

HOMER CENTRAL SCHOOL DISTRICT



Comprehensive School Safety Plan



July 2023

Homer Central School District
Safe Schools Against Violence in Education Act (“Project SAVE”) and Emergency Management Plan
2023-2024

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BACKGROUND

This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(c)(1). The Board of Education appointed a District-wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the Homer Central School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. This plan was adopted by the Board of Education on September 11, 2001 and submitted to the State Education Department on September 12, 2001.

Building-level safety plans have also been developed to comply with Project Save to establish specific emergency response plans for each school building. These building safety plans provide detailed response procedures for each school building in the Homer Central School District. Such plans will comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(c)(2).

Project SAVE requires that this Plan include policies and procedures on several prescribed topics. In some instances, a general policy on a prescribed topic is set forth in the Homer Central School District Safety Plan and the specific procedures to implement such a policy are included in the Building Safety Plans or annexed as an appendix to the Building Safety Plans.

Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the Homer Central School District’s priorities are first the protection of life, then preservation of property, and restoration to normal activities. This Plan and the Building Safety Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Safety Plan in a manner that will minimize loss of life, personal injury and property damage.

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INTRODUCTION

Providing an orderly plan for dealing with emergencies is an important component of the management of Homer Central Schools. Emergencies range from man-made problems such as fires and bomb threats to nature-made, such as blizzards and floods. Moreover they range from highly dangerous, life threatening situations to those of mere inconvenience. Through careful planning, the disastrous effects of an emergency can be minimized.

The guiding principles for emergency management planning is protection of life first, then preservation of property, including restoration to normal activities. Mandates which influence planning and decision making are included in this plan where appropriate.

This plan shall be accessible in all buildings to the Building Administrator, secretary and alternate persons who could take charge.

BOARD OF EDUCATION POLICY 5681

Emergency Plan: To provide for the health, safety and well-being of school students and employees and for the preservation of district resources and property, the Superintendent shall establish a disaster emergency plan for the school district, in accordance with Commissioner's Regulations and law.

ADMINISTRATIVE REGULATIONS

- An "Emergency Management Plan" is in place and all personnel have a responsibility to follow its directions. A copy is available in the office of each building principal and school nurse.
- The Assistant Superintendent for Business Services is responsible for arranging training for employees who have specific emergency responsibilities.
- The Emergency Management Plan will be reviewed and updated as necessary at least once each school year.

ADMINISTRATIVE PROCEDURES

A. GENERAL

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response shall be prepared for various emergencies, e.g., civil disturbances, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the office of each Building Administrator, building nurse, and building head custodian, as well as the office of the Superintendent, each central office administrator, the Transportation Supervisor, and the Director of Facilities.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

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The Superintendent is the District's Chief Emergency Officer(CEO) and the Superintendent’s office serves as the Emergency Command Post. The H-Tech Conference room will serve as an alternate command post

The Assistant Superintendent for Business Services will be responsible to ensure that the Command Post and Alternate Command Posts are equipped with a radio(s) to receive messages from the Emergency Broadcast System and the National Weather Bureau. Each Command Post shall also be equipped with a telephone, bull horn, emergency lighting, emergency telephone numbers, list of hazardous materials, school district profile, building plans, local and regional maps.

ADMINISTRATIVE PROCEDURES - continued

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, he/she will begin implementing the emergency plan by activating the chain of communication as follows:

Superintendent
Assistant Superintendent for Management
Director of Instruction

They and the Building Administrators, Transportation Supervisor, Director of Facilities and Food Services Manager may be alerted to report to the Command Post for communication accessibility. The administrators or supervisors should notify the Superintendent as soon as possible if they are to be delayed. All administrators and supervisors will remain on alert until the emergency is determined to be over or until notified by the Superintendent.

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: EARLY DISMISSAL, SCHOOL CANCELLATION, SHELTERING, HOLD IN PLACE, and EVACUATION.

