

Lockport City School District

District-Wide School Safety Plan

2023-2024

Adopted August 9, 2023

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INTRODUCTION

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York **shall adopt by** July 1, 2001, and **shall update by** July 1st for the 2002-2003 through the 2015-2016 school years **and by September 1st for the 2016 – 2017 school year and each subsequent September 1st thereafter**, a comprehensive District-Wide School Safety Plan and Building Level Emergency Response Plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. **Such plans shall be developed by a District-Wide School Safety Team and a Building Level Emergency Response Team**, as such terms are defined in subdivision (b) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. **Each District-Wide School Safety Plan and Building Level Emergency Response Plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.**

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The **Lockport City School District-Wide Safety Plan** was developed pursuant to Commissioner's Regulation 155.17. At the direction of the **Lockport City School District Board of Education, the Superintendent of Lockport City School 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 School Teams

The **Lockport City School 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. The **District-Wide School Safety Team** consists of the following positions or affiliations:

Superintendent

Assistant Superintendent for Finance

Assistant Superintendent for Human Resources

Assistant Superintendent for curriculum & Instruction

Director of Student Services

Director of Special Education

Director of Physical Education and Athletics

Director of Facilities

LEA Union President or Designee

LSEA Union President or Designee

LASA Union President or Designee

Substitute Teachers Union President or Designee

School Nurse Department Chairperson or Designee

LHS Student Representative

President of Lockport Council PTA or Designee

School Resource Officer

President of Board of Education or Designee

O/N BOCES Safety Risk Specialist

District-Wide School Safety Coordinator

Multi-Disciplinary Mental Health Coordinator

STA/Ridge Road Express Vice President / General Manager or Designee

Director of Technology, Data Security and Communications

Lockport City School District Safety Officer

Niagara County Sheriff

Lockport Police Department

Lockport City Fire Department

South Lockport Fire Department

Concept of Operations

- The **District-Wide School Safety Plan** is directly linked to the individual **Building Level School Emergency Response Plan** for each of the school buildings. Protocols reflected in the **District-Wide School Safety Plan** will guide the development and implementation of the individual **Building Level School Emergency Response Plan**.
- The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent's designee, as the district's **Chief Emergency Officer**, who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the District-Level Safety Plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of the Building Level School Emergency Response Plan.

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee followed by contacting law enforcement, fire/ems 911.
- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, and may be supplemented by county and state resources through existing protocols.

Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The **District-Wide School Safety Plan** was adopted by the School Board after one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education on June 18, 2001. The District-Wide School Safety Plan is reviewed and updated annually.
- Full copies of the **District-Wide School Safety Plan** shall be posted on the district's web site or can be requested in writing. The **Building Level School Emergency Response Plan** is submitted to local law and fire/ems agencies and entered on the SEDDAS' business portal of NYSED for New York State Police.
- This plan is reviewed periodically during the year and is maintained by the **District-Wide Safety Team**. The required annual review is completed on or before **September 1** of each year. **The District-Wide School Safety Plan is located in the Office of the Superintendent.**
- While linked to the **District-Wide School Safety Plan**, the **Building Level School Emergency Response Plan** shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers law or any other provision of law in accordance with Education Law Section 2801 – a.

RISK REDUCTION / PREVENTION AND INTERVENTION

Prevention / Intervention Strategies for Faculty, Staff and Students

Program Initiatives: Prevention / Faculty and Staff

The **Lockport City School District's** mission is one that continues to develop and investigate various strategies regarding violence prevention and intervention. Our goals include reducing and preventing acts of violence, bullying (including cyber-bullying), and any other non-productive behavior or prejudice against one another. The **Lockport City School District** will provide programs and training that will assist our employees, staff, students and other stakeholders with a greater overall understanding of the issues that exist in our schools. The programs and training are used to assist our District with achieving our prevention and intervention goals and complying with the New York State Department of Education regulations. District-Wide Safety Committee Meetings prefaced by Building-Level Safety Committee meetings provide valuable insight to ongoing and current issues, issue resolution, and evaluation of our program effectiveness. During this process, it is imperative for all participants to maintain and hold in concealment any details or findings pertaining to programs, specific incidents or investigation, including all discussion about incidents, participants, and particulars in strict confidence.

These trainings/strategies may include but are not limited to:

	FACULTY/STAFF	STUDENTS
Training	Right to Know Training	
	Hazard Communication Training	
	AED/CPR Training	AED/CPR Training
	Blood borne Pathogen Inoculation Training	
	Alcohol/Substance Abuse Awareness Training	
	Mandated Reporter Awareness Training	
	Child Abuse in Educational Setting Training	
	Sexual Harassment Awareness Training	
	Situational Awareness Training	
	Incident Command Training	
	TCI/CPI Training	
	Safe Schools Training Course Library	
	Raptor Visitor Management Training	
	Stop the Bleed Training	
	Student Mental Health	
Drills	Lockout/Lockdown, Shelter in Place, Evacuation Drills	Lockout/Lockdown, Shelter in Place, Evacuation Drills
	Fire, Early Dismissal, School Bus Drills	Fire, Early Dismissal, School Bus Drills
Intervention Strategies	Code of Conduct Pandemic Preparedness Training Suicide Prevention Training and Restorative Practices	Code of Conduct
	Dignity for All Students Act Coordinators	Dignity for All Students Act Coordinators
	Bully prevention programs	School Mediation
		Afterschool/Extended Day Programs
		GREAT Program
		STRAP/Youth Court
		Response to Intervention Supports
		Face to Face Program (Horizon)
		Periodic Drug / weapons authorized by policy searches
		Conflict Resolution

		Second Step Curriculum Instruction
		Restorative Practices
Resources	School Resource Officer	School Resource Officer
	School Safety Monitors	School Safety Monitors
	Building and online safety resources posted	Building and online safety resources posted
	School Counselors, Social Workers	School Counselors, Social Workers
	School Psychologists	School Psychologists
	School Mediators	School Mediators

Program Initiatives: Relationships / Partnerships

The **Lockport City School District** relies upon the expertise of the organizations within our community to assist with establishing our violence prevention and intervention programs. The Lockport City Police, Fire Departments, local volunteer Fire Departments, the Niagara County Sheriff's Department, the New York State Police, and Orleans/Niagara BOCES are all valued partners and resources for the development, education, training and evaluation of our prevention and intervention initiatives.

In addition to District-Wide activities, the **Lockport City School District** has valued relationships with and recognizes the importance of other civic and community organizations and members throughout our community and region.

Program Initiatives: Crisis Management

The set of procedures will be applied when handling, processing, and resolving issues during post-emergency incidents as determined by the Superintendent of Schools or their designee. The plan will be implemented quickly and will be managed locally at the Building-Level by the Building-Level Safety Team unless otherwise directed. The plan also may include Federal, State, Local law enforcement agencies and fire/ems departments.

The following will occur during debriefing:

Initially, District-Wide Building Safety Team members and all other pertinent individuals will be notified by the Superintendent or their designee to communicate, discuss and formulate an action plan.

Formal debriefing meetings following the incident will include:

- Review current practices and procedures and adjust accordingly
- Develop short term intervention strategies
- Engage in regular communications internally or externally as necessary
- Authorize security if necessary
- Post-Critique discussion of strengths and weakness involving each incident will also include Federal, State and local law enforcement agencies, fire/ems departments
- Maintenance of strict confidentiality

Training and Exercises

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. or by contacting your local emergency management agency.
- Security / Communication System Drills

Drills and Exercises

Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day include:

- eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year.
 - four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress
 - conducting drills at different times of the school day
 - students and staff shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly
- at least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time. This will occur in the fall, including:
 - notifying parents and legal guardians at least one week prior to the drill; and
 - testing the usefulness of the communications and transportation system during emergencies.
- Raptor instruction training is provided upon implementation of these systems and security / communication system drills will be provided periodically as determined by the need of **Lockport City School District**.

Additional drill requirements for residential schools, summer school, after school programs, events or performances:

- four additional drills must be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations.
- at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.
-

- for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.

Policies and procedures for annual school safety training for students and staff:

- the district must certify (via BEDS in October each year) to the commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training include violence prevention and components on mental health, a virtual training video will included but not limited to topics listed above.
- new employees hired after the start of the school year shall receive training within 30 days of hire or as part of a district's existing new hire training program, whichever is sooner.

School Security

The **Lockport City School District** is committed to providing a safe working and learning environment at each of its schools. To help ensure the personal safety of staff and students the following has been adopted.

1. Screening of potential new employees which includes:
 - Providing a resume
 - Providing references
 - Submit fingerprinting (for all new employees hired after July 1, 2001)
2. ID Badges, Visitor Badges, Visitor Policy, Code of Conduct, Raptor Visitor Management system

Implementation of School Safety Monitors

The **Lockport City School District** School Safety Monitors are assigned to the main entrances at the following buildings, Lockport High School, Lockport High School West, Aaron Mossell Junior High, and Emmet Belknap Intermediate School. Their duties include: greeting visitors to the campus, monitoring security cameras, assisting with securing doors and windows, maintaining communication with building administrators and remaining alert and vigilant. School Safety Monitors will be provided training within six months of hire on the following topics: diversity, equity, and inclusivity, mental health and restorative practices.

All independent School Safety Monitors hired by the **Lockport City School District** may be authorized by the Board of Education to carry a firearm. This authorization is at the discretion of the Board of Education. If the Board of Education authorizes School Safety Monitors to carry a firearm they must maintain a valid security guard certification and keep current with a pistol permit. (The BOE will monitor and review annually or as needed the need for School Safety Monitors to carry a weapon).

