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, 2026

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

Natalie Brubaker	Superintendent of Schools, Chief Emergency Officer
Michael Bender	Deputy Director, Broome County Office of Emergency Services
Jack Burkhard	SRO Supervisor, Broome County Sheriff's Office
Dr. Jill Rich	Principal, Donnelly Elementary School
Peter Fardon	Director of Health, Physical Education and Athletics
Aaron Kaminsky	Director of Special Services
Ralph Schuldt	Director of Facilities
Jason Luke	Director of Computer Services, Chief Information Officer
Nancy Flanagan	Transportation Supervisor
Michael Pixley	Special Education Teacher, SV High School
Heather Benning	PTO Member, Donnelly Elementary
Mary Haskell	Community Representative
Ryan Remza	Board of Education Member
Colleen Lynch	Lead Nurse
Sheriff Fred Akshar	Sheriff, Broome County Sheriff's Office
Timothy Neumuth	School and Community Outreach Coordinator, NYSP Troop C
Darin Lewis	Chief, Town of Binghamton Volunteer Fire Department
Will Gorman	Chief, Conklin Volunteer Fire Department

Contents:

Section I: General Considerations and Planning Guidelines....3
Purpose....3
Chief Emergency Officer....3
Identification of School Teams....3
Concept of Operations....3
Plan Review and Public Comment....4
Section II: General Emergency Response Planning....4
Identification of Sites of Potential Emergency....4
Section III: Responding to Threats and Acts of Violence....7
Section IV: Communications....8
Section V: Prevention and Intervention Strategies....9
Section VI: Recovery....10
Appendix A....11
Appendix B....11
Appendix C - Pandemic Plan....11
Appendix D....14
Appendix F - Cardiac Emergency Response....21
Update Log....24

Section I: General Considerations and Planning Guidelines

Purpose

The Susquehanna Valley CSD 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 CSD Superintendent appointed a district-wide school safety team and charged it with the development and maintenance of the Susquehanna Valley CSD district-wide safety plan.

Chief Emergency Officer

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

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

Identification of School Teams

A Susquehanna Valley CSD district-wide safety team, through adoption of this plan, is appointed by the Board of Education consisting of, but not limited to, representatives of the school board, teachers, administrators, and parent organizations, school safety personnel and other school personnel.

Concept of Operations

The Susquehanna Valley CSD 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 plans.

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 Superintendent or her designee is notified and, where appropriate, local emergency officials are notified. Additional 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 CSD district-wide safety team and reviewed on an annual basis on or before September 1 of each year. A copy of the plan is available on our website 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 required public hearing that provided for the participation of school personnel, parents, students and any other interested parties.

While linked to the Susquehanna Valley CSD 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.

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

Section II: General Emergency Response Planning

The Susquehanna Valley CSD district-wide school safety plan provides the framework for the building-level emergency response plan. The purpose of a uniform plan is to ensure 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 CSD campuses and events.

Identification of Sites of Potential Emergency

The Susquehanna Valley CSD district-wide school safety team, in conjunction with local officials, have 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 CSD. 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 CSD 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 CSD district-wide school safety team has recognized that there are many factors that could cause an emergency within our school buildings. 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 CSD 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:

Initial Considerations:

- Command post locations (primary and secondary)
- School cancelation
- Delayed opening
- Early dismissal
- 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 remove students/staff from the school/office
- Secure Lockout: Used to secure school buildings and grounds during incidents that pose an imminent threat outside of the school
- Lockdown: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school
- Severe weather warning response
- Evacuation/relocation sites (internal and external)
- Reunification sites
- Bomb threat protocols
- Hazmat incident protocols

Emergencies include, but are not limited to:

Weather and Nature Hazards

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

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

Biological Hazards

- Infectious diseases, such as pandemic influenza
- 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 CSD 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 CSD has identified the officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of Susquehanna Valley CSD'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 CSD has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All staff undergo annual training by September 15 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 CSD existing new hire training program, whichever is sooner. Susquehanna Valley CSD certifies that this training is completed during the October BEDS data collection process.

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

The Susquehanna Valley CSD 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 CSD 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.

The statute requires schools to conduct trauma-informed, developmentally, and age-appropriate 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.

Other protective actions such as secure 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 secure lockout and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute. All lock-down drills will be announced prior to, and at commencement of the drill to students and staff. There will be no unannounced drills. Parents/Guardians shall also receive written notification from the building principal informing them of the drill encouraging them to continue the conversations at home with their children. No props, actors, simulations or other tactics will be used in building level lockdown drills.

