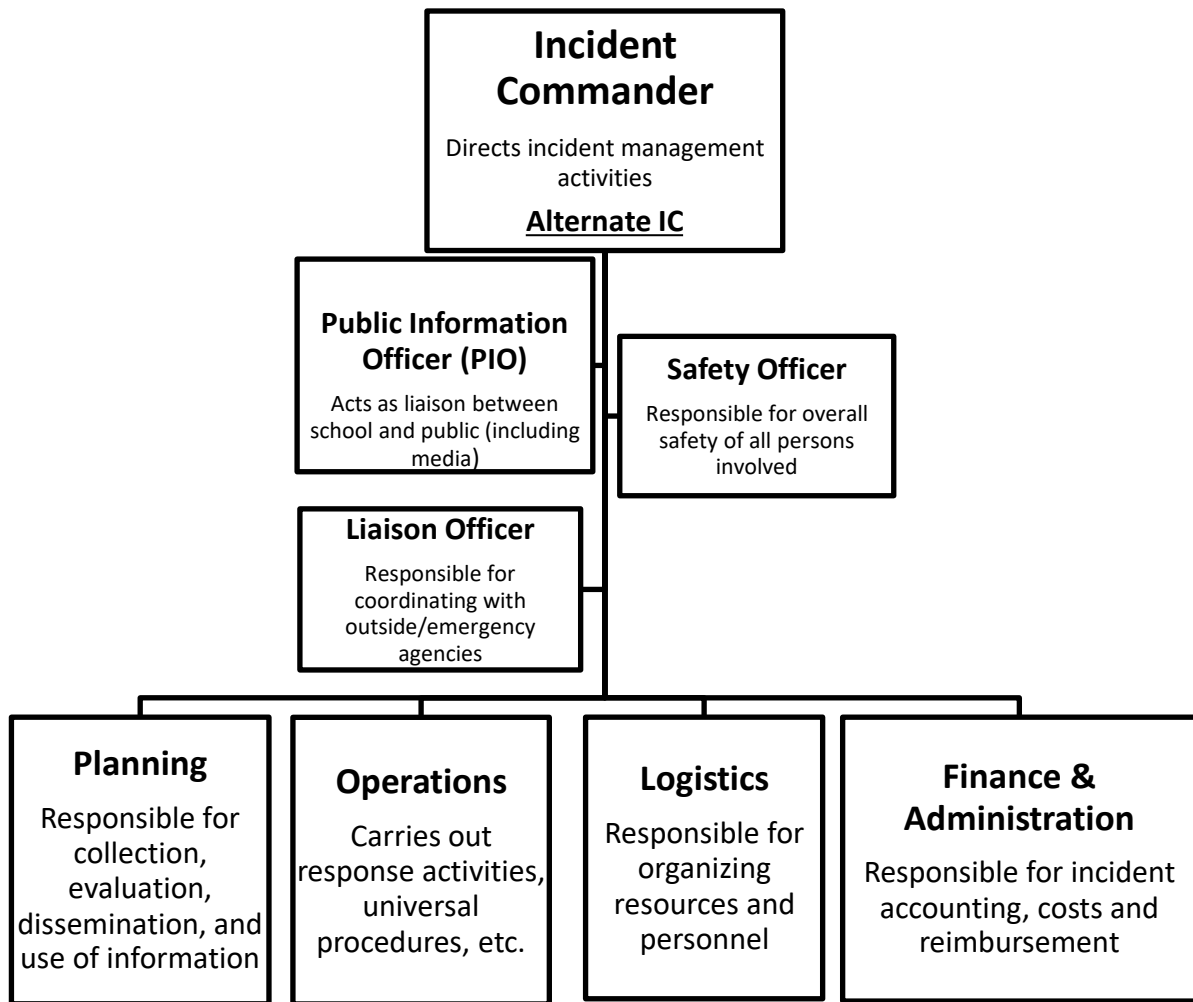
2. Public Information Officer

Community Relations Coordinator

In the event of a disaster, the Superintendent and those so designated by the Superintendent will be the only individuals authorized to communicate with the media. Where appropriate, parents and guardians will be notified via the media of any situation that requires a school building to be evacuated or otherwise closed. A Public Information Officer shall be designated by the Superintendent to provide assistance in compiling information about the disaster for release to the media.

Chain of Command Consistent with the National Incident Command System

Command staff shall establish a Command Post for each incident. The district shall work with other agencies to establish a Mobile Command Center.



