



Adirondack Central School District

# **Adirondack School District District-Wide School Safety Plan**

Including:  
Building Response Plans and Guidelines for Specific  
Emergency Situations

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## Table of Contents

I. PURPOSE .....	4
II. CONCEPT OF OPERATIONS .....	4
III. PROCEDURES .....	4
A. District-Wide School Safety Team.....	4
B. Incident Command System/Chain of Command .....	4
C. Duties of the Incident Commander .....	5
D. Duties of the Building Administrator .....	6
E. Duties of Faculty and Staff: .....	7
F. Duties of First Responding Police Officers:.....	8
G. Duties of the Police Watch Supervisor/SRO:.....	9
H. Duties of the Fire Commander: .....	9
I. Duties of the EMS Commander: .....	10
J. Duties of the Superintendent of Schools: .....	10
K. Duties of the Public Information Officer: .....	11
L. General Evacuation Procedures: .....	11
M. Evacuation of Students, Faculty and Staff with Disabilities: .....	12
N. Shelter In-Place .....	13
O. Lock-Down .....	13
P. Lock-Out .....	14
Q. Early Dismissal: .....	14
R. Parent/Guardian Notifications:.....	14
S. Pupil Transportation:.....	14
T. Outer Perimeter Traffic Control Points: .....	15
U. Command Post: .....	15
V. Communications: .....	16
W. Triage and Assembly Areas .....	17
X. Access to Crime Scenes: .....	17
Y. After School Activities:.....	17
Z. Post Incident Response Team: .....	18
AA. Duties, training, screening, and hiring; of Hall Monitors and others working in a school safety capacity. ....	18
BB. Conduct of Drills.....	19
CC. Improving Communications with Staff, Students and Families .....	19

DD. Commitment of Resources .....	19
EE. Influenza Protocols.....	19
FF. Mental Health/Violence in School.....	19
IV. DEFINITIONS .....	20
1. ACCIDENTAL DISASTER.....	20
2. NATURAL DISASTER.....	20
3. CIVIL DISORDER.....	20
4. TERRORIST ACTION .....	20
5. INNER PERIMETER.....	20
6. OUTER PERIMETER.....	20
7. FIELD COMMAND POST .....	20
8. EVACUATION.....	20
9. SHELTER-IN-PLACE .....	20
10. LOCK-DOWN .....	20
11. LOCK-OUT .....	21
12. STAGING AREA .....	21
13. MEDIA STAGING AREA .....	21
14. TRIAGE AREA.....	21
15. LANDING ZONE .....	21
16. TEMPORARY MORGUE.....	21
17. RELOCATION CENTERS/SHELTERS.....	21
18. DECONTAMINATION SITE .....	21
19. Assembly Area .....	21
20. INCIDENT COMMANDER.....	21
21. POLICE DETAIL COMMANDER.....	22
22. FIRE COMMANDER.....	22
23. EMS COMMANDER .....	22
24. EMERGENCY RESPONSE BAG .....	22
25. BUILDING ADMINISTRATOR.....	22
26. STAFF.....	22
V. Communicable Disease-Pandemic Plan.....	23-35
VI. SPO Contract	
VI. District Safety Emergency Remote Plan	

# **SAFETY & EMERGENCY RESPONSE PLAN**

## **ADIRONDACK CENTRAL SCHOOL DISTRICT**

### **I. PURPOSE**

The purpose of this plan is to provide a coordinated interagency response to critical incidents occurring in the Adirondack Central School District.

### **II. CONCEPT OF OPERATIONS**

If a critical incident occurs at the Adirondack Central School District, the emergency response will be controlled using the Incident Command System (ICS). Members of the police, fire and emergency medical service (EMS), together with school officials will implement plans that have been jointly developed prior to the event. These plans are broad and flexible, and can be, altered by the Incident Commander as needed in order to control the situation and minimize casualties and property damage. Typically, these plans would be employed for accidental and natural disasters, civil disorders or terrorist actions. Specific building school plans can be found in the attached school-specific appendices.

### **III. PROCEDURES**

#### **A. District-Wide School Safety Team**

- 1) The Superintendent of Schools will designate a District-wide School Safety Team comprised of school district staff, local law enforcement officials and representatives from other emergency response agencies with responsibility within the school district (e.g., local, regional and/or state). These designated members of the team are listed in each school-specific building plan.
- 2) The a District-wide School Safety Team will assist the District in developing and updating its District-wide School Safety plans and assist in conducting drills and other exercises to test components of the plans.

#### **B. Incident Command System/Chain of Command**

- 1) The agency having primary management responsibility for the incident (e.g., fire department for fires, police department for criminal acts) shall assume control of the emergency response in a manner consistent with the National Interagency Incident Management System/ Incident Command System (ICS). See school-specific appendix for additional information describing the ICS.

- 2) When more than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required, a unified command structure shall involve individuals designated by their agencies/jurisdictions (e.g. Police Detail Commander, Fire Commander, EMS Commander, Superintendent of Schools) to assist the Incident Commander in jointly determining objectives, strategy, and priorities.
- 3) The determination of which agency will assume the incident command will be made by mutual agreement of the unified command. It may be done on the basis of statutory authority, greatest jurisdictional involvement, number of resources involved, or by mutual knowledge of the individual's qualifications for a specific type of incident.
- 4) Chain of command within response agencies shall be in accordance with established command protocols of those agencies.
- 5) In the event of a critical incident, the School Incident commander contacts 911 and provides specific information regarding the type of emergency, location; number of individuals affected and provides directions to the site. Local police, fire and EMS will respond first.
- 6) Subsequently, such local authorities may contact county, state and federal agencies, if necessary. If a disaster is declared such local agencies will initiate New York State Education Law, Article 2 B. procedures.
- 7) Post incident response will be implemented in accordance with Section III. Y. of this plan (pg. 18).
- 8) Chain of command for the school district shall be as follows:
  - a) Kristy McGrath, Superintendent. ....315-942-9200 ext. 1800, [kmcgrath@adirondackcsd.org](mailto:kmcgrath@adirondackcsd.org)
  - b) Cameron Teachout, Director of Facilities.....315-942-9200 ext. 5531, [cteachout@adirondackcsd.org](mailto:cteachout@adirondackcsd.org)
  - c) Daniel Roberts, District Safety Coordinator.....315-942-9200 ext. 5500, [droberts@adirondackcsd.org](mailto:droberts@adirondackcsd.org)
 (Local, County, and State Law Enforcement have contact information to all administrators in the building plans.)

