

1.2 Plan Purpose / Overview

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required by NYS Project SAVE (Safe Schools Against Violence in Education) 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 Cuba-Rushford CSD District-wide School Safety Plan was developed pursuant to Education Law Section 2801-a, and 8 NYCRR 155.17. At the direction of the Cuba-Rushford CSD Board of Education, the Superintendent appointed a **District-wide School Safety Team** and charged it with the development and maintenance of the District-wide School Safety Plan.

This plan is designed to provide guidance to each of the **Building-Level School Safety Teams** as well as district-level administrators before, during, and after an emergency and describes the general roles and responsibilities of the members. It identifies who will coordinate an incident and the procedures that may be employed.

This plan serves as an “All-Hazards” plan that outlines how the district intends to comply with NYS Project SAVE while also addressing the five mission areas defined in **Presidential Policy Directive (PPD)-8** provided below regarding national preparedness. (Each of these mission areas are addressed within this plan.)

Presidential Policy Directive (PPD)-8

National preparedness efforts, including planning, are now informed by Presidential Policy Directive (PPD) 8, which was signed by the president in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences.

PPD-8 defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention, for the purposes of this guide, means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.

Protection means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, “mitigation” also means reducing the likelihood that threats and hazards will happen.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

The procedures outlined within the **Functional** and **Threat / Hazard-Specific Annexes** of this document are intended to provide for the protection of lives and property before, during and after an emergency through the effective use of resources and support available from within the CRCSD and with the assistance and support of local government and community emergency response agencies.

All requests for procedural changes, suggestions, or recommendations regarding this plan should be submitted in writing to the District-wide School Safety Team through the Office of the High School Principal (District Safety Coordinator). Any changes or additions that are made to this plan will be recorded in **Appendix A-8** of this plan and those amendments or additions delivered to all those CRCSD departments and appropriate outside agencies issued this plan as recorded in **Appendix A-7**.

1.3 Planning Assumptions and Limitations

This District-wide School Safety Plan is based on a realistic approach to the kinds of problems likely to be encountered on the CRCSD campuses during an emergency or disaster. The plan is based on the following assumptions:

- An emergency or a disaster may occur at any time of the day or night, weekend or Holiday, with little or no advance warning. As such, members of the CRCSD community cannot and should not, wait for direction from local emergency response agencies when prompt, prudent action is required immediately to save lives and protect district property.
- The succession of events in an emergency is not predictable, thus safety plans will serve only as a guide and may require field modification in order to meet the requirements of the emergency.
- While this plan does not cover every possible situation, it does outline the basic guidelines and procedures necessary to successfully address most emergencies.
See Section 7.2: The Three Critical Tasks
See Section 8.0: Threat / Hazard – Specific Annexes
- Assistance from community emergency response agencies (Police / Fire / EMS) will generally be needed to address and resolve events of a serious nature.
- Disasters may affect residents in geographical proximity to the Cuba-Rushford campuses, thus local community emergency response agencies may not be immediately available to assist with an emergency at our schools.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire and safety /security inspections and various emergency drills may prevent or reduce incident-related losses.
- Maintaining the District-wide School Safety Plan and providing frequent opportunities for stakeholders (faculty, staff, students, emergency responders, etc.) to train and exercise the plan through live drills and table-top exercises can improve the district's readiness to respond to incidents.

1.4 Risk Assessment

The District-wide School Safety Team (**See Section 4.2**) has identified the type(s) of emergencies that have the potential to develop on or near the CRCSD campuses. These emergencies are addressed in the numerous and varied **Threat or Hazard Specific Annexes / Situational Response Procedures** detailed in **Section 8.0** under the following general categories:

- Civil Disturbances / Criminal Actions
- Environmental / Weather Emergencies
- Facility Related Emergencies
- Medical Emergencies
- Transportation Emergencies

1.5 Concept of Operations / Relationship between the District-wide School Safety Plan and the Building-Level Emergency Response Plans

General protocols reflected in the District-wide School Safety Plan guide the development and implementation of individual Building-level Emergency Response Plans. This plan sets forth the general procedures and protocols to be adhered to at each individual school essentially serving as the “safety” standard operating procedures. This includes the consistent use of plain language terminology for events and procedures to ensure understanding and to prevent confusion.

The principals at each school building appoint a Building-level School Safety Team that develops and maintains the Building-level Emergency Response Plans at the building level. It is expected and understood that the Building-Level Emergency Response Plans will not be identical as each has a unique student and staff population and physical layout. This does not however relieve any school from abiding by the expectations set forth in this District-wide School Safety Plan.