District Level Incident Command System (ICS)

Incident Commander

	Name	Title	Phone number
Primary	Steve Kruger	Assistant Superintendent	315-781-0400
Alternate	Maureen Lee	Assistant Superintendent	315-781-0400

Safety Officer

	Name	Title	Phone number
Primary	Maureen Lee	Assistant Superintendent	315-781-0400
Alternate	Karen Fahy	Assistant Superintendent	315-781-0400

Liaison Officer

	Name	Title	Phone number
Primary	Lawrence Wright	Superintendent	315-781-0400
Alternate	Kim Kerr	Asst. to Superintendent	315-781-0400

Public Information Officer

	Name	Title	Phone number
Primary	Heather Swanson	Dir. of Communications	315-781-0400
Alternate	Lawrence Wright	Superintendent	315-781-0400

Planning Officer

	Name	Title	Phone number
Primary	Lawrence Wright	Superintendent	315-781-0400
Alternate	Kim Kerr	Asst. to Superintendent	315-781-0400

Operations Officer

	Name	Title	Phone number
Primary	Mike Reifsteck	Dir. Of Facilities	315-781-4123
Alternate	Mark Yeckley	Maintenance Supervisor	315-781-4123

Logistics Officer

	Name	Title	Phone number
Primary	Erin Lamborn	Dir. of Student Services	315-781-0400
Alternate	Robert Smith	POSA	315-781-0400

Finance and Admin Officer

	Name	Title	Phone number
Primary	Maureen Lee	Assistant Superintendent	315-781-0400
Alternate	Karen Miller	Business Secretary	315-781-0400

District Command Post

During an emergency, the district will maintain a Command Post. If possible, this post will be at the site of the incident or, if necessary, at District Office. The Command Post should have available, complete, and up-to-date maps of all District facilities.

Building Command Post

Each building will designate a safe area (min. 300 feet) in each building as a Command Post.

Procedures for Assuring that Response Agencies have Access to Floor Plans, Blueprints, and Schematics of Interior and Exterior Properties and Access Areas

Blueprints and schematics are available through the Director of Facilities. Large-print copies have been provided to the Geneva Police Department, Geneva Fire Department, and County Emergency Planning Agency. District Office administrators will have copies of all floor plans.

All Geneva Police Department patrol cars have access cards to enter all school buildings.

Communication

Emergency Notification to Parents in Response to a "Serious Incident."

(Each building shall establish individual evacuation and sheltering procedures. See Building Emergency Preparedness Plan.)

1. Emergency notification and health information will be moved to evacuation sites in the "Gotta Go Boxes."
2. Medical assistance shall be coordinated as required. Building nurses shall be the medical liaison for each building.

3. Parents shall receive information regarding officially designated radio and television stations for emergency information as well as the County Emergency 911 center. The Superintendent's Office will notify the Media (listed below) of any information as may be necessary to keep parents and the community updated as to the situation and reunification locations of students, pick-up instructions, or other relevant information.

Radio Stations -1240 AM, 98.5 FM, 99.3 FM
TV Stations – Channels 5, 8, 9, 10, 13, 14 (YNN Time Warner Cable)
ParentSquare/Facebook/District webpage

4. The Director of Communications will update the district's website with any pertinent and available information as soon as possible.
5. District-wide ParentSquare Notification System will be used to contact Parents and/or Media as soon as possible.

Description of Internal Communication System

Each building shall ensure clear communication for all emergency actions. Communication standards and procedures shall be reviewed annually. Buildings shall access telephones, cellular phones, and two-way radios as appropriate.

Informing Agencies Within the School District of Emergency Situations

In the event of a pending emergency, the following means of communication may be used to disseminate pertinent information: Telephone, fax, e-mail, local media, NOAA weather radio, Emergency Alert System (EAS), and District website.

External Contact Numbers

Organization	Name	Title	Primary Contact #
State Police	Jason Klewicki	585-398-4100	585-398-4100
Geneva Police Department	Matt Colton	PD Chief	315-789-1111
Fire Department	Del J. Parrotta	Fire Chief	315-789-6305
State Education Department			518-474-3852
BOCES District Superintendent	Dr. Vicky Ramos	Superintendent	315-332-7400

District Emergency Response Team

The Emergency Response Team for the District shall be:

Superintendent of Schools
Assistant Superintendent of Administrative Services

Assistant Superintendent for School Accountability and School Improvement
Assistant Superintendent for Business & Finance

Director of Facilities Management
Director of Student Services
Director of Transportation
Chief of Police
Fire Chief

All Principals

Director of Communications

Principals will form Building Emergency Response Teams for each building and be listed in their plans. Due to security reasons, school building plans will not be available for public review.

District-Wide Emergency Response

Emergency Response Guidelines for responses to an emergency. (See Appendix B for further explanation.)

