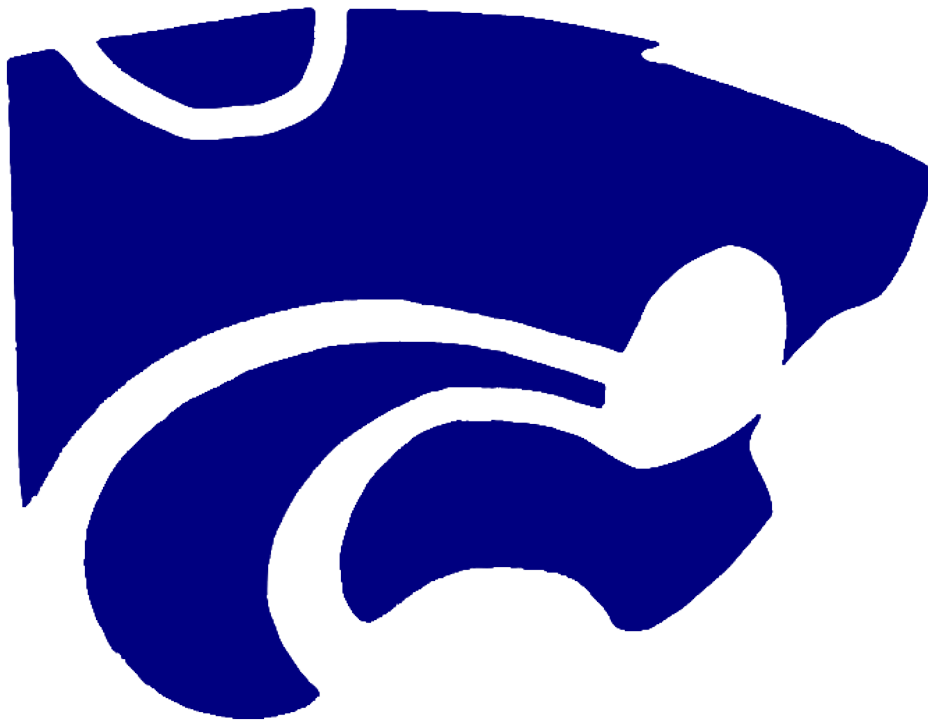


Susquehanna Valley Central School District  
P.O. Box 200, Conklin, NY 13748

# District Wide School Safety Plan



Effective: July 1, 2001  
Updated and Revised: July 1, 2019

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Original Public Comment Period: May 18, 2001 thru June 21, 2001  
Original Public Hearing, SVCSD Board of Education: June 21, 2001  
Original Date of Adoption, SVCSD Board of Education June 21, 2001

## District Wide School Safety Planning Committee

Mr. Roland Doig	Superintendent, Susquehanna Valley CSD
Mr. John E. Dancesia	District Attendance Supervisor
	Chief Emergency Officer
Mr. Michael Ponticiello	Broome County Emergency Manager
Mr. Jerry Mullins	Broome County District Attorney's Office
	School SRO
Mr. Charles R. Hutchinson	Principal, Susquehanna Valley High School
Dr. Jill Rich	Principal, FP Donnelly Elementary School
Mr. Ralph Schuldt	Director of School Facilities
Mrs. Susan Kildare	Director of Transportation
Mr. Steve Haskell	Teacher, FP Donnelly Elementary School
Mr. Michael Pixley	Teacher, Susquehanna Valley High School
Mr. Dan Coddington	Head Custodian, Brookside Elementary School
Mr. Robert J. Martone, Jr.	Community Representative
Mr. Mark Bordeau	Community Representative
Mr. Ryan Remza	Board of Education, Susquehanna Valley CSD
Mr. Jack Bell	Board of Education, Susquehanna Valley CSD

### Partners in Emergency Services

Sheriff David Harder	Broome County Sheriff's Office
TPR. Shannon Hartz	New York State Police
Mr. Darin Lewis	Town of Binghamton Volunteer Fire Department
Mr. Bill Gorman	Chief, Conklin Volunteer Fire Department

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**Section I: General Considerations and Planning Guidelines**

**Purpose**

The Susquehanna Valley Central School District-wide school safety plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Susquehanna Valley Central School District's Board of Education, the Susquehanna Valley Central School District Superintendent appointed a district-wide school safety team and charged it with the development and maintenance of the Susquehanna Valley Central School District-wide safety plan.