The decision to close school remains exclusively with the Superintendent (Chief Emergency Officer). **In case of absence or unavailability, the chain of command for emergency decisions is:** Superintendent, Assistant Superintendent for Management, and Director of Instruction. The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (315-433-2602) as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

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In an emergency, all employees have a responsibility to protect and maintain the health, safety, and welfare of the district's students. Staff members may be assigned to accompany and supervise students. Ordinary rules of work hours, work site, job descriptions and any other contractual provisions are subject to state, county, or school district directives. Transportation staff members are expected to report to work when alerted of an emergency. Staff members involved in the response shall continue their response actions until the emergency is ended.

The Superintendent shall provide written information by October 1 of each school year to all students and staff about emergency procedures.

ADMINISTRATIVE PROCEDURES - continued

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal during each school year. Transportation and communication procedures shall be included in the tests. The sheltering drill may occur at any time during the school day. The early dismissal will begin fifteen minutes prior to the end of the regular school day. Parents shall be notified from the Superintendent's Office at least one week prior to an early dismissal.

The Superintendent and or their designee shall review and revise, as necessary, the Plan at least once each year.

B. BUILDINGS

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occurs. Since the safety and health of the students and staff are of prime importance, the Emergency Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Emergency Plan:

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action.
3. Identification of sites of potential emergencies (inside and outside sources)
4. Identification of resources available (equipment, manpower, etc.)
5. Diagrams of all buildings/wings by floor.
6. Identification of exit routes and shelter areas.

The Building Administrator is responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

C. TRANSPORTATION

Whenever a decision has been made to evacuate or dismiss early, the Transportation Supervisor, and/or dispatcher will notify all available drivers needed to report to the Transportation Center.

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This will usually take approximately 3/4 of an hour. Drivers reporting to the Transportation Center will be assigned a route. Normal bus driver assignments and routes may be suspended. The Director of Transportation will notify the school principals of the geographic area, which should be dismissed first.

Students who are outside the school district under district authorization (i.e., field trips, athletic events, BOCES) may not be returned to the school. They may be transported home or to a designated reception center as the emergency dictates.

All students will be evacuated by district buses only. No student will be allowed to drive any vehicle during the emergency evacuation.

The Transportation Supervisor will maintain a current list of regular and substitute bus drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan. Members of the transportation staff will be oriented to the emergency evacuation plan by the Director of Transportation.

DEFINITIONS

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING EMERGENCY RESPONSE PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(c)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.

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- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- H. DISTRICT-WIDE SCHOOL SAFETY TEAM – A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, student, teacher, administrator, and parent organizations, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- J. EMERGENCY – A situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- K. EMERGENCY RESPONSE BAG “Gotta Go Bag” - A conspicuously marked carry bag maintained in the Building Administrator’s office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. .
- L. EMERGENCY SERVICES ORGANIZATION – A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- M. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. EVACUATION – Moving students for their protection from a school building to a predetermined outside or off-campus designated assembly areas (see building level plan(s), section 9) location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- O. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- P. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- Q. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.

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- R. **HOLD-IN-PLACE SHELTERING** – The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work-areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- S. **INNER PERIMETER** - The immediate area of containment around the incident site.
- T. **LANDING ZONE** - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- U. **LOCKDOWN** - This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- V. **LOCKOUT**- Allows no unauthorized personnel into the building. All exterior doors are locked and main entrance is monitored by administrators, security or school resource officer. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when an incident is occurring outside school building, on or off school property.
- W. **MEDIA STAGING AREA** - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. **NATURAL DISASTER** - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. **OUTER PERIMETER** - The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. **POLICE DETAIL COMMANDER** - The police supervisor commanding police personnel detailed to the incident.
- AA. **POST-INCIDENT RESPONSE TEAM** – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or emergency.
- BB. **RELOCATION CENTER** - A location established for providing temporary shelter or care for persons displaced by an Emergency.

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- CC. DESIGNATED ASSEMBLY AREAS (SEE BUILDING LEVEL PLAN(S), SECTION 9) – Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- EE. SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock-down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.
- FF. SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students or held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- GG. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- HH. STUDENT REUNIFICATION AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.
- II. TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- JJ. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order or instruction during or after the occurrence of a violent incident.

