

**SUBJECT: DISTRICT WIDE EMERGENCY RESPONSE PLAN**

## Section 1: General Considerations and Guidelines

### Introduction:

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. Describe the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The district may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE. The AuSable Valley Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

### Purpose:

The Au Sable Valley Central School [AVCS] District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the AVCS District Board of Education, the Superintendent of the AVCS District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

### Identification of District Safety Team:

The AVCS District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. Key members of this team include:

- Paul D. Savage II, Superintendent of Schools
- Ted Sill, School Business Executive
- Randall Pray, Chief Emergency Officer / Director of Facilities
- Chris Fey (High School Principal)
- Brittany Trybendis (Middle School Principal)
- Mike Francia (Keeseville Elementary Principal)

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**General Considerations and Guidelines (Continued)**

**Identification of District Safety Team (Continued)**

- Aimee Defayette (Au Sable Forks Elementary Principal / District Coordinator of Student Services)
- Matthew Rogers (Director of Counseling)
- Kevin Hulbert (Executive Principal of Athletics, Pre-K Education and Curriculum)
- Dean Lincoln, PT Director of Transportation
- Tracy Tender, Head Bus Driver
- Representative(s) from Keeseville Elementary Faculty-Student Association
- Representative(s) from Au Sable Forks Elementary Parent-Teacher Organization

**Concept of Operations:**

This District-wide Emergency Response Plan will outline the conceptual response to emergent issues for parents, staff and students. Each building shall develop and maintain a Building Emergency Response Plan, which shall include site-specific hazard analysis and response procedures. These plans will remain in compliance with the overarching guidelines established by this District-wide plan.

This District-wide plan was developed with input from local, state and national emergency operations representatives (including local Fire/EMS, Clinton County Office of Emergency Services, NYS Education Department, and others). Historical review of incidents in this District, as well as similar Districts throughout the state and country, were used in the analysis of hazards.

In the event of an emergency, the initial response within any particular building will be by that Building's Emergency Response Team. Notification of the District Administration will occur via phone, radio or other electronic means as soon as the emergent situation allows.

Notification of local emergency officials will occur in accordance with the appropriate functional or hazard-specific annex.

The Emergency Response Teams throughout the District are encouraged to utilize available resources from local agencies that may be better-equipped to deal with some hazards that potentially exist within our buildings. This includes local emergency response agencies, local highway departments, mental health and behavioral service providers, etc. Coordination with outside agencies should be directed through the District's Chief Emergency Officer or his/her designee.

**Plan Review and Public Comment:**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel,

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Plan Review and Public Comment (Continued)

parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan will be made available on the District's website (<http://www.avcs.org>).

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at District Office or by contacting the Chief Emergency Officer.

## Section 2: Risk Reduction, Prevention and Intervention

### Prevention and Intervention Strategies:

#### Programs and Partnerships:

The AVCS District has multiple programs and partnerships to improve communication among students and staff, including the report of actual and potentially emergent situations. Some of these programs include, but are not limited to:

- College for Every Student (CFES) Peer Mentoring
- In-school Behavioral Health Services Counselling
- In-school Champlain Valley Family Services
- In-school Sexual Assault Counselor

#### Drills and Training:

The AVCS District will conduct, at a minimum, the emergency drills as required by the State of New York. Currently these drills include:

- Eight evacuation drills (four of which must include utilization of secondary egress routes)
- Four lock-down drills
  - NOTE: Eight of the drills must be completed prior to December 31<sup>st</sup> and the remaining four must be completed prior to the end of the school year.
- One early dismissal drill (includes testing of emergency communications systems)

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**Prevention and Intervention Strategies (Continued)**  
**Drills and Training (Continued)**

The Administration of each building will coordinate with the District Administration, including the Chief Emergency Officer (CEO), to review and critique these drills. Any concerns relayed from staff to the Administration will be forwarded to the CEO for review and adjustments as necessary.

The Building Emergency Response Plan teams will conduct tabletop exercises for the purpose of developing and refining functional and hazard-specific annexes.

Annual training will be provided to all staff during “opening day” meetings. All new hires will be provided training during the on-boarding process. Both of these trainings will be provided by the CEO or his/her designee.

COVID: Drills will be modified to account for appropriate COVID precautions. Drills may be conducted in staggered subgroups. All students will receive a substantially similar amount of time for drills and emergency training.

**School Security:**

Visitors will be required to sign in and out of the buildings during school hours.