**Identification of Chief Emergency Officer**

Susquehanna Valley Central School District designates the Supervisor of Attendance as the District's Chief Emergency Officer whose duties shall include, but not be limited to:

Coordination of the communication between school staff, law enforcement and other first responders;

1. Lead the efforts of the Susquehanna Valley Central School District-wide safety team in the completion and yearly update by September 1st, of the Susquehanna Valley Central School District-wide safety plan and coordination with the building-level emergency response plan;
2. Ensure staff understanding of the Susquehanna Valley Central School District wide school safety plan;
3. Ensure the completion and yearly update by September 1st, of building-level emergency response plans for each school building;
4. Coordinate appropriate safety, security, and emergency training for staff, including required training in the emergency response plan yearly by September 15th;
5. Conduct of required evacuation and lock-down drills in all Susquehanna Valley Central School District buildings as required by Education Law section 807.

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**Identification of School Teams**

A Susquehanna Valley Central School District -wide safety team is appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

**Concept of Operations**

The Susquehanna Valley Central School District wide safety plan is directly linked to the individual building-level emergency response plans. Protocols guide the development and implementation of individual building-level emergency response plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the building-level emergency response team.

Upon the activation of the building-level emergency response team, the District Superintendent or her designee is notified and, where appropriate, local emergency officials are notified.

Efforts may be supplemented by County and State resources.

**Plan Review and Public Comment**

This plan shall be reviewed and maintained by the Susquehanna Valley Central School District wide safety team and reviewed on an annual basis on or before September 1st of each year. A copy of the plan is available on our website [www.svsabers.org](http://www.svsabers.org).

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment prior to its initial adoption on May 18, 2001. The School Board adopted the district-wide school safety plan on June 21, 2001 after the one, required public hearing that provided for the participation of school personnel, parents, students and any other interested parties.

While linked to the Susquehanna Valley Central School District wide school safety plan, the building-level emergency response plan 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. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.

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Full copies of the Susquehanna Valley Central School District wide school safety plan and any amendments are submitted to the New York State Education Department within 30 days of adoption by posting this public plan on the Susquehanna Valley Central School District. The building-level emergency response plan is supplied to the NYS State Police within 30 days of adoption.

**Section II: General Emergency Response Planning**

The Susquehanna Valley Central School District wide school safety plan provides the framework for the building-level emergency response plan. The purpose of a uniform plan is to ensure Susquehanna Valley Central School District wide continuity for emergency responses. These general emergency responses are used to assist school employees; students, parents and emergency responders learn one system that can be used at all Susquehanna Valley Central School District campuses and events.

**Identification of Sites of Potential Emergency, Including:**

The Susquehanna Valley Central School District-Wide school safety team in conjunction with local officials has identified areas outside of school property that may impact a facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.

A list of areas has been identified as having the potential to impact within the Susquehanna Valley Central School District. This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on Susquehanna Valley Central School District facilities or boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plan.

The Susquehanna Valley Central School District-Wide school safety team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plan.

Susquehanna Valley Central School District has developed multi-hazard response guides. These guidelines are located in the building-level emergency response plan and are in Incident Command System (ICS) format. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

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**Initial Actions**

**Command Post Location** (primary and secondary)

**Shelter in Place:** Used to shelter students/staff inside the school

**Hold-In Place:** Limits student/staff movement while dealing with short-term emergencies.

**Evacuation:** Used to evacuate students/staff from the school/office before, during and after school hours, including security during evacuation and evacuation routes.

**Evacuation/Relocation Sites (internal and external)**

**Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school

**Lock-down:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

**School Cancelation**

**Early Dismissal**

**Emergencies include, but are not limited to:**

Natural Disasters

- Tornadoes
- Lightning
- Severe Wind
- Tropical Storms
- Floods
- Wildfires
- Extreme temperatures
- Winter precipitation
- Wildlife

Technological Hazards

- Explosions or accidental release of toxins from industrial plants
- Accidental release of hazardous materials from within school, such as gas leaks or laboratory spills
- Hazardous materials releases from major highways or railroads
- Power failure
- Water failure

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Biological Hazards

- Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, Staphylococcus aureus, and meningitis
- Contaminated food outbreaks, including Salmonella, botulism, and E. coli
- Toxic materials present in school laboratories

Adversarial, Incidental, and Human-caused Threats

- Fire
- Active Shooters
- Criminal threats or actions
- Bomb threats
- Domestic violence and abuse
- Cyber attacks
- Suicide

