

**DISTRICT-WIDE
SCHOOL SAFETY PLAN
for
ALEXANDRIA CENTRAL
SCHOOL DISTRICT**

(Updated: September 2023)

ALEXANDRIA CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN
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. School 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 school district with local and county resources in the event of such incidents or emergencies. The district-wide plan is consistent with the more detailed emergency response plan 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 variant of emergencies in each school district and its schools.

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

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose:

The Alexandria Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent of the Alexandria Central School District 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:

Alexandria Central School has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

POSITION	NAME
Administrative Representative	Superintendent
Administrative Representative	PreK-6 Principal
Administrative Representative	7-12 Principal
Head Custodian	Darin Trickey
School Health Personnel	Patricia Hunneyman - Nurse

C. Concept of Operations:

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

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 may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-Wide School Safety Plan, the Building Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- 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 school district has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

Alexandria Central is a single building district located at 34 Bolton Avenue in Alexandria Bay, NY, 13607. Principals are Mrs. Kylie Morgia, Elementary, and Mr. Robert Fountain Secondary. They are available at (315)482-9971, Ext. 2120 (elementary) and (315) 482-9971, Ext. 2121 (secondary).

B. Plan for taking the following actions in response to an emergency where appropriate, including, but not limited to:

The school district 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.

The school district has incident specific procedures for multi-hazard plans. These include Incident Command System, contacting local, state, and federal agencies (or Fort Drum) by calling 9-1-1. Specific steps for each type of incident are located in the Building Level Plan.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural (weather related)	Hazardous Material
Evacuation	Sheltering
Lock down	Lock in
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Other as determined by the Building Level School Safety Team.	

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

The school district 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 Plan as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building-Level Emergency Response Plan.

The American Red Cross Mass Care Survey details all available resources. The survey is found in the Building Level Plan.

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

The school district uses the Incident Command System model for emergency actions. For district-wide and building-level emergencies the Incident Commander will be the Superintendent. The Incident Commander is authorized to activate such resources and personnel appropriate. 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.

The school district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. See Incident Command System Position and Description Chart. Specific procedures, policies, persons, phone numbers, and training are located in the Building Level Plan.

The Incident Commander will contact 9-1-1.

The school district will notify parents, staff, students of any cancellations, early dismissal, evacuation, and sheltering through specific procedures outlined in the Building Level Plan. These procedures include the use of radio, telephone, and television provided that we have electricity.

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

The school district will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Health & Safety Office. Training 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.

Drills and other exercises will be coordinated with local, county, and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Drills and other exercises are coordinated with local, county, and state emergency responders and preparedness officials including fire department, police agencies, and in the case of a bomb threat, Fort Drum. Existing plans will be revised in response to post-incident critiques of these drills, see local Building Level Plan.

F. Staff development:

Each year during a Superintendent's Day, training in Violence Prevention and Intervention & Blood Born Pathogens will be offered. Refresher training in searching for suspicious packages will be provided as needed.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

The school district 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 4 of this document. (See also Code of Conduct policy)

Based on the situation, the Incident Commander will determine the appropriate steps to be taken. These may include, but are not limited to: lock-down, search, evacuation, or contacting 9-1-1. Specific steps are outlined in the Building Level Plan. The Incident Commander will monitor the incident; adjust his/her response to the incident, and work to protect students and staff. Specific policies are listed in Appendix 4, the Code of Conduct, and the student planner.

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

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, based upon the

“closest response agency” concept, to ensure that the response to the incident is as rapid as possible. The District will call 9-1-1 for assistance.

Also see Appendix 4. The specific procedures are outlined in the Building Level Plan. The school district has considered zero policies, and will not adopt them. Incidents will be judged on a case-by-case basis using the Code of Conduct, other school district policies, and the good judgment of the school board and the Superintendent.

C. Appropriate responses to emergencies:

The school 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 Plan details the appropriate response to such emergencies.

The school district has developed specific procedures for responding to bomb threats, hostage taking, intrusion, and kidnappings. Lock-down, evacuations, and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building Level Plan.

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:

The school district will contact appropriate parents, guardians or persons in parental relation to the student via media release, telephone 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.