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**2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION –
155.17(c)(1)(I)**

A. MAPS AND FLOOR PLANS

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Phone jacks for outside lines
3. Chemical Storage areas
4. Mechanical Storage areas
5. Kitchen area(s)
6. Mechanical rooms (HVAC, etc.)

The Building Specific Emergency Response Plans will include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated, and are placed with appropriate agencies.

B. SURVEY OF VULNERABILITY

The buildings covered in this plan include:

- a. Homer Senior High School
80 S. West Road
Homer, NY 13077
- b. Homer Intermediate/Junior High School
58 Clinton Street
Homer, NY 13077
- c. Homer Elementary School
1 Park Place
Homer, NY 13077
- d. Homer H-Tech/Transportation Center
Copeland Avenue
Homer, NY 13077
- e. Homer Maintenance Building
Park Street
Homer, NY 13077

We have surveyed sources of potential emergencies within our school buildings, grounds and community locations. Site-maps and floor plans of our buildings have been provided to local police and law enforcement but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways, industry and/or airports. A survey of vulnerability is included in each building level plan.

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3. PROTECTIVE ACTION OPTIONS - 155.17 (c)(1)(ii&xiv)

A. GENERAL EVACUATION

Evacuations may be necessary in the event of fire, weather, other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

1. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
 - (a) Fire Alarm
 - (b) Intercom System
 - (c) Verbal or Written Notification
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Emergency Response Plan and included in the Emergency Response Bag “Gotta Go Bag”. Normal evacuation routes will also be posted in each room.
4. Teachers are to bring their Daily Attendance Records with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers may be asked to turn in their Attendance Roster to the Building Administrator for use at the emergency command post.
5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school’s intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
7. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
8. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.

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9. All persons shall proceed to the designated assembly areas (see building level plan(s), section 9) and remain there until further notice.
10. Teachers must take attendance once in the designated Safety Zone, and are to notify the Building Administrator if a student is not present.
11. Any time teachers have to relocate their class; attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.
12. Occasionally, there may be a need to relocate students from the designated assembly areas (see building level plan(s), section 9) to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the designated assembly areas (see building level plan(s), section 9) will be made by the Incident Commander upon consultation with the Superintendent. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign out a student and pick up their child at the designated reunification site.
13. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
14. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

B. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Safety Plan shall have a list of special needs students and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan is in the Building Level Emergency Response Plan. This plan should include every child or staff member who has limited mobility and will be reviewed as necessary (i.e.) when students and personnel change.
2. In case of an Emergency where evacuation or a long-term stay on-site is required, the Director of Special Education and designated staff will respond to the Relocation Center or to the designated assembly areas (see building level plan(s), section 9) to assist with special education students and staff who serve them.

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3. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Special Education and/or designated staff will act to facilitate the use of such groups.

C. SHELTERING

There are times when it is necessary to move the school population to a single or multiple location(s) within a school building. This is called a “**Shelter in Place**”. In most cases, a shelter in place is done when there is a threat of an actual weather related incident or a bomb threat.

Shelter in Place Objectives:

- To minimize injury or death.
- To locate and contain any device or weather damage.
- To facilitate emergency responses.
- To establish safe routes and designated areas.

General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated ‘inside’ Safety Zone. Faculty will bring their class roster with them and maintain charge of their class in the designated assembly areas (see building level plan(s), section 9) unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.

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7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect through the local news media. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources in cooperation with the Incident Commander and request assistance from County Emergency Management Office, the American Red Cross and other agencies as appropriate
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

D. LOCKDOWN

There may be times when it is necessary to “**Lockdown**” a building. A Building Administrator, faculty, or staff member may initiate a lockdown 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.

RUN-HIDE-FIGHT protocol to be used.

Run if you are able, and it is safe to do so, **Hide** if unable or unsafe to run, **Fight** for your life if needed to eliminate risk of harm from suspect.

Lockdown Objectives:

- To minimize injury and death
- To facilitate effective response
- To move as many people as possible to a safe place
- To neutralize a threat

Lockdown procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. Protocols for a Lockdown response for each school building are in the Building Emergency Response Plans. General procedures are as follows:

1. A lockdown procedure is called when leaving or walking through the building would endanger the health and safety of student or staff, i.e. dangerous intruder.
2. The Building Administrator will apprise all building occupants of a lock-down order using the predetermined Emergency signal. Students and staff shall remain in their classrooms or work-area until the Building Administrator or law enforcement officials open the door.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
4. Building staff shall lock their doors and secure students out of the line of sight.