Recent security updates include:

- New security software
- Building entrance upgrades
- Increased visual surveillance
- Raptor Visitor Management system

School Safety Monitors

Security personnel's work is performed under the supervision of the Building Administrator with leeway allowed to exercise independent judgment in performing work assignments. The following table represents a list of the security practices utilized in our district.

EMPLOYEES	SCHOOL
Submission of a completed application providing references as dictated by the position being applied for	All outside doors locked during normal hours beginning 15 min. after building scheduled start time
NYSED OSPRA mandated fingerprint background checks through NYS DOCJS	All schools use a video intercom system or secure vestibule for visitor access during regular hours
Reference checks by Lockport City School District personnel office	All district personnel issued a key fob for building access during designated hours
Policy for Chaperones relative to "On Campus" and "Off Campus" school sponsored events	School Safety Monitors on site during off hours for special events when necessary
AED Trained Staff provided at all "Off Campus" and "Home" school sponsored sporting events	Identification badges used in all schools: All secondary students 9-12 All faculty Pre-K to 12
All individuals required for each position applied for are evaluated and assessed in accordance with all Local, State, and Federal mandates by district appointed responsible parties	Every door is accessible as an exit including inclement weather conditions unless authorized, properly designated, and written notice is given
Cyber Security Instruction (as applicable)	All classroom interior and exterior <u>classroom</u> doors will be locked at all times when unattended
Data Privacy Software	Signage at each main entrance requiring "Visitors Report to the Office"
	All visitors must sign in, required to wear a "Visitor" ID tag while touring the building, or be escorted by a school district employee
	Security Camera are present in all school buildings to monitor functionality daily/monthly
	Emergency windows remain closed

School Resource Information

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

1. School population
2. Number of staff
3. Transportation needs
4. Office and home telephone numbers of key officials of each educational agency
5. Inclement Weather & Air Quality Continuation of Operations Plan

The **Building Level School Safety Teams** will insure that this information is updated routinely and is accurate.

Early Detection of Potentially Violent Behaviors

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. The more signs a student exhibits, the more likely he/she may need intervention. Such early warning signs may include but are not limited to the following:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access / use of firearms
- Serious threats of violence

The above comes from the United States Department of Education's "Early Warning, Timely Response" document. This information will be available for all staff relating to early identification of potentially violent behaviors.

1. Information may be made available to parents / legal guardians on how to identify potentially violent behavior.
2. If any employee feels help for a student is warranted, it shall be discussed with the building administrator and other appropriate school personnel to determine the next step.
3. Interpersonal violence prevention education package will be taught as appropriate.

Hazard Identification of Sites of Potential Emergencies

The **Lockport City School District** has established procedures in the **Building Level School Emergency Response Plan** for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

Areas at Risk – On Site:

Anna Merritt Elementary School
Charles A. Upson Elementary School
Emmet Belknap Intermediate School
George M. Southard Elementary School
John E. Pound Early Childhood Programs
Lockport High School
Aaron Mossell Junior High School
Roy B. Kelley Elementary School
Lockport High School West at Charlotte Cross
Maintenance Garage (State Road Site)
Athletic Fields
Lockport High School Annex (Beattie Ave complex)
North Park Annex (Facilities Office / Storage; Corinthia Street)
Lockport High School Annex (Turf Baseball Fields)
Family Empowerment Center (cornerstone arena)

Areas at Risk – Off Site:

City Roads
VanDeMark Chemical Inc.

Areas of Potential Emergencies – On Site: for addresses and telephone numbers see the School Building Information in the **Building Level School Emergency Response Plan**.

Areas of Potential Emergencies – Off Site: emergencies will be handled by the County Emergency Management procedures.

For detailed **Situational Responses – Threat and Hazard Specific Annexes** refer to Criminal Offenses, Natural Hazards, Technological Hazards, Explosion and Fire, Systems Failure, Medical Emergencies, and School Building sections in the **Building Level School Emergency Response Plan**.

RESPONSE

Notification and Activation of Internal and External Communications

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible. When the Building Principal or Designee have notified First Responders (911) they will then contact the Superintendent's office and explain the situation. The Superintendents or Designee will inform other District buildings as needed (schools, facilities and bussing) of the situation and how it may affect them.

In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. Follow established procedures as listed in **Building Level School Emergency Response Plan**.

The following systems may be utilized as forms of communications:

Telephone / District Radio Systems	Global Calling System
Intercom / PA System	Emergency Alert System
Fax / E-mail	NOAA Weather Radio
Local Media	District E-Alert (Electronic Notifications)
SMS Text	

Notification of Educational Agencies

In the event of an emergency or disaster within the **Lockport City School District**, the Superintendent or Designee will:

1. Contact Orleans/Niagara BOCES District Superintendent:

Orleans/Niagara BOCES
4232 Shelby Basin Road
Medina, New York 14103
Phone: 716-731-6800, ext. 2202

2. Contact and act as the communications liaison for the public/non-public Educational Agencies associated with **Lockport City School District**.. A list of other agencies will be kept in the Superintendent's office.

The Building Level School Emergency Response Plan also details the appropriate responses for the following:

- Identification of the decision makers
- Determination of threat level
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify media
- Debriefing procedures

Functional Annexes

The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended.

- **Shelter-in-Place**
- **Hold-in-Place**
- **Evacuation** (required per 8 NYCRR Section 155.17 (e)(2)(I))
- **Lock-out**
- **Lock-down**

These annexes contain elements required by 8 NYCRR Section 155.17. Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- **Crime Scene Management**
- **Communications**
- **Medical Emergency and Mental Health**

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- **Accounting for All Persons**
- **Reunification**
- **Continuity of Operations**
- **Recovery**
- **Security**

Situational Responses - Threat and Hazard Specific Annexes

The district's multi-hazard response plans for taking actions in the following emergencies are included in the **Building Level School Emergency Response Plan**. They are as follows:

Criminal Offenses

- Bomb Threat
 - Written Threats
 - Telephone / Verbal Threats
 - Suspicious Packages
 - Outside Facility
 - Evacuation for Bomb Threat
 - Shelter in Place for Bomb Threat
 - Bomb Threat Response Form
- Social Media Threats
- Civil Disturbance / Prison Break
- Hostage Taking / Kidnapping
- Intrusion
- Suspected Student with a Weapon on Campus
- Active Shooter
- Suicide Threat
- Missing Students from Classroom / Building

Natural Hazards

- Severe Thunderstorm / Tornado
- Winter Storm / Ice Storm
- Hurricane / Tropical Storm
- Flood
- Reservoir / Canal / Dam Failure
- Earthquake

Technological Hazards

- Mail Handling Protocol
- Anthrax / Biological Threat On-Site
- Biological Threat Off-Site
- Air Pollution
- Aircraft Crash
- Gas Leak
- Hazardous Material Incident – On Site
- Hazardous Material incident – Off Site
- Radiological Incident
- Water Emergency

Explosion and Fire

- Explosion / Fire Emergency

Systems Failure

- Building Structure Failure
- Cyber Failure / Computer Loss
- Electrical System Failure
- Energy Supply Loss / Utility Restrictions
- Heating System Failure
- Sewage System Failure
- Transportation Fleet Loss
- Fire Alarm or Phone System Failure

Medical Emergencies

- School Bus Accident (Off-Site)
- Epidemic / Human Disease

Acts of Violence

The **Lockport City School District** recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The **Building Level School Emergency Response Plan** and Code of Conduct details the appropriate response to such emergencies utilizing the following procedure:

- The threat level will be determined
- If the situation warrants, the immediate area will be isolated and evacuated if deemed necessary
- Administration will be notified
- If necessary, lockdown procedures will be initiated and appropriate law enforcement officials will be notified
- The situation will be monitored and the appropriate response will be adjusted accordingly. If necessary, early dismissal, sheltering or evacuation procedures may be initiated.

Responses to Acts of Violence / Implied or Direct Threats

The school district has adopted policies and procedures dealing with acts of violence and responses to acts of violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the acts of violence. The normal procedures to respond to implied or direct threats of violence will be:

- Securing of staff trained in de-escalation or other strategies to diffuse the situation
- Notifying building principal of implied or direct threat
- Determining level of threat with District Superintendent / Designee
- Contacting appropriate law enforcement agency if necessary
- Monitoring situation, adjust response as appropriate, include the possible use of the Emergency Response Team

Arrangements for Obtaining Emergency Assistance from Local Government

During emergencies, local government agencies, including emergency services, can be obtained by contacting the county Emergency Management Coordinator. The Incident Commander will authorize the request for assistance from these agencies.

Niagara County Emergency Services Coordinator:	911 or 716-438-3171
City of Lockport Police:	716-433-7700
Niagara County Sheriff:	716-438-3393 or 716-438-3394
New York State Police:	716-434-5589

Procedures for Obtaining Advice and Assistance from Local Government Officials

If the nature of the emergency necessitates advice and/or assistance from local governmental officials, the Incident Commander will notify the county Emergency Management Coordinator at:

Niagara County Emergency Services Coordinator:	911 or 716-438-3171
City of Lockport Police:	716-433-7700
Niagara County Sheriff:	716-438-3393 or 716-438-3394
New York State Police:	716-434-5589
Lockport Fire Department:	716- 923-8971 or 998-0995
South Lockport Fire Department:	716-434-4626

and/or the highest ranking local governmental official for obtaining the advice and assistance. The district resources, which may be available during an emergency, include the following but not limited to:

Red Cross	NYS Dept. of Environ. Conservation
Fire Departments	NYS Dept. of Transportation
Police	NYS Dept. of Health
Private Industry	Village / Town Officials
Private Individuals	State Emergency Mgmt. Office (SEMO)
Religious Organizations	Other

Specific resources are identified in the **Building Level School Emergency Response Plan**.