The Susquehanna Valley Central School District has identified various resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

Using the Incident Command System, Susquehanna Valley Central School District has identified the officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of Susquehanna Valley Central School District's resources during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

The Susquehanna Valley Central School District has procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. Beginning with the 2017-2018 school year, all staff undergoes annual training by September 15, 2017 and each subsequent September 15 thereafter on the building-level emergency response plan which includes components on violence prevention and mental health. New employees hired after the start of the school year receive this training within 30 days of hire or as part of the Susquehanna Valley Central School District existing new hire training program, whichever is sooner. Susquehanna Valley Central School District certifies that this training is completed during the October NYSED BEDS data collection.

Method(s) have been established to provide this training on an annual basis to include but not be limited to: early dismissal/go home drill, shelter-in place, hold-in-place, evacuation/fire drills, lockout, lockdown, table top exercises and Incident Command System training.

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The Susquehanna Valley Central School District conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local, county, and state emergency responders and preparedness officials. A debriefing concludes each test to determine if changes to the plan are necessary.

At least once every school year, and where possible in cooperation with Broome County Office of Emergency Management, the Susquehanna Valley Central School District conducts one test of its emergency response procedures under its building-level emergency response plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills

The July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year. However, the date of completion has been changed from December 1 to December 31 of each school year.

The statute now explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as lockout or shelter in place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lockout and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.



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**Section III: Responding to Threats and Acts of Violence**

The Susquehanna Valley Central School District refers to its Emergency Response Plan via the post-incident response team and the Multi-Hazard Emergency Response Guides located in the building-level emergency response plan. The Susquehanna Valley Central School District-Wide safety team to ensure content and consistency throughout the Susquehanna Valley Central School District reviews these. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:

1. The use of staff trained in de-escalation or other strategies to diffuse the situation.
2. Informing the District Superintendent or her designee of implied or direct threats.
3. Determining the level of threat with the District Superintendent and building-level emergency response team members.
4. Contacting the appropriate law enforcement agency, if necessary.
5. Monitoring the situation, adjusting the Susquehanna Valley Central School District's responses as appropriate to include possible implementation of the building-level emergency response team.
6. Communication with parents and guardians. When a student implies or specifically threatens self-inflicted violence, including suicide, the school's social worker directly contacts the student's parents/guardians.
7. The Multi-Hazard Emergency Response Guides in the building-level emergency response plan provide guidance on the Susquehanna Valley Central School District's policies and procedures for responding to direct acts of violence (i.e., Crimes Against Persons, Hostage Taking, Intruder and Kidnapping) by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence.

The following types of procedures are addressed in the plan:

1. Inform the District Superintendent/designee
2. Determine the level of threat with the District Superintendent/designee and the building-level emergency response team.
3. If the situation warrants, isolate the immediate area.
4. Monitor the situation and adjust the level of response as appropriate. If necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed.
5. Contact appropriate law enforcement agency.

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NOTE: The Susquehanna Valley Central School District “Code of Conduct” describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.’

Response protocols are identified in the Building-Level Emergency Response Plan in the ICS format along with definitions of ICS roles and responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures for responding to an emergency. The following protocols for appropriate responses to emergencies are provided as examples:

1. Identification of decision-makers.
2. Plans to safeguard students and staff.
3. Procedures to provide transportation, if necessary.
4. Procedures to notify parents/guardians.
5. Procedures to notify media.
6. Debriefing procedures.

Susquehanna Valley Central School District has established 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. At Susquehanna Valley Central School District, the following communication methods are taken:

1. Automatic Phone Call Notification to Parent/Guardian.
2. Early Dismissal Notification to local news/radio stations.
3. Information placed on school website ([www.svsabers.org](http://www.svsabers.org))

Building level administrators will communicate with home school personnel, parents/guardians or others in parental relation to students in Susquehanna Valley Central School District programs. Determination on timing, method and scope of contact will be the responsibility of building administration.