[**Note:** Individuals certified in CPR and AED is provided in the individual building plans.]

### **C. Duties of the Incident Commander**

- 1) The Incident Commander shall be responsible for overall management of the incident either through single command or through unified command.
- 2) Acts of Violence by students, teachers, other school personnel or visitors to the school will immediately activate the Incident Command System (ICS) procedures.
- 3) The School Incident Commander will take control and determine appropriate actions as outlined in the District-wide School Safety Plan.
- 4) In addition, the School Incident Commander in consultation with others, will determine the level of threat, monitor the situation, and adjust the response as appropriate; initiate early dismissal, sheltering or evacuation as appropriate; and contact law enforcement if necessary.

[**Note:** The School District's Code of Conduct has a zero tolerance policy for violence.]

- 5) General management duties of the Incident Commander/ Unified Incident Command include:
  - a. Establishing objectives and overall management strategy associated with the incident.

- b. Determining mission priorities, strategy and tactics for coping with the incident.
- c. Mobilizing the necessary support resources.
- d. Establishing a command post in a safe/secure and accessible location within the outer perimeter.
- e. Designating various locations as staging areas, triage areas, landing zones, etc., in accordance with this plan.
- f. Organizing, briefing and assigning personnel.
- g. Maintaining a chronological log of actions and events and all documentation pertaining to the event.
- h. Demobilizing personnel and equipment utilized in the operation.
- i. Conducting a post-incident debriefing and critique of the operation.
- j. In the event of a violent incident, the school incident commander immediately calls 911 and shall notify appropriate law enforcement officials for: Oneida County Sheriff Department 315-736-8364, Jefferson County Sheriff Department 315-788-1441, Lewis County Sheriff Department 315-376-3511, New York State Police 315-782-2112.

#### **D. Duties of the Building Administrator**

All Building Administrators and administrative designees shall review this plan, and their building specific procedures with their staff at the beginning of the academic year or whenever procedural changes are made.

#### **Once it has been established that an emergency situation is occurring, the Building Administrator shall:**

- 1) Take control upon being notified of an emergency.
- 2) Identify the nature of the emergency and implement the appropriate plans and procedures to include determining if building evacuation is warranted and causing the appropriate alert/evacuation signal(s) to be given. Depending upon the nature of the emergency, early dismissal, sheltering or a stay in place (lock-down) response may be utilized.
- 3) Notify the 911 Emergency Communication Control Center to the nature and most specific location of the situation and request the response of Police, Fire and Emergency Medical Services as dictated by the situation. Whenever practical, this notification should be made by office personnel at the direction of the Principal, leaving the Building Administrator free for other duties. Additional information to be provided to the 9-1-1 Control Center should include:
  - a. Notification that the school's Emergency Response Plan has been activated and as to the evacuation efforts underway.
  - b. Information relating to the numbers and types of casualties.
  - c. Indicating any hazard zones to be avoided by responding emergency agencies.
  - d. Notify the District Office of the emergency and the actions being taken by faculty and staff.

- e. Contain the situation to the smallest possible area consistent with student and faculty safety and attempt to prevent the escalation of the emergency.
- f. Direct the School Secretary to retrieve the emergency response bag and report to the Command Post for duty. Contents of the bag are described in the school-specific appendix of this plan.
- g. Remain with staff and students to coordinate efforts and maintain order.
- h. In the event of an implied threat of violence by students, teachers, other school personnel or visitors to the school, the building administrator will immediately contact the School Information Resource Officer (SIRO) for assistance. The building administrator will confer with the SIRO and contact the Superintendent or Deputy Superintendent regarding the level of threat. The schools district Code of Conduct will be followed with regard to discipline actions for student, school personnel or visitors.

**In the event of a direct threat of violence by students, teachers, other school personnel or visitors to the school, the building principal will:**

- 1) Immediately contact 911. The Superintendent will be subsequently contacted by the building administrator to determine the level of threat and any other actions to be taken.
- 2) The Building Administrator shall have the authority to adapt, alter or abandon these actions when, in his/her best judgment, the safety of the students and staff may be better protected, or when the nature of the emergency demands other actions, based upon his/her assessment of the situation at that time. In such case the Building Administrator shall communicate these changes to responding emergency personnel as soon as possible.

**E. Duties of Faculty and Staff:**

- 1) In an emergency, 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 rule of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or School District directives.
- 2) The staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated assembly areas avoiding any hazard zones. Classroom teachers should bring a class roster with them.
- 3) Special area teachers and non-instructional employees shall report to the Student Assembly area(s) and help whenever needed to chaperone or supervise students.
- 4) Custodial staff will secure the building and check to ensure that everyone is evacuated. They shall also obtain the Safety Data Sheets (SDS) for the building for the Command Post.
- 5) In the event that staff or students cannot be evacuated from an area the staff shall take measures to protect the students in place until a rescue can be affected.
- 6) The following school officials will report for duty at the Command Post:

- a) Superintendent of Schools, or in his/her absence, a designated District Level Administration member.
  - b) Director of Transportation, or in his/her absence, a designated member of his/her staff shall bring the emergency response bag for the affected school. They will also bring a radio capable of operating on District radio frequencies if needed.
  - c) School Secretary for the involved building. He or she shall bring the school's emergency response bag.
- 7) Upon arrival at assembly areas and relocation centers 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 relocation centers.
  - 8) 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 Triage Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
  - 9) The Superintendent of Schools will be responsible for acting as liaison between the Incident Commander and the staff. He/she will act as the representative of the School District and facilitate the District's response to the emergency. He/she will advise the Incident Commander with regard to problems or concerns brought to his/her attention by staff or students.
  - 10) The Director of Facilities shall report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to emergency personnel.
  - 11) The School Secretary will have primary responsibility for retrieving the Emergency Response Bag from the school office at the onset of the emergency/evacuation and for bringing it to the Command Post. At the Command Post the School Secretary will be responsible for assisting the Incident Commander and acting as a representative of the school. The School Secretary shall be responsible for providing information regarding staff, students, attendance and visitors in the building.

