

LAKE PLEASANT CENTRAL SCHOOL DISTRICT

DISTRICT SAFETY PLAN

Board approved: October 14, 2020

PROJECT SAVE

(Safe Schools Against Violence in Education)

LAKE PLEASANT SCHOOL BUILDING-LEVEL

EMERGENCY RESPONSE PLAN

Commissioner's Regulation 155.17

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SCHOOL AND COMMUNITIES SECTION OF THE NEW YORK STATE POLICE WEBSITE AT HTTP:**

WWW.TROOPERS.STATE.NY.US)

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SECTION V:

Crisis Plan

Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe 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 schools.

Lake Pleasant has formed a Building-Level School Safety Team that meets on a regular basis. This planning team incorporates representatives from all stakeholder groups in the district, including representation from school staff, parents, and local response and community groups. The plan is based on the April 2001 template provided by the NYS Education Department.

The Lake Pleasant School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Lake Pleasant School District's Building-level School Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17.

B. Identification of School Teams

The Lake Pleasant District has developed the following emergency teams:

- School Emergency Planning / Response Team
- Post-incident Response Team

C. Concept of Operations

- The initial response to all emergencies at Lake Pleasant will be by the School Emergency Response Team unless safety of individuals is at risk.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.
- If in the event State or Local authorities are required, the Superintendent will make contact with those groups to provide assistance.
- This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review occurred in September 18, 2018 Building-level Emergency Response Plans will be supplied to local police, the Sheriff's department and the State Police within 30 days of the update.

A. Prevention/Intervention Strategies

Building Personnel Training

Training for emergency teams and safety officers, including de-escalation training, will be conducted as determined in the district-wide plan.

Coordination with Emergency Officials

This building-level plan will be tested on an annual basis, including the use of tabletop exercises (when appropriate), in coordination with local and county emergency responders and preparedness officials. These exercises will be coordinated with members of the Emergency Response Team as needed.

Annual Multi-hazard Training for Staff and Students

Multi-Hazard training for students and staff will be conducted on an annual basis. These trainings may occur as classroom instruction or as drills of various types (i.e. lockdown, lockout, evacuation etc).

B. Identification of Sites of Potential Emergencies

- Listed below are hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

<i>Location of Potential Sites</i>	<i>Internal or External Hazard</i>
<i>Rt. 30</i>	<i>External</i>
<i>Shop Storage</i>	<i>Internal</i>
<i>Charlie Johns Store</i>	<i>External</i>
<i>School Heating System (Gas Pipeline)</i>	<i>Internal</i>
<i>School Bus</i>	<i>External</i>
<i>Athletic Fields, Playgrounds and Play Area</i>	<i>External/Internal (wildlife)</i>
<i>Field Trips</i>	<i>External</i>
<i>The Lemon Tree</i>	<i>External (gas, chemicals)</i>
<i>Elm Lake Road</i>	<i>External (traffic)</i>
<i>Location of Potential Sites</i>	<i>Internal or External Hazard</i>

Section III: Response

The Building-level Emergency Response Team will respond utilizing a chain of command consistent with the National Incident Management System (NIMS).

A. Assignment for the Emergency Response Team will be as follows:

- Incident Commander/PIO
- Safety/Logistics
- Liaison
- Operations
- Student Care/Release
- Security
- Medical

B. Continuity of Operations

- In the event of an emergency, the Superintendent or designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency as warranted.
- After relinquishing command, the Superintendent or designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will establish a chain of command to ensure continuity of operations.

C. Access to Floor Plans

- The district will make available to law enforcement and response personnel copies of floor plans of the main building and bus garage. These may include digital pictures of various locations throughout the building.

D. Notification and Activation

- The report of an incident or a hazard's development will be reported to the Superintendent or as soon as possible following its detection.
- The building will utilize both internal and external communications in emergencies:

1) Hazard Guidelines

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. This section of the building’s plan could be used to describe building-specific guidelines that could include the following types of emergencies:

- Threats of Violence Intruder
- Hostage/Kidnapping Explosive/Bomb Threat
- Natural/Weather Related Hazardous Material
- Civil Disturbance Biological
- School Bus Accident Radiological
- Gas Leak Epidemic
- Others as determined by the Building-level School Safety Team Continued

Standard Responses

Lockdown

RATIONALE: A lockdown may be initiated based upon an actual or imminent threat (not including bomb threats) or violent event. A lockdown is the response to the worst-case scenario, and must be executed with appropriate urgency and seriousness.

