

Delaware-Chenango- Madison-Otsego BOCES



District-Wide School Safety Plan

2018-19

TABLE OF CONTENTS

Introduction	4
Section I: General Considerations and Planning Guidelines	
A. Purpose	4
B. Identification of School Teams	4
C. Concept of Operations	6
D. Plan Review and Public Comment	6
Section II: General Emergency Response Planning	
A. Identification of sites of potential emergency	6
B. Actions in response to an emergency	7
C. District resources and personnel available	7
D. Procedures for coordination of district resources	7
E. Annual staff and student training	7
F. Hall monitors and other school safety personnel	8
G. Implementation of school security	8
Section III: Responding to Threats and Acts of Violence	
A. Policies for responding to implied or direct threats	8
B. Appropriate responses to emergencies	8
C. Contacting law enforcement agencies	9
D. Contacting persons in parental relation	9
E. Protective action options	9
Section IV: Communication with others	
A. Obtaining assistance during emergencies	9
B. Obtaining advice from local government officials	9
C. Informing other educational agencies	9
D. Maintaining information about educational agencies	10

Section V: Prevention and Intervention Strategies

A. Dissemination of informative materials	10
B. Prevention and intervention strategies	10
C. Improving internal communication	10

Section VI: Recovery

A. District support for buildings	11
B. Disaster mental health services	11

Appendices

Appendix 1: Building and population data	13
Appendix 2: Policies dealing with violence	14
Policy 350- Emergency Management Plans	15
Policy 360- Emergency Closings	16
Policy 605- Dangerous Weapons in School	17
Appendix 3: Training	19
Appendix 4: Identification of potential emergencies	20
Appendix 5: Protective action options	21
Appendix 6: Response Protocol for specific events	23
Appendix 7: Component district listing with contacts	28
Appendix 8: Adoption of plan	29

DELAWARE-CHENANGO-MADISON-OTSEGO BOCES

DISTRICT-WIDE SCHOOL SAFETY PLAN

PROJECT SAVE

(Safe Schools Against Violence in Education)

Commissioner's Regulation 155.17

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Delaware-Chenango-Madison-Otsego BOCES herein referred to as "BOCES", supports the SAVE Legislation. The District Superintendent encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

This BOCES District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. Upon the recommendation of the District Superintendent, the Board of Education appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

BOCES has created a District-wide School Safety Team including the following positions:

C.

School Board Member	Linda Zacek
Student Member	CTE Honor Society President
Teacher	Gina Rapp
Administrator	Perry Dewey/Michael MacDonald
Parent	Stravrola Ragusa
School Safety Personnel	Jason Lawrence
Other School Personnel	Tim Ashton Patti Gallaher Jen Waite-Ambra Robin Winchester

Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the District Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Post-incident Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans must be formally adopted by the Board of Education after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.
- While linked to the District-wide School Safety Plan, Building level Emergency Response Plans 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.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established the identification of potential sites and the internal and/or external hazards that may be present in them. These are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies.

Appendix 4 lists BOCES sites and the potential emergencies at each site.

B. Actions in response to an emergency

Multi-Hazard Response

BOCES has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as determined by the Building level School Safety Team	

Specific response protocols for Hostage/Kidnapping, Intruder and Bomb Threats are included in this Plan in Appendix 6.

C. District resources and personnel available for use during an emergency

BOCES has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in Appendix 5 of the Building-level Emergency Response Plans.

D. Procedures to coordinate the use of school district resources during emergencies

BOCES uses the Incident Command System model for emergency actions. For district-wide and building-level emergencies the Incident Commander will be The Assistant Superintendent or his designee.

In building-level emergencies, the administrator in charge or his/her designee will act as the initial Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staff are identified in the Building-level Emergency Response Plans.

E. Annual multi-hazard school training for staff and students

BOCES will conduct annual training for both staff and students in school safety issues. District level training will be coordinated by the Health & Safety Office and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and

preparedness of staff and students. Appendix 3 will include specific training modules at the various BOCES sites.

Building level training will be coordinated by the Building level Emergency Response Teams.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans may be revised as a result of these drills.

F. Hall Monitors and other school safety personnel

BOCES does not currently employ or utilize school security officers, so there are no policies or procedures to describe here. If and when BOCES does choose to employ school security officers, appropriate hiring and screening procedures will be added to this Plan.