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5. Building staff will not respond to Fire Alarms during a lockdown unless signs of Smoke or Fire are observed.
6. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents and the media at the media reception area at a predetermined location.

E. LOCK-OUT

A Lock-out procedure is most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue within the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

1. The Building Administrator, or person in charge, will apprise all building occupants that lock-out procedures are being implemented.
2. The Building Administrator will contact 9-1-1 emergency responders (if not first appraised by law enforcement) and notify the Superintendent.
3. If emergency dictates, building staff should close and lock windows.
4. Students/staff who are on the school grounds will be immediately summoned to return to the school building.
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building.
7. Modify normal dismissal procedures as appropriate.

F. EARLY DISMISSAL

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent. Each Building Level Emergency Response Plan shall contain provisions on the development of a telephone tree for communications with parents or guardians regarding the early dismissal. That information is detailed in the Building-level Emergency Response plans.

1. Early dismissal is available as a building evacuation option for Emergency situations as decided by the Superintendent or designee.

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2. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
 3. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
 4. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the Emergency dictates will select alternate dismissal procedures and/or loading areas.
4. **PREVENTION AND INTERVENTION STRATEGIES 155.17 (c)(1)(iii)** The Homer Central School District operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence. One such District-wide program is described below:
- A. **SPECIAL EDUCATION PROGRAMS**
1. The programs serving students with emotional disabilities provide services include individual counseling, referrals for psychiatric evaluation and/or therapy delivered through private clinicians. Services provided by the district social worker and/or school psychologists meet with students and families and initiate or recommend behavior management programs in concert with outside agencies as appropriate. Special Education staff work with school counselors, administration, faculty and parents in addressing conflict issues and pursuing collaborative responses with students who are at risk for inappropriate or violent behavior.
 2. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
 3. The students are closely monitored by trained staff and any indication of violent behavior, e.g., rumor of weapons, is immediately followed up with the involvement of local law enforcement, social services, mental health services and parents.
 4. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization. Follow-up occurs on the part of the school psychologist with providers of clinical psychological and/or psychiatric care.

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5. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated. Mandated reporting expectations are honored, always involving the Building Administrator in concert with the school social worker, school nurse or school psychologist.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS –
155.17 (c)(1)(xiii & v)**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. These concerns are identified and addressed in the Homer Central School District Code of Conduct. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and or law enforcement officials.

A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student’s age and maturity level.
14. Has been a victim of abuse or been neglected by parents/ guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.

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23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

B. INTERPRETATION OF WARNING SIGNS

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. Therefore everyone concerned must take precautions that students are not needlessly stigmatized.

6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (c)(1)(xvi&xvii&v)

The Homer Central School District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community need. The Homer Central School District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise. The following is a list of intervention programs and services currently available at the Homer Central School District.

A. PROGRAMS UTILIZED THROUGHOUT THE HOMER CENTRAL SCHOOL DISTRICT

Each school building within the district has a character education program. Below are some highlights from the programs present within the district.

- School wide assemblies to recognize month’s themes/attributes: Respect, Responsibility, Caring, Problem-Solving, being safe.
- Classroom messages
- Literature-Books are read in the classroom to help illustrate character education attributes.
- PBS – Positive Behavior Programs exist in each building. Students receive a recognition specific to each buildings program.
- Community Based Support to an organization or charity.
- Whole school assemblies to celebrate outreach and diversity.
- School counselors working with each grade level as appropriate.

7. RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (c)(1)(ii)

The Homer Central School District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the

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District administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on The Homer Central School District property or elsewhere.