#### **F. Duties of First Responding Police Officers:**

- 1) Contact the 911 Emergency Communications Control Center and request that they isolate a radio channel for the duration of the emergency. All responding police units should be instructed to utilize that channel.
- 2) Direct responding units or agencies indicating any hazard zones to be avoided and parking their vehicles so as to permit the ingress and egress of other emergency vehicles and equipment.
- 3) When dispatched to a critical incident at a specific school the first responding officers shall, whenever possible, establish positions to assist and protect evacuating students. In the event the evacuation is limited in scope officers will be directed by the Police Watch Supervisor. In the event of a full-scale evacuation officers should, unless otherwise directed, establish positions as identified in the school-specific appendix.
- 4) Officers in these areas are responsible for:



- a) Defending evacuees from armed threat.
- b) Providing a communications link between evacuees and command personnel.
- c) Maintaining order among the evacuees and providing them with information regarding triage and assembly areas, relocation routes and procedures to be followed.
- d) Gathering and relaying information on the extent of the crisis, number and types of casualties, resources needed and suspects (if any).

**G. Duties of the Police Watch Supervisor/SRO:**

- 1) The Police Watch Supervisor, or in his absence the Senior Ranking Officer (SRO), shall immediately respond to the Command Post location and assume the duties of Police Detail Commander (or Incident Commander if the emergency is strictly a police matter) and continue those duties until relieved by a superior officer.
- 2) The Police Detail Commander shall request as many additional police units as may be necessary to conduct operations to include:
  - a) Identifying the nature of the emergency and implementing appropriate plans and procedures.
  - b) Requesting additional units, personnel, agencies, or resources as dictated by the situation.
  - c) If possible, initiating the evacuation and protection of bystanders or victims.
  - d) Establishing inner and outer perimeters denying unauthorized access to the area and ensuring that vehicular and pedestrian traffic have been adequately diverted. This shall include establishing traffic control points (TCP) in order to allow for the safe and orderly ingress and egress of emergency vehicles and personnel.
  - e) Establishing a staging area for police personnel and equipment in accordance with this plan.
  - f) Securing the scene to protect physical evidence.
  - g) Supporting Incident Command System operations.
  - h) Locating, identifying and interviewing witnesses.
  - i) Collecting and preserving physical evidence.
  - j) Conducting a preliminary investigation.
  - k) Arresting offender(s).

**H. Duties of the Fire Commander:**

- 1) When the nature of the emergency is primarily the responsibility of the fire service the Fire Chief shall assume the duties of Incident Commander.
- 2) Direct all fire-fighting operations, personnel and equipment involved in the incident.
- 3) Request and direct additional fire service resources as necessary or as directed by the Incident Commander.
- 4) Supervise rescue operations as necessary.

**I. Duties of the EMS Commander:**

- 1) When the nature of the emergency is primarily an EMS responsibility the highest ranking Fire-Fighter/Paramedic, or in his/her absence the highest-ranking EMT shall assume the duties of Incident Commander.
- 2) Direct all Emergency Medical Service operations, personnel and equipment involved in the incident.
- 3) Request and direct additional EMS resources as necessary or as directed by the Incident Commander.
- 4) Supervise medical operations as necessary.

**J. Duties of the Superintendent of Schools:**

- 1) The Superintendent of Schools, or in his/her absence a designated District Level Administrator, will represent the District as a member of the unified command staff at the Command Post. This person should, whenever possible, be familiar with the Incident Command System (ICS) and the contents of this plan.
- 2) The Superintendent of Schools shall be responsible for:
  - a) Acting as a liaison to responding agencies at the Command Post.
  - b) Advising the Incident Commander with regard to information, issues or concerns relating to the District, its personnel and resources, and its students.
  - c) Mobilizing District personnel and resources as necessary.
  - d) Designating a staff member to organize the District's response as they inquire either via telephone or in person as to the health and safety of their children.
  - e) Providing a communications link between the Incident Commander and the staff.
  - f) Requisitioning District personnel and assets on behalf of the Incident Commander.
  - g) Providing information to the Public Information Officer with the approval of the Incident Commander.
  - h) Informing all Educational Agencies within the school district of the Incident/Disaster as directed by the Incident Commander.
- 3) Other duties as assigned by the Incident Commander:
  - a) Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list shall be included in the emergency response bags.
  - b) 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 to include emergency services agencies.
  - c) Directing that each Building Administrator review the building specific appendix for his/her school to update any personnel changes. A copy of any changes shall be sent to the Superintendent of Schools for inclusion in the District Office emergency response bag and any other copies of this Emergency Response Plan (to include copies maintained by emergency response agencies.)

#### **K. Duties of the Public Information Officer:**

- 1) In any situation where normal school activities are disrupted, it is crucial to inform the public of the emergency and how authorities are responding to it.
- 2) The Incident Commander shall select and assign a person to serve as Public Information Officer (PIO) and spokesperson for the Incident Commander.
- 3) The PIO shall respond to the designated Media Assembly Area and clearly identify himself/herself to the press as the official spokesperson for the Incident Commander.
- 4) All news releases and public statements shall be made by the PIO or with his/her prior approval. Other persons should not submit to interviews or make statements without first conferring with the PIO.
- 5) The Incident Commander shall position a police vehicle with a digitally encrypted radio with the PIO in order to provide a secure communications link between the PIO and the Command Post. Media representatives should be kept far enough away from the vehicle so as to be unable to overhear the conversations of the PIO. Whenever possible, the windows and doors should be kept closed to prevent electronic eavesdropping by sensitive microphones.
- 6) The Incident Commander may, at his/her discretion or upon the request of the PIO assign deputy PIO's from other disciplines to assist the PIO by answering technical questions or providing background information.
- 7) No person shall, for any reason, provide speculative information or offer opinions with regards to:
  - a) Causes/motives for the incident.
  - b) Extent of casualties or damage.
  - c) Expected duration of the operation.
  - d) Liability or responsibility for the incident.
  - e) Tactical responses, operations or considerations.
  - f) All information released to the public must be factual or confirmed by the Incident Commander. The PIO shall relay specific inquiries to the Command Post, which will respond to the media through the PIO.
  - g) The PIO should request that the media direct all parents to the person(s) specified in the school-specific appendix for information about, and reunification with, their children.

#### **L. General Evacuation Procedures:**

- 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.
- 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) Normal evacuation routes shall be posted in each room and 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, alternate evacuation routes can be communicated by ancillary staff at the direction of the Building Administrator.
- 4) The Evacuation Route(s) for students, faculty and staff for each school shall be specified in the school-specific appendix and included in the Emergency Response Bag.
- 5) Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
- 6) Persons evacuating should remain calm and orderly in order to prevent panic and confusion. Staff shall emphasize silence and calmness so that any further instructions may be heard.
- 7) Elevators are not to be used for evacuation purposes.
- 8) All persons shall proceed to the designated evacuation Assembly Area and remain there until further notice.
- 9) If during evacuation students and staff encounter an outdoor ambush (i.e., sniper type situation), they should move immediately to the nearest form of protective cover (e.g. hills, buildings, nearby residences,) moving rapidly at a 45-degree angle to the shooter. Whenever practical, vehicles in the immediate vicinity of the school building should be avoided as sources of cover.
- 10) Teachers must take attendance once in the Assembly Area and notify the Command Post if a student is not present. Any person in the teacher's group that should have been with another should also be reported.
- 11) If students are to be evacuated off site, teachers shall take attendance before students begin loading on the buses to assure that all students are accounted for.

**M. Evacuation of Students, Faculty and Staff with Disabilities:**

- 1) An assisted evacuation plan form should be completed for every child or staff member who has limited mobility and for any other who would require assistance to leave the building in an emergency or require any kind of special accommodations in emergency evacuation.
- 2) Copies of the assisted evacuation plan shall be distributed according to the instructions on the form, to include a copy being added to the Emergency Response Bag (both at the school and District Office.)
- 3) The assisted evacuation plan will designate the person responsible to assist in evacuating the person as well as alternates for situations in which the person with primary responsibility is not available. The person with primary responsibility should be someone who is likely to be near the person who needs assistance, not someone who may have to take time to travel though the building or against the flow of traffic.
- 4) The plan for each student should be reviewed annually.

## **N. Shelter In-Place**

**May be initiated for reasons such as a medical emergency, fight, weather related incident, initial steps in a bomb threat**

- 1) A Sheltering Procedure is appropriate for situations when it is necessary to hold students in a classroom/common area temporarily during an emergency until things can be returned to normal or dismissal can be arranged. An instruction to shelter students and staff in place will require assurance that all occupants remain inside the building.
- 2) When the Building Principal, or person-in-charge, deems it necessary to shelter students and staff in place, the following procedures will commence:
  - a) Instructions will be announced
  - b) All staff and students will remain in place with door locked or secured if possible, or go to designated shelter area as instructed until further notice
  - c) Announcement will be made to resume normal activity
  - d) Building administrator or designee may call 9-1-1 (If dialing from internal school extension dial 8-9-1-1 or 9-1-1)

## **O. Lock-Down**

**Used when there is a dangerous person or intruder**

- 1) Plain Language instructions will be announced
- 2) All students and staff remain in classroom
- 3) Check hallway and bathrooms for students/staff and direct them into your classroom
- 4) Close and lock all classroom doors
- 5) No one should be allowed to enter or leave classroom
- 6) Keep everyone away from the line of vision
- 7) Do not answer a classroom telephone
- 8) Do not respond to fire alarm unless signs of fire are present
- 9) Do not talk in your secured area
- 10) Do not allow anyone into your secured area after hall sweep
- 11) Do not communicate through locked door
- 12) Do not respond to intercom, public address or other announcement
- 13) Take attendance
- 14) LOCKDOWN will end ONLY when you are physically released from your room by law enforcement (or administrative team during drill)
- 15) Do not talk in your secured area
- 16) Do not allow anyone into your secured area after hall sweep
- 17) Do not communicate through locked door
- 18) Do not respond to intercom, public address or other announcement
- 19) Take attendance
- 20) LOCKDOWN will end ONLY when you are physically released from your room by law enforcement or administrative team during drill

## **P. Lock-Out**

### **Used when threat is outside the building**

- 1) If school is in lockout because they were notified by police, there is no need to call police
- 2) If school is initiating lockout, they should advise the SIRO or local police of the situation
- 3) LOCK all exterior doors and windows and place monitors at exterior doors
- 4) All outside activities are terminated
- 5) Any students/staff outside must return to the building
- 6) Entry to building is only gained on a one-to-one basis through the Main
- 7) Entry or nearest entrance with class
- 8) Classes will continue as normal
- 9) Lockout ends when the external threat is resolved
- 10) Notification should be made through appropriate means to SIRO and/or local police
- 11) Check perimeter and lock external doors
- 12) Continue with normal classroom operations

## **Q. Early Dismissal:**

- 1) Early dismissal is available as a building evacuation option for emergency situations as decided by the Superintendent of Schools.
- 2) The Transportation Department will be notified when and where to send buses.
- 3) Emergency contact information will be utilized to facilitate uniting students with their families or with responsible surrogates who have been designated by the parents to care for the child.

## **R. Parent/Guardian Notifications:**

- 1) During an emergency situation, parents will clamor for information regarding school operations and as to the health and safety of their children.
- 2) The Superintendent of Schools shall designate an individual to organize the District's response to parents as they inquire via telephone or in person (i.e. Parent Staging Area.)
- 3) Information that is transmitted to parents during emergencies shall be organized by the Superintendent of Schools with the approval of the Incident Commander.
- 4) If evacuation is ordered beyond the assembly area, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the assembly area will be made by the Incident Commander upon consultation with the School Superintendent.
  - a) Students will not be allowed to go home on their own (i.e. walking or in personal vehicles.) However, they will be permitted to leave school if signed out and accompanied by a parent.
- 5) The names of any students released shall be communicated to the Command Post.

## **S. Pupil Transportation:**

- 1) If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended. The

Superintendent of Schools with the approval of the Incident Commander may direct the Transportation Supervisor to begin evacuation by school bus.

- 2) 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.
- 3) Members of the transportation staff will be oriented to the emergency evacuation plan by the Transportation Supervisor.
- 4) The following plan will be followed by the transportation staff in the event that emergency evacuation or early dismissal is directed:
  - a) All available drivers needed, will be notified by the Dispatcher and Transportation Supervisor to report to the Transportation Office.
  - b) Drivers reporting to the Transportation Office will be assigned a route. The Transportation Supervisor will notify the Command Post of the geographic areas which should be dismissed.
  - c) School buses will report to a designation Bus Loading Area.
  - d) The Transportation Supervisor will assist in loading the students and giving Drivers last minute instructions before they depart on their routes.
  - e) Students who are outside the School District under District authorization (e.g. field trips, athletic events, BOCES) will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates. Bus Drivers shall notify the Transportation Supervisor of the names and status of any such students and that information shall be relayed to the Command Post.
  - f) All students will be evacuated by District buses only. No student will be allowed to drive any vehicle while the emergency evacuation is taking place.

#### **T. Outer Perimeter Traffic Control Points:**

In order to establish a secure outer perimeter and to divert traffic, the Police Detail Commander should establish Traffic Control Points (TCP) as soon as possible. The suggested locations of TCP's and order of deployments are listed in the school-specific appendix.

#### **U. Command Post:**

- 1) In the event of a full-scale evacuation of a school, the Command Post will be established at the location specified in the building specific appendix, unless otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.
- 2) 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 and its location must be communicated to the Building Administrator and all other disciplines through the 911 Emergency Communications Control Center as soon as possible. Whenever possible, the Command Post should have the availability of land-line telephone communications.



- 3) Personnel whose presence is required at the Command Post shall include:
  - a) Incident Commander
  - b) Police Detail Commander
  - c) Fire Commander
  - d) EMS Commander
  - e) Superintendent of Schools
  - f) Coordinator of Building and Grounds
  - g) School Secretary
  - h) Police Tactical Team Commander (or his/her designee if a separate tactical command post is established) when the nature of the incident requires a specialized law enforcement tactical operation
  - i) Other personnel as directed by the Incident Commander.

#### **V. Communications:**

- 1) Internal Building Signals are listed in individual building plans. Whenever possible, signals should be standardized district-wide to avoid confusion for staff that travels from building to building.
- 2) The school building's public address and/or intercom system may be used for in-building communications. Whenever possible signals shall be used and care shall be used to ensure that unnecessary panic is not created and further threat of harm is not caused (e.g. intruder situation). In the event of a power failure, a bull horn may be obtained from the Physical Education staff.
- 3) When appropriate, responding emergency agencies shall request the use and isolation of a radio channel for the sole use of incident personnel. Depending upon the nature and extent of the emergency situation, additional channels may be required to facilitate specialized operations (e.g. police tactical team).
- 4) Strict radio discipline shall apply. Radio transmissions should be restricted to only those essential to the operation and shall be brief.
- 5) Personnel must be cognizant of the fact that all radio transmissions conducted in the clear are subject to interception. Sensitive information (e.g. victims' names, tactical plans, etc.) should not be broadcast in the clear. If available, digitally encrypted radios or digital cellular/PCS phones can be used for this purpose.
- 6) Radio communications shall not be used within the inner perimeter if the presence of an explosive device is suspected.
- 7) Additional radio systems (e.g. School District channel) may be used to provide supplemental communications support.
- 8) Cellular/PCS telephones often prove unreliable during major unusual occurrences due to cell site overload (multiple users competing for limited channels). During a major incident the Command Post should open and maintain a cellular telephone link with the 911 Emergency Control Center Technical Advisor (TA). The TA should be instructed to maintain the connection.



- 9) Whenever practical, land-lines should be considered for use over cellular telephones as they are more reliable and afford greater privacy.

#### **W. Triage and Assembly Areas**

- 1) The Triage area for each school shall be specified in the school-specific plan. Those in need of immediate medical attention will be intercepted and treated/transported by EMS personnel from this area.
- 2) The Student Assembly Area(s) for each school building will be specified in the school-specific appendix. There each evacuee will be rechecked by EMS personnel prior to being returned to their parents or homes. Students in this area will be met by a faculty member with a current student roster. Every student passing through this area will be checked off using this roster so that a complete list of evacuated students can be compiled.

#### **X. Access to Crime Scenes:**

- 1) If a criminal act is suspected, every effort shall be made by all persons present, to the degree possible without interfering with aid to injured persons, to protect the crime scene and limit the potential for contaminating the scene in order to allow for the proper collection, processing and preservation of physical evidence that might aid in the identification and prosecution of the offender(s).
- 2) At the direction of the Police Incident Commander, police personnel will assess the size of the crime scene and will secure the area with police-line tape.
- 3) Once the scene is secured, the number of personnel entering shall be limited to the smallest number essential for conducting operations. Entry into the crime scene must be approved by the Police Incident Commander (or his/her designee. A log shall be kept of all persons entering/exiting the scene.
- 4) The Police Incident Commander shall determine when the crime scene can be released and turned over to District officials.

#### **Y. After School Activities:**

- 1) Groups authorized to use District buildings outside of normal school hours shall be provided with a synopsis of the Emergency Response Plan to include, at a minimum:
  - a) Building emergency signals.
  - b) Location of emergency evacuation route postings.
  - c) Responsibilities for directing a safe and orderly evacuation.
  - d) Location of Student Assembly area and responsibility to remain there to chaperone, supervise, and maintain order until further notice.
  - e) Procedure for protecting in place, if necessary.
- 2) It shall be the responsibility of the person receiving permission to use District facilities to familiarize all persons in their group at the beginning of each meeting with applicable details of the plan to include at a minimum:
  - a) Primary and secondary evacuation routes for the room(s) being used.

- b) Instructions for safe and orderly evacuation.
  - c) Location of the Student Assembly area and responsibility to remain there until otherwise directed.
- 3) Generally the Building Administrator or administrative designee is not present during small scale after school activities. In absence of an administrator, the building Custodian shall be responsible for implementing the appropriate plans and procedures to include:
- a) Determining if evacuation is warranted and causing the appropriate signal(s) to be given.
  - b) Notifying or directing the notification of the 911 Communications Control Center of the nature and most specific location of the situation.
  - c) Ensuring that everyone is evacuated in a safe and orderly manner to the Assembly Area and that proper adult supervision is present at that location.
  - d) Notifying the Building Administrator and appropriate District Office staff of the emergency and the actions being taken.
  - e) Serving as the District's liaison at the Command Post until relieved by a District official.

**Z. Post Incident Response Team:**

- 1) The Adirondack Central School District has established procedures that provides for a post incident response team that includes appropriate school personnel, medical counselors, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.
- 2) Activation of the Post Incident Response Team shall be in accordance with the appropriate school-specific plan.
- 3) Additional post incident response assistance is available, if necessary, through the Oneida County Department of Emergency Management.