School safety personnel within the BOCES include students and staff involved in the Security and Law Enforcement program at both of our campuses. These people function as school safety officers as a part of their coursework and are closely supervised and trained as per the Security and Law curriculum prior to being allowed to function in a security capacity.

G. Implementation of School Security

The following building security measures are taken at BOCES;

- Signs are posted indicating that parents and visitors must report to the main office/desk to sign in
- Staff are trained to challenge suspicious persons encountered in buildings
- Building Entrance security is maintained throughout the day
- Two way radios are used by key personnel as needed.
- The services of canines to randomly search for drugs and/or weapons is available as needed

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

BOCES has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document and further detailed in the BOCES Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero tolerance policy toward acts of school violence and decided that such a policy was not appropriate at this time.

B. Response Protocols

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. These plans were developed with, but not restricted to the following protocols:

● Identification of decision makers	● Procedures to notify parents
● Plans to safeguard students and staff	● Procedures to notify media
● Procedures for transportation, if necessary	● Debriefing procedures

C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

BOCES recognizes the importance of law enforcement involvement as quickly as possible at the outset of violent incidents. Law enforcement officials will be contacted at the direction of the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as timely as possible. Law enforcement agencies are contacted by dialing 911.

D. 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

BOCES will contact appropriate districts, parents, guardians or persons in parental relation to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

E. Protective Action Options

The District recognizes that appropriate response to emergencies varies greatly. School cancellation, early dismissal, evacuation and sheltering are the protective action options that the Building-Level School Safety Teams, in cooperation with local emergency responders, have included in the Building-Level Emergency Response Plans. Appendix 6 describes the Protective Action Options.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

B. Procedures for Obtaining Advice and Assistance from Local Government Officials

The Incident Commander will contact the Chenango or Delaware County Emergency Services Department in accordance with Article 2-B of the Executive Law- Disaster Preparedness for advice and assistance as required during an emergency.

C. A system for informing all educational agencies within a school district of a disaster

BOCES will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone. Appendix 7 lists names and contact numbers of the 16 component districts within the Delaware Chenango Madison Otsego BOCES.

D. BOCES will maintain certain information about each educational agency located in the school district

At a minimum, each Building-level Emergency Response Plan will include the following information:

- School population
- Number of staff,
- Transportation needs, and
- Telephone numbers of key officials of each such educational agency

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures for the dissemination of informative materials

BOCES is committed to the use of the interpersonal violence prevention education package for grades kindergarten through twelve, when available and where applicable.

Pamphlets and violence prevention information is distributed to staff members through email and payroll stuffers at various times during the year. Violence prevention brochures are made available to parents during open houses. Students are offered materials in interpersonal violence prevention via their home school districts as well as annual discussions during one period or more of class time in some subject areas.

B. Prevention and intervention strategies

BOCES continues to develop and investigate various strategies regarding violence prevention and intervention as addressed in the Professional Development Plan. Such strategies include annual training in violence prevention, intervention and identification techniques at Superintendent Conference Days, Project SAVE training for all staff members and other topics as may be defined during the year.

C. Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents

BOCES recognizes that communication is a vital key in the prevention and intervention of violence in schools. As such, BOCES continues to develop and investigate various strategies regarding violence prevention and intervention. To that end, BOCES maintains or is exploring programs in the following areas:

- Non-violent conflict resolution training programs
- Peer mediation and youth courts
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Youth run programs
- Establishing anonymous reporting mechanisms for school violence
- Others based on identified need

Additionally, BOCES will cooperate and support the initiatives of communication enacted by its component districts in an effort to provide consistent programs and initiatives to students attending BOCES-run courses.

Section VI- Recovery

A. District Support for Buildings

All the district's manpower and resources will be available to any of our sites that have endured an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a District goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident crisis response critique, the notes from the Incident Command Team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

B. Disaster Mental Health Services

The DCMO BOCES understands how an emergency can have a major effect on the well being of students, staff and the community at large. The district will coordinate resources with Chenango or Delaware County Mental Health Services and the Post-incident Crisis Response Team to provide appropriate mental health services to our population should the need arise.