A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious;
 - Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and
 - Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
 - Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Immediately report the threat to a school administrator/designee; and
 - Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
 - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received

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5. Factors to consider when determining whether a threat is credible are listed in Appendix “G,” which contains a threat-assessment flow chart for use by administrators.
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
7. If it is agreed that the threat is credible:
 - The administrator will immediately consult with appropriate law enforcement
 - The school administrator shall take appropriate action in accordance with the given instructions
 - The administrator will activate student release if necessary
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

8. RESPONDING TO ACTS OF VIOLENCE - 155.17 (c)(1)(i)

A. RESPONDING TO ACTS OF VIOLENCE

When an “act of violence” (as defined herein) occurs the incident command system otherwise known as the building response team will follow the protocols established in the Building Level Plan. These include: determining the level of the threat; monitoring the situation; initiate emergency responses as appropriate; contact law enforcement.

B. POST INCIDENT RESPONSE TEAM

1. The Homer Central School District has established Post Incident Response Teams comprised of an Administrator, School Nurse, school Social Worker, and others who will assist the school community in coping with the aftermath of an Emergency or Serious Violent Incident.
2. The Post Incident Response Team will be activated whenever an incident occurs.
3. Additional post-incident response assistance is available, if necessary, through the Cortland County Department of Emergency Management and the Cortland County Department of Health

**9. EMERGENCY RESPONSE PROTOCOLS - 155.17 (c)(1)(xvi)
SITUATIONAL / MULTI- HAZARD RESPONSES - 155.17 (c)(1)(xiv),(xv),(xix)**

A. GENERAL PROTOCOLS

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The Building Emergency Response Plan contains specific procedures for each Standard Emergency Response outlined in Section 3 of this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate one or more of the following responses will be carried out:

1. EVACUATION - Takes place in the event of fire, bomb threat, or other emergency which requires students and staff to leave the building immediately.
2. LOCKDOWN – May be used in the event of a dangerous intruder, violence, civil disturbance or other Emergency during which movement about the building would endanger the safety of staff and students.
3. SHELTERING/HOLD IN PLACE - May be used in the event of an Emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated assembly areas (see building level plan(s), section 9) or other designated area. Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
4. LOCKOUT-Shall be used in the event of notification that a dangerous person or condition may be a credible threat to the security of the building. All exterior doors are locked and monitored by administrators or other assigned staff.

10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (c)(1)(iv)

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The Homer Central School District continually works with law enforcement to develop a mutually satisfactory protocol for such reporting. Until a formal protocol is developed, the following procedures shall be followed by District personnel:

A. SEQUENCE OF ACTIONS.

1. The first person who becomes aware of an emergency should notify the Building Administrator’s Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
 - Call 911
 - Call the Superintendent, or designee at (607)749-7241
4. The Reporting Guidelines that are set forth in the Building Emergency Response Plans should be implemented depending on the nature of the Emergency.

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**11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY
 - 155.17 (c)(1)(vii&viii)**

A. RESOURCES AVAILABLE

The following resources are available in the event of an emergency:

<u>RESOURCE</u>	<u>LOCATION</u>
Telephone System	All
Zoned Fire Alarm System	All except: Maintenance Building
Radio Station/Portable Radios	Transportation Center Custodial Offices in all schools
Public Address System	All except: Maintenance Building Transportation Center
First Aid Supplies	All
Fire Extinguishers	All
Electrical Generators, Built-in	High School Intermediate/Junior High Elementary School
Water Supply	All
Food Storage	High School Intermediate/Junior High Elementary School
Liquid Propane Fuel Storage	Maintenance Building
Vehicle Fuel Storage (Unleaded & Diesel)	Transportation Center
Flashlights, Batteries	All
Maps	All
Building Floor Plans	All
Buses	Transportation Center
Pick-up Trucks, Vans, Snowplows	Maintenance Building
Maintenance Tools & Equipment:	Maintenance Building
Portable Electrical Generator	
Portable Water/Mud Pump	
Portable Welder	
Portable Lifts	

B. STAGING AND TREATMENT AREAS

Staging and treatment areas will vary depending on the location of the emergency. Administrators, Supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

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C. LOCATION OF THE INCIDENT COMMAND POST

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Emergency Response Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location within the outer perimeter. Whenever possible, the Command Post should have the availability of land-line telephone communications.