Section III: Responding to Threats and Acts of Violence

The school refers to its Emergency Response Plan via the Multi-Hazard Emergency Response Guides located in the building. The Susquehanna Valley CSD district-wide safety team ensures content and consistency throughout the Susquehanna Valley CSD. 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. Utilizing staff trained in de-escalation or other strategies to diffuse the situation.
2. Informing the Superintendent or her designee of implied or direct threats.
3. Determining the level of threat with the Superintendent and building-level emergency response team.
4. Contacting the appropriate law enforcement agency, if necessary.
5. Monitoring the situation, adjusting the Susquehanna Valley CSD's responses as appropriate to include possible implementation of the building-level emergency response team.
6. Communicating with parents and guardians as appropriate.
7. Conducting a threat assessment when a student implies or specifically threatens violence, including suicide.
8. Referring to the Multi-Hazard Emergency Response Guides in the building-level emergency response plan for guidance on procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school.

The following types of procedures are addressed in the plan:

- Informing the Superintendent/designee
- Determining the level of threat with the Superintendent/designee and the building-level emergency response team.
- Isolate the immediate area if warranted.
- Monitoring the situation and adjusting the level of response as appropriate and initiating lockdown, evacuation, sheltering and/or early dismissal procedures as needed.
- Contacting the appropriate law enforcement agency.

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 emergencies. The following protocols for appropriate responses to emergencies are provided as examples:

1. Identification of decision-makers
2. Safeguarding students and staff
3. Providing transportation, if necessary
4. Notifying parents/guardians
5. Notifying the media
6. Debriefing stakeholders

Susquehanna Valley CSD 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 CSD, the following communication methods are taken:

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

Section IV: Communications

The Susquehanna Valley CSD is fortunate to have strong relationships with the communities and governmental agencies of the Towns of Conklin, Binghamton, Kirkwood and Broome County. In the event of an emergency within any of our facilities, a call would be placed to 911 for emergency assistance. If involvement were needed from other local government agencies, then the 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 governments. The following examples are the types of assistance 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 Commander contacts the Broome County Emergency Manager and the Broome County Communications Center for notification.
4. Susquehanna Valley CSD has identified resources for an emergency from the Broome County Office of Emergency Services, New York State Police, Broome County Sheriff's Office, Town of Binghamton Volunteer Fire Department, Conklin Volunteer Fire Department and the Red Cross
5. If the emergency is within Susquehanna Valley CSD's boundaries and has the potential to impact the surrounding community, the 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 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

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

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

Section V: Prevention and Intervention Strategies

The Susquehanna Valley CSD district-wide Safety Plan provides the framework for the Building-Level Emergency Response Plan.

The Susquehanna Valley CSD 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 CSD has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors. Susquehanna Valley CSD 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 CSD also employs school psychologists, social workers, school counselors, 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. Agreements with the Broome County Sheriff's Department to provide a School Resource Officer (SRO)
2. Peer mediation programs

3. Conflict resolution training
4. Groups and/or mentors for students concerned with bullying or violence
5. Reporting mechanisms for school violence
6. Descriptions of duties, hiring and screening process, and requirements for the training of monitors and other school safety personnel

Section VI: Recovery

Recovery addresses the help that is needed to heal and to restore the Susquehanna Valley CSD community to "normal" operations following an emergency. The Susquehanna Valley CSD 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 CSD has a pupil personnel support system composed of school counselors, social workers and school psychologists. Susquehanna Valley CSD also has the ability to coordinate with other BOCES component schools, local, county and state mental health services. Susquehanna Valley CSD's 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 CSD building-level Emergency Response Plans provide resources for supporting the building-level emergency response team and post-incident response team. The Susquehanna Valley CSD 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.

The Susquehanna Valley CSD supports and looks for continued feedback from those directly impacted during the incident.

Appendix A

The following is a listing of all school buildings covered by the Susquehanna Valley CSD district-wide safety plan:

1. Brookside Elementary
2. Donnelly Elementary
3. Richard T. Stank Middle School
4. Senior High School

Appendix B

COMMUNITY-BASED LIST: A list of areas has been identified as having the potential to cause an impact within the Susquehanna Valley CSD. 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 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 CSD 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

Appendix C - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This pandemic plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices.

Prevention / Mitigation

We will work closely with the Broome County Health Department and Broome County Office of Emergency Services to determine the need for activation of our plan.