Specific Threat Guidance

Human Emergencies

Threat	Response	Note
Bomb Threat	Bomb Threat	
Civil Disturbance	Shelter in Place; or Evacuation	*Implement Evacuation <u>ONLY</u> upon the direction of responding law enforcement
Hostage Taking	Lockdown; or Evacuation	*Implement Evacuation <u>ONLY</u> upon the direction of responding law enforcement
Intrusion	Lockdown	
Kidnapping	Lockdown	

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Threat	Response	Note
Earthquake	Shelter in place; or Evacuation	If building is still structurally sound, otherwise evacuate to safe location
Flood	Shelter in place	
Thunderstorm/ Lightning Storm	Shelter in Place	*implement specific Shelter-in-Place modifications for “A Weather-Related Situation” (at the end of the Shelter-in-Place section)
Tornado	Shelter in Place	*implement specific Shelter-in-Place modifications for “A Weather-Related Situation” (at the end of the Shelter-in-Place section)
Winter Storm	Early release; Shelter in place	

Technological Emergencies

Threat	Response	Note
Air Pollution	Early release, shelter in place	
Airplane Crash	Early release	
Energy Supply Loss	Early release, movement to alternate site	
Gas Leak	Evacuation	
Hazardous Materials Incident (Off- Property)	Shelter in place; Early release	
Hazardous Materials Incident (On-Site)	Shelter in place; Early release	
Radiological Incident (Off- Property)	Shelter in place; Early release	
Radiological Incident (On-Site)	Shelter in place; Early release	
Train Derailment	Shelter in place; Early release	
Explosion	Evacuation	
Fire/Fire Alarm Activation	Evacuation	*Under normal circumstances evacuate, but if during Lockdown disregard alarm unless obvious signs of fire exist
Structural Failure	Evacuate	
Electrical System Failure	Evacuate Shelter in alternate site	
Heating System Failure	Evacuate Shelter in alternate site	

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Loss of Building Use	Cancel / seek alternate transportation	
Loss of Transportation	Cancel	
Roof Failure/Leak	Early release	* if major incident, minor repair work school may still operate
Sewage System Failure	Evacuation; Shelter in place	* if necessary, alternate location for staff /students
Biological Threat (via Phone)	Evacuation; Shelter in place	
Biological Threat (via letter, package or release)	Evacuation; Shelter in place	
Toxic Exposure	Early release	
School Bus Accident	Early release	*depending on incident

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THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office for Elementary, Middle, Secondary and Continuing Education

New York State School Bomb Threat and Serious Incident Reporting Form						
Name of School District:	Building:					
Incident Type: (please circle all that apply to this event)						
Arson	Bioterrorism	Bomb	Bomb Threat	Knife/Blade	Gun	Other
Incident Delivery Method: (please circle all that apply to this event)						
Telephone	E-Mail	FAX	Verbal	Written	Other	
Date of Incident:	Time of Incident:					
School District Contact Person:	Contact Person Telephone #					
Description of Incident:						
Name of Law Enforcement Agency Notified of Incident:	Law Enforcement Contact Person & Telephone Number:					
Actual Class Time Lost as a Result of this Incident:						
Actions Taken by School District in Response to Incident:						
Attach Additional Sheets As Needed						

Return Completed Report To:

Laura Sahr
 NYS Education Department
 Office of Facilities Planning
 Room 1060 Education Building Annex
 Albany, New York 12234
 or FAX to: 518-486-5918

Hazardous Material

NOTE: DEC Spill Hotline (800) 457-7362; MSDS by Fax Service (800) 451-8346

<i>Resource</i>	<i>Main Building</i>	<i>Bus Garage</i>
Athletic Field		
Battery Operated Radio		
Blankets & Cots		
Bull Horn		
Bus Garage		
Candles, Flashlights		
Eye Washes		
Food Storage		
Handicap Restrooms		
Heating Plant		
No. Buses		
No. Cars		
No. Electrical Gen.		
No. Fire Extinguishers.		
No. Fuel Pumps		
No. Gasoline Tanks		
No. Heating Fuel Tank		
No. Occupants		
Potable Water		
Type Phone System		
Type Water Supply		
Type Zoned Alarm		

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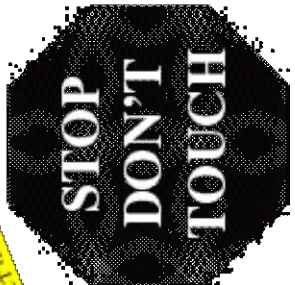
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**Appendix : New York State Police School Crime Scene Management pamphlet
(located in the School and Communities section of the New York State Police
Website at [http: www.troopers.state.ny.us](http://www.troopers.state.ny.us))**

In July 2000, Governor Pataki signed the SAFE legislation that requires schools to develop policies and procedures for ensuring and maintaining secure environments in order to prevent and respond to acts of violence on school property. One of the most important provisions of this law is the requirement that schools develop policies and procedures for ensuring and responding to acts of violence on school property. This legislation was designed to give guidance in developing your policies and procedures. Performance is reserved to state with further education and training.