APPENDICES

Appendix 1:

School buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

Chenango Area Campus

Building Name	Address	Contact Name	Telephone Number
Chenango Campus	6678 County Road 32 Norwich, NY 13815	Ismael Villafane	(607) 335-1236
Support Services Center	6678 County Road 32 Norwich, NY 13815	Perry Dewey District Superintendent	(607) 335-1233

Robert W. Harrold Campus

Building Name	Address	Contact Name	Telephone Number
Building "A"	270 BOCES Drive Sidney Center, NY 13839	Randy Smith Building Principal	(607) 865-2558
Building "B"	270 BOCES Drive Sidney Center, NY 13839	Randy Smith Building Principal	(607) 865-2558
White House	270 BOCES Drive Sidney Center, NY 13839	Randy Smith Building Principal	(607) 865-2558

Appendix 2:

Policies dealing with violence on school property

Policy 350 – School Safety Plans

Policy 360 – Emergency Closings

Policy 605 – Dangerous Weapons in School

350 School Safety Plans

To ensure the health and safety of students and staff, the Board of Education has the responsibility to promulgate and regularly update multi-hazard school safety plans for the BOCES. These plans include a district wide school safety plan and building level school safety plans. These plans should be designed to ensure the integration and coordination with similar emergency planning at the municipal, county and state levels. The plan must be designed to prevent or minimize the effects of emergencies and to coordinate the use of resources.

For the purposes of this policy, an emergency is defined as a situation that requires immediate action, occurs unpredictably and poses a threat of injury or loss of life to students or school personnel, or threatens severe damage to school property.

The Assistant Superintendent for Management Services will be responsible for developing, and updating by July 1 every year, the district wide and building level school safety plans for each of the BOCES sites. Following the Regulations of the Commissioner (155.3, 155.4, and 155.13), the safety plans must provide for sheltering, evacuation, early dismissal, written notification to students and staff, and an annual drill in conjunction with local and county emergency preparedness administrators.

The Assistant Superintendent for Management Services will be responsible to ensure that copies of the district wide school safety plan and a summary of each building level school safety plan will be made available for public inspection and that there are copies in appropriate places throughout the BOCES.

Building level safety plans 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.

Every year by October 1, all students and staff should be provided with written information about the emergency procedures. In addition, the BOCES must conduct at least one test each year of its emergency plan for sheltering or early dismissal of students.

Adopted: 5/26/94
Readopted: 6/27/01
Education Law 3623 (2)
8 NYCRR 155.3; 155.4; 155.13

360 **Emergency Closings**

The District Superintendent is authorized to close the schools and campuses in instances when hazardous weather or other emergency conditions threaten the safety, health, or well-being of students and/or personnel. Decisions about the closing of each campus will be made based on a variety of factors including:

1. Existing and predicted weather conditions;
2. The actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous;
3. Inability of teaching personnel to report for duty;
4. The number of districts sending students to a particular campus who have closed.

When BOCES programs are closed for hazardous weather or emergency conditions for students, teaching staff do not have to report. Administrators and office staff will be required to report, unless the District Superintendent closes the campus due to a county-declared state of emergency or other circumstance.

Information regarding the closings of the schools and the campuses will be broadcast on local radio stations.

Adopted: 5/26/94

Readopted: 9/24/98

605 Dangerous Weapons in School

No student, employee, or visitor to the Delaware-Chenango-Madison-Otsego BOCES shall have in his/her possession upon school premises (including in vehicles parked on school property) any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

In addition to the above prohibition, no student, employee, or visitor to the Delaware-Chenango-Madison-Otsego BOCES shall have in his or her possession upon school premises any look-a-like firearm or dangerous weapon.

In accordance with the Gun-Free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property after a hearing has been provided pursuant to section 3214 of the Education Law will be subject to at least a one-year suspension from BOCES. However, after this penalty has been determined, the District Superintendent will review the penalty and may modify such suspension on a case-by-case basis. If the District Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty on criteria including but not limited to:

1. the age of the student;
2. the student's grade in school;
3. the student's prior disciplinary record;
4. the Superintendent's belief that other forms of discipline may be more effective;
5. input from parents, teachers and/or others; and
6. other extenuating circumstances.

Notification of the disciplinary action will be immediately sent to the student's home district.

A student found guilty of bringing any other weapon or look-a-like weapon onto school property shall be disciplined in an appropriate fashion and in accordance with District procedures and applicable Education Law.