D. PERSONNEL AT THE INCIDENT COMMAND POST

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Building Administrator or Site Supervisor, or in his or her absence, a designated staff person. He or she shall be designated the Incident Commander until law enforcement or emergency services personnel arrive. He or she shall bring the Emergency Response Bag for the affected school.
2. The Assistant Director of Facilities, or in his or her absence, a designated member of the Maintenance and Operations staff. He or she shall bring a radio capable of operating on District radio frequencies.
3. The School Safety Team for the affected building should report immediately to the designated command post unless otherwise instructed.
4. Other personnel as directed by the Incident Commander.

E. DUTIES OF THE SUPERINTENDENT

1. The Superintendent, or a designated administrator, will represent The Homer Central School District as part of the staff at the Command Post.
2. The Superintendent or designee will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He or she will act as the representative of The Homer Central School District, will facilitate the Homer Central School District’s response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students.

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3. The Superintendent or designee shall also be responsible for:

- Mobilizing District personnel and resources as necessary
- Designating a staff member to organize the District’s response as parents or guardians inquire either via telephone or in person as to the health and safety of their children
- Providing information to District Spokesperson with the approval of the Incident Commander
- Performing other duties as assigned by the Incident Commander
- Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list has been provided to selected administrators
- Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies
- Directing that each Building Administrator review the Building Emergency Response Plan for his or her school to update any personnel changes.
- A copy of any changes shall be sent to the Superintendent for inclusion in the Emergency Response Bag/”Gotta Go Bag” at each site, with copies provided to emergency response agencies.

4. The Superintendent, or designee will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent’s office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent’s office will also alert the Assistant Superintendent for Management, the Assistant Director of Facilities, and the District Spokesperson, where appropriate.

5. If an evacuation is ordered and off-site location sheltering is initiated, the Superintendent or designee may request additional personnel to report to the relocation site to help assist with the arrival of students from the building affected by the emergency.

F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this Plan and the Building Emergency Response Plan for your school prior to each school year with the Building Administrator.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.

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4. Work with the Building Administrator or site supervisor who will make arrangements for creating maps or folders which will show the Designated assembly areas (see building level plan(s), section 9) for each school and for determining pick-up of students and handicapped passengers at each school’s Designated assembly areas (see building level Emergency Response plan(s), section 9) and delivery of students at each school’s designated Relocation/Reunification Center.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

G. DUTIES OF FACULTY AND STAFF

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside
2. Help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
3. All District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
4. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
5. Building Administrators will designate staff to bring the Emergency Response/“Gotta-Go Bag” for all emergencies. This bag is to be brought out for all evacuations (inside, outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. This bag should minimally contain:
 - A flashlight and spare batteries
 - Updated class rosters for each class using the room
 - Emergency evacuation (including assisted evacuation) plans

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- Latex gloves
 - Pen and paper
 - Names and telephone numbers of crisis team members
 - List of assigned roles for school personnel and division personnel
 - Laminated sign with the classroom teacher’s name in bold letters
 - If you have been assigned a walkie-talkie (two-way) radio the batteries need to be checked regularly and a spare battery kept near the radio.
6. Special area teachers and non-instructional employees shall report to the designated assembly areas (see building level plan(s), section 9) and help where needed to chaperone or supervise students.
 7. Upon arrival at the designated assembly areas (see building level plan(s), section 9) or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students to Safety Zones or relocation site.
 8. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

H. DUTIES OF CUSTODIANS

The custodial staff shall follow the direction of the Assistant Director of Facilities , the Building Administrator or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
3. Provide support and be alert to needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

I. DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of

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an emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated assembly areas (see building level plan(s), section 9) or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies (a second Emergency Response/ Gotta Go Bag is stored in the building nurses office). Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the designated assembly areas (see building level plan(s), section 9) and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

J. DUTIES OF THE ASSISTANT DIRECTOR OF FACILITIES

In the event of an Emergency, the Assistant Director of Facilities will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Mobilize maintenance: Be prepared to share blueprints for any and all school buildings to police or Emergency officials whenever needed.
3. The Director of Facilities will also set up:
 - A system for sharing blueprints of our buildings if needed during an Emergency
 - A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties after an Emergency

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- A procedure for the assignment and use of powered equipment, maintenance vehicles, and other equipment from the Homer Central School District to assist as part of any Emergency.
4. Radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted. Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency personnel.
 5. Recommend a plan and process for resuming normal school operations. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible.