The school district has plans and procedures to contact parents and guardians through the use of telephones, radio stations, intercom, fax, emergency alert systems, e-mail, television, and written communications. Specific procedures are outlined in the Building Level Plan to handle early

dismissals, evacuation, and sheltering. Contact phone numbers are listed in the phone directory found in the Building Level Emergency Response Plan.

Parent and guardian phone numbers are found in the Elementary and Secondary Offices and each classroom.

The Incident Commander, based on the situation, will make the determination as to which form of communication will be used; i.e. television, radio, phone numbers.

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.

The school district will use the Incident Command System and follow the related protocols. The school district has developed relationships with local police, fire, and emergency management personnel including those at Fort Drum. The Incident Commander will contact 9-1-1.

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law:

The Alexandria Central School District will work with county and other local officials when an Article 2-B emergency is declared.

The Incident Commander, based on the actual Article 2-B situation, will contact the emergency management office for guidance by calling 9-1-1.

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

The school district will notify any appropriate educational agencies within 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.

In accordance with the chart of “Educational Facilities within the District”, the Incident Commander will contact and inform them of disasters when required.

D. Maintaining certain information about each educational agency located in the school district, including information on:

Each Building Level Emergency Response Plan will include the following information:

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

The Building Level School Safety Team will insure that this information is current and accurate.

See the Building Level Plan for names and phone numbers of students at BOCES or parochial schools.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including the use of school safety officers and security devices:

**** See Appendix 6**

B. Policies and procedures for the dissemination of informative materials:

The school district is committed to the use of age-appropriate interpersonal violence prevention educational packages for the students of the Alexandria Central School.

C. Prevention and intervention strategies:

The school district continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that staff are adequately trained to de-escalate potentially violent situations
- Non-violent conflict resolution training programs
- Peer mediation programs and youth courts
- Extended day and other school safety programs

D. Strategies for improving communication among students and between students and staff and the reporting of potentially violent incidents:

The school district recognizes that communication is a vital key in the prevention and intervention of violence in schools. The school district is exploring programs in the following areas:

- Youth-run programs
- Peer mediation
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence, DASA, and
- Others based on district need

The following programs are offered at Alexandria Central School to increase communication between students and staff: Conflict Resolution, Assertive Discipline, Peer Tutoring, and Mentors. Information is found in our Student Handbook and Code of Conduct.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel:

The school district currently does not employ hall monitors or other safety personnel. If we ever do, job descriptions, hiring procedures, and appropriate training will be developed as we do for every other staff position in the district.

APPENDICES

Appendix 1

List of any school building covered by the District-Wide School Safety Plan with addresses of buildings, and contact names and telephone numbers for building staff.

Building Name	Address	Contact Name	Phone Number
Alexandria Central School, Pre K-12	34 Bolton Ave. Alexandria Bay, NY	Superintendent Chris Clapper	(315)482-9971, x2070

Appendix 2

Building Risk Determination

Appendix 3

Training policy

Appendix 4

Policies dealing with violence on school property

Appendix 5

Regulation references

- 155.17
- Executive Law 2B Appendix 6

Policy (or policy number) regarding building security, school safety officers, and dissemination of informative materials here.

Appendix 6

Building Security - Community Relations Policy

Appendix 7

Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

Appendix 8

Copies of all Building-Level Emergency Response Plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Appendix 9

Memoranda of Understanding or agreements relevant to implementation of the District-wide Plan and, where appropriate, Building-Level Emergency Response Plan.

Appendix 2

Building Risk Determination

Building	Address	Internal Hazards	External Hazards
Alexandria Central School	34 Bolton Avenue Alexandria Bay, NY		

Internal Hazards	
Civil Disturbance	<ul style="list-style-type: none"> • Gas leak
<ul style="list-style-type: none"> • Bomb threat 	<ul style="list-style-type: none"> • Heating system failure
<ul style="list-style-type: none"> • Hostage 	<ul style="list-style-type: none"> • Roofing failure
<ul style="list-style-type: none"> • Intruder 	<ul style="list-style-type: none"> • Sewage system failure
<ul style="list-style-type: none"> • Kidnapped person 	<ul style="list-style-type: none"> • Structural failure
<ul style="list-style-type: none"> • Civil Unrest 	<ul style="list-style-type: none"> • Water system failure
<ul style="list-style-type: none"> • Anthrax (bio-terrorism) 	
<ul style="list-style-type: none"> • Lock-down 	Medical Emergency
<ul style="list-style-type: none"> • Evacuation 	<ul style="list-style-type: none"> • Allergic reaction/ Bleeding/Blow to the head
<ul style="list-style-type: none"> • Sheltering 	<ul style="list-style-type: none"> • Broken bones/Burns/ Choking/diabetic shock
<ul style="list-style-type: none"> • Lock-in 	<ul style="list-style-type: none"> • Seizures/Shock
	<ul style="list-style-type: none"> • Bites
Fire and Explosion	<ul style="list-style-type: none"> • Blood/Body fluid exposure (infection control)
<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Electric shock
<ul style="list-style-type: none"> • Explosion 	<ul style="list-style-type: none"> • Epidemic
	<ul style="list-style-type: none"> • Food poisoning
Systems Failure	<ul style="list-style-type: none"> • Heart attack
<ul style="list-style-type: none"> • Electrical system failure 	<ul style="list-style-type: none"> • Toxic exposure
<ul style="list-style-type: none"> • Fuel shortage 	<ul style="list-style-type: none"> • Death/Suicide

External Hazards	
Weather Related	Environmental Problems
<ul style="list-style-type: none"> • Flood/Mudslide 	<ul style="list-style-type: none"> • Air pollution
<ul style="list-style-type: none"> • Storm/Snow/ Ice/Wind/hurricane 	<ul style="list-style-type: none"> • Blood/mudslide
<ul style="list-style-type: none"> • Thunder/Lightning storm 	<ul style="list-style-type: none"> • Hazardous Material spills/releases
<ul style="list-style-type: none"> • Tornado 	<ul style="list-style-type: none"> • Radiological incident
	<ul style="list-style-type: none"> • Extreme cold/heat
Other External Hazards	<ul style="list-style-type: none"> • Toxic Material spills/releases
<ul style="list-style-type: none"> • Airplane crash 	<ul style="list-style-type: none"> • Water contamination
<ul style="list-style-type: none"> • School bus incident 	
<ul style="list-style-type: none"> • earthquake 	

Appendix 3

Training will be provided by the Jefferson-Lewis BOCES Health & Safety Office as required.

Topics that will be offered include:

- Violence Prevention and Intervention
- Incident Command System
- Red Cross Shelter Management
- Searching for Suspicious Packages
- Bullying
- Sexual Harassment

Appendix 4

Policies Dealing with Violence on School Property

Board Duties and Responsibilities:	1410	Policy & Administrative Regulations
	6110	Code of Ethics
Employee Rights:	3411	Unlawful Possession of a Weapon on School Grounds
	3412	Threats of Violence in School
	6121	Sexual Harassment of District Personnel
	6122	Complaints and Grievances by Employees
	6150	Alcohol, Drugs and Other Substances
	6151	Drug Free Workplace
	6551	Family and Medical Leave Act
Student Rights:	7250	Student Privacy, Parental Access to Information and Administration of Certain Physical Exams to Minors

Appendix 4 (continued)

Student Rights:	7551	Sexual Harassment of Students
Student Safety:	7320	Alcohol, Tobacco, Drugs, and Other Substances
	7360	Dangerous Weapons
	7530	Child Abuse and Neglect/ Maltreatment
Student Responsibilities:	7310- 7360	Code of Conduct

Appendix 5

Regulations

Regulation numbers coincide with policy numbers.

Appendix 6

Building Security

School Community Relations

Participation by the Public:	3210-3290
Use of School Facilities, Materials and Equipment:	3280
Public Access to Records:	3310
Public Order on School Property:	3410-3430

Appendix 7

Safety Personnel

The Alexandria Central School District does not currently employ personnel in these categories.

Appendix 8

Building Level Emergency Response Plans

A copy of the Building Level Emergency Response Plan is filed with the following agencies:

New York State Police
Jefferson County Sheriff Department
Jefferson County Emergency Management Office
Alexandria Bay Fire Department
Alexandria Bay Ambulance Squad
Redwood Fire Department

Appendix 9

Memoranda of Understanding

The Alexandria Central School District has an agreement in place for sheltering, transportation, and shelter management.

The actual agencies for which these plans exist are found in the Building Level Emergency Response Plan.