

**Fillmore Central School**  
**District-wide School Safety Plan**  
**2018-2019**

*Commissioner's Regulation 155.17*

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 risk of a wide variety of acts of violence, 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 Fillmore Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**Section I: General Considerations and Planning Guidelines**

**A. Purpose**

The Fillmore Central District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Fillmore Central School District Board of Education, the

Superintendent of the Fillmore Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

## **B. Identification of School Teams**

The Board of Education of Fillmore Central 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 personal. The team was comprised of the District Shared Decision Making Team and the District Safety Team. The members of the district safety team and their positions or affiliations are as follows:

Michael Dodge, *Superintendent*

Joe Moynihan, *Principal*

Joe Butler, *Business Manager*

Jen Austin, *Teacher*

Leon Mast, *Teacher*

Mike Witkowski, *Teacher*

Fred Reed, *Head Custodian*

Les Rose, *Transportation*

Kyle Pomeroy, *Parent*

## **C. Concept of Operations**

- The Fillmore Central School District is comprised of a single Pre-K-12 building. Therefore, there is a direct link between the District and Building safety plans. Protocols reflected in the District-wide school Safety Plan have guided the development and implementation of the Building-level Emergency Response Plan.
- The Fillmore Central School District-wide and Building-wide school safety plans were developed through the District shared decision-making team. The District shared decision-making team meets monthly to discuss educational issues in the school district. The Shared Decision Making Team is comprised of school administrators, school board members, teachers, parents, community members, and students. The Fillmore Central School District and Building Safety teams worked with the BOCES Safety, Energy and Facility Services Office to revise the District's current Emergency Management Plan to address the necessary areas to fulfill the requirements of the SAVE legislation. The District/Building Safety team used information from the comprehensive school report card, BEDS data, and Safe and Drug Free School and Community Program to make informed decisions

around violence in the District. Information that was analyzed was incidents of violence, suspensions, drug and tobacco use, as well as, other discipline referrals.

- In the event of an emergency or violent incident, the School Emergency Response Team will conduct the initial response to all emergencies at Fillmore Central School. Upon the activation of the School Emergency Response Team, the District will be notified by the Principal who will contact the Superintendent of Schools.

<b>The response to any emergency shall include the following procedures:</b>		
<b>Action</b>	<b>Purpose</b>	<b>Person(s) Responsible</b>
1. Call 911 (if necessary) 2. Call Principal	Notification of fire/ ambulance personnel; notification of police	<ul style="list-style-type: none"> <li>• K-4 Office</li> <li>• 5-12 Office</li> <li>• Guidance Office</li> <li>• Business Office</li> <li>• Health Office</li> </ul>
3. Contact Superintendent	Notify District of building level incident	<ul style="list-style-type: none"> <li>• Principal</li> </ul>
4. Notify CPR/first aid certified persons in school building of medical emergencies if any; if the nurse is not available contact the 5-12 office	Provide immediate medical treatment when necessary	<ul style="list-style-type: none"> <li>• K-4 Office</li> <li>• 5-12 Office</li> <li>• Guidance Office</li> <li>• Business Office</li> <li>• Health Office</li> <li>• Classroom Teacher</li> <li>• Supervising Personnel</li> </ul>
5. Seal off high risk area 6. Take charge of area until incident is contained or received by Principal	Protect students	<ul style="list-style-type: none"> <li>• Principal</li> <li>• (Adults near the situation will contain the area until the arrival of the principal)</li> </ul>
7. Assemble School Emergency Response Team	Implement emergency protocol	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Principal</li> </ul>
8. Preserve evidence; keep detailed notes	Provide accurate information to law enforcement and/or emergency personnel upon arrival (when necessary)	<ul style="list-style-type: none"> <li>• Principal</li> <li>• School Emergency Response Team</li> <li>• Classroom teacher</li> <li>• Supervising adults</li> </ul>
9. Refer media to superintendent (567-2251)	Accurate release of information	<ul style="list-style-type: none"> <li>• School Offices</li> </ul>
10. In the event of an emergency closing, contact parents/guardians	Safe release of students	<ul style="list-style-type: none"> <li>• Pre-K-4 office and 5-12 office will contact parents using information on student emergency cards and/or Global Connect</li> </ul>

		<ul style="list-style-type: none"> <li>Classroom teachers and health office will assist</li> </ul>
--	--	--

- Fillmore Central School will utilize the services of the New York State Troopers; a station is located in Fillmore, and the Fillmore volunteer fire and ambulance services to ensure the safety of the students in the event of an emergency (see procedural step number 1 to know who designated to make emergency phone calls).

In the event that a child is in need of substance abuse counseling the Safe and Drug Free School Advisory Committee (school psychologist) will contact the Allegany County of Health to obtain substance abuse counseling for the student.

Fillmore Central School also utilizes the services of the Allegany Council on Alcohol and Substance Abuse to promote healthy decision making for our students to reduce violence in our school. The following chart illustrates the goals, objectives, programs and strategies to help students make good decisions about drugs, alcohol, and violence.