District Resources Available for Use in an Emergency

The district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the **Building Level School Emergency Response Plan** as deemed appropriate by the Incident Commander. Specific resources are identified in the **Building Level School Emergency Response Plan**.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The district uses the Incident Command system model for emergency actions. For district-wide emergencies the incident commander will be the Superintendent or his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the **Building Level School Emergency Response Plan**.

RECOVERY

District Support for Buildings

After a critical incident has occurred, the District is committed to a thorough and comprehensive recovery for students, staff, and families. To achieve this goal, the Post Incident Response Team should consider the following steps:

- Step 1: Consult with administrators and others to:
 - Determine advisability of team involvement
 - Determine nature of team involvement
 - If team is needed, acquire release from currently assigned responsibility
 - Inform Superintendent of nature of incident
- Step 2: Acquire facts and circumstances as to the nature of the trauma/loss
- Step 3: Determine those groups and/or individuals most affected by the trauma/loss (target population)
- Step 4: Assist building administrator in the following:
 - Arrange for staff meeting
 - Formulate staff meeting agenda
 - Disseminate of information to staff, parents/legal guardian, students, media, etc. (e.g., letters, etc.)
 - Determine logistical needs (e.g., work space, crisis center, counseling rooms, class schedules, etc.)
- Step 5: Assignment of team members and other staff to individual tasks
- Step 6: Provide Post Incident Response Team Services
 - Conduct faculty meeting with all building staff
 - Provide educational information to teachers to be used in class
 - Conduct classroom meetings with team member and teacher in seriously affected classes
 - Assess needs and arrange for follow-up meetings with individuals and small groups
 - Facilitate end of day staff meeting to update staff and administrator and plan for next day
 - Facilitate Crisis Team “debriefing” at the end of day
 - Provide substitutes and aides as back-up staff for teachers
 - Provide a separate room for parent/legal guardian contact, if necessary
 - Crisis workers in offices to aid office staff to deal with parents’ telephone calls and questions

Remind staff about “Teachable Moments”

- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., (“should be composed of staff students, and parents”)

Step 8: Follow-up plans for ending Post Incident Response Team involvement may include:

- Staff meeting
- Alerting staff to individual staff questions and needs
- Respond to individual staff questions and needs
- Providing feedback to teachers regarding individual student needs referral of literature
- Referring students and others to appropriate building personnel or other helping resources in the community
- Arranging for meeting with Post Incident Response Team to determine effectiveness of the Post Incident Response Plan in addressing the needs in this particular incident

Medical and Mental Health Emergency Annex

Purpose

This annex describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. 8 NYCRR Section 155.17 (e)(2)(vi) requires the coordination of the ERP (emergency response plan) with the statewide plan for disaster mental health services. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

- **Suicide**
- **Grief Counseling**
- **Crisis Intervention**

CHAIN OF COMMAND

The **Superintendent of Lockport City School District** will be responsible for designation of response actions necessary to cope with an emergency.

Superintendent of Schools / Chief Emergency Officer

Dr. Mathis A. Calvin III

Office: 716-478-4838

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

**Assistant Superintendent for Finance and Management Services
District Emergency Coordinator**

Ms. Deborah Coder

Office: 716-478-4828

Assistant Superintendent for Human Resources

Mrs. Lisa Schrader

Office: 716-478-4826

Assistant Superintendent for Curriculum & Instruction

Office: 716-478-4860

Ms. Marianne Currie-Hall

Director of Facilities

Mr. Tim Parker

Office: 716-478-4601

If Director of Facilities is not available call

Mr. Kevin Guay

Office: 716-478-4601

BUILDING PRINCIPALS

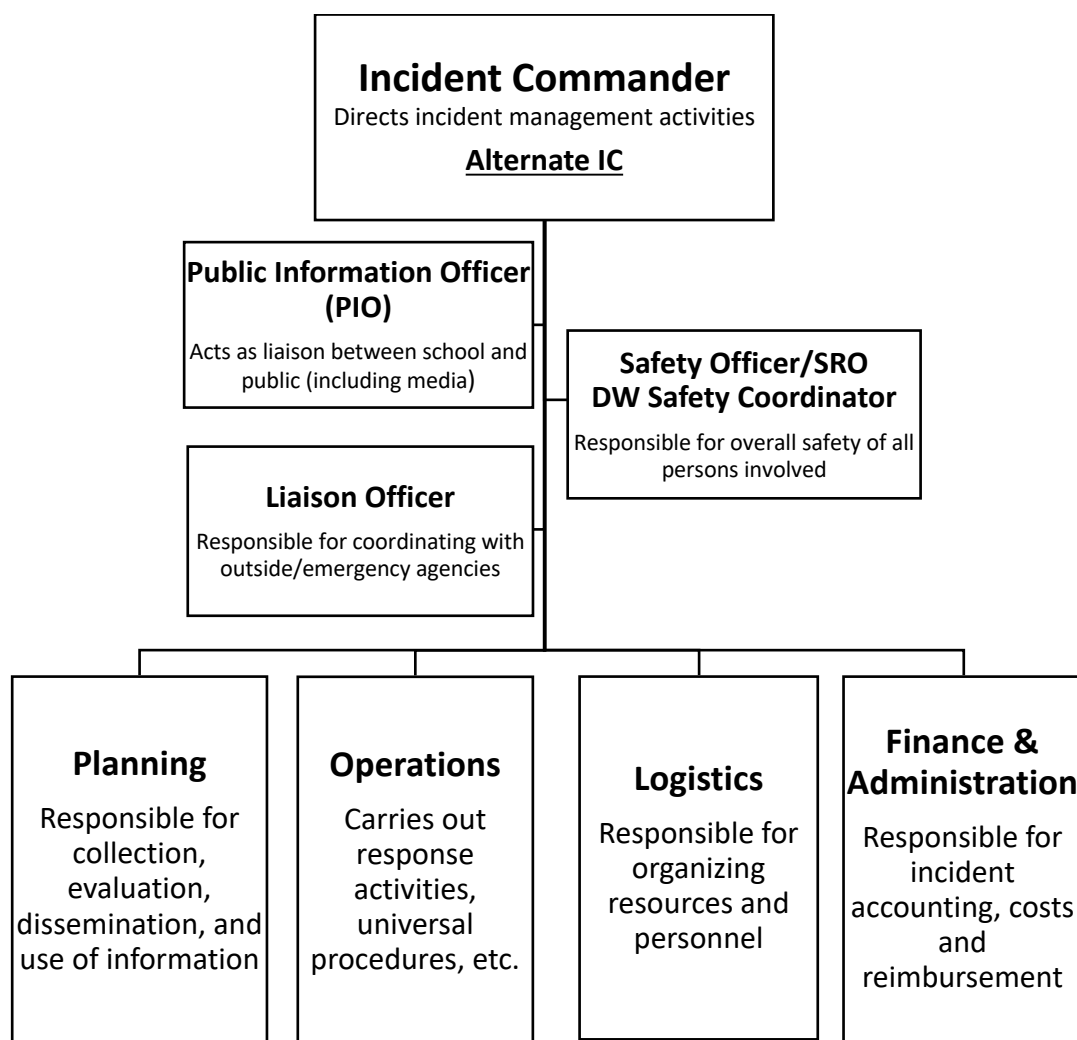
Anna Merritt Elementary School Mrs. Patricia McMahon	Office: 716-478-4726
Charles A. Upson Elementary School Dr. Jacelyn Harrington	Office: 716-478-4402
Lockport High School West at Charlotte Cross Dr. Bernadette Smith	Office: 716-478-4626
Emmet Belknap Intermediate School Mrs. Jennifer Gilson	Office: 716-478-4551
George M. Southard Elementary School Mrs. Deanna Schmitt	Office: 716-478-4781
John E. Pound Early Childhood Programs Mrs. Debbie Rogalski	Office: 716-478-4751
Lockport High School Mrs. Dawn Wylke	Office: 716-478-4451
Aaron Mossell Junior High School Mr. Mike Lyons	Office: 716-478-4701
Roy B. Kelley Elementary School TBA	Office: 716-478-4671

Direction, Control, and Coordination

School Incident Command System

To provide for effective direction, control and coordination of an incident, the School Emergency Response Plan will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



Supplemental Information as found in the Building Level School Emergency Response Plan

Implied or Direct Threats of Violence

The school district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

Acts of Violence

The district recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

Media Notification Plan

The media plan addresses who is designated to meet/talk with the media. All district/media communication during an emergency must flow through the designated individual to prevent miscommunication or inaccurate information from being released. The plan provides the necessary guidance for district representatives to effectively deal with the media during an emergency.

Parents / legal Guardians Notification Plan

Addresses the need for a separate plan to notify parents / legal guardians in the event of an emergency. The plan provides the necessary guidance for district representatives to effectively deal with parents / legal guardians during an emergency.

Post Incident Response / Recovery

Provides guidance to district representatives for initiating a post incident response to an emergency or tragic event. Specific guidance is given to establishing crisis intervention teams and Critical Incident Stress De-briefing teams and how to utilize them.

Crime Scene Management

- The Building Principal or Designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

Student / Staff / Guest with Special Needs

- This appendix is a school specific procedure for students with special needs during an emergency situation.

School Safety and the Educational Climate - SSEC

- All violent and disruptive incidents must be logged throughout the school year. A summary of all violent and disruptive incidents are to be submitted annually to NYSED.