K. DUTIES OF THE SECRETARIAL AND SUPPORT STAFF

As directed by the Building Administrator, the building secretarial and all support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an “office” in the Designated assembly areas (see building level plan(s), section 9) if this area is activated.

L. DUTIES OF THE SPOKESPERSON

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the Homer Central School District is responding to it. The Homer Central School District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall assign a person to serve as District Spokesperson and Spokesperson for the Incident Commander.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson will be:
 - Fact Sheet as needed.

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- To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and District response;
 - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
 - To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
 - To organize the Homer Central School District response to parents; and
 - To provide for rumor control by keeping a TV set or radio tuned to a news station in Command Center only (not in classrooms and/or public places). The Spokesperson shall verify ALL facts heard and provide updates as appropriate.
2. The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the Incident Commander.
3. All news releases and public statements on behalf of the Homer Central School District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
4. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
- Causes or motives for the incident
 - Extent of casualties or damage
 - Expected duration of the operation
 - Liability or responsibility for the incident
 - Tactical responses, operations or considerations
5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
6. The Spokesperson should request that the media direct all parents to the person(s) specified in the Building Emergency Response Plan for information about, and reunification with, their children.

M. DUTIES OF THE TRANSPORTATION SUPERVISOR:

In the event of an Emergency, the Transportation Supervisor will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency.

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Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.

2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the predetermined relocation site(s) for each school. Ensure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center will function and often serve as a hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.
7. The Transportation Supervisor and law enforcement may declare at any time during an Emergency ALERT, which means ALL radio traffic not related to the emergency ceases. Normal radio traffic may resume only AFTER the Transportation Supervisor or law enforcement official cancels the alert.

N. DUTIES OF SCHOOL LUNCH MANAGER

In the event of an Emergency, the School Lunch Manager shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their building to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building’s food service team can assist other colleagues (secretaries, nurse, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.

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6. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

12. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENT AGENCIES - - 155.17(c)(1)(v)

In an Emergency, an appropriate responsible staff member will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact local governmental agencies such as the Village of Homer Highway Department or the Cortland County Emergency Management Center for assistance.. Each Building Safety Plan contains the names and the phone numbers of other agencies that may be contacted as appropriate.

13. INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(c)(1)(vi)

In the event of an Emergency, the Superintendent, or designee, the Building Principal/Site Supervisor or alternate person-in-charge, may need to contact specific emergency agencies as dictated by the situation, see Appendix C; “Emergency/Agency Telephone Numbers” for a listing.

14. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (c)(1)(ix & x&xii)

A. DISTRICT SITES

Upon notification or declaration of an emergency the Superintendent, or designee, will contact all The Homer Central School District locations to communicate emergency information and instructions.

B. PARENTS, GUARDIANS AND COMMUNITY

1. Parental Notification

At the start of the school year or when students enroll the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans for the child’s welfare if neither parent can be informed of early dismissal; and
- Special students’ needs: medical and other.

2. Parental and Community Notification

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency.

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During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the Homer Central School District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

- The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize The Homer Central School District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

C. STATE EDUCATION DEPARTMENT

The Superintendent will be responsible for notifying The New York State Education Department, as soon as possible whenever the emergency plan results in the closing of a school building within The Homer Central School District (except routine snow days).

15. SCHOOL SAFETY PERSONNEL – 155.17(c)(1)(xiii&xvii)

A. ALL STAFF

In addition to the assigned Safety/Security Personnel in the Homer Central School District, training has been provided to instructional, clerical, custodial and other support staff, where we review safety procedures for violence prevention and intervention strategies. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Working with Building Administrators and guidance counselors to present problems of truancy and work on solutions
- May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.