The Broome County Health Department will monitor county-wide cases and inform school districts as to appropriate actions.

The Chief Emergency Officer will help coordinate our pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team who is responsible for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan.

Input, direction, and guidance may be obtained from other individuals not usually on the District Wide Planning Committee in our prevention/mitigation of pandemic situations. These may include:

assistant superintendent, building administration, school medical director, head nurse, building nurse, food service, and bargaining unit leadership.

The District may use guidance documents issued by outside sources such as, but not limited to, State Education Department (SED), state and local health departments, State of New York, Center for Disease Control, Lourdes Hospital, United Health Services (UHS) Hospital, and BOCES. In addition, the District will seek advice from our medical director on resources, protocols, and practices. Key concepts of any pandemic will consider the following to develop an action plan.

- What type of illness is the outbreak?
- What is the source?
- How many cases are there local, state, country?
- What are the symptoms?
- How does it spread?
- What is the effect on students? Adults?
- Who is most susceptible and when?
- What is the severity of infection?
- How do we prevent further spread?
- What is the community and local area mitigation?
- Can it be treated?
- Can the District continue to operate from its physical setting?

The District-Wide School Safety Team will review and assess any obstacles in implementing the plan. The CDC School District Pandemic Influenza Planning Checklist was reviewed for this determination and has considered issues related to planning and coordination; continuity of student learning; core operations; infection control policies and procedures; and communication.

The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at http://www.cdc.gov/flu/school/.

The Susquehanna Valley Central School District will educate and provide information to parents, staff, and students about how to make an informed decision to stay home when ill. We will utilize our district website, posters, and student education.

Preparedness

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Broome County Office of Emergency Services and others to attend our District-Wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

Continuity of operations and business office functions could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This may include:

Overall Operations – we have defined the following decision-making authority for the district (Superintendent, Assistant Superintendent, Chief Emergency Officer). Recognizing the need for these essential individuals to have frequent communication, we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system, cell phones, e-mail, and the district automated phone notification system.

Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the District Office informed of such status and of the point at which buildings can no longer be maintained. If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process would be provided if necessary.

The Superintendent will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and may be implemented.
Instructional engagement will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period.

Response

The Superintendent and Chief Emergency Officer will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Broome County Health Department and other experts. The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.

The Public Information Specialist will work closely with the Technology Director to re-test all communication systems to assure proper function. Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the Public Information Specialist will utilize the communication methods previously described to alert the school community.

The ability to utilize off-site systems will be tested. The District Office will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.

The Director of Facilities will meet with staff and monitor the ability to maintain essential function. The Director of Facilities will review essential building function procedures with the principal and chain of command. Sanitizing procedures will be reviewed. The Director of Facilities will work closely with the Superintendent or designee to implement different phases of the Plan as necessary.

The District Office will monitor absenteeism to assure maintenance of the command structure and possible need to amend existing procedures.

Based on recommendations from local and state authorities, schools may be closed. Our plan for education engagement will be implemented as previously described.

Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible.

We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our Public Information Specialist to keep the school community aware of the transition process.

We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.

We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.

Appendix D

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and 1 of subdivision 2 of section 2801-a (as amended by section I of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the following Susquehanna Valley CSD Labor Unions: District-Wide Resource Unit (DRWU), Susquehanna Valley Teachers' Association (SVTA), Susquehanna Valley Education Support Staff Association (SVESSA), and Certified, Non-Classroom Teachers (CNCT), as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and 1 of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State

on September 7, 2020, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope
This plan was developed exclusively for and is applicable to the Susquehanna Valley Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview
On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

Using hand sanitizer and washing hands with soap and water frequently, including:

- After using the restroom
- After returning from a public outing After touching/disposing of garbage
- After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions
This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations

Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them

- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/Al0832, "essential employee" is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/Al0832, "non-essential employee" is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations
The Superintendent of Schools of the Susquehanna Valley Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools. Upon the determination of implementing this plan, all employees and contractors of the Susquehanna Valley Central School District shall be notified by phone, text messaging and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All Susquehanna Valley Central School District Employees will be notified of pertinent operational changes by way of phone, text messaging and/or email. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Public Information Officer will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Susquehanna Valley Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.
Upon resolution of the public health emergency, the Superintendent of Schools of the Susquehanna Valley Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions
When confronting events that disrupt normal operations, the Susquehanna Valley Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.
Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency Provide vital services
2. Provide services required by law Sustain quality operations
3. Uphold the core values of the Susquehanna Valley Central School District