APPENDIXES

Memorandum of Understanding Regarding the:

School Resource Officer

School Safety Monitors

School Mediators

District-Wide School Safety Coordinator

Public Health Emergency Continuation of Operations Plan

Inclement Weather & Air Quality Continuation of Operations Plan

Emergency Remote Instruction Plan

Add school-based threat assessment (when approved by the Board of Education)

Lockport City School District
Lockport, New York 14094
Pride in Our Past; Faith in Our Future

POSITION DESCRIPTION

TITLE: School Resource Officer

MINIMUM QUALIFICATIONS:

1. The School Resource Officer must be an employee of the Lockport City Police Department
2. 1-9 Employment Eligibility in compliance with Immigrations Reform and Control Act
3. Completion of mandatory training sessions
4. Willing to complete requirements for certification to instruct students enrolled in the Law Enforcement Pathway
5. Completion of training in diversity, equity, and inclusivity, mental health, and restorative practices within six months of being hired for the position

KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

1. Ability to write legibly, understand and carry out oral and written instructions
2. Ability to relate with students, parents, and staff members of all races, ethnicities, genders and gender identity and expression, sexual orientation, socio-economic status, religion or religious status, national origin, foster status, involvement with the justice system, Individual Education Plan classification,
3. mental/physical/medical condition, learning difference, immigration status,
4. language, or any other protected class as they arise
5. Ability to learn the organization, function, rules, policies, and regulations of the District
6. Clerical aptitude, mental alertness, good judgment, accuracy, tact, and courtesy
7. Ability to perform in an extremely high traffic and high demand environment
8. Physical condition commensurate with the demands of the position

ACCOUNTABILITY:

The School Resource Officer at LHS reports directly to the building administrator and/or other district administrators.

NATURE OF THE POSITION:

The work involves responsibility for performing general supervision tasks ensuring the safety and security of students and staff. Employees in this class will exercise some independent judgment in the application of prescribed procedures and methods to routine situations. The School Resource Officer can be considered a law enforcement officer, teacher, and information counselor. The School Resource Officer will not be responsible for any facet of student school discipline, however, may be called to provide additional educational opportunities for students. The School Resource Officer will be primarily assigned to Lockport High School but may be called to provide assistance at other district buildings or events as outlined in a written protocol to be developed.

PERFORMANCE RESPONSIBILITIES:

- Establish positive and trusting relationships with students
- Walk hallways, campus grounds, locker rooms, arrival times, dismissal times, school sponsored events, and cafeteria to ensure students are safe and orderly
- Help create and maintain a safe, supportive, and welcoming school community by upholding expectations of the Code of Conduct, using strategies rooted in restorative practices
- Assist with developing strategies to prevent and solve problems affecting youth and protecting all students
- Participate in daily morning meetings with school administrators to exchange information gathered from parents, community members, staff, and social media to detect potential opportunities to prevent or to intervene with threats, drug/gang activity, and other behavior that is dangerous or disruptive on campus
- Meet with school counselors, school psychologists, school social workers, and other staff to understand when and how home issues may be motivating student's disruptive behavior in order to proactively and positively work with school staff to ensure effective and supportive responses
- Listen to students concerns about bullying by other students and take those problems to school staff to help develop solutions
- Assist with securing additional law enforcement resources for larger events when school administration believes it is warranted
- Assist with updating the school's emergency and safety plans as needed
- Instruct students on technology awareness, domestic violence, traffic-stop education, and bullying
- Explore programs to service the school community
- Other duties as assigned by an administrator

Lockport City School District
Lockport, New York 14094
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POSITION DESCRIPTION

TITLE: School Safety Monitor

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma
2. At least five years' experience which shall have involved some type of security, police, and/or detective work or
3. 1-9 Employment Eligibility in compliance with Immigrations Reform and Control Act
4. Completion of mandatory training sessions
5. Completion of training in diversity, equity, and inclusivity, mental health, and restorative practices. Current individuals in this position must complete this training within six months after the revised job description is finalized. New hires to this position must complete this training within six months of hire.

NOTE: School Safety Monitors may be authorized by the Board of Education to carry a firearm. This authorization will be at the discretion of the Board of Education. If the Board of Education authorizes School Safety Monitors to carry a firearm they must maintain a valid security guard certification and keep current with pistol permit.

KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

1. Ability to write legibly, understand and carry out oral and written instructions
2. Ability to interact well with students, parents/legal guardians, staff members, and community members
3. Ability to learn the organization, function, rules, policies and regulations of the School District
4. Clerical aptitude, mental alertness, good judgment, accuracy, tact and courtesy
5. Ability to perform in an extremely high traffic and high demand environment
6. Physical condition commensurate with the demands of the position

ACCOUNTABILITY:

The Full-time School Safety Monitor reports directly to the Assistant Superintendent for Personnel and building administrators as necessary.

NATURE OF THE POSITION:

The work involves responsibility for performing general supervision tasks ensuring the safety and security of students and staff. The School Safety Monitor will exercise some independent judgment in the application of prescribed procedures and methods to routine situations. The School Safety Monitor will not be responsible for any facet of student school discipline.

PERFORMANCE RESPONSIBILITIES:

1. Greet visitors to campus and direct individuals to the proper location (if posted at one of the main entrances of a school building).
2. Assist with monitoring of school security cameras and other equipment. This may include a two hour shift in the LHS control room (if working in that building). Any evidence of non-functioning or impaired functioning of cameras must be reported directly to the Director of Facilities via a direct telephone and direct email messages.
3. Assist with securing doors and windows when needed.
4. Provide crisis prevention and intervention at the main entrance of the school building. School Safety Monitors would be responsible for contacting 911 if they encounter an external threat approaching the building.
 - a. All school safety monitors are expected to respond when a call for assistance is initiated in the building.
5. Maintain constant communication with the building administrators and other safety personnel
6. Remain alert and vigilant at all times while at the assigned post.
7. Other duties as assigned by an administrator

Lockport City School District
Lockport, New York 14094
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POSITION DESCRIPTION

TITLE: School Mediator

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma, experience working with adolescent students
2. 1-9 Employment Eligibility in compliance with Immigrations Reform and Control Act
3. Completion of mandatory training sessions
4. Completion of training in diversity, equity, and inclusivity, mental health, and restorative practices. Current individuals in this position must complete this training within six months after the revised job description is finalized. New hires to this position must complete this training prior to the completion of the probationary period.

KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

1. Ability to get along well with children of all races, ethnicities, genders and gender identity and expression, sexual orientation, socio-economic status, religion or religious status, national origin, foster status, involvement with the justice system, Individual Education Plan classification, mental/physical/medical condition, learning difference, immigration status, language, or any other protected class as they arise
2. Ability to understand and follow written and oral directions
3. Good powers of observation, tact, and courtesy
4. Physical condition commensurate with the demands of the position

ACCOUNTABILITY:

The School Mediator reports to the Building Administrator(s) or in accordance with currently established district and collective bargaining procedures and evaluation criteria.

NATURE OF THE POSITION:

The work involves responsibility for assisting school staff by performing assigned tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Mediator differs in this respect from Teacher Aide which usually involves duties of greater difficulty requiring specific academic skills or abilities. Work is performed under the general supervision of the School Principal. The School Mediator will not be responsible for the assignment of school discipline.

PERFORMANCE RESPONSIBILITIES:

1. Monitors halls and lavatories to check for unsafe or inappropriate activity of behaviors
2. Finds and escorts students who are needed for attendance office or discipline problems
3. This does not include responsibility for any facet of student discipline
4. Escorts disruptive students from their class to Assistant Principal or ALC
5. Looks up student schedules for the Principal and escorts them for awards, peer tutoring, etc.
6. Prints student schedules and attaches them to discipline referrals for APs
7. Logs detentions in the computer
8. Listen to students who are upset and/or angry and mediate if possible
9. Monitors for any additional opportunities to build and reinforce a positive school culture and intervene to prevent or stop problems
10. Calls teachers to get work for students in 188
11. Monitors daily detention list and helps locate students who skip detention
12. When teachers request student attendance records, print a copy for them or refer teachers to the appropriate AP
13. Monitors lunch periods and deescalates potentially harmful situations using restorative practices
14. Other duties as assigned by administration

Lockport City School District
Lockport, New York 14094
Pride in Our Past; Faith in Our Future

POSITION DESCRIPTION

TITLE: District-wide School Safety Coordinator

MINIMUM QUALIFICATIONS:

1. Graduation from high school
2. SUGGESTED: Graduation from a regionally accredited college or university with a degree in Criminal Justice or a related field
3. At least five years' experience which shall have involved some type of security, police, and/or detective work
4. I-9 Employment Eligibility in compliance with Immigrations Reform and Control Act
5. Completion of state and district mandatory training sessions to include required topics such as sexual harassment, child abuse, school violence, and Education Law2D
6. Completion of training in diversity, equity, and inclusivity, mental health, and restorative practices. Current individuals in this position must complete this training within six months after the revised job description is finalized. New hires to this position must complete this training within six months of hire.

NOTE: The District-wide School Safety Coordinator may be authorized by the Board of Education to carry a firearm. This authorization will be at the discretion of the Board of Education. If the Board of Education authorizes the District-wide School Safety Coordinator to carry a firearm they must maintain a valid security guard certification and keep current with pistol permit.

KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

1. Ability to write legibly, understand and carry out oral and written instructions
2. Ability to interact positively with students, parents/legal guardians, staff members, and community members
3. Ability to learn the organization, function, rules, policies, and regulations of the School District
4. Clerical aptitude, mental alertness, good judgment, accuracy, tact and courtesy
5. Ability to perform and be flexible in an ever-changing and high demand public school environment
6. Physical condition commensurate with the demands of the position
7. Strong organizational skills

ACCOUNTABILITY:

The District-wide School Safety Coordinator reports directly to the Assistant Superintendent for Personnel and building administrators as necessary.

NATURE OF THE POSITION:

The work involves full-time, as-needed hours and responsibility for administration and coordination of the safety program for school personnel, students, and school property. The District-wide School Safety Coordinator will exercise some independent judgment in the application of prescribed procedures and methods to routine situations. The District-wide School Safety Coordinator will not be responsible for any facet of student school discipline. The District-wide School Safety Coordinator will be based at Lockport High School.