Surveillance cameras and electronic access-control are used to monitor and control access to the buildings. Notification systems alert specified Administrators to activity outside the approved parameters.

Partial or whole-building searches by law enforcement, including canine officers, may be conducted to address a reported potential hazard.

**Vital Educational Agency Information:**

AVCS District utilizes a “cloud-based” student management system to house important school information, including:

- Student rolls and attendance information
- Parent/guardian contact information
- Medical alerts
- Transportation information
- Faculty emergency contact information

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Prevention and Intervention Strategies (Continued)

Early Detection of Potentially Violent Behaviors:

AVCS District conducts professional development sessions throughout the academic year, at which time teachers, administrators, and school personnel will receive the latest information and materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors.

Multiple approaches are provided for prevention and intervention programs, as well as communication programs for reporting potentially violent incidents. Students' lessons include information to learn about each other and how to address conflicts when they arise.

Whenever available, informative materials regarding the early detection of potentially violent behaviors, including identification of family, community and environmental factors, are disseminated to all students and persons in parental relation to students.

Hazard Identification:

District-wide hazards include natural phenomena (flood, earthquake, severe storms, etc.) and man-made (electrical power outage, water system disruption, malicious computer attack, unauthorized entry, etc.). These hazards may occur in one or more of the school buildings, on AVCS District buses, field trips, and athletic events or in the community-at-large. Identification of the specific hazards for each building will be completed by the Building Emergency Response Plan team, in conjunction with the Clinton County Office of Emergency Services, the New York State Police and other agencies as required.

### Section 3: Response

Notification and Activation:

The Incident Commander will contact, or direct another team member to contact, the appropriate first responder or outside agency, as may be necessary for each incident. The Chief Emergency Officer, or another designee, may act as the primary contact for responding agencies after initial contact.

Internal and external notification of an incident, or potential incident, will occur through one or more of the following methods:

- Electronic mail
- Public-Address announcement
- District web site and social media outlets
- Blackboard Direct (robo-call/mass text)
- Local media

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Section 3: Response (Continued)

**Situational Responses:**

**Multi-Hazard Response:**

District-wide hazards will likely be addressed differently based on available resources for each building. Specific multi-hazard responses are outlined in each Building Emergency Response Plan. The Building ERP will include specific information for threats and acts of violence, in addition to accidental or natural hazards.

**Response Protocols:**

The Incident Commander will utilize the best available response protocols to direct and coordinate students, staff and emergency responding agencies. The Building Emergency Response Plans will include detailed protocols, specific to each building's needs and available resources.

**Local Government:**

The District will include local governments in the planning and training for, as well as the response to, hazards and incidents. These partnerships will extend to non-emergent events to maximize the familiarity for personnel from all entities.

**School Cancellation or Dismissal:**

The School Superintendent, either acting as or in coordination with the Incident Commander, will determine the need to cancel school or dismiss school that is already in session. Regular procedures will be followed for notification of parents/guardians and transportation.

**Section 4: Recovery**

**District Support:**

The District's administrative team will support the building(s) affected by a hazard or incident. Support may include, but is not limited to, temporary staffing, relocation of services, emergency maintenance and post-incident response (including mental health or counselling services).

# APPENDIX 1:

## School Buildings and Contact Information

Au Sable Forks Elementary School	Address: 28 Church Lane Au Sable Forks, NY 12912 Main phone: 518 647 5503 Administrator: Ms. Aimee Defayette, Principal
Keeseville Elementary School	Address: 1825 Main Street Keeseville, NY 12944 Main phone: 518 834 2839 Administrator: Mr. Michael Francia, Principal
Middle-High School	Address: 1490 Route 9N Clintonville, NY 12944 Main phone: 518 834 2800 Administrators: Mr. Chris Fey, High School Principal Mrs. Brittany Trybendis, Middle School Principal
AuSable Forks Bus Garage	Address: 62 Church Street Au Sable Forks, NY 12912 Main phone: <i>please contact the Keeseville Bus Garage</i> Administrators: Dean Lincoln, PT Dir. of Transportation Mrs. Tracy Tender, Head Bus Driver
Keeseville Bus Garage	Address: 62 Hill Street Keeseville, NY 12944 Main phone: 518 834 2851 Administrators: Dean Lincoln, PT Dir. of Transportation Mrs. Tracy Tender, Head Bus Driver
District Office	Address: 1273 Route 9N Clintonville, NY 12924 Main phone: 518 834 2841 Administrator: Paul D. Savage II, School Superintendent