The Susquehanna Valley Central School District has identified as critical only those priority

functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.
Essential functions are prioritized according to:

- The time criticality of each essential function Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Essential Positions
Each essential function identified below requires certain positions on-site to effectively operate. The list below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

- Food service personnel - to prepare and distribute food to students and families deemed eligible Director of Facilities - to oversee facility maintenance and staff responsible for facility maintenance District maintenance personnel - to maintain facilities
- Clerical/Secretarial personnel - may be needed at times to assist with administrative tasks and distribution of learning materials and information
- Lead School Nurses - to act as a liaison between the local and state health departments and school
- Transportation personnel - to distribute food and materials to students and families and maintain bus fleet
- Building Principals and Assistant Principals - to maintain the educational process while remote learning is occurring and to continue administrative tasks associated with distribution of learning materials and information
- Director of Technology and Network Specialists - to maintain and support communications and technology infrastructure throughout the District
- Custodial personnel - to maintain upkeep of buildings and assist in cleaning food service and other utilized areas
- Superintendent and Assistant Superintendent - to oversee all aspects of of the continuation of operations

Reducing Risk Through Remote Work and Staggered Shifts
Through assigning certain staff to work remotely, we can decrease crowding and density at work sites.

Remote Work Protocols
Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

- All personnel are equipped with personal or district provided technology that allows for information sharing during a closure; in addition, most personnel have laptops for Zoom meetings with students and staff when necessary

- All district phone lines and numbers are capable of being transferred and answered remotely
- All district personnel are enrolled in a program that allows for mass communication through phone, text messaging and email

Staggered work shifts are not applicable due to rural location and small workforce.

Personal Protective Equipment
The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.
Protocols for providing PPE include the following:

- The district works with the Broome County Executive and UHS to procure large quantities of PPE including, but not limited to, sanitizer, gloves, masks and gowns
- Procurements are done in conjunction with other schools in the local BOCES
- The district maintains enough PPE to supply students and staff for a six month period
- PPE is stored in several locations throughout the district and is monitored by the Director of Facilities School nurses communicate needs to administration and the Director of Facilities when PPE inventory is low

Staff Exposures, Cleaning, and Disinfection
Staff Exposures
Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- All employees and contractors are screened prior to entering the building, including a temperature check All employees and contractors provide their name and contact information when entering a building Any employee or contractor who exhibits symptoms is immediately sent home and all areas and equipment used by that employee are cleaned and disinfected prior to any continued use of the areas or equipment
- The district works with the county health department to maintain a list of employees who are subject to quarantine and to assist in contact tracing when necessary
- The district adheres to state and federal guidelines regarding the Families First Coronavirus Relief Act and NYS Paid COVID-19 Sick Leave
- In the event of the expiration of the FFCRA and/or the NYS Paid COVID-19 Sick Leave, the district will adhere to the provisions for leave in each of the local collective bargaining unit contracts

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

- As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
- High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
- Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water before being disinfected.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Susquehanna Valley Central School District to support contact tracing within the organization and may be shared with local public health officials.

- Access to all buildings will be deactivated for all employees deemed non-essential
- Employees working on-site will enter buildings through designated entrances monitored by access control systems and will be screened for symptoms, sign in and provide exact hours of work in the building
- All employees will maintain a log of off-site visits and when appropriate follow the protocols established at other locations

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Susquehanna Valley Central School District's essential operations.

- The district will work with the local health department and other county agencies to determine sites for emergency housing if needed

As the authorized official of the Susquehanna Valley Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and I of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed by:

Name and Title:

Date:

Appendix E

The Susquehanna Valley Central School District acknowledges the possibility that we may have to utilize emergency closure days in excess to our built in emergency closure days. These additions are being made in accordance with the New York State Education Department required days and hours of instruction. Emergency conditions may include, but are not limited to; extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

Actions:

1. Every September, and upon enrollment of all new students, the District will assess each family for internet connectivity.
2. Every student in Grades 6 - 12 are issued school technology devices in order to allow students access to synchronous remote instruction as/if needed. Students are responsible for notifying the Main Office if their school issued device is not functioning properly.
3. Every student in Grades PK - 5 is issued a classroom only school device. In the event of an anticipated short duration event (i.e. - inclement weather) devices may be sent home with the student, or a parent/guardian can pick the device up at the Main Office. In the event of an unplanned long duration event (i.e. - communicable disease outbreak) parents/guardians will be asked to pick up their students' devices at the building. Notification of device pick up will be made by the District PIO and building principal or designee.
4. Families who do not have access to the internet need to contact the Principal. The Principal will consult with Computer Services for the possibility of a school provided MiFi device. Due to the nature of the emergency, infrastructure of the event, weather restrictions, and the varied terrain restrictions of the district residents, the Susquehanna Valley Central School District recognizes that not all students can utilize school provided MiFi devices.
5. The District will attempt to notify staff, students, and parents in the event that we may utilize remote instruction for a short duration event. It is the expectation that staff, and students, will take home their school issued device and make sure that they are charged and functioning properly.
6. Messaging of a remote instruction day will occur through our PIO. We will utilize our robo-call system, website, Facebook, and text messaging system for notification to parents and students that Susquehanna Valley CSD will be on a remote instruction day. Instruction:
7. It is the expectation that during remote instruction we will utilize Synchronous Instruction. Synchronous instruction may be complemented with Asynchronous instruction. Synchronous instruction will be provided through a school approved video conferencing platform.
    a. Grades PK-5 - Teachers will communicate their expectations for the day's learning to families through a classroom notification platform. This may vary by grade level and teacher. Participation, engagement, and understanding will be monitored through submitted work, and our video conferencing platform.
    b. Grades 6-12 - Students should follow their normal schedule for that day. A remote instruction day will continue in the number day pattern utilized during regular instruction. Participation, engagement, and understanding will be monitored through submitted work, and our video conferencing platform.
        i. Attendance:
            1. Teachers will take attendance as usual in SchoolTool.

2. Building level attendance will adjust attendance to reflect Virtual Present or Virtual Absent if needed.

ii. Students who can not access remote instruction:
   1. If a student can not access remote instruction due to loss of power or internet the student will be able to make up any missed class work.

iii. Students with disabilities:
   1. Students with disabilities will be provided accommodations during remote instruction.
   2. Special Education Teachers will reach out to students via a classroom communication platform to support students with a disability.

iv. Number of hours the District intends to claim for State Aid:
   1. A remote instruction day will count as a regular school day for the purposes of instructional hours.
   2. The Susquehanna Valley Central School District intends to claim the entire remote instructional day for State Aid

Appendix F - Cardiac Emergency Response

Susquehanna Valley Central School District Cardiac Emergency Response Plan

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in Susquehanna Valley school buildings, on school grounds, or at athletic events:

1. Ensure scene safety
   - Survey the area to protect the victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from the area etc.).

2. Shout for help

- If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)
- Follow 911 emergency dispatcher's instructions.
- Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee*.

3. CPR by CPR/AED certified school personnel
   - Check for breathing- if no breathing or the person is gasping for air, begin CPR immediately.

4. Defibrillation by CPR/AED certified school personnel
   - Use an AED to restore the heart to its normal rhythm.

5. EMS assumes lead upon arrival
   - If a student is the person needing care, a school administrator or designee should accompany the student to the hospital until the parent/guardian arrives.
   - Be prepared to download the school's AED data onto a flash drive to provide to EMS to give to the emergency department's physician.

6. School administration or designee notifies parent/guardian or staff member's emergency contact in accordance with district policy.

7. Document
   - In accordance with district policy, document event; including observations, all steps taken and by whom, who was notified, and information reported to EMS.

8. Hold a post event debriefing

Automated External Defibrillator (AED) Locations:
Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

Susquehanna Valley Central School District AED Locations [1] :
- Susquehanna Valley High School
  - Main Hallway outside of Library
  - Athletic Hallway between pool and locker rooms
  - Cardio Room
  - District Office
- Industrial Arts Building / Facilities / Transportation
  - Outside facilities and operations office
- Richard T. Stank Middle School
  - Main Lobby near Gymnasium
  - Technology hallway in vestibule going out to Baseball / Softball complex
  - 2nd floor (near elevator)
- Brookside Elementary School
  - Gym hallway outside music rooms

    - Main Lobby near front door
    - 3,4,5 Hallway distal doors
- F.P. Donnelly Elementary School
    - Main Lobby
    - Gym Breezeway
    - Pre-K Hall
- Transportation
    - Brookside bus garage
    - High School bus garage
- Athletics
    - Athletic trainer
    - Athletics (off-site usage)

[1] AED locations should be noted in the building level emergency response plan required school building map in accordance with Commissioner's regulation 155.17(c)(2)(iii).

Update Log		
Date	**Item**	**Page Reference**
12/11/25	Updated Appendix F - Cardiac Emergency Response Plan	24
6/1/26	Updated Personnel listed on team	1