<b>Annual Goal: Student disciplinary referrals/ suspensions as a result of violence or drug use will be less than 2% of the student population.</b>			
<b>Objective</b>	<b>Program</b>	<b>Individual(s) Responsible</b>	<b>Evaluation</b>
1. Improve problem-solving strategies among students, faculty, and staff.	<ul style="list-style-type: none"> <li>Second Step Program in Pre-K-12 curriculum</li> <li>District character program (Character Counts)</li> <li>Natural Helpers</li> </ul>	<ul style="list-style-type: none"> <li>Pre-K -12 teachers and administrators</li> <li>School psychologist</li> <li>ACASA</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in disciplinary referrals</li> </ul>
2. Increase student knowledge of health/ wellness/ sexuality and substance abuse prevention, as appropriate at each grade level.	<ul style="list-style-type: none"> <li>Growing Healthy</li> <li>Project Know</li> <li>Here's Looking at You</li> <li>Tobacco Free Teens</li> <li>SADD activities</li> <li>On call substance abuse counseling</li> <li>Youth Speak Out</li> <li>**Allegany Council on Alcohol and Substance Abuse presentations</li> </ul>	<ul style="list-style-type: none"> <li>C/A BOCES</li> <li>NYS Troopers</li> <li>ACASA</li> <li>SADD Advisor</li> <li>Health Teacher</li> <li>ACCORD</li> </ul>	<ul style="list-style-type: none"> <li>Student pre and post program assessments</li> </ul>

<p>3. Decrease negative risk taking behaviors.</p>	<ul style="list-style-type: none"> <li>• Growing Healthy</li> <li>• Project Know</li> <li>• D.A.R.E.</li> <li>• Here's Looking at You</li> <li>• Tobacco Free Teens</li> <li>• SADD activities</li> <li>• On call substance abuse counseling</li> <li>• Youth Speak Out</li> <li>• **Allegany Council on Alcohol and Substance Abuse presentations</li> </ul>	<ul style="list-style-type: none"> <li>• C/A BOCES</li> <li>• NYS Troopers</li> <li>• ACASA</li> <li>• SADD Advisor</li> <li>• Health Teacher</li> <li>• School Counselor</li> <li>• School Psychologist</li> <li>• ACCORD</li> <li>• Allegany County Department of Health</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease student discipline referrals</li> <li>• Student and teacher surveys</li> </ul>
--	---	---	--

**D. Plan Review and Public Comment**

- Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan will be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students, and other interested parties. The SAVE plan at Fillmore are available for public review in the Pre-K-4 and 5-12 throughout the school year. The official period for public review was from October 1, 2008 through October 31, 2009. The Board of Education adopted the District and Building safety plans for the 2010-2011 school year at the October, 2010 meeting.
- The SAVE plan will be reviewed annually by the District Safety on or before July 1 of each school year. A copy of the district-wide safety plan will be available in the Pre-K-4 office and 5-12 office at Fillmore Central School.

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

**A. Prevention/Intervention Strategies**

*Program Initiatives*

- District personnel will participate in a non-violent conflict resolution-training program sponsored by the New York State Troopers on an annual basis. The program is designed to teach District personnel how to recognize potentially dangerous student behavior, how to de-escalate people in a potentially dangerous situation and how to report incidents to District administrators.
- Students participate programs conducted in the District by the Allegany Council on Alcohol and Substance Abuse to promote healthy decision making to reduce violence in the school. Students are also taught healthy decision-making skills through the Character Counts program, Natural Helpers, and Second Step program.

- A drop box is located in the 5-12 office for students to submit anonymous concerns about school violence and student behavior.
- The faculty, staff, and administration at Fillmore Central School work diligently to create a positive, safe learning environment for students. Before school, between classes and after school District personnel are in the halls to reduce the risk of conflicts and altercations between students. District personnel work hard to get to know the students in the District to create a close atmosphere on the District to minimize incidents of violence.

#### *Training, Drills, and Exercises*

- The School District will annually review and conduct drills and other exercises to test components of the Emergency Response Plan, including the use of tabletop exercises. Training will be provided to District staff and students as appropriate and will include non-violent conflict resolution training programs. Fillmore will utilize Cattaraugus Allegany BOCES to provide Blood Born Pathogen, Right to Know and multi-hazard training for faculty and staff on an annual basis. Fillmore will also utilize the Allegany County Emergency Management Coordinator when appropriate.
- The Superintendent, Principal, and Emergency Response team will meet to review the effectiveness of a drill to discuss any areas of concern. The drill procedure will be adjusted to meet the recommendations of the safety committee. Any local or county agency involved in the drill will be asked for input regarding the implementation of the drill.
- District hall monitors work in a capacity to minimize incidents of violence between classes and during the lunch period. Hall monitors are positioned in areas where there is limited supervision during periods of transition. Hall monitors are interviewed by the Superintendent and Building Principal and are provided the same non-violent conflict resolution as all other District personnel, including training in de-escalation.
- Both principals will plan and implement at least one off campus evacuation drill each year. The high school principal will schedule and communicate all fire alarm drills. A brief reflection will occur at the end of each drill.
- Fillmore administration will work cooperatively with local volunteer fire departments and the NYS Police to participate in or make the building and grounds available when it is possible to conduct safety drills.

#### *School Vehicle Accident*

- School employee will contact 911 first and then the school (dispatch, bus garage or main building) if it is possible.
- Administration will report to the scene of the accident as soon as possible.

- Administration will assist fire and police agencies to respond as needed.
- One administrator will serve as the person in charge at the scene of the incident.
- Students riding in the vehicle will be checked by EMT’s to determine if they can be cleared or if they need further medical assistance. Every student and employee needs to be checked out by an EMT prior to leaving the scene of the accident.
- All parents will be contacted when possible.
- Students will need to be signed out by parents only if and when they are cleared by EMT’s

*Implementation of School Security*

- Upon entrance to the building all visitors must report to the 5-12 office to sign in, indicate whom they are in the building to see and receive a pass to be in the building.
- All District personnel are trained to ask non-employee if they can help them and indicate that they need a visitor pass to be walking in the school building. If a visitor does not comply with this request the Building Principal will be contacted to address the visitor.
- Before school, between classes and after school District personnel are in the halls to reduce the risk of conflicts and altercations between students. District personnel work hard to get to know the students in the District to create a close atmosphere on the District to minimize incidents of violence.

*Vital Educational Agency Information*

- The District information on school population, number of staff, transportation needs, and the business and home telephone numbers of all District employees in the office of the administrative assistant. Emergency information for all employees is located in the administrative assistant office. Emergency information for all students is located in the health office with copies of emergency information in the K-4 and 5-12 offices.

Building(s)	1 Pre-K-12 school building
School Population	720
Number of Staff	Approximately 130 employees
<u>Key District Personnel</u>	
District	Michael Dodge, Superintendent 567-2251 (w)
High School	Joe Moynihan, Principal 567-2289(w)
Guidance Office	William Kelley, 567-2270 (w)

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

Fillmore Central School is a small, rural Pre-K-12 school; as a result, teachers and administrators know all of the students in the building. Potentially violent behaviors are detected through frequent

communication among students, teachers, the guidance counselor, administrators, and central office staff. The following protocol is followed in the event of a potentially violent behavior:

1. Students/teachers/administrators notify the guidance counselor and/or school psychologist of potentially dangerous behavior(s).
2. Guidance counselor and/or school psychologist meet with the student to discuss the issue.
3. Guidance counselor and/or school psychologist call the parent/guardian to discuss the issue.
4. Guidance counselor and/or school psychologist meet with the Superintendent and/or Principal to discuss the issue.
5. An implementation plan is developed with the student, parent/guardian, administrator, and guidance counselor and/or school psychologist to help the student and reduce the risk of a dangerous/violent behavior.

### **C. Hazard Identification**

The following is a list of potentially hazardous sites for the Fillmore Central School District:

- Pre-K-12 school building (example chemistry lab)
- Playground area
- Athletic fields (baseball, track, and tennis fields are off campus)
- Buses (off campus)
- Bus garage (off campus)
- Off-site field trips conducted by the school (off campus)

### **D. Communication Resources Used in an Emergency**

Fillmore Central School policy 3510 identifies emergency closing policy and procedures. In the event of an emergency, parents and/ or guardians will be contacted via the district emergency calling through each district office and announcements on identified radio and television stations. The following communication devices may be used in the event of an emergency

- Telephone
- Intercom
- District two-way radios
- NOAA Weather Radio
- Emergency Alert System
- Bull Horns
- Bus Radio System
- Local Media



- Global Connect

### **Section III: Response**

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

- The New York State Troopers (located in Fillmore) will be contacted in the following instances (other events may necessitate calling law enforcement):
  1. Physical harm to a student or faculty member
  2. Bomb threat
  3. Drugs on school property
  4. Weapons on school property
  5. Kidnapping
  6. Hostage
  7. Intrusion

The Building Principal or Superintendent will contact Law enforcement agencies.

- Fillmore Central School is a single Pre-K-12 building. In the event of an emergency District personnel will be informed of the emergency and proper protocol to follow via:
  - Telephone
  - Intercom
  - E-mail
  - SchoolMessenger

The Building Principal will initiate the appropriate response and tell all building occupants to take the appropriate protective action.

- In the event of an emergency involving students or school employees the Building Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency.

After relinquishing command, the Building Principal or his/her designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

The school will establish a chain of command to ensure continuity of operations.

- In the event of a violent incident or early dismissal parents and guardians will be contacted through the K-4 office, 5-12 office and health office using the information provided on the emergency information card for each student. The Superintendent will also notify designated radio stations and/or Global Connect.

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

##### **A. District Support for Buildings**

- Fillmore Central School is a single building District. The District post-incident response team will work with students and teachers to provide support after an incidence of violence. The Superintendent or Building Principal will assemble the post-incident response team and work as a team to develop the appropriate support to be provided to the District. Appropriate incident response may require assistance from the Allegany County Department of Health to provide disaster mental health services.
- The Superintendent, Building Principal, and post-incident response team will re-evaluate the District protocol for emergency response after an emergency situation.