NOTE: The MS and HS have one combined Building-level School Safety Team and Building-level Emergency Response Plan as the two schools share the same physical building / campus.

In the event of an emergency or violent incident, the initial response at an individual school will be by that building’s Emergency Response Team under the direction of the principal (Incident Commander) or their designated alternate.

Upon activation of the School Emergency Response Team, the Superintendent of Schools will be notified as well as the District Safety Coordinator and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by County and State resources through existing protocols.

The overall strategy of this plan is to execute effective and timely decisions and actions that **prevent harm, protect lives and property, mitigate damages, restore order and aid recovery.**

An incident of a serious or protracted nature will likely require coordinated operations with other agencies, jurisdictions and municipalities. The key to successful operations is an organized command structure. It is important to understand that the district’s command of the incident may change once emergency responders arrive on the scene. Emergency responders are knowledgeable in the Incident Command System (ICS) and will be best equipped to command the response to a serious, specific incident within their area of expertise (Police / Fire / EMS). At that point, the district will relinquish command of the incident to a more qualified Incident

Commander (IC). These concepts are more fully discussed in the following subsequent sections:

**1.6 The National Incident Management System (NIMS), and
5.1 The Incident Command System (ICS).**

It is critical for CRCSD administration officials and all segments of the community emergency response system to work together in advance of an incident to develop a working relationship and understanding of how the district's initial response would transition into the overall response to a critical incident occurring on any CRCSD Campus.

1.6 The National Incident Management System (NIMS)

The National Incident Management System (NIMS) integrates existing best practices into a consistent, nationwide, systematic approach to incident management that is applicable at all levels of government, nongovernmental organizations (NGOs), and the private sector, and across functional disciplines in an all-hazards context.

Five major components make up this systems approach: Preparedness, Communications and Information Management, Resource Management, Command and Management, and Ongoing Management and Maintenance. These critical components are addressed within this District-wide School Safety Plan. The Incident Command System (ICS), a component of NIMS, is discussed in detail in **Section: 5.1 The Incident Command System**.

*NOTE: NIMS training will be addressed in **Section 6.2 National Incident Management (NIMS) Training**.*

1.7 Plan Development, Maintenance, Distribution, Review and Updates

Plan Development and Maintenance

The District-wide School Safety Team under the direction of the District Safety Coordinator is tasked with the development and maintenance of this plan. The plan should be considered a living document that will be revised as needed to address any chronic or acute concerns, situations, or procedural changes.

See Section 4.2 – The Role of the District-wide School Safety Team

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this fully revised plan was made available for public comment a minimum of 30 days prior to being adopted by the Board of Education. The District-wide plan and a summary of the Building-Level plans were formally adopted by the Cuba-Rushford BOE (August 2016) after a public hearing (August 2016) that provided for the participation of school personnel, parents, students and any other interested parties.

Plan Distribution

Copies of this District-wide plan and the Building-level plans will be distributed to the appropriate district and school level personnel and to State and local emergency response agencies (as required by regulation) that may have a role in responding to an incident – including the Cuba Police Department and New York State Police. A **Record of Plan Distribution** is maintained that indicates the name and title of each person who has been issued a copy of this plan and the appropriate building-level plans, the CRCSD School or department or outside agency to which the recipient belongs, the date of delivery, and the number of copies delivered.

Full copies of this District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department as required.

See Appendix A-7: Record of Plan Distribution

NOTE: A copy of Cuba-Rushford's District-wide School Safety Plan may be viewed by the public by appointment at the Cuba-Rushford Central School District Office. Building-Level Emergency Response Plans are confidential and are not subject to disclosure under Article 6 of the Public Officers Law or any other provisions of law, in accordance with Education law Section 2801-a.

Review and Updates

The District-wide School Safety Team will formally review this plan no less often than annually. This required annual review will be completed on or before July 1 of each year after its initial adoption by the Board of Education. The plan may also be reviewed and amended or updated as needed based upon: changes in information; deficiencies identified during incident management activities and exercises; and when there are changes in potential threats, hazards, resources, capabilities or school district structure.

Each update or change to the plan shall be tracked. The **Record of Plan Changes** contains the affected section number, the date of the change, and the name of the person who made the change and a brief summary of the change.

The pages that are amended will be delivered to each holder of the plan. Each page of this plan clearly identifies the month and year of issuance in the footer to assist in keeping all distributed plans current.

See Appendix A-8: Record of Plan Changes

Training and Exercising the Plan will be addressed in **Section 6.0 – Multi-Hazard Training, Drills and Exercises.**