



# OSWEGO

CITY SCHOOL DISTRICT

*We educate, inspire, and  
empower all students*

## **DISTRICT-WIDE SCHOOL SAFETY PLAN**

Safe Schools Against Violence in Education Act ("Project  
Save") And Emergency Management Plan

2024-2025

# Oswego City School District-Wide Safety Plan

## Sections Contained Within this Plan

### **Section I: General Considerations & Planning Guidelines**

- Purpose
- Safety Teams
- District Chain of Command and Concept of Operations
- Plan Review and Public Comment

### **Section II: Risk Reduction/Prevention & Intervention**

- District Prevention Strategies
- Training Drills and Exercises
- Implementation of School Security
- Early Detection of Potentially Violent Behaviors
- Hazard Identification

### **Section III: Response**

- Notification and Activation During an Emergency
- Emergency Response Procedures and Protocols

### **Section IV: Recovery**

- Post-incident Guidelines
- Post-incident Objectives

### **Section V: Appendices**

- Appendix A: Administrative Staff Listing and Telephone Numbers
- Appendix B: Emergency & Agency Telephone Numbers
- Appendix C: Radiological Emergency
- Appendix D: Emergency Remote Instruction Plan
- Appendix E: After Action Report
- Appendix F: Threat Assessment Report Form

# Oswego City School District-Wide Safety Plan

## Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Schools are exposed to many threats, hazards and vulnerabilities. Therefore, districts are required to develop a District-Wide School Safety Plan designed to prevent, or minimize, the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. This safety plan has been reviewed and revised to address the newly-applicable requirements of the Workplace Violence Prevention Act (or “WVPA”).

The district-wide plan is responsive to the needs of all schools within the district and is consistent with more detailed emergency response plans required at the school building level. Districts are at risk of a variety of acts of violence or natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery, with respect to a variety of emergencies in the school district and its schools. The Oswego City School District supports the SAVE legislation and has engaged in a planning process for compliance with the legislation.

The district encourages and advocates on-going district-wide cooperation and support of Project SAVE.

# Oswego City School District-Wide Safety Plan

## Section I: General Considerations and Planning Guidelines

### Purpose

The Oswego City School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. On the recommendation of the Superintendent of Schools, the Oswego City School District Board of Education appointed a District-Wide Safety Committee and charged it with the development and maintenance of the District-Wide School Safety Plan. The plan provides standard procedures to guide students and staff of the Oswego City School District when responding to an emergency. It also sets forth the protocols necessary to keep staff and students familiar with the standard response procedures. The plan also seeks to identify and remediate workplace conditions that may be risk factors for incidence of workplace violence.

Building-level safety plans have also been developed to comply with Project SAVE, and will establish specific emergency response plans for each school building based on the protocols and procedures established in this District School Safety Plan. Such plans will comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

### District-Wide Safety Team

The Oswego City School District Board of Education has appointed a District-Wide School Safety Team Consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parents, school safety personnel and other school personnel. Additionally, each school building within the district has identified a school safety team specific to its building.

### Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the District Wide School Safety Committee. The required annual review will be completed on or before September 1 of each year and submitted to the Board of Education for approval. After its adoption by the Board of Education, a copy of the plan will be available at the District Office and posted on the District website.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this original plan was made available for public comment 30 days prior to its adoption. The School Board adopted the district-wide and building-level plans only after a public hearing was provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education. While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 or the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. Education Law 82801-a and Commissioner's regulation 155.17 require that each public school develop and annually update a confidential building-level Emergency Response Plan (ERP) that includes details about how school personnel and students would respond to different types of emergency situations that may occur in their school.

## Oswego City School District-Wide Safety Plan

### **Building-Level Emergency Response Plans have been established for each of the following:**

1. Fitzhugh Park Elementary, East 10th and Bridge Street, Oswego, NY 13126
2. Kingsford Park Elementary, 275 West Fifth Street, Oswego, NY 13126
3. Frederick Leighton Elementary, One Buccaneer Boulevard, Oswego, NY 13126
4. Minetto Elementary School; 2411 Granby Road, Minetto, NY 13115
5. Charles E. Riley Elementary School, 269 East Eighth Street, Oswego, NY 13126
6. Oswego Middle School, Mark Fitzgibbons Drive, Oswego, NY 13126
7. Oswego High School, Two Buccaneer Boulevard, Oswego, NY 13126

### **District Chain of Command:**

The Superintendent is the Chief Emergency Officer (CEO). In his/her absence, the responsibility will fall to the next alternate person in charge. When the CEO has been notified that an emergency exists, he/she will serve as the "Incident Commander", activating the appropriate procedures, directing the emergency response actions and coordinating with emergency responders.

Administrative chain of command in the event that the Superintendent is not available:

1. Assistant Superintendent of Schools or designee
2. Executive Director of Business and Finance or designee
3. Executive Director of Personnel or designee
4. Executive Director of Special Programs and Student Services or designee

### **Concept of Operations**

In the event of an emergency or violent incident:

1. The Chief Emergency Officer will be immediately notified by the Building Person in Charge.
2. The Chief Emergency Officer will activate the District Emergency Management Team if necessary.
3. Local emergency officials will also be notified, if necessary.

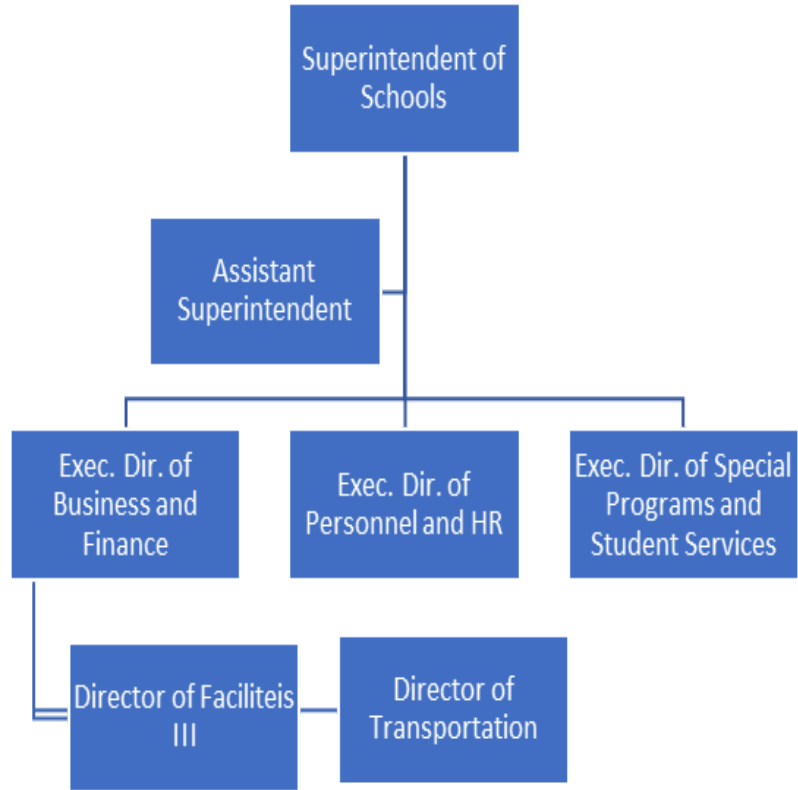
The Oswego City School District has existing protocols in place to request resources from the Oswego County Emergency Management Office with local law enforcement agencies, as well as fire departments and ambulance services. If state resources of DHSES (Division of Homeland Security and Emergency Services) or FEMA are required, they are also available.

# Oswego City School District-Wide Safety Plan

## Command Post

If the emergency demands the necessity to establish a "Command Post", as deemed by the Incident Commander. Communication will flow to building administration from the command post.

Incident Command Structure:



# Oswego City School District-Wide Safety Plan

## Section II: Risk Reduction/Prevention & Intervention

### District-Wide Prevention Strategies

Oswego City School District implements the following strategies in an attempt to avoid conflict and crisis, and to improve communication among students and between students and staff in regards to preventing violent incidents:

- Utilization of a Director of Student Support Services and Interventions
- The OCSD website includes information and links relating to the Dignity for all Students Act "DASA" effective July 1, 2013. It also contains a Tip Line/Hotline for reporting incidents and crises
- Crisis and Response Program
- Conflict Resolution
- Various Extracurricular Activities
- Small group and individual counseling
- Code of Conduct
- Character Education Programs
- Specialized and Alternative Programs, both internal and external, that contain both modified schedules and targeted and/or specialized staffing
- The school district evaluates all workplace locations for risk factors such as inadequate lighting, physical isolation, and employees working without the presence of other employees nearby after hours. The school district also reviews past records of incidents of violence or threats to identify areas of concern. These matters are reevaluated annually.

The district operates or has access to specialized programs for students who are at-risk of or who demonstrate violent behavior.

### District-Wide Prevention Training and Strategies

Oswego City School District implements the following training to provide emergency preparedness training for all staff:

- SCHOOL SAFETY PERSONNEL - 155.17(e)(1)(xviii)
  - o The district provides safety/security personnel, instructional, clerical, custodial, and support staff with annual emergency preparedness training and safety procedures for violence prevention and intervention. All staff are provided with instructions to follow in response to all types of possible threats.
  - o The district reviews the District-Wide Safety Plan and Building-Level Emergency Response Plans (BLERP) with staff no later than October 1 each academic year.
  - o Each School Administrator must provide instruction on emergency procedures in their respective schools for all students no later than October 1 each academic year.

## Oswego City School District-Wide Safety Plan

- **MULTI-HAZARD SCHOOL SAFETY TRAINING - 155.17(e)(1)(xiv)**
  - Training shall be provided to staff who have been assigned specific roles and areas of responsibility in the Building-Level Emergency Response Plans (BLERP).
  - Training for district staff is conducted annually to ensure staff understand procedures. This training includes but is not limited to; Hazard Communication (Right to Know), Blood borne Pathogens, DASA, Emergency Management and Fire Safety.
  - The district coordinates with CITI BOCES, the City of Oswego Police Department, the Oswego County Sheriff's Department, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention, CPR, First Aid, and other incident specific programs. Training may be conducted by the District or other agencies.
  - The school district provides training to new hires and annually to all employees regarding measures employees can take to protect themselves from workplace violence and the details of the school district's workplace violence prevention program.
  
- **EMERGENCY DRILLS AND EXERCISES- 155.17(e)(1)(xv)**
  - All drills and exercises will be conducted in accordance with the following guidelines:
    - (1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency. At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.
    - (2) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.
    - (3) Full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not be conducted on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.
  - The Oswego City School District sites will hold one annual early dismissal, four (4) lockdown drills, and routine evacuation drills in accordance with State Education Department Regulations. A total of twelve (12) drills shall be conducted each year with eight (8) occurring before December 31st. The building administrator will make the appropriate local emergency responder officials aware of the timing of the drills.
  - The district will cooperatively conduct meetings with emergency services agencies to discuss the Building-Level Emergency Response Plans (BLERP's) as well as perform periodic exercises to assess the emergency responses outlined in the plans and evaluate the staff in a simulated emergency situation. The tests are intended to reveal and correct any shortcomings within the plans.



# Oswego City School District-Wide Safety Plan

## Implementation of School Security

Oswego City School District monitors activity in its buildings by maintaining limited entry access and a single point of entry for visitors.

- BASIC SECURITY PROCEDURES
  - **All** doors shall remain secured and entry shall be limited to a clearly identified access point.
  - **All** district employees are required to wear an employee badge whenever they are in any Oswego City School District buildings, except as exempted for specific safety reasons.
  - **All** contractor employees shall wear identification badges when school construction/renovation work will occur on regularly scheduled school days.
- VISITOR ACCESS
  - All visitors must be granted access into the schools at the main entrance or office.
  - Guests are required to sign in and be badged by presenting their driver's license or other ID which is scanned in the District Raptor system.
  - Guests attending functions open to the public such as meetings or after school public events are not required to sign in.
  - Building Administrators are responsible for enforcing the Oswego City School District Code of Conduct as it applies to visitors.
- STAFF RESPONSIBILITY
  - All staff shall be aware of conditions in and around the building and report anything unusual or suspicious in nature to their supervisor and/or law enforcement based on the threat.
  - Detailed procedures for handling emergency situations can be found in the Building-Level Emergency Response Plans (BLERP) and reviewed periodically.
- SCHOOL MONITORS
  - Monitor duties may vary based on building. Therefore, duties may be assigned by each building principal as they see fit. Some of these duties include (but are not limited to) visitor assistance, parent sign in, student sign out.
  - Monitors are hired following an interview and screening process involving reference checks as well as fingerprinting and an FBI background check. Each monitor will be provided initial training and refreshers to improve their effectiveness as well as training at the beginning of the school year. This training may include an overview of assigned job duties, de-escalation training, violence prevention, and early violence detection.
- SECURITY DEVICES
  - Security is enhanced in all school buildings with a card access system. The system is designed to allow district employees that hold a card, access into a building. The doors remain locked, with access being gained via their card or the door buzzer

## Oswego City School District-Wide Safety Plan

located at the main entrance of each building.

- SECURITY CAMERAS
  - o These allow staff to monitor school buildings where there are no direct view windows for the main entrance. Security cameras are used in the district and allow staff to monitor the school buildings. Interior cameras monitor sections of corridors and exterior cameras are placed to monitor parking areas, and other outdoor spaces. Security camera placement is reviewed with the principal or department head and additional camera placement is designed and added to new construction plans.
  
- BLUE LIGHT SYSTEM
  - o The district installed a blue light system at both, Oswego High School and at Leighton. The emergency blue light lockdown system will be used in the event of a perceived emergency Lockdown. The purpose of the blue lights is to warn visitors, employees and students that are outside the buildings, that they are not to approach the building when the lights are flashing. The lights will also flash inside the buildings as a warning to seek shelter in a room that can be locked. During the activation of the blue light system, no one will be allowed to enter either building. Drills will include the use of this system.
  
- OTHER SECURITY
  - o Oswego City School District parking lots and perimeter of buildings are well lit.
  - o Oswego City School District provides two shifts of custodians who monitor the buildings.
    - o Random police patrol (Oswego County Sheriff, New York State Police, Oswego City Police)
    - o Security Officers are located in school buildings.
    - o School resource officers, from Oswego City PD
    - o Each building has radios which can be used to communicate within their building and with other buildings districtwide.

### Early Detection of *Potentially Violent Behaviors*

Staff and students should look for certain warning signs of potentially violent behavior in order to prevent violence before it begins. Information regarding early detection is presented to staff and students in September each year and is reviewed periodically throughout the academic year. These concerns are identified and addressed in the district's Code of Conduct.

The following list of **possible** signs was adapted from the International Association of Chief of Police Guide for Prevention of School Violence. This list is in no way all-encompassing, and students who exhibit some of these behaviors may not be at risk for violent behaviors. This is intended to be a general guideline.

- Student has engaged in violent behavior in the past.
- Student has tantrums or uncontrollable angry outbursts.
- Student continues exhibiting antisocial behaviors that began at an early age.
- Student forms and/or maintains friendships with others who have repeatedly engaged in

## Oswego City School District-Wide Safety Plan

problem behaviors.

- Student often engages in name-calling, cursing, or abusive language.
- Student has brought a weapon or threatened to bring a weapon to school.
- Student consistently makes violent threats when angry.
- Student has a substance abuse problem.
- Student is frequently truant or has been suspended from school multiple times.
- Student seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
- Student has few or no close friends despite having lived in the area for some time.
- Student is abusive to animals.
- Student has too little parental supervision given the student's age and maturity level
- Student has been a victim of abuse or been neglected by parents/ guardians.
- Student has repeatedly witnessed domestic abuse or other forms of violence.
- Student has experienced trauma or loss in his/her home or community.
- Student pays no attention to the feelings or rights of others.
- Student dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
- Student intimidates others or is a victim of intimidation by others.
- Student seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
- Student reflects excessive anger in writing projects.
- Student seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
- Student expresses sadistic, violent, prejudicial, or intolerant attitudes.
- Student has threatened or actually attempted suicide or acts of self-mutilation.

Students and staff who observe any of these signs should notify a teacher or administrator, as soon as possible. Precautions should be taken when evaluating the signs so as not to cause needless stigmatism of the student. Administrators should contact parents, guardians and/or person in a parental relation, counselors, and/or law enforcement officials when deemed necessary.

### **Hazard Identification**

The Oswego City School District recognizes that emergencies can occur in school buildings, playgrounds, gymnasiums, fields, buses, shops and areas where tools are used, in special education classrooms and on off-site field trips. We have surveyed sources of potential emergencies within our school buildings, grounds and community locations. Site-maps and floor plans of our buildings have been provided to local police and law enforcement but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways, industry and/or airports, railroads and nuclear facilities. Responses to emergencies are addressed in the Building-Level Emergency Response Plans (BLERP's).

## Oswego City School District-Wide Safety Plan

The school district has evaluated workplace locations for risk factors such as inadequate lighting, physical isolation, and employees working without the presence of other employees nearby after hours.

Existing Risk Factors	Actions to Alleviate
Escalated students, staff, or visitors	De-escalation training/ TCIS training Security staff School Resource Officers
Access to facilities	Single point of entry, Examine current quality of camera systems to identify visitors prior to opening door Examine ways to limit access to full building during pm events Additional training for clerical interacting with visitors
Common areas (bathrooms, stairwells)	Evaluate camera coverage Increase supervision in targeted areas
Students opening doors for others	Increase signage Increased communication/training students/staff

# Oswego City School District-Wide Safety Plan

## Section III: Response

### Notification and Activation During an Emergency

In an emergency, the staff member will contact 911 for fire, EMS, or law enforcement response. In the event of a broad scale emergency, it may be necessary to contact local government agencies such as the Highway Department, the Oswego County Emergency Management Center, and/or the Oswego County Fire and Emergency Management/Public Safety Department as dictated by the situation.

### Contacting Law Enforcement in the event of an emergency-155.17 {e}{1}(vi)

The following sequence of actions shall be followed:

- The first person to become aware of an emergency should notify the Building Administrator's office.
- The Building Administrator will obtain the pertinent information including what, where, when, how, and the location of the emergency and initiate the appropriate alert notification/evacuation signal(s) to be given.
- The Building Administrator shall:
  - Call 911
  - Call the Superintendent or designee at 315-341-2001
  - Maintain communication links within the school and outside agencies and personnel.
  - Implement the appropriate course of action as set forth in the Building-Level Emergency Response Plan (BLERP).

### Internal and External Notifications-155.17 {e}(1)(xvii, xix, xi)

- District Sites
  - Upon notification or declaration of an emergency, the Superintendent, or designee, will contact all Oswego City School District locations to communicate emergency information and instructions.
- State Education Department
  - The Superintendent will be responsible for notifying The New York State Education Department as soon as possible whenever the emergency plan results in the closing of a school building within the District. This does not include routine snow days.
- Parents, Guardians, and Community
  - At the start of the school year, or at time of enrollment, parents/guardians are given notice that their child(ren) may be sent home early in the event of an emergency.
  - At the start of the school year, or at the time of enrollment, the following information is obtained from parents/guardians:
    - The name and phone number of employers at which to contact the parent/guardian for early release.
    - Alternate plans for the child if no parent/guardian can be informed of early release.
    - Special medical and other needs of the child.

## Oswego City School District-Wide Safety Plan

- o Communication to families will be directed by the Superintendent of Schools.
- o The names of all students released during an emergency shall be communicated from the district site to the Command Post.
- o During an emergency, the building administrator shall designate an individual to organize the District response to parents as they inquire about school operations and the health and safety of their child.
- o Communications to families will be made via email, text and/or robocall.
- o The Superintendent, or designee, shall act as liaison for all emergency response agencies within the District.
- o The Public Information Officer shall address all news media.

### **Emergency Response Procedures and Protocols-155.17 (e)(1) (ii, xvi, xiv, xv)**

The confidential Building-Level Emergency Response Plans (BLERP) contain specific confidential procedures for each of the Standard Emergency Responses outlined in this section. Response instruction for staff can also be found on the Emergency Response Card posted in each room. Response Procedures begin with the incident Command System (or Building Response Team) which involves all of the key responders in the building and emergency service providers. When appropriate, one or more of the following responses will be carried out.

#### **GENERAL EVACUATION**

Evacuation of students and staff may be necessary in the event of a fire, weather, bomb threat, or violent incident that deems evacuation necessary for the safety of students and staff.

- Buildings will be notified by fire alarm, intercom, and/or verbal or written notification.
- Upon notification of evacuation, faculty and staff shall survey their areas and evacuation routes for hazards to ensure a safe and expeditious evacuation. Any suspicious items must be left alone and immediately reported to the Building Administrator or Emergency Service Personnel.
- Students and staff will depart the building in a calm and orderly fashion according to the established evacuation routes or alternate routes as deemed necessary. Established normal routes for each building shall be specified in the Building-Level Emergency Response Plans (BLERP), posted in each room, and included in the Emergency Response Bag "Safety Bag". In the event of a power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes. Elevators may not be used during evacuation unless deemed necessary and approved.
- Teachers will bring their daily attendance record with them. Attendance will be taken upon evacuation, both before and after any relocation of their class takes place. If students need to be relocated off campus attendance must be taken before loading onto the bus and again once they are loaded to assure all students are accounted for. The Building Administrator must be notified if a student is not present at time of attendance, as soon as possible.
- Teachers may be asked to turn in the attendance record to the Building Administrator for use at the Emergency Command Post.
- Students will not be allowed to go home on their own. A parent or pre-arranged surrogate may sign a student release form and pick up the child at the designated reunification site.

## Oswego City School District-Wide Safety Plan

- The school nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand the nurse will be prepared to make arrangements to provide medical assistance, as necessary, in coordination with the Building Administrator and the incident Commander.
- The building administrators will follow directions received from the Superintendent and/or the Incident Commander.
- Principals will determine when staff may be permitted to leave after the students have been safely released and emergency duties are complete.

When evacuation of students, staff, and faculty who have a disability is necessary, special care must be taken to ensure that they are safely transported out of the building.

- Each BLERP shall have a list of staff and students with limited mobility and the persons who have been designated to assist them.
- Each student with limited mobility will have an Assisted Evacuation Plan.
- The BLERP will be reviewed and updated as necessary for changes in students and staff.
- The Director of Special Education and designated staff will respond to and assist with special education students and the staff who serve them. They will also act to facilitate use of coordinated services from outside agencies as required and deemed necessary during an evacuation or long-term stay on-site.

### **SHELTER-IN-PLACE**

A sheltering procedure is appropriate for situations when it is deemed necessary to hold students and staff inside the building during an emergency until the situation is resolved and activities can be returned to normal or a relocation or dismissal can be arranged.

- Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate a Shelter-In Place.
- If the incident occurs near school and the building administrator is the first to be informed, he/she will make the decision based upon the nature of the emergency, or upon direction of local emergency agencies, whether to shelter all students and staff inside the building. The building administrator will then notify the Superintendent and the 911 control center of the determination. He/she will also keep teachers, staff, school nurse, custodial staff, and cafeteria staff informed throughout the emergency.
- Upon notification of an emergency, or the exercise of a drill, the Building Administrator will instruct students and staff to report to the designated area(s). Teachers are to bring their class rosters with them and maintain charge of their class, unless otherwise instructed.
- The Building Administrator will assign appropriate duties to selected staff and custodians to include securing the building. During certain types of air pollution, chemical spills, or radiological emergencies, windows should be closed, and ventilation systems and outside air intakes should be shut down.
- Students and staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
- If the incident necessitates remaining in school after hours, the Superintendent, or

## Oswego City School District-Wide Safety Plan

designee, will issue a public notice to this effect through local news media. Parents will be advised as to appropriate responses including where to sign-out their child (if appropriate). As deemed necessary, the Superintendent will coordinate the use of district resources in cooperation with the Incident Commander and request assistance from the County Emergency Management Office, The American Red Cross, and other agencies as needed.

### **HOLD-IN-PLACE**

A hold-in-place response is appropriate for short term emergencies and situations involving an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue, or medical emergency that requires limiting movement of students and staff. It is intended to keep students and staff out of the affected area until the situation has been rectified.

- The Building Administrator, or designee, will notify all building occupants of the hold-in place as well as provide notification that it has ended.

### **LOCK-DOWN**

A lock-down response is appropriate for situations which mandate that students remain in one location until authorized to move. Such situations may include immediate threats inside the building, a dangerous intruder, violence, civil disturbance, or other emergency during which movement about the building would endanger students and staff.

- The Building Administrator, or designee, will notify all building occupants of the lock down as well as provide notification that it has ended.
- In the event of a lock-down; 911 will be called and the Superintendent will be notified.
- Parents will be advised and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents and the media.
- At the high school and Leighton, the Blue Light System may be activated.

### **LOCK-OUT**

A lock-out response is appropriate when the incident or credible threat to the security of the building is occurring outside (on or off school property). This type of incident allows school to continue with normal activities but curtails any outside activity and does not allow any unauthorized personnel into the building.

- The Building Administrator, or designee, will notify all building occupants of the lock-out, contact 911 and notify the Superintendent.
- Students and staff who are on the school grounds will immediately be summoned to return to the building.
- All exterior doors are locked and monitored by assigned staff. Only AUTHORIZED personnel will be allowed to enter the building.
- Normal dismissal procedures may be modified as appropriate.
- Staff who are off-site during an Active Emergency Response (off-site meeting, lunch, etc.) should NOT return to the building until being notified that it is safe to do so



# Oswego City School District-Wide Safety Plan

## EARLY DISMISSAL

An early dismissal ("Go Home") is appropriate in the event of a system failure, such as a heating, plumbing, or electrical failure that renders the building unsuitable for instructional purposes. It may also be a viable option under other emergency situations involving evacuation as directed by the Superintendent.

- The Superintendent, or designee, will implement the early dismissal.
- Parents/Guardians will be notified as outlined in the BLERP.
- The Transportation Supervisor will be notified when and where to send the buses.
- Emergency contact information will be utilized to facilitate united students with their families or other designated responsible individuals.
- Normal dismissal procedures will be followed unless the situation warrants otherwise.
- The Building Administrator, or designee, will select alternate dismissal procedures and/or loading areas based on the situation.

## HAZARDOUS INCIDENT SPECIFIC RESPONSES

Confidential procedures for specific emergencies are detailed in the Building-Level Emergency Response Plans (BLERP) for various situations including:

1. Assaults and Fights
2. Biological Agents or Poisonous Substance Threats
3. Bomb Threats (See Section V, Appendix C)
4. Dangerous and/or Armed Persons
5. Fire Alarms
6. Hazardous Material Spills in the Building
7. Hazardous Material Spills Off-Site
8. Medical Needs and Automated External Defibrillators
9. Nuclear Emergency
10. Severe Storm
11. System Failures (power, heat, water, sewer, gas, structural)
12. Threats of Violence -Implied or Direct

### **Responding to Implied or Direct Threats of Violence-155.17 (e)(1)(iii)**

The district makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs. These protocols are intended to identify credible threats of violence and address such situations before the threat is carried out. The procedure is applicable during any school-sponsored function or event on district property or elsewhere.

- Any Student, Parent, Guardian, or School Staff Member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious.
  - Immediately report the threat to the appropriate parent, guardian, school staff member, building administrator, or law enforcement officer. AND
  - Be available and cooperative in providing a statement of information with the

## Oswego City School District-Wide Safety Plan

understanding that the individual informant will remain anonymous to the greatest extent possible.

- Any School Administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious.
  - Cause the student making the threat, if the student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
  - Immediately notify the designated law enforcement agency and provide them with complete information regarding the details they received. AND
  - Require the school staff member, if source of information, provide immediate written statements regarding the information received.
  
- Factors to consider when determining whether a threat is credible are listed in the Threat Assessment Sheet (See Section V, Appendix F).
  - Once the assessment sheet is complete, the Building Administrator and law Enforcement officer will convene privately to discuss the threat and consider options for follow up action.
  
  - If the threat is deemed credible the Building Administrator will:
    - Immediately consult with appropriate law enforcement.
    - Take appropriate action in accordance with instruction given.
    - Activate student early release if necessary.
  
  - If the threat is deemed NOT credible the Building Administrator will:
    - Institute any further action deemed necessary.

An employee shall report a violation of the safety plan or the existence of an imminent danger of workplace violence to the employee's supervisor in writing. However, such written notice is not required where there is an imminent danger to the safety of a specific employee and the employee reasonably believes reporting to the supervisor would not result in corrective action. If the matter is not resolved and a serious violation or imminent danger still exists, the employee may make a written request for an inspection by the Commissioner of Labor.

### **Responding to Acts of Violence-155.17 (e)(1)(iv)**

When an "act of violence" (as described herein) occurs, the Building Response Team will follow the confidential protocols outlined in the Building-Level Emergency Response Plan (BLERP) to include:

- Determining the level of the threat.
- Initiating the appropriate emergency response.
- Contacting law enforcement to obtain advice and assistance
- Monitoring the situation

The Post Incident Response Team will assist the school community in coping with the aftermath of the emergency of a serious act of violence. The Team consists of an Administrative Team Leader,

## Oswego City School District-Wide Safety Plan

School Nurse, School Social Worker, and other staff and will be activated whenever an incident occurs.

Additional post-incident counseling is available, if necessary, through the following:

- Oswego County Department of Emergency Management, 315-591-9150
- Oswego County Fire & Emergency Management-Public Safety, 315-591-9142
- Oswego County Department of Mental Health-Student Assistance, 315-349-3591

### **Coordinating the Use of District Resources-155.17 (e){1} (ix, x)**

Workplace violence risks shall be minimized through various controls, with a preference for engineering controls, followed by work practice controls, and where necessary, the availability of personal protective equipment.

## Oswego City School District-Wide Safety Plan

Procedures to coordinate the use of district resources and manpower during an emergency are described in the Building Emergency Management Plan. The following resources are available in the event of an emergency:

Resource
Telephone System
Zoned Fire Alarm
Radio Station/Portable Radios
Public Address System
First Aid Supplies
Fire Extinguishers
Electrical Generators, Built-in
Water Supply- Fire
Food Storage
Liquid Chlorine Tank
Liquid Propane Fuel Storage
Vehicle Fuel Storage
Flashlights/batteries
Maps of District
Building Floor Plans
Buses
Pick-up trucks, vans and snowplows
Maintenance tools and equipment: Portable electric generator Portable water.mud pump, portable welder

## Oswego City School District-Wide Safety Plan

Staging and treatment areas will vary depending on the location of the emergency. Administrators, Supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct all responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responders will either accept or relocate the established staging and treatment areas.

### **Responding to Influenza and Pandemic Planning**

Whenever, upon investigation and evaluation by the Director of School Health Services or other health professionals acting upon direction or referral of the director, a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he/she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The Director of School Health Services shall immediately notify a local public health agency of any disease reportable under the public health law.

Following absence on account of illness or from unknown cause, the Director of School Health Services may examine each student returning to a school without a certificate from a local public Health Officer, a duly licensed physician, physician assistant, or nurse practitioner.

The Director of School Health Services, or other health professionals acting upon direction or referral of the director, may make evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff. Regulations and procedures will be developed for dealing with communicable diseases (including, but not limited to, pandemic flu) in ways that protect the health of both students and staff while minimizing the disruption of the education process.

# Oswego City School District-Wide Safety Plan

## Section IV: Recovery

Once the immediate crisis has been responded to through the Building-Level Emergency Response Plans (BLERP), a Post-Incident Response Team will be called upon to deal with the aftermath of the incident as needed. Procedures for the use of the team and its call to action are stated in the BLERP. The Post Incident Response Team will complete an After-Action Report (See form on page 18) and send it to the Chief Emergency Officer.

### **Post Incident Guidelines**

After an emergency or act of violence has occurred, School Principals will evaluate the need for student and staff counseling and report to the Chief Emergency Officer, or designee.

#### Debriefing Sessions, Following the Implementation of Emergency Plans

- Within 48 hours of the implementation of emergency plans, a debriefing session will be conducted at the direction of the Chief Emergency Officer.
- The individuals to be involved in this debriefing session will vary by each situation and may include school principal, representatives of teaching staff, school nurse, parents, school bus drivers, clerical staff, custodial staff, other appropriate administrators. Local and/or State emergency and law enforcement officials, and students.
- A written report of the debriefing session is to be prepared to include, but not limited to, a list of specific recommendations on how to improve upon procedures. A copy of this report is to be presented to the District-Wide School Safety Team and made available to staff, parents and any other interested district resident, upon request.

### **Provision for Routine Review and Revision of the Plan and Procedures**

- This District-Wide Safety Plan is to be reviewed with appropriate revision, if any, following each incident and debriefing session.
- The plan is subject to review annually.
- Revisions of this plan will be subject to Board of Education approval.

### **Staff Development, Student Training and Parent Information**

- School Principals will review the School Emergency Response Plan procedures with all staff at least twice per year and after any incident.
- The Director of Facilities, in consultation with the New York State Police, will provide guidelines and training to custodial staff for searching each school.
- The Chief Emergency Officer will provide annual training to the district administrative staff on current procedures and practices in handling emergencies.
- Parent handbooks will include information and procedures to be followed when removing a child from school, including during emergency situations.
- Faculty, staff and student handbooks will include information on responding to emergency procedures.
- Routine evacuation and lockdown drills will be conducted during the school year.
- Post-Intervention Objectives

## Oswego City School District-Wide Safety Plan

### Student Support

- Counseling students individually, or in small groups, determined by the needs of the students.
- Providing mental health or suicide assessments when needed.
- Contacting parents when indicated.
- Referring students who need ongoing support to the crisis manager in the school.
- Providing outreach to students who are isolated in the hallways or other areas that do not come to a designated counseling area.
- Evaluating students who are referred by concerned staff, administration, family members or peers.

### Staff Support

- Counseling staff individually or in small groups, determined by the needs of the staff.
- Providing a counselor to be present in classrooms when requested by school staff.
- Aiding in the establishment of a support group when asked.

### Administrative Support

- Consultation with school administrators and student support team members on issues as variable as general post-intervention procedures as well as issues more specific to the occurring situation, such as memorializing.
- Help formulate the statement read to faculty and students identifying the crisis.
- Other administrative support, as needed or requested.

## Oswego City School District-Wide Safety Plan

### SECTION V: Appendices

#### Appendix A: Administrative Staff Listing and Telephone Numbers

Name	Title	Office Phone
Raymond Kilmer	Superintendent of Schools	315-341-2001
Diane Schrader	Secretary to the Superintendent	315-341-2001
Amanda Caldwell	Assistant Superintendent	315-341-2002
Peter Colucci	Executive Director of Business and Finance	315-341-2006
Robert Siracuse	Executive Director of Personnel	315-341-2009
Cindy Lauzon	Director of Physical Education and Athletics	315-341-2019
Carin Reeve	Director of Literacy	315-341-2011
Jeremy Amidon	Coordinator of Mathematics	315-341-2800
Shawn Morgan	Director of Accountability and Improvement	315-341-2011
Jamie Sykut	Director of Instructional Technology	315-341-2024
Ian Rowberry	Director of Facilities III	315-341-2906
Tom Gunn	Supervisor of Transportation	315-341-2900
Jaclyn Beck	Executive Director of Special Programs and Student Services	315-341-2014
Leanne Gmeindl	Director of Special Education	315-341-2014
Matthew Goewey	Director of Food Service	315-341-2022
Raina Hinman	Executive OHS Principal	315-341-2202
Tara Clark	OHS Assistant Principal	315-341-2202
Kirk Mulverhill	OHS Assistant Principal	315-341-2202
Amy Godkin	OMS Principal	315-341-2300
Samantha Spaulding	OMS Assistant Principal	315-341-2300
Amy Molloy-Behnke	FPS Principal	315-341-2402
Mary Volkomer	KPS Principal	315-341-2502
Jennifer Sullivan	MIN Principal	315-341-2602
Stephanie Griffin	FLS Principal	315-341-2702
Tracy Eygnor	CER Principal	315-341-2802



# Oswego City School District-Wide Safety Plan

## Appendix B: Emergency & Agency Telephone Numbers

<b><u>Agency</u></b>	<b><u>Phone</u></b>
<b><u>County Emergency Management Office</u></b>	
Oswego County/Coordinator	315-591-9150
Oswego County Fire Emergency Coordinator	315-349-8800
<b><u>Fire Department</u></b>	
The City of Oswego Fire Department	911
Minetto Fire Department Todd Heath - Fire Chief	315-343-2161
	315-529-8564
<b><u>Ambulance</u></b>	
	911
<b><u>Police</u></b>	
	911
<b><u>Administrative Numbers</u></b>	
New York State Police (School Outreach) New York	315-366-6077
State Police	911
Oswego City Police	315-342-8120
Oswego County Sheriff's Department	911
<b><u>Health Department</u></b>	
Oswego County Health Department	315-349-3545
<b><u>Highway Department</u></b>	
Oswego County Highway Department	315-349-8331
Dept. of Envir. Conserv. (DEC Region 7 Onon.	315-426-7400
Dept of Envir. Conserv. (DEC - Cortland)	607-753-3095
<b><u>Other Agencies/Utility Providers</u></b>	
Poison Control Center	800-222-1222
Onondaga County Water Authority (OCWA)	315-455-7061
National Grid	800-892-2345
NYS Electric & Gas (NYSEG) Gas Emergencies	800-572-1121
Red Cross Central & Northern NY	315-234-2200
NY State Department of Transportation Mgmt. Ctr. (24/7)	315-426-2131
NY State Department of Transportation (Regional Director)	315-428-4351
Oswego Department of Public Works	315-342-8180
<b><u>State Education Department</u></b>	
Facilities Planning	518-474-3906
<b><u>Hospitals</u></b>	
Oswego Hospital	315-349-5511
University Upstate Hospital	315-464-5540
Crouse Hospital	315-470-7111
Upstate Community Hospital	315-492-5011
St. Joseph's Hospital	315-448-5111

# Oswego City School District-Wide Safety Plan

## Appendix C: Radiological Emergency

The Oswego City School District is located within the 10-mile radius of the Emergency Planning Zone (EPZ) of the Nine Mile Point and James A. Fitzpatrick Nuclear Power Plants. These guidelines are consistent with and reflect those articulated in the Oswego County Radiological Emergency Preparedness Plan (REPP).

### Responses:

In the event of an incident at one of the three reactors at Nine Mile Point, the Oswego County Emergency Management Office will notify the District Superintendent, or designee. Instructions will be provided at that time on the need to shelter-in-place or evacuate.

1. Shelter-In-Place- If it becomes necessary to shelter-in-place:
  - a. Principals and other District Administration will be notified by the Superintendent.
  - b. Principals will announce a lockdown in their respective building, instructing staff to close any open windows and doors.
  - c. Facilities will be notified by the Superintendent, or designee, to shut down all heating and cooling systems.
  - d. Information alerts will be monitored and updates provided to the District as they are received from Oswego County Emergency Management.
  - e. Potassium Iodide (KI) shall be distributed when the Superintendent, or designee, has been advised by the Oswego County Emergency Management Office to do so.
2. Evacuation- If it becomes necessary to evacuate:
  - a. The Reception Center for Oswego City School District is the New York State Fairgrounds located at 581 State Fair Blvd, Syracuse, New York 13209. The Reception center will be operated by county and state health and social services personnel.
  - b. If OCSD is advised to evacuate, we will follow the directions given on the Emergency Alert System (EAS) stations.
  - c. Children who are evacuated will remain under supervision until picked up by a parent or guardian.

### Potassium Iodide (KI) Information and Dosage:

Potassium Iodide (KI) is a chemical compound that can be used to protect the thyroid gland from possible radiation uptake. Some radiological emergencies may release large amounts of radioiodine into the environment. Because iodine concentrates in the thyroid gland, inhalation or ingestion of food contaminated with radioiodine can lead to radiation injury to the thyroid.

- KI does not protect a person or the thyroid from direct exposure to radiation.
- Taking KI saturates the thyroid with nonradioactive iodine.
- Taking KI is safe for most individuals, but should not be given to persons having an existing thyroid condition, or those allergic to iodine.
- Taking KI is not an alternative to evacuation if we are directed to do so.

## Oswego City School District-Wide Safety Plan

Following an Emergency Alert System (EAS) message, State and local officials will announce when the public should take KI in news broadcasts on radio and television, and on the [www.oswegocounty.com/emo](http://www.oswegocounty.com/emo).

Age Group	KI Dosage	Number of ml liquid (65 mg/ml)	Number of 65-mg tablets	Number of 130-mg tablets
Adults over 18 years	130 mg	2	2	1
Over 12 - 18 years and over 150 pounds	130 mg	2	2	1
Over 12 - 18 years and less than 150 pounds	65 mg	1	1	1/2
Over 3 -12 years	65 mg	1	1	1/2
Over 1 month to 3 years	32 mg	0.5	1/2	1/4
Birth -1 month	16 mg	0.25	1/4	1/8

# Oswego City School District-Wide Safety Plan

## Appendix D: Emergency Remote Instruction Plan

### Access To Technology

Oswego is a 1:1 technology device district. All secondary students are assigned a device to use at home and in school. Elementary classrooms have devices available for use in school, or to send home at the teacher's discretion. In the event of a closure, elementary students will be provided a Chromebook and charging cord to take home for educational use. Building staff will organize and track assigned devices.

The OCSD will notify all families if/when Chromebooks will be sent home, or will be needed at home due to a closure. The District will utilize Parent Square and the District webpage to make such notifications.

Students who have a device that needs to be serviced or replaced will contact their school to make arrangements to drop off the device in need of repair and to pick up a replacement if appropriate.

Families who need Internet access will be directed to contact the District Technology Department. Such families will be provided with a hot spot.

### Instructional Model

In the event of an extended closure, the district will operate using a hybrid model for the elementary program. Students in grades K-6 will be placed in two cohorts and will be assigned to attend in-person 2 days a week. The remaining 3 days will be a combination of synchronous and asynchronous learning opportunities. A five-day plan will be coordinated by grade level teachers to ensure a student receives 2.5 to 3.5 hours of synchronous instruction.

In the event of an extended closure at the secondary level, students will meet with teachers synchronously on more days than asynchronously. Designated students will have small group learning opportunities. Social Emotional Health will be the focus on asynchronous days.

ELL students will be offered in-school and remote instruction opportunities. ENL teachers will have time built into their days to conduct the ELL identification process. For "new" students who arrive during the school year, ESL teachers will have time built into their days to conduct any ELL evaluations on an on-going basis.

High school and middle school will be engaged in hybrid remote learning with the exception of students with significant disabilities and ELLs who will receive in person instruction. If necessary, ELL students will be specially transported into the schools for in-person evaluations.

# Oswego City School District-Wide Safety Plan

## Delivery of Special Education and Related Services

- Students in K-6 will receive special education services in a hybrid manner.
  - Many students within the District receive support via an integrated co-teaching or consultant teacher model. As students are grouped into cohorts, general and special education will continue to be grouped together.
  - In person instruction will be provided multiple days per week. Students will engage with special and general education staff in remote learning opportunities.
  - Special education teachers will provide consultant teacher services (either direct or indirect based upon individual student needs) and supplemental support either individually or in small groups to students based upon student needs at least three times weekly to ensure the provision of FAPE.
  - Prior written notices will be provided to families about the K-6 contingency remote learning plan that may need to be implemented should school need to close again.
  
- Students with disabilities in grades 7-12 will receive special education services remotely following a daily schedule which includes special education services as prescribed per IEPs.
- Special education teachers will provide support either individually or in small groups to students based upon student needs at least three times weekly to ensure the provision of FAPE.
- Students who have significant disabilities and are assessed alternatively, will be provided with in-person instruction more days than remote instruction.

Related services will be provided both in person and remotely, as appropriate for the student and determined in collaboration with the parent /guardian.

- As often as possible, students requiring in person group services will be grouped together.
- Students supported through nonpublic schools will receive instruction remotely unless individualized needs of the-learner require in person instruction.

# Oswego City School District-Wide Safety Plan

## Appendix E: After Action Report

### Emergency Response Evaluation Form

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Facility:

\_\_\_\_\_

#### Type of Emergency:

\_\_\_\_\_ Fire / Explosion

\_\_\_\_\_ Structural / System Failure

\_\_\_\_\_ Evacuation

\_\_\_\_\_ Severe Weather / Earthquake

\_\_\_\_\_ Nuclear Emergency

\_\_\_\_\_ Public Health / Medical

\_\_\_\_\_ Chemical Spill

\_\_\_\_\_ Intruder / Hostage / Missing Child

\_\_\_\_\_ Other \_\_\_\_\_

Duration of Emergency: \_\_\_\_\_

List any problems encountered during the Emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Oswego City School District-Wide Safety Plan

## Appendix F: Threat Assessment Report Form

Date of Report: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

When incident occurred: \_\_\_\_\_

Location / Building: \_\_\_\_\_

Name of Threat-maker (if known): \_\_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female

Relationship to school / recipient: \_\_\_\_\_

Exact Words of threat: \_\_\_\_\_

Demeanor / Conduct of threat-maker appeared (physically and emotionally): \_\_\_\_\_

Names / Actions of others directly involved: \_\_\_\_\_

Potential Victims: \_\_\_\_\_

Any other events / history prior to incident: \_\_\_\_\_ No \_\_\_\_\_ Yes (If yes explain)

Event(s) that triggered the incident: \_\_\_\_\_

Name(s) / Positions of responding staff: \_\_\_\_\_

Conclusion / Consequences of incident: \_\_\_\_\_

Status of threat-maker: \_\_\_\_\_

Steps taken to ensure the threat will not be carried out: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

**Forward Completed Form to Building Administrator Immediately**

## Oswego City School District-Wide Safety Plan

### Appendix G: Outline of Employee Training

All staff will complete online training related to Workplace violence on an annual basis.