PERFORMANCE RESPONSIBILITIES:

1. Develop and oversee safety and security programs to protect the District's safe environment for all staff and students to be and feel safe to learn
2. Provide direction to and schedule part-time school safety monitors and work collaboratively with building administrators to schedule and support full-time school safety monitors
3. Schedule and plan monthly professional development for all District School Safety Monitors
4. Advise the District Safety Committee and collaborate with the District Safety Officer
5. Assist with facilitation and consistency of building safety team meetings and building safety plan development and implementation
6. Serve as a member of a crisis response team when incidents arise or when asked at the district-wide or building level
7. Present safety information or updates at various district or building level meetings
8. Research, evaluate, and make recommendations on the needs for/purchase of safety equipment
9. Collaborate with principals to improve school safety and address custody issues
10. Assist in the investigation of any criminal activity occurring in the schools in conjunction with administration and accordance with district policy and New York State Law
11. Facilitate safety inspection of District buildings
12. Provide supervision at athletic or other events as needed
13. Available for a flexible daily schedule to accommodate events and district needs
14. Ability and willingness to work, when requested, during recess periods
15. Facilitate communication between the District and local, state, and federal law enforcement and emergency response agencies
16. Serve as the direct liaison to the Lockport City Traffic Advisory Committee
17. Collaborate with the LCSD Technology Department on related matters
18. Work with administrators and other resources to plan, provide and present workshops to teachers, students, school safety monitors, school mediators, and other faculty and staff members on violence preventions, de-escalation, bullying, restorative practices, drugs, crime prevention, and other related issues and concepts surrounding safety and security
19. Assist administrators and staff in monitoring and addressing students, school personnel, property, and visitors when required
20. Assist with safety, security and monitoring during special events on school property
21. Present safety and security plans to the Board of Education and Community as required
22. Active involvement in the District's Threat Assessment Plan development and implementation
23. Other duties as assigned by an administrator

Lockport City School District

Public Health Emergency Continuation of Operations Plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Board of Education Trustees, LASA, LEA, LSEA and LSTU labor unions, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Record of Changes

Date of Change	Description of Changes	Implemented By
May 9, 2023	Reviewed draft, answered any questions and made minor verbiage changes	Lockport Education Association Lockport Administrators & Supervisors Association Lockport Schools Employee Association Lockport Substitute Teachers Union Lockport Schools Parent Teacher Council
May 9, 2023	Reviewed plan answered any questions and made minor verbiage changes	District Wide Safety Team
June 7, 2023	Reviewed draft, answered any questions and made minor verbiage changes	Board of Education
June 12, 2023 to July 12-2023	No questions or comments during the 30 day comment period	30 day public comment period
Agust 9, 2023	Adopted by the Board of Education	Board of Education

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact-tracing.

Scope

This plan was developed exclusively for and is applicable to **Lockport City School District**. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees, students, families and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases, which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- Wear face coverings as required
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations as required
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees, students, families and contractors is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- **Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor**
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of **Lockport City School District**, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of **Lockport City School District** shall be notified by the Email, Text or District Messaging System with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents/legal guardians, and the Board of Education will be notified of pertinent operational changes by way of the Email, Text or District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of **Lockport City School District**, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of **Lockport City School District**, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, **Lockport City School District** is committed to ensuring that essential functions continue as necessary and as possible under challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain District safety of employees, students, families and contractors
2. Provide vital services to employees, students and their families.
3. Provide services as required by law
4. Sustain quality operations as identified

The **Lockport City School District** will identify as critical the priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, families, contractors and other stakeholders will occur as necessary.

Essential functions are prioritized according to:

- The timeframe of each essential function
- The interdependency between essential functions
- The recovery sequence of essential functions

Essential functions are also classified as tiers, with Tier 1 being the highest and Tier 4 being the lowest. When looking at the following chart a Tier 2, 3 or 4 immediately after a Tier 1 designation reports to their tier contact.

The mission essential functions for **Lockport City School District** have been identified as:

Essential Function	Description	Tiers
Board of Education	The Board of Education and Superintendent of Schools will establish policy and procedures related to any public health emergency or Pandemic.	1
Superintendent of Schools	Assigns critical functions assuring compliance with all CDC, DOH and NYSED requirements. Establishes communication with staff and parent/legal regarding policies and procedures. Establishes contacts to provide first responders with information relative to District plans and procedures. May coordinate with the Niagara County Emergency Management Office for assistance with obtaining outside services and resources related to the emergency (see page 15/16 in District Wide Safety Plan). Communicates with the Board of Education directly as necessary.	1
District Safety Officer School Safety Coordinator	Assist the Superintendent of Schools with supporting Districts policies and procedures. Assist with Safety and Health policies and procedures. Assist Assistant Superintendent of Personnel with District wide PPE. Facilitate compliance with the District Wide Safety Plan and all functioning Annexes.	1
Assistant Superintendent for Human Resources	If the Superintendent is incapacitated and unable to fulfill their responsibilities as Chief Emergency Officer (CEO) during the Public Health Emergency the Assistant Superintendent for Personnel will assume the duties and responsibilities as CEO. Coordinates and supports policies and procedures with LCSD Administrative Cabinet and communicates with Association Presidents. Maintains compliance with all Federal, State and Local laws, policies and procedures. Maintains data collection applicable to the event or situation. Oversees operations with the Clerical staff, Teachers' Aides, Substitute Teachers and School mediators. Is appointed Co- HIPAA compliance officer.	1
Substitute Teachers	Will perform vital services at the direction of the Principals, Directors and Teaching staff.	2
Teachers' Aides and School Mediators	Completes tasks and assignments as directed by teaching staff or Administration.	2
District Clerical Staff	Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their school/program or department administrator. The District will determine need based on individual circumstances and can be utilized in school or remotely.	2

	Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required adhere to district safety policy while onsite. Administration will provide the applicable/necessary means and materials to safely and effectively work in a remote setting as well.	
Assistant Superintendent for Finance and Management Services	Coordinates and supports implementation of support services for the district while ensuring all state and federal fiscal criteria are met. The Assistant Superintendent for Finance & Management Services will work directly with identified critical service departments such as facilities, transportation and food service to ensure staff, students and families receive support in the areas of transportation, meals and clean environments. Support outside of those identified areas will be given when needed to the Superintendent of Schools, Assistant Superintendent for Personnel, Executive Director of Educational Services, Director of Technology, Data Security and Communications, Directors and Building Level Principals. The Assistant Superintendent for Finance & Management Services will continue to track all data related to state aid to ensure no state aid is lost. The Assistant Superintendent for Finance & Management Services will have direct interaction with various state agencies such as FEMA, CNMS, CACFP, etc. to ensure program eligibility is met. Provides needed guidance and advice with logistical and financial obligations; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions. Is also appointed HIPAA compliance Officer Co-Chair	1
Transportation	This department is under the guidance of the Assistant Superintendent for Finance & Management Services. The Assistant Superintendent for Finance & Management Services will oversee development of specialized transportation routes for eligible families. This will be accomplished by working directly with the District Transportation Liaison and the Transportation Management Company. The District will ensure safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Transportation Contractor will verify they have received proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper	2

	PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The District Transportation Liaison will schedule staff and bussing pick up and drop off according to the needs of district. The District will continually inform staff, parent/legal guardians of changes to procedures as necessary.	
Food Service	This department is under the guidance of the Assistant Superintendent for Finance & Management Services. The Director of Food Service for the Management Company will act as the liaison to the Assistant Superintendent for Finance & Management Services and will ensure all elements of food delivery/meals are met. Protocols will be established and the Food Service Management Company will verify they have received proper training for cleaning and sanitizing kitchens and meal preparation areas. The Food Service Management Company will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the kitchens and serving areas. Records will be maintained accurately to ensure all health department criteria are being met and procedures are being followed.	2
Assistant Superintendent for Curriculum & Instruction	Coordinates and supports the policies and procedures of the district with the Superintendent of Schools. Establishes communication with Building Principals, Director at LHSW@CC and Teachers regarding policies and procedures. Plans and implements educational programs ensuring the needs of the district and Students are being met. Is part of the Central Office Administrative Team.	1
Principals and Directors	Principals and Directors collaborate with the Central Office Administrative Team in the creation and implementation of instructional plans. They communicate all plans, policies, and procedures with all staff and monitor to ensure students' needs are met and progress is made. Principals and Directors collaborate with parents/legal guardians as necessary.	1
Instructional Staff	All instructional staff, teachers, support staff, and related service providers follow the instructional program guidelines as outlined by the district. Every effort is made to teach the curriculum, follow the scope and sequence/pacing guides and assess students for understanding. Technology instructional support is available for parent/legal guardians, students, and staff at all times. Virtual Professional Development is ongoing and focused on district initiative and staff needs.	2

Director of Technology, Data Security and Communications	<p>Ensures critical network functions and online services are working as needed and expected. Informs the superintendent when daily online activities are unstable or interrupted and provides support to ensure critical infrastructure is in place to provide effective and secure building and educational support. Works directly with the Superintendent of Schools and administrative staff to ensure active communication in all situations. When directed by the Superintendent of Schools, the administrator is responsible for communicating and updating students, parent/legal guardians, staff and the community with vital district information. Informational messages may include, public notices, educational information, cleaning needs, re-scheduling, and changes to protocols and duties. Provides the necessary equipment, support, and software so staff and students may perform the functions required of each group including building cleaning and maintenance, day to day operations, and educational services in order to meet district goals. Contributes to the planning, ordering and maintaining of safety equipment and supplies as needed.</p>	1
Director of Facilities and Operations	<p>Coordinates functions with the Superintendent of Schools, Assistant Superintendent for Finance and Management services, Administration and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, and scheduling to meet the needs of the district. Instructs Custodial and Maintenance staff on district policies and procedures including personal protection, cleaning procedures and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Maintains a current inventory of supplies and safety equipment. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, CDC, DOL and DOH policies while on school district property. Establishes direct communication with the Maintenance Supervisor and Custodial Supervisor.</p>	1

Maintenance Supervisor	Coordinates vital maintenance and support services with Maintenance staff ensuring the needs of the District are met. Maintenance Supervisor will update the Director of Facilities and Operations regularly. Maintenance staff will be informed of school procedures and trained in the proper use of personal protective equipment (PPE). Will be kept informed on safety protocols required by the CDC, DOL (PESH), and DOH at all times.	1
Custodial Supervisor	Coordinates cleaning/sanitizing activities and updates the Director of Facilities and Operations regularly. Provides Custodial staff with training related to cleaning equipment, cleaning products and protocols and procedures. Assists with custodial staff schedules to meet District needs.	1
Outside Contractors Deliveries	Outside contractors and deliveries will be scheduled by the Director of Facilities and Operations and the Maintenance Supervisor. All outside contractors will notify the Director of Facilities/Maintenance Supervisor when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.	2
Director of Student Services	Director of Student Services, Supervise school social workers who ensure that students and families have support if needed to be successful in School and at home. Oversee school counselors who implement the district's school counseling and guidance plan to ensure students SEL needs, academic needs are being met. Oversee 504 Plans for all students in the district making sure their needs are being met in the settings they are learning in.	1
Assistant Director of Health and Wellness	Supervises Nursing staff. Communicate as part of an administrative team to meet all learning and safety needs of the district. Administers and supervises the health program, K-12, within the policies and regulations prescribed by the Board of	1

	Education and the Commissioner of Education. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Monitors quarantine areas as needed.	
Nurses	Ensures the health and Safety of staff and students in each building. Nurses will assist the District with COVID planning, mandated testing and vaccination clinics.	1
Director of Special Education	Ensures that students with disabilities have equal access to the same opportunities, including the provision of free appropriate public education (FAPE). To the greatest extent possible, each student with a disability can be provided the special education and related services identified in the student's individualized education program (IEP) developed under the Individuals with Disabilities Education Act (IDEA) and in conjunction with the New York State Education and Department of Health guidelines. Communicates as part of an Administrative Team and works with other departments to support ongoing support and problem solving initiatives regarding education, health, community and safety issues.	1
Director of Physical Education and Athletics	Assists with the goals of the district. Provides physical fitness insight and support to help maintain a healthy school population during a Public Health Emergency. Administers and supervises the health program, K-12, within the policies and regulations prescribed by the Board of Education and the Commissioner of Education. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Monitors quarantine areas as needed. Keeps accurate records. Coordinates activities with Students, Parent/legal guardians and Families as needed. Communicates regularly with the building Administration and the Superintendent.	1

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Administration and Oversight	Superintendent of Schools	The Superintendent is the Chief Emergency Officer. (CEO)
Administration and Oversight	Assistant Superintendent for Human resources	Will maintain all staffing functions and logistics during the incident.
Administration and Oversight	Assistant Superintendent for Finance and Management Services	Will coordinate/maintain Transportation, Food Service, Fiscal Responsibilities
Instructional program Oversight	Assistant Superintendent for Curriculum & Instruction	Will oversee the development of the educational and instructional plan.
Information Technology	Director of Technology, Data Security and Communications	The IT Director establishes all priorities and implements tech services.
Administration	Principals, Assistant Principals, Directors and Supervisors	The Principals, Assistant Principals, Directors and Supervisors are the liaisons between Central office Administrative Team, students, families, and employees in the building.
Facilities	Director of Facilities and Operations	The Director of Facilities and Operations maintains the necessary level of cleaning and sanitizing and building repairs.
Cleaning and Sanitizing	District Custodial Staff	Performs all cleaning, sanitization and necessary upkeep of the buildings.
Support	District Clerical and Maintenance Staff	Provides necessary Administrative and facility Support.
Health Services	Nursing	Provides and coordinates all necessary health related services.

The term (Central Office Administrative Team) consists of the Superintendent, Assistant Superintendent for Human Resources, Assistant Superintendent for Finance and Management Services and Assistant Superintendent for Curriculum & Instruction.

Reducing Risk through Remote Work and Staggered Shifts

When possible, necessary staff may be assigned to work remotely or assigned staggered work shifts to reduce social contact and population density at work locations.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their job functions remotely may be authorized to do so. A remote working situation could include,

1. Approval and assignment of remote work
2. Equipping staff for remote work, which may include:
 - a. Internet capable device
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications;
Note, phone lines may need to be forwarded to off-site staff

The Board of Education, the Superintendent of Schools and the District Administrative team will determine the level of remote working for all district employees in conjunction with all NYSDOH, NYSED, NCDOH and CDC guidelines.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within regular business hours. When possible, administration will identify circumstances or assignments for staff to work outside regular business hours as a strategy for limiting exposure.

The Assistant Superintendent of Personnel will coordinate any shift change with the District Administrative Team, LASA, LEA, LSEA and LSTU labor Unions as necessary.

Personal Protective Equipment

Personal protective equipment (PPE) is used to reduce the spread of infectious disease and is important in supporting the health and safety of our employees and contractors. PPE is defined as specialized clothing or equipment, worn by an employee for protection against infectious materials.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Facilities and Operations, Custodial Supervisor, COVID-19 Safety Officer, or the Assistant Superintendent for Personnel will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure it maintains a supply of PPE as directed above for all employees and students. A supply of PPE will be available in all buildings. Principals, Nurses and Custodial staff will have access to and provide PPE to building staff and as needed. The **Lockport City School District** is able to participate in the Orleans/Niagara Cooperative Bid Purchasing Agreement. It provides a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE can only be made by the Director of Facilities and Operations, Custodial Supervisor, COVID-19 Safety Officer, or Assistant Superintendent for Personnel as this will ensure the accurate accountability of all supplies on hand. The COVID-19 Safety Officer will be responsible for keeping accurate records and reporting.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following NYSDOH, NYSED, NCDOH and CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing as outlined in current CDC/public health guidance, vendor or District policy, procedure or regulation for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. All impacted parties may be notified of staff exposure through contact tracing.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include encouraging subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. The District may implement a (test-to-stay) requirement based on CDC, State and Local Health Department requirements.
 - e. If at any time they exhibit symptoms, refer to item B below.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician and/or tested by qualified school district staff.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health/district guidance and have consulted with a healthcare provider.
 4. **Lockport City School District** will require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave as recommended by the NYSDOH, NYSED, NCDOH or the CDC.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms with a positive test result an employee must be fever- free for 24 hours without the use of fever-reducing medication. With a negative test an employee must be fever- free for 24 hours without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

6. The Assistant Superintendent of Personnel must be informed in these circumstances and the person responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or their designee may inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

The District recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The District will follow CDC/public health recommendations and requirements and coordinate with our local public health department and school physician for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum, in conjunction with District custodial staff.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected as directed.
 - b. The Custodial Supervisor under supervision from the Director of Facilities and Operations will coordinate and establish cleaning guidelines and schedules for all custodial staff to cover the common areas listed above.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet EPA and CDC criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which **Lockport City School District** is committed to reducing the burden on our employees and contractors.

An employee may be entitled to paid sick leave if they are subject to mandatory quarantine issued by the New York State Department of Health, local Board of Health, or other authorized government entity. If the employee is not showing symptoms and is physically able to work from home, the employee is not eligible for paid sick leave.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, the Board of Education, collective bargaining agreements, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of **Lockport City School District**, and as such are not provided with paid leave time by **Lockport City School District**, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by **Lockport City School District** to support contact tracing within the organization and may be shared with local, State and Federal health officials.

Inclement Weather & Air Quality Continuation of Operations Plan

The Western New York area is noted for its unpredictable weather patterns, in an effort to keep the learning environment comfortable the following measures will be taken.

Excessive Heat, Humidity & Poor Air Quality

Outdoor and indoor air temperatures are monitored by the District's Energy Management System. 84 degrees will be the action temperature (lower temperatures if needed) to implement the Inclement Weather & Air Quality Response Plan.

Outside temperatures of 84 and higher will send an alarm to the Facilities Department at which time the Superintendent (or designee) will be notified of current weather conditions. The Superintendent (or designee) will notify building Administrators of current weather conditions and the need to follow their Building Level Safety Plan.

The Superintendent (or designee) will continue to monitor conditions during the weather event. The following are reference sources that will be used to gather information and guidance during

a weather event, NYSED, NYSDOH, National Weather Service, Local News Outlets, NCDOH, LCSD Medical Director and LCSD Energy Management System.

Outside activities (Gym classes, Sports, etc.) will follow any guidance from the same resources listed above and the following, NYS High School Athletics Association, Michigan High School Athletic Association (Managing Heat & Humidity Policy), utilize the Wet Bulb Globe Temperature method, LCSD Athletic Trainer and LCSD Medical Director.

Guidelines related to managing excessive heat, humidity and poor air quality in the classroom are listed below.

- Elementary Students PK-6 are in their classrooms a good majority of the day. Teachers should schedule frequent mask/water breaks, every hour, or as needed. LCSD will provide students access to water containers and cups as needed.
- Junior High and High School students have the ability to move around while changing classes. Filling of water containers can be do during this time. Teachers should take mask and water breaks during class time as needed. LCSD will provide access to water containers and cups as needed.
- Each Building Principal will identify and designate areas in their buildings that will be used as cool-down spaces for teachers to take their students for a break. Spaces with air conditioned would be preferred however other spaces located in a cooler part of the building will work as well. Spaces will need to be wiped down and sanitized before and after each use.
- Each building has its own ventilation system with air filtration. Systems are regularly monitored for performance and serviced semiannually. (More often as needed) Supplemental fans may be used to increase comfort. Fans should pull air from the hallways and exhaust out the windows. (Do not blow air directly on the students)
- Window shades should be left closed, classroom doors open and kept locked at all times. Windows should be opened to increase ventilation and allow fresh air in the space.
- Any time medical assistance is needed, dial 911 to activate emergency services, the school Nurse and the building Emergency Response Team.

Lockport School District Heat, Humidity and School Safety Bulletin

The combination of warm temperatures and physical exertion can create a potential for several health-related problems to which great care must be taken to protect students and staff from heat illnesses.

Heat Illnesses

Heat illness can occur when the body's core temperature rises to dangerous level for a sustained period. This is particular likely to occur when the temperature exceeds 86 degrees Fahrenheit or the humidity is greater than 80 percent and no special precautions have been taken. Heat illnesses can present with a variety of different symptoms and it important to understand the distinction between them.

Heat Induced Dehydration:

Heat Induced Dehydration occurs when the body's water content falls to a low level. Early signs are dry lips, dizziness, and lethargy. Treatment for this includes increased rest and increased fluids.

Heat Cramps

Heat Cramps can be involuntary muscle cramping usually in the calves or abdomen. Treatment includes resting, cooling down, and drinking clear juice or sport drinks that contain electrolytes. Other treatments include practicing gentle range of motion, stretching and massage.

Heat Exhaustion

Heat Exhaustion is the most common heat related illness. Symptoms include headache, dizziness, and shortness of breath, nausea and possibly vomiting. An individual may experience cramps, heavy sweating, have a rapid weak heart-rate, low blood pressure, low-grade fever and/or fatigue. Individuals suffering from heat exhaustion should be immediately moved to a shady area, lie down, be provided with a cool drink. Excess clothing or equipment should be removed or loosened and their situation should be carefully monitored.

Heat Stroke

Heat Stroke is the least common, but most serious form of heat illness. If suspected, ***911 should be called immediately***. This illness is characterized by disorientation, dizziness, convulsion, confusion and loss of consciousness. Treatment of heat stroke requires rapid cooling. While waiting for emergency responders the individual should be moved to a shaded and cool environment.

From a statutory perspective this means that coaches, teachers are responsible for the welfare of students and must take appropriate measures to prevent harm. This includes promoting awareness of potential health related illnesses and implementing plans for their prevention and treatment.

Migrating the Risk of Heat Related Illnesses

For the purpose of monitoring outdoor conditions and assessing heat related risk there are a variety of tools available to measure and assess the current situation.

Wet Bulb Globe Temperature

The use of the “Wet Bulb Globe Temperature” or better known as WBGT is considered the gold standard. This measure accounts for the combined effect of temperature, humidity and the impact of sunlight. Unfortunately, not all schools have access to this information or technology readily available for use.

Heat Index

The Heat Index, or better known as HI is an alternative method to help mitigate risks associated with heat illnesses. This index is the temperature the body feels when heat and humidity are combined. The higher the heat index the greater the possibility that prolonged exposure or strenuous activity will lead to heat illness. With heat high index temperatures, students should balance practice or play with rest and hydration to minimize the risk. The heat index temperature is calculated using air temperature, relative humidity and dew point. These 3 elements can be obtained by checking local weather at www.weather.com. A Heat index calculator can also be found at www.srh.noaa.gov

The best way to prevent heat illnesses and injuries is to avoid excessive outdoor activity during the time of high heat and or humidity and remain in a somewhat cooler environment. If outdoor activity cannot be avoided, an acclimatization is recommended method for reducing risk. In other words, this means adapting oneself gradually to the change in environment, in the context of outdoor activity it means moderating activity to mitigate the risk of illness. This information and understanding should also be taken into consideration for indoor activities as well such as gym.

Air Quality and Pollen

Pollen and seasonal allergy issues are common during all times of year; however, they are increased during the changing of the seasons as the weather is changing. There are some distinct guidelines for following this and understanding risks associated. Pollen levels are measured on a scale of 0-100. Pollen levels above 50 are considered significant, while below 50 is acceptable. Weekly pollen information is available online through your local television and radio stations and at www.pollen.com. The most common time of the day that pollen issues are most severe is from 5am to 10am and early evenings. Therefore, some students can certainly be affected with adverse issues with related to high pollen counts. All of these factors need to be considered not only into sports and gym, but also the classroom setting.

Another factor that should be considered is the Air Quality Index. Air quality index is a nationally uniform color-coded index for reporting and forecasting daily air quality. It is used to report some of the most ambient air pollutants that are regulated under the Clean Air Act. These pollutants include:

Ground Level Ozone

Particle Pollution

Carbon Monoxide

Nitrogen Dioxide

Sulfur Dioxide

The air quality index tells the public how clean or polluted the air is. This works on a scale from 0-500. The higher the value the greater the level of pollutants.

An air quality value of 100 corresponds to the national standard. The air quality index is divided into number of categories with everything from good to moderate to unhealthy for sensitive groups, unhealthy for all and hazardous.

Values below 100 are considered to be satisfactory with less than 50 as an ideal number having very low risk to anyone.

Values 51-100 affect groups of the population that are very sensitive and these people should limit exertion when possible and be aware to watch for signs of coughing or shortness of breath.

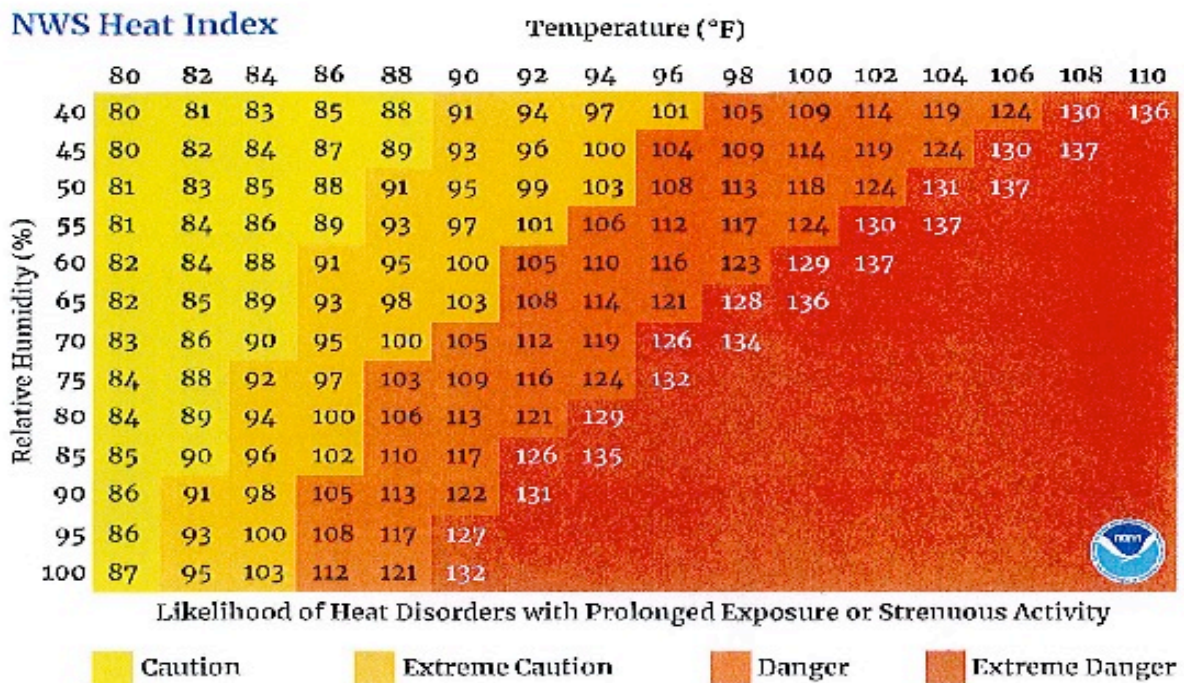
Values 101-150 is considered unhealthy for sensitive groups. In this range people with heart or lung disease, older adults, children, people with diabetes are to be considered. People with Asthma should take extra precautions and follow their Asthma action plans. Their quick relief medicine should be readily available when needed. It is still okay to be outside, but exertion should certainly be limited.

Values 151 and Higher correspond to situations that are unhealthy for the entire population with various levels of warnings as the value goes higher.

The attached graph specifically outlines what actions should be taken to mitigate the risks involved based on the current Air Quality Index value. You can find these indexes in your local newspaper, television, radio and online through weather channels.

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good 0-50	It's a great day to be active outside.	
Moderate 51-100	Some people who may be unusually sensitive to particle pollution.	<p>Unusually sensitive people: Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p>Everyone else: It's a good day to be active outside.</p>
Unhealthy for Sensitive Groups 101-150	Sensitive groups include people with heart or lung disease, older adults, children and teenagers.	<p>Sensitive groups: Reduce prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath.</p> <p>People with asthma should follow their asthma action plans and keep quick relief medicine handy.</p> <p>If you have heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</p>
Unhealthy 151 to 200	Everyone	<p>Sensitive groups: Avoid prolonged or heavy exertion. Move activities indoors or reschedule to a time when the air quality is better.</p> <p>Everyone else: Reduce prolonged or heavy exertion. Take more breaks during all outdoor activities.</p>
Very Unhealthy 201-300	Everyone	<p>Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better.</p> <p>Everyone else: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.</p>
Hazardous 301-500	Everyone	<p>Everyone: Avoid all physical activity outdoors.</p> <p>Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.</p>

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Appendix C

Lockport City School District **Emergency Remote Instruction Plan**

Introduction

The Lockport City School District developed the following Emergency Remote Instruction Plan to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The Emergency Remote Instruction Plan meets the requirements of the New York State Education Commissioner's Regulations Section 155.17 for inclusion in the 2023/2024 District-Wide School Safety Plan.

Beginning with the 2023/2024 school year, all public school districts and boards of cooperative educational services (BOCES) must develop a plan that addresses six different regulator components related to how they will provide remote instruction under emergency conditions.

These six requirements include:

- 1) Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
- 2) Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
- 3) Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.
- 4) A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
- 5) A description of how special education and related services will be provided to students with disabilities, as applicable, in accordance with their individual education programs to ensure the continued provision of free appropriate public education.
- 6) For school districts that receive foundation aid, the estimated number of instructional hours that the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to Section 175.5 of Commissioner's Regulations.

These Emergency Remote Instruction Plans (ERI Plans) will serve to ensure that there is a common understanding about remote instruction amongst district or BOCES staff, teachers, families, and students.

Please note that ERI Plans are required for all public school districts and BOCES even if the entity does not intend to utilize the available regulatory flexibility to provide remote instruction on

days when the school or district would otherwise close due to an emergency, and count these instructional days towards the minimum requirements (previously referred to as the “Snow Day Pilot”).

While there is no specific required template, all ERI Plans must include the six components required by regulation. Plans must be written in a manner that is informative and accessible to parents, legal guardians, teachers, and other school personnel, and must be publicly posted on the district or BOCES website. Consideration should also be given to the differing impact of short-term versus long-term closures.

Districts and BOCES are also encouraged to attach the ERI Plans to their yearly District-Wide School Safety Plan.

Definitions

Remote Instruction - The Board of Regents adopted additions to Section 100.1 of Commissioner’s Regulations to define the term “remote instruction.” This definition identifies various ways in which remote instruction may be delivered, including synchronous and asynchronous instruction.

The regulations define remote instruction as “instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receive the instruction, where there is regular and substantive daily interaction between the student and the teacher.”

Asynchronous Learning - students engage in learning without the direct presence (remote or in-person) of a teacher.

Synchronous Learning - students engage in learning in the direct presence (remote or in-person) of a teacher in real-time.

Possible Remote Learning Emergency Conditions - Emergency conditions include but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building or part of a school building, or a communicable disease outbreak.

Section 1

Student Computing Devices

Student Access to Computing Devices

- Every student in grades pre Kindergarten through grade 12 will be provided a school-owned computing device. Students in grades pre Kindergarten through six will be provided an iPad and students enrolled in grades 7 through 12 will be provided a Chromebook.

Dissemination of Computing Devices to Students

- Parent/legal guardian/student pick up of computing devices will be scheduled at designated dates and times and locations.

Communication with Families about the Dissemination of Computing Devices

- The Lockport City School District will communicate with parents/legal guardians through multiple messages via the Blackboard system, the District website, and district social media platforms. Notifications will include directions and information for dissemination of student computing devices.

Service, Repair, and/or Replacement of Computing Devices

- The Lockport City School District will provide service and repairs for school-owned student computing devices. If a student computing device is in need of service or replacement, parents are encouraged to communicate with the District Technology Office at 716-478-4485 or techsupport@lockportschools.net.

Synchronous Instruction Participation without Using Student Devices

- The Lockport City School District will provide every student with a computing device. Students in grades pre Kindergarten through six will be provided an iPad and students enrolled in grades 7 through 12 will be provided a Chromebook.

Student Digital Resources Data Collection

- The Lockport City School District will provide a device to every student, which is consistent with the information provided by families when completing the Student Digital Resources data collection survey.

Section 2

Internet Connectivity

Needs Assessment for Internet Access

- A New York State Education Department Student Digital Resources Survey is administered each year to help determine the need for access to the Internet in students' places of residence. The Lockport City School District will also send a brief Internet Access survey to determine the immediate availability of Internet access at students' homes in the event of a long-term remote instruction situation.

Internet Access/Wi-Fi Access Points

- The Lockport City School District works collaboratively with the City of Lockport and the Lockport Public Library, and we encourage students to use the services in the community, such as the public library, to connect to WiFi services as needed. The District also provides extended access to its school network in parking lots and at many of the District playing fields. When there is a district need/requirement to connect to WiFi outside of the Lockport City School District network, the District is committed to providing internet access to students, families, and staff based on a verified need. Our support includes but is not limited to, providing for the use of portable MiFi devices or connecting families to special discounts or services for internet access through partnerships offered by local providers.

Section 3

Expectations for Instruction

Staff Devices and Staff Wi-Fi

- All instructional and professional staff have been provided with computing devices that include cameras and microphones to ensure remote learning capabilities regardless of location. The district will work with any staff member without Wi-Fi/internet access to provide the necessary technology to enable them to deliver emergency remote instruction. Other staff may be provided a computing device if necessary for them to complete tasks assigned by the district.

Synchronous and Asynchronous Instruction

- Instruction will be provided remotely via Google Meet to students at all levels (pre Kindergarten through 12) following their regular daily schedule (this includes all courses,

core content areas, academic intervention, special education, music lessons, chorus and band instruction, and special area classes, etc.). Synchronous instruction, as determined by each individual classroom teacher or related service provider, must occur no less than 75 percent of the day or period. Asynchronous instruction, as determined by each individual classroom teacher or related service provider, may occur no more than 25 percent of the day or period.

- Daily student schedules for students in grade pre Kindergarten through six will be provided to families by the instructional and professional staff members via student email or Google Classroom. Daily student schedules may also be sent home with students.

Remote Learning Overview

- Teachers will utilize a variety of online tools and resources including, but not limited to: Google Meet, Google Classroom, Zearn, IXL, Castle Learning, Renaissance, STAR, PNW Social Studies, Amplify, and Lexia.

Student Attendance

- Attendance records will be maintained for all students during the period of emergency remote instruction. The following will take place daily:
 - Every professional staff member will record daily attendance in eschool
 - School will make telephone calls home to check in with students not logged in or not virtually present
 - Attendance will be analyzed weekly and respective teams will work with students, families, and the social emotional staff to avoid potential chronic absenteeism. Counselors, school psychologists, social workers, and other support staff will reach out to students and families via telephone, email, and virtual sessions if regular attendance and student engagement are not occurring.
- Attendance at the elementary level will be taken virtually by the grade-level teacher each day. Attendance at the grade 7-12 level will be taken virtually by each course teacher daily.

Student Support

- Individual student needs will be met through the support of academic intervention services, related service providers, and reading and math intervention specialists.

CTE and CDOS Programs

- The Lockport City School District will utilize remote/virtual work-based learning experiences when appropriate and applicable for CTE and CSDOS programs.

Communication with Students and Parents

- The Lockport City School District staff will regularly communicate with students and parents, encouraging them to contact teachers and staff with any questions regarding their child's learning.

English Language Learners Student Supports

- The Lockport City School District will ensure that all required instructional Units of Study are provided to all ELLs based on their most recently measured English language proficiency level during in-person instruction.

Professional Development for Staff

- Professional development in remote instruction and learning will be provided to professional staff when applicable and necessary.

Staff have been identified and are available to provide support to students and parents/legal guardians with access to technology devices and applications. Contact information for these staff members can be accessed in the link below if needed:

[Technology and Curriculum Support Staff](#)

Section 4

Instruction for Students Without Digital Technology

- The district will consult with teachers, parents, counselors, CSE, section 504 committee, and the student to make determinations on a case by case basis for those whom remote instruction via digital technology may not be appropriate. In situations where remote instruction via digital technology is deemed not to be appropriate, students will be provided with printed materials, recordings, telephone calls, etc. that allow them to participate in remote learning without the use of digital technology.
- In the event that a student does not have internet access, a district MiFi device will be provided to allow for access to emergency remote instruction. In situations where there is no internet availability, students will be provided with printed materials, records, telephone calls, etc. that allow them to participate in remote learning without the use of digital technology.

Section 5

Special Education and Related Services

Continuity of Learning for CSE and 504 Students

- The Lockport City School District CSE Chairperson will be actively involved in emergency remote instruction planning. The Lockport Special Education Department, under the direction of the Director of Special Education, will meet with small groups of special education providers to create individual student continuity of learning plans for all CSE-identified and 504-identified students. LCSD will work to ensure that special education and related services will be provided remotely, in accordance with students' individualized education programs, to ensure the continued provision of a free appropriate public education, to the extent practical and possible.
- All teachers, counselors, nurses, teaching assistants, special education teachers, and school psychologists will work together to ensure that plans are in place for each support staff member for students with unique needs. For high-needs students an individual plan will be put in place with the special education or 504 teams. These plans will indicate the adjustments to the delivery of IEP's or 504 plans necessary if the school must use an emergency remote learning model. The district will coordinate with special education teachers, support staff, and service providers to ensure that each student with an IEP receives, to the extent possible, the same level of quality of services that would occur in an in-person environment.

Section 6

Instructional Hours

During an emergency closure, the following hours of instruction will be planned under emergency remote learning (includes synchronous and asynchronous learning):

Grade Pre-Kindergarten - 2.5 hours

Grades Kindergarten through Six - 5.25 hours

Grades Seven through Twelve - 5.5 hours

Section 7

Other

School Meals

- The Lockport City School District will ensure compliance with the Child Nutrition Program requirements. Meals will be made available to all students during emergency remote instruction when possible. Our food service provider will take all required measures to help protect students with food allergies if providing meals in spaces outside of the cafeteria.
- School-provided meals will be dependent upon the emergency situation that arises in Emergency Remote Instruction. For long-term emergency remote instruction periods, when able, will work to coordinate meal pickup times for families. The meal pick-up schedule for days, times, and locations will be determined based upon the circumstances of the emergency situation.

Non-teaching Staff Expectations During Emergency Remote Instruction

- All Lockport City School District employees will be accountable to provide service to the district as outlined in the Guidance and Expectations Document for Remote Instruction.