- Lock-down
- Lock-out
- Evacuation
- Hold-in-Place
- Shelter-in-Place
- Reunification

Crises Plan and Team

The Crises Team will follow the Crises Plan when the Superintendent or designee determines support is required to ensure the safety and well-being of students and employees. The Crises team will review the Crises Plan each summer.

Threat, Hazard Types, and Examples

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none">• Earthquakes• Tornadoes• Lightning• Severe wind• Hurricanes• Floods• Wildfires• Extreme temperatures• Landslides or mudslides• Winter precipitation• Wildlife
Technological Hazards:	<ul style="list-style-type: none">• Explosions or accidental release of toxins from industrial plants• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills• Hazardous materials releases from major highways or railroads• Radiological releases from nuclear power stations• Dam failure• Power failure

	<ul style="list-style-type: none"> • Water failure
Biological Hazards:	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis • Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> • Toxic materials present in school laboratories
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> • Fire • Active shooters • Criminal threats or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks • Suicide

Appendix A

SAFETY AND SECURITY

2000 5680

Non-Instructional/Business

Operations

SUBJECT: SAFETY AND SECURITY

The Board of Education of the Geneva City School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff, and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the district.

It shall be the responsibility of the Superintendent to establish the following:

- a. Identification of those staff members who will be responsible for the effective administration of the regulations;
- b. Provision for staff time and other necessary resources for the effective administration of the regulations;

- c. Establishment of periodic written review of the activities of the staff to ensure compliance with applicable laws and regulations;
- d. Provision for an on-going mechanism for the effective review of safety and security concerns of the staff, students, and affected public;

Labor Law Section 27-a

Student Safety

All staff who are made aware of physical and/or verbal threats to students must immediately report these threats against students to the next level of supervisory authority for prompt action. The immediate supervisor must then inform the Superintendent/designee, including any action taken, after learning of such threats to students.

The district shall disseminate this policy to all employees in order to ensure staff awareness.

Hazard Communication Standard

All personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard.

The Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

Rules and regulations will be developed to ensure District implementation of this policy, which shall include awareness information, employee training, and record keeping.

New York State Labor Law

12 New York Code of Rules and

Regulations (NYCRR) Part 820 Article 28

Occupational Safety and Health

Administration (OSHA)

29 Code of Federal Regulations

(CFR) 1910.1200

Adopted: 5/8/00

SCHOOL SAFETY PLANS

2007 5681

Non-Instructional/Business

Operations

SUBJECT: SCHOOL SAFETY PLANS

The District-wide and building-level school safety plans have been adopted by the School Board only after at least one (1) public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed by July 1, and recommended to the Board of Education for approval. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District, that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan shall be developed by the District-wide school safety team appointed by the Board of Education. The District-wide team shall include, but not be limited to, representatives of the School Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Building-Level School Safety Plans

Building-level school safety plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan the district will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

The building-level plan shall be developed by the building-level school safety team. The building-level school safety team means a building-specific team appointed by the Building Principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the School Board deems appropriate.

If the district receives federal preparedness funds, the district requires appropriate personnel to complete the IS-700 NIMS (National Incident Management System) introductory course.

Filing/Disclosure Requirements

The district shall file a copy of its comprehensive District-wide school safety plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8

Homeland Security Act of 2002, 6 United States Code (USC) Section 101

Education Law Section 2801-a

Public Officers Law Article 6

Adopted: 5/8/00

Revised: 7/09/07

SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)

2010 6180

Personnel

SUBJECT: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)

Unless otherwise authorized in accordance with law and regulation, the district shall not employ or utilize a prospective school employee, as defined below, unless such prospective school employee has been granted a "full" clearance for employment by the State Education Department (SED). The School District shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

The district shall utilize SED's Web-based application known as TEACH for instantaneous access to important information about certification and fingerprinting. Through TEACH, SED provides an individual with the ability to apply for fingerprint clearance for certification and/or employment and view the status of his/her fingerprint clearance request. Through TEACH, the School District is able, among other applications, to submit an online request for fingerprint clearance for a prospective employee, view the status of a fingerprint clearance request, and determine whether a subsequent arrest letter has been issued.

Safety of Students

The district will develop internal building and/or program procedures to help ensure the safety of students who have contact with an employee holding conditional appointment or emergency conditional appointment. Such procedures will address the safety of students in the classroom, students attending off- campus activities under the supervision of the School District, and students participating in extracurricular and/or co-curricular activities (including sports and athletic activities).

