

# **LOCKPORT CITY SCHOOL DISTRICT**

## **DISTRICT-WIDE SAFETY PLAN**

**REVISED JUNE 2020**

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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 1<sup>st</sup> for the 2002-2003 through the 2015-2016 school years **and by September 1<sup>st</sup>** for the 2016 – 2017 school year **and each subsequent September 1<sup>st</sup> 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 Personnel**

**Executive Director of Educational Services**

**Director of Student Services**

**Director of Special Education**

**Director of Health, Wellness and Athletics**

**Director of Facilities**

**LEA Union President or Designee**

**LSEA Union President or Designee**

**LASA 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**

**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 except if a weapon (example: gun) is identified and confirmed by the AEGIS (Facial Recognition) Security System. In the event of a confirmed weapon (example: gun) incident by the AEGIS (Facial Recognition) Security System, police will automatically be contacted and the building lockdown system will be automatically activated.
- In the event of a confirmed weapon (example: gun) incident by the AEGIS (Facial Recognition) Security System, police will automatically be contacted and the building lockdown system will be automatically activated. With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.
- 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 and Students

### Program Initiatives: Prevention / Faculty

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
<b>Training</b>	Right to Know Training	
	Hazard Communication Training	
	AED/CPR Training	AED/CPR Training
	Bloodborne Pathogen Innoculation 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	
	AEIS (Facial Recognition) Security System Training	
	Raptor Visitor Management Training	
	Stop the Bleed Training	
<b>Drills</b>	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
<b>Intervention Strategies</b>	Code of Conduct	Code of Conduct
	Pandemic Preparedness Training	
	Suicide Prevention Training and Restorative Practices	
	Dignity for All Students Act Coordinators	Dignity for All Students Act Coordinators
		Peer Mediation
		Afterschool/Extended Day Programs
		GREAT Program
		STRAP/Youth Court
		Response to Intervention Supports
		Face to Face Program (Horizon)
	Periodic Drug Searches	
	Conflict Resolution	

		Second Step Curriculum Instruction
		Restorative Practices
<b>Resources</b>	School Resource Officer	School Resource Officer
	School Monitors	School Monitors
	Building and online safety resources posted	Building and online safety resources posted
	School Counselors, Social Workers	
	School Psychologists	

## **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 his/her 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 following will occur during debriefing:

Initially, District-Wide Building Safety Team members and all other pertinent individuals will be notified by the Superintendent or his / her 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
- 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](http://www.training.fema.gov). ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at [www.dhSES.ny.gov](http://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.
  - pupils 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 guardians at least one week prior to the drill; and
  - testing the usefulness of the communications and transportation system during emergencies.
- AEGIS (Facial Recognition) Security System and 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;
- 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, AEGIS (Facial Recognition) Security System, Raptor Visitor Management

## **Implementation of School Security**

The **Lockport City School District** routinely utilizes staff to maintain a presence in hallways during passing times and maintain a presence in cafeterias and outside the buildings at the beginning and end of the school day. All staff have received violence prevention and multi-hazard training.

All independent security personnel hired by the **Lockport City School District** must possess current New York State Department of State Armed Security Guard Certification. All security personnel are trained in violence prevention and intervention.

Recent security updates include:

- New security software
- Building entrance upgrades
- Increased visual surveillance
- AEGIS (Facial Recognition) Security System
- Raptor Visitor Management

## Security Personnel

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.

<b>EMPLOYEES</b>	<b>SCHOOL</b>
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	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	Security personnel on site during off hours for special events when necessary
AED and 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	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
	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

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 / 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**  
**North Park 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**  
**North Park Annex (Facilities Office / Storage; Corinthia Street)**  
**State Road to Maintenance Garage**  
**Lockport High School Annex (Turf Baseball Fields)**

### 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. If a weapon (example: gun) is identified and confirmed by the AEGIS Security System, police will automatically be contacted and the building lockdown system will be automatically activated.

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**. In the event of a confirmed weapon (example: gun) incident by the AEGIS System, police will automatically be contacted and the building lockdown system will be automatically activated.

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**. Building principals and/or Committee on Special Education will retain this listing.

**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
- 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:

<b>Niagara County Emergency Services Coordinator:</b>	<b>911 or 716-438-3171</b>
<b>City of Lockport Police:</b>	<b>716-433-7700</b>
<b>Niagara County Sheriff:</b>	<b>716-438-3393 or 716-438-3394</b>
<b>New York State Police:</b>	<b>716-434-5589</b>
<b>Lockport Fire Department:</b>	<b>716-439-6650</b>
<b>South Lockport Fire Department:</b>	<b>716-434-4626</b>

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, 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 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 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**

Mrs. Michelle T. Bradley

Office: 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: 478-4828

**Assistant Superintendent for Personnel**

Mrs. Lisa Schrader

Office: 478-4826

**Director of Facilities**

Mr. Tim Parker

Office: 478-4601

**If Director of Facilities is not available call**

Mr. Kevin Guay

Office: 478-4601

# **BUILDING PRINCIPALS**

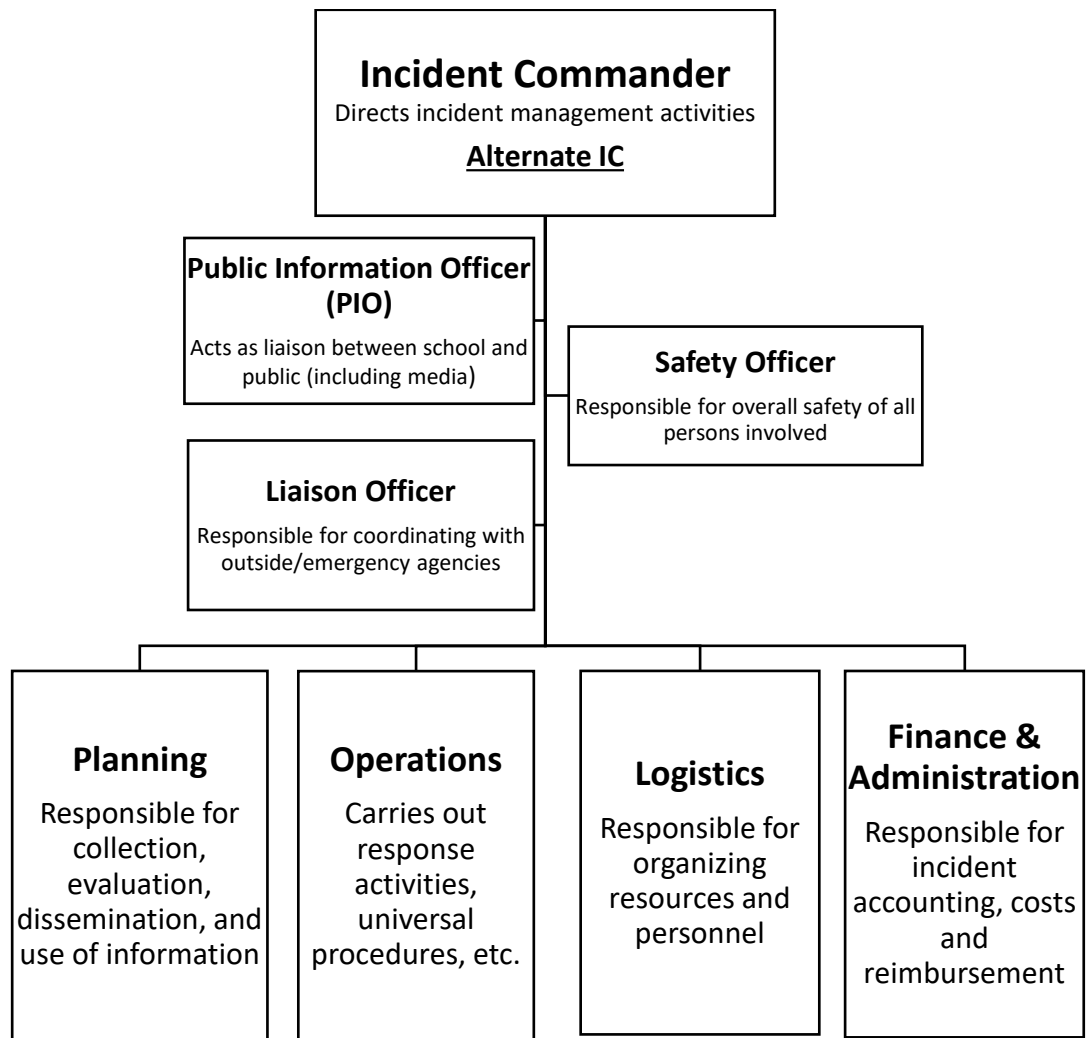
<b>Anna Merritt Elementary School</b> Mrs. Patricia McMahon	Office: 478-4726
<b>Charles A. Upson Elementary School</b> Mrs. Jennifer Gilson	Office: 478-4402
<b>Lockport High School West at Charlotte Cross</b> Mr. Russell Buckley	Office: 478-4626
<b>Emmet Belknap Intermediate School</b> Mr. Paul Kowalski	Office: 478-4551
<b>George M. Southard Elementary School</b> TBD	Office: 478-4781
<b>John E. Pound Early Childhood Programs</b> Mrs. Sylvia Baptiste	Office: 478-4751
<b>Lockport High School</b> Mrs. Dawn Wylke	Office: 478-4451
<b>North Park Junior High School</b> Dr. Bernadette Smith	Office: 478-4701
<b>Roy B. Kelley Elementary School</b> Mrs. Heather Walton	Office: 478-4680

# 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 / Guardians Notification Plan**

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

# **APPENDIX A**

**Memorandum of Understanding Regarding the School Resource Officer**

**School Security Monitor**

**School Monitor**

**Lockport City School District  
Position Description  
School Resource Officer**

**TITLE:** School Resource Officer

**MINIMUM QUALIFICATIONS:** The School Resource Officer must be an employee of the Lockport City Police Department in good standing.

**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
- 3) Ability to learn the organization, function, rules, policies, and regulations of the District
- 4) Clerical aptitude, mental alertness, good judgment, neatness, 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 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.

**PERFORMANCE RESPONSIBILITIES:**

- 1) Monitors student behavior by walking hallways, campus grounds, locker rooms, arrival times, dismissal times, and cafeteria to ensure students are safe and orderly.
- 2) Helps maintain order in the school building, on school grounds, and at school sponsored events by removing students in the event of unruly behavior.
- 3) Establishes positive and trusting relationships with students.
- 4) Assists with developing strategies to solve problems affecting youth and protecting all students.
- 5) Participates in daily morning meeting with school administrators to exchange information gathered from parents, community members, staff, and social media to detect potential threats, drug/gang activity, and other behavior on campus.
- 6) Meets with school counselors, school psychologists, school social workers to understand when and how home issues may be motivating student's disruptive behavior in order to work with school staff to ensure effective and supportive responses.
- 7) Listens to students concerns about bullying by other students and taking those problems to school staff to help develop solutions.
- 8) Conduct drivers safety course for students who earn a school parking permit.
- 9) Assists with securing additional law enforcement resources for larger events.
- 10) Assists with updating the school's emergency and safety plans as needed.

- 11) Instructs students on technology awareness, domestic violence, traffic-stop education, and bullying.
- 12) Conducts home visits with a school staff member (only after multiple attempts have been made) to secure or share information.
- 13) Exploring programs such as distracted driving course, bike rodeos, Do the Right Thing Program, Jr. Policy Academies, Gun Safety, Drugs and Violence, et cetera.
- 14) Other duties as assigned by an administrator

**Lockport City School District  
Position Description**

**TITLE:** School Security Monitor – Full Time or Part Time

**MINIMUM QUALIFICATIONS:** (a) Graduation from high school or possession of a high school equivalency diploma (b) At least five years experience which shall have involved some type of security, police, and/or detective work or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b). In addition, the individual must possess and 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 get along well with students, parents and staff members
- 3) Ability to learn the organization, function, rules, policies and regulations of the School District
- 4) Clerical aptitude, mental alertness, good judgment, neatness, 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 School Security Monitor (Part Time) 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. Employees in this class will exercise some independent judgment in the application of prescribed procedures and methods to routine situations. Employees in this position will not be responsible for any facet of student school discipline.

**PERFORMANCE RESPONSIBILITIES:**

- 1) Greets visitors to campus and directs individuals to the proper location (if posted at one of the main entrances of a school building).
- 2) Assists 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).
- 3) At LHS - when not monitoring in the control room and not assigned to one of the entrances, the school security monitor is expected to circulate ALL hallways and provide additional supervision and support mid-day for BOCES vocational students near door #3 between 11:15 am - 11:45 am.
- 4) Provides crisis prevention and intervention where physical force and/or a weapon may be needed. All school security monitors are expected to respond when a call for assistance is initiated in the building.
- 5) Maintains constant communication with the building administrators and other security and school monitor staff.
- 6) Remains alert and vigilant at all times while at the assigned post.
- 7) Other duties as assigned by an administrator