An employee of the Delaware-Chenango-Madison-Otsego BOCES found guilty of bringing a firearm, dangerous weapon, or look-a-like on school property shall be subject to discipline under the provisions of applicable law or under BOCES policy. A visitor found possessing a firearm, dangerous weapon or look-a-like weapon on school property shall be asked to leave school property and the administration will determine if further action needs to be taken.

New York State Peace Officers and Police Officers are the only people permitted on school property to have a weapon in their possession.

Ref: Goals: 2000, Educate America Act, P.L. 103-227
(Gun-Free Schools Act of 1994) 18 USC §921
Education Law 3214

Adopted: 11/17/94

Readopted: 1/28/99

Appendix 3:

Training modules at BOCES sites- 2018-2019

R W Harrold Campus

New Employee Orientation- September, 2018- Policy overview

Lock down/evacuation Drill – October 2, 2018, November 6, 2018, December 18, 2018

Evacuations - September 24, 2018, October 19, 2018.

Chenango Campus

New Employee Orientation- September, 2018- Policy overview

Hazard Communication Training- September, 2018

Lockdown/K9 sweep & Drill- October 2, 2018, October 8, 2018.

Evacuations – October 15, 2018, October 11, 2018, October 29, 2018

Support Services Center

New Employee Orientation- September, 2018- Policy overview

Hazard Communication Training- August, 2018

**Appendix 4:
Sites and potential emergencies**

Site	Hazards
Chenango Campus 6678 County Road 32 Norwich, NY 13815	Occupational Center, Pole Barns, Building Trades project, Sap House, Old Print Shop, Support Services Center, Day Care Playground, Oil tanks, Underground Propane tanks, Gasoline Dispensing area, Waste Water holding pit, Windmill, Parking areas, County Road 32, Whaupanaucan Road, Warren Eaton Airport, Railroad, Conservation work areas, Ponds, Woods and fields around campus
Robert W. Harrold Campus 270 BOCES Drive Sidney Center, NY 13839	"A" Building, "B" Building, White House, Pole Barns, Sap House, Waste Water Treatment Facility, Day Care Playground, Oil tanks, Gasoline dispensing area, Solar panel, Parking areas, State Route 206, Conservation work areas, Woods and fields on and around campus, Ponds

Appendix 5: PROTECTIVE ACTION OPTIONS

A. Definitions of Protective Action Options

Early Dismissal meets the need to return students to their home schools, home and family as rapidly as possible.

Evacuation to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

Sheltering may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For Weather related (tornado, hurricane, severe storm etc.) internal sheltering, areas within the buildings are used. These areas include rooms and halls without glass windows, doors, or skylights. Gymnasiums, cafeterias and other spaces with wide free span roofs are NOT used. When evacuation from one of our buildings is deemed appropriate, but early dismissal is not, sheltering in other buildings on campus is used.

B. Introduction

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the District Superintendent and/or Director of Facilities
- Activate the Building-level Emergency Response Team

C. Procedures of Protective Action Options

School Cancellation

- Monitor the situation - by the District Superintendent/Incident Commander or Designee
- Make Determination –by the District Superintendent/Incident Commander or Designee
- Contact the local media

Early Dismissal

- Monitor the situation - by the District Superintendent/Incident Commander or Designee
- If conditions warrant, close school- by the District Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

Evacuations (before, during and after school hours)

- Determine the level of threat-by the District Superintendent/Incident Commander or Designee
- Contact the transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to insure that staff, students and visitors have been safely evacuated
- Establish a command post

- All non-instructional staff shall report to the command post for direction and duties
- Account for all student and staff population. Report any missing staff or students to the Building/Program Administrator
- Make determination regarding early dismissal- by the District Superintendent/Incident Commander or Designee
- If determination was made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center so that parents may make inquiries as to the situation
- Student/visitor driver's identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

Sheltering sites (internal and external)

- Determine the level of threat- by the District Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on nature of incident
- Contact the transportation Supervisor to arrange transportation to external site- if needed
- Transport by foot or vehicle to external sheltering site- if needed
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, visitors have been safely evacuated
- Establish a command post
- Account for all students and staff. Report any missing staff to or students to the Building/Program Administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- If persons in parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

Appendix 6:
Response Protocols to Specific Incidents

BOMB THREAT

Response Action:

1. Upon receipt of a bomb threat by telephone:
 - a. Ask the following questions (refer to **Bomb Threat Information Sheet**):
 - * Where, specifically, is bomb located?
 - * When, exactly, is bomb set to go off?
 - * What materials are in the bomb?
 - * What does the bomb look like?
 - * Why is caller doing this?
 - * Who is caller?
 - b. Write down answers to the above.
 - c. Describe the caller's voice:
 - * Was it male or female?
 - * Was it young or old?
 - * Was the voice disguised or have an accent?
 - * Describe any background noises.
2. Notify building administrator.
3. Notify police and superintendent, building administrator.
4. Notify staff and students to evacuate the building, building administrator. **DO NOT MENTION "BOMB SCARE!"**.
 - a. Use public address system, **NOT** the fire alarm.
 - b. Set a guard at each entrance of the building to prevent people from reentering the building.
5. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Turn control of building over to them building administrator.
 - a. Arrange with police to have medical assistance stand by in the event that a device is found.

Recovery Action:

1. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

HOSTAGE

Response Action:

1. Identify hostage situation first person on the scene.
2. Notify the building administrator.
3. Immediately notify police of the situation and follow their instructions, building administrator.
4. Inform superintendent of situation and actions taken building administrator.
5. Upon arrival of police officials, implement the following response actions as necessary:
 - * isolate area of building involved
 - * notify parents or spouse
 - * public information statements
6. The police will determine the termination of the emergency.

INTRUDER

Response Action:

1. Identify the intruder first person on the scene.
2. Notify the building administrator.
3. Building administrator will initiate lockdown procedures as per the Building Level Emergency Response Plan for that building.
4. Advise police of situation and follow their instruction for handling intruder(s) and ensuring safety of students and staff building administrator.
5. Based on advise of police, confront the intruder building administrator.
6. Escort intruder out of the building, building administrator.
7. If intruder refuses to leave, maintain surveillance and summon police, building administrator.
8. Police or building administrator to determine the termination of the contingency.

KIDNAPPED PERSON

Response Action:

1. Identify kidnapping incident first person on the scene.
2. Notify building administrator.
3. Building administrator will initiate lockdown procedures as per the Building Level Emergency Response Plan for that building.
4. Immediately notify the police. Advise them of the situation and follow their instructions building administrator.
5. Notify the superintendent building administrator.
6. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquiries.
7. Police to determine the termination of emergency.

Preplan Action:

Develop attendance procedures to account for pupils and for unscheduled releases during school.

**Appendix 7:
Names and contacts of component districts**

District Name	Address	Town	Superintendent	Telephone
Afton Central School District	29 Academy St	Afton	Timothy McNamara	(607) 639-8229
Bainbridge-Guilford Central School District	18 Juliand St	Bainbridge	Timothy Ryan	(607) 967-6321
Delaware Academy School District at Delhi	2 Sheldon Dr	Delhi	Jason Thomson	(607) 746-1300
Downsville Central School District	14784 State Highway 30	Downsville	John Evans	(607) 363-2110
Franklin Central School	26 Institute St	Franklin	Brad Zilliox	(607) 829-3551
Gilbertsville- Mount Upton Central School District	693 State Highway 51	Gilbertsville	Annette Hammond	(607) 783-2207
Georgetown-South Otselec Central School District	125 County Rd 13A	South Otselec	Robert Berson	(315) 653-7218
Greene Central School District	40 South Canal St	Greene	Gordon Daniels	(607) 656-4161
Hancock Central School District	67 Education Lane	Hancock	Terrance Dougherty	(607) 637-1300
Norwich City School District	89 Midland Drive	Norwich	Gerard O'Sullivan	(607) 334-1600
Otego-Unadilla Central School District	2641 State Highway 7	Otego	David Richards	(607) 988-5038
Oxford Academy and Central School District	12 Fort Hill Park	Oxford	Shawn Bissetta	(607) 843-2025
Sherburne-Earlville Central School District	15 School St	Sherburne	Eric Schnabl	(607) 674-7300
Sidney Central School District	95 W Main St	Sidney	William Christensen	(607) 563-7700
Unadilla Valley Central School District	4238 State Highway 8	New Berlin	Robert Mackey	(607) 847-6075
Walton Central School District	47-49 Stockton Ave	Walton	Lawrence Thomas	(607) 865-4116

Appendix 8:

Adoption of Plan

Date of re-adoption by Board of Education of District-wide School Safety Plan

Minutes of committee meetings, Board of Education meetings and appropriate resolutions are kept by the BOCES Board of Education Clerk.