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16. MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(c)(1)(xiv)

A. TRAINING OF STAFF

1. Specific training shall be provided for school staff that has been assigned specific roles and areas of responsibility in the Building Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
2. Training for District staff is conducted throughout the school year. This training includes, but is not limited to Right-To-Know, Hazard Communication, Blood borne Pathogens, CPR and AED training, overview of The Homer Central School District SAVE/Emergency Response Plan and Code of Conduct. This training is conducted annually to ensure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Emergency Response Plans. The Homer Central School District coordinates with the Homer Police Department, the Cortland County Sheriff’s Department, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, CPR and first Aid courses, as well as additional incident specific programs.
3. Other agencies participating in this Plan (e.g., police, fire, EMS) conduct appropriate training as required.
4. Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone’s role in implementing an effective school emergency response.

17. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS

A. RESPONSIBILITIES OF THE HOMER CENTRAL SCHOOL DISTRICT

All Building Administrators and Program Supervisors will perform the following tasks with respect to training for staff and students.

1. Review District Safety Plan and the Building Emergency Response Plan for their particular building with their staff no later than 15 days after the beginning of the School Year. Any revisions to the Plan will be distributed to staff at the beginning of each school year.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by The Homer Central School District.
4. Prepare education, training, and drills required to assure effective operation of the plan.

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B. RESPONSIBILITIES WITH RESPECT TO STAFF

The following tasks shall be performed by the Building Administrators with respect to staff training. Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff and volunteers so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

18. EMERGENCY DRILLS AND EXERCISES – 155.17(c)(1)(xiv&xv)

A. CONDUCT OF DRILLS

The Homer Central School District program sites will hold one annual early dismissal and sheltering drill as well as routine fire drills. Periodic exercises and drills will also ensure the school staff’s ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

1. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:
 - Conducted at least once every school year;
 - Inclusive of transportation and communication procedures; and;
 - Held with at least one week’s notice to parents or guardians
 - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time.
2. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
3. Emergency services agencies and the Homer Central School District will cooperatively conduct meetings to discuss the Building Emergency Response Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include “tabletop exercises” where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.

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B. FIRE AND EMERGENCY DRILLS (FORMALLY FIRE DRILLS)

A total of 12 emergency evacuation drills shall be conducted each year, with eight occurring before December 31st. Four (4) of the 12 required drills **MUST** be Lockdown Drills, The remaining 8 can be evacuation drills (Fire Drills). The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Emergency drills must be taken seriously at all times. From the time the alarm sounds, until occupants are back in the building or an all clear has been given, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures for evacuation/Fire Drills:

1. See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
2. Take class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
 - Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
 - Be sure that staff and students know alternate escape routes from the classroom.

19. PLAN DISTRIBUTION AND REVIEW

A. COPIES OF THE PLAN

A copy of this Plan shall be kept in the office of the Superintendent, Assistant Superintendent for Management, Assistant Director of Facilities III, Building Administrators, Building Nurses, and Building Head Custodians.

20. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi)

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

A. BASIC PROCEDURES

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1. All District support staff are required to wear an employee badge whenever they are in any The Homer Central School District facilities, except as exempted for specific safety reasons.
2. When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear identification badges.
3. General access to buildings shall be limited to a clearly identified central access. All entrances, except for the main access, shall be locked and secured while classes are in session.

B. VISITOR PROCEDURES

The Superintendent encourages parents/guardians and other citizens to visit the Homer Central School District schools and classrooms. The community should feel welcomed in our schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Administrator, or designee, is responsible for all persons in the building and on school grounds. In light of today’s security concerns, building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years. If a staff member observes a visitor, including a vendor, who is not known to them, the staff member shall request that person to identify themselves. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building or immediately call law enforcement based upon a threat assessment.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.
5. All visitors are expected to abide by the rules for public conduct while on school property as outlined in The Homer Central School District Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
6. The Building Administrator is responsible to enforce the Homer Central School District Code of Conduct as applied to visitors.

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C. STAFF RESPONSIBILITIES

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately call law enforcement and report their presence to the Building Administrator immediately. The Building Emergency Response Plans contain detailed procedures for dealing with armed or dangerous persons.

21. INDIVIDUAL BUILDING INFORMATION

Each Building Level Emergency Response Plan contains maps and floor plans of the buildings, and information on the number of staff and students in that school.