PROTECT THE ONE - PROTECT THE SCENE - PROTECT THE PEOPLE



Respond
Protect
Document
Notify
Secure
Observe

PROTECT THE ONE - PROTECT THE SCENE - PROTECT THE PEOPLE

New York State's Police
 Mobile Headquarters
 100 Westchester Building 21
 Albany, NY 12242-1200

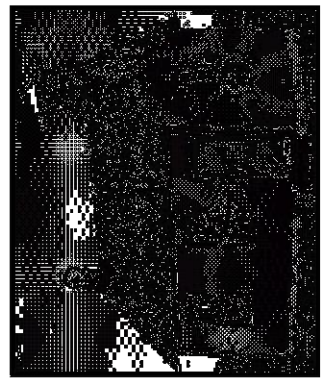
For information about other State Police safety prevention programs, contact the nearest Troop Headquarters:

- Troop "A" Headquarters**
 6225 Westchester Blvd
 Buffalo, NY 14226
 (716) 833-2200
- Troop "B" Headquarters**
 Rt. 66, Box 100
 West Seneca, NY 14224
 (716) 871-2200
- Troop "C" Headquarters**
 Rt. 7, Box 249
 Albany, NY 12205
 (518) 561-3000
- Troop "D" Headquarters**
 Rt. 5, Box 20
 Cheektowatch, NY 14024
 (419) 364-2200
- Troop "E" Headquarters**
 P.O. Box 25226
 Cheektowatch, NY 14024
 (716) 871-2200
- Troop "F" Headquarters**
 Rt. 10, Box 100
 Buffalo, NY 14226
 (716) 871-2200
- Troop "G" Headquarters**
 Rt. 1, Box 100
 Cheektowatch, NY 14024
 (419) 364-2200
- Troop "H" Headquarters**
 Rt. 1, Box 100
 Cheektowatch, NY 14024
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- Troop "I" Headquarters**
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 Cheektowatch, NY 14024
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- Troop "J" Headquarters**
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- Troop "K" Headquarters**
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- Troop "L" Headquarters**
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- Troop "Y" Headquarters**
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 Cheektowatch, NY 14024
 (419) 364-2200
- Troop "Z" Headquarters**
 Rt. 1, Box 100
 Cheektowatch, NY 14024
 (419) 364-2200

Visit us at
www.troopspers.nysd.us

Developed and community services
 by the New York State Police
 Research Investigations and
 School and Community Outreach Unit
 February 2007

School Crime Scene Management



George E. Pridel
 Commander of New York State
 James W. Haddad
 Superintendent of New York State Police

CRIMESCENE - DO NOT ENTER - CRIME SCENE - DO NOT ENTER - CRIME SCENE - DO NOT ENTER - CRIME SCENE - DO NOT ENTER

School Crime Scene Management

Evidence is very important in criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. These professionals are called crime scene technicians.

If you are a crime scene technician tomorrow, big job problem that they recognize on the job, you will *occasionally* have - crime scene technicians.

Before these professionals arrive, it's important that the crime scene technician in your area is noted on your file. There are things that can be done by people who arrive at the scene first to help protect the evidence.

Some school employees will be first at a school emergency, the State Professional Standard that a person from the school staff be designated to manage the emergency in the performance.

The following paragraph outlines an easily retrievable acronym (helpful) to assist in managing a school crime scene.



Respond **E**valuate **S**ecure **P**rotect **O**bserve **N**otify **D**ocument

Respond

- Personal safety - Your safety comes first! You can't help others if you are injured.
- Check your thoughts and feelings upon arrival to know how to best protect the scene.
- Make an initial assessment of your observations.

Evaluate

- Estimate the severity of the situation. Is the scene critical to preserve or not? Is there a life-threatening situation? If so, call 911 for help.
- Identify all involved parties and individuals in the scene. Emergency response personnel should be notified and to the scene.
- Be aware of weapons and the safety of the scene.
- Be aware of potential witnesses.
- Don't touch anything until necessary.

- Clear away uninvolved people.
- Establish a perimeter with ropes or tape, cones, chairs.
- Persons will report to perimeter if they are called to.

Protect

- Set up the scene - limit and document any people entering the scene.
- Don't touch phones or business verification names.
- Don't eat, drink or smoke in the scene of the scene.

Observe

- Write down your observations - Draw notes will be utilized to report scene notes.
- Be prepared to respond to questions. You can be asked possibly to read a letter from in criminal court.
- Remembered information - don't rely on your memory.

Notify

- Call 911 (Crime/Disaster Assessment) if not already called or done.

Document

- Take good notes - Photos: time, date, people at scene, weather, scene response, lights, camera and potential witnesses.
- Be prepared to provide your notes and information to police.

CRIMESCENE - DO NOT ENTER - CRIME SCENE - DO NOT ENTER - CRIME SCENE - DO NOT ENTER - CRIME SCENE - DO NOT ENTER