



# **OLEAN CITY SCHOOLS** **DISTRICT-WIDE** **SCHOOL SAFETY** **PLAN**



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**School safety is of utmost importance to Olean City Schools. Safety relies on the constant education, awareness and communication among the entire staff.**

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## Responses to Various Incidents:

### 1. Implied or Direct Threats of Violence

The principal and/or assistant principal will serve as the main contact for implied or direct threats of violence. Any staff member, student or community member who becomes aware of any threats should immediately report them to the principal or assistant principal of any building.

The principal, assistant principal, or S.R.O. will immediately take the following steps:

- Identify and interview the person who made the threat and evaluate what actions need to be taken.
- If the person in question is a student, the student will be disciplined according to the Code of Conduct.
- Local authorities will be contacted (through the S.R.O.) and informed about the threat.

### 2. Active Shooter

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate the Emergency Response Plan (ERP) for each building immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

### **Incident Commander Actions**

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g. lockdown or evacuation depending on the situation.
- Notify law enforcement, provide location and description of the shooter if possible.
- Notify schools buses to not enter the school grounds.
- Activate Communications processes.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification processes.

### **Staff Actions**

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.
- Make appropriate notifications, provide description and location of the shooter if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification processes.

## **3. Bomb Threat, Hostage-Takings, Intrusions or Kidnappings**

Individual(s) becoming aware of these situations should notify the principal or assistant principal immediately. Appropriate announcements shall be made and safety procedures will be implemented.

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Functional Annexes that may be activated in the event of a bomb threat on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

### **Incident Commander Actions**

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.

- Notify law enforcement, provide threat details.
- Activate communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.
- Determine whether school will be closed or remain open.

### **Staff Actions**

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

### **Actions of Individuals becoming aware of these situations**

- Immediately notify the main office
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA.
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes.
- The NYSP Bomb Threat Instruction Card should be placed next to telephones that are most likely to receive threats by phone.

## **4. Acts of Violence**

The principal and/or assistant principal will serve as the main contact for responding to acts of violence. Any staff member, student or community member who becomes aware of acts of violence should immediately report them to the principal or assistant principal of any building.

The principal, assistant principal, or SRO will immediately take the following steps:

- Identify and interview the persons involved take what actions are necessary to endure the safety of all involved.
- If the person in question is a student, the student will be disciplined according to the Code of Conduct.
- If the persons involved are not students, local authorities will be contacted (through the SRO).

## Communication Procedures:

In the event of a violent incident, certain entities need to be notified.

- Law enforcement will be notified through District S.R.O. and/or S.P.O.
- Parents and guardians will be notified through one or more of the following systems:
  - School Messenger (or equivalent calling system)
  - Announcement via District social media outlets
  - Letter sent to homes

### Types of Communications

#### **1. Communication between School and Emergency Responders**

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform **cell phone/school radio** described in the School ERP to notify the principal/designee of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

#### **2. Internal Communications**

The school has identified a school spokesperson or public information officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in coordination of media communications.

#### **3. Communication between School Officials and Staff Members**

School personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to the greatest degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school.
- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.
- Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.
- **School Messenger phone call.**

#### 4. Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between faculty and students. Other methods of communication with students may include the following:

- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.
- **School Messenger phone call.**

#### 5. External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

#### 6. Communication with Parents

- Before an incident occurs, the school will:
  - Inform parents on how to access alerts and incident information.
  - Inform parents that the school has developed an ERP, its purpose and its objectives. **Detailed response tactics should not be shared if they will impede the safe response to an incident.**
  - Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, the school will:
  - Disseminate information via school messenger and through various school social media outlets to inform parents about what is known to have happened.
  - Implement a plan to manage phone calls and parents who arrive at the school.
  - Describe how the school and school district are handling the situation.
  - Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
  - Inform parents and students when and where school will resume.
- After an incident, school administrators will schedule and attend an open question- and-answer meeting for parents/guardians as soon as possible.

## **Prevention and Intervention Strategies:**

The Olean City School District participates in a partnership with the Olean Police Department. Through this partnership, the District is provided with:

- A District SRO. This person acts as a direct link to the OPD.
- A District Text-a-Tip line to provide an avenue to send in anonymous concerns to school officials.
- School District employees are trained in Crisis Prevention-Intervention (CPI)
- Guidance Counselors, Social workers, school psychologists employed by the District and available to students at all times.
- Code of Conduct is reviewed yearly by committee and BOE approved along with DASA requirements. These are communicated to all students' households through various media.

## **Arrangements for Emergency Responders during an Emergency:**

- OPD has keys to all District buildings.
- 911 service available in the area.
- SRO has a school-provided walkie-talkie to communicate with administrators, office, and maintenance staff.

## **Annual School Safety Trainings:**

The school District will provide annual updates and refreshers to school safety policies and procedures. Examples of this are:

- CPI training for existing and new employees as determined by the District.
- Visits/talks with County School Safety Coordinator from the Sheriff's office
- Review and updates of Code of Conduct and ERP at the beginning of each school year

## **Dissemination of information of policies and procedures:**

- Annual Community forum for discussion of School-Wide Safety Plan and Code of Conduct
- Annual review of Code of Conduct by committee made up of teachers, administrators, parents and students
- Code of Conduct and Parent Hand book sent home at the beginning of each school year. New students provided upon entering the District.

## **Procedures for Review of drills:**

When drill review and/or table top drills are carried out, the following representatives should be present:

- Administration
- Teachers
- Staff
- Local and county law enforcement
- Local fire department