**AA. Duties, training, screening, and hiring; of Hall Monitors and others working in a school safety capacity.**

The duties of all personnel including Hall Monitors who serve in a school safety capacity are described in the individual building plans.

- 1) The district will provide annual training as noted below:
  - a) Any person or agency who has been assigned a position or area of responsibility in this plan will have appropriate training.
  - b) Training for District staff will be conducted annually to insure school staff and students understand emergency procedures, and include any changes to school plans.
  - c) Other agencies participating in this plan (e.g. police, fire, EMS) will conduct appropriate training on this plan.
  - d) Emergency services agencies and the District will cooperatively conduct emergency simulations to test the emergency response plan.
  - e) Periodic exercises will ensure the ability of participants in this plan to respond to emergencies and reveal shortcomings in the plan. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response

situation. The Emergency Response Team is available to assist in coordinating these simulations. This training is also referenced in Section BB which follows regarding conduct of drills.

- f) All individuals who serve in a school safety capacity will be screened in accordance with the Project S.A.V.E. legislation and local Board of Education Policies. This includes background checks and fingerprinting as required by such laws, regulations and Board policies.

#### **BB. Conduct of Drills**

- 1) The Superintendent of Schools shall be responsible for determining the nature and frequency of drills to be conducted with respect to this plan. At a minimum, exercise and drills must be:
  - a) Conducted at least once every school year
  - b) Inclusive of transportation and communication procedures
  - c) Held with at least one week's notice to parents or guardians
  - d) Include multi-hazard training for staff and students which will be conducted under building level emergency response plan procedures
  - e) Utilize tabletop exercise in addition to coordinated exercises with local and county emergency responders and preparedness officials.
- 2) If requested, the Emergency Response Team will assist the District in conducting drills and evaluate the response in order to improve the overall level of school emergency plans.

#### **CC. Improving Communications with Staff, Students and Families**

The district has developed several strategies to deal with improved communication among staff students and families. In addition, each school has protocols in place for reporting incidents of school violence.

#### **DD. Commitment of Resources**

The district will commit whatever resources are needed to deal with emerging situations affecting the health and welfare of students and staff.

#### **EE. Influenza Protocols**

The district will follow directives from the Dept. of Health and work with all county and state agencies to ensure the safety of our students and staff.

#### **EE. Mental Health/Violence in School**

The district has set up a threat assessment team in each school to respond to mental health issues. The district has also included protocols to respond to acts of violence or direct threats. Prevention and intervention measures are in collaboration with administration, SPO, and school counselors.

## **IV. DEFINITIONS**

### **1. 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 are in jeopardy.

### **2. NATURAL DISASTER**

Those incidents in which the forces of nature threaten the lives, safety, and/or property of numerous persons (e.g. floods, tornados, significant snowfall/blizzard etc.)

### **3. CIVIL DISORDER**

An action by any 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.

### **4. 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.

### **5. INNER PERIMETER**

This is the immediate containment area within the site of an incident.

### **6. 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.

### **7. FIELD COMMAND POST**

The on-scene location for command staff that will be responsible for determining the exact status of the emergency, resources needed and incident strategy.

### **8. EVACUATION**

All building occupants are required to exit the building and wait a safe distance from the building at the Student Assembly Area.

### **9. SHELTER-IN-PLACE**

Used in situations where it may be necessary to keep the school population in their rooms when there isn't an immediate threat to their safety, until things can be returned to normal or early dismissal can be arranged (e.g., medical emergency, fight, weather related incident, the initial steps in a bomb threat, air pollution problems, chemical spills, etc.) Normal classroom activities may continue.

### **10. LOCK-DOWN**

Used when walking through the building would endanger the health and safety of students/staff (e.g., dangerous person or active shooter or intruder). School staff and students are secured in

the rooms they are currently in, seated on the floor next to the wall out of view from the door window. No talking.

#### **11. LOCK-OUT**

Used when a dangerous incident is occurring outside a school building or off school property but in proximity to a school building. All exterior doors are locked and the main entrance is locked and monitored by school personnel. School continues as normal inside the building, with outside activity curtailed.

#### **12. STAGING AREA**

A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

#### **13. 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.

#### **14. TRIAGE AREA**

The inner perimeter location where victims are evacuated for medical survey and emergency treatment, prior to transport.

#### **15. LANDING ZONE**

A cleared 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.

#### **16. TEMPORARY MORGUE**

Bodies recovered from the incident site will be transported to the temporary morgue for processing prior to release to a funeral home.

#### **17. RELOCATION CENTERS/SHELTERS**

These locations are established for providing temporary shelter or care for persons displaced by the incident.

#### **18. DECONTAMINATION SITE**

The location where all victims and emergency service personnel are decontaminated prior to leaving the incident area.

#### **19. ASSEMBLY AREA**

The rally points where evacuees are gathered, enumerated, and await transportation.

#### **20. INCIDENT COMMANDER**

The supervisor with ultimate decision-making responsibility for the operation.

**21. POLICE DETAIL COMMANDER**

The police supervisor commanding police personnel detailed to the incident.

**22. FIRE COMMANDER**

The fire chief directing fire-fighting operations at the incident.

**23. EMS COMMANDER**

The Emergency Medical Services supervisor directing EMS operations for the incident.

**24. EMERGENCY RESPONSE BAG**

A conspicuously marked carry bag maintained in a designated area of the school building Principal's Office containing emergency response information to include at a minimum a copy of this plan, Daily Attendance Sheet, Student Roster/ Contact Information, District emergency telephone numbers, building floor plan and blueprints, school grounds map, immediate local area map, and necessary office supplies. This bag is to be transported to the Command Post/Assembly areas during critical incident responses. A duplicate school-specific bag is to be kept at the District Office and maintained by the Superintendent of Building and Grounds.

**25. BUILDING ADMINISTRATOR**

The Principal of the school building or the administrative designee in his/her absence.

**26. STAFF**

All employees of the Adirondack School District.

# **Adirondack Central School District Communicable Disease - Pandemic Plan**

Our District-Wide School Safety Plan (DWSSP) is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with various stakeholders and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2) (m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

## **V. Prevention/Mitigation**

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace overcrowding.

## **VI. Protection/Preparedness**

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with two (2) pieces of each PPE device needed for each work shift for at least six (6) months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

## **VII. Response**

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must

also address the policy on available leave with respect to testing, treatment, isolation or quarantine.

- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

### **Prevention/Mitigation:**

- We will work closely with the Oneida/Lewis County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
- Report suspected and confirmed cases of illness to the Oneida Health Department 315-798-6400 and Lewis County Health Department 315-376-5453 Coronavirus Hotline: 1-888-364-3065
- The Oneida/Lewis County Departments of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school Superintendent and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district Technology Director will also be an important Team member. The Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The plan has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The District will emphasize hand-washing and cough/sneezing etiquette through educational campaigns that will include NYS DOH and CDC Materials which can be accessed at <http://www.cdc.gov/flu/school/>.
- The District will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

### **(1) Essential Positions/Titles**

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide



information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

### Human Resources Essential Positions

Title	Description	Justification	Work Shift	Protocol
<b>Superintendent</b>	Chief Executive Officer	Oversight of Daily Operations	7:00-5:00 p.m. or as required.	District Office
<b>Administration</b>	Oversight of building and day to day operation.	Oversight of building and daily job responsibilities.	8:00-4:00 p.m. or as required.	Will develop a work plan with the superintendent.
<b>Business Office</b>	Carry out financial functions including, but not limited to, payroll, purchasing, reporting, etc.	Nature of any given function will dictate need to be onsite or work remotely.	8:00-4:00 p.m. or as required.	Will develop a work plan with the superintendent.
<b>Director of Facilities</b>	Oversee District Equipment/Facilities disinfection takes place in all occupied areas.	Oversight of District Equipment and Facilities	6:00 a.m.-3:00 p.m. or as required (1 <sup>st</sup> shift/2 <sup>nd</sup> shift).	Director of Facilities will provide a schedule to the Business Administrator inclusive of employees and hours.
<b>Clerical</b>	Needed onsite to respond to phone calls and assist in facilitating essential daily operations.	One clerical employee is needed onsite to assist administration with operational management.	8:00-4:00 p.m. or as required	Administrator(s) will provide a schedule as to clerical hours needed for essential operations.
<b>Transportation Supervisor</b>	Oversight District Transportation Services	If meals are to be delivered, District may require bus drivers and attendants to carry out this function. If buses are on the road, a mechanic is needed to keep the bus fleet maintained and safe.	7:00-3:00 p.m. or as required.	Transportation Supervisor will provide a schedule to the Business Administrator of employees and hours needed for essential operations.

<b>School Lunch Manager</b>	Oversee meal preparation for students to be delivered or picked up.	Onsite meal preparation for students. Additionally, food, materials, and supplies are located onsite.	6:30-2:30 p.m. or as required.	School Lunch Manager will provide a schedule to the Business Administrator inclusive of employees and hours needed for essential operations.
<b>Director of Technology</b>	Oversee necessary hardware and software is in place for students and teachers to continue educational programs.	Educational system is dependent upon technology; Dir. of Technology, Computer Specialists will need to report onsite to carry out necessary functions of computer technology.	8:00-4:00 p.m. or as required.	Director of Technology will provide the Superintendent a schedule of hours needed to carry out essential operations.

**(2) Protocols Allowing Non-Essential Employees to Work Remotely**

1. The District will determine the employees with job functions which allow the employee to work remotely.
2. The District will ensure that students and the necessary staff have access to the needed technology to carry out their required functions and ensure digital equity to the best of its ability.
  - o The District provides each Adirondack CSD student with a device via its 1:1 Program.
    - **Mobile Device Assessments:**
      - o Survey staff in August to determine who will need devices at home to maintain operational functions as well as instructional services.
      - o Conduct a cost analysis of technology device needs
    - **Internet Access Assessments:**
      - o Survey staff in August to determine the availability of viable existing at-home Internet service.
      - o Conduct a cost analysis of Internet access needs
    - **Providing Mobile Devices and Internet Access:**
      - o To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
      - o To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

**Technology & Connectivity for Students - Mandatory Requirements:**

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;

- To the extent practicable, address the need to provide devices and internet access to students who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

### **Mobile Devices Delivery:**

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- o Communication (e-mail, phone, online conferencing, social media)
- o Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- o Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- o Learning Materials and Content (digital content, online learning activities)

### **Additional Technology Devices Assessments:**

- o Identify students' technology needs to include adaptive technologies
- o Use the Asset Tracking Management System procedures to check out all mobile devices
- o If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- o Providing Multiple Ways for Students to Learn
- o Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

### **(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, the district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

**Protection (Preparedness):**

We will continue to collaborate with our partners to assure complementary efforts. We will communicate with representatives from the Oneida/Lewis County Department of Health, Police Department, Fire Department, and others and invite them to attend our District-Wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-Wide Command Center will be at District Office at 110 Ford Street, Boonville, NY with the alternate at the high school at 8181 Route 294, Boonville, NY and will be activated at the direction of the School District Incident Commander. Our District-Wide Incident Command Structure as follows:

Kristy McGrath	Superintendent	315-942-9200 ext. 1810
Cameron Teachout	Director of Facilities	315-942-9200 ext. 5531
Sharon Cihocki	Business Administrator	315-942-9200 ext. 1831
Michael Faustino	Director of Technology, Curriculum	315-942-9200 ext. 1840
Heidi Smith	High School Principal	315-942-9200 ext. 5510
Daniel Roberts	Asst. HS Principal	315-942-9200 ext. 5500
Boonville Fire Dept.		315-942-4371
Oneida County Sheriff		315-736-8364
Boonville PD		315-338-2880 ext. 7

Building-level Command Posts and Incident Command Structures are defined in the Building Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- The school district has designated a Pandemic Safety Coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive pandemic cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the pandemic public health emergency and plans implemented by the school.

School/Program	Pandemic Safety Coordinator/Administrator	Contact #
High School	Heidi Smith, Principal	315.942.9200, x5500
Middle School	Brandie Collins, Principal	315.942.9200, x4500
Boonville Elementary	Jill Schafer, Principal	315.942.9200, x1500
West Leyden Elementary	Linda Weber, Principal	315.942.9200, x3500
Administration	Kristy McGrath, Superintendent	315.942.9200, x1800

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; social media; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO), Superintendent of Schools, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision-making authority for the district

(Superintendent, Business Official, Director of Curriculum, High School Principal, Elementary Principals, and Assistant Principal). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by cell phones, e-mail, and district automated phone notification system.

- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined all business office positions for having back-up responsibility in these areas. Recognizing the need for job cross-training, we have trained individuals within the business office to do other duties to ensure operations. We have also established the ability to maintain these essential functions offsite from remote locations with virtual private networks.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities will provide building administrators with information regarding essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). When necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as such as high touched surfaces. Teachers may be asked to assist in this effort in their classroom. The district will provide necessary cleaning products. At no time will products not approved by the district be utilized.
- The business office will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The business official has provided cross training of staff to ensure essential functions. Each member of the business office has been cross trained to perform other duties within the business office. The business official will develop the Plan, in conjunction with all bargaining units, for emergency use of personnel

in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the business official will help to decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
  - Hard copies of assignments/textbooks
  - On-line instruction; on-line resources; on-line textbooks (such as Google Classroom, Google Meet, synchronous and asynchronous lessons, recorded lessons, etc.)
  - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, text messages; e-mail; Parent Square and School Messenger; website postings

#### **(4) Obtaining and Storing Personal Protective Equipment (PPE) PPE &**

##### Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and will have an adequate supply of coverings in case of replacement.
- Face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or Personal Protective Equipment (PPE).
- Information should be provided to staff and students on proper use, removal, washing and disposal of face coverings.
- Face coverings are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with community partners to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

## PPE Supply Management

The business office will work with departments to determine the overall PPE needs of the district.

Disposable Face Covering Supplies				
Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students  Based on 1150 students	(1150 x 12) 13,800	(575 x 12)  6900	(287.5 x 12) 3450	Disposable Mask per Week per Student (supplements parent provided) cloth masks provided per student (one time purchase)
Teachers/Staff  Based on 220 employees	(220 x 12) 2640	(110 x 12) 1320	(55 x 12) 660	Disposable Masks per Week per Teacher/Staff cloth masks provided per Teacher/Staff (one time purchase)
Nurse/Health Staff  Based on 5 nurses	600	300	150	10 Disposable Surgical Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

*\*Note: N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.*

### Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Oneida/Lewis County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.

- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Superintendent and Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Business Official will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent at Jefferson-Lewis BOCES.

## **(5) Preventing Spread and Disinfection**

### **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

### **Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and door knobs/handles
- Dust-mopping, wet-mopping and/or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms



- Wiping heat and air conditioner vents
- Spot cleaning walls
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

### **Classroom/Therapy Rooms:**

The district will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

### **Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a face covering. Signage has been posted in common areas to remind staff of health and safety etiquette.

### **Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff that is approved by the district/BOCES for use.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between uses as much as possible. Examples of high touch areas in schools may include, but are not limited to:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.

- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Shared computers, keyboards and mice.
- Shared telephones.

**Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved for use from the district.
- The district ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

**Trash removal:**

- Trash will be removed daily.
- Garbage cans or the process for collecting trash during lunch periods in classrooms will be increased where necessary.

**(6) Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Tracking of these identified individuals will be located in the BLERP (*Building Level Emergency Response Plan*).

**(7) Emergency Housing for Essential Employees**

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, in the event of the need for emergency housing the district will supply options for staff to consider.

Some Oneida/Lewis County School Districts have also established school building shelter sites across the County in cooperation with the Red Cross which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with the Red Cross to determine housing options.

**Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning

methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.

- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Facility Director, and other key team members will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

**ADIRONDACK CSD DISTRICT SAFETY EMERGENCY REMOTE INSTRUCTION PLAN**

<p><b>1) How will chromebooks be made available to students or other means by which students will participate in instruction?</b></p>	<ul style="list-style-type: none"> <li>● Adirondack CSD will survey students/parents every August to determine internet access needs at home. This is a part of our annual paperwork to families.</li> <li>● Adirondack CSD will communicate with families by newspapers/radio/tv, mail, email, Parent Square, and social media.</li> <li>● All devices will be serviced by the District Technology Department. Any problems or concerns, please contact: <a href="mailto:helpdesk@adirondackcsd.org">helpdesk@adirondackcsd.org</a></li> <li>● Adirondack has 1:1 chromebooks, meaning each child is assigned a chromebook. 6-12 graders have their devices with them daily. In the event that UPK-5th graders would need their devices, they would either be sent home with them in advance, or we would have pick-up times and locations.</li> </ul>
<p><b>2) How will students receive remote instruction under emergency conditions and access internet connectivity?</b></p>	<ul style="list-style-type: none"> <li>● The District Technology Department will assess and issue mobile hotspots to families as necessary.</li> <li>● The District will also provide a list of locations to families where wifi is available in our communities.</li> </ul>
<p><b>3) Expectations for school staff of time spent on synchronous vs asynchronous remote instruction under emergency conditions?</b></p>	<ul style="list-style-type: none"> <li>● If staff don't have adequate internet at home, they can be provided with a hotspot by the District. Depending on the situation, staff may also be allowed to work from school.</li> <li>● 6-12 graders will follow their regular bell schedule for classes. UPK-5th graders will be provided a schedule.</li> <li>● Students will join live Google Meets, watch videos posted by their teachers, and complete assignments.</li> <li>● Parent Square, mail, email, Google classroom, and telephone are all utilized by teachers to communicate with students and parents.</li> <li>● The expectation is that a minimum of 50% of the daily instruction is synchronous, and the remainder may be asynchronous.</li> <li>● The District utilizes and provides professional development to staff on many technology platforms, such as Screencastify, Google, ProblemAttic, Kami, etc.</li> </ul>
<p><b>4) How will instruction occur for students that cannot access appropriate digital technology or connectivity?</b></p>	<ul style="list-style-type: none"> <li>● In the event that a child's learning is inhibited by internet/technology issues, we will mail hard copy materials to students in need of this service. Phone calls will be used as well, and even individual meetings with adaptations (spacing, masks, barriers) may be used if appropriate/allowed.</li> </ul>
<p><b>5) How will special education and related services be provided?</b></p>	<ul style="list-style-type: none"> <li>● Special Education and related services will be scheduled for each child. For 6-12 graders, it will be during the child's normal bell schedule. For UPK-5th graders it will be included on the remote schedule.</li> </ul>
<p><b>6) What are the estimated number of instructional hours the school district intends to use for each day spent in remote instruction due to emergency conditions?</b></p>	<ul style="list-style-type: none"> <li>● The District intends to claim the full normal day of instruction on remote learning days (unless a day is altered/adjusted from the information listed above).</li> </ul>