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**Section IV: Communication**

The Susquehanna Valley Central School District is fortunate to have substantial ties to the communities of Conklin, Town of Binghamton, Kirkwood and Broome County. If there were to be an emergency within our facility, that facility would call 911 for emergency assistance. If involvement were needed from other local government agencies, then the District Superintendent or designee would act as that contact person. Additional procedures for communications can be found in the Building-level Emergency Response Plan including local emergency contacts and phone numbers. These contacts provide guidance for obtaining assistance during emergencies from emergency services organizations and local government. The following examples are the types of arrangements that could be used by the district:

1. Incident Commander contacts the highest-ranking local government official for notification and/or assistance.
2. Arrangements for obtaining advice and assistance from local government officials including the county or town officials responsible for implementation of Article 2-B of the Executive Law.
3. Incident Command contacts the Broome County Emergency Manager and the Broome County Communications Center for notification.
4. Susquehanna Valley Central School District has identified resources for an emergency from the following agencies: Broome County Office of Emergency Services, New York State Police, Broome County Sheriffs Department, Town of Binghamton Volunteer Fire Department, Conklin Volunteer Fire Department and the Red Cross.
5. If the emergency is within Susquehanna Valley Central School District's boundaries and has the potential to impact the surrounding community, the District Superintendent or designee notifies the appropriate town officials (Example: Town Supervisor, Highway Dept., and/or Public Safety). Likewise, should there be an emergency within the community that has the potential to impact the school, the District Superintendent should be notified immediately.
6. The District Office as well as the buildings will maintain a list of all staff cell phone numbers to utilize in the event of an emergency.

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The Susquehanna Valley Central School District also maintains the following information about each educational agency located in the confidential, Building-level Emergency Response Plan:

1. School population
2. Number of staff
3. Transportation needs
4. Business and home telephone numbers of key officials of each such educational agency

**Section V: Prevention and Intervention Strategies**

The Susquehanna Valley Central School District wide Safety Plan provides the framework for the Building-Level Emergency Response Plan.

The Susquehanna Valley Central School District has developed policies and procedures related to school building security, including, where appropriate: visitor sign-in and badge procedures, employee badges and security procedures.

Susquehanna Valley Central School District has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information. Susquehanna Valley Central School District participates in programs such as: child abuse and prevention workshops, programs to train staff on how to identify potentially violent behaviors and other risk factors. Susquehanna Valley Central School District also employs school psychologists, social workers, special education staff and school nurses who help identify early warning signs in students, early intervention/prevention strategies and the development of violence prevention instruction for staff.

Appropriate prevention and intervention strategies include:

1. Collaborative agreements with the Broome County District Attorney's office to provide a School Resource Officer (SRO)
2. Peer mediation programs
3. The Susquehanna Valley Central School District has created and supports strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:

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- a. Peer mediation programs;
- b. Conflict resolution training;
- c. Creating a forum or designating a mentor for students concerned with bullying or violence; and
- d. Establishing anonymous reporting mechanisms for school violence.
- e. Susquehanna Valley Central School District has descriptions of duties, hiring and screening process, and requirements for the training of hall monitors and other school safety personnel.

**Section VI: Recovery**

Recovery addresses the help that is needed to heal and to restore the Susquehanna Valley Central School District /school community to “normal” operations following an emergency. The Susquehanna Valley Central School District plan deploys resources that support schools’ building-level emergency response team and the post-incident response team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency. Susquehanna Valley Central School District has social worker and school psychologist resources and support systems. Susquehanna Valley Central School District also has the ability to coordinate with schools, local, Broome County and State disaster mental health services. Susquehanna Valley Central School District role with mental health services includes looking at the school culture and climate, providing student access to services and following threat assessment procedures.

Susquehanna Valley Central School District Support the Building-level Emergency Response Plan provides resources for supporting the building-level emergency response team and post-incident response team. The Susquehanna Valley Central School District Incident Command System (ICS) identifies back-ups to relieve team members. This provides team members the opportunity to rotate personnel, to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

Susquehanna Valley Central School District will work with neighboring component school districts.

The Susquehanna Valley Central School District support and look for continued feedback from those directly impacted during the incident.

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**Appendix A**

The following is a listing of all school buildings covered by the Susquehanna Valley Central School District wide safety plan:

Brookside Elementary  
Donnelly Elementary  
Richard T. Stank Middle School  
Senior High School

**Appendix B**

A list of areas has been identified as having the potential to cause an impact within the Susquehanna Valley Central School District. This list was created for reference and awareness. It is not all-inclusive of every conceivable emergency. However, these areas have been identified as having the most probable impact on Susquehanna Valley Central School District facilities or boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plan.

The Susquehanna Valley Central School District team has recognized that there are many factors that could cause an emergency within our schools. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans