

**DOLGEVILLE CENTRAL  
SCHOOL DISTRICT**

**DISTRICT-WIDE SCHOOL SAFETY PLAN  
[2018-2019 SCHOOL YEAR]**

Reviewed by the Board of Education: August, 2018  
Adopted by the Board of Education: September, 2018

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, and 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 District-wide School Safety Plan has been developed in collaboration between the school and the community through the district's Wellness Committee and Health Council. In development of the plan, the committee/council relied upon NYSED school safety resources, including the guidance planning document and the facilities assessment document.

The Dolgeville Central School District supports SAVE legislation, and intends to engage in a continuous cycle of planning and assessment of its District-wide and Building School Safety Plans.

## **Section I: General Considerations**

### **A. Purpose**

The Dolgeville Central School's District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Dolgeville Central School District's Board of Education, the Superintendent of the Dolgeville Central School District appointed a District-wide Wellness Committee and Safety Council and charged it with the development and maintenance of the District-wide School Safety Plan.

### **B. Identification of School Wellness Committee and Safety Council**

The Dolgeville Central School District has appointed a District-wide Wellness Committee and Safety Council consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and other school personnel. The members of the committee and their positions or affiliations are as follows:

| Name                                    | Title/Affiliation |
|---|-------------------|
| District Health/Safety Coordinator; EMT | Bruce Risley      |
| Superintendent of Schools               | Lynn Rhone        |
| Business Administrator                  | Jessica Radley    |
| High School Principal                   | Timothy Jenny     |
| Middle School Principal                 | Ruth Leavitt      |
| Elementary School Principal             | Crystal Chrisman  |
| Principal/Supervisor of Special Ed.     | Michelle Primeau  |
|   |                   |
| Head Custodian                          | David Redmond     |
| School Lunch Manager                    | Pauline Williams  |
| Transportation Supervisor               | Joe Stack         |
| Athletic Director                       | Jason Izzo        |
| Dolgeville Fire Department Rep.         | Fire Chief        |
| S&S Ambulance Representative            | S&S Chief         |
| Dolgeville Police Sergeant              | Richard Congdon   |

| Name                             | Title/Affiliation         |
|----------------------------------|---------------------------|
| Middle School Guidance Counselor | Mirella Pazzaglia         |
| HS Guidance Counselor/Parent     | Dan Guenther              |
| PK – Grade 6 School Nurse        | Linda Hemmerich           |
| Grades 7-12 School Nurse         | Bethany Straney           |
| School Counselor                 | Laura Eysaman             |
| School Psychologist              | Dr. Brian Johnson         |
| Student Advisor                  |                           |
| Preschool Representative/Parent  | Julie Castor              |
| Teacher Rep - Elementary         |                           |
| Teacher Rep – Middle School      | Teressa Latona            |
| Teacher Rep – High School/Parent | Kathryn Bilinski          |
| Teaching Assistant Rep           | Sabrina Edick             |
| Student Representative           | Student Council President |
| BOE Representative               | Robert Maxwell            |
| BOE Representative               | Scott Hongo               |

### C. Concept of Operations

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for the PK-6 building and the 7-12 building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

The District-wide School Safety Plan was developed by the District Wellness Committee and Safety Council, reliant upon the knowledge of the school district, guidance of NYSED planning/assessment documents, areas of concern addressed over time by the District Wellness Committee and Safety Council, and careful assessment of previous responses of the District to emergencies over time.

In the event of an emergency, the Superintendent of Schools or her designee shall activate the District-wide School Safety plan and the Building-wide Emergency Response plans. Following the chain of command determined in the Emergency Plan Flow Chart (Appendix A), the Board of Education, district-wide departments, and outside agencies will be notified as necessary.

### D. Plan Review and Public Comment

Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan will be available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department and placed on the district's website within 30 days of adoption.

This plan will be reviewed periodically throughout the year and maintained by the District Wellness Committee and Safety Council. A copy of the District-wide School Safety Plan will be available at the district office.

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

### **A. Prevention/Intervention Strategies**

#### ***Program Initiatives***

The district and its schools utilize the following programs and activities to prevent emergencies and to intervene when district/school health and safety is threatened:

- District-wide Code of Conduct, which includes expectations for appropriate behaviors and consequences for inappropriate behaviors.
- Athletic Code of Conduct, which includes specific expectations for appropriate behaviors and consequences for inappropriate behaviors for all district student-athletes.
- Research-based prevention programs through Catholic Charities: Too Good for Drugs, Too Good for Violence, Life Skills, and Good Touch/Bad Touch.
- Dignity for All Students Act (DASA) coordinators at each level: elementary school, middle school, high school.
- Programs to promote general kindness and respect, such as: Grades PK-6 – “Bucket Filling”; Grades 7-12 – Jared Campbell - Anti-Bullying/Making Good Choices.
- Big Brothers/Big Sisters after school program, which pairs high school students with at-risk elementary students.
- Counseling services available at every level, PK – 12: PMHP, student advisor, guidance counselors, school counselors, school psychologist, Catholic Charities Teen Intervene and counseling programs, and access to a private licensed clinical social worker.
- Preventive social services through the Herkimer County DSS SIP Program.
- Cornell Cooperative Extension – Healthy Habits Program.
- The Health and Safety Expo through the Adirondack Fire Prevention Team for grades 3-6.
- October Fire Prevention Presentations to individual classes, PK-6.
- Bi-Monthly District Wellness Committee and Safety Council meetings.
- Bus Safety drills, three times annually for all students.
- Driver's Education and Walmart Tractor Trailer program.
- Programs to address specific health and safety issues through Bailey's Karate, the National Center for Missing and Exploited Children, YWCA, Catholic Charities, and other community organizations.
- A variety of programs (Morning Program, Monthly Magic, Student Success) and assemblies (Student Success Assemblies, Arts in Education Assemblies), and assemblies by outside providers (Motivational Media multimedia

presentations, for example) focusing on building a positive, safe, and healthy school culture are presented each year.

- A monthly character word is emphasized district-wide. Character words for the 2016-2017 school year are as follows:

| Character Words of the Month for 2018-2019 |                                 |                                |                           |                              |
|--|---------------------------------|--------------------------------|---------------------------|------------------------------|
| September, 2018<br>SPORTSMANSHIP           | October, 2018<br>RESPONSIBILITY | November, 2018<br>APPRECIATION | December, 2018<br>EMPATHY | January, 2019<br>FORGIVENESS |
| February, 2019<br>KINDNESS                 | March, 2019<br>CREATIVITY       | April, 2019<br>CONFIDENCE      | May, 2019<br>COOPERATION  | June, 2019<br>SELF-ESTEEM    |

***Trainings, Drills and Exercises***

To prepare for the eventuality of emergencies, faculty, staff and students practice the following:

- Fire Drills
- Bus Evacuation Drills
- Go-Home-Early Drills
- Shelter-in-Place, Hold-in-Place, and Lockout Drills
- Evacuation to Alternate Site Drills
- Lockdown Drills

Faculty and staff prepare to prevent and intervene in emergencies by:

- Receiving in-service on the Building-level Emergency Response Plans
- Receiving in-service on Blood-Borne Pathogens, “Right to Know”, Sexual Harassment, and DASA
- Providing selected staff members with training in CPR/AED/First Aid
- Providing selected staff members with training in the use of the second floor evacuation chair
- Providing selected staff members with Non-Violent Crisis Intervention training.

After each drill or live emergency situation, the District Wellness Committee and Safety Council solicits comments/ questions from all staff and emergency personnel. Information is compiled and analyzed by the District Health and Safety Committee and adjustments to the District-wide Safety Plan and Building-wide Emergency Plans are made as necessary.

The district employs personnel to man two points of entry to the building during the day. Those persons have guidelines for allowing persons to enter/leave the building, including sign-in/sign-out sheets, controlled “buzz through” doors, and ID badge issuance. Both reception rooms have live security camera displays to monitor movement in the building. They also have phone access to contact the offices, administration, or emergency services. The only professional security in the building for the 2016-2017 school year will be the trained School Resource Officer, a position established through an interagency agreement with the Village of Dolgeville.

### ***Implementation of School Security***

Dolgeville Central School District has two points of controlled access during the school day when classes are in session: the PK-6 entrance and the 7-12 entrance. Both entrances are monitored by receptionists in closed security booths. Anyone visiting the school during the time classes are in session must sign in and obtain a visitor's badge. The receptionists control access into the building electronically with a buzzer system. The receptionists also call ahead to the visitor's destination to determine the legitimacy of visitors in the building and may be asked to escort certain persons to their destination. Throughout the building, there is considerable video surveillance, which receptionists can view in real time. In addition, during the 2018-2019 school year, the district will have the services of a School Resource Officer through an interagency agreement with the Village of Dolgeville.

### ***Vital Educational Information***

Information about students and staff is available in hard copy, on CD, and via computer from any computer or device with internet capability. Information includes emergency contact information, phone numbers, addresses, medical alerts, attendance, e-mail addresses, and other relevant information.

### **B. Early Detection of Potentially Violent Behaviors**

The Dolgeville Central School District employs several strategies for early detection of potentially violent behaviors, as well as interventions to prevent them.

- An open line of communication between faculty/staff/administrators/students/parents/community members for the purposes of reporting potentially violent behaviors that come to an individual's attention through direct knowledge, rumor, or written/ oral/electronic communication.
- The district and local police department communicate regularly regarding situations that may lead to school or community violence.
- Screenings through PMHP and the Early Intervention Screening Program assist in early identification of student health (behavioral, emotional, social, mental) and family-based issues.
- Child Study Teams at all three levels of the District (elementary, middle, high school) identify and seek interventions for health (behavioral, social, emotional, mental) and family-based issues.
- Several staff members throughout the building maintain certification in Therapeutic Crisis Intervention (TCI), a method of de-escalating violent situations and, if necessary, properly restraining a violent student.
- Staff and faculty participate in workshops as they become available to learn effective management strategies for students with behavioral issues.
- Students who are demonstrating behaviors that could harm themselves or others are referred for an immediate "Risk Assessment" with the district's school psychologist or counselors.
- Students who are demonstrating low to moderate risk behaviors are referred to school counselors for intervention.

- Students who are demonstrating high risk behaviors are referred for immediate services with through outside agencies. The district may contact the Mobile Crisis Assessment Team for a higher level of assessment and intervention.
- Law enforcement is contacted for students who are demonstrating the highest risk of self-harm or harm to others and are in an immediate crisis situation. Students in immediate crises situations may be transported, voluntarily or involuntarily, via police vehicle or ambulance for mental health evaluation at a hospital. The district may contact the Mobile Crisis Assessment Team for a higher level of assessment and intervention.

**C. Hazard Identification**

All areas of the school – its buildings, grounds, facilities, buses, and off-site trip locations – have the potential for being hazardous. Dolgeville Central School has conducted a Facilities Assessment to determine potential risks. The district’s insurance company, Utica National, and the HFHO BOCES Safety Office also conduct periodic risk assessments to minimize hazards. Identified risks and hazards are remediated as soon as possible.

**Section III: Response**

**A. Notification and Activation (Internal and External Communications)**

The district has established a clear line of communication and protocol through the use of a flow chart, which is updated at least annually. In the event of a violent incident, employees are encouraged to contact a building administrator, the superintendent, or the business administrator immediately. However, employees shall always have the option of dialing 911 immediately instead of first notifying an administrator in the event of a serious incident.

Whenever there is a disaster or act of violence, the flow chart (Appendix A) will be utilized to facilitate communications. In addition to the flow chart, the following methods of communication may be utilized:

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Weather Channel E-mail Alerts</li> <li>• NOAA Weather Radios</li> <li>• National Weather Service Faxes</li> <li>• Hand-Delivered Paper Messages</li> <li>• Phones</li> <li>• Cell Phones</li> <li>• E-mail</li> <li>• Faxes</li> </ul> | <ul style="list-style-type: none"> <li>• School Intercom System</li> <li>• Walkie-Talkies/Radios</li> <li>• Bus Radios</li> <li>• District Website</li> <li>• District Facebook Page</li> <li>• Local Media Emergency Postings</li> <li>• School Messenger Parent Notification System</li> <li>• <b>Herkimer County 911</b></li> </ul> |
|---|--|

Whenever a disaster or act of violence occurs, the superintendent or her designee will call an emergency meeting of all administrators and supervisors to assess the situation and create a response. School counselors and nurses may also be asked to attend the meeting.

**B. Situational Responses**

***Multi-hazard Response***

The multi-hazard response plan is designed for taking action in emergencies that may include the following:

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Violence/Threats of Violence</li> <li>• Hostage/Kidnapping</li> <li>• Natural Disaster</li> <li>• Weather Related Disaster</li> <li>• Civil Disturbance</li> <li>• School Bus Accident</li> <li>• Gas Leak</li> <li>• Water/Power Failure</li> <li>• Dam Failure</li> </ul> | <ul style="list-style-type: none"> <li>• Intruder</li> <li>• Cyber Attack</li> <li>• Explosive/Bomb Threat</li> <li>• Hazardous Material Leak/Spill</li> <li>• Biological Hazard</li> <li>• Radiological Hazard</li> <li>• Epidemic (Disease)</li> <li>• Wild Animal Threat</li> <li>• Others as Determined by Committee</li> </ul> |
|--|---|

For each situation, a determination will be made by the superintendent or her designee and the crisis team to the type(s) of most appropriate response. Responses will consist of one of the four responses below, or a combination of the four responses below:

|  |
|--|
| <p><u>Shelter-in-Place</u><br/>Used to shelter students and staff inside the building.</p>   |
| <p><u>Hold-in-Place</u><br/>Used to limit movement of students and staff while dealing with short term emergencies.</p>                                    |
| <p><u>Evacuate</u><br/>Used to evacuate students and staff from the building.</p>  |
| <p><u>Lockout</u><br/>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p>                |
| <p><u>Lockdown</u><br/>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> |

\*Note that Dolgeville Central School is a designated Red Cross Emergency Shelter. In the event that an event required Red Cross to designate the school as an emergency shelter, Red Cross would assume authority.



### ***Responses to Acts of Violence: Implied or Direct Threats***

Implied or direct threats by students, staff, or visitors will be reported immediately to the building principal and superintendent or their designees, who will determine the level of threat and respond accordingly. Depending on the threat level, any or all of the following responses may be used:

- Enlist assistance of SRO and law enforcement agency (dependent on jurisdiction)
- Threat assessment by school psychologist or counselor
- Threat assessment by Children’s Mobile Assessment Team (CMAT) or hospital
- Hold-in-Place, Shelter-in-Place, Evacuation, Lockdown
- Early dismissal

### ***Acts of Violence:***

Acts of violence committed by students, staff, or visitors to the school will not be tolerated. When an act of violence occurs, it will be reported immediately to the building principal and superintendent, or their designees, and the SRO. Depending on the type and level of violence, any or all of the following responses may be used:

- Enlist assistance of law enforcement agency (dependent on jurisdiction).
- Shelter-in-Place, Hold-in-Place, Evacuation, Lockout, or Lockdown
- Nurse or EMT evaluate injuries, call 911 for emergency medical assistance, if necessary.
- Investigate incident.
- If a student, discipline perpetrator according to Code of Conduct guidelines.
- If a staff member, discipline in accordance with New York State Education Law or Criminal Law Guidelines.
- If a visitor, suspend or ban from school property, press charges if applicable through Criminal Law Guidelines.

### ***Response Protocols:***

Emergency response protocols shall be in accordance with the Crisis Response Flow Chart. Plans to safeguard students and staff shall include shelter-in-place, hold-in-place, evacuations, lockouts, lockdowns, and early dismissals. Procedures are in place in each building level plan for transportation of students from the school or from emergency evacuation sites. In the case of large-scale emergencies, parents will be contacted through the district’s School Messenger System, via the district’s Facebook page, and via local media outlets. Procedures for contacting local media outlets are in place and available to all district administrators and the superintendent’s administrative assistant. Following any emergencies, a debriefing meeting will be held by the District Wellness Committee and Safety Council to analyze the response to the emergency. Input from faculty and staff will be solicited as part of the debriefing. Results of the analysis will be used to improve the district-level and building-level emergency plans.

### ***Arrangements for Obtaining Emergency Assistance from Local Government***

In the event of an emergency, the building principal or superintendent or their designees or the SRO will contact 911 for emergency law enforcement, fire, or EMS response. The superintendent will notify the Board of Education president and the HFHO BOCES District Superintendent.

### ***Procedures for Obtaining Advice and Assistance from Local Government Officials***

The superintendent or her designee will contact the emergency management coordinator and/or local government officials for assistance, as deemed necessary.

A listing of agencies to provide emergency resources may be found in Appendix B.

### ***District Resources Available for Use in an Emergency***

Any and all district resources will be available in the event of an emergency.

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

Those persons authorized to make decisions in the event of an emergency are listed on the Crisis Response Flow Chart. Building-level emergency plans designate specific roles and tasks for every staff member in those buildings. Administrators and supervisors of transportation, buildings and grounds, and food service departments will coordinate personnel responses specific to each emergency situation.

### ***Protective Action Options***

The superintendent or her designee shall make decisions regarding the following actions:

- Cancellation of School
- Early Dismissal
- Late Arrival
- Shelter-in-Place
- Hold-in-Place
- Evacuation
- Lockout
- Lockdown

In each case, the superintendent or her designee will work with other administrators, the SRO, department supervisors, and members of the crisis team to determine the level of threat; determine the most appropriate response; direct building administrators or their designees to activate building response plans; initiate contact with parents via School

Messenger, Facebook, and local media outlets; and monitor the situation for continued response to provide students, staff, and visitors with optimum safety and security.

#### **Section IV: Recovery**

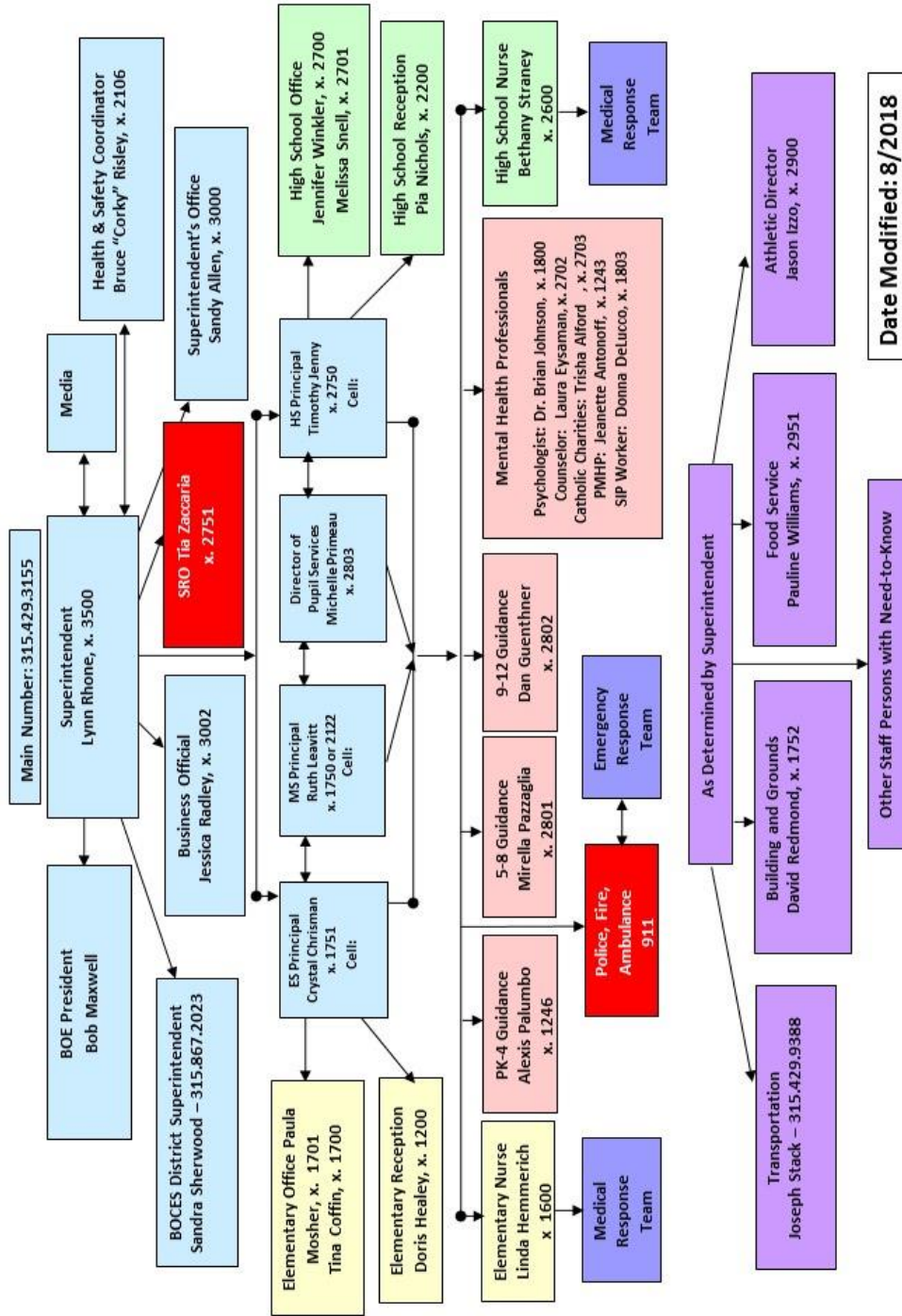
##### ***District Support for Buildings***

Following emergency responses, the District Wellness Committee and Safety Council will meet to debrief. Any agencies involved in the emergency response will be invited to attend the debriefing. Input from faculty and staff will be solicited as part of the debriefing. Determinations will be made at the debriefing regarding any types of post-emergency support that will be needed.

##### ***Disaster Mental Health Services***

Disaster mental health services will be provided to students, staff, parents, and community members through district-employed nurses, counselors, and psychologists. In addition, the superintendent, via the Superintendent's Cabinet, will solicit additional counselors from HFHO districts and HFHO BOCES to assist. The superintendent may also contact other local agencies (Catholic Charities, Herkimer County Mental Health, Fulton County Mental Health) for additional services.

**DOUGEVILLE CENTRAL SCHOOL EMERGENCY RESPONSE TEAM**



## Appendix B: Agency and Governmental Contacts

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| <b>Village of Dolgeville</b><br>Mary E Puznowski, Mayor – 315.429.3112<br>Scott Hongo, Department of Public Works - 315.429.9777<br>Tammy Chmielewski, Village Clerk – 315.429.3112  |
| <b>Town of Manheim</b><br>John Haughton, Supervisor - 315.429.9631; cell: 315.360.0016<br>Carl Stallman, Highway Superintendent - 315.429.3109<br>Marie Gressler, Town Clerk – 315.429.9631  |
| <b>Town of Salisbury</b><br>Geanne Daley, Supervisor – 315.429.9892<br>Larry Williams, Highway Superintendent – 315.429.8581<br>Stanley Bilinski, Town Clerk – 315.429.8581  |
| <b>Town of Stratford</b><br>Allicia Rice, Supervisor – 315.429.8612<br>Charles Goodwin, Highway Superintendent – 315.429.8326<br>Diana B. Massicotte, Town Clerk – 315.429.8612  |
| <b>Herkimer County</b><br>James W. Wallace, Jr., County Administrator – 315.867.1112<br>Sylvia M. Rowan, County Clerk – 315.867.1129<br>Jay W. Ewanyk, Superintendent of Highways – 315.866.6793; Garage: 315.866.2050<br>Christopher P. Farber, Sheriff – 315.867.1167<br>Robert Vandawalker, Director of Emergency Services – 315.867.1<br>Christina Cain, Director of Public Health – 315.867.1176<br>Deanna Charles, Executive Director of Catholic Charities of Herkimer County – 315.894.9917<br>Edgar Scudder, Director of Community Services (Mental Health 315.867.1465 |
| <b>Fulton County</b><br>Ralph Ottuso, Chairperson of Board of Supervisors - 518.736.5540<br>Ann L. Nickloy, County Clerk – 518<br>Mark E. Yost, Superintendent of Highways and Facilities – 518.736.5700; Garage: 518.736.5712<br>Richard Giardino, Sheriff – 518.736.2100<br>Denise Frederick, Public Health – 518.736.5720<br>Janine Dykeman – Executive Director of Mental Health Assoc. in Fulton & Montgomery Counties – 518.762.5332<br>John Nasso, Executive Director of Catholic Charities of Fulton & Montgomery Counties – 518.762.8313                                |
| <b>State and Federal Government Officials</b><br>Andrew Cuomo, NYS Governor – 315.793.2535<br>Charles E. Schumer, US Senator – 202.224.6524<br>Kirsten Gillibrand, US Senator – 202.224.4451<br>Hugh Farley, NYS Senator – 518.762.3733<br>Marc W. Butler, NYS Assemblyman – 315.866.1632  |

**Other Important Contacts**

- Ambulance: S&S Station #1 – 315.429.9377
- Children’s Mobile Assessment Team (CMAT) – 315.732.6228
- Domestic Violence Program (24-Hour Hotline) – 315.866.0458
- YWCA Sexual Violence Program (24-Hour Hotline) – 315.866.4120
- Emergency Room Services:
  - Bassett Little Falls Hospital – 315.823.1000
  - Faxton-St. Luke’s Hospital – 315.624.6112
  - St. Elizabeth’s Hospital – 315.798.8111
- Local Doctor’s Offices:
  - Bassett Primary Care Center, Dr. Nocella – 315.429.8714
  - Tri-County Medical PC, Dr. Abraham – 315.429.3996
  - Dr. Haas – 315.429.8065