Safety procedures to be addressed include, but are not limited to, the following: supervision of the employee holding conditional appointment/emergency conditional appointment as determined appropriate by the applicable building/program administrator; and periodic visitations by the building/program administrator to the classroom, program and/or activity assigned to the employee holding conditional appointment/emergency conditional appointment.

"Sunset" Provision for Conditional Appointments/Emergency Conditional Appointments

The provisions in law which permit the conditional appointment and/or emergency conditional appointment of employees pending full clearance from SED shall terminate, in accordance with legislation, on July 1, 2010; and shall be rescinded as Board policy and procedure as of that date (unless subsequent revisions to applicable law provide otherwise).

Access to TEACH

Information regarding fingerprinting of new hires, including relevant laws and regulations, frequently asked questions (FAQs), an up-to-date chart for "Who Must be Fingerprinted", and instructions on the fingerprinting process are found on www.highered.nysed.gov/tcert/ospra. To request access to TEACH, e-mail TEACHHELP@mail.nysed.gov.

Correction Law Article 23-A

Education Law Sections 305(30), 305(33), 1604, 1709, 1804, 1950, 2503, 2554, 2590-h, 2854, 3004-b, 3004-c and

3035

Executive Law Section 296(16)

Social Services Law Article 5, Title 9-B

8 New York Code of Rules and Regulations (NYCRR) Sections 80-1.11 and Part 87

Adopted: 12/13/10

IDENTIFICATION BADGES

2013 6000

Personnel

SUBJECT: IDENTIFICATION BADGES

The Geneva City School District is committed to providing a safe and secure environment for our students and employees. The district will issue Identification (ID) Badges to all full-time and part-time employees. The identification badge serves the dual purpose of allowing access to secured areas as well as readily identifying school District employees and other authorized personnel and intruders from entering District buildings.

Employees and Temporary Staff

Identification Badges will be issued by the Office of Human Resources to all existing and new employees. The badges will include the employee's name and photo, together with building and/or District information. Badges shall be worn during the school day and when advising or chaperoning school-sponsored activities.

Long-term substitute teachers and student teachers, who are assigned to District buildings for an extended period of time, may be issued a regular ID badge by the Office of Human Resources. Short-term substitute teachers, other temporary employees and contract staff will be required to sign in each time they enter a District building. A non-picture ID badge (visitor or other temporary badge) will be issued to staff members in this category and it will be their responsibility to return the badge upon leaving the building each day.

The ID badge is the property of the School District and may only be used by the individual to whom it was issued. Employees may not loan their ID badge to anyone for any reason. Upon separation from employment, employees are required to return the ID badge.

Visitors

Visitors, including approved volunteers and vendors, will wear a "Visitor" identification badge after signing in and gaining permission to be on the premises during school hours. The badge must be worn in a highly visible manner while in District buildings and shall be surrendered when exiting the building.

Refer also to Policy # 3000 – Visitors to the Schools

Appendix B

Emergency Response Guide for Staff

LOCKDOWN

1. When you hear lockdown announced, you should move quickly to execute the following actions.
2. If safe, gather students from hallways and common areas near your classroom.
3. Lock your door. Barricade if necessary.
4. Move students to a safe area in the classroom out of sight of the door.
5. Leave windows, blinds/lights as they are.
6. Keep everyone quiet, silence cell phones.
7. Take attendance, if possible.
8. Do not communicate through door or answer room phone.
9. Do not respond to PA announcements or fire alarm.
10. Stay hidden until physically released by law enforcement personnel.

LOCKOUT

1. Listen for instructions regarding the situation and your actions.
2. Lock all exterior windows.
3. Leave blinds/lights as they are.
4. Take Attendance.
5. After initial instructions listen for updates.
6. Classroom instruction continues as normal.
7. All outdoor activities are terminated.
8. Listen for updates.

EVACUATION

1. Listen for instructions about the situation and your actions.
2. Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
3. Bring attendance list and class roster.
4. Close the classroom door after exiting.
5. Take attendance when safe to do so.
6. If evacuating off site, take attendance before moving from and upon arrival at off site location.
7. Listen for Updates.

HOLD-IN-PLACE

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. Classroom teachers, take attendance.
4. All other staff assist students, as needed.
5. Listen for updates.

SHELTER-IN-PLACE

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. Classroom teachers, take attendance.
4. All other staff assist students, as needed.
5. Move away from windows, if situation warrants.
6. If instructed, move out of classroom to designated safe area. Stay together at all times.
7. Take Attendance.
8. Listen for updates.

PARENT-STUDENT REUNIFICATION

1. Staff should assist parent-student reunification coordinators as required. Only a designated coordinator may release students to parents/guardians or other listed emergency contacts who present a picture ID such as a driver's license, military ID, or passport.